

**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 2, 2016 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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## **AGENDA**

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

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

**NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

**NO PUBLIC 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 5, 2016 | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from October 5, 2016   | <b>Pg. 6</b>  |
| D.2 | Consider Approval of September 2016 Treasurer’s Report  | <b>Pg. 10</b> |
| D.3 | DCV Violations this Month – No Violations   |               |
| D.4 | Consider Approval of Party Program Fees and Policy Changes                                    | <b>Pg. 32</b> |
|     | Attachment 1 – Draft Revised Party Reservation Form   | <b>Pg. 34</b> |
| D.5 | Consider Approval of Hiller Sport Site Use Fee Changes  | <b>Pg. 35</b> |
|     | Attachment 1 – Draft Hiller Sports Site Fee Schedule  | <b>Pg. 37</b> |

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

- |     |  |               |
|-----|--|---------------|
| E.1 | Review Humboldt Bay Municipal Water District’s (HBMWD) Proposed Changes to Ordinance 16 and Contract for Supply of Water | <b>Pg. 38</b> |
|     | Attachment 1 – Ordinance 16 Draft Amendment 2017   | <b>Pg. 40</b> |
|     | Attachment 2 – McKinleyville Contract for Supply of Municipal Water Proposed Update                                      | <b>Pg. 56</b> |
| E.2 | Consider and Adopt Resolution 2016-20 Recognizing, Honoring and Commending Kyle Stone for Ten (10) Years of Service      | <b>Pg. 64</b> |
|     | Attachment 1 – Resolution 2016-20  | <b>Pg. 65</b> |
| E.3 | Review the Strategic Plan (Plan) for FY 2017-18  | <b>Pg. 66</b> |
|     | Attachment 1 - McKinleyville Community Services District Strategic Plan Project Matrix 2017-18                           | <b>Pg. 67</b> |
| E.4 | Consider New Heart Church’s Request to Maintain July 2015 Facility Use Rates for Use of District Facilities in 2017      | <b>Pg. 73</b> |
|     | Attachment 1 – New Heart Letter  | <b>Pg. 75</b> |

|      |   |                |
|------|---|----------------|
| E.5  | Consider Approval of the Agreement for the Adoption & Maintenance of the Botanical Garden at Hiller Park between the McKinleyville Community Services District and the Rotary Club of Mad River   | <b>Pg. 76</b>  |
|      | Attachment 1 – Adoption of Garden & Maintenance Agreement between MCSD & the Rotary Club of Mad River   | <b>Pg. 78</b>  |
| E.6  | Consider Approval of Resolution 2016-19 Naming the Botanical Garden at Hiller Park the “Hiller Park Botanical Peace Garden” as Proposed by the Rotary Club of Mad River   | <b>Pg. 80</b>  |
|      | Attachment 1 – Resolution 2016-19 Naming the Existing Botanical Garden at Hiller Park at 675 Hiller Road, The Hiller Park Botanical Peace Garden  | <b>Pg. 82</b>  |
|      | Attachment 2 – Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities submitted by the Rotary Club of Mad River  | <b>Pg. 83</b>  |
| E.7  | Consider and Adopt Resolution 2016-17, intent of the McKinleyville Community Services District to reimburse expenditures of the Project Funds provided by the State of California, acting by and through the State Water Board, and Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects | <b>Pg. 85</b>  |
|      | Attachment 1 – Resolution 2016-17   | <b>Pg. 87</b>  |
|      | Attachment 2 – Resolution 2016-18   | <b>Pg. 89</b>  |
| E.8  | Consider Approval for Board Secretary to Initiate Process of Election to be Held on March 14, 2017 and Notice of Election to be Mailed to County Clerk  | <b>Pg. 90</b>  |
|      | Attachment 1 – Humboldt County Elections Office Administrative Calendar Special District Election, March 14, 2017   | <b>Pg. 92</b>  |
|      | Attachment 2 – Draft Notice of Election Letter  | <b>Pg. 95</b>  |
| E.9  | Consider Approval of Auburn Constructors Inc. Contract Change Order No. 4 to Perform Services Related to Pond 1A Biosolids Hauling for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Execute Contract Change Order   | <b>Pg. 96</b>  |
|      | Attachment 1 – Auburn Constructors Inc. Change Order No. 4  | <b>Pg. 97</b>  |
| E.10 | Consider Approval of G. Bowes variance request  | <b>Pg. 110</b> |
|      | Attachment 1 – Ginger Bowes’ Variance Application   | <b>Pg. 112</b> |
|      | Attachment 2 – Original leak adjustment request and calculations  | <b>Pg. 119</b> |
|      | Attachment 3 – Calculated 3-month leak adjustment   | <b>Pg. 124</b> |
|      | Attachment 4 – Resolution 2011-10 Water Leak Adjustment Policy  | <b>Pg. 128</b> |

## **F. REPORTS**

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

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

- a. Recreation Advisory Committee (Wheeler/Couch)
- b. Area Fund (John Kulstad)

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

## F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 129**
- b. Operations Department (James Henry) **Pg. 131**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 135**  
Attachment 1 – RAC Meeting Notes 10/20/16 **Pg. 137**
- d. General Manager (Greg Orsini) **Pg. 140**  
Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 143**

## F.3 PRESIDENT’S REPORT

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

## G. ADJOURNMENT

**Posted 5:00 pm on October 28, 2016**

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

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



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Consider Approval of the Minutes of the Board of Directors' Regular Meeting on October 5, 2016**

**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 5, 2016 Regular Board Meeting; recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meeting.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from October 5, 2016

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, OCTOBER 5, 2016 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 by Vice-President Mayo. Roll Call showed Director Corbett, Director Couch and Vice-President Mayo were present. President Wheeler was absent.

Dennis Mayo, Vice-President  
John Corbett, Director  
David Couch, Director

Gregory Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Lesley Frisbee, Recreation Director  
Emily Abfalter, Board Secretary  
David A. Baldosser, Acting Board Secretary

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by Vice-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 was no comment from the Board or Public

**ROLL CALL:** Ayes: Corbett, Couch, Mayo.      Nays: None      Absent: Wheeler

**MOTION SUMMARY:** Motion Passed

**A.5 Closed Session Discussion:** There was no closed session

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

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

General Manager Orsini introduced Emily Abfalter as the new Board Secretary to the Public and Board Members

**AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting of September 7, 2016

Attachment 1 – Draft Minutes from September 7, 2016

D.2 Consider Approval of August 2016 Treasurer's Report

D.3 DCV Violations this Month – No Violations

D.4 Consider Approval of a Facilities Extension Agreement for Grocery Outlet

Attachment 1 – Application for Extension of Water Sewer, Streetlights Trails and Open Space

D.5 Approve the Regular Board Meeting Dates, Time and Location for the 2017 Calendar Year

Attachment 1 – 2017 Proposed MCSD Regular Board Meeting

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

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

**ROLL CALL:** Ayes: Corbett, Couch, Mayo.      Nays: None      Absent: Wheeler

**MOTION SUMMARY:** Motion Passed

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

**E.1 Approve Resolution 2016-16 to Initiate the Reformation of the Central Ave Open Space Maintenance Zone #6 (OSMZ)**

Motion: Approve Resolution 2016-16 to initiate the Reformation of the Central Avenue Open Space Maintenance zone #6 (OSMZ)

**Motion by:** Director Couch                      Second: Director Corbett

**Roll Call Vote:** Ayes: Corbett, Couch, Mayo Noes: none                      Absent: Wheeler

**Motion Summary:** Motion Passed

**E.2 Review information pertaining to Mad River Rotary's request to adopt and maintain the McKinleyville Community Services District Botanical Garden at Hiller Park**

Informational item only. Cindy Sutcliffe of Mad River Rotary presented the Board of Directors with the offer of the Mad River Rotary (MRR) to adopt the botanical garden at Hiller Park. The MRR was hoping to have it named "Hiller Park Botanical Peace Garden maintained by the Mad River Rotary" Board members were receptive and pleased with the offer and deferred to Recreation Director Lesley Frisbee to work on this item to bring it back to the Board at a future meeting. No action taken.

**E.3 Review information pertaining to the Draft Integrated Pest Management Plan (IPM) Guide to Reduced Toxicity Pesticide (RTP) List**

Informational item only. Operations Director James Henry presented this item and updated the Board on the status of the Plan. No action taken.

**E.4 Consider Approval of Professional Services Agreement for SCADA Support Group to perform services related to Supervisory Control and Data Acquisition (SCADA) regarding Wastewater Management Facility (WWMF) Improvement Project and authorize General Manager to execute contract**

Item was presented by General Manager Orsini.

**Motion:** Per Staff recommendation, authorize the General Manager to execute the Professional Services Agreement for SCADA Support Group, not to exceed \$46,458 with a 10% (\$4,645) contingency totaling \$51,103.

**Motion by:** Director Corbett                      Second: Director Couch

No comment from public or Board.

**Roll Call:** Ayes: Corbett, Couch, Mayo Noes: none Absent: Wheeler

**Motion Summary:** Motion Passed

**E.5 Consider attendance to the Association of California Water Agencies (ACWA) 2016 Fall Conference & Exhibition in Anaheim, CA November 29<sup>th</sup> – December 2<sup>nd</sup>, 2016**

Item presented by Board Secretary Abfalter. The conference information was presented and the Board Members that were interested in attending were requested to confirm by October 14<sup>th</sup> to ensure reservations could be made in a timely manner to get the least expensive airfare and accommodations.

**Motion:** Authorize conference attendance by Vice-President Mayo and any other interested Board Members.

**Motion by:** Director Corbett                      Second: Director Couch

**Discussion:** Vice-President Mayo stated that with his position with ACWA, he is required to attend all such events and said that the District can book his travel arrangements at the earliest possible time to take advantage of possible price savings.

**Roll Call:** Ayes: Corbett, Couch, Mayo Noes: none Absent: Wheeler

**Motion Summary:** Motion Passed

#### **E.6 Review MCSD Reserve Calculations for Fiscal Year 2015-16**

Informational item only presented by Finance Director Trask. A thorough explanation of the Board mandated reserve policy and status of said reserves was presented. Various charts and graphs that are included in the normal Treasurer's Report were covered in detail.

Director Corbett commented regarding the legal requirements on reserve funds. No action taken.

### **AGENDA ITEM F. REPORTS**

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

- a. Recreation Advisory Committee (Wheeler/Couch): Deferred to Recreation Director Frisbee
- b. Area Fund (John Kulstad): Nothing to report
- c. Redwood Region Economic Development Commission (Mayo/Wheeler): Did not meet
- d. McKinleyville Senior Center Advisory Committee (Wheeler, Mayo): Did not meet
- e. Audit (Corbett/Couch): Directors Corbett and Couch attended a meeting on September 26, 2016. Director Couch said it was very educational
- f. Employee Negotiations (Couch/Corbett) Did not meet
- g. Water Task Force (Wheeler/Corbett): Did not meet. Per Vice-President Mayo, the name should be Water Advisory Committee
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch): Did not meet
- i. McKinleyville Municipal Advisory Committee (Corbett /Wheeler):  
Director Corbett attended the meeting on September 28, 2016 and reported that tax measures were a major item that was discussed.
- j. Cornerstone Committee (Couch): Did not meet
- k. Groundwater Sustainability Committee (Corbett, Mayo): Did not meet.

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

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Trask reviewed her report.
- b. **Operations Department (James Henry):** Operations Director Henry provided information concerning the tank painting project on Cochran.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Frisbee had nothing further to add to the written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini reported that he was nominated for the Vice-President with California Special Districts Association. He also reported that the Occupation Safety and Health Administration made a site visit to the Wastewater Management Facility.

#### **F.3 PRESIDENT'S REPORT:** President Wheeler was absent.

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

**REQUESTS:** Director Couch commented on a trail dedication. Vice-President Mayo discussed the Urban Water Management Plan. No agenda items were requested.

**G. ADJOURNMENT: 9:07 p.m.**

Motion to adjourn made by Director Corbett; Second: Director Couch.  
All were in favor of adjournment!

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David A. Baldosser, Acting Board Secretary

**McKinleyville Community Services District  
Treasurer's Report - DRAFT  
September 2016**

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| Page 14 | Cash Disbursement Report                                      |

**McKinleyville Community Services District**  
**Investments & Cash Flow Report - DRAFT**  
**As of September 30, 2016**

|   |   |                |
|---|---|----------------|
| <b>Petty Cash &amp; Change Funds</b>                    |   | 8,407.40       |
| <b><u>Cash</u></b>                                      |   |                |
| <b>Operating &amp; Money Market - Beginning Balance</b> |   | 1,271,981.96   |
| <b>Cash Receipts:</b>                                   |   |                |
| Utility Billings & Other Receipts                       | 559,289.97  |                |
| Money Market Account Interest                           | 384.03  |                |
| Transfers from County Funds #2560, #4240, CalTRUST      | -   |                |
| Other Cash Receipts (incl. WWMF SRF Loan disb#02)       | 1,866,206.00  |                |
| <b>Total Cash Receipts</b>                              |   | 2,425,880.00   |
| <b>Cash Disbursements:</b>                              |   |                |
| Transfers to County Funds #2560, #4240, CalTRUST        | -   |                |
| Payroll Related Expenditures                            | (202,156.87)  |                |
| Debt Service  | (13,987.38)   |                |
| Capital & Other Expenditures                            | (1,647,610.67)  |                |
| <b>Total Cash Disbursements</b>                         |   | (1,863,754.92) |
| <b>Operating &amp; Money Market - Ending Balance</b>    |   | 1,834,107.04   |
| <b>Total Cash</b>                                       |   | 1,842,514.44   |
| <b><u>Investments</u></b>                               | <i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i> |                |
| <b>LAIF - Beginning Balance</b>                         | 129,288.82  |                |
| Interest Income   | -   |                |
| <b>LAIF - Ending Balance</b>                            |   | 129,288.82     |
| <b>Humboldt Co. #2560 - Beginning Balance</b>           | 817,083.46  |                |
| Property Taxes and Assessments                          | -   |                |
| Transfer to/from Operating Cash                         | -   |                |
| Interest Income (net of adjustments)                    | 687.71  |                |
| <b>Humboldt Co. #2560 - Ending Balance</b>              |   | 817,771.17     |
| <b>Humboldt Co. #4240 - Beginning Balance</b>           | 2,802,456.39  |                |
| Transfer to/from Operating Cash                         | -   |                |
| Transfer to/from Biosolids Reserve                      | 20,000.00   |                |
| Interest Income   | 1,810.56  |                |
| <b>Humboldt Co. #4240 - Ending Balance</b>              |   | 2,824,266.95   |
| <b>Humboldt Co. #9390 - Beginning Balance</b>           | 692,922.18  |                |
| Reserves Recovery Deposits/Other Bal Withdrawals        | 24,265.80   |                |
| Interest Income   | -   |                |
| <b>Humboldt Co. #9390 - Ending Balance</b>              |   | 717,187.98     |
| <b>USDA Bond Reserve Fund - Beginning Balance</b>       | 108,273.25  |                |
| Bond Reserve Payment                                    | 7,687.50  |                |
| Debt Service Payment, Principal/Interest                | -   |                |
| Interest Adjustment                                     | 8.74  |                |
| <b>USDA Bond Reserve Fund - Ending Balance</b>          |   | 115,969.49     |
| <b>Market Valuation Account</b>                         |   | 6,017.48       |
| <b>Meas.B Loan Proceeds, Umpqua - Beginning Balance</b> | 203,801.79  |                |
| Net Transfer to/from Loan Cash Holding Acct             | -   |                |
| Interest Income   | 58.62   |                |
| <b>Meas.B Loan Proceeds, Umpqua - Ending Balance</b>    |   | 203,860.41     |
| <b>CalTRUST - Beginning Balance</b>                     | 1,240,714.91  |                |
| Net Transfer to/from Meas. B Teen Ctr Funds             | -   |                |
| Net Transfer to/from Water Fund Capacity Fees Acct      | -   |                |
| Interest Income/Unrealized Gain/Loss                    | 1,637.48  |                |
| <b>CalTRUST - Ending Balance</b>                        |   | 1,242,352.39   |
| <b>Total Investments</b>                                |   | 6,056,714.69   |
| <b>Total Cash &amp; Investments - Current Month</b>     |   | 7,899,229.13   |
| <b>Total Cash &amp; Investments - Prior Month</b>       |   | 7,274,071.06   |
| <b>Net Change to Cash &amp; Investments This Month</b>  |   | 625,158.07     |
| <b><u>Cash &amp; Investment Summary</u></b>             |   |                |
| Cash & Cash Equivalents                                 |   | 7,019,701.77   |
| Davis-Grunsky Loan Reserve                              |   | 602,212.37     |
| Waste Water Capital Reserve                             |   | 101,345.50     |
| USDA Bond Reserve                                       |   | 115,969.49     |
| I-Bank Loan Reserve                                     |   | 60,000.00      |
| <b>Total Cash &amp; Investments</b>                     |   | 7,899,229.13   |

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund - DRAFT**  
**As of September 30, 2016**

|   | Governmental Funds     |                        |                       | Proprietary Funds       |                         |                               |
|---|------------------------|------------------------|-----------------------|-------------------------|-------------------------|-------------------------------|
|   | Parks & General        | Measure B              | Streetlights          | Water                   | Wastewater              | Total<br>(Memorandum<br>Only) |
| <b>ASSETS</b>   |                        |                        |                       |                         |                         |                               |
| <b>Current Assets</b>                                       |                        |                        |                       |                         |                         |                               |
| Unrestricted cash & cash equivalents                        | \$ 848,734.74          | \$ (298,272.46)        | \$ (31,729.99)        | \$ 3,492,752.50         | \$ 3,012,584.55         | \$ 7,024,069.34               |
| Accounts receivable   | 3,501.84               | -                      | 4,827.03              | 360,738.71              | 314,937.05              | 684,004.63                    |
| Prepaid expenses & other current assets                     | 43,253.08              | -                      | 1,926.75              | 101,843.34              | 48,133.59               | 195,156.76                    |
| Total Current Assets  | 895,489.66             | (298,272.46)           | (24,976.21)           | 3,955,334.55            | 3,375,655.19            | 7,903,230.73                  |
| <b>Noncurrent Assets</b>                                    |                        |                        |                       |                         |                         |                               |
| Restricted cash & cash equivalents                          | 194,578.92             | -                      | -                     | 662,212.37              | 217,314.99              | 1,074,106.28                  |
| Other noncurrent assets                                     | -                      | -                      | -                     | 38,216.52               | 41,750.04               | 79,966.56                     |
| Capital assets (net)  | -                      | -                      | -                     | 7,818,990.65            | 19,050,154.41           | 26,869,145.06                 |
| Total Noncurrent Assets                                     | 194,578.92             | -                      | -                     | 8,519,419.54            | 19,309,219.44           | 28,023,217.90                 |
| <b>TOTAL ASSETS</b>   | <b>\$ 1,090,068.58</b> | <b>\$ (298,272.46)</b> | <b>\$ (24,976.21)</b> | <b>\$ 12,474,754.09</b> | <b>\$ 22,684,874.63</b> | <b>\$ 35,926,448.63</b>       |
| <b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>            |                        |                        |                       |                         |                         |                               |
| <b>Current Liabilities</b>                                  |                        |                        |                       |                         |                         |                               |
| Accounts payable & other current liabilities                | \$ 67,958.09           | \$ 206,793.90          | \$ 595.67             | \$ 266,352.61           | \$ 1,279,884.31         | \$ 1,821,584.58               |
| Accrued payroll & related liabilities                       | 91,719.62              | -                      | -                     | 42,244.94               | 42,331.93               | 176,296.49                    |
| Total Current Liabilities                                   | 159,677.71             | 206,793.90             | 595.67                | 308,597.55              | 1,322,216.24            | 1,997,881.07                  |
| <b>Noncurrent Liabilities</b>                               |                        |                        |                       |                         |                         |                               |
| Long-term debt  | -                      | -                      | -                     | 2,876,619.36            | 4,093,197.24            | 6,969,816.60                  |
| Other noncurrent liabilities                                | -                      | -                      | -                     | 898,973.99              | 948,294.66              | 1,847,268.65                  |
| Total Noncurrent Liabilities                                | -                      | -                      | -                     | 3,775,593.35            | 5,041,491.90            | 8,817,085.25                  |
| <b>TOTAL LIABILITIES</b>                                    | <b>159,677.71</b>      | <b>206,793.90</b>      | <b>595.67</b>         | <b>4,084,190.90</b>     | <b>6,363,708.14</b>     | <b>10,814,966.32</b>          |
| <b>Fund Balance/Net Assets</b>                              |                        |                        |                       |                         |                         |                               |
| Fund balance  | (101,132.93)           | (505,066.36)           | (25,571.88)           | -                       | -                       | (631,771.17)                  |
| Net assets  | 1,031,523.80           | -                      | -                     | 3,448,191.90            | 1,364,209.32            | 5,843,925.02                  |
| Investment in capital assets, net of related debt           | -                      | -                      | -                     | 4,942,371.29            | 14,956,957.17           | 19,899,328.46                 |
| Total Fund Balance/Net Assets                               | 930,390.87             | (505,066.36)           | (25,571.88)           | 8,390,563.19            | 16,321,166.49           | 25,111,482.31                 |
| <b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>      | <b>\$ 1,090,068.58</b> | <b>\$ (298,272.46)</b> | <b>\$ (24,976.21)</b> | <b>\$ 12,474,754.09</b> | <b>\$ 22,684,874.63</b> | <b>\$ 35,926,448.63</b>       |
| <i>Difference in Reclass from Cap Assets to Net Assets:</i> |                        |                        |                       |                         |                         |                               |
| Investment in General Capital Assets                        | \$ 3,225,004.35        |                        |                       |                         |                         |                               |
| <b>General Long-term Liabilities</b>                        |                        |                        |                       |                         |                         |                               |
| PG&E Streetlights Loan                                      | 64,490.73              |                        |                       |                         |                         |                               |
| Meas. B Loan: Teen/Community Center                         | 1,352,733.00           |                        |                       |                         |                         |                               |
| OPEB Liability  | 384,500.56             |                        |                       |                         |                         |                               |
| CalPERS Pension Liability/Deferred Inflows-Outflows         | 546,024.06             |                        |                       |                         |                         |                               |
| Accrued Compensated Absences                                | 74,391.78              |                        |                       |                         |                         |                               |
| <b>TOTAL GENERAL LONG-TERM LIABILITIES</b>                  | <b>\$ 2,422,140.13</b> |                        |                       |                         |                         |                               |



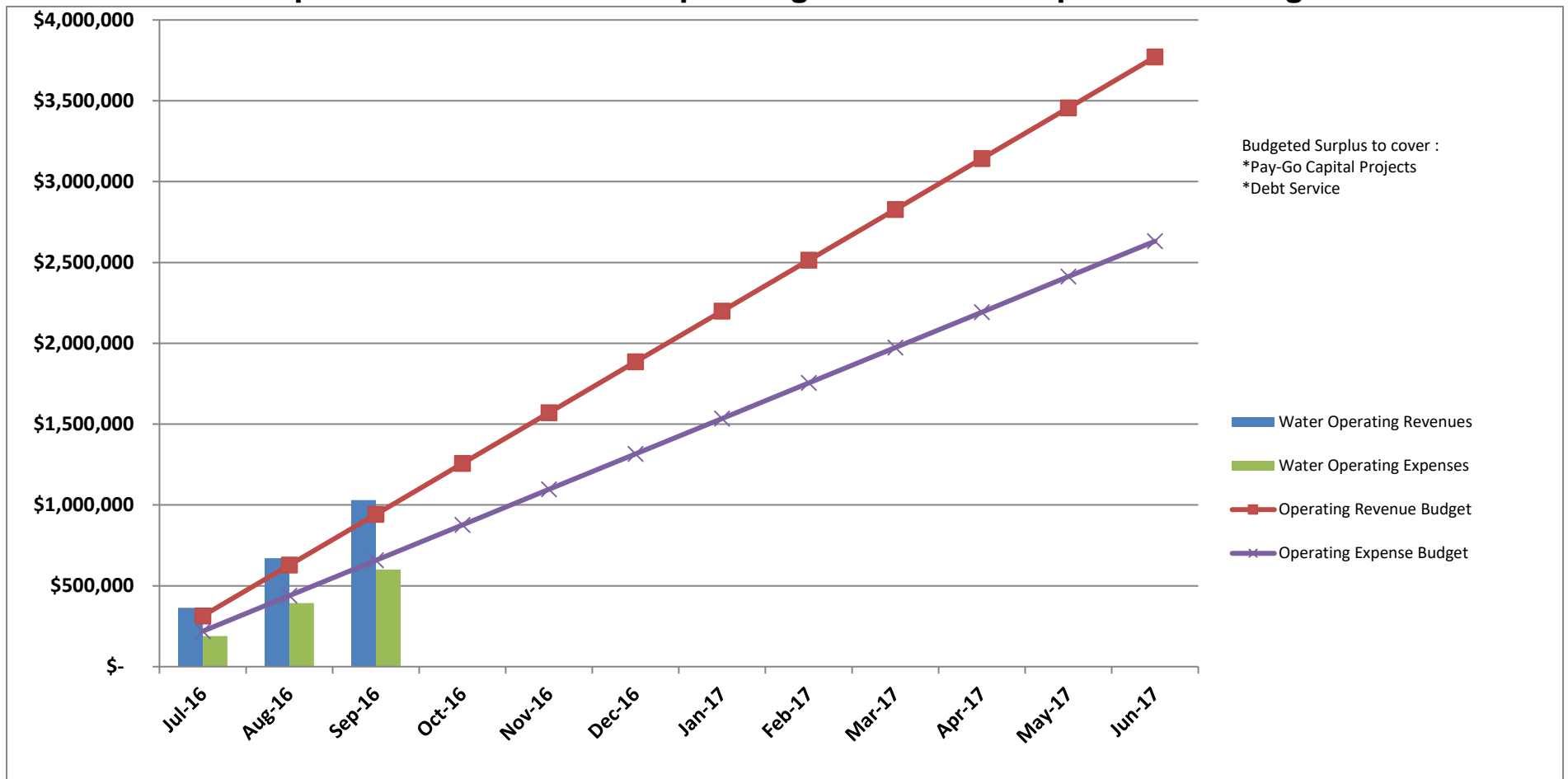
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget - DRAFT**  
**September 2016**

| Department Summaries                      | September      | % of Year<br>25.00%<br>YTD | Original<br>YTD<br>Budget | Over (Under)<br>YTD<br>Budget | Over (Under)<br>YTD<br>Budget % | Notes  |
|---|----------------|----------------------------|---------------------------|-------------------------------|---------------------------------|--|
| <b><u>Water</u></b>                       |                |                            |                           |                               |                                 |  |
| Water Sales                               | 343,551        | 994,117                    | 860,533                   | 133,584                       | 15.52%                          | Budget is spread evenly across 12 months, but actuals vary by season             |
| Other Revenues                            | 19,967         | 66,606                     | 82,135                    | (15,529)                      | -18.91%                         | Includes YTD Capacity Fees of \$29,807.00. No Contrib. Construction at this time |
| Total Operating Revenues                  | 363,518        | 1,060,723                  | 942,668                   | 118,055                       | 12.52%                          |  |
| Salaries & Benefits                       | 68,558         | 205,546                    | 217,652                   | (12,106)                      | -5.56%                          |  |
| Water Purchased                           | 78,076         | 236,229                    | 241,809                   | (5,580)                       | -2.31%                          |  |
| Other Expenses                            | 30,767         | 73,376                     | 110,972                   | (37,596)                      | -33.88%                         | Budget is spread evenly across 12 months, but actuals vary by scheduling         |
| Depreciation                              | 29,000         | 85,200                     | 87,500                    | (2,300)                       | -2.63%                          |  |
| Total Operating Expenses                  | 206,401        | 600,350                    | 657,933                   | (57,583)                      | -8.75%                          |  |
| Net Operating Income                      | 157,117        | 460,373                    | 284,735                   | 60,472                        |                                 |  |
| Interest Income                           | 2,131          | 4,950                      | 3,375                     | 1,575                         | 46.67%                          | Budget is spread evenly across 12 months, but actuals vary by month              |
| Interest Expense                          | (5,928)        | (17,778)                   | (17,527)                  | 251                           | 1.43%                           |  |
| <b>Net Income (Loss)</b>                  | <b>153,320</b> | <b>447,545</b>             | <b>270,583</b>            | <b>176,962</b>                |                                 |  |
| <b><u>Wastewater</u></b>                  |                |                            |                           |                               |                                 |  |
| Wastewater Service Charges                | 274,979        | 809,089                    | 763,312                   | 45,777                        | 6.00%                           |  |
| Other Revenues                            | 18,469         | 76,364                     | 112,217                   | (35,853)                      | -31.95%                         | Includes YTD Capacity Fees of \$47,670.00. No Contrib. Construction at this time |
| Total Operating Revenues                  | 293,448        | 885,453                    | 875,529                   | 9,924                         | 1.13%                           |  |
| Salaries & Benefits                       | 61,407         | 201,781                    | 233,912                   | (32,131)                      | -13.74%                         | Not all seasonal positions filled, GIS position turnover                         |
| Other Expenses                            | 53,410         | 114,339                    | 177,872                   | (63,533)                      | -35.72%                         | Budget is spread evenly across 12 months, but actuals vary by month              |
| Depreciation                              | 40,000         | 119,150                    | 120,000                   | (850)                         | -0.71%                          |  |
| Total Operating Expenses                  | 154,817        | 435,270                    | 531,784                   | (96,514)                      | -18.15%                         |  |
| Net Operating Income                      | 138,631        | 450,183                    | 343,745                   | 106,438                       |                                 |  |
| Interest Income                           | 1,721          | 4,477                      | 5,000                     | (523)                         | -10.45%                         | Budget is spread evenly across 12 months, but actuals vary by month              |
| Interest Expense                          | (7,007)        | (15,437)                   | (7,118)                   | 8,319                         | 116.88%                         | Budget is spread evenly across 12 months, but actuals vary by month              |
| <b>Net Income (Loss)</b>                  | <b>133,345</b> | <b>439,223</b>             | <b>341,627</b>            | <b>97,596</b>                 |                                 |  |
| <b>Enterprise Funds Net Income (Loss)</b> | <b>286,666</b> | <b>886,768</b>             | <b>612,210</b>            | <b>274,558</b>                |                                 |  |

Treasurer's Report Page 4

# McKinleyville Community Services District September 2016

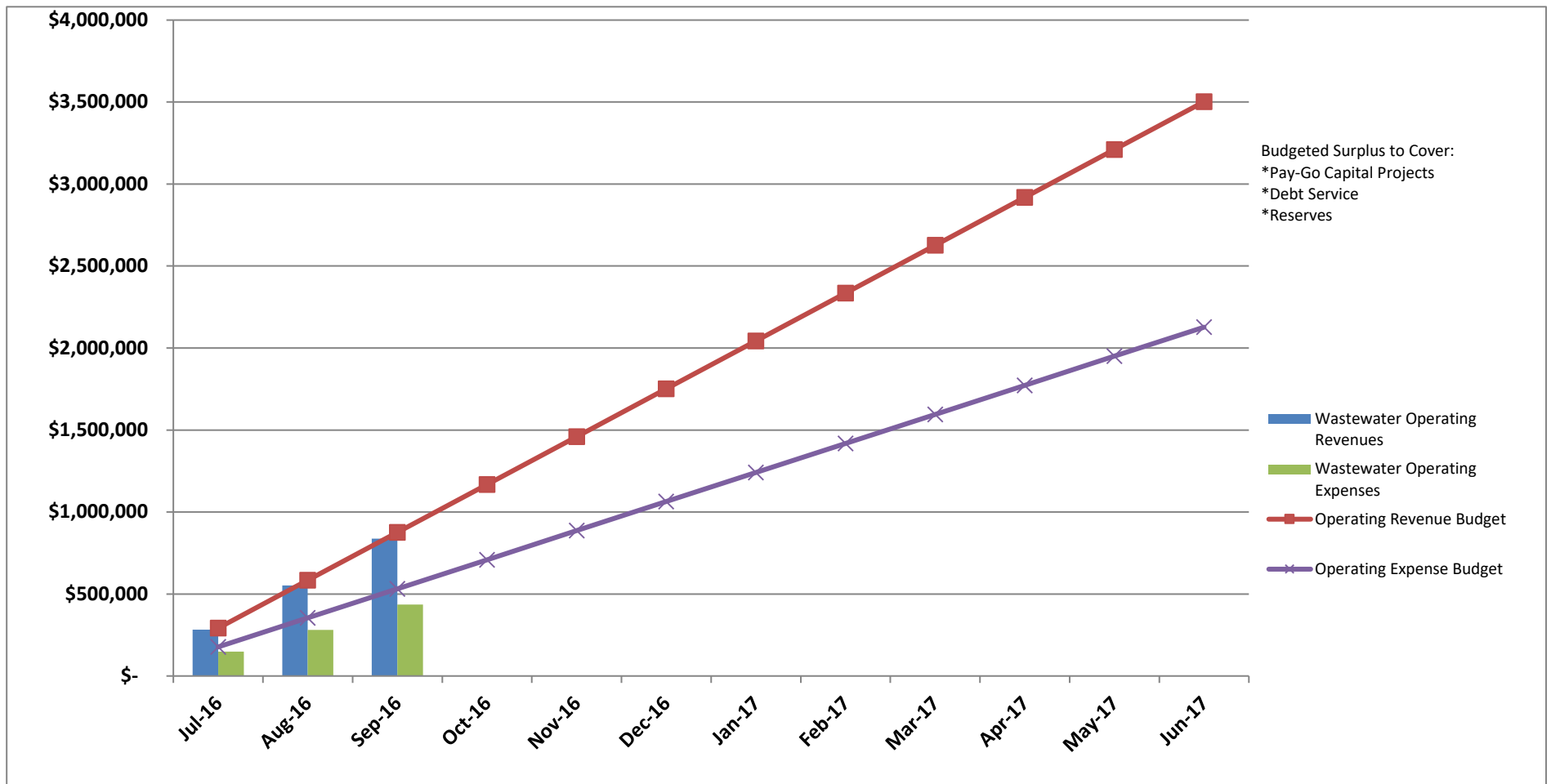
## Comparison of Water Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 5, Selected Graphic Comparisons

# McKinleyville Community Services District September 2016

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



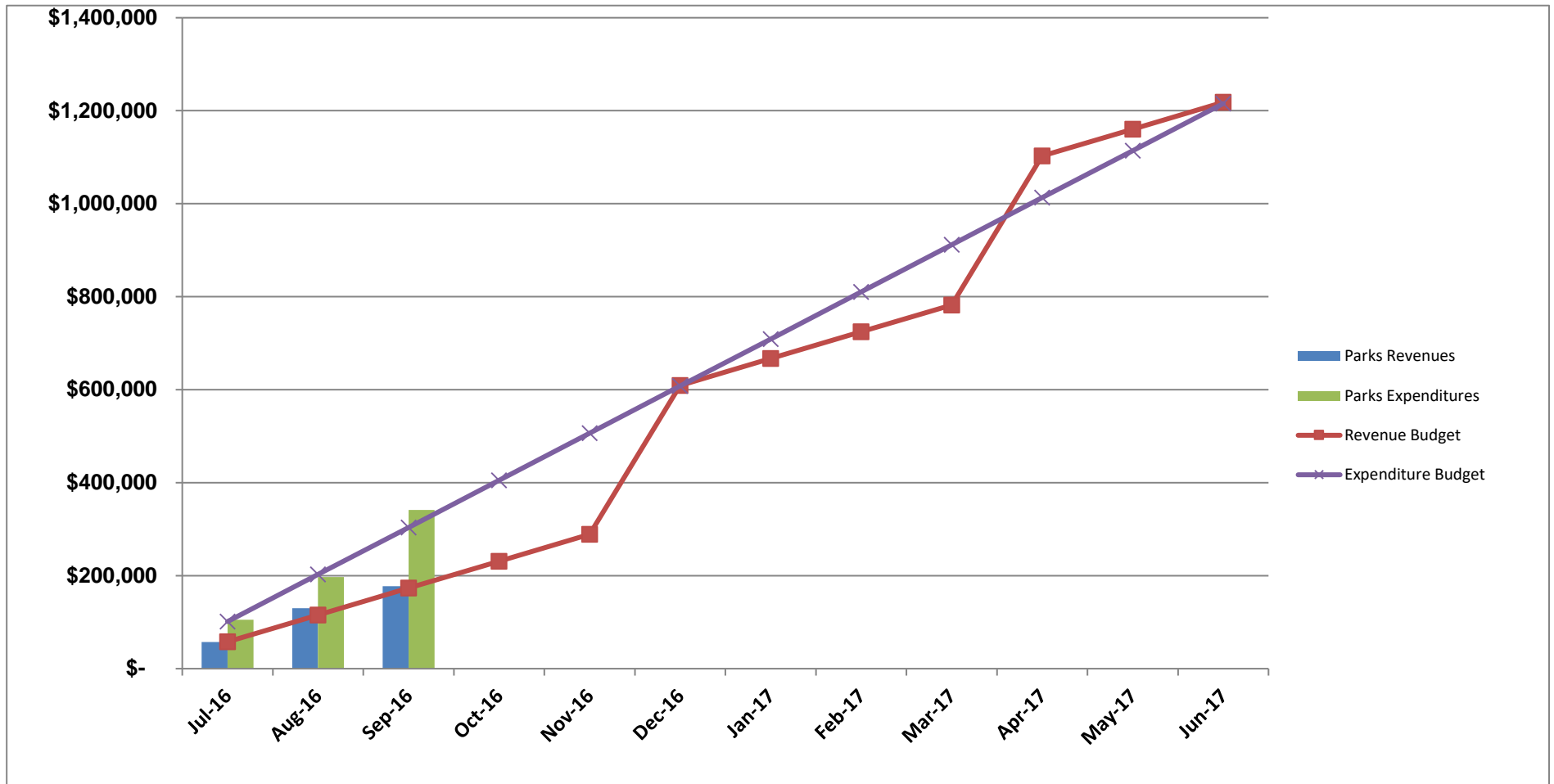
Treasurer's Report Page 6, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget - DRAFT**  
**September 2016**

| <b>Department Summaries</b>                | <b>September</b> | <b>% of Year<br/>25.00%<br/>YTD</b> | <b>Original<br/>YTD<br/>Budget</b> | <b>Over (Under)<br/>YTD<br/>Budget</b> | <b>Over (Under)<br/>YTD<br/>Budget %</b> | <b>Notes</b>  |
|--|------------------|-------------------------------------|------------------------------------|--|--|---|
| <b><u>Parks &amp; Recreation</u></b>       |                  |                                     |                                    |  |  |   |
| Program Fees                               | 29,634           | 120,164                             | 93,347                             | 26,817                                 | 28.73%                                   | Collection of fees for Kid's Club After School program                            |
| Rents & Related Fees                       | 7,254            | 28,166                              | 27,681                             | 485                                    | 1.75%                                    | Budget is spread evenly across 12 months, but actuals vary by month               |
| Property Taxes                             | -                | -                                   | 131,250                            | (131,250)                              | -100.00%                                 | County Tax remittance April/December  |
| Other Revenues                             | 9,415            | 26,477                              | 49,753                             | (23,276)                               | -46.78%                                  | Budget is spread evenly across 12 months, but actuals vary by month               |
| Interest Income                            | 807              | 2,314                               | 2,500                              | (186)                                  | -7.44%                                   | Budget is spread evenly across 12 months, but actuals vary by month               |
| Total Revenues                             | 47,110           | 177,121                             | 304,531                            | (127,410)                              | -41.84%                                  |   |
| Salaries & Benefits                        | 72,385           | 231,648                             | 228,033                            | 3,615                                  | 1.59%                                    |   |
| Other Expenditures                         | 18,068           | 54,777                              | 64,747                             | (9,970)                                | -15.40%                                  | Budget is spread evenly across 12 months, but actuals vary by month               |
| Capital Expenditures                       | 53,721           | 54,843                              | 11,080                             | 43,763                                 | 394.97%                                  | Comm'l kitchen fixtures/appliances/installation for Teen Center                   |
| Total Expenditures                         | 144,173          | 341,267                             | 303,860                            | 37,407                                 | 12.31%                                   |   |
| <b>Excess (Deficit)</b>                    | <b>(97,064)</b>  | <b>(164,146)</b>                    | <b>671</b>                         | <b>(164,817)</b>                       |  |   |
| <b><u>Measure B Assessment</u></b>         |                  |                                     |                                    |  |  |   |
| Total Revenues                             | (64)             | (1,472)                             | 53,375                             | (54,847)                               | -102.76%                                 | Interest & unrealized gains/losses; County Tax remittance April/December          |
| Salaries & Benefits                        | 4,411            | 16,276                              | 13,940                             | 2,336                                  | 16.76%                                   | Budget is spread evenly across 12 months, but actuals vary by month               |
| Other Expenditures                         | 13,889           | 17,303                              | 7,563                              | 9,740                                  | 128.79%                                  | Teen Center interior furnishings moved to supplies                                |
| Capital Expenditures                       | (7,325)          | 4,335                               | 31,863                             | (27,528)                               | -86.39%                                  | Teen Center interior furnishings moved to supplies, net of retention invoice paid |
| Total Expenditures                         | 10,975           | 37,915                              | 53,366                             | (15,451)                               | -28.95%                                  |   |
| <b>Excess (Deficit)</b>                    | <b>(11,038)</b>  | <b>(39,387)</b>                     | <b>9</b>                           | <b>(39,396)</b>                        |  |   |
| <b><u>Street Lights</u></b>                |                  |                                     |                                    |  |  |   |
| Total Revenues                             | 8,499            | 25,490                              | 23,965                             | 1,525                                  | 6.37%                                    |   |
| Salaries & Benefits                        | 2,618            | 8,050                               | 10,262                             | (2,212)                                | -21.55%                                  | Budget is spread evenly across 12 months, but actuals vary by month               |
| Other Expenditures                         | 2,632            | 6,886                               | 8,160                              | (1,274)                                | -15.62%                                  | Budget is spread evenly across 12 months, but actuals vary by month               |
| Capital Expenditures/Loan Repayment        | 1,655            | 4,966                               | 5,466                              | (500)                                  | -9.14%                                   | LED Project Debt repayment  |
| Total Expenditures                         | 6,905            | 19,902                              | 23,888                             | (3,986)                                | -16.69%                                  |   |
| <b>Excess (Deficit)</b>                    | <b>1,594</b>     | <b>5,589</b>                        | <b>77</b>                          | <b>(5,512)</b>                         |  |   |
| <b>Governmental Funds Excess (Deficit)</b> | <b>(106,508)</b> | <b>(197,945)</b>                    | <b>757</b>                         | <b>(198,702)</b>                       |  |   |

# McKinleyville Community Services District September 2016

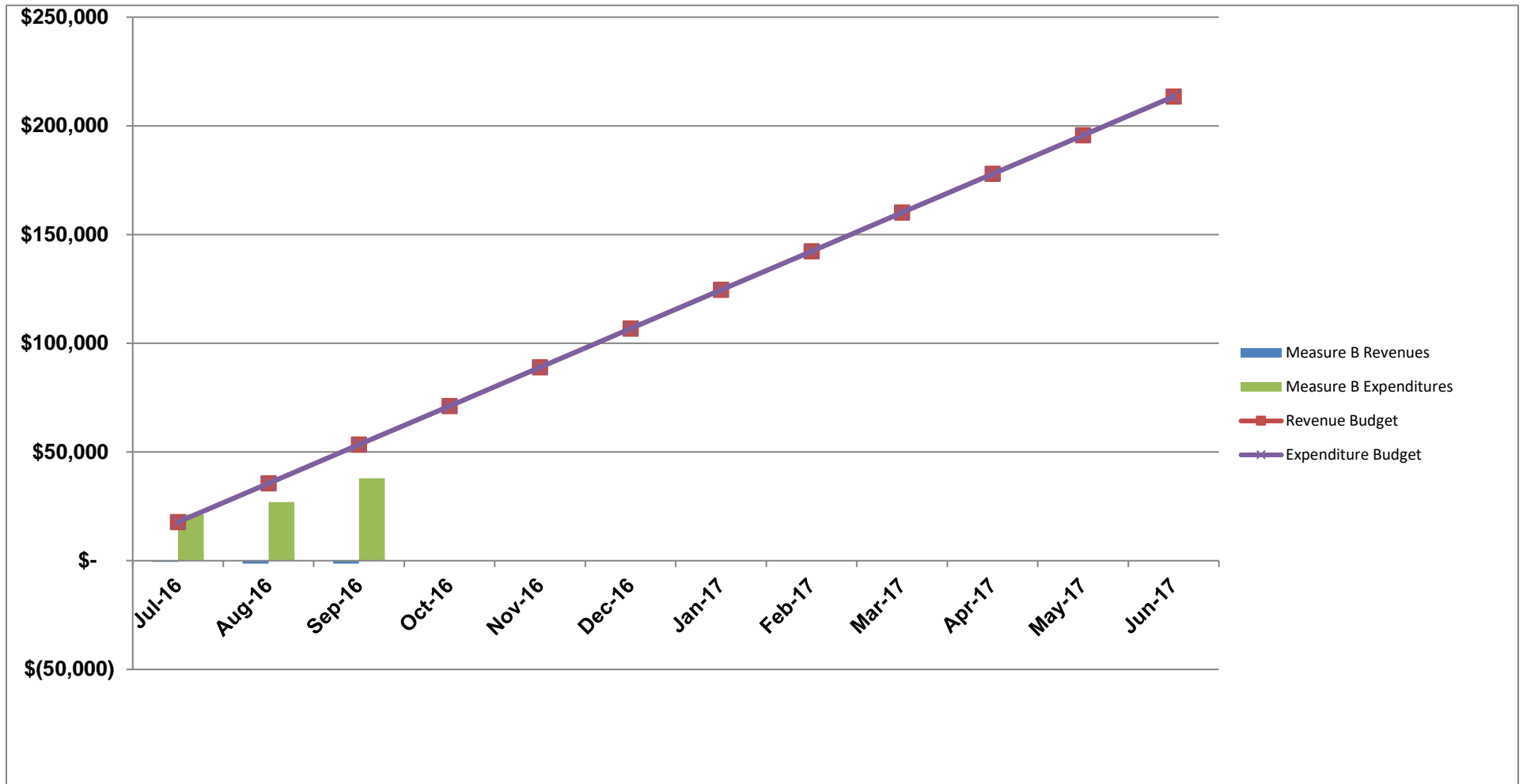
## Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



Treasurer's Report Page 8, Selected Graphic Comparisons

# McKinleyville Community Services District September 2016

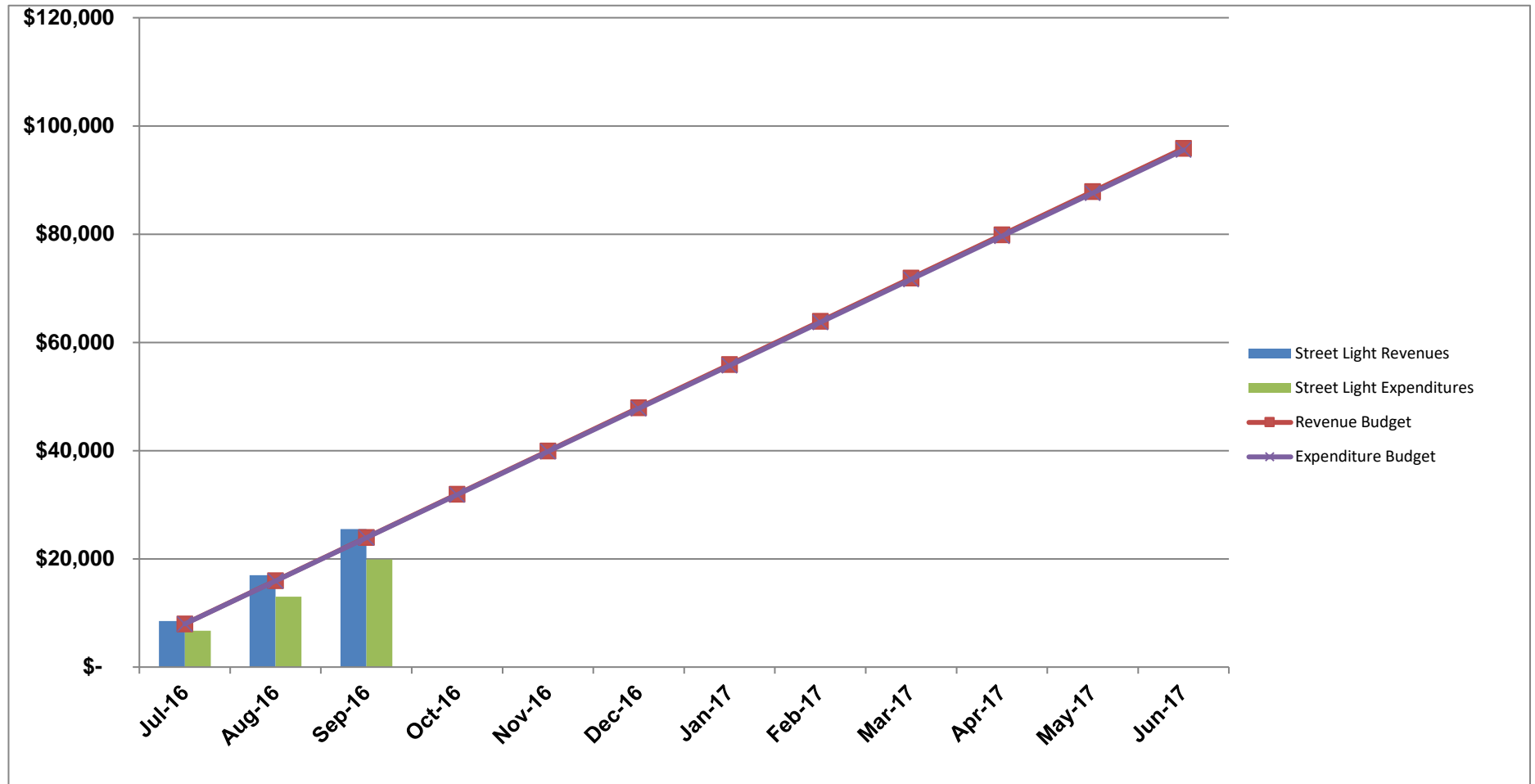
## Comparison of Measure B Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 9, Selected Graphic Comparisons

## McKinleyville Community Services District September 2016

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



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Capital Expenditure Report - DRAFT**  
**As of September 30, 2016**

|  | August           | September        | YTD<br>Total     | FY 16-17<br>Budget | Remaining         |             |                                  |
|--|------------------|------------------|------------------|--------------------|-------------------|-------------|----------------------------------|
|  |                  |                  |                  |                    | Budget \$         | Budget %    | Notes                            |
| <b>Water Department</b>                      |                  |                  |                  |                    |                   |             |                                  |
| Ramey Pump Upgrades                          |                  | -                | -                | -                  | -                 | #DIV/0!     |                                  |
| Water Tank Upgrade                           | 1,007            | 1,849            | 2,856            | 350,000            | 347,144           | 99%         | Tank Painting                    |
| 4.5m New Water Tank                          |                  | -                | -                | 700,000            | 700,000           | 100%        | Drilling, LACO Assoc.            |
| Production Meter Replacements                | -                | -                | -                | 8,000              | 8,000             | 100%        | Production Meter Replacement     |
| Emergency Water Supply                       | 375              | -                | 563              | 40,000             | 39,438            | 99%         | Emergency Water Supply           |
| Emergency Response Equipment                 |                  |                  |                  | 50,000             | 50,000            | 100%        | Emergency Generator              |
| Fire Hydrant System Upgrade                  | -                | -                | -                | 14,000             | 14,000            | 100%        | Fire Hydrant System Upgrade      |
| Customer Radio Meter Replacements            | 118              | 20,395           | 20,513           | 260,000            | 239,487           | 92%         | Radio meters purch/install       |
| Radio Telemetry Upgrade                      |                  | -                | -                | -                  | -                 | #DIV/0!     | Equipment purchased              |
| Meter Reading Equipment Replacement          |                  | -                | -                | -                  | -                 | #DIV/0!     | Equipment purchased              |
| Water Main Rehab & Replacement               | 437              | -                | 1,294            | 100,000            | 98,706            | 99%         | Water Main Rehab                 |
| Property Purchase & Improvements             | -                | -                | -                | 200,000            | 200,000           | 100%        | Property Purch/Improvements      |
| <b>Subtotal</b>                              | <b>1,937</b>     | <b>22,244</b>    | <b>25,226</b>    | <b>1,722,000</b>   | <b>1,696,774</b>  | <b>99%</b>  |                                  |
| <b>Wastewater Department</b>                 |                  |                  |                  |                    |                   |             |                                  |
| Sewer Main Rehab & Replacement               | 423              | -                | -                | 100,000            | 100,000           | 100%        | Sewer Main Rehab                 |
| WWMF Biosolids Project                       | -                | -                | -                | 240,000            | 240,000           | 100%        | to County Trust Acct#9390        |
| Fischer Lift Station Generator               | 513              | -                | 513              | 80,000             | 79,487            | 99%         | Fischer Lift Stn Generator       |
| Sewer Main Camera Unit                       | -                | -                | -                | 30,000             | 30,000            | 100%        |                                  |
| WWMF Upgrade/CEQA/Permitting                 | 1,395,316        | 1,037,428        | 2,432,744        | 13,000,000         | 10,567,256        | 81%         | WWMF construction                |
| Radio Telemetry Upgrade                      | -                | -                | -                | 30,000             | 30,000            | 100%        | Radio Telemetry upgrade          |
| WWMF Engr Study (next NPDES Permit)          | -                | -                | -                | 50,000             | 50,000            | 100%        |                                  |
| Customer Radio Meter Replacements            | 114              | 19,753           | 19,867           | 260,000            | 240,133           | 92%         | Radio meters purch/install       |
| Underground Locator Pipe & Camera            | -                | -                | -                | 5,000              | 5,000             | 100%        |                                  |
| SCBA Apparatus and Bottles                   |                  |                  |                  | 6,000              | 6,000             | 100%        |                                  |
| <b>Subtotal</b>                              | <b>1,396,366</b> | <b>1,057,181</b> | <b>2,453,124</b> | <b>13,801,000</b>  | <b>11,347,876</b> | <b>82%</b>  |                                  |
| <b>Water &amp; Wastewater Operations</b>     |                  |                  |                  |                    |                   |             |                                  |
| Heavy Equipment                              | -                | -                | -                | 410,000            | 410,000           | 100%        | Hydrocleaner; Tractor attachmt   |
| Utility Vehicles                             | -                | 652              | 652              | 63,000             | 62,348            | 99%         | CCTV truck, 3/4 or 1-ton Pickup  |
| Office, Corporate Yard & Shops               | -                | -                | -                | 10,000             | 10,000            | 100%        | Facilities upgrade/sealcoat      |
| Computers & Software                         | -                | -                | -                | 65,000             | 65,000            | 100%        | Server, PCs, GIS/SEMS/CADD       |
| Fischer Ranch - Reclamation Site Upgrade (tr | 10,260           | -                | 11,416           | 5,000              | (6,416)           | -128%       | Match to 3rd party grant funding |
| Fischer Ranch - Barn & Fence upgrades, Und   | -                | 1,850            | 1,850            | 17,000             | 15,150            | 89%         | Underground valving/piping       |
| Fischer Ranch -Disposal Site Upgrade         | -                | -                | -                | 1,500,000          | 1,500,000         | 100%        | Disposal Site Upgrade            |
| Small Equipment & Other                      |                  | -                | -                | 20,000             | 20,000            | 100%        | Ops Office Eq./Emergency Eqp     |
| <b>Subtotal</b>                              | <b>-</b>         | <b>652</b>       | <b>13,919</b>    | <b>2,090,000</b>   | <b>2,076,081</b>  | <b>99%</b>  |                                  |
| <b>Enterprise Funds Total</b>                | <b>1,408,563</b> | <b>1,081,927</b> | <b>2,492,268</b> | <b>17,613,000</b>  | <b>15,120,732</b> | <b>86%</b>  |                                  |
| <b>Parks &amp; Recreation Department</b>     |                  |                  |                  |                    |                   |             |                                  |
| Hiller Park & Sports Complex                 | -                | -                | -                | 5,000              | 5,000             | 100%        | Other Equipment & Signage        |
| Azalea Hall Projects                         | -                | -                | -                | 11,000             | 11,000            | 100%        | PA sys, Parking Lot resurfacing  |
| McKinleyville Activity Center Upgrades       | -                | -                | -                | -                  | -                 | #DIV/0!     |                                  |
| Law Enforcement Facility Improvements        | -                | -                | -                | 5,000              | 5,000             | 100%        | Paving/Sealing                   |
| Projects Funded by Quimby/Other Funds        | -                | -                | -                | -                  | -                 | #DIV/0!     | Covered Picnic Area              |
| Projects Funded by Measure B Renewal         | 282              | 64,865           | 77,647           | 127,000            | 49,353            | 39%         | Teen Center Constr&Loan svc      |
| Other Parks Projects & Equipment             | -                | -                | -                | 23,000             | 23,000            | 100%        | Vehicles and Equipment           |
| <b>Subtotal</b>                              | <b>282</b>       | <b>64,865</b>    | <b>77,647</b>    | <b>171,000</b>     | <b>93,353</b>     | <b>55%</b>  |                                  |
| <b>Streetlights</b>                          |                  |                  |                  |                    |                   |             |                                  |
| Pole Replacement                             | -                | -                | -                | 2,000              | 2,000             | 100%        | Pole Replacement                 |
| <b>Subtotal</b>                              |                  |                  |                  | <b>2,000</b>       | <b>2,000</b>      | <b>100%</b> |                                  |
| <b>Governmental Funds Total</b>              | <b>282</b>       | <b>64,865</b>    | <b>77,647</b>    | <b>173,000</b>     | <b>95,353</b>     | <b>55%</b>  |                                  |
| <b>All Funds Total</b>                       | <b>1,409,127</b> | <b>1,146,792</b> | <b>2,569,915</b> | <b>17,786,000</b>  | <b>15,216,085</b> | <b>86%</b>  |                                  |

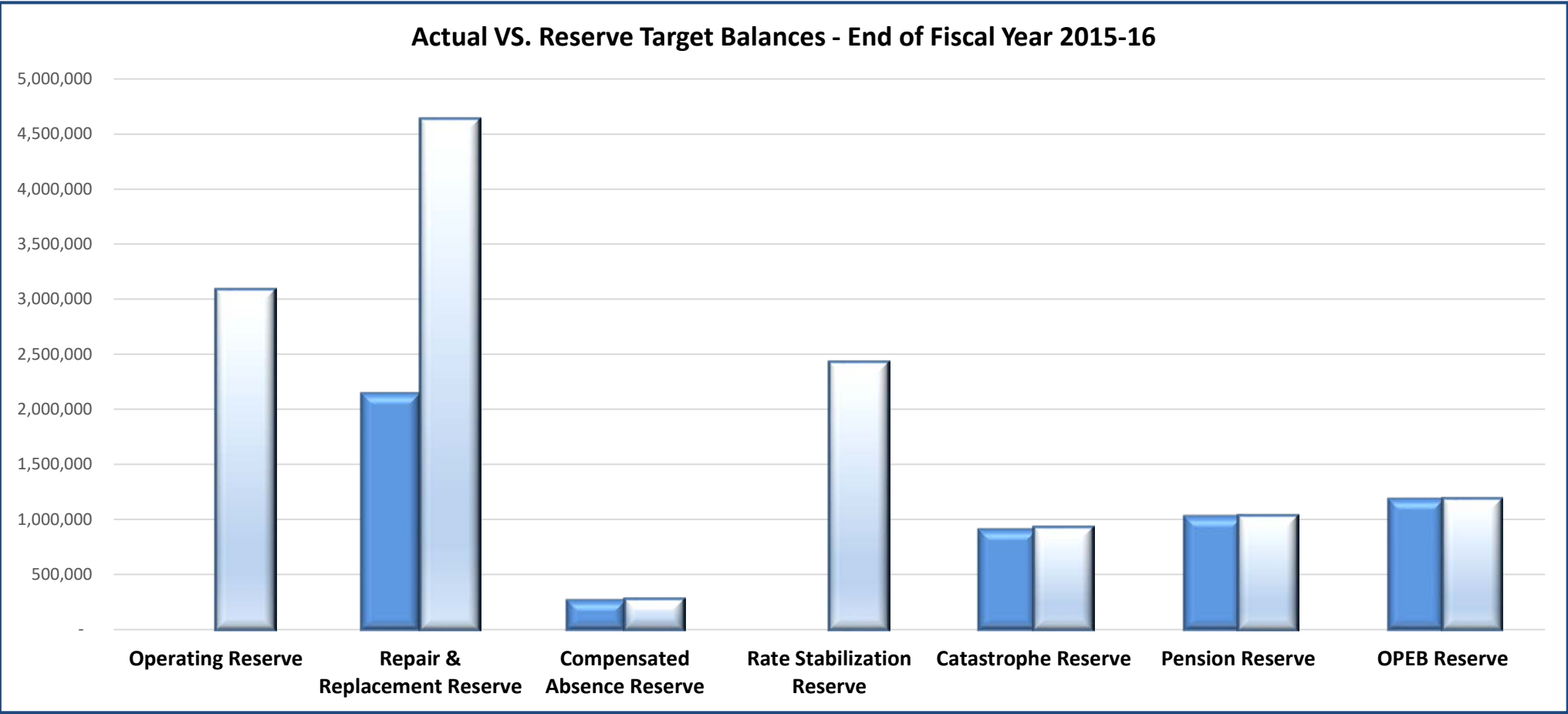


**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report - DRAFT**  
**As of September 30, 2016**

**Principal Maturities and  
Scheduled Interest**

|   | <b>%</b> | <b>Maturity<br/>Date</b> |   | <b>Balance -<br/>August 31, 2016</b> | <b>Balance - September<br/>30, 2016</b> | <b>FY-17</b>      | <b>Thereafter</b>    |
|---|----------|--------------------------|---|--------------------------------------|---|-------------------|----------------------|
| <b>Water Fund:</b>                                |          |                          |   |                                      |   |                   |                      |
| I-Bank  |          | 8/1/30                   | P | 759,574.85                           | 759,574.85                              | -                 | 759,574.90           |
| Interest  | 3.37%    |                          | I |                                      |   | 12,798.84         | 192,921.18           |
| State of CA Energy Commission (ARRA)              |          | 12/22/26                 | P | 123,806.91                           | 123,806.91                              | 11,240.72         | 112,565.98           |
| Interest  | 1.0%     |                          | I |                                      |   | 1,210.12          | 5,716.71             |
| State of CA (Davis Grunsky)                       |          | 1/1/33                   | P | 1,703,645.91                         | 1,703,645.91                            | 81,651.96         | 1,621,993.95         |
| State of CA (Davis Grunsky) Deferred Interest     |          | 1/1/33                   | P | 289,591.69                           | 289,591.69                              | 17,035.12         | 272,556.57           |
| Interest  | 2.5%     |                          | I |                                      |   | 42,591.14         | 365,895.58           |
| Total Water Fund-Principal                        |          |                          |   | 2,876,619.36                         | 2,876,619.36                            | 109,927.80        | 2,766,691.40         |
| Total Water Fund-Interest                         |          |                          |   |                                      |   | 56,600.10         | 564,533.47           |
| <b>Total Water Fund</b>                           |          |                          |   | <b>2,876,619.36</b>                  | <b>2,876,619.36</b>                     | <b>166,527.90</b> | <b>3,331,224.87</b>  |
| <b>Wastewater Fund:</b>                           |          |                          |   |                                      |   |                   |                      |
| WWMF SRF Loan                                     |          | 7/31/47                  | P | 1,661,287.00                         | 3,527,493.00                            | -                 | 24,724,009.73        |
| Interest  | 1.6%     |                          | I |                                      |   | -                 |                      |
| State of CA WRCB (SCEP II)                        |          | 3/27/18                  | P | 53,686.10                            | 53,686.10                               | 26,510.50         | 27,176.10            |
| Interest  | 2.6%     |                          | I |                                      |   | 1,395.84          | 706.57               |
| Umpqua Bank                                       |          | 12/4/17                  | P | 71,329.42                            | 67,018.14                               | 39,776.38         | 27,061.53            |
| Interest  | 5.5%     |                          | I |                                      |   | 2,023.94          | 433.07               |
| USDA (Sewer Bond)                                 |          | 8/1/22                   | P | 445,000.00                           | 445,000.00                              | -                 | 445,000.00           |
| Interest  | 5.0%     |                          | I |                                      |   | 11,125.00         | 66,875.00            |
| Total Wastewater Fund-Principal                   |          |                          |   | 2,231,302.52                         | 4,093,197.24                            | 66,286.88         | 25,223,247.36        |
| Total Wastewater Fund-Interest                    |          |                          |   |                                      |   | 14,544.78         | 68,014.64            |
| <b>Total Sewer Fund</b>                           |          |                          |   | <b>2,231,302.52</b>                  | <b>4,093,197.24</b>                     | <b>80,831.66</b>  | <b>25,291,262.00</b> |
| <b>Meas. B Fund: Teen/Comm Center Loan</b>        |          | 11/1/29                  | P | 1,352,733.00                         | 1,352,733.00                            | 79,968.00         | 1,277,225.00         |
|   | 3.55%    |                          | I |                                      |   | 47,483.12         | 315,381.41           |
| <b>Streetlights Fund: LED Proj Loan, PG&amp;E</b> |          |                          | P | 66,236.13                            | 64,490.73                               | 16,164.00         | 49,961.75            |
|   | 0.0%     |                          | I |                                      |   |                   | -                    |
| Total Principal                                   |          |                          |   | 6,526,891.01                         | 8,387,040.33                            | 272,346.68        | 29,317,125.51        |
| Total Interest                                    |          |                          |   |                                      |   | 118,628.00        | 947,929.52           |
| <b>Total</b>                                      |          |                          |   | <b>6,526,891.01</b>                  | <b>8,387,040.33</b>                     | <b>390,974.68</b> | <b>30,265,055.03</b> |

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



- Utility Accounts Receivable Turnover Days                      As of September 30, 2016                      

15.7

 Days
- YTD Breakeven Revenue, Water Fund: 

477,615.80

                      - YTD Actual Water Sales: 

994,117.40
- Days of Cash on Hand - Operations Checking Account                      

137.6

 Days

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

| Check<br>Number                       | Check<br>Date | Vendor<br>Number | Name                          | Net<br>Amount | Invoice #  | Description                   |
|---------------------------------------|---------------|------------------|-------------------------------|---------------|------------|-------------------------------|
| <b>Accounts Payable Disbursements</b> |               |                  |                               |               |            |                               |
| 31416                                 | 9/29/2016     | \C028            | Ck# 031416 Reversed           | (71.32)       | 000B60801u | Ck# 031416 Reversed           |
| 31520                                 | 9/7/2016      | *0018            | REC PROGRAM REFUND KP         | 218.00        | B60831     | REC PROGRAM REFUND KP         |
| 31521                                 | 9/7/2016      | *0019            | AZALEA HALL DEPOSIT REFUND MG | 100.00        | B60831     | AZALEA HALL DEPOSIT REFUND MG |
| 31522                                 | 9/7/2016      | ARC02            | Arcata Stationers             | 165.58        | B60906     | OFFICE SUPPLIES               |
| 31523                                 | 9/7/2016      | BAN01            | BANKCARD CENTER               | 5,651.63      | AUG 2016   | TRAINING/TRAVEL/MEALS/REC     |
| 31524                                 | 9/7/2016      | BOR01            | BORGES & MAHONEY CO.          | 232.77        | 138151     | LAB TESTING SUPPLIES          |
| 31525                                 | 9/7/2016      | COR01            | CORBIN WILLITS SYSTEMS, INC   | 888.42        | B60831     | MOMS MONTHLY MAINTENANCE      |
| 31526                                 | 9/7/2016      | COR07            | JOHN W. CORBETT               | 125.00        | B60831     | BOARD MTG 8/7/16              |
| 31527                                 | 9/7/2016      | COU09            | DAVID R. COUCH                | 125.00        | B60831     | BOARD MTG 8/7/16              |
| 31528                                 | 9/7/2016      | HUM46            | HUMBOLDT COUNTY PLANNING      | 287.50        | B60907     | PERMIT APPLICATION            |
| 31529                                 | 9/7/2016      | MAY02            | DENNIS MAYO                   | 125.00        | B60831     | BOARD MTG 8/7/16              |
| 31530                                 | 9/7/2016      | MCK11            | MCKINLEYVILLE SENIOR CENTER   | 32.90         | B60831     | P/R SHARE OF INTERNET         |
| 31531                                 | 9/7/2016      | NEC01            | NEC FINANCIAL SERVICES, LLC   | 375.66        | 1937505    | PHONE LEASE                   |
| 31532                                 | 9/7/2016      | PGE01            | PG & E (Office & Field)       | 19,681.44     | B60906     | GAS & ELECTRIC                |
| 31533                                 | 9/7/2016      | PIN01            | REISSUE OF CHECK              | 135.00        | B60906     | REISSUE OF CHECK              |

| Check<br>Number | Check<br>Date | Vendor<br>Number | Name                      | Net<br>Amount | Invoice # | Description                            |
|-----------------|---------------|------------------|---------------------------|---------------|-----------|--|
| 31534           | 9/7/2016      | SUD01            | SUDDENLINK                | 134.95        | B60906    | INTERNET SERVICES FOR AUG              |
| 31535           | 9/7/2016      | UNI06            | UNITED GROCERS            | 26.70         | B60831    | REC PROGRAM SUPPLIES                   |
| 31536           | 9/7/2016      | USB01            | U.S. BANK TRUST N.A.      | 7,687.50      | B60906    | SEWER BOND PAYMENT                     |
| 31537           | 9/7/2016      | VER01            | VERIZON WIRELESS          | 71.19         | B60906    | CELL PHONES FOR AUG 2016               |
| 31538           | 9/7/2016      | WHE02            | GEORGE A. WHEELER JR.     | 125.00        | B60831    | BOARD MTG 8/7/16                       |
| 31539           | 9/7/2016      | \B008            | MQ CUSTOMER REFUND FOR BA | 47.04         | 000B60901 | MQ CUSTOMER REFUND FOR BA              |
| 31540           | 9/7/2016      | \B016            | MQ CUSTOMER REFUND FOR BI | 120.00        | 000B60901 | MQ CUSTOMER REFUND FOR BI              |
| 31541           | 9/7/2016      | \B017            | MQ CUSTOMER REFUND FOR BO | 28.41         | 000B60901 | MQ CUSTOMER REFUND FOR BO              |
| 31542           | 9/7/2016      | \C022            | MQ CUSTOMER REFUND FOR CA | 21.49         | 000B60901 | MQ CUSTOMER REFUND FOR CA              |
| 31543           | 9/7/2016      | \C029            | MQ CUSTOMER REFUND FOR CO | 49.40         | 000B60901 | MQ CUSTOMER REFUND FOR CO              |
| 31544           | 9/7/2016      | \C030            | MQ CUSTOMER REFUND FOR CO | 107.81        | 000B60901 | MQ CUSTOMER REFUND FOR CO              |
| 31545           | 9/7/2016      | \F001            | MQ CUSTOMER REFUND FOR FI | 69.95         | 000B60901 | MQ CUSTOMER REFUND FOR FI              |
| 31546           | 9/7/2016      | \K016            | MQ CUSTOMER REFUND FOR KE | 79.91         | 000B60901 | MQ CUSTOMER REFUND FOR KE              |
| 31547           | 9/7/2016      | \M002            | MQ CUSTOMER REFUND FOR MA | 15.00         | 000B60901 | MQ CUSTOMER REFUND FOR MA              |
| 31548           | 9/7/2016      | \S028            | MQ CUSTOMER REFUND FOR SC | 65.94         | 000B60901 | MQ CUSTOMER REFUND FOR SC              |
| 31549           | 9/7/2016      | \S029            | MQ CUSTOMER REFUND FOR ST | 145.74        | 000B60901 | MQ CUSTOMER REFUND FOR ST              |
| 31550           | 9/7/2016      | \T007            | MQ CUSTOMER REFUND FOR TR | 34.44         | 000B60901 | MQ CUSTOMER REFUND FOR TR              |
| 31551           | 9/8/2016      | MAY03            | DENNIS MAYO               | -             | B60908P   | Ck# 031551 Reversed                    |
| 31552           | 9/8/2016      | MAY03            | DENNIS MAYO               | -             | 0P        | Ck# 031552 Reversed                    |
| 31553           | 9/8/2016      | MAY03            | DENNIS MAYO               | 99.90         | 00P       | RUSSIAN RIVER WATER SUPPLY SYSTEM TOUR |

| Check Number | Check Date | Vendor Number | Name                               | Net Amount | Invoice # | Description                      |
|--------------|------------|---------------|------------------------------------|------------|-----------|----------------------------------|
| 31554        | 9/12/2016  | CAS04         | CASTINO RESTAURANT EQUIPMENT       | 53,720.67  | IP465500P | TEEN CENTER                      |
| 31555        | 9/13/2016  | *0020         | AZALEA HALL DEPOSIT REFUND EL      | 100.00     | B60909    | AZALEA HALL DEPOSIT REFUND EL    |
| 31556        | 9/13/2016  | *0021         | AZALEA HALL DEPOSIT REFUND LG      | 100.00     | B60909    | AZALEA HALL DEPOSIT REFUND LG    |
| 31557        | 9/13/2016  | ACW01         | CB&T/ACWA-JPIA                     | 4,097.44   | B60909    | GRP. HEALTH INS                  |
| 31558        | 9/13/2016  | BLA02         | BLACK DOG OUTFITTERS               | 190.40     | 193       | WORK UNIFORMS                    |
| 31559        | 9/13/2016  | CAR03         | CARPET WIZARD SERVICES             | 200.00     | 12610     | PROFESSIONAL SERVICES            |
| 31560        | 9/13/2016  | COA01         | COASTAL BUSINESS SYSTEMS           | 355.03     | B60831    | COPIER MAINTENANCE AGREEMENT     |
| 31561        | 9/13/2016  | COS03         | CAPITAL ONE COMMERCIAL (COSTCO)    | 276.21     | B60909    | REC SUPPLIES/ OFFICE SUPPLIES    |
| 31562        | 9/13/2016  | CWE01         | CWEA                               | 172.00     | B60831    | MEMBERSHIP RENEWAL - B. McBroome |
| 31563        | 9/13/2016  | CWE02         | CWEA                               | 172.00     | B60831    | MEMBERSHIP RENEWAL - E. Jones    |
| 31564        | 9/13/2016  | EUR06         | EUREKA READY MIX                   | 2,081.16   | 27323     | REPAIRS/SUPPLY                   |
| 31565        | 9/13/2016  | HAR13         | The Hartford - Priority A          | 413.27     | B60909    | GRP. LIFE INSURANCE              |
| 31566        | 9/13/2016  | HEL01         | KEVIN HELD                         | 400.00     | B60909    | JR HIGH SCHOOL DANCE DJ          |
| 31567        | 9/13/2016  | HUM01         | HUMBOLDT BAY MUNICIPAL WATER DISTR | 78,809.42  | B60909    | WTR PURCHASED                    |
| 31568        | 9/13/2016  | HUM08         | HUMBOLDT SANITATION                | 1,033.30   | B60909    | TRASH SERVICE                    |
| 31569        | 9/13/2016  | IBS01         | IBS OF THE REDWOODS                | 93.47      | 180011225 | VEHICLE REPAIRS                  |
| 31570        | 9/13/2016  | IND01         | INDEPENDENT BUS. FORMS             | 232.27     | 32865     | OFFICE SUPPLIES                  |
| 31571        | 9/13/2016  | LES01         | LES SCHWAB TIRE CENTER             | 616.60     | 212971    | VEHICLE REPAIRS                  |
| 31572        | 9/13/2016  | MAD01         | MAD RIVER ROTARY                   | 175.00     | B60909    | ANNUAL DUES                      |

| Check<br>Number | Check<br>Date | Vendor<br>Number | Name                             | Net<br>Amount   | Invoice # | Description                         |
|-----------------|---------------|------------------|----------------------------------|-----------------|-----------|-------------------------------------|
| 31573           | 9/13/2016     | MCK03            | MCKINLEYVILLE OFFICE SUPPLY      | 100.65          | B60909    | OFFICE SUPPLIES                     |
| 31574           | 9/13/2016     | MCK04            | MCK ACE HARDWARE                 | 673.40          | B60909    | REPAIRS/SUPPLY                      |
| 31575           | 9/13/2016     | MCS02            | MCSD C/O HUMBOLDT COUNTY         | 20,000.00       | B60913    | BIOSOLIDS DISPOSAL RESERVE          |
| 31576           | 9/13/2016     | MUD01            | MUDDY WATERS COFFEE CO.,INC      | 37.50           | 16651     | OFFICE SUPPLIES                     |
| 31577           | 9/13/2016     | NAT06            | NATIONAL METER & AUTOMATION      | 232.38          | S1074619  | RADIO READ METER REPLACEMENT PROJ   |
| 31578           | 9/13/2016     | NOR01            | NORTH COAST LABORATORIES         | 3,190.00        | B60912    | LAB TESTS                           |
| 31579           | 9/13/2016     | NOR35            | NORTHERN HUMBOLDT EMPLOYMENT SVC | 2,314.37        | ES17-024  | CENTRAL AVE/OPEN SPACE MAINTENANCE  |
| 31580           | 9/13/2016     | NYL01            | NYLEX.NET                        | 157.50          | 2410      | PROFESSIONAL SERVICES               |
| 31581           | 9/13/2016     | ORE01            | O'REILLY AUTOMOTIVE, INC.        | 71.87           | B60912    | REPAIRS/SUPPLY                      |
| 31582           | 9/13/2016     | OSC01            | OSCAR LARSON & ASSOCIATES        | 1,006.98        | 8628      | COCHRAN TANK RECOATING              |
| 31583           | 9/13/2016     | REN01            | RENNER PETROLEUM                 | 2,351.22        | B60912    | GAS/OIL/LUBE                        |
| 31584           | 9/13/2016     | SAF04            | SAFEWAY INC. FILE # 72905        | 40.24           | B60912    | REC SUPPLIES/ LAB SHIPMENT SUPPLIES |
| 31585           | 9/13/2016     | SLO01            | DIANE SLOANE                     | 200.95          | B60912    | FLEX SPENDING REIMBURSEME           |
| 31586           | 9/13/2016     | USB02            | US BANK                          | 1,100.00        | 4392798   | SEWER BOND - ANNUAL BANK FEE        |
| 31587           | 9/13/2016     | WEN02            | WENNERHOLM CHIROPRACTIC          | 80.00           | STEBL000  | PROFESSIONAL SERVICES               |
| 31588           | 9/14/2016     | CAS01            | CASH                             | 264.49          | B60914P   | PETTY CASH REPLENISHED              |
| 31589           | 9/19/2016     | COA01            | COASTAL BUSINESS SYSTEMS         | 945.07          | B60913    | COPIER MAINTENANCE                  |
| 31590           | 9/19/2016     | GHD01            | GHD                              | 513.00          | 68265     | PROFESSIONAL SERVICES               |
|                 |               |                  |                                  | 859.50          | 68567     | PROFESSIONAL SERVICES               |
|                 |               |                  | Check Total:                     | <u>1,372.50</u> |           |                                     |
| 31591           | 9/19/2016     | HAR03            | HARPER MOTORS CO.                | 1,415.69        | B60909    | VEHICLE REPAIRS                     |

| Check Number | Check Date | Vendor Number | Name                                 | Net Amount       | Invoice # | Description               |
|--------------|------------|---------------|--------------------------------------|------------------|-----------|---------------------------|
| 31592        | 9/19/2016  | IND01         | INDEPENDENT BUS. FORMS               | 28.70            | 32898     | BUSINESS CARDS            |
| 31593        | 9/19/2016  | ISE01         | I-SECURE INC.                        | 127.00           | 47651     | ONSITE SHREDDING          |
| 31594        | 9/19/2016  | KEN02         | KENNEDY/JENKS CONSULTANTS            | 1,820.00         | 104025    | WWMF UPGRADE              |
|              |            |               |                                      | 67,779.44        | 104026    | WWMF UPGRADE              |
|              |            |               |                                      | 1,202.50         | 104525    | WWMF UPGRADE              |
|              |            |               | Check Total:                         | <u>70,801.94</u> |           |                           |
| 31595        | 9/19/2016  | LAC01         | Laco Associates                      | 375.00           | 37916     | PROFESSIONAL SERVICES     |
| 31596        | 9/19/2016  | MCM01         | McMaster-Carr Supply Co.             | 188.20           | 77127621  | REPAIRS/ SUPPLIES         |
| 31597        | 9/19/2016  | MEN01         | MENDES SUPPLY CO.                    | 2,461.00         | B60909    | REPAIRS/SUPPLY            |
| 31598        | 9/19/2016  | MIL01         | Miller Farms Nursery                 | 927.46           | B60909    | REPAIRS/SUPPLY            |
| 31599        | 9/19/2016  | MIT01         | Mitchell, Brisso, Delaney            | 1,116.00         | 38168     | LEGAL SERVICES            |
| 31600        | 9/19/2016  | NAP02         | NAPA AUTO PARTS                      | 127.37           | B60912    | REPAIRS/SUPPLIES          |
| 31601        | 9/19/2016  | NOR13         | NOR. CALIFORNIA SAFETY CONSORTIUM    | 80.00            | 22624     | SAFETY TRAINING           |
| 31602        | 9/19/2016  | NOR37         | NORTH COAST UNIFIED AIR QUALITY MGMT | 2,048.00         | 5577      | WWMF UPGRADE              |
| 31603        | 9/19/2016  | NYL01         | NYLEX.NET                            | 52.50            | 2470      | PROFESSIONAL SERVICES     |
|              |            |               |                                      | 52.50            | 2527      | PROFESSIONAL SERVICES     |
|              |            |               | Check Total:                         | <u>105.00</u>    |           |                           |
| 31604        | 9/19/2016  | PGE10         | PG&E STREETLIGHTS                    | 3.03             | B60912    | STREETLIGHTS SEPT 2016-AC |
| 31605        | 9/19/2016  | PRE08         | PRECISION INTERMEDIA                 | 997.50           | 16-2264   | PROFESSIONAL SERVICES     |
|              |            |               |                                      | 570.00           | 16-2521   | PROFESSIONAL SERVICES     |
|              |            |               | Check Total:                         | <u>1,567.50</u>  |           |                           |
| 31606        | 9/19/2016  | S&S02         | S & S WORLDWIDE, INC.                | 352.01           | 9245080   | REC PROGRAM SUPPLY        |
| 31607        | 9/19/2016  | SEC03         | SECURITY LOCK & ALARM                | 149.38           | B60912    | REPAIRS/ SUPPLIES         |

| Check Number | Check Date | Vendor Number | Name                              | Net Amount   | Invoice # | Description                       |
|--------------|------------|---------------|-----------------------------------|--------------|-----------|-----------------------------------|
| 31608        | 9/19/2016  | SIX02         | SIX RIVERS COMMUNICATIONS         | 965.82       | 16-11782  | PROFESSIONAL SERVICES             |
| 31609        | 9/19/2016  | TEL01         | TELE-WORKS, INC                   | 1,302.00     | 8891      | SUBSCRIPTION RENEWAL              |
| 31610        | 9/19/2016  | TIM01         | TIMES-STANDARD                    | 456.24       | 997530    | ADVERTISEMENT                     |
| 31611        | 9/26/2016  | \C028         | REISSUE OF CHECK                  | 71.32        | B60926P   | REISSUE OF CHECK                  |
| 31612        | 9/26/2016  | *0022         | COURSE CANCELLED-REIMBURSEMENT MH | 40.00        | B60926    | COURSE CANCELLED-REIMBURSEMENT MH |
| 31613        | 9/26/2016  | *0023         | AZALEA HALL DEPOSIT REFUND EB     | 100.00       | B60926    | AZALEA HALL DEPOSIT REFUND EB     |
| 31614        | 9/26/2016  | *0024         | REC PROGRAM REFUND AB             | 65.00        | B60926    | REC PROGRAM REFUND AB             |
| 31615        | 9/26/2016  | AUB01         | AUBURN CONSTRUCTORS, INC.         | 1,322,434.79 | 6         | WWMF UPGRADE                      |
| 31616        | 9/26/2016  | DEP05         | DEPARTMENT OF JUSTICE             | 128.00       | 185349    | FINGERPRINTING                    |
| 31617        | 9/26/2016  | GHD01         | GHD                               | 555.75       | 69567     | PROFESSIONAL SERVICES             |
| 31618        | 9/26/2016  | HUM46         | HUMBOLDT COUNTY PLANNING          | 146.40       | B60926    | LEGAL NOTICE-ADVERTISEMENT        |
| 31619        | 9/26/2016  | MCK11         | MCKINLEYVILLE SENIOR CENTER       | 32.90        | B60926    | P/R SHARE OF INTERNET             |
| 31620        | 9/26/2016  | MCS02         | MCSD C/O HUMBOLDT COUNTY          | 20,000.00    | B60926    | BIOSOLIDS DISPOSAL RESERVE        |
| 31621        | 9/26/2016  | MES01         | KIRSTEN MESSMER                   | 29.18        | B60926    | REC PROGRAM SUPPLIES REIMB        |
| 31622        | 9/26/2016  | NOR02         | NORTH COAST JOURNAL, INC.         | 75.00        | 21939     | ADVERTISEMENT                     |
| 31623        | 9/26/2016  | OSC01         | OSCAR LARSON & ASSOCIATES         | 1,816.21     | 8651      | COCHRAN TANK RECOATING            |
| 31624        | 9/26/2016  | PGE05         | PG&E                              | 1,974.04     | B60926    | STRLT LOAN-AGMT 4190997497        |
| 31625        | 9/26/2016  | PGE06         | PG&E-STREETLIGHTS                 | 14.61        | B60926    | STREETLIGHTS SEPT 2016 AC         |
| 31626        | 9/26/2016  | PGE07         | PG&E STREETLIGHTS                 | 906.90       | B60926    | STREETLIGHTS SEPT 2016-AC         |



| Check Number                                  | Check Date | Vendor Number | Name                         | Net Amount          | Invoice # | Description                          |
|---|------------|---------------|------------------------------|---------------------|-----------|--------------------------------------|
| 31627   | 9/26/2016  | PGE09         | PGE&-STREETLIGHTS            | 70.79               | B60926    | STREETLIGHTS SEPT 2016-AC            |
| 31628   | 9/26/2016  | PRO01         | PROFESSIONAL CREDIT SERVICES | 20.25               | B60926    | FOR RECOVERED BAD DEBTS              |
| 31629   | 9/26/2016  | THO02         | Thomas Home Center           | 464.64              | B60926    | REPAIRS/SUPPLY                       |
| 31630   | 9/28/2016  | MAY03         | DENNIS MAYO                  | 96.00               | B60928P   | PER DIEM-ACWA BOARD OF DIRECTORS MTG |
| 31631   | 9/28/2016  | MAY03         | DENNIS MAYO                  | 224.00              | 1P        | ACWA 2016 REGULATORY SUMMIT          |
| 31632   | 9/29/2016  | COR03         | JOHN CORBETT                 | 224.00              | B60929P   | ACWA 2016 REGULATORY SUMMIT          |
|   |            |               |                              | 1,648,467.43        |           |                                      |
| <b>Total Disbursements, Accounts Payable:</b> |            |               |                              | <b>1,648,467.43</b> |           |                                      |

#### Payroll Related Disbursements

|             |          |       |                           |           |         |                   |
|-------------|----------|-------|---------------------------|-----------|---------|-------------------|
| 13978-14005 | 9/8/2016 |       | Various Employees         | 13,967.76 |         | Payroll Checks    |
| 14006       | 9/8/2016 | CAL12 | CalPERS 457 Plan          | 109.37    | B60831  | RETIREMENT        |
|             |          |       |                           | 6,548.66  | B60908  | RETIREMENT        |
|             |          |       |                           | 43.61     | 1B60831 | PERS 457 LOAN PMT |
|             |          |       |                           | 452.47    | 1B60908 | PERS 457 LOAN PMT |
|             |          |       | Check Total:              | 7,154.11  |         |                   |
| 14007       | 9/8/2016 | DIR01 | DIRECT DEPOSIT VENDOR- US | 31,105.59 | B60908  | Direct Deposit    |
| 14008       | 9/8/2016 | EMP01 | Employment Development    | -         | B60829  | STATE INCOME TAX  |
|             |          |       |                           | -         | B60831  | STATE INCOME TAX  |
|             |          |       |                           | 1,632.09  | B60908  | STATE INCOME TAX  |
|             |          |       |                           | 0.38      | 1B60829 | SDI               |
|             |          |       |                           | 8.84      | 1B60831 | SDI               |
|             |          |       |                           | 569.14    | 1B60908 | SDI               |
|             |          |       |                           | (9.91)    | 2B60829 | STATE INCOME TAX  |
|             |          |       |                           | 9.03      | 2B60831 | STATE INCOME TAX  |
|             |          |       |                           | (7.04)    | 3B60829 | SDI               |
|             |          |       |                           | 1.23      | 3B60831 | SDI               |
|             |          |       | Check Total:              | 2,203.76  |         |                   |

| Check<br>Number | Check<br>Date | Vendor<br>Number | Name                      | Net<br>Amount    | Invoice # | Description             |
|-----------------|---------------|------------------|---------------------------|------------------|-----------|-------------------------|
| 14009           | 9/8/2016      | HUM29            | UMPQUA BANK--PAYROLL DEP. | -                | B60829    | FEDERAL INCOME TAX      |
|                 |               |                  |                           | 32.06            | B60831    | FEDERAL INCOME TAX      |
|                 |               |                  |                           | 5,634.37         | B60908    | FEDERAL INCOME TAX      |
|                 |               |                  |                           | 5.28             | 1B60829   | FICA                    |
|                 |               |                  |                           | 121.76           | 1B60831   | FICA                    |
|                 |               |                  |                           | 7,850.14         | 1B60908   | FICA                    |
|                 |               |                  |                           | 1.24             | 2B60829   | MEDICARE                |
|                 |               |                  |                           | 28.48            | 2B60831   | MEDICARE                |
|                 |               |                  |                           | 1,835.92         | 2B60908   | MEDICARE                |
|                 |               |                  |                           | (58.68)          | 3B60829   | FEDERAL INCOME TAX      |
|                 |               |                  |                           | 34.21            | 3B60831   | FEDERAL INCOME TAX      |
|                 |               |                  |                           | (97.04)          | 4B60829   | FICA                    |
|                 |               |                  |                           | 16.96            | 4B60831   | FICA                    |
|                 |               |                  |                           | (22.70)          | 5B60829   | MEDICARE                |
|                 |               |                  |                           | 3.96             | 5B60831   | MEDICARE                |
|                 |               |                  | Check Total:              | <u>15,385.96</u> |           |                         |
| 14010           | 9/8/2016      | ACW01            | CB&T/ACWA-JPIA            | 49,418.25        | B60831    | MED-DENTAL-EAP INSUR    |
| 14011           | 9/8/2016      | PUB01            | Public Employees PERS     | 16,595.96        | B60831    | PERS PAYROLL REMITTANCE |
| 14012-14038     | 9/23/2016     |                  | Various Employees         | 13,634.10        |           | Payroll Checks          |
| 14039           | 9/23/2016     | CAL12            | CalPERS 457 Plan          | 5,879.79         | B60922    | RETIREMENT              |
|                 |               |                  |                           | 452.47           | 1B60922   | PERS 457 LOAN PMT       |
|                 |               |                  | Check Total:              | <u>6,332.26</u>  |           |                         |
| 14040           | 9/23/2016     | DIR01            | DIRECT DEPOSIT VENDOR- US | 29,835.10        | B60922    | Direct Deposit          |
| 14041           | 9/23/2016     | EMP01            | Employment Development    | 1,501.62         | B60922    | STATE INCOME TAX        |
|                 |               |                  |                           | 543.12           | 1B60922   | SDI                     |
|                 |               |                  | Check Total:              | <u>2,044.74</u>  |           |                         |
| 14042           | 9/23/2016     | HUM29            | UMPQUA BANK--PAYROLL DEP. | 5,157.36         | B60922    | FEDERAL INCOME TAX      |
|                 |               |                  |                           | 7,472.62         | 1B60922   | FICA                    |
|                 |               |                  |                           | 1,747.60         | 2B60922   | MEDICARE                |
|                 |               |                  | Check Total:              | <u>14,377.58</u> |           |                         |
| 14043-14044     | 9/24/2016     |                  | Payroll Hand Checks       | 774.38           |           | Payroll Hand Checks     |

| Check<br>Number               | Check<br>Date | Vendor<br>Number | Name                      | Net<br>Amount | Invoice # | Description          |
|-------------------------------|---------------|------------------|---------------------------|---------------|-----------|----------------------|
| 14033                         | 9/24/2016     |                  | VOIDED PAYROLL CHECK      | (678.09)      |           | VOIDED PAYROLL CHECK |
| 14045                         | 9/27/2016     | HUM29            | UMPQUA BANK--PAYROLL DEP. | 22.60         | B60923    | FEDERAL INCOME TAX   |
|                               |               |                  |                           | 39.66         | 1B60923   | FICA                 |
|                               |               |                  |                           | 9.28          | 2B60923   | MEDICARE             |
|                               |               |                  |                           | (62.48)       | 3B60923   | FEDERAL INCOME TAX   |
|                               |               |                  |                           | (100.18)      | 4B60923   | FICA                 |
|                               |               |                  |                           | (23.42)       | 5B60923   | MEDICARE             |
|                               |               |                  |                           | 31.53         | 6B60923   | FEDERAL INCOME TAX   |
|                               |               |                  |                           | 71.66         | 7B60923   | FICA                 |
|                               |               |                  |                           | 16.76         | 8B60923   | MEDICARE             |
| Check Total:                  |               |                  |                           | 5.41          |           |                      |
| Total Disbursements, Payroll: |               |                  |                           | 202,156.87    |           |                      |
| Total Check Disbursements:    |               |                  |                           | 1,850,624.30  |           |                      |

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider Approval of Party Program Fee Changes**

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

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

### **Recommendation:**

Staff recommends that the Board review the draft Party Reservation Form and approve the fee increases as listed.

### **Discussion:**

With the addition of the McKinleyville Teen and Community Center spaces staff have updated the Party Program to include a “Teen Center” party option. Additionally, given the number of requests recently for additional time for party patrons to set up food, etc. the fees have been adjusted to accommodate both the additional staff time required to allow customers access to the facility thirty minutes before the scheduled party start time, as well as minimum wage increases both, past and future.

The last fee increase to the Party Program occurred in July of 2014. Since then minimum wage has increased by \$1.00 per hour and given that in January 2017 the minimum wage will again increase by \$0.50 per hour it is prudent that we increase our Party Program fees to accommodate increasing staff costs both for increased shift time as well as increased wages.

Staff researched other local party options which provide not only space, but also activity options, equipment, place settings, and a party host. The proposed fees are in the market with other local options of a similar nature, but remain lower than most in the region.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Each birthday party is for two (2) hours and requires one (1) staff member. Staff are scheduled for shifts averaging 3.25 to 3.75 hours depending on the Party Option selected by the customer. The following is an estimated breakdown of costs to the District:

|                 | <u>Basic &amp; Teen Ctr. Parties</u> | <u>Playgroup Party</u> |
|-----------------|--------------------------------------|------------------------|
| Staff:          | \$50.00                              | \$55.00                |
| Overhead:       | \$20.00                              | \$20.00                |
| *Cost of space: | <u>\$105.00</u>                      | <u>\$125.00</u>        |
| TOTAL:          | \$175.00                             | \$200.00               |

\*The cost of the space is calculated using the vendor/non-profit rate for the Activity Center of \$35 per hour and varies based on the length of time needed for set-up and clean-up of a two-hour party. A Playgroup party requires 30-45 minutes more time for set up and clean up due to the equipment and toys available for the party.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Revised Party Reservation Form

**MCKINLEYVILLE PARKS & RECREATION**  
**Birthday Party Reservation Form**

**Date Requested:**\_\_\_\_\_ **Time Requested:**\_\_\_\_\_ am/pm **to** \_\_\_\_\_ am/pm **Alternate Date/Time:**\_\_\_\_\_

Will handicap accommodations be required? ☐ Yes ☐ No

**Type of Party:** ☐ Birthday Name of Birthday Celebrant:\_\_\_\_\_ Age:\_\_\_\_\_

☐ Other (describe):\_\_\_\_\_

**Responsible Individual:**\_\_\_\_\_ **Phone (h):**\_\_\_\_\_ **(w):**\_\_\_\_\_

**Address, City, State, Zip:**\_\_\_\_\_

**Email Address:**\_\_\_\_\_

**Please select your options below:**

**Party Options**

☐ **Basic Party: \$175.00**

The Basic Party includes a two-hour party and admission for 20 individuals at the Activity Center. Fee includes an event host, roller skates/sports equipment, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

☐ **Playgroup Toddler Party: \$200.00**

The Playgroup Party includes a two-hour party and admission for 20 individuals. Fee includes an event host, party theme decorations, "Playgroup" set up and equipment, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

☐ **Teen Center Party: \$175.00**

The Teen Center Party includes a two-hour party and admission for 20 individuals at the Teen Center, host, access to the multi-purpose room, lobby, restrooms and games. Fee includes an event host, multi-purpose room, lobby, table games, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

**Add Ons**

☐ **Additional Hour Fee:** \_\_\_\_\_ hours @ \$28/hour= \$ \_\_\_\_\_

☐ **Additional Guest Fee:** \_\_\_\_\_ guests @ \$2/guest= \$ \_\_\_\_\_

**Theme Options**

- ☐ Skating ☐ Basketball ☐ Floor Hockey ☐ Playgroup Toddler Party \*additional fee  
☐ Dodgeball ☐ Indoor Soccer ☐ Teen Center Party

**All fees are due and payable ten (10) business days prior to the actual party date.** Fees are refundable, less a \$10 Refund Processing Fee, up to five (5) business days prior to the party date. Refunds requested less than five (5) business days prior to the party date will be less one half of the total party fee. If the party is requested with less than 5 business days' notice of requested party date, the full party fee must be paid at the time of request and no refund will be given if the party is cancelled. Parties requested with less than 5 business days before the party are not guaranteed a firm reservation until a party host can be scheduled, if possible. If a party host cannot be secured a full refund will be given. McKinleyville Parks and Recreation reserves the right to cancel reservations for failure to meet fee deadlines.

The undersigned certifies that the above information is correct, agrees to pay the required fee in full by the deadline given, and assumes full personal and financial responsibility for any damages sustained to the building, furniture, or equipment, and for the acts and conduct of all party participants at the time of the party. The undersigned agrees to hold the McKinleyville Community Services District, its' employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, costs, expenses, loss of service, action and causes of action by any persons or persons, for injuries to persons or loss or damages to property occasioned by or arising out of the use of facilities, equipment and premises of the District. There shall be no discrimination against or segregation of any persons in connection with the use of public facilities.

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

**FOR OFFICE USE ONLY**

Party Date:\_\_\_\_\_ Party Time:\_\_\_\_\_ Party Fee: \$ \_\_\_\_\_ Date Due:\_\_\_\_\_ Paid: Initials: \_\_\_\_\_

Indicate below the information distributed at the time of reservation:

☐ Party Participant List Distributed

☐ Liability Releases Distributed: # \_\_\_\_\_

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider Approval of Hiller Sports Site Use Fee Changes**

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

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

### **Recommendation:**

Staff recommends that the Board review the draft Hiller Sports Site Fee Schedule in **Attachment 1**, take public comment, discuss and approve the fee increases as listed in the draft Hiller Sports Site Fee Schedule.

### **Discussion:**

At the March 2, 2016 meeting of the MCSD Board of Directors, the 2016 Hiller Sports Site Use Agreements with Youth Sports Organizations (YSO's) were pulled from the consent calendar by a member of the public in order to bring to the attention of the Board of Directors the discrepancy between revenues and expenses for Hiller Sports Site. The current use fees and the extent to which Youth Sports were being subsidized by the District were discussed. At that time Staff informed the Board that the data related to costs were being analyzed and that the information collected would be used in discussion with YSO representatives to clearly identify the need to close the gap between revenues and expenses and how we could collectively work to make that happen.

Staff met with representatives of the YSO's currently under agreement for the use of Hiller Sports Site on August 10, 2016 and September 14, 2016. The current expenses and revenues were reviewed and the need for fee increases was presented. There was a brief discussion regarding the level of increase and staff presented projections for various levels of fee increases. The group brainstormed the various challenges and solutions pertaining to the maintenance and shared use of the Sports Site. The YSO representatives in attendance had a good understanding of the need to increase fees and participated in discussion about the various ways that costs could be mitigated in terms of maintenance. It was agreed that the most efficient course of action would be to relinquish all maintenance to MCSD, as opposed to allowing YSO volunteers to do work in lieu of paying for use. Historically, trading volunteer maintenance labor in exchange for paying use fees has been allowed, but this has not been the most efficient or effective way to maintain the fields and cover the costs of maintenance.

In fiscal year 2015/16 the expenses related to maintenance of Hiller Sports Site totaled \$50,994 while the revenues totaled \$15,505. In fiscal year 2014/15 the expenses totaled \$48,144 while revenues totaled \$12,506.

Since Hiller Sports Site was opened in 2006 the fees have been increase 3 times. The first fee increase was in 2007 when the fee was increased from \$20 (YSO's paid \$5) per hour per field to \$26 (YSO's paid \$6.50) per hour per field. Fees were increased again in 2012 going from \$26 to \$27 (YSO's paid \$6.75) and then again in 2014 going from \$27 to \$28 (YSO's paid \$7) per hour per field. The amounts paid by YSO's reflect the 75% discount to youth serving organizations.

Staff proposes to increase the fees for use of Hiller Sports Site YSO's both in order to close the gap between expenses and revenues and also to bring our fees closer to what is charged regionally for municipal field use.

The proposed fees reflect changing the discount to YSO's from 75% to a 50% discount as well as increasing fees related to field preparation according to the current labor rate for MCSD Maintenance personnel.

Staff understands that this is a significant fee increase for the Youth Sports Organizations who use the Hiller Sports Site fields. This is due largely to the fact that adequate increases have not been implemented annually. The fee structure for Hiller Sports Site will be analyzed annually in the future and fees adjusted accordingly.

#### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action
- Approve a lesser rate of increase
- Approve a higher rate of increase

#### **Fiscal Analysis:**

Using 2016 usage data which totals 1,992 hours of field use the bulk of which is Youth Sport Organization use the following assumptions can be made:

- At the proposed increase rate of \$14 per hour the projected revenues would come to: \$27,994
- At an increase rate of \$12 per hour the projected revenues would come to: \$21,259
- At an increase rate of \$10 per hour the projected revenues would come to \$19,484

The maintenance expenses are likely to remain the same.

#### **Environmental Requirements:**

Not applicable

#### **Exhibits/Attachments:**

- Attachment 1 – Draft Hiller Sports Site Fee Schedule



**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**Hiller Sports Site Master Facility Fee Schedule**

**Facility Use Fees**

Turf Field Use..... \$28/hour per field  
Turf Field Use (Youth Sport Org).....\$14/hour per field

Baseball Field Use..... \$28/hour per field  
Baseball Field Use (Youth Sport Org).....\$14/hour per field

Softball Field Use..... \$28/hour per field  
Softball Field Use (Youth Sport Org)..... \$14/hour per field

**Baseball/Softball Tournament Use**

50% reduction from regular hourly rates. Tournaments must have a minimum of 4 teams and 8 hours of continuous play per day.

**Additional Fees**

Field Preparation- Ballfields..... \$35/hour per field

Field Preparation- Turf Areas..... \$35/hour per field

Concession Stand Use- Regular weekdays..... \$10/day

Concession Stand Use- Regular weekends..... \$25/day

Concession Stand Use- Tournaments..... \$25/day

Insurance (if provided by District) .....Variable

Facility Usage Deposit..... Variable

Facility Usage Deposit..... \$100

Required only for those groups/individuals not having and maintaining a current Agreement with the District.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1**                      **Review Humboldt Bay Municipal Water District's (HBMWD) Proposed Changes to Ordinance 16 and Contract for Supply of Water**

**PRESENTED BY:**              **Gregory Orsini, GM and Paul Helliker, HBMWD**

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss and take public comment regarding the potential modifications to Ordinance 16 and Contract for Supply of Water proposed by HBMWD.

### **Discussion:**

HBMWD approved Ordinance 16, Establishing Rates, Charges and Conditions of Service For Water Sales To Municipal Water Customers, May 7, 1999, amended June 22, 2006 and are proposing a second amendment for 2017. HBMWD has prepared draft language, in reference to Ordinance 16 and Contract for Supply of Water, for the following four items.

1. Renewal/revision of the contract term, to establish a new 20-year term
2. An updated calculation of the peak rate allocation (to address Manila's situation)
3. Revision of the limitation on capital expenditures – to reference a five-year cycle for update and discussion of the District's Capital Improvement Plan
4. Direction of the incremental revenue from the ReMAT contract into a fund to pay for capital expenses

The first three proposed changes were discussed with HBMWD's customers at their monthly meeting on September 14, 2016. The fourth item was an addition which is being proposed to address an item on which HBMWD has achieved conceptual agreement with their municipal customers.

HBMWD's goal is to allow the Board to adopt revisions to Ordinance 16 and Municipal Water Customer contracts at the December or January meeting.

### **Alternatives:**

Take Action

**Fiscal Analysis:**

To be determined

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Ordinance 16 Draft Amendment 2017
- Attachment 2 – McKinleyville Contract for Supply of Municipal Water Proposed Update

**Humboldt Bay Municipal Water District  
Ordinance 16  
as Amended June 2006  
as Amended January 2017**

**Establishing Rates, Charges and Conditions of Service  
For  
Water Sales To Municipal Water Customers**

**BE IT ORDAINED**, by the Board of Directors of the HUMBOLDT BAY MUNICIPAL WATER DISTRICT (hereinafter HBMWD), as follows:

1. **Definitions** – as used in this Ordinance, the following terms shall have the following meanings unless the context clearly otherwise requires:
  - 1.1. **A/B Bond Taxes** – taxes received by HBMWD pursuant to a levy allowed in accordance with the Series A and B general obligation bonds authorized by voters within HBMWD in 1956.
  - 1.2. **Average Daily Water Use** – the average daily use, expressed in million gallons per day (MGD), in any given calendar year, as calculated from data recorded by HBMWD's meters and data collection system totalizers. The number for the most recent calendar year shall be calculated, by HBMWD, by January 30 of the subsequent calendar year. The number shall be obtained by dividing the total amount of water used by a given Customer in the calendar year by the total number of days in that same calendar year.
  - 1.3. **Base Water Facilities (BWF)** -- all HBMWD wells, diversion facilities, dams, pumping facilities, storage tanks, or water transmission and distribution facilities; all electrical, radio, electronic, computer and control (SCADA) systems; and any related appurtenances existing as of June 30, 1999.
  - 1.4. **Drinking Water Filtration Plant (DWFP)** – the water filtration facility as designed to meet the State's water quality mandate as it exists on the effective date of this Ordinance.
  - 1.5. **Drinking Water Treatment Facilities (DWTF)** -- all facilities and appurtenances relating to the treatment of water for potable use. Specifically, this includes the new State required DWFP and the existing disinfecting system.
  - 1.6. **General Reserves** – those moneys set aside by HBMWD's Board of Directors in any fund (e.g. general fund, general reserve, contingency reserve), regardless of the type or purpose of such fund, but exclusive of:

- accumulations for payment of principal and interest on any future bond issue or other future indebtedness incurred with the consent of HBMWD's affected customers;
- any reserve fund required to be established by law;
- any reserve fund created by public grant or loan program wherein said reserves are to be allocated to a defined future project expenditure;
- the proceeds of loans or grants;
- the proceeds of any residual A/B bond taxes;
- amounts collected by HBMWD under Price Factor 2 on account of encumbrances obligated but not yet paid;
- amounts collected by HBMWD for future capital projects as provided in Price Factor 2; or,
- the DWFP and SRF Reserves set forth in Sections 7.1.3 and 7.1.6
- amounts collected from IWC's to "mothball" or take industrial water facilities out of service.

**1.7. Industrial Water Customer (IWC)** – The industrial customers in the District's Improvement District U-1, or any other industrial customers which use more than 50% of the water delivered to them for manufacturing or production activities and which are supplied through any of HBMWD's industrial or raw water system.

**1.8. Municipal Water Customer (MWC)** – Cities, Community Services Districts, and other public entities which purchase water from HBMWD for use within HBMWD boundaries.

**1.9. Moving Five-Year Average** – a figure, calculated by HBMWD no later than January 30 each calendar year, that reflects the average of the previous five years Average Daily Water Use.

**1.10. Peak Rate Allocation:** The maximum number of gallons per calendar day of water to which a customer is entitled by contract.

**1.11. Peak Delivery Rate:** The rate of delivery of water by District to any customer which, if continued uniformly for a twenty-four (24) hour period starting at midnight, would produce an amount equal to the customer's Peak Rate Allocation.

**1.12. Proposition 13 Taxes** – HBMWD's share of the proceeds of taxes levied under the provisions of Article 13A of the California State Constitution.

**1.13. Safe Drinking Water State Revolving Fund (SRF)** – the Safe Drinking Water State Revolving Fund created pursuant to Section 116760.30 of the California Health and Safety Code.

**1.14. Special Facility** -- any facility (excluding the DWFP) constructed or purchased by HBMWD, after the effective date of this Ordinance, and pursuant to contract, for the direct benefit of one or more of HBMWD's customers (see Price Factor 5). Major repair or replacement of any portion of the BWF or DWTF does not constitute Special Facilities. A future expansion or addition to the DWFP may be considered a Special Facility if constructed at the request of MWC's and not pursuant to a mandate under Section 11.1.3 and Price Factor 6.

**2. Water Delivery Systems** -- HBMWD has two water delivery systems. These systems share common elements of the Base Water Facilities such as the dam, electrical system, maintenance shops, vehicles, computer and other electronic controls, etc.

**2.1. Industrial or raw water system** – this system draws water directly from the surface of the Mad River and delivers it, via pipelines, to end users. Water from this system receives no treatment of any kind and is not fit for human consumption. The industrial system is not regulated nor permitted by the State or Federal governments.

**2.2. Municipal or domestic system** – this system draws water from a series of Ranney Wells (also known as lateral arm wells) located in the bed of the Mad River. This water is naturally filtered through the sand and gravel of the riverbed which lie over the collector laterals of each well. This naturally filtered water is disinfected and then stored in a clearwell prior to delivery to Municipal Water Customers. A DWFP, which will remove unacceptable levels of turbidity from the well water, will be added to this system to comply with mandates received from the State Department of Health Services.

**2.3. DWFP Capacity** – The capacity of the DWFP will be a function of the source water turbidity and other operating conditions that may exist from time to time. HBMWD will endeavor to operate the DWFP at its optimal capacity for any given water quality and operating conditions. Based on the engineering studies completed as of the effective date of this Ordinance, the DWFP is expected to have an operating capacity ranging from 9 MGD to 21 MGD depending on the filter loading rate (gallons per minute per square foot of filter) that can be achieved given the turbidity and other operating conditions. HBMWD shall have authority to require MWC's to reduce their demand from the DWFP in response to variations in DWFP capacity. Furthermore, HBMWD shall have no responsibility for delivering water volumes to MWC's beyond the capacity of the DWFP.

**3. Cost/Pricing Structure - General** -- HBMWD's cost structure is designed to:

- a) fairly and reasonably allocate costs between the two delivery systems described in Section 2, and;
- b) further prorate those allocated costs among the water users which are connected to each delivery system. This two-step cost allocation process will reflect costs associated with the operation,

maintenance, repair and replacement of Base Water Facilities and the Drinking Water Treatment Facilities - including the new DWFP.

- 3.1.** The sections of this Ordinance 16 relating to Industrial Water Customers or Industrial Water Facilities are included only to define the initial proration of the BWF costs and Revenue Credits between the Industrial Water Customers and Municipal Water Customers. Once derived, the proration of the costs and Revenue Credits allocated to the Industrial Water Customers will be determined from time to time via contract with those Industrial Water Customers.
- 3.2.** The Price Factors outlined in Section 7 and the Revenue Credits described in Section 8 will be applied to those costs and credits allocated to the Municipal Water Customers. The Price Factor amounts charged to any one Municipal Water Customer will contain a fair share portion of the costs of operation, maintenance, repair and replacement of the Base Water Facilities; and, a fair share portion of the costs of construction, operation, maintenance, repair and replacement of the Drinking Water Treatment Facilities. The Revenue Credits are also prorated to assure a fair distribution. Attachment 1 of this Ordinance presents a summary of how the Industrial/Municipal cost allocation, Price Factors and Revenue Credits work.
- 3.3.** The costs of operating, maintaining, repairing and replacing HBMWD's retail water system are included in the overall Industrial/Municipal cost structure outlined herein. HBMWD's retail customers pay rates that assure recovery of all such costs. The revenues collected from retail customers are credited to the Municipal Water Customers in accordance with the provisions of Section 8 (Revenue Credits) herein. Industrial Water Customers are credited via contract using the same principles. This approach assures that Industrial Water Customers and Municipal Water Customers do not subsidize the retail system.

#### **4. Base Water Facility Cost Proration**

- 4.1.** The costs of operating (excluding power for pumping), maintaining, repairing and replacing HBMWD's Base Water Facilities; and, maintaining reasonable reserves therefor, have been apportioned, by HBMWD, between the Industrial Water System and Municipal Water System (see Section 3) using a commodity/demand type of methodology. Costs were allocated on the basis of historical use or intent, peak demand or average use depending on the specific cost element being prorated. The resulting allocation at July 1, 1999 is established at 63% for the Industrial Water System and 37% for the Municipal Water System. HBMWD will review this proration prior to the beginning of every fifth fiscal year starting with the fiscal year which marks the fifth anniversary of the adoption of this Ordinance 16; and, in consultation with all Municipal Water Customers and Industrial Water Customers, HBMWD will adjust the percentage allocation to reflect then current conditions. The resulting allocation at

July 1, 2004, following the first review at the fifth fiscal year, is established at 45% for the Industrial Water System and 55% for the Municipal Water System. *Due to the lack of industrial customers, the allocation at July 1, 2017 is established at 100% Municipal Water System.*

- 4.2. The prorated share for the Municipal Water System, derived via this percentage allocation, will be further divided among all Municipal Water Customers using Price Factors 2 and 4, described in Section 7.
- 4.3. The prorated share for the Industrial Water System, derived via this percentage allocation, will be further divided among all Industrial Water Customers via contract.

**5. Drinking Water Treatment Facilities Cost Proration** -- The costs of constructing, operating, maintaining, repairing and replacing HBMWD's DWTF; and, maintaining reasonable reserves therefor, will be allocated only to Municipal Water Customers via the Price Factors 1, 2, and 4 outlined in Section 7.

**6. Pumping Power** – The costs of power for pumping water will be apportioned, by HBMWD, between the Industrial Water System and the Municipal Water System based on metered electrical use at HBMWD's pumping facility. The Industrial Water Customers shall pay the portion of HBMWD's actual monthly electricity costs to pump water into the Industrial Water System. The Municipal Water Customers shall pay the portion of HBMWD's actual monthly electricity costs to pump water into the Municipal Water System. The resulting allocation of the MWC pumping power costs shall be distributed to individual MWC's via Price Factor 3 outlined in Section 7.

## **7. Price Factors**

### **7.1. Price Factor 1 (DWFP Debt Service)**

- 7.1.1. Each Municipal Water Customer shall pay HBMWD, each year, a proportionate share of the payments of principal and interest (if any) on the SRF loan used to construct the DWFP.
- 7.1.2. Such proportionate share shall be determined by multiplying the annual payment required by a fraction, the numerator of which is a specific MWC's Moving Five-Year Average water use, and the denominator of which is the sum of the Moving Five-Year Average water use of all MWC's. HBMWD will bill each MWC 1/12<sup>th</sup> of their Price Factor 1 charges each month.
- 7.1.3. SRF loans require the establishment and maintenance of a reserve equal to one year's debt service. HBMWD will fund this SRF Reserve in accordance with the provisions of Section 7.1.6 (DWFP Reserve). HBMWD will use any amount remaining in the SRF Reserve to pay



the final year's installments on the loan, in lieu of Price Factor 1 charges.

7.1.4. Regardless of the proportionate share calculation based upon its Moving Five-Year Average water use, no MWC's Moving Five-Year Average, for Price Factor 1 calculations, shall be adjusted below 75% of its first Moving Five-Year Average calculated in accordance with this Ordinance – except as specifically provided in Section 9 for the City of Blue Lake and the Manila Community Services District.

7.1.5. If HBMWD receives any State or Federal grants to help fund the construction of the DWFP, such grant funding will be placed in a separate reserve and will be used to reduce Price Factor 1 obligations of all MWC's on a prorata basis using the formula described in Section 7.1.2 above.

7.1.6. **DWFP Reserve**

7.1.6.1. HBMWD shall establish from General Reserves available on July 1, 1999, a DWFP Reserve in an amount not to exceed \$1,000,000. To the extent established, the DWFP Reserve shall be used in the following order of priority:

- a) To pay for the upfront costs of final engineering design and bid assistance. These costs will be reimbursed via the SRF Loan and HBMWD will return such reimbursement to the DWFP Reserve.
- b) To pay for construction and other project related costs for which payment is due, but which have not been reimbursed via the SRF Loan.
- c) To establish the State required SRF Loan Reserve. This reserve consists of one year's principal and interest payments. HBMWD will determine the timing and amount of funds to transfer from the DWFP Reserve in accordance with State SRF Loan rules and regulations. The SRF Loan contract and any other applicable regulations will govern use of the SRF Loan Reserve.

7.1.6.2. All interest earned in any given fiscal year, either by the DWFP Reserve or the SRF Reserve, will be used: first, to rebuild any drawdown of the SRF Reserve; and second, to reduce the annual obligation each MWC would otherwise bear under Price Factor 1.

7.1.6.3. In the event one or more of HBMWD's IWC's significantly reduces its contractual commitments from those adopted concurrent with this Ordinance, or terminates such contract, any amount of DWFP Reserve not committed to the SRF Loan Reserve may be used by HBMWD to fund any other budgeted need.

- 7.1.6.4. Any remaining principal and interest in the DWFP Reserve shall be used to proportionally reduce the obligations each MWC will otherwise bear under Price Factor 1. The timing of such reduction shall be determined by HBMWD.

## **7.2. Price Factor 2 (Operations/Maintenance/Capital Costs)**

- 7.2.1. Each Municipal Water Customer shall pay a proportionate share of the monthly net operating, maintenance and capital costs obligated or paid for the Base Water Facilities. The Municipal Water Customers' share of Base Water Facility costs shall be as determined in Section 4. Net costs for the Base Water Facility means the operating, maintenance and capital costs minus applicable Revenue Credits as outlined in Section 8. Additionally, each Municipal Water Customer shall pay a proportionate share of the monthly operating, maintenance, repair, replacement and capital costs obligated or paid for the Drinking Water Treatment Facilities.
- 7.2.2. Each Municipal Water Customer shall pay a proportionate share of the monthly net operating, maintenance and capital costs obligated or paid for the Base Water Facilities. The proportionate share of the BWF for each MWC, shall be determined by a fraction, the numerator of which is the customer's Peak Rate Allocation, and the denominator of which is the sum of the Peak Rate Allocation of all MWC's.
- 7.2.2.1. Effective July 1, 2006, each MWC's Peak Rate Allocation shall be established as reflected in Attachment 2.
- 7.2.2.2. The proportionate share of the BWF that each MWC pays may be adjusted periodically as set forth herein. The Peak Rate Allocation shall be reviewed, and may be adjusted by HBMWD, effective July 1, 2009~~17~~, and subsequently every fifth anniversary thereafter (e.g. July 1, 20~~44~~22). Such review shall be done in consultation with the MWCs. Any adjustment to a MWC's Peak Rate Allocation shall be determined by HBMWD based one of the following conditions: 1) a request by a MWC to increase its Peak Rate Allocation to accommodate increased peak water use due to a new customer and/or actual or planned growth, or 2) a request by a MWC to decrease its Peak Rate Allocation to accommodate reductions in peak water use due to the addition of a water storage reservoir or implementation of water conservation measures. HBMWD reserves the right to deny a request for an increase in a MWC's Peak Rate Allocation if HBMWD no longer has capacity to deliver the requested increase.
- 7.2.2.3. In addition, at the beginning of any fiscal year, HBMWD may increase the Peak Rate Allocation of a MWC if that MWC has understated its required Peak Rate Allocation, based on

recorded historical peak daily use. Such adjustment may only be done after consultation with the affected MWC.

- 7.2.3. Each Municipal Water Customer shall also pay a proportionate share of the monthly operating, maintenance, repair, replacement and capital costs obligated or paid for the Drinking Water Treatment Facilities. The proportionate shares of Drinking Water Treatment Facilities costs shall be determined by a fraction, the numerator of which is a specific MWC's Moving Five-Year Average water use, and the denominator of which is the sum of the Moving Five-Year Average water use of all MWC's.
- 7.2.4. In order to avoid monthly fluctuations in Price Factor 2 charges, HBMWD will bill/credit MWC's, each month, 1/12<sup>th</sup> of Price Factor 2 related costs/Revenue Credits as reflected in the budget adopted for any given fiscal year. Within 90 days of the end of the fiscal year, HBMWD will calculate the actual Price Factor 2 costs/Revenue Credits for that fiscal year. If actual Price Factor 2 charges are higher than the total of the flat monthly billings, the excess charges will be added, in even monthly installments, as a surcharge to the following fiscal year's Price Factor 2 charges. If actual Price Factor 2 charges are less than what was billed throughout the fiscal year, a refund credit, in even monthly installments, will be added to the following fiscal year's Revenue Credits.
- 7.2.5. ~~The maximum aggregate amount of capital costs that can be charged, to IWC's and MWC's in any given fiscal year under this Price Factor 2 is 2% of the undepreciated property, plant and equipment value shown in HBMWD's annual audit. HBMWD will update its Capital Improvement Plan every five years, beginning in 2017. HBMWD will provide a draft of the updated plan to the MWC's January 15, for their review and comment. HBMWD will provide the final update of its Plan to MWC's no later than February 28, for their use in budget planning and analysis and updates of water rates.~~
- 7.2.6. Individual capital projects estimated to cost more than \$200,000 may be charged out in increments under this provision up to three years in advance of the project – even though no actual charges are obligated or paid. Before any such advance charges are levied, the projects must be included in HBMWD's capital improvement plan and have Board approval for implementation. Funds collected in this manner will be held and accounted for in a separate reserve, and any interest earned will be applied toward the specific project for which the funds were collected. In the event a project, for which money has been collected, is cancelled; those funds – including interest -- will be refunded, on the same basis as they were charged, within 90 days of the end of the fiscal year in which the project was cancelled.

**7.2.7. Price Factor 2 Costs Defined** -- The operating, maintenance and capital costs included in Price Factor 2 shall be no greater than the actual costs obligated or paid by HBMWD in connection with the operation, maintenance, repair and replacement of its facilities. All such costs shall be reasonable and in line with past practices. Specifically excluded from Price Factor 2 costs are those costs covered by any other Price Factor as defined in this Ordinance. Price Factor 2 costs include, but are not limited to:

- capital costs as described in Sections 7.2.5 and 7.2.6;
- payroll expenses, and consultant expenses;
- services, materials and supplies for general operation, repair, maintenance or replacement of facilities and equipment;
- overhead costs such as insurance, permit fees, travel/conference, dues/subscriptions, telephones, vehicles and office expenses;
- special costs such as legal settlements, court awards;
- energy costs, other than power for pumping or those related to Price Factor 5 or Price Factor 6 facilities;
- debt service on borrowings, except SRF debt service; and,
- year-end encumbrances such as purchase orders issued and contract obligations incurred but not yet paid.

### **7.3. Price Factor 3 ( Power for Pumping)**

7.3.1. Each Municipal Water Customer shall pay each month a share of HBMWD's costs for all electricity used to pump water, except as such electricity use may be a part of the Industrial Water System, operation of a Special Facility or a Mandated Facility.

7.3.2. The allocation of the HBMWD's electricity charges for pumping will be determined by calculating the cost of pumping one million gallons of municipal water. The calculation will use the actual amount of energy cost incurred to pump municipal water and the total actual municipal water use for the most recent month for which the HBMWD has been billed. The unit pumping cost will be multiplied by each Municipal Water Customer's actual water use during the same period which figure is the Price Factor 3 charge that month.

### **7.4. Price Factor 4 (Additions to General Reserves)**

7.4.1. HBMWD will not add funds to General Reserves as defined in Section 1.6 if the General Reserves at the end of any fiscal year are equal to or in excess of Two Million Dollars (\$2,000,000).

- 7.4.2. The total annual budgeted contribution to General Reserves for all IWC's and MWC's shall be no more than \$350,000, or the difference between \$2,000,000 and the actual General Reserves amount at the end of the fiscal year, whichever is less.
- 7.4.3. If the actual General Reserves exceed \$2,000,000, no Price Factor 4 charges will be levied. If the actual General Reserves are less than \$2,000,000, HBMWD will determine the amount of Price Factor 4 charges to be levied, not to exceed the limitations specified in Section 7.4.2.
- 7.4.4. Notwithstanding the foregoing, if deemed necessary by HBMWD, the \$2,000,000 threshold for calculating Additions to General Reserves may be adjusted by formal action of HBMWD's Board of Directors in the tenth year of this contract. Any such adjustment will be made in consultation with all MWC's and IWC's.
- 7.4.5. To assure that any Additions to General Reserves are fairly allocated between IWC's and MWC's, the total amount of Additions to General Reserves set aside in any fiscal year will first be prorated to the Base Water Facilities and the Drinking Water Treatment Facilities on the basis of the relative worth of the respective undepreciated property, plant and equipment value for each of the two facility classifications as shown in HBMWD's annual audit. The proration of charges for the Additions to Reserves will then proceed in accordance with the provisions of Section 4 and Price Factor 2.
- 7.4.6. Each Municipal Water Customer shall pay, in even monthly installments, its proportionate share of HBMWD's annual budgeted contribution to General Reserves.

**7.5. Price Factor 5 (Special Facilities)** -- Any Industrial or Municipal Water Customer who contracts with HBMWD for a Special Facility shall pay the following costs in the manner set forth below:

- 7.5.1. all administrative, engineering, design, construction costs or annual amortization and interest costs of HBMWD required to pay the capital costs of any such Special Facility; and,
- 7.5.2. the annual operating and maintenance costs (including but not limited to costs for electricity used to operate any such Special Facility) required for the Special Facility which are constructed for, and at the request of any customer.
- 7.5.3. In the event that more than one customer contracts with HBMWD for a given Special Facility, such costs shall be apportioned on the basis set forth in the contract. Terms and conditions for repayment of such costs to HBMWD, including allocation of benefits, shall be established by contract prior to construction of the facility.

**7.6. Price Factor 6 (Mandated Facilities)** -- In the event it becomes necessary to construct, operate and maintain Mandated Facilities as defined in Section 11.1.3 of this Ordinance, each MWC that receives the benefit of such Mandated Facility shall pay its proportionate share, as determined below, of the following:

- 7.6.1. all costs, including annual amortization and interest, required to pay the capital cost of such Mandated Facility; and,
- 7.6.2. the reasonably determinable annual operating, maintenance and electrical costs of such Mandated Facility.
- 7.6.3. HBMWD shall determine by ordinance which customers benefit from the construction of a Mandated Facility. HBMWD shall allocate charges under this Price Factor 6, to the customers so designated, on the basis of relative benefit. Customers that HBMWD determines will not benefit from a Mandated Facility shall not be subject to any Price Factor 6 charges for that facility.
- 7.6.4. The provisions of this Section 7.6 shall not apply to the currently mandated DWFP, which shall be funded pursuant to Sections 5 and 7.1, 7.2, and 7.4 of this Ordinance.

**8. Revenue Credits** -- All revenue credited to MWC's under this Ordinance will be credited towards Price Factor 2 charges related to Base Water Facilities. Such charges will be reduced on a monthly prorata basis, as set forth below, by HBMWD's monthly cash receipts from Proposition 13 taxes, interest on investments, miscellaneous revenues (not including residual A/B Bond taxes, revenue from water supply contracts, grants or loans), and hydroelectric revenues.

- 8.1. Proposition 13 tax revenue** will be credited to Industrial and Municipal Water Customers on a prorata basis using the assessed real property value (AV) within the HBMWD of each Water Customer as the numerator and the total AV of all Municipal and Industrial Water Customers as the denominator. AV figures will be reviewed annually.
- 8.2. Retail water sales revenue** will be credited as outlined for "all other Revenue Credits" below; except that, the portion of revenues collected to pay for the costs of the Drinking Water Filtration Plant will be credited only to Municipal Water Customers. Crediting for such DWFP revenues to the MWC's will use the Moving Five-Year Average methodology used to allocate DWFP charges in Price Factors 1 and 2.
- 8.3. All other Revenue Credits** will first be prorated to IWC's and MWC's in accordance with the provisions of Section 4. The MWC share will be further allocated to individual MWC's by multiplying such Revenue Credits by a fraction, the numerator of which is each Municipal Water Customer's Peak Rate Allocation and the denominator of which is the sum of the

Peak Rate Allocation of all of HBMWD's Municipal Water Customers. The Peak Rate Allocation calculation will be as described in Section 7.2.2.

## **9. Blue Lake/ Manila Adjustment**

9.1.1. It is recognized that the City of Blue Lake and the Manila Community Services District each have a single large customer – Ultra Systems III for Blue Lake and Sierra Pacific Industries for Manila CSD – that accounts for a major amount of their water sales volumes; and, therefore, for their prorata payment obligations in accordance with the terms of this Ordinance.

9.1.2. In the event either one of these MWC's experience a reduction of 25% or more of their then current Average Daily Water Use caused by reduced flow to, or loss of, these specific customers, or their successors in interest, the Moving Five-Year Average and the Peak Rate Allocation will be adjusted in the fiscal year following such reduction.

9.1.3. The Moving Five-Year Average for subsequent fiscal years will be adjusted by deducting the amount of reduction for all years used in the calculation. The Peak Rate Allocation will be adjusted by deducting the amount of reduction.

9.1.4. The following conditions will apply to this Section 9:

- The MWC must notify HBMWD in writing of the need for the adjustment as soon as possible but not later than May 31<sup>st</sup> prior to the fiscal year in which the adjustment will occur.
- The MWC must provide evidence satisfactory to HBMWD of the reduction or loss.
- If equal or greater volume is regained by growth of customer base, the amount of reduction will be added back into both the Moving Five-Year Average and the Peak Rate Allocation in the subsequent fiscal year using the same methodology as was used for the reduction.

**10. Payment Guarantee** -- Each MWC shall pay the amounts due to the HBMWD on a monthly basis within 15 days of the date of HBMWD's billing. Such payments shall be due regardless of interruptions of services or inability to meet the water treatment requirements of Section 11.

## **11. Water Treatment**

**11.1. HBMWD Responsibilities** -- as of the date of this Ordinance, HBMWD provides water treatment only by the natural filtration provided via the sand and gravel through which water pumped from the Ranney Wells must pass; and, meeting "minimum chlorine disinfection", prior to HBMWD's points of delivery to the MWC, as specified by the State

Department of Health Services (DHS) in Attachment 3 (dated 4/22/99) to this Ordinance. The DHS may reduce these requirements, by permit, once the DWFP is operating.

11.1.1. Upon completion of the DWFP, HBMWD will also provide water filtration to achieve the maximum turbidity level of 5 NTU year round at the points of delivery by HBMWD to the MWC's; and, to achieve the optimized treatment goal of 1 NTU in 90% of measurements taken at the DWFP as specified by the DHS in Attachment 4 (dated 10/21/98) to this Ordinance.

11.1.2. To the extent of its existing treatment capabilities, HBMWD will deliver, at HBMWD's points of delivery to MWC's, water that complies with other legally-mandated water quality standards (i.e. beyond chlorine disinfection and filtration as specified in Sections 11.1 and 11.1.1) that are applicable to HBMWD and its MWC's generally.

11.1.3. In the event that HBMWD or its MWC's generally, are required by law, regulation, order or other governmental mandate to construct any new facility or upgrade any existing facility, or to comply with any standard that cannot be met without constructing a new facility or upgrading an existing facility (hereafter "Mandated Facilities"), HBMWD will, in consultation with the MWC's, undertake to design, finance, construct, operate and maintain such additional facilities as may be necessary to meet the applicable legal requirements at HBMWD's points of delivery to MWC's. Each MWC that receives the benefit of such Mandated Facilities shall pay its proportionate share of the costs in accordance with Price Factor 6 of this Ordinance. In the absence of such additional facilities, HBMWD shall have no responsibility to the MWC's for compliance with such requirements.

**11.2. MWC Responsibilities** – Except for water treatment responsibilities expressly assumed by HBMWD under this Ordinance, each MWC shall be responsible for complying with all laws, regulations and permits applicable to it as a Public Water System under State law, including, but not limited to, sampling, monitoring, reporting and water quality requirements beyond HBMWD's point of delivery to the MWC.

**12. Excess Water Deliveries:** Delivery of water from HBMWD to the MWCs shall generally be made at a rate not to exceed the MWC's Peak Delivery Rate. It is understood, however, that MWCs may desire to take water from HBMWD at a rate greater than their Peak Delivery Rate to achieve cost savings in their utility power bills and/or HBMWD's Price Factor 3 charge. HBMWD will, at its sole discretion, deliver water to a MWC at a rate greater than its Peak Delivery Rate so long as HBMWD has the capacity to do so. HBMWD reserves the right to place a MWC on a delivery schedule at a specified delivery rate for a specified time period to allow HBMWD to supply Peak Rate Allocation to all MWCs.



**13. Limitations on HBMWD Responsibilities** – Delays in, or failure of, performance by HBMWD under this Ordinance or any contract executed pursuant to this Ordinance shall not constitute a default or give rise to any claim for damages if caused by circumstances beyond the control of HBMWD, including but not limited to acts of legislation or government, decrees of the courts, acts of God, inability or failure of HBMWD's facilities to deliver a particular quantity or quality of water, strikes or other concerted action of labor, fires, floods, droughts, explosions, war, acts of the military, sabotage or any similar event or occurrence. HBMWD shall not be responsible under this Ordinance, or any contract executed pursuant to it, to deliver water to MWC's at particular pressures or rates of flow, or in particular volumes.

**14. Default** -- In the event that any MWC shall fail to make any payment at the time and in the manner herein provided, or shall fail to perform any duty on its part to be performed under the provisions of this Ordinance and any contract pursuant to it, and such default shall continue for a period of thirty (30) days after written notice thereof is given by HBMWD, HBMWD may at its option, in addition to and not in lieu of any other remedy provided by law:

- withhold deliveries of water to such MWC until such time as the MWC's obligations have been brought current;
- sue for damages; and/or
- sixty (60) days after written notice, cancel the MWC's water contract.

**14.1.** HBMWD's exercise of any of these options shall not be exclusive but shall instead be cumulative of each other and of any other remedies or rights to which the HBMWD may be entitled. Damages for default as set forth above shall include all payments to which the HBMWD is entitled under the Price Factors set forth in this Ordinance, and under any Special Facilities contract with the defaulting MWC, for the full term of the contracts and Ordinance.

**15. Arbitration**

**15.1. Availability Of Remedy** The procedure described in Section 14.2 hereof shall be available to the HBMWD and to any Municipal Water Customer provided that any such MWC has entered into a contract with the HBMWD pursuant to this Ordinance. The procedure described below shall be fully binding on the HBMWD and on all such MWC's regardless of whether they become actual parties to the arbitration proceeding provided that the HBMWD furnishes written notice to all such MWC's upon the initiation by the HBMWD or any MWC of the proceeding described below and each MWC is given an opportunity to participate in the proceedings.

**15.2. Procedure For Resolution Of Disputes** In the event of a disagreement between the HBMWD and a MWC concerning the implementation of this Ordinance and the establishment of charges hereunder, the HBMWD and the MWC shall meet and discuss the issues, in good faith, with a view to resolving the disagreement. If the parties are unable to agree, the dispute will be settled by mandatory and binding arbitration at the general offices of the HBMWD (currently located in Eureka, California) pursuant to the rules of the American Arbitration Association. Notwithstanding the foregoing, no issue will be submitted to arbitration that involves the exercise of subjective discretion or the legislative powers of the HBMWD as conferred by law. Only issues that can be determined by fact finding and reference to objective standards set forth in this Ordinance or the contract between the HBMWD and the MWC will be the subject of arbitration.

**15.3. Effective Date Of Resolution Of Dispute.** A demand for arbitration shall be effective as to any fiscal year only if demand is made no later than sixty (60) days after the end of that fiscal year. In the absence of such a timely demand, the decisions of the Board of Directors of the HBMWD shall be final and conclusive. Decisions of the arbitrator shall apply only to the fiscal year as to which demand is made as provided in the preceding sentence, and to subsequent fiscal years.

## **16. Effect of Ordinance**

**16.1.** This Ordinance is intended to provide a fair and equitable allocation of costs and Revenue Credits between Industrial Water Customers and Municipal Water Customers; and, to provide a cost and Revenue Credit allocation structure among Municipal Water Customers for that share of costs and Revenue Credits allocated to Municipal Water Customers. This Ordinance shall apply to all water sold by the HBMWD by contract executed pursuant to this Ordinance, but not to HBMWD's retail sales or to water sold for fire suppression purposes.

**16.2.** This Ordinance shall be effective to establish rates and conditions of service for a Municipal Water Customer only after such MWC enters into a written contract with HBMWD that is approved by an ordinance or resolution of HBMWD's Board of Directors.

**16.3.** The HBMWD acknowledges that it is bound by its contracts for the full term thereof. Neither a contract entered into pursuant to this Ordinance nor this Ordinance may be amended, modified or supplemented in any way that impairs any contract executed pursuant to it (including by the enactment of new ordinances or resolutions) without the express written consent of the MWC who is the other party to the contract. Each contract entered into pursuant to the provisions of this Ordinance shall be deemed to supersede any and all prior contracts between the HBMWD and the MWC executing the new contract.

**16.4.** Attachments 1, 2, 3 and 4 to this Ordinance 16 are incorporated herein by reference.

**16.5.** Nothing contained in this Ordinance, or in any contract executed pursuant to this Ordinance, shall limit HBMWD's authority under Water Code section 350 et. seq. to adopt equitable regulations and restrictions to conserve water during a drought or other water shortage emergency.

**17. Severability** -- If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance, provided however that the Board of Directors of HBMWD may amend this Ordinance to correct such invalidity if such action can be taken without materially impairing the rights of any parties to contracts executed pursuant to it, and provided further that said Board may rescind this Ordinance if, in the judgment of the Board, the court decision of partial invalidity renders it impossible or impractical to enforce any of the remaining material terms of this Ordinance.

**18. Effective Date of Ordinance** – This revised Ordinance 16 shall become effective as of **July 1, 2006** or after adoption by the HBMWD Board of Directors, whichever occurs later.

## **CONTRACT FOR SUPPLY OF MUNICIPAL WATER**

This Agreement is made and entered into as of July 1, ~~1999~~2017, by and between HUMBOLDT BAY MUNICIPAL WATER DISTRICT (hereinafter HBMWD) and MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (hereinafter Municipality).

### **RECITALS**

This Agreement is made with reference to the following facts:

1. HBMWD and Municipality are parties to an agreement dated July 1, 199~~9~~4, entitled Contract for Supply of Municipal Water, which agreement expires June 30, ~~1999~~2024;
2. Municipality desires to continue receiving water service from HBMWD, and HBMWD desires to continue providing water service to Municipality;
3. HBMWD has adopted, or will adopt concurrently with the execution of this Agreement, an ordinance entitled "Ordinance No. 16 — Establishing Wholesale Rates, Charges and Conditions of Service for Water Sales to Municipal Water Customers" (hereinafter Ordinance No. 16);
4. HBMWD's Ordinance No. 16 provides that it shall be effective to establish rates, charges and conditions of service for municipal customers only after such customers enter into written contracts with HBMWD;
5. Municipality desires to enter into a written contract for water service as a customer of HBMWD on the terms and conditions set forth in Ordinance No. 16;

### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions hereinafter set forth, it is agreed by and between HBMWD and Municipality as follows:

#### **SECTION ONE:   Incorporation of Ordinance No. 16.**

This Agreement includes, and shall be subject to, the terms and conditions of HBMWD's Ordinance No. 16 — Establishing Wholesale Rates, Charges and Conditions of

Service for Water Sales to Municipal Water Customers, a copy of which is attached hereto, labeled **Exhibit "A"** and incorporated by reference herein.

## **SECTION TWO: Term.**

2.1 This Agreement shall take effect on July 1, ~~1999~~2017, and shall remain in effect for a period of twenty (20) years, until June 30, 2019~~37~~; ~~provided, however, that such term shall be automatically extended for such additional period as may be necessary to correspond to the term of the Safe Drinking Water Loan to be entered into between HBMWD and the State of California, Department of Water Resources for the purpose of funding state-mandated drinking water filtration facilities (hereinafter SRF Loan).~~

2.2 Municipality shall have the right to extend the term of this Agreement for an additional period of up to ten (10) years, to and including June 30, 2029~~47~~ at such prices as shall be set by HBMWD from time to time by ordinance or otherwise. Municipality shall give notice in writing of its exercise of this option no earlier than July 1, 2017~~35~~, and no later than December 31, 2018~~36~~, ~~or thirty (30) days after HBMWD's adoption of a pricing structure for its Municipal Water Customers for any period after the termination date of this Agreement, whichever event occurs later.~~ If such notice is not given within the time provided herein, Municipality's option to extend its term shall be null and void. It is expressly understood and agreed that the pricing structure referred to in this paragraph 2.2 need not set forth specific prices or rates but only the mechanism for determination of such prices or rates. It is further understood and agreed that HBMWD may adopt rates or prices after June 30, 2019~~37~~ ~~(or such later date as the initial term of this agreement may terminate under the terms of paragraph 2.1 hereof)~~, which will be effective for periods less than the full term of the option period and that after exercising its option to extend the term of this Agreement, Municipality shall be bound to pay such rates and prices as HBMWD may adopt from time to time throughout the extended term of this Agreement.

## **SECTION THREE: Wholesale Water Service.**

3.1 During the term of this Agreement, HBMWD agrees to supply water to Municipality, and Municipality agrees to purchase water from HBMWD, on the terms and conditions set forth in Ordinance No. 16.

3.2 Municipality agrees that, except for services to customers in the "Patrick's Creek area which are not within HBMWD's boundaries, the water supplied by HBMWD pursuant to this Agreement shall be sold by Municipality only for use within the boundaries of HBMWD.

3.3 Municipality understands and acknowledges that HBMWD will provide water treatment as specified in Ordinance 16, but that Municipality remains responsible for all

other requirements applicable to it as a Public Water System. Except as otherwise expressly set forth in Ordinance No. 16, HBMWD disclaims all liability and warranties, whether express or implied, to the fullest extent permitted by law, with respect to the quality of the water delivered by Municipality to its customers. In no event shall HBMWD be obligated to deliver to Municipality water of a quality that cannot reasonably be attained by HBMWD's treatment facilities. Municipality agrees that HBMWD shall have authority to construct, operate and maintain, on Municipality's behalf, any facilities needed to comply with federal and state safe drinking water requirements, up to the point of delivery to Municipality, and to charge Municipality for such activities pursuant to the provisions of Ordinance No. 16.

3.4 Municipality further understands and acknowledges that HBMWD retains authority under Water Code sections 350, *et. seq.*, to adopt equitable regulations and restrictions to conserve water in the event of a drought or other water shortage emergency.

3.5 Unless otherwise agreed in writing, HBMWD shall have no obligation to deliver water to Municipality except at the current location of Municipality's mainline meter as of the date of execution of this Agreement.

#### **SECTION FOUR: Metering.**

4.1 The volume of water delivered to Municipality hereunder shall be measured by metering equipment, of a standard approved by the American Waterworks Association, to be furnished, installed, maintained and read by HBMWD at its own expense. The water metering equipment so furnished and installed shall be tested periodically by HBMWD to assure its continuing accuracy and conformance to the standards of measurement and service accepted in the water industry. The cost of conducting such tests shall be borne by HBMWD. Such tests shall also be conducted at other times upon Municipality's request in the event that Municipality's metering devices or other proof shall indicate an inaccuracy in HBMWD's metering equipment. If an inaccuracy of more than two percent (2%) in HBMWD meters is disclosed by any test requested by a Municipality, all ~~unpaid~~ Price Factor 3 (electrical power) charges from the time the water use inaccuracy occurred (limited to not more than five (5) years), and any subsequent Price Factor 3 charges until the time HBMWD's meter is corrected, shall be adjusted in proportion to the percentage of water use inaccuracy so disclosed. In the event the water use inaccuracy is the result of a meter being improperly certified then, in addition to Price Factor 3 charges, any other Price Factors may be adjusted using the same methodology and time frame as Price Factor 3 charges. If no inaccuracy is detected, then Municipality shall pay the cost of the test requested by it.

4.2 Representatives of Municipality may, at Municipality's election, be present during the conduct of all tests of metering equipment. HBMWD shall give Municipality at least five (5) days advance notice of the time such tests are to be made. All metering equipment found to be inaccurate shall be adjusted forthwith by HBMWD at its expense.

Municipality, at its election, shall also have the right, at its expense, to install, operate and maintain additional metering equipment to measure the volume of water delivered under this Agreement.

**SECTION FIVE: Payment.**

5.1 The rates to be paid by Municipality shall be those established under Ordinance No. 16 until June 30, 2019~~37~~, or such later date as this Agreement may terminate under paragraph 2.1 hereof. If Municipality exercises its option to extend this Agreement pursuant to paragraph 2.2 of this Agreement, the rates to be paid during the extended term shall be those set by ordinance or resolution of HBMWD from time to time during the extended term, which rates shall not exceed the reasonable cost of providing water service, including capital and reserve fund costs.

5.2 In accordance with Ordinance No. 16, Municipality agrees to pay the amounts due to HBMWD within 15 working days after receipt of HBMWD's monthly billing.

**SECTION SIX: Notice of Water Use, Meetings and Budget Hearings.**

6.1 By January 30th of each year, HBMWD will send a written notice to Municipality showing the calculation of Municipality's Average Daily Water Use and Peak Water Use during the preceding calendar year.

6.2 HBMWD shall mail timely notices of all meetings of its Board of Directors to Municipality, including summary budget documents to be used in annual budget hearings or fiscal year budget adoption.

**SECTION SEVEN: Loss of Industrial Water Sales; Reopener**

7.1 It is understood and acknowledged that, concurrent with the execution of this Agreement, HBMWD ~~will~~may enter into contracts to supply untreated water to ~~its~~one or more major Industrial Water Customers, ~~namely Louisiana Pacific Corporation and Simpson Paper Company.~~ It is further understood and acknowledged that such contracts may be for shorter terms than this Agreement and may be subject to termination by the Industrial Water Customers upon one or two years' notice.

7.2 Municipality and HBMWD agree that, if one or ~~both~~more of HBMWD's Industrial Water Customers ~~terminates its~~initiates a contract to purchase water from HBMWD~~or substantially reduces its contractual commitments~~, the cost allocation for Base Water Facilities provided in Paragraph 4.1 of Ordinance No. 16, and the Revenue Credit allocation provided in Section 8 of Ordinance No. 16, may have to be revised. ~~Upon receipt of notice that an Industrial Water Customer intends to terminate its contract or substantially~~

~~reduce its contractual commitments, HBMWD shall assess whether it can offset the lost revenues by reducing its operating costs or raising other industrial water revenues. If HBMWD determines that it is necessary to reallocate Base Water Facility costs and Revenue Credits among its remaining customers to compensate for reduced industrial water revenues, it shall, in consultation with those customers, implement a revised allocation in the same manner as provided for its 5-year allocation review under Section 4.1 of Ordinance No. 16.~~ If Municipality or any other Municipal Water Customer or Industrial Water Customer disagrees with HBMWD's allocation, it shall be submitted for mandatory and binding arbitration under Section 14 of Ordinance No. 16. HBMWD's allocation shall remain in effect pending the outcome of the arbitration.

**SECTION EIGHT: Unanticipated Reserve Shortfalls.**

It is understood and acknowledged that Section 7.4 of Ordinance No. 16 (Price Factor 4) limits the amounts that HBMWD may charge to maintain General Reserves. In the event that HBMWD anticipates that General Reserves will fall below \$500,000.00, Municipality agrees, upon request of HBMWD, to negotiate in good faith with HBMWD and its other Municipal Water Customers and Industrial Water Customers to develop a reasonable and equitable plan to assure HBMWD adequate cash flow to continue its normal operations.

**SECTION NINE: Waiver, Integration and Modification.**

9.1 No waiver by HBMWD or Municipality of any term or condition of this Agreement shall be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any other or subsequent breach.

9.2 This Agreement constitutes the entire agreement of the parties. All prior statements, representations, correspondence or other writings between the parties relating to the subject matter of this Agreement are of no force and effect. This Agreement supercedes all prior agreements between the parties

9.3 This Agreement shall not be modified except by a written instrument executed by the parties hereto.

**SECTION TEN: Assignment; Successors and Assigns.**

Neither HBMWD nor Municipality shall have the right to assign this Agreement, in whole or in part, without first securing the written consent of the other party; provided, however, that nothing contained in this paragraph, or in this Agreement, shall be construed as in any manner limiting Municipality's right to supply water to domestic, municipal and industrial customers so long as such water is used entirely within the boundaries of HBMWD and that portion of the "Patrick's Creek" area not within the boundaries of HBMWD.



**SECTION ELEVEN: No Third-Party-Beneficiaries.**

This Agreement is strictly between HBMWD and Municipality. Nothing contained herein is intended, or shall be construed, to create any rights in third-parties against HBMWD or Municipality.

**SECTION TWELVE: Severability.**

Subject to the provisions of Ordinance No. 16, if any portion of this Agreement is determined to be void, invalid or unenforceable, the remaining terms and conditions hereof shall nonetheless be binding and enforceable in all respects.

**SECTION THIRTEEN: Special Conditions.**

13.1 It is a condition precedent to Municipality's obligations under this Agreement that HBMWD concurrently adopt Ordinance No. 16 in substantially the same form as set forth in Exhibit "A" hereto. Said Ordinance will be deemed to be substantially in the same form if it contains only minor changes that have no material effect on the obligations of Municipality.

13.2 It is agreed that the anticipated annual debt service on the SRF Loan is ~~\$53547,337,000.00, based upon current estimates of construction and financing costs. If, after receipt of construction bids, HBMWD determines that the annual debt service will exceed the anticipated \$535,000.00 by more than ten (10%) percent, HBMWD shall promptly give written notice to Municipality and to all other Municipal Water Customers of the amount so determined. If Municipality is unwilling to proceed with the project at the increased debt service level, it shall notify HBMWD in writing within thirty (30) days of HBMWD's notice, or such shorter period (but not less than 15 days) as HBMWD may specify to conform to the expiration date of the construction bids. Upon giving such notice, Municipality shall be excused from paying a share of any debt service in excess of \$535,000.00 per year, but this Agreement shall remain in effect in all other respects. Notwithstanding the foregoing, HBMWD may, in its sole discretion, reject all construction bids and readvertise the project or a modified project for further bidding. If HBMWD determines that there will be inadequate funding from its Municipal Water Customers, it may, in its sole discretion, terminate its responsibilities under this Agreement and Ordinance No. 16 to construct, operate and maintain the Drinking Water Filtration Plant.~~

13.3 HBMWD has established a new reserve fund called the Municipal Supplemental Reserve Account ("MSRA"), which consists of both excess Price Factor 2 charges accumulated during fiscal year 2008-09 that would otherwise have been the subject of refund credits in fiscal year 2009-10 under Paragraph 7.2.4 of Ordinance 16 and

incremental revenues from hydropower sales under a Renewable Market Adjusting Tariff contract with Pacific Gas and Electric company, in the amount of \$0.05 per kWh. HBMWD will use the MSRA solely for the general benefit of the Municipal Water Customers and shall not comingle these funds with any general reserve fund, or any other funds held by HBMWD, or use the MSRA for the benefit of any Industrial Water Customer, including any essential expenditures on the Industrial Water System..

**SECTION FOURTEEN: Notices.**

Insofar as this Agreement requires or contemplates that notices shall be given by any party, such notices shall be deemed given when personally delivered to its business office, or deposited in the United States Mail, first class postage prepaid, addressed to the other party at its mailing address set forth below, or such other address as the party may designate by written notice given during the term of this Agreement.

**MUNICIPALITY:**

McKinleyville Community Services District  
1656 Sutter Road  
PO Box 2037  
McKinleyville, CA 95519

**HBMWD:**

Humboldt Bay Municipal Water District  
828 7th Street  
[Post Office Box 95](#)  
Eureka, California 955021

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

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT:**

By

Its \_\_\_\_\_

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT:**

By \_\_\_\_\_

Its \_\_\_\_\_

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Consider and Adopt Resolution 2016-20 Recognizing, Honoring and Commending Kyle Stone for Ten (10) Years of Service**

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

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

### **Recommendation:**

Staff recommends that the Board of Directors participate in the presentation, air questions, take public comment and adopt of Resolution 2016-20 honoring Kyle Stone for ten (10) years of service at the McKinleyville Community Services District.

### **Discussion:**

Attached for the Board of Directors' review is Resolution 2016-20 recognizing, honoring, and commending Kyle Stone for ten (10) years of service. Please join us in presenting Kyle Stone with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2016-20

**RESOLUTION 2016-20****A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING KYLE STONE FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS**

**WHEREAS**, KYLE STONE, having faithfully served ten (10) years as an employee of the McKinleyville Community Services District (MCSD) from 2006 to 2016; and

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

**WHEREAS**, Kyle lends his talents, experience, and leadership to the development and service to the District having served in a variety of positions, such as Meter Reader, Backflow Tester and Treatment Plant Operator in Training; and

**WHEREAS**, Kyle has assisted in training new employees, new service installations, leak repairs and paving, is responsible for testing backflow preventers and inspecting capped wells; and

**WHEREAS**, Kyle has assisted in several programs such as the annual Fire Hydrant Inspection and Exercise, Valve Inspection and Exercise, Manhole Inspections; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of McKinleyville Community Services District hereby confers upon Kyle Stone its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for ten (10) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 2nd day of November 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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George Wheeler, Board President

Attest:

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Emily Abfalter, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.3**                      **Review the Strategic Plan (Plan) for FY 2017-18**

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

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review the attached proposed five (5) year Strategic Plan. No action will be taken at this time. The item will be returned to the agenda in workshop format for review, update, public comment and consideration at the January 4, 2017 Board Meeting.

### **Discussion:**

The attached Plan for FY 2017-18 is for review only. Suggestions and updates can be made outside of the Board Meeting or at the workshop in January. During the month of November and December the Board of Directors is encouraged to review the strategic plan and consider additions. The plan is also useful to the Board in determining the General Manager's performance during his annual review.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – McKinleyville Community Services District Strategic Plan Project Matrix 2017-18

| STRATEGIC PLAN SECTION# | PROJECT NAME                                    | PROJECT MANAGER | CURR. FY CIP\$   | CURRENT 2016  | CY 2017  | CY 2018   | CY 2019  | CY 2020  | CY 2021  | EST. COMPLETION | TOTAL PROJECT % COMPLETE | STATUS/COMMENTS  |
|-------------------------|---|-----------------|------------------|---|--|---|--|--|--|-----------------|--------------------------|--|
| <b>1.0 Water</b>        |   |                 |                  |   |  |   |  |  |  |                 |                          |  |
| 1.1                     | Maintenance Programs                            | OD              | \$ 350,000.00    | tank 1B recoating/continue creating SOP's                       | tank recoating/test SOP's/implement main line replacement schedule                         | 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 Tank Storage Project                      | OD              | \$ 200,000.00    | property negotiation  | 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              | Complete and test SOP   |  |   |  |  |  | 2016            | 99%                      | REMOVE   |
| 1.4                     | Emergency Water Supply                          | GM/OD           | \$ 40,000.00     | pursuing grant funding and water exploration on Mather property | pursuing grant funding, approval ground water well dev. tech memo and water exploration on | Groundwater Mgmt Plan & Test Wells                                  | Groundwater Mgmt Plan                            | Design   | Emergency Source implementation                  | 2020            | 5%                       |  |
| 1.5                     | Radio Telemetry Upgrade                         | OD              | n/a              | exploration of new or updated digital control strategy          |  | execute updated digital control strategy                            | execute updated digital control strategy         |  |  | 2019            | 10%                      |  |
| 1.6                     | Water Main Rehab and Replacement                | OD              | \$ 100,000.00    | RFQ for technical memorandum for rehab/replacement strategies   | 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 2   | phase 3  | phase 3   | annual replacements                              | annual replacements                              | annual replacements                              | 2017            | 50%                      | Success of this project is contingent upon a source of financing |
| 1.8                     | F/H upgrade and installation in commercial area | OD              | \$ 13,000.00     | install fire hydrants where requested by the fire department.   | install fire hydrants where requested by the fire department.                              | install fire hydrants where requested by the fire department.       |  |  |  | 2018            | 40%                      | Cost share with Fire Department                                  |
| 1.9                     | Cochran Emergency Generator Replacement         | OD              | \$ 50,000.00     | design  | design & implementation  |   |  |  |  | 2017            | 0%                       |  |
| <b>2.0 Wastewater</b>   |   |                 |                  |   |  |   |  |  |  |                 |                          |  |
| 2.1                     | 20-yr Facility Plan                             | GM & Board      | n/a              | annual review   | annual review  | annual review   | annual review                                    | annual review                                    | annual review                                    |                 | 100%                     |  |
| 2.2                     | WWMF Improvement Proj/Biosolids Maint.          | GM/OD           | \$ 13,000,000.00 | construction  | 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                              |

## Draft - McKinleyville CSD Strategic Plan 2017-2021

| STRATEGIC PLAN SECTION# | PROJECT NAME                           | PROJECT MANAGER | CURR. FY CIP\$ | CURRENT 2016   | CY 2017  | CY 2018   | CY 2019   | CY 2020   | CY 2021  | EST. COMPLETION | TOTAL PROJECT % COMPLETE | STATUS/COMMENTS  |
|-------------------------|--|-----------------|----------------|--|--|---|---|---|--|-----------------|--------------------------|--|
| 2.3                     | Collection Sys Upgrades                | OD              | \$ 50,000.00   | sewer flow analysis memo/ technical memorandum for proposed upgrades of Thiel crossing             | sewer flow analysis memo/complete tech memo for proposed upgrades of Thiel crossing & sewer main line    | 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   | adopt method to assess condition of pressure sewer mains at lift stations/ repair I&I when found   | repair I&I when found/ memorandum for pipe replacement plan including pressure mains, 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                     | Radio Telemetry Upgrade                | OD              | \$ 30,000.00   | sewer stations will be upgraded.   | sewer stations will be upgraded.   |   |   |   |  | 2017            |                          | Sewer stations will be completed after the WWMF upgrade.   |
| 2.6                     | Sewer Lift Stn Gen. Upgrades           | OD              | \$ 175,000.00  | pursure grant funding for engineering, design & upgrade  | replace Letz & Fischer Gen.  |   |   |   |  | 2017            |                          | Pursuing grant funding   |
| 2.7                     | Pre-Treatment Program                  | OD              | n/a            | issue grease trap permits/industrial discharge audit   | issue & administer grease trap permits/complete industrial discharge audit                               | 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                         | annually insp. and flow testing                        |                 |                          | Inspected and repaired annually  |
| 2.9                     | Reclamation Site Expansion and Upgrade | OD              | n/a            | expand reclamation area and research crop species with increased water demand design pilot project | explore purchasing more property and implement findings of bio-filtration pilot study                    | negotiate purchase of more property   | 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            | initiate plan for design and construction of Coho Rearing Ponds                                    | decommission percolation ponds & construct Coho Rearing  |   |   |   |  | 2017            | 25%                      | Fish & Wildlife and Coastal Conservancy Grant  |
| <b>3.0 Streetlights</b> |  |                 |                |  |  |   |   |   |  |                 |                          |  |
| 3.1                     | Maintenance Programs                   | OD              | n/a            | pole inspections on 10-year rotation, due: FY2022  |  |   |   |   |  |                 |                          | Poles will be inspected for rot every 10 years. Completed 6/11   |



## Draft - McKinleyville CSD Strategic Plan 2017-2021

| STRATEGIC PLAN SECTION#           | PROJECT NAME   | PROJECT MANAGER | CURR. FY CIP\$   | CURRENT 2016  | CY 2017   | CY 2018  | CY 2019  | CY 2020  | CY 2021                              | EST. COMPLETION | TOTAL PROJECT % COMPLETE | STATUS/COMMENTS   |
|-----------------------------------|--|-----------------|------------------|---|---|--|--|--|--------------------------------------|-----------------|--------------------------|---|
| <b>4.0 Parks &amp; Recreation</b> |  |                 |                  |   |   |  |  |  |                                      |                 |                          |   |
| 4.1                               | Teen & Community Center                              | GM/RD           | \$ 40,000.00     | doors open  | funding and program development/fully implement kitchen   |  |  |  |                                      | 2017            | 99%                      | Kitchen funded through donations  |
| 4.2                               | Hewitt Ranch Park                                    | OD/RD           | to be determined | pursue access from Cochran Rd.  | funding options brought to Board & consider environmental planning contingent on tank property purchase                             | funding options brought to Board & consider environmental planning | planning for parking area                        | planning for programming & use                   | implementation for programming & use |                 |                          | This project is dependent on access from Cochran Road and tank site development |
| 4.3                               | Washington Ave. Property                             | GM/OD/RD        | to be determined | continue mowing quarterly/ work with local BMX group to consider feasibility  | 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 | 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                             | 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   | develop written SOP's   | seek Board approval, staff training                                | staff training                                   | staff training                                   |                                      | 2020            | 25%                      |   |
| 4.8                               | MOU with Humboldt County for Central Ave Landscaping | GM/OD           | n/a              | completed MOU with the County, bring to Board   |   |  |  |  |                                      | 2016            | 100%                     | Waiting on County to define supplemental labor - REMOVE                         |

## Draft - McKinleyville CSD Strategic Plan 2017-2021

| STRATEGIC PLAN SECTION# | PROJECT NAME                          | PROJECT MANAGER | CURR. FY CIP\$ | CURRENT 2016                            | CY 2017                                     | CY 2018               | CY 2019               | CY 2020               | CY 2021               | EST. COMPLETION | TOTAL PROJECT % COMPLETE | STATUS/COMMENTS      |
|-------------------------|---------------------------------------|-----------------|----------------|---|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------|--------------------------|----------------------|
| 4.9                     | Annual Cost Benefit Analysis OSMZ     | OD              | n/a            | Conduct annual review                   | Conduct annual review                       | Conduct annual review | Conduct annual review | Conduct annual review | Conduct annual review |                 | Ongoing                  |                      |
| 4.10                    | Annual Cost Benefit Analysis Programs | RD              | n/a            | Conduct annual review                   | Conduct annual review                       | Conduct annual review | Conduct annual review | Conduct annual review | Conduct annual review |                 | Ongoing                  |                      |
| 4.11                    | Update Parks & Recreation Master Plan | RD              | n/a            | Develop Community Survey and Draft plan | 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 | meet with all five Humboldt County Supervisors                    | quarterly meetings with 5th District Supervisor                    | meet with all five Humboldt County Supervisors                    | quarterly meetings with 5th District Supervisor | meet with all five Humboldt County Supervisors                    | 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 | initiate bi-annual meetings w/new State Senator & Assembly person | bi-annual meetings with State Representatives                      | initiate bi-annual meetings w/new State Senator & Assembly person | bi-annual meetings with State Representatives   | 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  | Reinitiate participation on McK Chamber/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 | RFQ for wage survey completed & enter into agreement/continue to foster healthy work environment & | initiate scheduled survey & continue to foster healthy work environment & mentoring | complete scheduled survey of salary/benefits due in FY 2017/18   | continue to foster healthy work environment & mentoring          | continue to foster healthy work environment & mentoring | continue to foster healthy work environment & mentoring          |  | Ongoing | Next scheduled salary survey due in FY 2017/18 |
| 6.2 | Training & Development | GM/Admin Assist. | n/a | Start Succession Plan Process  | 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 | Initiate review of Supervisors Manual and Employee Handbook  | 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 |  |

## Draft - McKinleyville CSD Strategic Plan 2017-2021

| STRATEGIC PLAN SECTION#              | PROJECT NAME                                      | PROJECT MANAGER              | CURR. FY CIP\$ | CURRENT 2016  | CY 2017  | CY 2018   | CY 2019  | CY 2020  | CY 2021  | EST. COMPLETION | TOTAL PROJECT % COMPLETE | STATUS/COMMENTS   |
|--------------------------------------|---|------------------------------|----------------|---|--|---|--|--|--|-----------------|--------------------------|---|
| 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        | annual evaluations scheduled per hire dates  |                 | Ongoing                  |   |
| <b>7.0 Administrative Management</b> |   |                              |                |   |  |   |  |  |  |                 |                          |   |
| 7.1                                  | District Policies & Procedures                    | GM & Board                   | n/a            | annual review Board Policy Manual & Board Self Eval   | annual review development of District Reserves Investment Policy   | 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            | review Records Retention Policy & update  | 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 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      | website, newsletter, PSA's, social networking  |                 | Ongoing                  |   |
| 7.5                                  | Board Development Policy                          | GM & Board                   | n/a            | ongoing annual AB 1234 Ethics training & update orientation packet  | ongoing annual AB 1234 Ethics training   | ongoing annual AB 1234 Ethics training  | ongoing annual AB 1234 Ethics training   | ongoing annual AB 1234 Ethics training             | ongoing annual AB 1234 Ethics training   |                 | Ongoing                  | Additional continuing education courses encouraged to promote ethical and |
| 7.6                                  | Review/Update Strategic Plan                      | GM & Board                   | n/a            | annual review & revision  | annual review & revision   | annual review & revision  | annual review & revision   | annual review & revision                           | 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 | conduct table top exercise/training and review EOP   |                 | 50%                      | EOP Manual Update Complete  |
| 7.8                                  | Achieve Best Practices Awards                     | GM & Board & Board Secretary | n/a            | achieve 6 hours of governance training as required and attain SDF Gold Recognition when the final Director has Governance Certificate | Re-apply for the SDF "District of Distinction" accreditation program & re-apply for Transparency Certificate | achieve 6 hours of governance training as required                                | Re-apply for the SDF "District of Distinction" accreditation program & re-apply for Transparency Certificate | achieve 6 hours of governance training as required | Re-apply for the SDF "District of Distinction" accreditation program & re-apply for Transparency Certificate |                 | Ongoing                  | One Board Member still needs Governance Certificate                       |

## Draft - McKinleyville CSD Strategic Plan 2017-2021

| STRATEGIC PLAN SECTION# | PROJECT NAME                         | PROJECT MANAGER | CURR. FY CIP\$ | CURRENT 2016   | CY 2017  | CY 2018  | CY 2019  | CY 2020  | CY 2021                              | EST. COMPLETION  | TOTAL PROJECT % COMPLETE | STATUS/COMMENTS                              |
|-------------------------|--------------------------------------|-----------------|----------------|--|--|--|--|--|--------------------------------------|------------------|--------------------------|--|
| 7.9                     | Explore Alternative Energy Options   | GM & Board      | n/a            | bring proposal back to Board for implementation  | 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 |                                      |                  | Ongoing                  | Continue working towards energy independence |
| 7.10                    | Planning and Latent Powers           | GM & Board      | n/a            | propose phasing work to allow Board to consider the value of each step related to cost | propose phasing work to allow Board to consider the value of each step related to cost       | propose phasing work to allow Board to consider the value of each step related to cost |  |  |                                      |                  | Ongoing                  | Review and report to Board annually          |
| 7.11                    | Integrated Pest Mgmt Plan            | GM/OD           | n/a            | continue working on developing an IPM/seek Board approval                              | development of 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              |
| 7.12                    | Board of Director's Self-Evaluation  | GM & Board      | n/a            | Implement policy approved by the Board   |  |  |  |  |                                      |                  |                          | Included in 7.1 - Remove?                    |
| 7.12                    | Board Policy Manual                  | GM & Board      | n/a            | Create committee scope and duties for all standing committees                          | Continue committee scope and duties for all standing committees                              |  |  |  |                                      |                  |                          | Included in 7.1 - Remove?                    |
| <b>8.0 Finance</b>      |                                      |                 |                |  |  |  |  |  |                                      |                  |                          |  |
| 8.1                     | Reserve Policy Implementation        | GM/FD           | n/a            | review & monitor, update   | review & monitor   | review & monitor   | review & monitor   | review & monitor   | review & monitor                     |                  | Ongoing                  | Review and Update as required                |
| 8.2                     | Budget Development                   | FD              | n/a            | information collection started   | information collection started   | not yet started  | not yet started  | not yet started  | not yet started                      | FY2015-16 @ 100% | Ongoing                  |  |
| 8.3                     | Capital Budget Mgmt                  | GM/FD           | n/a            | information collection started   | information collection started   | not yet started  | not yet started  | not yet started  | not yet started                      | FY2015-16 @ 100% | Ongoing                  |  |
| 8.4                     | Development of Financial Mgmt System | GM/FD           | n/a            | review & evaluate available software   | review & evaluate available software   | RFP, choose vendor, lay out implementation plan  | begin implementation   | complete implementation  |                                      | 2020             | 3%                       |  |
| 8.5                     | Financial Audit                      | FD              | n/a            | conduct annual audit   | 3-yr RFP for audit completed   | conduct annual audit   | conduct annual audit   | conduct annual audit   | 3-yr RFP for audit completed         | Dec-15           | 95%                      |  |
| 8.6                     | Monitor Reserves                     | FD              | n/a            | monitor  | complete   |  |  |  |                                      | 2017             | 46%                      |  |
| 8.7                     | Rate Studies                         | GM & Board      | n/a            | capacity fee review and Prop 218   |  | water & sewer rate analysis  |  |  |                                      |                  | Ongoing                  |  |

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Consider New Heart Church's Request to Maintain July 2015 Facility Use Rates for Use of District Facilities in 2017**

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

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

### **Recommendation:**

Staff recommends the Board review the letter submitted by New Heart Community Church on September 30, 2016; review information provided by Staff, discuss, take public comment and act to maintain consistency in use fees for all facility users and not waive an increase in facility fees for one user group, New Heart Community Church.

### **Discussion:**

In July 2015 the facility use fee schedule was updated and the increases approved in that year were 25%-30% increases depending on the facility. At that time facility use fees had not been increased or reviewed on a regular basis, and had fallen far below the regional market rate for similar facilities. Staff analyzed expenses related to facility maintenance as well as revenues. Staff also researched the rental rates for other public facilities of similar nature throughout Humboldt County. The fees approved in 2015 were still among the lowest rates in the county for public banquet halls, gymnasiums and meeting room spaces.

In 2015, when the MCSD Board of Directors approved the 25%-30% increases in fees, the Board directed Staff to implement a policy of smaller annual rate adjustments to keep up with the increases in cost of living and wages, in order to prevent having to make large increases after several years of static rates. In 2016 Staff, as directed, conducted a cost-benefit analysis and proposed a rate increase of 4%-6% depending on the facility, which was approved by the Board at the June 1, 2016 meeting of the Board. Those fees became effective July 1, 2016.

As a vendor who schedules time in MCSD facilities at the beginning of each calendar year, New Heart Community Church had booked time in MCSD facilities through December 31, 2016 in January 2016, therefore the rates that were in place in January 2016 are the rates charged for all dates booked at that time. As of January 1, 2017, when New Heart Community Church schedules their facility use for 2017, the rates they will be charged are the rates that went into effect July 1, 2016. New Heart Community Church is requesting that they not be

required to pay the rates approved and in effect as of July 1, 2016, but be allowed to continue to pay at the rates approved and in effect as of July 1, 2015.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

If the fees are not increased and New Heart Community Church pays the rates set in 2015 the projected revenue in calendar year 2017 for the regular facility use on Sundays and Thursdays based upon current use hours is: \$37,475.50.

If the New Heart Community Church pays the current rates, set July 2016, for calendar year 2017 the projected revenue for their regular facility use on Sundays on Thursdays based upon current use hours is: \$39,104.25

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – New Heart Letter



RECEIVED

OCT 3 2016

McK. C.S.D.

September 30, 2016

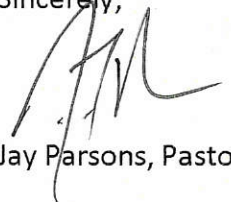
MCSD Board of Directors  
1656 Sutter Road  
McKinleyville, CA 95519

Dear Board of Directors,

Over the past 21 years New Heart Community Church has rented the buildings at Pierson Park for our church services. It has been a privilege to use these wonderful facilities to serve this community by providing church services and programs for children that reach out to the people who call McKinleyville home. We have now added the beautiful Teen Center to our rentals on Sunday morning.

It is our understanding that the cost of renting the facilities will be raised for the new 2017 fiscal year. The purpose of this letter is to ask that the Board consider keeping the rates that New Heart pays unchanged. We understand that by granting this request you would be reducing your income from the facilities as we are a large volume renter and we appreciate your thoughtful consideration.

Sincerely,



Jay Parsons, Pastor



New Heart Community Church Director Team

Don Harling, James Harper, Brenda Rosdahl,  
Barbara Towne, Mark McGowan and Kathleen Ely



Cc: Lesley Frisbee

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Consider Approval of the Agreement for the Adoption & Maintenance of the Botanical Garden at Hiller Park between the McKinleyville Community Services District and the Rotary Club of Mad River**

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

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

### **Recommendation:**

Staff recommends the Board review the information provided, discuss, take public comment and act to approve and authorize the Board President to sign the Agreement for the Adoption & Maintenance of the Botanical Garden at Hiller Park between McKinleyville Community Services District and the Rotary Club of Mad River as presented.

### **Discussion:**

The Rotary Club of Mad River approached the Recreation Advisory Committee at the September 15, 2016 meeting and presented the club's desire to adopt and maintain the Botanical Garden at Hiller Park as a community service project. The Recreation Advisory Committee supported this idea and recommended staff move to facilitate an agreement between MCSD and the Rotary Club of Mad River.

The desire to adopt and maintain the Botanical Garden at Hiller Park was presented to the MCSD Board of Directors at the October 5, 2016 meeting. At that time the Directors supported the idea and staff committed to bringing a formal agreement for the Adoption and Maintenance of the Botanical Garden to the Board of Directors for approval.

Staff is excited to have members of the community participating in the maintenance and beautification of our public spaces.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable



**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 - Adoption of Garden & Maintenance Agreement between MCSD & the Rotary Club of Mad River

## ADOPTION OF GARDEN AND MAINTENANCE AGREEMENT

This AGREEMENT is made and entered into this 2nd day of November, 2016 by and between the McKinleyville Community Services District (DISTRICT) and the Rotary Club of Mad River (ORGANIZATION). This AGREEMENT pertains to the adoption and maintenance of the Botanical Garden at Hiller Park located at 675 Hiller Rd., McKinleyville, CA 95519.

WHEREAS, in consideration of both limited DISTRICT finances and public desire for an enhanced living environment, the DISTRICT welcomes support from local entities and individuals for the maintenance of DISTRICT owned public spaces at the expense of such groups and individuals:

WHEREAS, such maintenance enhances the aesthetics and use of DISTRICT parks; and

WHEREAS, the ORGANIZATION desires to “adopt” the Botanical Garden at Hiller Park by donating certain contributions including maintenance services without charge to the DISTRICT; and

WHEREAS, the DISTRICT wishes to accept the offer of the ORGANIZATION.

NOW THEREFORE, the parties agree:

1. The ORGANIZATION adopts the Botanical Garden at Hiller Park and agrees to complete the maintenance and/or improvements as specified below:
  - a. Remove weeds and litter debris on a monthly basis. Weed removal and abatement must be accomplished without the use of herbicides/pesticides.
  - b. Refresh gravel along pathway within Botanical Garden once per year
  - c. Refresh shredded redwood bark in planting areas within the Botanical Garden a minimum of once per year
  - d. The ORGANIZATION will inform the DISTRICT promptly of any graffiti or damage due to vandalism discovered during the ORGANIZATION's maintenance of the site.
2. The DISTRICT will designate appropriate space for the CLUB to leave green waste and bagged debris, which will be the responsibility of the DISTRICT to remove or dispose of as necessary.
  - a. The ORGANIZATION will notify the DISTRICT whenever waste removal from the site is required by the DISTRICT.
3. The ORGANIZATION will at all times during the term of this AGREEMENT perform as an independent contractor. No person acting on behalf of the ORGANIZATION in performance of maintenance of the Botanical Garden at Hiller Park, shall be deemed an employee of the DISTRICT for any purpose whatsoever and shall not be entitled to any employee or volunteer benefits from the DISTRICT.
4. Any signage acknowledging the ORGANIZATION for maintenance of the Botanical Garden at Hiller Park will be removed upon termination of this agreement at the expense of the ORGANIZATION.
5. The ORGANIZATION will at all times maintain general liability insurance in the amount of \$1,000,000 naming the DISTRICT as additionally insured.
6. The ORGANIZATION understands that it will be responsible for any of its volunteers or members performing the work under this AGREEMENT and will defend, indemnify and hold the DISTRICT harmless from and against any and all liability, claims, and demands due to any injury or loss that any volunteer or member might incur when engaged in the work or in any other way related to the work performed under this AGREEMENT.

7. The term of this AGREEMENT will be for one year beginning on the date the AGREEMENT is signed by the DISTRICT. The AGREEMENT may be reviewed and renewed annually if desired by both entities.
8. Both the DISTRICT and the ORGANIZATION may terminate this AGREEMENT at any time without cause by giving thirty-days (30) written notice to the other party in advance of proposed termination date. Upon termination of this AGREEMENT the ORGANIZATION must leave the Botanical Garden at Hiller Park in a condition acceptable to the DISTRICT.

***MCKINLEYVILLE COMMUNITY SERVICES DISTRICT***

\_\_\_\_\_  
George Wheeler, President of the Board of Directors

ATTEST: \_\_\_\_\_  
Emily Abfalter, Secretary to the Board of Directors

***MAD RIVER ROTARY CLUB***

\_\_\_\_\_  
President of Mad River Rotary Club

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Consider Approval of Resolution 2016-19 Naming the Botanical Garden at Hiller Park the “Hiller Park Botanical Peace Garden” as Proposed by the Rotary Club of Mad River**

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

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

### **Recommendation:**

Staff recommends the Board review the information provided, discuss, take public comment and act to approve Resolution 2016-19 naming the Botanical Garden at Hiller Park, the “Hiller Park Botanical Peace Garden” as proposed by the Rotary Club of Mad River.

### **Discussion:**

The Rotary Club of Mad River has submitted an application (**Attachment 2**) to name the Botanical Garden at Hiller Park. As this is a request to name an existing park or facility the process for Re-naming of Existing Facilities will be followed as outlined in section 2 of the Guidelines and Criteria of the Policy for Naming & Dedication of District Facilities.

### **2. Process for Renaming Existing Facilities**

- 2.1. A request to rename a District facility may be initiated by one or more McKinleyville resident(s), business owner(s), organization(s), property owner(s) or by the MCSD Board of Directors using the Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad-based community support for the Application.*
- 2.2. The Application shall identify the District facility, state the reason(s) for the proposed name change and specify the proposed name.*
- 2.3. The General Manager and/or designated District staff will review the Application and determine if it is consistent with the Naming Policy. If consistent the Application will be forwarded to the District Board of Directors for review and consideration.*
- 2.4. Applications that are determined by the General Manager to be incomplete, without sufficient support, or that are otherwise inconsistent with the Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit*

*the Application at any time with new or additional information to correct insufficiencies identified by the General Manager.*

*2.5. All decisions with respect to the renaming of District facilities will be at the discretion of the District Board of Directors, which shall determine whether a District facility or portion thereof should be renamed.*

*2.6. Naming/Renaming of District facilities shall be executed by the District Board of Director via Resolution.*

The Rotary Club of Mad River has proposed the name in order to recognize the Club's community service in adopting and maintaining the Botanical Garden at Hiller Park.

**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 2016-19 Naming the Existing Botanical Garden at Hiller Park at 675 Hiller Road, The Hiller Park Botanical Peace Garden
- Attachment 2 – Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities submitted by the Rotary Club of Mad River.

**RESOLUTION 2016 - 19**

**A RESOLUTION NAMING THE EXISTING BOTANICAL GARDEN AT HILLER PARK AT 675  
HILLER ROAD, THE HILLER PARK BOTANICAL PEACE GARDEN**

**WHEREAS**, the McKinleyville Community Services District has adopted a policy for naming new and existing facilities; and

**WHEREAS**, the process for naming existing facilities as outlined in the adopted policy was followed; and

**WHEREAS**, the recommended name for the facility adheres to the guidelines and criteria set forth in the adopted policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby name the existing District Botanical Garden at 675 Hiller Road the Hiller Park Botanical Peace Garden.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 2, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

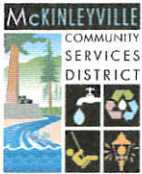
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George Wheeler, Board President

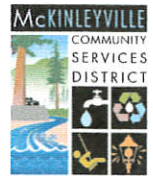
Attest:

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Emily Abfalter, Board Secretary



# APPLICATION FOR COMMEMORATIVE NAMING AND DEDICATION OF MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FACILITIES

**Applicant Information**

Name: Cindy Sutcliffe Phone Number: 707 496-4306  
 Organization: Mad River Rotary  
 Address: P.O. Box 2698  
McKinleyville, CA 95519  
 Email Address: cindysutcliffe54@gmail.com

**Application for:**

- ☐ Naming a New Facility  
☒ Renaming an Existing Facility  
☐ Naming / Renaming a portion of a New or Existing Facility

Proposed Name of Facility: Hiller Park Botanical Peace Garden  
maintained by Mad River Rotary  
 Location / Description of Facility: Botanical Garden at Hiller Park

Current Name of Facility (if applicable): Hiller Park Botanical Garden (?)

**Please describe the reason(s) in support of the proposed name or renaming of this Facility. (Refer to the MCSD "Policy for the Naming and Dedication of District Facilities" to ensure your description meets the Guidelines and Criteria set by the Policy):**

Mad River Rotary has been conducting community service projects in McKinleyville since its inception in 1976. The current membership of the club is seeking a "hands-on" community project and would like to adopt the Hiller Park Botanical Garden. The club would maintain the botanical park through monthly work sessions which would include weeding, trail maintenance, fertilizing, mulching and plant replacement. Eventually the club would like to purchase and place signs that identify the plant. Through the "adoption" the club would like to rename the park in recognition of their community service.

(if more room is needed, please attach a separate sheet and write "See Attached" below)



## Supporting Documentation

The following types of documentation have been included to demonstrate broad-based support for this recommendation:

- ☐ Letters
- ☐ Character References
- ☐ Newspaper or Journal Articles
- ☐ Petitions

☒ Other documentation: 9/15/16 Recreation Advisory Committee endorsed Mud River Pottery's proposal to assume responsibility for maintaining the Botanical Garden @ Hillar Park

The following conditions will apply to all Commemorative Naming and Dedication Applications:

All applications submitted to the McKinleyville Community Services District for the purpose of naming or renaming a new or existing facility must be filled out completely and accurately with supporting documentation in accordance with and as required by the McKinleyville Community Services District Policy for the Naming and Dedication of District Facilities (hereinafter "The Policy"). The Policy is available on the MCSD website ([www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com)) and/or may be requested from the MCSD office at 1656 Sutter Rd., McKinleyville, CA 95519; phone 707-893-9003; fax 707-839-5964

The naming or renaming of a facility will be considered only through this application process.

Incomplete, illegible and/or fraudulent applications will not be considered. McKinleyville Community Services District reserves the right to verify the identity of the Applicant submitting this application to ensure its validity.

The McKinleyville Community Services District Board of Directors will have the final decision as the naming or renaming of a facility and reserves the right to reject any and all proposed names and/or applications submitted for consideration.

Signature of Applicant: \_\_\_\_\_

*Cheryl Sutch*

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

*10/5/16*

**Submit Complete Application and Documentation to:**

**McKinleyville Community Services District  
Attention: General Manager  
P.O. Box 2037  
McKinleyville, CA 95519**





# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Consider and Adopt Resolution 2016-17, intent of the McKinleyville Community Services District to reimburse expenditures of the Project Funds provided by the State of California, acting by and through the State Water Board, and Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects**

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

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

### **Recommendation:**

Staff recommends that the Board review all pertinent information, allow public comment and adopt Resolution 2016-17 intent of the McKinleyville Community Services District to reimburse expenditures of the Project Funds provided by the State of California, acting by and through the State Water Board. Adopt Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects.

### **Discussion:**

These Resolutions are formalities required to demonstrate to the State Water Board:

Resolution 2016-17, MCSD intends to finance the cost of the Project using funds loaned to it from the Clean Water State Revolving Fund (CWSRF) and

Resolution 2016-18, MCSD will pledge revenue and funds collected from the sewer enterprise fund to repay the financing of the project by the CWSRF.

Adopting these resolutions is necessary prior to finalization of the funding agreement for the Project.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

The potential for grant funding for half the total Project cost and lower than market interest rates make this funding source attractive. These Resolutions in no way commit MCSD funds but assure the State Water Board our commitment to repay if a funding agreement is reached.

### **Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2016-17
- Attachment 2 – Resolution 2016-18

**RESOLUTION 2016 – 17**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT,  
ITS INTENT TO REIMBURSE EXPENDITURES OF THE  
PROJECT FUNDS PROVIDED BY THE STATE OF CALIFORNIA,  
ACTING BY AND THROUGH THE STATE WATER BOARD**

**WHEREAS**, the McKinleyville Community Services District ("District") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water and wastewater system, including certain treatment facilities, pipelines and other infrastructure ("Project"); and

**WHEREAS**, the District intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board); and

**WHEREAS**, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes ("Obligations"); and

**WHEREAS**, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the District desires to incur certain capital expenditures ("Expenditures") with respect to the Project from available moneys of the District; and

**WHEREAS**, the District has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the District for the Expenditures from the proceeds of the Obligations.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby

1. State its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.
2. The reasonably expected maximum principal amount of the Project Funds is \$2,500,000.
3. This resolution is being adopted no later than 60 days after the date on which the District will expend moneys for the portion of the Project costs to be reimbursed with Project Funds.
4. Each District expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.
5. To the best of our knowledge, this District is not aware of the previous adoption of official intents by the District that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.
6. This resolution is adopted as official intent of the District in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

7. All the recitals in this Resolution are true and correct and this District so finds, determines and represents.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 2, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

George Wheeler, Board President

### **CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the McKinleyville Community Services District held on November 2, 2016.

Attest:

---

Emily Abfalter, Board Secretary

**RESOLUTION 2016 – 18**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
TO PLEDGE REVENUES AND FUNDS**

**WHEREAS**, the McKinleyville Community Services District (“District”) is pursuing Clean Water State Revolving Funds to fund wastewater system renewable energy and energy efficiency projects.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby dedicate and pledge Net Revenues of Wastewater Enterprise Fund and the Wastewater Enterprise Fund Reserves to payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing for the McKinleyville Community Services District Wastewater System Energy Efficiency and Renewable Energy Project 8221-110 (“Project”).

The District commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the District has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the District’s pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the District commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 2, 2016 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
George Wheeler, Board President

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the McKinleyville Community Services District held on November 2, 2016.

Attest:

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.8**                      **Consider Approval for Board Secretary to Initiate Process of Election to be Held on March 14, 2017 and Notice of Election to be Mailed to County Clerk**

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

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

### **Recommendation:**

Staff recommends that Board review the information provided, take public comment and approve Board Secretary to initiate election process as outlined in Humboldt County Elections Office Administrative Calendar and approve draft Notice of Election to be mailed to County Clerk.

### **Discussion:**

At the September 7, 2016 meeting, Board approved Resolution 2016-15 calling for an election to fill a vacant board seat at the established election date March 14, 2017. Resolution 2016-15 allows for Board Secretary to take any and all actions necessary under law to prepare for and conduct the election.

Requirements of election are outlined below and specified in greater detail in the Humboldt County Elections Office Administrative Calendar (**Attachment 1**). Some of the requirements are fulfilled by the County throughout the election process.

- November 9, 2016: Last day to deliver Notice of Election to County Clerk using 10509 Notification Form (**Attachment 2**). (Elec. Code, § 10509, 10522, 15651)
- November 14, 2016 – December 14, 2016: County Clerk will publish a Notice of Election containing the date of election, the offices to be filled, where nomination papers are available, and the deadline for filing declarations of candidacy. (Elec. Code, § 12109, 12112)
- December 16, 2016: Last day for candidates to obtain and file their declarations of candidacy and statements of qualifications with the county elections office. (Elec. Code, § 10510, 13307, 13311)
- December 21, 2016: If by 5PM on this day, there are no candidates or there is only one candidate, the County Board of Supervisors can go through a process (to be detailed at that time if applicable) to simply

appoint the one candidate or appoint any person qualified. (Elec. Code, § 10515)

- December 22, 2016: Secretary of State will conduct randomized alphabet drawing to determine candidate order on election ballot. (Elec. Code, § 13112(b)(1)(c))
- March 3, 2017: Last day for elections official to publish notice that the election ballots will be counted at a specified public place in newspaper of general circulation. (Elec. Code, § 12109)
- March 14, 2017: Election Day.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

MCSD expense for election to be determined.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Administrative Calendar MCSD Election March 14, 2017
- Attachment 2 – Draft Notice of Election

Humboldt County Elections Office  
Administrative Calendar  
Special District Election, March 14, 2017

The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk

All references are to California Election Code unless otherwise noted.

\*If there is an asterisk by a date, the deadline falls on a weekend or holiday and, in most cases, has been moved to the next business day.

|                                   |   |
|-----------------------------------|---|
| Nov 9<br>(E-125)                  | <b>Notice of Election to County Clerk - Special Districts &amp; Cities</b><br>Last day for district secretaries to deliver a notice of election listing the elective offices to be filled and to deliver a map of the district to the elections office. Special districts should include in the notice how a tie vote will be resolved and whether the district or the candidates will pay for candidate statements of qualifications.<br><div style="text-align: right;">§§10509, 10522, 15651</div> |
| Nov 14 – Dec 14<br>(E-120 – E-90) | <b>Notice of Election</b><br>Between these dates the county clerk, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing declarations of candidacy.<br>Notice of central counting place may be combined with this notice.<br><div style="text-align: right;">§§12109, 12112</div>  |
| Nov 21 – Dec 16<br>(E-113 – E-88) | <b>Candidate Nomination Period</b><br>Candidates obtain and file their declarations of candidacy for special district boards and, if applicable, file candidates' statements of qualifications. Forms are obtained from and filed with the county elections office.<br><div style="text-align: right;">§§10510, 13307, 13311</div>  |
| Dec 14<br>(E-90 – E)              | <b>24-hour Contribution/Expenditure Reports (FPPC forms 497 and 496)</b><br>During the 90 days immediately preceding an election and including Election Day, contributions that total in the aggregate \$1000 or more and expenditures that total in the aggregate \$1000 or more must be reported within 24 hours to the appropriate elections official.<br><div style="text-align: right;">Government Code §84203.5</div>   |
| Dec 16<br>(E-88)                  | <b>Candidate Statements</b><br>Last day for nominees for city, county, district, or any other local agency to file a statement of qualifications, not to exceed 200/250 words, to be included in the voter's information pamphlet. The statement shall be paid for at the same time that it is filed. Cost information is available from the county elections office.   |



|                                  |   |
|----------------------------------|---|
|                                  | §13307  |
| Dec 21<br>(E-83)                 | <b>Insufficient Number of Nominees – Special Districts</b><br>If by 5PM on this day, only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the County Board of Supervisors. A person who has filed a declaration of candidacy shall be appointed by the Board of Supervisors. If no one has filed, another qualified person shall be appointed by the Board of Supervisors on or before Election Day and shall take office and serve as if elected.<br>§10515   |
| Dec 22<br>(E-82)                 | <b>Randomized Alphabet Drawing</b><br>The Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the election ballot.<br>§13112(b)(1)(c)  |
| Jan 13<br>(E-60)                 | <b>Military and Overseas Vote-by-Mail (UOCAVA)</b><br>The first day county election official may process applications for military and overseas voters' ballots. Any applications received by the county elections official prior to this date shall be kept and processed on or after this date.<br>A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.<br>§§300(b), 3102, 3105  |
| Jan 16 – Feb 28<br>(E-57 – E-14) | <b>Write-in Candidacy – Special Districts</b><br>During this period, write-in candidates must file their candidacy and nomination papers with the appropriate elections official.<br>§8601  |
| Feb 13 – Mar 7<br>(E-29 – E-7)   | <b>Vote-by-Mail Ballots and Voter Information Booklets</b><br>Between these dates, the Office of Elections will mail to each voter a vote-by-mail ballot and a voter information booklet  |
| Feb 27<br>(E-15)                 | <b>15-Day Registration</b><br>The county election official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15 <sup>th</sup> day prior to the election and if any of the following apply: <ol style="list-style-type: none"> <li>1) The affidavit is postmarked on or before the 15<sup>th</sup> day prior to the election and received by mail by the county election official.</li> <li>2) The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency.</li> <li>3) The affidavit is delivered to the county elections official by means other than those described above on or before the 15<sup>th</sup> day prior to the election.</li> </ol> §2107 |
| Feb 28 – Mar 7<br>(E-14 – E-7)   | <b>New Resident Registration</b>  |

|  |  |
|--|--|
|  | <p>Registration for new residents shall begin the 14<sup>th</sup> day prior to an election and end on the seventh day prior to election day. This registration must be executed in the county elections office and the new resident shall vote a new resident's ballot containing the contest of President and Vice President only in the elections office.</p> <p style="text-align: right;">§§332, 3400</p>  |
| <p>Feb 28 – Mar 14</p> <p>(E-14 – E)</p>   | <p><b>New Citizen Registration</b></p> <p>Registration for new citizens shall begin the 14<sup>th</sup> day prior to an election and end at the close of the polls on November 6, 2012. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California. New citizens vote a regular ballot.</p> <p style="text-align: right;">§§331, 3500 - 3501</p> |
| <p>Mar 3*</p> <p>(E-10)</p>                | <p><b>Central Count</b></p> <p>Last day for elections official to publish the notice that the general election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county.</p> <p style="text-align: right;">§12109</p>   |
| <p><b>March 14</b></p>                     | <p style="text-align: center;"><b>ELECTION DAY</b></p> <p>Polls open at 7AM and close at 8PM. <b>The elections office is the only polling place for this election.</b></p> <p style="text-align: right;">§1000, 14212</p>  |
| <p>Mar 16 – Apr 13</p> <p>(E+2 – E+30)</p> | <p><b>Official Canvass</b></p> <p>The official canvass of precinct returns is to be completed during this time.</p> <p style="text-align: right;">§§15301, 15372</p>   |
| <p>Apr 13</p> <p>(E+30)</p>                | <p><b>Statement of Vote</b></p> <p>By this date the elections official shall prepare a certified statement of the results of the election and submit it to the County Board of Supervisors.</p> <p>The Board of Supervisors shall declare the winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected a certificate of election.</p> <p style="text-align: right;">§§15372, 15400-15401</p>                        |
| <p>5 days after canvass</p>                | <p><b>Recount</b></p> <p>Within five days after the completion of the official canvass, any voter may request a recount by filing a written request with the elections official and specifying which candidates and/or measures are to be recounted. The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires to cover costs.</p> <p style="text-align: right;">§§15620-15634</p>     |



***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.”*

---

TO: Kelly Sanders, Humboldt County Elections Official

FROM: Emily Abfalter, Board Secretary, McKinleyville Community Services District

DATE: November 3, 2016

RE: Notice of Election (Elections Code § 10509)

Notice was previously given pursuant to Government Code section 1780(b) that the McKinleyville Community Services District has a vacancy on its board following the resignation of a board member.

Notice is now hereby given pursuant to Elections Code § 10509 that this vacant board seat is to be filled on March 14, 2017. (See, Elec. Code, §§ 1780(e)(2); 4108(c).) In addition, the seat is for the *unexpired term* of the board member who vacated the seat. The term will expire in December, 2019.

| <u>Resigned Director</u> | <u>Office</u> | <u>Term</u>   |
|--------------------------|---------------|---|
| Helen Edwards            | Director      | Remainder of unexpired four-year term;<br>Term will end December, 2019. |

The candidates will pay for the candidate statements of qualifications. Any tie will be resolved pursuant to Elections Code § 15651(a).

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Emily Abfalter, Board Secretary  
McKinleyville Community Services District

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.9**                      **Consider Approval of Auburn Constructors Inc. Contract Change Order No. 4 to Perform Services Related to Pond 1A Biosolids Hauling for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Execute Contract Change Order**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and consider authorizing the General Manager to execute Contract Change Order No. 4 for Auburn Constructors Inc., (**Attachment 1**) not to exceed \$213,543.84.

### **Discussion:**

The initial contract between Auburn Constructors Inc and McKinleyville Community Services District included an estimated total price of \$96,000 for the removal of 600 dry tons of biosolid with a unit price of \$160/dry ton for any additional biosolids removed from Pond 1A. Between 5/18/16 – 7/8/16, a total of 1,934.649 dry tons of biosolid were removed totaling \$309,543.84.

Subtracting the initial bid amount of \$96,000 from the actual total leaves a remaining balance of \$213,543.84 for the biosolid removal from Pond 1A.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Contract amount is \$213,543.84. No Budget amendment is necessary as this amount was included in the contingency of the construction contract but the amount exceeds the General Manager's discretionary spending limit.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Auburn Constructors Inc. Contract Change Order No. 4

**Change Order No. 4****Kennedy/Jenks Consultants**

To: Darin Van Oosterhout  
Auburn Constructors Inc.  
730 W. Stadium Lane  
Sacramento, CA 95834

Sheet: 1 of 1  
Date: September 20, 2016  
K/J Job No.: 1368004  
Project: McKinleyville CSD Wastewater  
Management Facility Improvements

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

**NOTE: This change order is not effective until approved by MCSD.**

By reason of this change 0 days extension of time will be allowed.

The contract completion date remains: June 8, 2017

Total cost of increase of change not to exceed \$ 213,543.84 as itemized below.

| Item No.                 | Description   | Amount (\$)  | Time Extension (days) |
|--------------------------|---|--------------|-----------------------|
| 1                        | Pond 1A Biosolids Hauling Per Bid item 5 (See Attachment) | \$213,543.84 | 0                     |
| TOTAL CHANGE ORDER NO. 4 |   | \$213,543.84 | 0                     |

Submitted by Monty Hazlehurst Title Engineer Date 9-20-2016

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

Accepted by  Title PRESIDENT

Contractor Auburn Constructors, Inc. Date 10/6/16

Approved by \_\_\_\_\_ Title \_\_\_\_\_

Owner McKinleyville Community Services District Date \_\_\_\_\_



42-002(Rev 7/04)

**Department of Food and Agriculture**

**Division of Measurement Standards**

6790 Florin Perkins Rd., Suite 100, Sacramento, CA 95828-1812

Email: [dms@cdfa.ca.gov](mailto:dms@cdfa.ca.gov) Web Address: [www.cdfa.ca.gov/dms/programs/wm/wm.html](http://www.cdfa.ca.gov/dms/programs/wm/wm.html)

Phone #: (916) 229-3040 Fax #: (916) 229-3055

Remit fees payable to: CDFA 90361, PO Box 942872, Sacramento, CA 94271-2872

## Weighmaster License

License No: 000860

Weighmaster

GARY SILVA

DBA: SILVA'S CLAY STATION FEED LOT

11540 CLAY STATION RD.

HERALD, CA 95638

Total Fees Remitted: \$135.00

Issue Date: 6/9/2015

Revision Date:

**License Year: 07/01/2015 - 07/01/2016**

The Weighmaster is responsible to renew this license. (Division 5, Chapter 7, Section 12707, Business and Professions Code)

THIS LICENSE SHALL BE AVAILABLE TO WEIGHTS AND MEASURES OFFICIALS AT EACH WEIGHING LOCATION.

This license is not transferable. Any change in ownership requires a new license.

Principal Location

12901 Twin Cities Rd.

Herald, CA 95638

County: Sacramento

(209) 748-2304

Only persons listed below may perform the functions of a Deputy Weighmaster for the licensed Weighmaster.

(Division 5, Chapter 7, Section 12703, Business and Professions Code)

For instructions on adding/deleting Deputies to your license, refer to the instruction sheet on our website.

<http://www.cdfa.ca.gov/dms/programs/wm/wm.html>

Deputy Weighmaster(s) - 3

SILVA JR., GARY

SILVA, TIDLDEAN

SNOW, MELISSA

Number of vacant deputy positions: 0

# Online Weighmaster License Renewal

CALIFORNIA DEPARTMENT  
OF FOOD AND AGRICULTURE



6790 Florin Perkins Rd., Suite #100, Sacramento, CA 95828 • Tel: 916-229-3040 • Fax: 916-229-3055

## Renewal Complete

### Renewal Information

Cardholder Name: Silva, Gary

Description: Weighmaster License Renewal - License # 000860

Renewal fee: \$190.00

Renewal Payment Date: 8/22/2016 11:08:13 AM

### Payment Information

Payment Status: APPROVAL

Approval Code: 08040B

Payment To: California Department of Food & Agriculture

Transaction ID: 220816B38-BCE9DC96-1268-43A1-B32C-AAA44755CFE2

We recommend that you print this page and keep it as your receipt for renewing your license.

Thank you for renewing on-line.

[Return to Home Page](#)

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# SCALE CERTIFICATION

| INSPECTION CODES  |               |  |       | <b>COUNTY OF SACRAMENTO</b><br>DEPARTMENT OF WEIGHTS & MEASURES<br>4137 BRANCH CENTER ROAD<br>SACRAMENTO, CA 95827-3897<br>(916) 875-6603 |          | CONTRACTED TIME |       |
|---|---------------|--|-------|---|----------|-----------------|-------|
| 1. PRIMARY INSP.  | 4. INSPECTION | FEE PER HOUR   | \$    |   |          |                 |       |
| 2. ADDITIONAL   | 5. COMPLAINT  | HOURS  |       |   |          |                 |       |
| 3. NEW MASTER   | 6. CLOSE OUT  | TOTAL  | \$    |   |          |                 |       |
| Date <u>6/15/11</u> Phone No. _____   |               | <input type="checkbox"/> Change of Address   |       |   |          |                 |       |
| LOCATION INFORMATION  |               |  |       | MAILING INFORMATION   |          |                 |       |
| NAME <u>S. Lu</u>   |               |  |       | NAME _____  |          |                 |       |
| ADDRESS <u>12901 7th Ave</u>  |               |  |       | ADDRESS _____   |          |                 |       |
| CITY _____  |               | ZIP CODE _____   |       | CITY _____  |          | ZIP CODE _____  |       |
| MEASURING DEVICES   | ACCEPTED      | REJECTED   | OTHER | WEIGHING DEVICES  | ACCEPTED | REJECTED        | OTHER |
| Electric Submeters  |               |  |       | Computing   |          |                 |       |
| Fabric, Cordage & Wire  |               |  |       | Counter   |          |                 |       |
| Grease & Lube Meters  |               |  |       | Crane & Forklift  |          |                 |       |
| Liquid Gas Meters (Small)   |               |  |       | Dormant & Platform (<2K)  |          |                 |       |
| Liquid Gas Meters (Large)   |               |  |       | Dormant & Platform (>=2K<10K)   |          |                 |       |
| Retail Meters   |               |  |       | Hanging   |          |                 |       |
| Taxi Meters   |               |  |       | Hopper, Tank  |          |                 |       |
| Vapor Submeters   |               |  |       | Prescription & Jewelers   |          |                 |       |
| Vehicle Meters  |               |  |       | Livestock (>=2K <10K)   | (1)      |                 |       |
| Retail Water Meters   |               |  |       | Livestock (>=10K)   |          |                 |       |
| Water Submeters   |               |  |       | Monorail & Meatbeam   |          |                 |       |
| Wholesale Meters  |               |  |       | Railway   |          |                 |       |
| Misc. Measuring Devices   |               |  |       | Vehicle (>=10K)   | (11)     |                 |       |
|   |               |  |       | Misc. Weighing Devices  |          |                 |       |
| THIS TO CERTIFY THAT ALL FUNCTIONS RECORDED HEREON<br>WERE PERFORMED IN ACCORDANCE WITH CALIFORNIA LAW.<br>JULI D. JENSEN, DIRECTOR |               |  |       | I HEREBY CERTIFY THAT I AM THE OWNER OR AGENT OF<br>THE PROPERTY INSPECTED.   |          |                 |       |
| BY: <u>6 70 p.m.</u><br>INSPECTOR   |               |  |       | <u>X</u><br>OWNER OR AGENT  |          |                 |       |
| Code Reference  |               | <input type="checkbox"/> NOTICE OF VIOLATION <input type="checkbox"/> FOLLOW UP NEEDED |       |   |          |                 |       |
| Required Identification. G-S.1[1.10]  |               |  |       |   |          |                 |       |
| Type Approved. B&P 12500.5  |               |  |       |   |          |                 |       |
| Suitability for Intended Use. G-UR. 1.1[1.10]   |               |  |       |   |          |                 |       |
| Indicating Elements and Weighing Operation Visible. B&P 12510(a)(6), G-UR.3.3 [1.10]  |               |  |       |   |          |                 |       |
| Proper Installation (e.g. level, stable). G-UR.2.1[1.10]  |               |  |       |   |          |                 |       |
| Meets Specifications and Tolerances. B&P 12107, Handbook 44   |               |  |       |   |          |                 |       |
| Placed in Service. B&P 12532(d)   |               |  |       |   |          |                 |       |
| Appropriate Sealing and Identification of Service Agency Work. CCR Title 4 4085(a)(4)   |               |  |       |   |          |                 |       |

REV. 11/11





# Avery Weigh-Tron

Date: 24-May-2016

WorkOrder: 1605392

**ANALYTICAL REPORT**

Client Sample ID: 05182016

Received: 5/23/2016

Lab ID: 1605392-01A

Collected: 5/18/2016 15:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 75            |             | 0.10         | %            | 1.0       |                  | 5/23/2016       |

Client Sample ID: 05192016

Received: 5/23/2016

Lab ID: 1605392-02A

Collected: 5/19/2016 15:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 74            |             | 0.10         | %            | 1.0       |                  | 5/23/2016       |

Client Sample ID: 05202016

Received: 5/23/2016

Lab ID: 1605392-03A

Collected: 5/20/2016 15:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 74            |             | 0.10         | %            | 1.0       |                  | 5/23/2016       |

Client Sample ID: 05232016

Received: 5/23/2016

Lab ID: 1605392-04A

Collected: 5/23/2016 15:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 72            |             | 0.10         | %            | 1.0       |                  | 5/23/2016       |

Date: 06-Jun-2016

WorkOrder: 1606018

**ANALYTICAL REPORT**

Client Sample ID: 05242016

Received: 6/1/2016

Lab ID: 1606018-01A

Collected: 5/24/2016 14:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 73            |             | 0.10         | %            | 1.0       |                  | 6/3/2016        |

Client Sample ID: 05252016

Received: 6/1/2016

Lab ID: 1606018-02A

Collected: 5/25/2016 14:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 73            |             | 0.10         | %            | 1.0       |                  | 6/3/2016        |

Client Sample ID: 05262016

Received: 6/1/2016

Lab ID: 1606018-03A

Collected: 5/26/2016 14:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 72            |             | 0.10         | %            | 1.0       |                  | 6/3/2016        |

Client Sample ID: 05272016

Received: 6/1/2016

Lab ID: 1606018-04A

Collected: 5/27/2016 14:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 74            |             | 0.10         | %            | 1.0       |                  | 6/3/2016        |

Client Sample ID: 0531-2016

Received: 6/1/2016

Lab ID: 1606018-05A

Collected: 5/31/2016 14:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 75            |             | 0.10         | %            | 1.0       |                  | 6/3/2016        |

Client Sample ID: 06012016

Received: 6/1/2016

Lab ID: 1606018-06A

Collected: 6/1/2016 14:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 77            |             | 0.10         | %            | 1.0       |                  | 6/3/2016        |

Date: 15-Jun-2016

WorkOrder: 1606159

**ANALYTICAL REPORT**

Client Sample ID: 06022016

Lab ID: 1606159-01A

Received: 6/9/2016

Collected: 6/2/2016 8:10

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 74            |             | 0.10         | %            | 1.0       | 6/13/2016        | 6/14/2016       |

Client Sample ID: 06032016

Lab ID: 1606159-02A

Received: 6/9/2016

Collected: 6/3/2016 8:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 79            |             | 0.10         | %            | 1.0       | 6/13/2016        | 6/14/2016       |

Client Sample ID: 06062016

Lab ID: 1606159-03A

Received: 6/9/2016

Collected: 6/6/2016 8:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 76            |             | 0.10         | %            | 1.0       | 6/13/2016        | 6/14/2016       |

Client Sample ID: 06072016

Lab ID: 1606159-04A

Received: 6/9/2016

Collected: 6/7/2016 8:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 77            |             | 0.10         | %            | 1.0       | 6/13/2016        | 6/14/2016       |

Client Sample ID: 06082016

Lab ID: 1606159-05A

Received: 6/9/2016

Collected: 6/8/2016 8:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 79            |             | 0.10         | %            | 1.0       | 6/13/2016        | 6/14/2016       |

Client Sample ID: 06092016

Lab ID: 1606159-06A

Received: 6/9/2016

Collected: 6/9/2016 8:00

Test Name: Total Solids as Percent

Reference: ASTM D2216

| <u>Parameter</u>        | <u>Result</u> | <u>Flag</u> | <u>Limit</u> | <u>Units</u> | <u>DF</u> | <u>Extracted</u> | <u>Analyzed</u> |
|-------------------------|---------------|-------------|--------------|--------------|-----------|------------------|-----------------|
| Total Solids as Percent | 79            |             | 0.10         | %            | 1.0       | 6/13/2016        | 6/14/2016       |

NORTH COAST LABORATORIES

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# Daily Volume (with lab solids)

5/1/2016 Thru 6/30/2016

| TITLE                                 | PLANT | LOAD       | DATE       | APPLIED | TICKET                    | PRODUC T | UOM | AMOUNT APP   | GROSS WGT  | TARE WGT   | Net Wet Tons | PER SOLID | DRY TONS  |
|---------------------------------------|-------|------------|------------|---------|---------------------------|----------|-----|--------------|------------|------------|--------------|-----------|-----------|
| PROJECT: 4379 - MCKINLEYVILLE CSD, CA |       |            |            |         | PLANT: 01 - MCKINLEYVILLE |          |     | 4,930,680.00 | 8145180    | 3214500    | 2465.34      | 7843      | 1,859,369 |
| Daily Tons                            |       | 05/18/16   |            |         |                           |          |     | 286,060.00   | 469,620.00 | 183,560.00 | 143.03       | 450.00    | 107,271   |
|                                       |       | 05/18/2016 | 05/18/2016 |         | 312001                    | DBED     | P   | 46,320.00    | 76,920.00  | 30,600.00  | 23.16        | 75.00     | 17,370    |
|                                       |       | 05/18/2016 | 05/19/2016 |         | 312002                    | DBED     | P   | 46,480.00    | 77,940.00  | 31,460.00  | 23.24        | 75.00     | 17,430    |
|                                       |       | 05/18/2016 | 05/19/2016 |         | 312003                    | DBED     | P   | 49,300.00    | 79,500.00  | 30,200.00  | 24.65        | 75.00     | 18,487    |
|                                       |       | 05/18/2016 | 05/19/2016 |         | 312004                    | DBED     | P   | 47,740.00    | 78,160.00  | 30,420.00  | 23.87        | 75.00     | 17,902    |
|                                       |       | 05/18/2016 | 05/19/2016 |         | 312005                    | DBED     | P   | 48,040.00    | 78,320.00  | 30,280.00  | 24.02        | 75.00     | 18,015    |
|                                       |       | 05/18/2016 | 05/19/2016 |         | 312006                    | DBED     | P   | 48,180.00    | 78,780.00  | 30,600.00  | 24.09        | 75.00     | 18,067    |
| Daily Tons                            |       | 05/19/16   |            |         |                           |          |     | 141,920.00   | 233,900.00 | 91,980.00  | 70.96        | 222.00    | 52,511    |
|                                       |       | 05/19/2016 | 05/20/2016 |         | 312007                    | DBED     | P   | 46,260.00    | 76,860.00  | 30,600.00  | 23.13        | 74.00     | 17,116    |
|                                       |       | 05/19/2016 | 05/20/2016 |         | 312008                    | DBED     | P   | 47,780.00    | 78,240.00  | 30,460.00  | 23.89        | 74.00     | 17,679    |
|                                       |       | 05/19/2016 | 05/20/2016 |         | 312009                    | DBED     | P   | 47,880.00    | 78,800.00  | 30,920.00  | 23.94        | 74.00     | 17,716    |
| Daily Tons                            |       | 05/20/16   |            |         |                           |          |     | 194,620.00   | 319,140.00 | 124,520.00 | 97.31        | 296.00    | 72,010    |
|                                       |       | 05/20/2016 | 05/20/2016 |         | 312010                    | DBED     | P   | 48,980.00    | 79,400.00  | 30,420.00  | 24.49        | 74.00     | 18,123    |
|                                       |       | 05/20/2016 | 05/20/2016 |         | 312011                    | DBED     | P   | 48,700.00    | 80,020.00  | 31,320.00  | 24.35        | 74.00     | 18,019    |
|                                       |       | 05/20/2016 | 05/20/2016 |         | 312012                    | DBED     | P   | 48,480.00    | 79,940.00  | 31,460.00  | 24.24        | 74.00     | 17,938    |
|                                       |       | 05/20/2016 | 05/20/2016 |         | 312013                    | DBED     | P   | 48,460.00    | 79,780.00  | 31,320.00  | 24.23        | 74.00     | 17,930    |
| Daily Tons                            |       | 05/23/16   |            |         |                           |          |     | 281,400.00   | 467,180.00 | 185,780.00 | 140.70       | 432.00    | 101,303   |
|                                       |       | 05/23/2016 | 05/23/2016 |         | 312014                    | DBED     | P   | 46,820.00    | 77,420.00  | 30,600.00  | 23.41        | 72.00     | 16,855    |
|                                       |       | 05/23/2016 | 05/23/2016 |         | 312015                    | DBED     | P   | 46,840.00    | 77,260.00  | 30,420.00  | 23.42        | 72.00     | 16,862    |
|                                       |       | 05/23/2016 | 05/23/2016 |         | 312016                    | DBED     | P   | 47,500.00    | 78,960.00  | 31,460.00  | 23.75        | 72.00     | 17,100    |
|                                       |       | 05/23/2016 | 05/23/2016 |         | 312017                    | DBED     | P   | 48,120.00    | 79,440.00  | 31,320.00  | 24.06        | 72.00     | 17,323    |
|                                       |       | 05/23/2016 | 05/23/2016 |         | 312018                    | DBED     | P   | 45,380.00    | 76,840.00  | 31,460.00  | 22.69        | 72.00     | 16,337    |
|                                       |       | 05/23/2016 | 05/23/2016 |         | 312019                    | DBED     | P   | 46,740.00    | 77,260.00  | 30,520.00  | 23.37        | 72.00     | 16,826    |
| Daily Tons                            |       | 05/24/16   |            |         |                           |          |     | 277,520.00   | 462,460.00 | 184,940.00 | 138.76       | 438.00    | 101,295   |
|                                       |       | 05/24/2016 | 05/24/2016 |         | 312020                    | DBED     | P   | 45,320.00    | 75,780.00  | 30,460.00  | 22.66        | 73.00     | 16,542    |
|                                       |       | 05/24/2016 | 05/24/2016 |         | 312021                    | DBED     | P   | 48,160.00    | 78,760.00  | 30,600.00  | 24.08        | 73.00     | 17,578    |
|                                       |       | 05/24/2016 | 05/24/2016 |         | 312022                    | DBED     | P   | 47,200.00    | 78,520.00  | 31,320.00  | 23.60        | 73.00     | 17,228    |

# Daily Volume (with lab solids)

5/1/2016 Thru 6/30/2016

|                   |                 |            |            |        |      |   |                   |                   |                   |               |               |                |
|-------------------|-----------------|------------|------------|--------|------|---|-------------------|-------------------|-------------------|---------------|---------------|----------------|
|                   | 05/24/2016      | 05/24/2016 | 05/24/2016 | 312023 | DBED | P | 45,980.00         | 77,440.00         | 31,460.00         | 22.99         | 73.00         | 15.783         |
|                   | 05/24/2016      | 05/24/2016 | 05/24/2016 | 312024 | DBED | P | 46,220.00         | 76,720.00         | 30,500.00         | 23.11         | 73.00         | 15.870         |
|                   | 05/24/2016      | 05/24/2016 | 05/24/2016 | 312025 | DBED | P | 44,640.00         | 75,240.00         | 30,600.00         | 22.32         | 73.00         | 16.294         |
| <b>Daily Tons</b> | <b>05/25/16</b> |            |            |        |      |   | <b>284,340.00</b> | <b>471,040.00</b> | <b>186,700.00</b> | <b>142.17</b> | <b>438.00</b> | <b>103.783</b> |
|                   | 05/25/2016      | 05/25/2016 | 05/25/2016 | 312026 | DBED | P | 46,900.00         | 77,320.00         | 30,420.00         | 23.45         | 73.00         | 17.118         |
|                   | 05/25/2016      | 05/25/2016 | 05/25/2016 | 312027 | DBED | P | 48,180.00         | 79,760.00         | 31,580.00         | 24.09         | 73.00         | 17.586         |
|                   | 05/25/2016      | 05/25/2016 | 05/25/2016 | 312028 | DBED | P | 47,220.00         | 77,640.00         | 30,420.00         | 23.61         | 73.00         | 17.235         |
|                   | 05/25/2016      | 05/25/2016 | 05/25/2016 | 312029 | DBED | P | 48,400.00         | 79,720.00         | 31,320.00         | 24.20         | 73.00         | 17.666         |
|                   | 05/25/2016      | 05/25/2016 | 05/25/2016 | 312030 | DBED | P | 47,480.00         | 79,980.00         | 32,500.00         | 23.74         | 73.00         | 17.330         |
|                   | 05/25/2016      | 05/25/2016 | 05/25/2016 | 312031 | DBED | P | 46,160.00         | 76,620.00         | 30,460.00         | 23.08         | 73.00         | 16.848         |
| <b>Daily Tons</b> | <b>05/26/16</b> |            |            |        |      |   | <b>334,980.00</b> | <b>552,460.00</b> | <b>217,480.00</b> | <b>167.49</b> | <b>504.00</b> | <b>120.592</b> |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312032 | DBED | P | 48,960.00         | 79,420.00         | 30,460.00         | 24.48         | 72.00         | 17.626         |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312033 | DBED | P | 46,740.00         | 77,340.00         | 30,600.00         | 23.37         | 72.00         | 16.826         |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312034 | DBED | P | 47,540.00         | 78,140.00         | 30,600.00         | 23.77         | 72.00         | 17.114         |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312035 | DBED | P | 49,020.00         | 79,440.00         | 30,420.00         | 24.51         | 72.00         | 17.647         |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312036 | DBED | P | 48,040.00         | 79,620.00         | 31,580.00         | 24.02         | 72.00         | 17.294         |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312037 | DBED | P | 48,520.00         | 79,840.00         | 31,320.00         | 24.26         | 72.00         | 17.467         |
|                   | 05/26/2016      | 05/26/2016 | 05/26/2016 | 312038 | DBED | P | 46,160.00         | 78,660.00         | 32,500.00         | 23.08         | 72.00         | 16.618         |
| <b>Daily Tons</b> | <b>05/27/16</b> |            |            |        |      |   | <b>284,160.00</b> | <b>470,700.00</b> | <b>186,540.00</b> | <b>142.08</b> | <b>444.00</b> | <b>105.140</b> |
|                   | 05/27/2016      | 05/27/2016 | 05/27/2016 | 312039 | DBED | P | 46,280.00         | 76,740.00         | 30,460.00         | 23.14         | 74.00         | 17.124         |
|                   | 05/27/2016      | 05/27/2016 | 05/27/2016 | 312040 | DBED | P | 47,440.00         | 77,820.00         | 30,380.00         | 23.72         | 74.00         | 17.553         |
|                   | 05/27/2016      | 05/27/2016 | 05/27/2016 | 312041 | DBED | P | 47,700.00         | 79,160.00         | 31,460.00         | 23.85         | 74.00         | 17.649         |
|                   | 05/27/2016      | 05/27/2016 | 05/27/2016 | 312042 | DBED | P | 48,180.00         | 78,600.00         | 30,420.00         | 24.09         | 74.00         | 17.827         |
|                   | 05/27/2016      | 05/27/2016 | 05/27/2016 | 312043 | DBED | P | 47,440.00         | 78,760.00         | 31,320.00         | 23.72         | 74.00         | 17.553         |
|                   | 05/27/2016      | 05/27/2016 | 05/27/2016 | 312044 | DBED | P | 47,120.00         | 79,620.00         | 32,500.00         | 23.56         | 74.00         | 17.434         |
| <b>Daily Tons</b> | <b>05/31/16</b> |            |            |        |      |   | <b>279,840.00</b> | <b>464,840.00</b> | <b>185,000.00</b> | <b>139.92</b> | <b>450.00</b> | <b>104.941</b> |
|                   | 05/31/2016      | 05/31/2016 | 05/31/2016 | 312045 | DBED | P | 46,200.00         | 76,660.00         | 30,460.00         | 23.10         | 75.00         | 17.325         |
|                   | 05/31/2016      | 05/31/2016 | 05/31/2016 | 312046 | DBED | P | 47,280.00         | 77,880.00         | 30,600.00         | 23.64         | 75.00         | 17.730         |
|                   | 05/31/2016      | 05/31/2016 | 05/31/2016 | 312047 | DBED | P | 43,920.00         | 74,660.00         | 30,740.00         | 21.96         | 75.00         | 16.470         |
|                   | 05/31/2016      | 05/31/2016 | 05/31/2016 | 312048 | DBED | P | 46,600.00         | 78,060.00         | 31,460.00         | 23.30         | 75.00         | 17.475         |
|                   | 05/31/2016      | 05/31/2016 | 05/31/2016 | 312049 | DBED | P | 48,700.00         | 79,120.00         | 30,420.00         | 24.35         | 75.00         | 18.263         |

## 5/1/2016 Thru 6/30/2016

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# Daily Volume (with lab solids)

5/1/2016 Thru 6/30/2016

|            |            |            |            |        |      |   |           |            |            |        |        |         |
|------------|------------|------------|------------|--------|------|---|-----------|------------|------------|--------|--------|---------|
|            | 06/06/2016 | 06/06/2016 | 06/06/2016 | 312077 | DBED | P | 47,440.00 | 78,900.00  | 31,460.00  | 23.72  | 76.00  | 18.027  |
|            | 06/06/2016 | 06/06/2016 | 06/06/2016 | 312078 | DBED | P | 46,920.00 | 79,420.00  | 32,500.00  | 23.46  | 76.00  | 17.830  |
|            | 06/06/2016 | 06/06/2016 | 06/06/2016 | 312079 | DBED | P | 46,240.00 | 76,980.00  | 30,740.00  | 23.12  | 76.00  | 17.571  |
| Daily Tons | 06/07/16   |            | 468,920.00 |        |      |   |           | 776,140.00 | 307,220.00 | 234.46 | 770.00 | 180.533 |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312080 | DBED | P | 46,880.00 | 77,340.00  | 30,460.00  | 23.44  | 77.00  | 18.049  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312081 | DBED | P | 47,300.00 | 77,840.00  | 30,540.00  | 23.65  | 77.00  | 18.210  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312082 | DBED | P | 45,040.00 | 75,640.00  | 30,600.00  | 22.52  | 77.00  | 17.340  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312083 | DBED | P | 47,380.00 | 77,660.00  | 30,280.00  | 23.69  | 77.00  | 18.241  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312084 | DBED | P | 47,960.00 | 78,380.00  | 30,420.00  | 23.98  | 77.00  | 18.465  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312085 | DBED | P | 49,840.00 | 78,740.00  | 28,900.00  | 24.92  | 77.00  | 19.188  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312086 | DBED | P | 48,000.00 | 79,460.00  | 31,460.00  | 24.00  | 77.00  | 18.480  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312087 | DBED | P | 47,420.00 | 79,920.00  | 32,500.00  | 23.71  | 77.00  | 18.257  |
|            | 06/07/2016 | 06/07/2016 | 06/07/2016 | 312088 | DBED | P | 43,240.00 | 73,980.00  | 30,740.00  | 21.62  | 77.00  | 16.647  |
|            | 06/07/2016 | 06/08/2016 | 06/08/2016 | 312089 | DBED | P | 45,860.00 | 77,180.00  | 31,320.00  | 22.93  | 77.00  | 17.656  |
| Daily Tons | 06/08/16   |            | 334,420.00 |        |      |   |           | 550,680.00 | 216,260.00 | 167.21 | 553.00 | 132.096 |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312090 | DBED | P | 47,640.00 | 78,100.00  | 30,460.00  | 23.82  | 79.00  | 18.818  |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312091 | DBED | P | 48,700.00 | 79,240.00  | 30,540.00  | 24.35  | 79.00  | 19.237  |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312092 | DBED | P | 45,640.00 | 76,240.00  | 30,600.00  | 22.82  | 79.00  | 18.028  |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312093 | DBED | P | 47,360.00 | 79,860.00  | 32,500.00  | 23.68  | 79.00  | 18.707  |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312094 | DBED | P | 48,980.00 | 79,400.00  | 30,420.00  | 24.49  | 79.00  | 19.347  |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312095 | DBED | P | 47,720.00 | 78,000.00  | 30,280.00  | 23.86  | 79.00  | 18.849  |
|            | 06/08/2016 | 06/08/2016 | 06/08/2016 | 312096 | DBED | P | 48,380.00 | 79,840.00  | 31,460.00  | 24.19  | 79.00  | 19.110  |
| Daily Tons | 06/09/16   |            | 384,300.00 |        |      |   |           | 631,640.00 | 247,340.00 | 192.15 | 632.00 | 151.798 |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 311101 | DBED | P | 48,520.00 | 79,980.00  | 31,460.00  | 24.26  | 79.00  | 19.165  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 311102 | DBED | P | 47,600.00 | 78,020.00  | 30,420.00  | 23.80  | 79.00  | 18.802  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 311103 | DBED | P | 48,640.00 | 79,960.00  | 31,320.00  | 24.32  | 79.00  | 19.213  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 311104 | DBED | P | 46,840.00 | 78,420.00  | 31,580.00  | 23.42  | 79.00  | 18.502  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 312097 | DBED | P | 48,400.00 | 79,000.00  | 30,600.00  | 24.20  | 79.00  | 19.118  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 312098 | DBED | P | 48,580.00 | 79,180.00  | 30,600.00  | 24.29  | 79.00  | 19.189  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 312099 | DBED | P | 47,760.00 | 78,660.00  | 30,900.00  | 23.88  | 79.00  | 18.865  |
|            | 06/09/2016 | 06/09/2016 | 06/09/2016 | 312100 | DBED | P | 47,960.00 | 78,420.00  | 30,460.00  | 23.98  | 79.00  | 18.944  |



# Daily Volume

7/1/2016 Thru 7/20/2016

| TITLE                                 | PLANT | LOAD       | DATE | APPLIED | TICKET                    | PRODUC | UOM | AMOUNT APP | GROSS WGT  | TARE WGT  | Net Wet Tons | PER    | DRY TONS |
|---------------------------------------|-------|------------|------|---------|---------------------------|--------|-----|------------|------------|-----------|--------------|--------|----------|
| PROJECT: 4379 - MCKINLEYVILLE CSD, CA |       |            |      |         |                           |        |     |            |            |           |              |        |          |
| Daily Tons                            |       | 07/07/16   |      |         | PLANT: 01 - MCKINLEYVILLE |        |     | 188,200.00 | 308920     | 120720    | 94.1         | 320    | 75.280   |
|                                       |       | 07/07/2016 |      |         |                           |        |     | 96,360.00  | 156,720.00 | 60,360.00 | 48.18        | 160.00 | 38.544   |
|                                       |       | 07/07/2016 |      |         | 310401                    | DBED   | P   | 47,340.00  | 78,800.00  | 31,460.00 | 23.67        | 80.00  | 18.936   |
|                                       |       | 07/07/2016 |      |         | 310403                    | DBED   | P   | 49,020.00  | 77,920.00  | 28,900.00 | 24.51        | 80.00  | 19.608   |
| Daily Tons                            |       | 07/08/16   |      |         |                           |        |     | 91,840.00  | 152,200.00 | 60,360.00 | 45.92        | 160.00 | 36.736   |
|                                       |       | 07/08/2016 |      |         | 310402                    | DBED   | P   | 44,540.00  | 76,000.00  | 31,460.00 | 22.27        | 80.00  | 17.816   |
|                                       |       | 07/08/2016 |      |         | 310404                    | DBED   | P   | 47,300.00  | 76,200.00  | 28,900.00 | 23.65        | 80.00  | 18.920   |

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.10**                      **Consider Approval of G. Bowes Variance Request**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and determine whether to grant a variance for the leak adjustment to Mrs. Ginger Bowes.

### **Discussion:**

Mrs. Bowes is requesting a leak adjustment totaling \$501.34 for her property at 1077 Vista Drive, McKinleyville. She has outlined the difficulties encountered in finding and repairing multiple water leaks in her Variance Request.

Based on leak repair information provided by Mrs. Bowes in her initial water-leak adjustment request, MCSD staff calculated a one-month adjustment per the Board's Water Leak Adjustment Policy. A service order sent out on Sept. 20<sup>th</sup> indicated that the meter was not moving. A second service order sent out on Sept. 27<sup>th</sup> showed unusually high water consumption for that account, indicating either excessive water use or a very slow, steady leak. On Sept. 30<sup>th</sup>, Operations changed the meter to a radio-read, and observed that the current meter was not moving.

We only have evidence of one repair that occurred on 8/15/2016 but the water usage indicates high usage continued until the meter read and subsequent meter replacement in October.

By the October 14<sup>th</sup> billing period, the radio-read meter did not indicate either further leakage or excessive water use.

Staff feels that the calculation used and the adjustment proposed in **Attachment 3** is equitable but not necessarily applying the policy as it is intended.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

1-month leak adjustment of \$82.08, calculated per MCSD policy, **Attachment 2**

3-month leak adjustment of \$248.15, calculated per MCSD policy considering July, August and September, **Attachment 3**

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Ginger Bowes' Variance Application
- Attachment 2 – Original leak adjustment request and calculations.
- Attachment 3 – Calculated 3-month leak adjustment
- Attachment 4 -- Resolution 2011-10 Water Leak Adjustment Policy

1077 VISTA DR  
MCK CA 95519

# VARIANCE APPLICATION

## MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

1. NAME: GINGER BOWES  
 2. MAILING ADDRESS: 819 Sierra Oaks Vista Lane,  
Bow0008 Sacramento,  
 3. TELEPHONE ADDRESS: 707 499 6771 4. Account # CA 95864  
 5. VARIANCE REQUESTED: See attached bills

See Attached: 198.50 326.77 326.77  
 6 mos. avg. bills: <116.90> <116.90> <116.90>  
Variance Requested: 81.60 + 209.87 + 209.87 = 501.34

6. EXPLAIN UNIQUE NATURE OF SITUATION: Because

of the additional water costs, I  
now had to use my son's credit  
card to pay these bills.

7. EXPLAIN HARDSHIP IF STANDARD ENFORCED: Please

see attached:

8. EXPLAIN HOW APPROVAL WOULD NOT DEFEAT PURPOSE OF STANDARD

See attached:

Signed: Ginger Bowes Date: 10/19/16

Receipt #: 024155 Date: 2 OCT 2016

NOTE: \$25 FILING FEE IS NON-REFUNDABLE

SEE REVERSE SIDE www.mckinleyvillecsd.com  
**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
P.O. BOX 2037 • 1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519 • (707) 839-3251

| SERVICE FROM                  |     |              | SERVICE TO |          |                       | CUSTOMER NUMBER |
|-------------------------------|-----|--------------|------------|----------|-----------------------|-----------------|
| MO                            | DAY | YR           | MO         | DAY      | YR                    |                 |
| 06                            | 06  | 16           | 07         | 11       | 16                    | BOW0008         |
| PRIOR RDG.                    |     | CURRENT RDG. |            | CONSUMED | AMOUNT                |                 |
| 2594                          |     | 2615         |            | 21       | 51.24W                |                 |
| USAGE A YEAR AGO: 12          |     |              |            |          |                       |                 |
| WATER BASE RATE               |     |              |            |          | 16.96                 |                 |
| SEWER CHARGE                  |     |              |            |          | 97.96                 |                 |
| HBMWD PASS THRU               |     |              |            |          | 32.34                 |                 |
| KEEP THIS PART AS YOUR RECORD |     |              |            |          |                       |                 |
| MO                            | DAY | YR           | DUE DATE   |          | PLEASE PAY THIS TOTAL | 198.50          |
| 07                            | 28  | 16           |            |          |                       |                 |

SERVICE ADDRESS

1077 VISTA DRIVE



**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
P.O. BOX 2037 • 1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519 • (707) 839-3251

Presorted  
First Class  
U.S. Postage  
PAID  
Arcata, CA  
Permit No. 202

**ROUND-UP FOR RECREATION!**

☐ please check box)

**ACH AND RETURN THIS STUB WITH PAYMENT**

| CUSTOMER NUMBER | AMOUNT |
|-----------------|--------|
| BOW0008         | 198.50 |

1077 VISTA DRIVE

005-1250 Due '07/28/16'

GINGER BOWES

819 SIERRA OAKS VISTA LN

SACRAMENTO CA 95864-4961

SEE REVERSE SIDE www.mckinleyvillecsd.com  
**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
P.O. BOX 2037 • 1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519 • (707) 839-3251

| SERVICE FROM                  |     |              | SERVICE TO |          |                       | CUSTOMER NUMBER |
|-------------------------------|-----|--------------|------------|----------|-----------------------|-----------------|
| MO                            | DAY | YR           | MO         | DAY      | YR                    |                 |
| 07                            | 11  | 16           | 08         | 08       | 16                    | BOW0008         |
| PRIOR RDG.                    |     | CURRENT RDG. |            | CONSUMED | AMOUNT                |                 |
| 2615                          |     | 2662         |            | 47       | 133.40W               |                 |
| USAGE A YEAR AGO: 6           |     |              |            |          |                       |                 |
| WATER BASE RATE               |     |              |            |          | 16.96                 |                 |
| SEWER CHARGE                  |     |              |            |          | 104.50                |                 |
| HBMWD PASS THRU               |     |              |            |          | 71.91                 |                 |
| KEEP THIS PART AS YOUR RECORD |     |              |            |          |                       |                 |
| MO                            | DAY | YR           | DUE DATE   |          | PLEASE PAY THIS TOTAL | 326.77          |
| 08                            | 25  | 16           |            |          |                       |                 |

SERVICE ADDRESS

1077 VISTA DRIVE



**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
P.O. BOX 2037 • 1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519 • (707) 839-3251

Presorted  
First Class  
U.S. Postage  
PAID  
Arcata, CA  
Permit No. 202

**ROUND-UP FOR RECREATION!**

☐ (please check box)

**DETACH AND RETURN THIS STUB WITH PAYMENT**

| CUSTOMER NUMBER | AMOUNT |
|-----------------|--------|
| BOW0008         | 326.77 |

1077 VISTA DRIVE

005-1250 Due '08/25/16'

GINGER BOWES

819 SIERRA OAKS VISTA LN

SACRAMENTO CA 95864-4961



# McKINLEYVILLE COMMUNITY SERVICES DISTRICT

P.O. BOX 2037 • 1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519 • (707) 839-3251

# McKINLEYVILLE COMMUNITY SERVICES DISTRICT

P.O. BOX 2037 • 1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519 • (707) 839-3251

Presorted  
First Class  
U.S. Postage  
PAID  
Arcata, CA  
Permit No. 202

| SERVICE FROM                  |     |              | SERVICE TO |                       |         | CUSTOMER NUMBER |
|-------------------------------|-----|--------------|------------|-----------------------|---------|-----------------|
| MO                            | DAY | YR           | MO         | DAY                   | YR      |                 |
| 08                            | 08  | 16           | 09         | 12                    | 16      | BOW0008         |
| PRIOR RDG.                    |     | CURRENT RDG. |            | CONSUMED              | AMOUNT  |                 |
| 2662                          |     | 2709         |            | 47                    | 133.40W |                 |
| USAGE A YEAR AGO: 11          |     |              |            |                       |         |                 |
| WATER BASE RATE               |     |              |            |                       | 16.96   |                 |
| SEWER CHARGE                  |     |              |            |                       | 104.50  |                 |
| HBMWD PASS THRU               |     |              |            |                       | 71.91   |                 |
| KEEP THIS PART AS YOUR RECORD |     |              |            |                       |         |                 |
| MO                            | DAY | YR           | DUE DATE   | PLEASE PAY THIS TOTAL |         |                 |
| 09                            | 30  | 16           |            | 326.77                |         |                 |

## ROUND-UP FOR RECREATION!

☐ (please check box)

## DETACH AND RETURN THIS STUB WITH PAYMENT

| CUSTOMER NUMBER | AMOUNT |
|-----------------|--------|
| BOW0008         | 326.77 |

1077 VISTA DRIVE

005-1250 Due '09/30/16'

GINGER BOWES

819 SIERRA OAKS VISTA LN  
SACRAMENTO CA 95864-4961

SERVICE ADDRESS

1077 VISTA DRIVE



## McKinleyville Community Services District

P.O. Box 2037 McKinleyville, CA 95519 707.839.3251  
www.mckinleyvillecsd.com

028155

Date 10/26/2016

Received From Ginger Bowes AP# \_\_\_\_\_

Address 1077 Vista Dr I tem E. 10 LOT# \_\_\_\_\_

For Fee to place a Variance request on November 2016 Board Agenda

| PWTR  | PSTL  | POSF  | DEPOSIT | MISCW            | MISCS |       |
|-------|-------|-------|---------|------------------|-------|-------|
|       |       |       |         | 25 <sup>00</sup> |       |       |
| MTRST | WCONN | NWSVC | WTRPL   | WTRIN            | SWRPL | MSINS |
|       |       |       |         |                  |       |       |
| SCON  | SCAP  | SINSP | FINAW   | FINAS            | HD1   | WTRP  |
|       |       |       |         |                  |       |       |

Paid by: ☒ Check # 1569 ☐ Cash ☐ Credit Card TOTAL \$ 25<sup>00</sup> By: [Signature]

6.

May 31

My tenant emailed me that there was a major leak under sink. I told her to call the same handyman we had for the lights.

June 1

My tenant emailed that Bob, the handyman, is busy. I told her to call Tim E Shelley, a plumber, and gave her the phone number. I asked that she let me know if that didn't work out.

June 20

I emailed my tenant asking if the leak was fixed. I also asked that she send a letter giving her 30-day notice.

June 21

My tenant replied that her husband was able to fix the major leak.

July 16

I received water bill for \$198.50 for period 6/6 to 7/11, about twice the amount it should be.

July 26

I called MCSD and was told we had already used 14ccf in 11 days. I emailed both tenants, Morgan and Julie, and told them the leak was continuing and to check the toilets or anywhere else there could be a leak. Morgan mentioned her kids playing in the sprinkler.

July 27

My contractor's helper, Roy, said my tenant told him a toilet was running. The tenant said they had been gone for four days and found it when they returned. That didn't make sense to me because I specifically asked that they check the toilets and the tenants said they were fine. Roy turned off the toilet that was running but the tenant wouldn't let him replace the insides.

July 31

After the tenants had moved out, I walked into the house and I heard water running. I checked and the toilet in the guest bathroom was gushing water. My contractor fixed it.

Aug. 15

I received the water bill of \$326.77 and paid it Aug. 23 for the period 7/11 to 8/8.

Aug. 20

Filled out and sent water leak discount request to MCSD.



Sept. 18

I received another bill of \$326.77.

Sept. 20

Called MCSD and talked to Jennifer. She suggested taking pictures of meter 2 ½ to 3 hrs. apart. Julie, my remaining tenant in the back house, took pictures. The meter read 2715 both times.

Sept. 22

Julie took pictures again and it looked to be the same reading. The meter was 2716.

Sept. 26

Called water district and asked about the asterisk because it had moved slightly.

Sept. 27

Called MCSD...Colleen...she will send me a form for a variance to ask the board to reduce the water bills. If I had been told to take the pictures when this started it would have been taken care of. No one mentioned taking pictures until Sept. 20.

Sept. 28

Colleen had someone read the meter and we had used 3,740 gal. in 5 or 6 days. Meter was at 2721 and previously had been 2716 on 9/22. My contractor said if that much water was leaking we would see it. He said it was enough to fill a swimming pool.

Sept. 30

My tenant took pictures at 11 am, 11:15 am and 11:43 am. They were identical at 272384 with the red hand at 7. After speaking with my contractor, I called MCSD and spoke with James who said it wasn't at all likely that there is anything wrong with the meter and he thinks someone is stealing the water. He will replace the meter with the new radio <sup>read</sup> active ones which will show times when the water is used and how much. I will have my tenant take another picture Monday, Oct. 3 and see how much usage there has been.

Oct. 3

At 1:30 meter read was 48

Oct. 7 I talked to James and he said everything is looking good and is right on track for water usage. He will read the meter again Oct. 14 when the billing period ends. I spoke with the front office people to let them know I was holding off on paying the second \$326.77 until I know what the problem has been resolved.

Oct. 14

Called James to find out what the meter reads today. He said he would call me back. I called back late in the afternoon and James had left. I was transferred to another person who said he would have someone go out and read the meter and call me back. I said I would then make a payment. No one called me back.



Oct. 17

I called and left a message for James to call me about meter reading.

Oct. 18

I received new bill for \$124.79 this included 18 days with the old meter in and only 1 person living on the property. I expect the next bill to be under \$100.

Please refer to the amounts on the three attached bills when reviewing the variance requested.

Please consider that for the past 5 years I have practiced water conservation by not watering the property and closely monitoring water use. I have always paid my bills on time and in full for 31 years at this address, and another 15 years at my prior address.

Regards,

Ginger Bouco

8.

Approval of the variance requested would not defeat the purpose of the standard because in spite of a good faith effort to resolve the issue in a timely manner, radioactive meters were not considered by the District until after large quantities of water were consumed for multiple months.

If the meter had been replaced with a radioactive <sup>read</sup> meter when the problem was noticed, we would have had an answer and a solution to the problem instead of it continuing.

McKinleyville Community Services District  
1656 Sutter Road  
McKinleyville, Ca 95519  
(707) 839-3251

Item E.10 Attachment 2

RECEIVED

AUG 22 2016

Water Leak Adjustment Request

McK. C.S.D.

Date: 8/17/16

Name: Ginger Bowes Phone Number: 707 499 6771

Service Address: 1077 ULSTA DR, MCK 95519

Explanation of leak and/or repair: See attached:

Date repaired: 8/15/16

If available, please provide receipts for parts or a copy of the plumber's bill. IF NO RECEIPTS ARE PROVIDED, THE DISTRICT MAY WAIT UNTIL THE NEXT SCHEDULED METER READ DATE TO VERIFY THAT THE LEAK HAS BEEN REPAIRED.

IF THIS ADJUSTMENT IS ACCEPTED, YOU WOULD NOT BE ELIGIBLE FOR ANOTHER ADJUSTMENT FOR 2 YEARS.

Signature: Ginger Bowes

FOR OFFICE USE ONLY

Customer # BOW0008

Rte/Svc 005/1250

Customer Notified \_\_\_\_\_

Water Credit \$ 82<sup>08</sup>

Listed In File \_\_\_\_\_

Sewer Credit \$ 0

Line 11 Noted \_\_\_\_\_

Total Credit \$ 82<sup>08</sup>

Adjustment Done \_\_\_\_\_

Supervisor Approval [Signature]

General Manager Approval [Signature]

Attempted  
call 2pm 8/25/16  
NORM - SB

9/20/16  
Will wait

1577 VISTADR  
MCK

Michael & Ginger Bowes  
819 Sierra Oaks Vista Lane  
Sacramento, CA 95864

On May 31, 2016 my tenant notified me of a major leak under the kitchen sink. The tenant was told to call a plumber specified in an email. Instead, the tenant fixed the leak shortly thereafter.

However, after receiving a subsequent bill, the number of units was unusually high, so I inquired about the excess water usage. I asked the tenants to check their toilets and to think of anything that would cause the excess use. The tenants informed me that their kids had been running through the sprinklers. I called MCSD, and they went out and read the meter around July 23, 2016. They said that usage was still unusually high.

July 26, 2016 I called my contractor and my tenants to let them know that someone was coming out that evening to inspect for leaks. The person sent to fix the leak arrived and was told by the tenant that they had been gone for four days and when they came back the toilet was running. The tenants didn't allow the person I sent to fix the leak in the house. I assumed because the tenants did not allow the person I sent to fix the toilet that they had taken care of the leak.

Upon arriving at the residence on July 31, 2016, I entered the house and immediately heard water running. I identified the noise as coming from the downstairs toilet in the hallway. It was running like a faucet that had been left fully on. I immediately turned off the water supply to the toilet.

My contractor has since fixed the toilet. I am including a copy of his bill.

Regards -

Ginger Bowes

707 499 6771

916 515 8360

Blackwell Construction  
3780 H st  
Eureka Ca, 95503  
License# 862077

Job location:  
1077 Vista  
McKinleyville, ca  
Date: 8/15/2016

## INVOICE

### WORK DESCRIPTION:

Replaced toilette flapper


Total cost

\$85.00

Water Leak Adjustment BOW0008  
 Leak Month: 08/2016  
 Application for Leak Credit Date: 08/2016  
 # of Units: 2

|                                   |       |     |
|-----------------------------------|-------|-----|
| Water Use in leak month           | 47.00 | ccf |
| Average Water Use Prior 12 months | 12    | ccf |

|  |                     |           |       |
|--|---------------------|-----------|-------|
|  |                     | Month 0   | 47.0  |
| Total Water Charge                             | \$205.31            | Month -1  | 6.00  |
| Total Water Charge Prior 12 Months Average Use | \$41.16             | Month -2  | 11.00 |
|  | -----               | Month -3  | 12.00 |
| Excess Water Use Charges                       | \$164.15            | Month -4  | 11.00 |
|  | x 50%               | Month -5  | 10.00 |
|  | -----               | Month -6  | 13.00 |
| Water Leak Adjustment                          | \$82.08             | Month -7  | 11.00 |
|  | <u>          </u>   | Month -8  | 11.00 |
| Sewer Charge                                   | <del>\$52.32</del>  | Month -9  | 12.00 |
| Average Sewer Charge Prior 12 months           | <del>\$26.16</del>  | Month -10 | 10.00 |
|  | -----               | Month -11 | 10.00 |
| Sewer Leak Credit                              | <del>\$26.16</del>  | Month -12 | 21.00 |
|  | -----               |           |       |
| Total Excess Charges                           | <del>\$108.24</del> | Total     | 138.0 |
|  |                     | Average   | 12    |

CUSTOMER DID NOT ACCEPT  
 THIS LEAK ADJUSTMENT. 



Water Leak Adjustment BOW0008  
 Leak Month: 09/2016  
 Application for Leak Credit Date: 09/2016  
 # of Units: 2

Water Use in leak month 47.00 ccf  
 Average Water Use Prior 12 months 15 ccf

|  |                    |           |       |
|--|--------------------|-----------|-------|
|  |                    | Month 0   | 47.0  |
| Total Water Charge                             | \$205.31           | Month -1  | 11.00 |
| Total Water Charge Prior 12 Months Average Use | \$55.23            | Month -2  | 12.00 |
|  | -----              | Month -3  | 11.00 |
| Excess Water Use Charges                       | \$150.08           | Month -4  | 10.00 |
|  | x 50%              | Month -5  | 13.00 |
|  | -----              | Month -6  | 11.00 |
| Water Leak Adjustment                          | \$75.04            | Month -7  | 11.00 |
|  |                    | Month -8  | 12.00 |
| Sewer Charge                                   | <del>\$52.32</del> | Month -9  | 10.00 |
| Average Sewer Charge Prior 12 months           | <del>\$32.70</del> | Month -10 | 10.00 |
|  | -----              | Month -11 | 21.00 |
| Sewer Leak Credit                              | <del>\$19.62</del> | Month -12 | 47.00 |
|  | -----              |           |       |
| Total Excess Charges                           | \$94.66            | Total     | 179.0 |

Average 15

2<sup>nd</sup> MO. LEAK WAS A  
 WASHING MACHINE VALVE,  
 NOT A TOILET - SEWER  
 CREDIT S/B INCLUDED.

94.66

CUSTOMER DID NOT ACCEPT THIS LEAK  
 ADJUSTMENT EITHER. 

October 26, 2016

Ginger Bowes Customer #BOW0008

Water leak adjustment policy applied separately to July, August and September 2016 water use.

The calculations for each month are listed below and combined they total \$248.15.

\$45.25 based upon July 2016

\$108.24 based upon August 2016

\$94.66 based upon September 2016.



Water Leak Adjustment BOW0008  
 Leak Month: 07/2016  
 Application for Leak Credit Date: 11/2016  
 # of Units: 2

|                                   |       |     |
|-----------------------------------|-------|-----|
| Water Use in leak month           | 21.00 | ccf |
| Average Water Use Prior 12 months | 11    | ccf |

|  |         |           |       |
|--|---------|-----------|-------|
|  |         | Month 0   | 21.0  |
| Total Water Charge                             | \$83.37 | Month -1  | 12.00 |
| Total Water Charge Prior 12 Months Average Use | \$36.47 | Month -2  | 6.00  |
|  | -----   | Month -3  | 11.00 |
| Excess Water Use Charges                       | \$46.90 | Month -4  | 12.00 |
|  | x 50%   | Month -5  | 11.00 |
|  | -----   | Month -6  | 10.00 |
| Water Leak Adjustment                          | \$23.45 | Month -7  | 13.00 |
|  |         | Month -8  | 11.00 |
| Sewer Charge                                   | \$45.78 | Month -9  | 11.00 |
| Average Sewer Charge Prior 12 months           | \$23.98 | Month -10 | 12.00 |
|  | -----   | Month -11 | 10.00 |
| Sewer Leak Credit                              | \$21.80 | Month -12 | 10.00 |
|  | -----   |           |       |
| Total Excess Charges                           | \$45.25 | Total     | 129.0 |
|  |         | Average   | 11    |

JULY 2016 USE 21 CCF  
 AUGUST 2016 USE 47 CCF  
 SEPTEMBER 2016 USE 47 CCF  
 TOTAL METERED WATER IN LEAK 115 CCF  
 FOR AN AVERAGE USE OF 38 CCF

1077 VISTA WAY

Water Leak Adjustment      BOW0008  
 Leak Month:      AUGUST 2016  
 Application for Leak Credit Date:      11/2016  
 # of Units:      2

|                                   |       |     |
|-----------------------------------|-------|-----|
| Water Use in leak month           | 47.00 | ccf |
| Average Water Use Prior 12 months | 12    | ccf |

|  |          |           |       |
|--|----------|-----------|-------|
|  |          | Month 0   | 47.0  |
| Total Water Charge                             | \$205.31 | Month -1  | 6.00  |
| Total Water Charge Prior 12 Months Average Use | \$41.16  | Month -2  | 11.00 |
|  | -----    | Month -3  | 12.00 |
| Excess Water Use Charges                       | \$164.15 | Month -4  | 11.00 |
|  | x 50%    | Month -5  | 10.00 |
|  | -----    | Month -6  | 13.00 |
| Water Leak Adjustment                          | \$82.08  | Month -7  | 11.00 |
|  |          | Month -8  | 11.00 |
| Sewer Charge                                   | \$52.32  | Month -9  | 12.00 |
| Average Sewer Charge Prior 12 months           | \$26.16  | Month -10 | 10.00 |
|  | -----    | Month -11 | 10.00 |
| Sewer Leak Credit                              | \$26.16  | Month -12 | 21.00 |
|  | -----    |           |       |
| Total Excess Charges                           | \$108.24 | Total     | 138.0 |
|  |          | Average   | 12    |

JULY 2016 USE      21 CCF  
 AUGUST 2016 USE      47 CCF  
 SEPTEMBER 2016 USE 47 CCF  
 TOTAL METERED WATER IN LEAK 115 CCF  
 FOR AN AVERAGE USE OF 38 CCF

1077 VISTA WAY

Water Leak Adjustment BOW0008  
 Leak Month: 09/2016  
 Application for Leak Credit Date: 11/2016  
 # of Units: 2

|                                   |       |     |
|-----------------------------------|-------|-----|
| Water Use in leak month           | 47.00 | ccf |
| Average Water Use Prior 12 months | 15    | ccf |

|  |          |           |       |
|--|----------|-----------|-------|
|  |          | Month 0   | 47.0  |
| Total Water Charge                             | \$205.31 | Month -1  | 11.00 |
| Total Water Charge Prior 12 Months Average Use | \$55.23  | Month -2  | 12.00 |
|  | -----    | Month -3  | 11.00 |
| Excess Water Use Charges                       | \$150.08 | Month -4  | 10.00 |
|  | x 50%    | Month -5  | 13.00 |
|  | -----    | Month -6  | 11.00 |
| Water Leak Adjustment                          | \$75.04  | Month -7  | 11.00 |
|  |          | Month -8  | 12.00 |
| Sewer Charge                                   | \$52.32  | Month -9  | 10.00 |
| Average Sewer Charge Prior 12 months           | \$32.70  | Month -10 | 10.00 |
|  | -----    | Month -11 | 21.00 |
| Sewer Leak Credit                              | \$19.62  | Month -12 | 47.00 |
|  | -----    |           |       |
| Total Excess Charges                           | \$94.66  | Total     | 179.0 |
|  |          | Average   | 15    |

JULY 2016 USE 21 CCF  
 AUGUST 2016 USE 47 CCF  
 SEPTEMBER 2016 USE 47 CCF  
 TOTAL METERED WATER IN LEAK 115 CCF  
 FOR AN AVERAGE USE OF 38 CCF

1077 VISTA WAY

**RESOLUTION 2011-10****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR BILLING ADJUSTMENTS DUE TO WATER LEAKS**

**WHEREAS**, The Board of Directors of the McKinleyville Community Services District wishes to establish an equitable policy for billing adjustments following water leaks occurring beyond a customer's control;

**BE IT RESOLVED**, The Board of Directors of the McKinleyville Community Services District hereby establishes the following conditions governing billing adjustments as a result of a water leak.

**CONDITIONS:**

1. The General Manager or designee is authorized to adjust a customer's water bill one month out of any 24-month period where the customer proves that excess usage occurred as a result of a water leak and that the leak has been repaired.
2. Customers may apply for the Water Leak Adjustment by completing a Water Leak Adjustment Request form at the MCSD office.
3. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
4. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on the previous 12 month use or the longest period of the customer's use, if less than 12 months.
5. The maximum amount of any single adjustment by the General Manager shall not exceed \$500.00.
6. The decision of the General Manager shall be final unless the Board Chairman finds there would be good cause for a Board hearing or appeal.

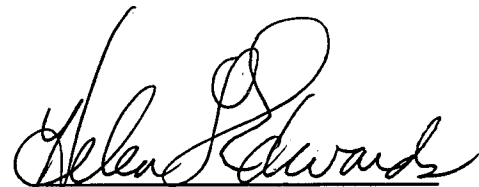
**PASSED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of May, 2011 by the following roll call vote:

**AYES:** CORBETT, COUCH, MAYO, WENNERHOLM, EDWARDS

**NOES:** NONE

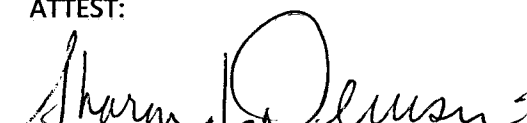
**ABSTAIN:** NONE

**ABSENT:** NONE



Helen Edwards, Board President

**ATTEST:**



Sharon L. Denison, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **INFORMATION**

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

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

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

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

The District has deposited \$717,187.98 to date into the Trust Account for reserves recovery as of September 30, 2016. This represents 65.% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$262,027.55 to date in the Trust Account for the next Biosolids Disposal project.

Audit Update: Our auditor, Jeff Trump of Hunter, Hunter, & Hunt, has selected transactions for secondary testing and is scheduled for a second site visit this week. The Management Discussion and Analysis is in process, and the Required Supplementary Information is being compiled.

Treasurer's Report Highlights: Water Fund capacity fees collected during August total \$4,224.00 (p.4) Wastewater Fund capacity fees total \$7,862.00. Neither Capital Contributions nor Capacity fees will be included in the income vs. expenses graphs of the Treasurer's Report.

The Investment and Cash Flow report shows the balances and activity in each major cash account held by the District. The operating accounts are listed first, followed by each investment account (LAIF, Humboldt County Trust Accounts, the USDA Bond Sinking Fund account, and CalTRUST.) At the end of the report, the total cash and investments from the prior month is listed so users can see the change from month to month. The current month total is also broken down at the very bottom of the page. Cash and Cash Equivalents contains working capital and reserves designated by Board policy. Other legally required cash reserves for various loans are stated separately.

Several lines of the Activity Summary show greater than a 10% variation in September. Wastewater Fund salaries/benefits is 13.74% under budget due to a turnover in the GIS Tech position and not having filled all seasonal positions budgeted. Parks Program Fees show 28.73% over budget with the start of the Kid's Club After-School program. Measure B shows a negative balance in Capital Expenditures and a significant overage in Other, due to the posting of Teen Center interior furnishings to Supplies, rather than Capital. Streetlight Expenditures continue to be under budget. Other differences are

largely due to seasonality, and are indicated on the report with the notation “Budget is spread evenly across 12 month, but actuals vary by month.”

Final year-end adjustments have slightly changed the Reserve Calculations presented to the Board last month. 3.2% of the Repair/Replacement Reserve (\$151,686.26) has been moved up into the Pension Reserve. The new totals are shown in the Actual vs. Target Reserves graph on page 13 of the Treasurer’s Report.

## **OTHER UPDATES**

The fifth disbursement request to the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility has been generated and sent for review before forwarding to the State Revolving Fund. On the Debt page of the Treasurer’s Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.B**                      **Operations Department – September 2016 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 45.2 million gallons of water in September. Eight water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted. One new water service was installed.

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

Annual routine testing was conducted in 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 2.3 million gallons and the average usage per day was 1.5 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1, 2, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. A water service leak was repaired due to an old crimp in the pipe. Permanent paving was completed on several water leak trenches. When a leak is repaired, it is covered with cold mix until there are enough trenches on the list to make it cost effective for permanent paving. There was a complaint from a customer that their plumbing was making a rattling noise. Upon investigation, staff found, using the sound equipment that the customer had a leak in the service line and the noise was traveling through their pipes. Staff repaired the leak and the noise went away. An Angle-stop was replaced due to not shutting off completely when closed. Phase 3 of the meter replacement program is in process (25% completed).

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

The Cochran Road 1.5 Million Gallon Tank Painting Project is in process. The interior is being sandblasted from the ceiling down. At this point, the ceiling is 50% completed. A painting inspector is on site to verify their work is adequate before coating begins. The Pressure Reducing Stations were inspected, exercised and pressure readings were

recorded. This is done semi-annually to verify the valves are operating within the right parameters. Drainages and gutters were inspected and cleared to prepare for the rain.

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

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

|                  | <b>2013</b> | <b>2015</b> | <b>%<br/>Reduction</b> | <b>2015<br/>Recycled</b> | R-<br>GPCD |
|------------------|-------------|-------------|------------------------|--------------------------|------------|
| <b>September</b> | 45.702      | 41.670      | 9                      | 15.7                     | 69         |
| <b>October</b>   | 39.439      | 37.320      | 6                      | 12.3                     | 59         |
| <b>November</b>  | 34.879      | 28.939      | 17                     | 9.6                      | 52         |
| <b>December</b>  | 35.203      | 29.937      | 15                     | 5.2                      | 50         |
|                  | <b>2013</b> | <b>2016</b> | <b>%<br/>Reduction</b> | <b>2016<br/>Recycled</b> | R-<br>GPCD |
| <b>January</b>   | 38.241      | 33.054      | 14                     | 0                        | 49         |
| <b>February</b>  | 33.751      | 31.319      | 9                      | 0                        | 51         |
| <b>March</b>     | 36.244      | 33.761      | 7                      | 0                        | 49         |
| <b>April</b>     | 39.755      | 34.892      | 13                     | 0                        | 51         |
| <b>May</b>       | 49.407      | 36.635      | 26                     | 11.3                     | 53         |
| <b>June</b>      | 51.337      | 44.589      | 14                     | 22                       | 61         |
| <b>July</b>      | 54.757      | 47.992      | 13                     | 14.7                     | 61         |
| <b>August</b>    | 55.908      | 46.442      | 17                     | 16.1                     | 64         |
| <b>September</b> | 45.702      | 45.201      | 2                      | 6                        | 69         |

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

### **New Construction Inspections:**

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. Testing will take place after PG&E have completed their underground work. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. Five existing sewer laterals were capped back at the property line



and inspected with the push camera. DCV and sampling still remains on the check list. Fire Department Remodel; 4" Hot tap was installed for the fire service. The flushing and testing will occur when they are ready. Grocery Outlet; Plan check occurred and staff is waiting for designer to respond to recommendations.

## **Sewer Department:**

### **Waste Water Statistics:**

23 million gallons of wastewater were collected and pumped to the W.W.M.F. 21.7 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:**

The following work was completed at the Letz, Hiller and Kelly sewer lift stations; Wet wells were cleaned as part of the quarterly program to prevent grease and rags from plugging up the pumps and to reduce hydrogen sulfide build-up. Pumps were serviced which includes greasing; shimmiing and inspection of wear plates and check valve. Pumps are shimmed to achieve optimum clearance for pumps to pump water efficiently. Wear plates are replaced when tolerance can no longer be adjusted with shims. The check valves are inspected and replaced if there are any tears.

### **Sewer Collection System:**

Manholes are being raised on McKinleyville Avenue due to the County Road Widening Project paving. 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. Quarterly hydro-cleaning was completed on 11,850 feet of sewer main using 3000 psi of water through a spinning nozzle that is powered from the Vac-con. The quarterly schedule is made up from areas of concern that accumulate grease and debris due to either bellies in the pipe or customers putting grease down the drain. Customers were notified in advance using door hangers and IVR phone system. One new sewer service was installed.

### **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. Pump guards were installed on the three irrigation pump greasing ports due to being a safety issue. Tree branches were cleared from the fencing to avoid damage.

### **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. The trees are being irrigated weekly using reclaimed wastewater. An irrigation plan is still pending. Wells will be used to monitor the uptake of each tree species.

**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 attended First Aid, CPR and Chlorine Safety training.

**Special Notes:**

Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.

Monthly river samples were completed.

Monthly Self Monitoring Reports (DMR/SMR) were submitted.

Quarterly 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.

Annual fire extinguisher inspection and refill was conducted by a certified inspector.

IPM group held a couple meetings to work on the Matrix.

Staff worked on Strategic Plan

Staff worked on the Fiscal Sustainability Plan.

Three staff member traveled to Redding to take the Wastewater Exam.

Document requests were sent to OSHA.

**WWMF upgrade status:**

The Clarifiers have been water tested. The maintenance building, Vac-con dump area and headworks are under construction. The contractors have been dealing with wet weather and trying to keep the site manageable. 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. Vandalism and theft occurred at the treatment plant. Auburn Constructors had several tools and generators stolen.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Staff prepped the Teen Center landscaping for planting. A group of volunteers came out and assisted with the planting. Light bulbs and ballasts were replaced in the Activity Center. Staff installed the electrical and plumbing for the Teen Center kitchen to save on costs. Staff also assisted with the installation of the appliances resulting in a cost savings. The water main was tapped in Pierson Park to install an irrigation system around the Teen Center. The entrance gate at the Hiller Park was replaced due to wear and tear. A new grill was installed at Hiller Park due to the old one rotting out.

**GIS:**

Interviews were conducted for filling this position. There were 11 applicants and 5 of them were chosen for interviews. A candidate was chosen and is in the process of completing the prerequisites. Estimated start date will be November 16<sup>th</sup>.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **INFORMATION**

**ITEM: F.2.C Parks & Recreation Director's Report for October 2016**

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

**TYPE OF ACTION: None**

### TEEN & COMMUNITY CENTER:

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

| Organization                         | Amount          | Purpose                        |
|--------------------------------------|-----------------|--------------------------------|
| Mad River Rotary-Donation            | \$25,000        | Commercial Kitchen             |
| Mad River Rotary-Grant (2015)        | \$2,000         | Commercial Kitchen             |
| Mad River Rotary-Grant (2016)        | \$3,000         | Music equipment                |
| McKinleyville Area Fund (2014)       | \$3,000         | Audio-Sound System             |
| McKinleyville Area Fund (2016)       | \$2,500         | TV's and Blue Ray player       |
| Humboldt Area Foundation             | \$10,000        | Tables & Chairs for Classrooms |
| McKinleyville Kiwanis Club           | \$2,000         | Computer equipment             |
| Legacy Path & Giving Tree donations  | \$21,595        | Unrestricted                   |
| Karaoke Night event                  | \$593           | Unrestricted                   |
| Pints for Non-Profits (Auction only) | \$337           | Unrestricted                   |
| Umpqua Bank                          | \$1,200         | Landscaping                    |
| <b>TOTAL:</b>                        | <b>\$71,225</b> |                                |

The landscaping has been planted. A team of 20 volunteers from Umpqua Bank, the Boys and Girls Club of the Redwoods and the community completed the planting of the edible landscaping on Saturday, October 22, 2016. Umpqua Bank donated \$1000 towards the purchase plants and collected an additional \$200 in donations from bank customers that went toward the purchase of plants. Miller Farms donated top soil and provided expertise and education on the proper planting and maintenance of the landscaping. A variety of blueberry bushes, huckleberry bushes, strawberry plants, apple trees and more were planted.

Boys & Girls Club of the Redwoods began programming on August 22, 2016. As of the writing of this report BGCR membership at the McKinleyville Teen Center had reached 150 members. BGCR held its first teen event in McKinleyville, a Halloween Dance on October 28, 2016.

The kitchen installation is 95% complete. The hood and fire suppression system is the last thing to be installed and that will be done in November. The fabrication of the hood system took longer than anticipated.

## **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee met on Thursday, October 20, 2016. The notes from the meeting are attached as Attachment 1.

## **RECREATION PROGRAM UPDATES:**

- Kids' Club After School Program—Kids' Club After School enrollment is at 95% capacity. The staff this school year are exceptional and the program is off to a great start. The fee increases and shortening of the day, have not impacted enrollment.
- KinderSports—A Soccer session of KinderSports began on October 15<sup>th</sup> and will run through November 19, 2016. The program is full.
- Playgroup—Playgroup meets 3 days per week and is average attendance is 18 kids per day age 0-5 years old.
- Jiu Jitsu—the Jiu Jitsu leisure class for youth continues to be a success. The current session has 17 participants.
- Drop in Pickleball—Pickleball continues to run successfully being staffed by volunteers. The program averages 8-10 participants per day. The 2<sup>nd</sup> Annual Pickleball tournament took place on October 21-22, 2016. 16 Teams participated in the event.
- Youth Basketball League—Registration for the 2017 Season opened this month. The league is for 3<sup>rd</sup>-12<sup>th</sup> graders and will run
- Drop in Basketball—Hoop @ Night is averaging 26 players per week.
- Co-Ed Wood Bat Softball—the 2016 league ended on Sunday, October 2, 2016. It was a successful season with 12 teams.
- Adult Futsal—Continues to run smoothly/

## **OTHER UPDATES:**

- The Fall/Winter Newsletter and Activity Guide went out this month.
- Staff devoted many hours this month to preparing the new MCSD website, which went live on October 18<sup>th</sup>.
- Staff attended Humboldt First 5's Parent and Family Support Program Workshop this month as part of the First 5 grant requirements for the grant that supports the Playgroup program.
- Staff is working with McKinleyville Family Resource Center to coordinate a "Gratitude Gathering" community event at the Teen & Community Center on Saturday, November 19, 2016, 10:00am-1:00pm. The event will bring together various community serving organizations providing information on the community services available in McKinleyville and ways residents can get involved in a positive way in McKinleyville. It will also provide a forum for residents to share thoughts and feelings on various aspects of living in McKinleyville. The McKinleyville Family Resource Center and the MCSD Parks & Recreation Dept. intend to use the information gathered at the event to inform the planning of future programs and services. It is a free event open to any and everyone in the community. Snacks will be provided.

## **Exhibits/Attachments**

- Attachment 1 – RAC Meeting Notes 10-20-16

**Thursday, October 20, 2016**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:** John Kulstad, Bill Prescott, George Wheeler, Charlie Caldwell, Mary Burke, Chad Sefcik, Jeff Dunk, Johnny Calkins, Greg Moss, David Coelho, Kevin Collins

**Members Absent:** Addison O'Hanen

**Guest:** Dennis Mayo

**Meeting Notes:**

Communications:

- Staff informed committee of new website, and asked that if anyone discovered any failed links or missing material on the new website, to report such findings to Rec. Director via email.

Strategic Plan Review:

- The Committee went through the Strategic Plan Matrix and Staff explained how the matrix informs decisions and planning for the District.
- Committee members felt that a community survey could serve in informing the Strategic Plan.
- The Draft 2017 Strategic Plan Matrix will be brought to RAC in November.

Hiller Sports Site Use Fees:

- Staff summarized the meetings held with representatives of the Youth Sports Organizations currently under agreement for the use of Hiller Sports Site.
- Staff summarized the history of fee increases for Hiller Sports Site and shared the proposed fee schedule that will be presented to the MCSD Board of Directors for approval on Nov. 2, 2016.
- Committee members were supportive of the proposed increase.

Party Program Fees:

- Staff reviewed the existing and proposed Party Program fees. The new Teen & Community Center is an additional opportunity for party offerings and has been added to the program.
- Proposed fee increases reflect increased staffing costs due to increases in minimum wage as well as increased shift time as desired by party patrons.
- Proposed fees will be brought to the MCSD Board of Directors for approval on Nov. 2, 2016.

Humboldt Skate Park Collaborative Right of Entry Request:

- Charlie Caldwell presented a DRAFT Right of Entry Agreement to the committee and asked members to review the agreement and provide feedback to him.
- The Humboldt Skate Park Collaborative intends to request a Right of Entry Agreement from MCSD for the property at Pierson Park adjacent to the Sheriff substation, east of Umpqua Bank. Before this request is made, the Collaborative wants to have a well drafted and comprehensive project pitch prepared.

- There was discussion about the size of the proposed park, the cost to complete, the time required to raise the necessary funds.
- C. Caldwell reported that the Right of Entry Agreement will allow the HSP Collaborative to apply for grants.
- There was discussion on the positive impact skate parks can have in communities and that the right park is likely to draw skaters into the community, skaters and their families who will spend money in the community as well.
- This topic will remain on the Recreation Advisory Committee agenda as the HSP Collaborative develops their project plan as this project will rely heavily on community support if it is going to be successful.

#### Review Interactive Map of MCSD Park Properties:

- Committee tried to review the interactive map on the website and discovered there were some broken links on the map. Staff made note of the broken links.
- This item will be on the November agenda so that new committee members can be oriented to the location of MCSD's parks and open space properties and responsibilities.

#### McKinleyville Land Trust Map Project and Partnership Opportunity:

- Mary Burke presented an opportunity for MCSD to partner with the McKinleyville Land Trust on a mapping project that the MLT recently started with some HSU GIS students.
- The idea would be that MCSD staff would provide information regarding MCSD parks, trails and open spaces to the MLT and/or HSU students. The information would be used to create a comprehensive, interactive map of McKinleyville's existing outdoor recreational resources, both existing and planned (future opportunities).
- Once complete MCSD would be asked to host the map on the MCSD website.
- This is an opportunity for a RAC member or members to work in partnership with the MLT. Mary Burke is willing to be the RAC member working on with the MLT.
- This opportunity would require very little from MCSD staff.
- RAC members supported the idea and thought such a map of the community would be very useful.
- Staff liked the idea and agreed to bring it up to the General Manager for approval.

#### Teen Center and BGCR Updates:

- Staff reported on the status of the kitchen equipment installation and the landscaping installation.
- Staff reported that membership for BGCR teen Club members had reached 150 members.

#### Botanical Garden Adoption Update:

- Staff reported that the request to adopt and maintain the Botanical Garden at Hiller Park by Mad River Rotary was well received by the MCSD Board of Directors at the October 5, 2016 meeting.
- Staff reported that an agreement for the adoption and maintenance of the Botanical Garden had been drafted and would be going to the MCSD Board for approval on Nov. 2, 2016.
- Staff reported that an application for the naming of the Botanical Garden at Hiller Park had been submitted by Mad River Rotary, and the proposed name would be going to the MCSD Board for approval on Nov. 2, 2016.

#### Recreation Program Updates:

- Staff reported the following on Recreation Programs:
  - *Kids' Club After School Program- Program is running well. We have some very energetic Recreation Leaders working this year and have received a lot of positive feedback from parents.*
  - *KinderSports- Soccer Session just started Oct 15<sup>th</sup> with a new team of coaches. The program is full.*
  - *Playgroup- Continues to meet 3 days per week. Program Staff recently attended the Humboldt First 5 Workshop for Parent and Family Support programs funded by Humboldt First 5*
  - *Jiu Jitsu- Running Tuesdays and Thursday evenings at the Activity Center currently serving 17 youth per night*
  - *Youth Basketball League- Registration for the 2017 Youth Basketball is now open.*
  - *Drop in Pickleball-Pickleball is consistently having 10-12 people playing Wednesdays and Fridays. The tournament this weekend has 16 teams registered*
  - *Drop in Basketball-continues to have attendance of 25-30 players each Sunday.*
  - *Co-Ed Wood Bat Softball-A very successful season ended October 2<sup>nd</sup>. 12 teams and no drama.*

Ad Hoc Committee Reports:

- Greg Moss requested to be on the committee for the Property at School Rd and Washington Ave.
- Charlie Caldwell reported that he had contacted a Eureka BMX group
- Mary Burke requested to make the McKinleyville Land Trust Map project a committee which will be reported on each month.

Agenda Topics for November:

- Strategic Plan
- Community Survey for Parks & Rec Master Plan Update
- Humboldt Skate Park Collective ROEA
- Map of District park, trail and open spaces
- Possible RAC purchase of a book (What Color is Your Rainbow) for donation to the Teen Center

Adjournment:

- Moved by J. Dunk, second by M. Burke
- Adjourned at 8:11pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 2, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: Information Only**

### **A summary of activity for the month of October 2016**

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

|   |         |
|---|---------|
| • Accountant Discount   | \$676   |
| • Office Supply Discount  | \$108   |
| • Free Website Upgrade from RecPro                                    | \$500   |
| • Donated Labor from Umpqua Bank for Teen Center Planter Landscaping  | \$667   |
| • Plant Donations for Teen Center Planter                             | \$1,200 |
| • Donated Labor for I.T. Work at Teen Center                          | \$150   |
| • Cal Trans Crew  | \$3,712 |
| • SWAP  | \$3,944 |
| • Northern Humboldt Employment Services                               | \$2,098 |
| • Community Service Workers   | \$145   |
| • In House Cost Savings on Teen Center Kitchen Equipment Installation | \$2180  |

Total cost savings for August are \$15,380

***The cumulative cost savings to the District to date from July 1, 2016 is \$79,665***

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

**Web Site Overhaul** – MCSD's new website is operational. Thanks to the dedication of our staff we have a modern looking and functional website that adjusts to the type of device you are using. Whether you view the site on a desktop computer, tablet or cellphone the site functions in virtually the same way by rearranging the content without reducing the size.



**Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan** – Three proposals were received and staff will set about the process to determine the most qualified team to provide a comprehensive plan for the long term replacement and rehabilitation of MCSD's eighty plus miles of water main and sixty five plus miles of sewer main. The process will include review of the proposals and interviews with the most qualified candidates. Upon completion of this project which will span Fiscal Years 2016-17 and 2017-18, MCSD will have a plan that lays out a procedure for replacement, rehabilitation and upgrade of this critical infrastructure into the future and the costs associated for future rate studies. Due to the volume of work we have encountered in October, this process was postponed and will be accomplished in November.

**Potential Alternative Energy Considerations** – Due to lack of information necessary to complete the feasibility study for solar on the administrative office, a presentation to the Board has been delayed. The Board of Directors will be receiving a report from Borrego Solar proposing a .5 megawatt solar array to be placed on roofs and on carports at Pierson Park. This system would provide energy to many existing MCSD facilities. Expect to see this as a presentation in an upcoming agenda item as early as January.

**Clean Water State Revolving Fund Energy Efficiency Project** – Staff continues to wrap up details for the grant applications. This includes Indigenous Resource and Migratory Bird studies. This project is intended to provide grant funding for half of the WWMF photovoltaic system; two new generators, one at Fischer Rd. and Letz Ln. Sewer Lift Stations; a pump upgrade at Hiller Lift Station and portable flow meters that can be moved throughout the sewer collection system to identify inflow and infiltration. The remainder of the photovoltaic project has the potential to be funded with a very low interest loan from SRF. Matching funds for the other projects will come from Hazard Mitigation Grants and sewer reserves.

**Recoating of Tank 1A** – Mobilization and commencement of work took place in October. The contractor is in the process of sand blasting the interior and is able to work inside the tank due to environmental control of the temperature and humidity which are monitored and recorded to insure appropriate conditions while the work is being accomplished. As of the end of October, the roof center section is nearing completion. Due to the complexity of the structure this area requires greater time and attention.

**Integrated Pest Management Plan** – Staff continues to meet for approximately an hour every other week. The three-member committee includes the GM, Operations Director and another staff member. With the Boards review of the IPM Guide to Reduced Toxicity Pesticide List, staff has moved on to creation of the matrix of potential chemicals. The Board recognized the work that has been put into the Guide and acknowledged that this project should not take priority over more timely projects.

**Teen Center** – During October the kitchen equipment was delivered and installed with our staff assisting and making all electrical and plumbing connections to limit expenses. On October 15<sup>th</sup> the Activity Center was the venue for the Rotary Club of Mad River's annual fund raiser. The Teen Center and kitchen were rented for the event and allowed more amenities and value to the location. Work continues on the landscaping as the weather allows. The planter area, turf and irrigation will be covered in other staff reports.

**Central Avenue Open Space Maintenance Zone #6 (OSMZ)** – During the September Board of Directors meeting the initiation of the OSMZ was approved. The notice and ballots were mailed in late October to all the business within the OSMZ. Staff will be receiving the returned ballots and tallying the results. This item will return to the board for the hearing, to count the ballots and authorize the assessment at the December meeting.

**WWMF Improvements** – Weekly construction meetings are attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. October saw the first significant precipitation for the rainy season and the contractor was not prepared. The rain event that occurred the weekend of October 14 -16 brought flooding and erosion to the construction site. The storm water and muck were all contained on site and have since been dealt with. Both clarifiers have been hydro tested to verify they are water tight and back filling will commence when suitable fill material can be identified due to moisture from the precipitation. Forming and concrete work continues on the head works and Vactor pit. Staff's involvement with the system integration phase of the project has increased the amount of time they are investing in the project. The system integration includes the point and click interphase that will allow command and control onsite and remotely.

**Camino Way OSMZ** – Staff is still waiting to hear back from the community representative on the neighborhood's wishes for the dissolution or reassessment of this matter.

**Meetings** – The General Manager attended various meetings this month including attendance at CSDA Annual Conference with Directors Corbett, Mayo and Couch. The conference is an invaluable opportunity for networking and professional development. A meeting with State Water Board Staff was held to review the status of the WWMF Improvements due to the SRF funding. While they were here they also toured the sites for the Energy Efficiency Projects since they will be administering both projects.

#### **Exhibits/Attachments**

- Attachment 1 – WWMF Monthly Self Monitoring Report

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**PARKS & RECREATION OFFICE:**

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

October 24, 2016

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

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

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

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 <1.8. Four samples were collected in the month of September and were in compliance.

Monthly River Monitoring was conducted in September.

WWMF Upgrade Status: Clarifier "A" was water tested and passed. Clarifier "B" is being water tested now. The headworks and maintenance building are 40% completed. The aeration basins 1 is completed and lined. Aeration basin 2 is still under construction. The biosolids basin is lined. Weekly meeting have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by February 2017.

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

**SEPTEMBER 2016**

| Discharge<br>Monitoring | M-INF           | M-001           |                | 002<br>M-003  | 002<br>M-003  | 004<br>M-005            | 003<br>M-004            | 006<br>M-007    | 005<br>M-006  |                         | 001<br>M-002 |
|-------------------------|-----------------|-----------------|----------------|---------------|---------------|-------------------------|-------------------------|-----------------|---------------|-------------------------|--------------|
| DATE                    | INFLUENT<br>MGD | EFFLUENT<br>MGD | MAXIMUM<br>GPM | N.POND<br>MGD | S.POND<br>MGD | FISCHER<br>MGD<br>UPPER | FISCHER<br>MGD<br>LOWER | PIALORSI<br>MGD | HILLER<br>MGD | IRRGATE<br>TOTAL<br>MGD | RIVER<br>MGD |
| 1                       | 0.762           | 0.805           | 811            |               |               | 0.805                   |                         |                 |               | 0.805                   | 0.000        |
| 2                       | 0.760           | 0.849           | 563            | 0.350         |               | 0.418                   | 0.036                   | 0.045           |               | 0.499                   | 0.000        |
| 3                       | 0.763           | 0.634           | 449            | 0.634         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 4                       | 0.760           | 0.636           | 454            | 0.636         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 5                       | 0.851           | 0.633           | 451            | 0.633         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 6                       | 0.769           | 0.645           | 766            | 0.244         |               | 0.322                   | 0.032                   | 0.047           |               | 0.401                   | 0.000        |
| 7                       | 0.747           | 0.752           | 775            |               |               | 0.706                   |                         | 0.046           |               | 0.752                   | 0.000        |
| 8                       | 0.753           | 0.778           | 797            |               |               | 0.693                   | 0.036                   | 0.049           |               | 0.778                   | 0.000        |
| 9                       | 0.740           | 0.725           | 843            | 0.238         |               | 0.418                   | 0.038                   | 0.031           |               | 0.487                   | 0.000        |
| 10                      | 0.782           | 0.444           | 317            | 0.444         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 11                      | 0.847           | 0.446           | 320            | 0.446         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 12                      | 0.784           | 0.435           | 703            | 0.168         |               | 0.167                   | 0.052                   | 0.048           |               | 0.267                   | 0.000        |
| 13                      | 0.764           | 0.405           | 678            |               |               | 0.405                   |                         |                 |               | 0.405                   | 0.000        |
| 14                      | 0.768           | 0.563           | 752            |               |               | 0.512                   |                         | 0.051           |               | 0.563                   | 0.000        |
| 15                      | 0.776           | 0.767           | 799            |               |               | 0.714                   |                         | 0.053           |               | 0.767                   | 0.000        |
| 16                      | 0.743           | 0.751           | 801            | 0.269         |               | 0.451                   |                         | 0.031           |               | 0.482                   | 0.000        |
| 17                      | 0.789           | 0.481           | 345            | 0.481         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 18                      | 0.855           | 0.471           | 341            | 0.471         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 19                      | 0.784           | 0.172           | 364            | 0.131         |               |                         |                         | 0.041           |               | 0.041                   | 0.000        |
| 20                      | 0.775           | 0.461           | 1130           |               |               | 0.461                   |                         |                 |               | 0.461                   | 0.000        |
| 21                      | 0.767           | 1.237           | 1129           |               |               | 1.187                   |                         | 0.050           |               | 1.237                   | 0.000        |
| 22                      | 0.753           | 1.182           | 1119           |               |               | 1.081                   | 0.049                   | 0.052           |               | 1.182                   | 0.000        |
| 23                      | 0.739           | 1.164           | 1128           | 0.390         |               | 0.719                   |                         | 0.055           |               | 0.774                   | 0.000        |
| 24                      | 0.783           | 0.700           | 500            | 0.700         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 25                      | 0.833           | 0.691           | 494            | 0.691         |               |                         |                         |                 |               | 0.000                   | 0.000        |
| 26                      | 0.775           | 0.851           | 1023           | 0.252         |               | 0.550                   |                         | 0.049           |               | 0.599                   | 0.000        |
| 27                      | 0.766           | 1.097           | 1031           |               |               | 1.044                   |                         | 0.053           |               | 1.097                   | 0.000        |
| 28                      | 0.758           | 1.087           | 1016           |               |               | 1.029                   |                         | 0.058           |               | 1.087                   | 0.000        |
| 29                      | 0.762           | 1.035           | 977            |               |               | 0.978                   |                         | 0.057           |               | 1.035                   | 0.000        |
| 30                      | 0.739           | 0.828           | 905            | 0.271         |               | 0.505                   |                         | 0.052           |               | 0.557                   | 0.000        |
| TOTAL                   | 23.247          | 21.725          |                | 7.449         | 0.000         | 13.165                  | 0.243                   | 0.868           | 0.000         | 14.276                  | 0.000        |
| AVERAGE                 | 0.775           | 0.724           | 726            | 0.000         | 0.000         | 0.658                   | 0.041                   | 0.048           | 0.000         | 0.476                   | 0.000        |
| MAXIMUM                 | 0.855           | 1.237           | 1130           | 0.700         | 0.000         | 1.187                   | 0.052                   | 0.058           | 0.000         | 1.237                   | 0.000        |
| MINIMUM                 | 0.739           | 0.172           | 317            | 0.131         | 0.000         | 0.167                   | 0.032                   | 0.031           | 0.000         | 0.000                   | 0.000        |
| DAYS                    | 30              | 30              |                | 18            | 0             | 20                      | 6                       | 18              | 0             | 21                      | 0            |

DAYS WITH NO DISCHARGE = 0

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2016

MONTH: SEPTEMBER

| DATE | INFLUENT FLOW |        | EFFLUENT FLOW |     | RIVER CFS | INFLUENT MONITORING |             | EFFLUENT MONITORING |           |             |          |         |                      |                           | 3X5 TOTAL COLIFORM |                  |
|------|---------------|--------|---------------|-----|-----------|---------------------|-------------|---------------------|-----------|-------------|----------|---------|----------------------|---------------------------|--------------------|------------------|
|      | M.G.D.        | M.G.D. | M.G.D.        | GPM |           | B.O.D. mg/L         | N.F.R. mg/L | pH                  | (C°) TEMP | B.O.D. mg/L | NFR mg/L | AMMONIA | CL <sub>2</sub> RES. | RIVER CL <sub>2</sub> RES |                    | SETTLABLE SOLIDS |
| 1    | 0.762         | 0.805  | 811           |     |           |                     |             | 6.7                 | 18.5      |             |          | 26      | 3.1                  |                           |                    |                  |
| 2    | 0.760         | 0.849  | 563           |     |           | 290                 | 210         | 6.8                 | 18.5      | 22          | 35       | 28      | 3.3                  |                           | <0.1               |                  |
| 3    | 0.763         | 0.634  | 449           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 4    | 0.760         | 0.636  | 454           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 5    | 0.851         | 0.633  | 451           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 6    | 0.769         | 0.645  | 766           |     |           |                     |             | 6.7                 | 18.1      |             |          | 28      | 4.3                  |                           |                    | <1.8             |
| 7    | 0.747         | 0.752  | 775           |     |           |                     |             | 6.8                 | 18.1      |             |          | 28      | 5.0                  |                           |                    |                  |
| 8    | 0.753         | 0.778  | 797           |     |           |                     |             | 7.0                 | 18.3      |             |          | 26      | 2.4                  |                           |                    |                  |
| 9    | 0.740         | 0.725  | 843           |     |           | 320                 | 250         | 6.8                 | 18.0      | 23          | 31       | 26      | 2.7                  |                           | <0.1               |                  |
| 10   | 0.782         | 0.444  | 317           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 11   | 0.847         | 0.446  | 320           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 12   | 0.784         | 0.435  | 703           |     |           |                     |             | 6.9                 | 17.6      |             |          | 28      | 4.5                  |                           |                    | <1.8             |
| 13   | 0.764         | 0.405  | 678           |     |           |                     |             | 6.9                 | 17.5      |             |          | 30      | 4.6                  |                           |                    |                  |
| 14   | 0.768         | 0.563  | 752           |     |           |                     |             | 6.8                 | 17.3      |             |          | 28      | 4.3                  |                           |                    |                  |
| 15   | 0.776         | 0.767  | 799           |     |           |                     |             | 6.7                 | 17.1      |             |          | 30      | 3.6                  |                           |                    |                  |
| 16   | 0.743         | 0.751  | 801           |     |           | 270                 | 220         | 6.7                 | 16.8      | 13          | 25       | 32      | 4.1                  |                           | <0.1               |                  |
| 17   | 0.789         | 0.481  | 345           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 18   | 0.855         | 0.471  | 341           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 19   | 0.784         | 0.172  | 364           |     |           |                     |             | 6.8                 | 17.6      |             |          | 30      | 3.3                  |                           |                    | <1.8             |
| 20   | 0.775         | 0.461  | 1130          |     |           |                     |             | 6.9                 | 17.6      |             |          | 32      | 0.2                  |                           |                    |                  |
| 21   | 0.767         | 1.237  | 1129          |     |           |                     |             | 6.7                 | 17.0      |             |          | 30      | 2.6                  |                           |                    |                  |
| 22   | 0.753         | 1.182  | 1119          |     |           |                     |             | 6.9                 | 17.2      |             |          | 30      | 5.2                  |                           |                    |                  |
| 23   | 0.739         | 1.164  | 1128          |     |           | 290                 | 200         | 7.0                 | 16.9      | 15          | 29       | 30      | 1.5                  |                           | <0.1               |                  |
| 24   | 0.783         | 0.700  | 500           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 25   | 0.833         | 0.691  | 494           |     |           |                     |             |                     |           |             |          |         |                      |                           |                    |                  |
| 26   | 0.775         | 0.851  | 1023          |     |           |                     |             | 6.8                 | 17.5      |             |          | 32      | 5.6                  |                           |                    | <1.8             |
| 27   | 0.766         | 1.097  | 1031          |     |           |                     |             | 6.8                 | 17.3      |             |          | 30      | 4.5                  |                           |                    |                  |
| 28   | 0.758         | 1.087  | 1016          |     |           |                     |             | 6.8                 | 17.3      |             |          | 32      | 4.6                  |                           |                    |                  |
| 29   | 0.762         | 1.035  | 977           |     |           |                     |             | 6.9                 | 17.1      |             |          | 32      | 3.4                  |                           |                    |                  |
| 30   | 0.739         | 0.828  | 905           |     |           | 240                 | 250         | 6.9                 | 16.8      | 20          | 38       | 32      | 3.4                  |                           | <0.1               |                  |

SPILLS:

|                |
|----------------|
| None to report |
|----------------|

MONTHLY TESTS

| DATE      | TDS | AMMONIA | NITRATE | BORON |
|-----------|-----|---------|---------|-------|
| 9/30/2016 | 320 | 27.0    | 0.2     | 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           |
| Bromochloromethane   |  | N/A           |
| Chlorodibromomethane |  | N/A           |
| Chloroform           |  | N/A           |

30 DAY AVERAGE

| BOD<br>mg/L | BOD<br>LBS/DAY | BOD<br>% Removal | NFR<br>mg/L | NFR<br>LBS/DAY | NFR<br>% Removal |
|-------------|----------------|------------------|-------------|----------------|------------------|
| 18          | 129            | 94               | 30          | 214            | 86               |

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        | <1.8 |

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

REMARKS:

Indicates Permit Exceedance