

***Mission statement of McKinleyville Community Services District:***

*"Provide McKinleyville with safe, adequate and reliable utility, 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 AT:**

**Azalea Hall  
1620 Pickett Road  
McKinleyville, California**

**Wednesday, October 2, 2013  
7:00 P.M.**

**AGENDA**

**A.1 CALL TO ORDER**

**A.2 ROLL CALL**

**A.3 PLEDGE OF ALLEGIANCE**

**A.4 ADDITIONS TO 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.5 APPROVAL OF THE AGENDA**

**B. PUBLIC HEARINGS**

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

**B.1 Public Hearing Central Estates OSMZ # 26**

**Pg. 4**

**B.2 Second reading of Ordinance 2013-01 amending Article IV of the  
MCSD Rules and Regulations regarding park facility rental  
descriptions and qualifications for members of the Recreation  
Advisory Committee**

**Pg. 19**

## **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 minutes of the Board of Directors' Special Meeting of August 26, 2013. **Pg. 25**
- D.2 Consider approval of minutes of the Board of Directors' Regular Meeting of September 4, 2013. **Pg. 27**
- D.3 Consider approval of August, 2013 Treasurer's Report **Pg. 32**
- D.4 DCV Violations this month. **Pg. 54**

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

- E.1 Informational item regarding Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence **Pg. 55**
- E.2 Consider approving Resolution 2013-22, 2013-23, 2013-24 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation **Pg. 60**
- E.3 Consider approving Resolution 2013-20 to amend Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees **Pg. 65**
- E.4 Consider California Special District Association (CSDA) committee seats and responsibilities for 2014 **Pg. 68**
- E.5 Consider approving Resolution 2013-21 for Public Utility Easement Deed – APN 507-261-12 & 21 and Resolution 2013-25 for Public Utility Easement Deed – APN 507-261-19 **Pg. 72**

- E.6 Discuss GM/Board Communications Review and direct staff to make appropriate changes to Board Policy Manual **Pg. 89**

## **F. REPORTS**

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

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

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

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

- a. Support Services Department (Colleen M.R. Trask) **Pg. 109**
- b. Operations Department (James Henry) **Pg. 110**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 112**
- d. General Manager (Greg Orsini) **Pg. 114**

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

### **F.4. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS**

## **G. 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**

## **H. ADJOURNMENT**

**Posted 5:00 pm on September 27<sup>th</sup>, 2013**

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: B.1. Public Hearing Central Estates OSMZ # 26**

**PRESENTED BY: Jason Sehon, Parks & Recreation Director**

**TYPE OF ACTION: Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board review the Engineer's Report (**Attachment 1**) and then adopt Resolution 2013-19 approving the formation of the Central Estates Open Space Maintenance Zone #26.

### **Discussion:**

At its August 7, 2013 meeting, the MCSD Board of Directors approved staff's recommendation to approve the formation of the Central Estates Open Space Maintenance Zone #26.

### **Background:**

JLF Construction is developing the 161 lot Central Estates Subdivision on McKinleyville Ave and Heartwood Drive. JLF is proposing to dedicate to the District a wetland parcel containing a detention basin, an open space area and trail system.

JLF, representing the majority of the property owners within the proposed Open Space Zone, is requesting to form an assessment zone. This Assessment Zone will allow the District to perform the role of collection agent in regard to paying the monthly charges for the facilities to be maintained. The developer must submit plans for District approval and construct the necessary facilities to District standards. The detention basin, open space area and trail will be granted to the District "in fee" prior to map the recordation.

Attached, as **Attachment 1** is an Engineer's Report detailing the expected monthly costs for the assessment area as shown on the map, a breakdown of estimated costs and calculations of the assessment for each parcel within the zone. Also attached is:

2013-19: A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ESTABLISHING CENTRAL ESTATES



## SUBDIVISION OPEN SPACE ZONE # 26 AND CONFIRMING AN ONGOING ASSESSMENT IN CONNECTION WITH SUCH ZONE

Pursuant to Proposition 218, the process requires preparation of an Engineer's Report. The Engineer's Report will be mailed to the developer, as owners of the majority of the properties including the proposed open space zone. A Public Hearing is scheduled for October 2<sup>nd</sup>, 2013 for public input prior to the formation of the zone. A licensed civil engineer has prepared the Engineering Report based upon plans submitted by the Applicant. Staff will post notice of this Hearing, mail notice to the developer. The Board should note that this is NOT a protest hearing.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

The Engineer's Report designates the expenses for maintenance, insurance and administration of the zone to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration cost for billing is included in the cost division formula. Therefore, the proposed zone will have no fiscal impact on the District.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1: Final stamped Engineer's Report
- Attachment 2: Subdivision Map
- Attachment 3: Maintenance Cost Estimate
- Attachment 4: All phases Cost Estimate
- Attachment 5: Notice
- Attachment 6: Ballot
- Attachment 7: Resolution 2013-19

## ENGINEER'S REPORT

### CENTRAL ESTATES SUBDIVISION OPEN SPACE MAINTENANCE ZONE # 26 DEVELOPER INITIATED OPEN SPACE MAINTENANCE ZONE

This report outlines a proposed Open Space Maintenance Zone for the CENTRAL ESTATES SUBDIVISION Phases 2a, 2b, 2c, and 2d. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto and incorporated herein by reference.

The facilities to be maintained include ALL trails and open space areas within Phases 2a, 2b, 2c, and 2d of the subdivision. Also included is one stormwater detention basin located within Phase 2a of the subdivision. Finally, landscaping within Phases 2a, 2b, 2c, and 2d of the subdivision located along Washington Avenue, McKinleyville Avenue, and Heartwood Drive is to be maintained.

Excluded for maintenance by this zone is the stormwater detention basin located in Phase 2c, as this basin is the maintenance responsibility of Humboldt County Permanent Road Division (P.R.D.) Number 1000-002.

#### **Exhibit A – SITE PLAN**

The site plan shows the approximate locations of the facilities and landscaping to be maintained. All facilities are to be constructed to specifications of the County of Humboldt and the McKinleyville Community Services District.

All Lots within the Zone will equally share the cost of maintenance expenses. Planned to be constructed at this time are 162 lots.

#### **Exhibit B – COST ESTIMATE**

The cost estimate, attached and incorporated herein by reference, details the current estimated costs and expenses for maintenance of the zone.

Present monthly costs per lot are summarized as follows:

\$11.25 per month (1/162 share) of the estimated Monthly cost for maintenance, insurance, administrative and inspection, and plant replacement.

\$0.50 per month charge for Administrative fees

**\$11.75 total assessment per lot per month**

The cost estimate is a determination of the cost of the special benefit to each parcel within the zone from the maintenance and operations of the facilities and landscaping shown on the site plan. Trails and open space areas specially benefit assessed parcels by providing the parcels with space for recreational activities that require more space or facilities than can be accommodated in the private yards of the parcels.

Street landscaping, open space, and trails provide aesthetic benefits to adjacent and nearby parcels. The stormwater detention basin permits the orderly and safe drainage of stormwater from the stormwater system serving the assessed parcels. Furthermore, the stormwater detention basin provides open space to the assessed parcels.

There is no general benefit from the facilities and landscaping because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes the zone. Parcels outside of the zone are in a different geographically distinct area, served by different facilities. It is unlikely that persons not associated with assessed parcels will make use of the facilities as they constitute small local improvements rather than larger—and more active—parks, which are separately provided by the Community Services District. Furthermore, the facilities and landscaping are geographically disbursed within the zone, and will be built along with each residential phase, meaning that each assessed parcel will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel's location within the zone.

The assessed parcels are each residential and will each receive an equal share of the special benefit. The parcels in the zone that are not in residential use constitute (i) the open space, landscape and drainage facilities being maintained with funds from the assessment, (ii) drainage facilities serving parcels outside of the zone that will be fenced off and inaccessible to residents, and (iii) homeowner association parcels (primarily parking lots) that serve the residential parcels. Existing drainage facilities are not benefitted by the new drainage facilities or by landscaping, trails, or open space. Homeowner association parcels are commonly owned by the owners of residential parcels and therefore are not separately assessed

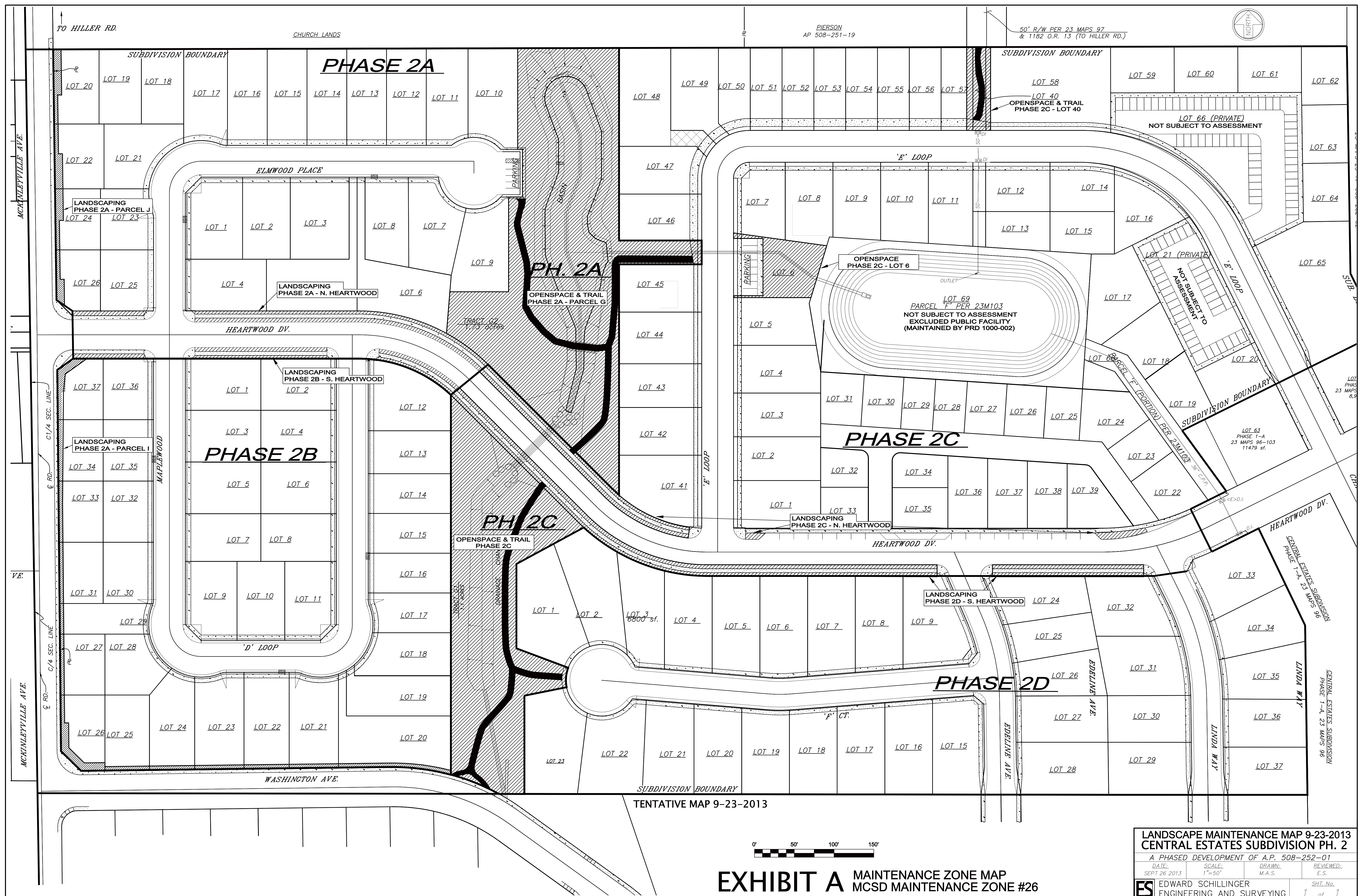
The total assessment per lot per month is estimated in 2013 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning July 1, 2014, to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of maintenance, insurance, administrative and inspection, and plant replacement divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 73 of the District.



Max A. Schillinger, 9/26/2013







## EXHIBIT B

### CENTRAL ESTATES OPEN SPACE MAINTENANCE ZONE # 26 MAINTENANCE COST ESTIMATE

<b>Item Description</b>	<b>Annual Cost</b>
Phase 2a (Landscaping)	\$3,088
Phase 2a (Trail)	\$338
Phase 2a (Basin)	\$3,892
Phase 2b (Landscaping)	\$4,250
Phase 2c (Landscaping)	\$1,814
Phase 2c (Trails)	\$318
Phase 2c (Openspace)	\$2,817
Phase 2d (Landscaping)	\$3,802
Insurance (lump sum annual cost)	\$500
Admin & inspection (\$70 per hour, 10 hours per year)	\$700
Plant replacement (lump sum annual cost)	\$360

Total Annual Cost: \$21,879

Annual Cost per lot @162 Total Lots: \$135.06

**Assessment/lot/month: \$11.25**

Administrative fee/lot/month: \$0.50

**Total Assessment/lot/month: \$11.75**

CENTRAL ESTATES		PHASE 2a Landscape, Trail, Openspace Costs	
PHASE 2a is 26 LOTS			
North Heartwood Dv., and Phase 2a Parcel J Landscaping			
Location	Length (ft)	Width (ft.)	Area (s.f.)
Heartwood north side	500+/-	varies 6 to 9'	3986
Mck Ave (phase 2a parcel J)	320+/-	varies 5 to 10'	2447
Total Area			6,433
			s.f.
Annual Cost per Square foot	\$0.48 (Per MCSD, .04 cents/s.f. per month=.48/yr)		
Annual Cost	\$ 3,088	(=Annual Cost per s.f. * Total Area)	
Phase 2a Parcel G (NEW Basin area) Trails			
TRAIL MAINTENANCE ESTIMATED COSTS			
Length of Trail	625 ft.		
Width of Trail	8 ft.		
Surface area of Trail	5,000 s.f. (=length*width)		
12-Year Cycle - Surry Seal Road (Sealed once per 25 yr paving life)			
Cost per Sq. Foot	\$ 0.25		
Cost of Seal	\$ 1,250 (=Sq.Ft. cost * Surface Area)		
Cost per year	\$ 50 (=Total cost/25 years)		
25-Year Cycle - 0.1' Overlay			
Cost per Sq. Foot	\$ 1.44		
Cost of Overlay	\$ 7,200 (=Sq.Ft. cost * Surface Area)		
Cost per year	\$ 288 (=Total cost/25 years)		
Trail Total Annual Cost		\$ 338	(=Sum of Slurry and 0.1' Overlay annual costs)
Phase 2a Parcel G (New Basin Openspace)			
Parcel G Area	1.73 acres		
Annual Cost per acre	\$ 2,250 Per MCSD J.Sehon \$187.50 per acre per month		
Openspace Annual Cost	\$ 3,892	(=Annual cost per acre * #acres)	

CENTRAL ESTATES		PHASE 2b Landscape Costs	
PHASE 2b is 37 LOTS			
South Heartwood Dv., and Phase 2b Parcel J Landscaping			
Location	Length (ft)	Width (ft.)	Area (s.f.)
Heartwood south side	500+/-	varies 6 to 9'	3116
Mck Ave (phase 2b parcel I)	1000ft+/-	varies 5 to 10'	5738
Total Area			8,854
			s.f.
Annual Cost per Square foot	\$0.48 (Per MCSD , .04 cents/s.f. per month=.48/yr)		
Annual Cost	\$	4,250	(=Annual Cost per s.f. * Total Area)
Phase 2b Insurance, Maintence, plant replacement		390	(=\$500 insurance+\$700inspection+360 replacement)/4phases

**CENTRAL ESTATES****PHASE 2c Landscape, Trail, Openspace Costs**

*Paying Lots number are 62. Several lots (lot 6,21,40,66) are public and privately maintained lots, thus do not pay into the Zone*

**North Heartwood Dv.**

Location	Length (ft)	Width (ft.)	Area (s.f.)
Heartwood north side	420+/-	9'	3780
<b>Total Area</b>			<b>3,780</b>
			<b>s.f.</b>
Annual Cost per Square foot	\$0.48 (Per MCSD, .04 cents/s.f. per month=.48/yr)		
<b>Annual Cost</b>	<b>\$ 1,814</b>	<b>(=Annual Cost per s.f. * Total Area)</b>	

**Phase 2c Trails****TRAIL MAINTENANCE ESTIMATED COSTS**

Lot 40	93
Parcel G-2 trail heartwood to washington	495
<b>Sum Lengths of above four lots</b>	<b>588</b>
Width of Trail	8 ft.
Surface area of Trail	4,704 s.f. (=length*width)

**12-Year Cycle - Slurry Seal Road**

(Sealed once per 25 yr paving life)

Cost per Sq. Foot	\$ 0.25
Cost of Seal	\$ 1,176 (=Sq.Ft. cost * Surface Area)
Cost per year	\$ 47 (=Total cost/25 years)

**25-Year Cycle - 0.1' Overlay**

Cost per Sq. Foot	\$ 1.44
Cost of Overlay	\$ 6,774 (=Sq.Ft. cost * Surface Area)
Cost per year	\$ 271 (=Total cost/25 years)

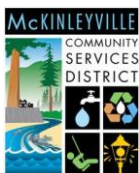
**Trail Total Annual Cost \$ 318 (=Sum of Slurry and 0.1' Overlay annual costs)**

**Phase 2c Open Space Areas**

Lot 6	0.11 acres
Lot 40	0.04
Parcel G-2 Swale South of heartwood dr	1.10
<b>Sumacreage of above three</b>	<b>1.25</b>
Annual Cost per acre	\$ 2,250 Per MCSD J.Seon \$187.50 per acre per month
<b>Openspace Annual Cost</b>	<b>\$ 2,817 (=Annual cost per acre * #acres)</b>



CENTRAL ESTATES		PHASE 2d Landscape Costs	
PHASE 2d is 37 LOTS			
South Heartwood Dv.			
Location	Length (ft)	Width (ft.)	Area (s.f.)
Heartwood south side	880+/-	9'	7920
Total Area			<u>7,920</u>
			s.f.
Annual Cost per Square foot	\$0.48 (Per MCSD, .04 cents/s.f. per month=.48/yr)		
Annual Cost	\$	<u>3,802</u>	



**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**NOTICE OF PUBLIC HEARING AND PROPOSED ASSESSMENT**  
**CENTRAL ESTATES SUBDIVISION OPEN SPACE MAINTENANCE ZONE # 26**

On August 7, 2013, by its Resolution No. 2013-17, the Board of Directors of the McKinleyville Community Services District proposed the formation of Central Estates Subdivision Open Space Maintenance Zone # 26 (the "Zone"). You are being provided this notice because you are the majority owner of the land in the Zone that will be subject to a special assessment if the Zone is formed.

The purpose of the Zone is to fund maintenance and operation of the detention basin, trail and open space area in the Zone.

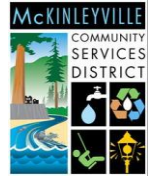
The proposed assessment is \$11.75 per month for each developed residential parcel, to be collected on the water and sewer bill for the parcel. This includes fifty cents per month to cover administrative costs. At build out, with 162 assessable parcels, the total assessment within the Zone will be \$1,903.50 per month. This is an ongoing assessment that will be collected indefinitely without sunset. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of maintenance, insurance, administrative and inspection, and plant replacement divided by the number of parcels subject to the assessment.

Reference is made to the Engineer's Report for the proposed Zone (attached) for a more complete description of the facilities and landscaping to be maintained and operated, as well as a map of the Zone.

**Public Hearing**

On **October 2, 2013 at 7:00 pm at Azalea Hall, 1620 Pickett Road, McKinleyville, CA** the Board of Directors of the CSD will hold a public hearing on the formation of the Zone and on the proposed assessment. At the hearing, the Board will consider oral and written testimony (and written objections and protests) regarding the proposed assessments. The enclosed assessment ballot may be return to the CSD at the hearing, or may be mailed or hand delivered to the CSD prior to the hearing. The Board will not impose the assessment if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots will be weighted according to the proportional financial obligation of the affected property (ie the amount of the assessment).

If you have questions about this notice or the proposed assessment, please contact Jason Sehon at (707) 839-9003. Completed Assessment Ballots, as well as written comments and protests for the Board's consideration at the hearing, can be delivered to to CSD at its offices located at 1656 Sutter Rd, McKinleyville, California.



McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519  
(707) 839-3251

JIM FURTADO  
3329 HALFWAY AVE  
MCKINLEYVILLE, CA 95519

### OFFICIAL ASSESSMENT BALLOT

#### CENTRAL ESTATES SUBDIVISION OPEN SPACE MAINTENANCE ZONE # 26

To complete your ballot, mark an (X) in the voting square before the word “YES” or before the word “NO” below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted “Procedures for the Completion, Return, and Tabulation of Assessment Ballots.” All ballots must be *received* by the CSD no later than the close of testimony at the public hearing scheduled for October 2, 2013 at 7:00 pm.

Assessor’s Parcel Number: **APN 508-252-01**

Washington Ave & McKinleyville Ave

Your Parcel’s Proposed Monthly Assessment Amount is: **\$11.75** per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.

- ☐ Yes, I support the proposed assessment with respect to the property identified on this ballot.
- ☐ No, I oppose the proposed assessment with respect to the property identified on this ballot.

I hereby declare, under penalty of perjury that I am the majority owner or the authorized representative of the property identified on this ballot.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**BALLOT**

## Attachment 6

### INFORMATION ABOUT YOUR ASSESSMENT BALLOT AND INSTRUCTIONS FOR COMPLETION AND DELIVERY OF ASSESSMENT BALLOT PROCEDURE

**To Cast Your Ballot:** Completed ballots may be personally delivered to the McKinleyville CSD located at 1656 Sutter Rd, McKinleyville, California 95519; or may be mailed to the McKinleyville CSD Office at that address. (A return envelope has been provided for your convenience). Ballots can also be submitted at the public hearing. If you return your ballot by mail, please be sure to allow time for mail delivery; the McKinleyville CSD must receive all ballots no later than the end of the public testimony at the Public Hearing scheduled for October 2, 2013. If you damage or misplace your ballot, a replacement ballot can be obtained from the McKinleyville CSD Office upon request. **All ballots returned must be submitted in a sealed envelope that clearly indicates an Assessment Ballot is enclosed and the ballot must be clearly marked to indicate either a “Yes” or “No” vote and signed, otherwise the ballot will be rejected and not counted.** A ballot previously submitted, may be withdrawn at any time prior to the close of the public hearing by request to the McKinleyville CSD Office by the person(s) that signed the submitted ballot. An assessment ballot may be changed at any time prior to the end of the Public Hearing by requesting a withdrawal of the previous ballot and requesting a replacement ballot. Only the person signing the ballot may make such a request. The replacement ballot must be received by the Secretary of the Board prior to the deadline set forth above.

**If you have questions:** Should you have any questions prior to the public hearing, you may call Jason Sehon, Parks & Recreation Director at (707) 839-9003 during regular business hours.

McKinleyville CSD  
1656 Sutter Road  
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **October 2, 2013 at 7:00 pm.**, at Azalea Hall located at the 1620 Pickett Road, McKinleyville, CA*

How to cast your ballot:

1.  Check  
Yes or No
2.  Sign and  
date it
3.  Return to the McKinleyville CSD on or before  
Wednesday, March 16, 2011 in accordance with the  
deadlines referenced above

**RESOLUTION 2013-19****A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
ESTABLISHING CENTRAL ESTATES SUBDIVISION OPEN SPACE ZONE # 26 AND  
CONFIRMING AN ONGOING ASSESSMENT IN CONNECTION WITH SUCH ZONE**

**Whereas**, the development of the Central Estates Subdivision (the “Subdivision”) will necessitate the District’s operation and maintenance of the detention basin, trail and open space area (the “Improvements”) within a proposed project area described as APN 508-252-01 (the “Project Area”); and

**Whereas**, Section 61122 of the California Government Code authorizes the District to levy benefit assessments for operations and maintenance consistent with the requirements of Article XIII D of the California Constitution; and

**Whereas**, Article 7 of the District’s Rules and Regulations authorizes the formation of open space zones as a manner of exercising the District’s authority under Section 61122 of the California Government Code; and

**Whereas**, by its Resolution No. 2013-17 (the “Initiating Resolution”), the District Board proposed the formation of its Central Estates Open Space Zone # 26 (the “Zone”) to fund the operation and maintenance of the Improvements through the levy of an assessment (the “Assessment”) in the Project Area; and

**Whereas**, the boundaries of the Zone are the boundaries of the Project Area; and

**Whereas**, the Initiating Resolution preliminarily approved an Engineer’s Report for the Zone (the “Engineer’s Report”), which is on file in the District’s offices and available for public inspection; and

**Whereas**, on October 2, 2013, the District Board held a full and fair public hearing (the “Hearing”) regarding the proposed Assessment and the formation of the Zone; and

**Whereas**, notice of the Hearing, including assessment ballots, was mailed to the record owners of all parcels as required by Article XIII D, Section 6 of the California Constitution ; and

**Whereas**, at the Hearing, a revised Engineer’s Report (the “Final Engineer’s Report”), which is on file in the District’s offices and available for public inspection, was presented to the District Board to provide additional detail that is not inconsistent with the contents of the Engineer’s Report preliminarily approved by the District Board; and

**Whereas**, the District has accepted and tabulated returned assessment ballots in the manner required by Attachment 2 to the Initiating Resolution; and

**Whereas**, there being no majority protest against the Assessment, the District Board now desires to form the Zone and levy the Assessment.

**NOW, THEREFORE BE IT RESOLVED** that the Board

1. Approves the Final Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the Assessment;
2. Forms the Zone, orders the Improvements and confirms the Assessment;
3. Finds that:
  - a. There is no majority protest against the Assessment pursuant to Article XIII D, Section 4(e) of the California Constitution.
  - b. The Final Engineer's Report is the "detailed engineer's report" describing the Assessment.
  - c. No Assessment levied with respect to a parcel will exceed the reasonable cost of the proportional special benefit conferred upon that parcel by the operation and maintenance of the Improvements.
  - d. The Assessment, as approved by this Resolution, includes the implementation in future years of the inflation adjustment set forth in the Final Engineer's Report. Such implementation does not constitute an increase of the Assessment.

**PASSED AND ADOPTED** at the duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 2nd day of October, 2013 by the following polled vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

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Dennis Mayo, Board President

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Kathy Wilson, Secretary to the Board of Directors

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: B.2.**                      **Second reading of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee**

**PRESENTED BY:**              **Jason Sehon, Parks & Recreation Director**

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

**Recommendation:**

Staff Requests the Board open a public hearing for the second reading of Ordinance 2013-01, direct staff to make any required revisions to the Ordinance and adopt Ordinance 2013-01.

**Discussion:**

At its September 4, 2013 Board meeting the MCSD Board of Directors opened a public hearing for the first reading of Ordinance 2013-01 and set a public hearing for the second reading and adoption of the Ordinance at the October 2, 2013 meeting.

Proposed revisions to Ordinance 2013-01 are outlined as follows:

**Revisions to park facility rental descriptions:**

Last year, the MCSD Board of Directors increased fees for recreation programs and facility rentals. During the process, staff also made changes to park rentals in the Rules and Regulations.

Recently, staff has reviewed the titles of park rentals and would like to make a few minor changes as follows:

**Existing language:**

Parks:	\$50/4 hrs
Lg. Community Events:	\$150/day
Commercial Events:	\$250/day

**Proposed new language:**

**PARKS**

Picnic Area	\$50.00/4 hrs
-------------	---------------

Special Event	\$150.00/day
*Commercial Events	\$250.00/day

\*Requires Facility Host @ \$35.00 per hour unless overtime wages apply

Update to eligibility for members of the Recreation Advisory Committee (RAC):

Staff would like to make a few minor revisions to the member qualifications to the RAC. Recently, a home schooled student from McKinleyville has expressed interest in serving as a student member of the RAC. The existing language in article IV of the Rules and Regulations states that a student member must be a student of McKinleyville High School. Staff would like to revise the language so that any student in McKinleyville is eligible to apply to be a member of the RAC.

Staff would also like to revise Article IV of the Rules and Regulations so that no member of the RAC should be a family member or related to of any full-time MCSD employee.

**Existing language:**

**Rule 40.03. MEMBER QUALIFICATIONS.** All members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student member shall be a resident of the MCSD and a student of the McKinleyville High School.

**Proposed new language:**

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

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Exhibits/Attachments**

- Ordinance 2013-01
- Revisions to District Rules and Regulations



## **ORDINANCE 2013-01**

### **AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING THE MCSD RULES AND REGULATIONS REGARDING PARK FACILITY RENTAL DESCRIPTIONS AND QUALIFICATIONS FOR MEMBERS OF THE RECREATION ADVISORY COMMITTEE**

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

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

**WHEREAS,** the District has determined that the description of Park Facility Rentals in the Rules and Regulations needs to be revised to better identify park rentals; and

**WHEREAS,** the District has determined that member qualifications for the Recreation Advisory Committee should updated; and

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

**WHEREAS,** the Board on September 4, 2013 held a duly noticed hearing to consider first reading of this ordinance; and

**WHEREAS,** notice of this hearing was posted and published in accordance with state law and copies of the draft ordinance have been made available for public inspection prior to the September 4, 2013 hearing on this ordinance; and

**WHEREAS,** the Board on October 2, 2013 held a duly noticed hearing to consider second reading of this ordinance; and

**WHEREAS,** notice of this hearing was posted and published in accordance with state law and copies of the draft ordinance have been made available for public inspection prior to the October 2, 2013 hearing on this ordinance; and

**WHEREAS,** the ordinance will be duly accepted for implementation effective on November 6, 2013

**NOW THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE  
COMMUNITY SERVICES DISTRICT DOES HEREBY AMEND THE MCSD RULES AND  
REGULATIONS AS FOLLOWS:**

## REGULATION 40. - RECREATION AND PARKS ADVISORY COMMITTEE

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

## REGULATION 45. - PERMITS, FEES AND DEPOSITS

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

### ACTIVITY CENTER

Non-Profit Groups/Vendors	\$25.00/hour
Private Citizen/Business	\$37.00/hour

### AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	\$43.00/hour
Private Citizen/Business	\$57.00/hour

### AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	\$33.00/hour
Private Citizen/Business	\$41.00/hour
All Day Rate	\$360.00
Half Day Rate	\$213.00

### AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	\$12.00/hour
Private Citizen/Business	\$16.00/hour

### LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	\$18.00/hour
Private Citizen/Business	\$20.00/hour

### PARKS

Picnic Area	\$50.00/4 hrs
Special Event	\$150.00/day
*Commercial Events	\$250.00/day

\*Requires Facility Host @ \$35.00 per hour unless overtime wages apply

### SPECIAL EVENT SERVICES

#### Event Setup

Events with less than 100 persons	\$57.00
Events with 101-200 persons	\$79.00
Events with more than 200 persons	\$100.00

#### Event Cleanup

Events with less than 100 persons	\$100.00
Events with 101-200 persons	\$125.00
Events with more than 200 persons	\$150.00

First reading: September 4, 2013

Upon second reading on October 2, 2013, the foregoing ordinance will be duly accepted for implementation effective on November 6, 2013.

On a motion by Director \_\_\_\_\_,

seconded by Director \_\_\_\_\_,

the foregoing ordinance is duly accepted on second reading this 2<sup>nd</sup> day of October 2013 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Dennis Mayo, President, MCSD Board of Directors

Attest: I, Kathy Wilson, Secretary to the Board of Directors of the McKinleyville Community Services District, hereby certify that the foregoing is a full, true and correct copy of the ordinance duly adopted this 2<sup>nd</sup> day of October 2013.

\_\_\_\_\_  
Secretary to the Board of Directors

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 2, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: D.1, D.2**      **Consider Approval of Minutes from the Board of Directors' August 26, 2013 Special Meeting and the Board of Directors' September 4, 2013 Regular Meeting.**

**PRESENTED BY:**      **Kathy Wilson, Board Secretary**

**TYPE OF ACTION:**      **Voice Vote-Consent Calendar**

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the August 26, 2013 Special Board Meeting; and the September 4, 2013 Regular Board Meeting, recommend edits and provide staff with direction.

### **Discussion:**

The Draft Minutes are attached for the above listed meetings.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- D.1 - Exhibit 1-Draft Minutes from August 26, 2013 Special Meeting
- D.2 - Exhibit 1-Draft Minutes from September 4, 2013 Regular Meeting

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD  
ON MONDAY, AUGUST 26, 2013 AT 1:15 PM  
MCSD DISTRICT OFFICE, 1656 SUTTER ROAD, MCKINLEYVILLE, CA.**

The special session meeting of the Board of Directors of McKinleyville Community Services District convened at 1:16 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
Helen Edwards, Director  
Bill Wennerholm, Director

Gregory Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Jason Sehon, Parks and Recreation Director  
Kathy Wilson, Board Secretary

**AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:**

At 1:16 pm President Mayo called the special meeting to order. Directors Couch, Edwards, Wennerholm and Mayo were present. Director Corbett was absent. President Mayo led the pledge of allegiance.

**AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA:** There were no additions to the agenda.

**AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:**

**MOTION:** It was moved to approve the agenda. Motion by Edwards; second by Couch

**MOTION VOTE:** Ayes: Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 4 Ayes; 0 Nays

**AGENDA ITEM B – PUBLIC HEARINGS –** No public hearings were scheduled

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

1. Jack Durham was present and noted his appreciation of the posted agenda.
2. Michael Rhodes was in the audience with no comments at this time.

President Mayo called a recess at 1:20 pm

The meeting reconvened at 1:40 pm

**AGENDA ITEM D – CONTINUED AND NEW BUSINESS:**

- D.1** Staff presentation for Congressman Jared Huffman outlining McKinleyville Community Services District's responsibilities and upcoming projects

Staff invited US Congressman Jared Huffman and his team to meet with McKinleyville Community Services District (MCSD) staff and Board of Directors. Staff prepared a brief PowerPoint presentation outlining MCSD's responsibilities and upcoming projects.

Some of the projects discussed were the Wastewater Management Facility upgrade, upgrading our collection system, increasing water storage and emergency water supply, community forests, the Teen & Community and other park development. General Manager Gregory Orsini also discussed projects that involve energy efficiency and education, such as a solar demonstration & education project at the Teen & Community Center, the purchase of electric fleet vehicles, and the purchase of hydration stations for our parks.

Staff prepared questions for US Congressman Huffman and he very graciously took the time to discuss them. Staff finished up the presentation by asking the Congressman what MCSD can do for him. He stated that in the months ahead they will be rolling out a new health care law, some parts have already taken effect while other parts of the new law will be kicking in. There maybe things about the new health care law that people want to change, but it is the law and it has been upheld. The Congressman and his office staff will have information so people who have questions can get the information and answers they need. The Congressman asked us to send people their way who may have questions regarding the new health care law. He wanted the public to know that

his office will be a resource center for finding answers to their questions. Staff and Directors wrapped up their questions and extended a sincere appreciation to Congressman Jared Huffman and his staff for taking the time to pay a visit to McKinleyville.

**INFORMATIONAL ITEM: No action required or taken by the Board**

**AGENDA ITEM E - ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 2:10 pm. Motion by Couch; second by Edwards

**MOTION VOTE:** Ayes: Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,  
Board Secretary

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, SEPTEMBER 4, 2013 AT 6:30 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 6:31 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
John Corbett, Director  
Helen Edwards, Director  
Bill Wennerholm, Director  
Russ Gans, Counsel

Greg Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Jason Sehon, Parks and Recreation Director  
Kathy Wilson, Board Secretary

**REGULAR MEETING**

**AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:**

At 6:31 pm President Mayo called the regularly scheduled meeting to order; Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present.

**AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA:** There were no additions to the agenda.

**AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:**

**MOTION:** It was moved to approve the agenda. Motion by Motion by Edwards; second by Couch

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**CLOSED SESSION**

**AGENDA ITEM A.6 – CLOSED SESSION DISCUSSION**

**A.6.a** CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, CASE NO. CV110632 LITIGATION, pursuant to Government Code § 54956.9(a).

**Recessed to closed session at 6:33 pm**

**Reconvened out of closed session at 7:05 pm**

**AGENDA ITEM A.7 – REPORT OUT OF CLOSED SESSION –** President Mayo reported that no action was taken.

President Mayo led in the pledge of allegiance

**AGENDA ITEM B – PUBLIC HEARINGS:**

**B.1 First reading of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee:**

Parks and Recreation Director Jason Sehon reported that last year MCSD Board of Directors increased fees for recreation programs and facility rentals. During the process changes were made to park rentals in the Rules and Regulations. Staff would like to make a few minor changes to the titles of the park rentals clarifying specific usage. Jason explained the situation leading to the request to change the qualifications to be a Recreation Advisory Committee (RAC) member and to change the language in Article IV of the MCSD Rules and Regulations so that no member of the RAC committee shall be a family member or related to any full time MCSD employee. A brief discussion took place between the Board and staff regarding clarification of a student who lives in McKinleyville to be eligible to apply to be a member of the RAC. The student member shall be a resident of

McKinleyville. Staff recommended the use of the proposed new language as written. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt the first reading of Ordinance 2013-01 and come back on October 2, 2013 with the second reading and adoption of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee.

Motion by Corbett; second by Edwards

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Edwards, Wennerholm and Mayo  
NAYS; NONE  
ABSENT; NONE  
ABSTAIN; NONE

**MOTION SUMMARY: Motion Passed** – 5 AYES; 0 NAYS

**AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Mayo opened public input.

1. Resident George Wheeler introduced himself and confirmed he is running for a board seat in this election cycle.

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

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of August 7, 2013

D.2 Consider approval of July, 2013 Treasurer's Report

D.3 No DCV Violations this month

D.4 Consider Approval to declare certain equipment assets surplus

**MOTION:** It was moved to approve the consent calendar. Motion by Corbett; second by Wennerholm

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 AYES; 0 NAYS

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

##### **E.1 Consider appointing member(s) to the Recreation Advisory Committee:**

Staff recommends the Board consider appointing Chad Cefcik as a member of the Recreation Advisory Committee (RAC), and appointing Haleigh Dunk and Addison O'Hanen as student members. Parks and Recreation Director Jason Sehon received three (3) letters of interest from McKinleyville residents. Members of the Board and General Manager Orsini acknowledged Jason's hard work to find people who are the right fit for McKinleyville community Services District. President Mayo opened public input. Chad Cefcik was present and introduced himself to the Board.

**MOTION:** It was moved to adopt staff recommendation appointing Chad Cefcik as a member of the Recreation Advisory Committee (RAC), and appointing Haleigh Dunk and Addison O'Hanen as student members. Motion by Edwards; second by Corbett

**MOTION VOTE:** Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 AYES; 0 NAYS

##### **E.2 Information on results of Hazardous Waste Collection Day:**

General Manager Orsini introduced Brent Whitener from the Humboldt Waste Management Authority (HWMA) who was present to give a recap of the HWMA Hazardous Waste Collection Day. Mr. Whitener reported on the very successful hazardous waste collection day that took place on July 20, 2013 at Pierson Park. This marked the fifth year for the event. He reported that 76% of the participants were McKinleyville residents mirroring that of last year. Residents have an opportunity to dispose of toxic waste that might otherwise adversely affect the environment. Mr. Whitener added that this was the first year that they did not use a contractor from the Bay area. Everything was done in house which significantly reduced the cost share to MCSD. The Board thanked Mr. Whitener and HWMA again for the opportunity to participate in the event.

**INFORMATIONAL ITEM: No action required or taken by the Board**



### **E.3 Committee recommendations for Strategic Plan:**

A committee was assigned to review the proposed strategic plan. The committee reviewed the strategic plan and suggested revisions were noted. Staff recommended to the Board modification over complete overhaul allowing staff to maintain the existing document and keep the basic structure, but modify the "At a Glance" table to distinguish "Board Policy Directives" with detailed benchmarks. Director Edwards elaborated on the need for an executive summary chart with elements for timelines and measurements. President Mayo opened public input and no input was offered. President Mayo directed staff to proceed with recommended modifications.

**INFORMATIONAL ITEM: No action required or taken by the Board**

### **E.4 Association of California Water Agencies (ACWA) committee appointment nominations:**

New officers will be elected at the fall conference by the general membership so it is time to submit ACWA committee appointment nominations for the 2014-2015 terms. Any Board Member interested will need to complete a committee consideration form and return to General Manager Orsini prior to the deadline of September 30, 2013. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to accept staff recommendation for Board Members to select appropriate committees and complete the committee consideration form and authorize Board President Mayo to sign. Motion by Edwards; second by Corbett

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 AYES; 0 NAYS

### **E.5 Consider Association of California Water Agency (ACWA) Selection for Candidacy for the 2014-2015 Region 1 Board Term:**

Staff reported that Region 1 Nominating Committee announced their recommended slate nominating Dennis Mayo for board member. The Board may either vote for the slate recommended by the Region 1 Nominating Committee or vote for individual region board members. The Official Ballot is due by September 30, 2013. The newly elected Region 1 Board will begin their two-year term of service on January 1, 2014. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to accept staff recommendation voting for the recommended slate by the Region 1 nominating committee. Motion by Corbett; second by Edwards

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 AYES; 0 NAYS

### **E.6 Consider approval of travel to the 2013 California Special District Association (CSDA) Annual conference in Monterey, CA:**

General Manager Orsini requested approval for Director Mayo to attend the 2013 California Special District Association annual conference in Monterey, CA. Discussion took place regarding supplying a District vehicle as means of transportation to the event. Being represented at these events is invaluable to our leadership and staff. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to accept staff recommendation to approve Director Mayo's request for travel to the 2013 CSDA annual conference in Monterey CA. Motion by Corbett; second by Wennerholm

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 AYES; 0 NAYS

### **E.7 Announcement of General Manager Gregory Orsini's election for another 3-year term on the California Special District Association (CSDA) Board:**

Staff would like to announce the election results for CSDA's Region 1 Board of Directors congratulating Gregory Orsini on being elected for another 3-year term on CSDA's Board representing Region 1 (Seat B). The Board congratulated Greg on his achievement. President Mayo opened public input and no input was offered.

**INFORMATIONAL ITEM: No action required or taken by the Board**

#### **E.8 Review draft “Thank you” letter to Congressman Jared Huffman:**

Staff asked the Board of Directors to review the proposed letter and direct staff to finalize for signature by all Board Members and the General Manager. President Mayo gave thanks to Jack Durham for his service to the community and wished him success with his new endeavor. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to accept staff recommendation to approve the letter as written and direct staff to finalize for signature by all Board Members and the General Manager. Motion by Corbett; second by Edwards

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

**MOTION SUMMARY:** Motion Passed – 5 AYES; 0 NAYS

#### **E.9 Sewer Main Pipe Patch Repair Information:**

Operations Director Henry presented information on the pipe patch repair kit purchased last year to fix defects in the sewer main which allows groundwater infiltration into the sewer collection system. This allows for trenchless repairs resulting in a substantial cost savings on labor, material and equipment. President Mayo opened public input and Paul Gregson engineer with LACO Associates commended the Operations Department on the impressiveness of this type of repair. The Board acknowledged their appreciation of MCSD’s talented staff.

**INFORMATIONAL ITEM: No action required or taken by the Board**

#### **AGENDA ITEM F-REPORTS:**

##### **F.1.a Recreation Advisory Committee (Couch/Mayo (alternate))**

Didn’t meet.

##### **F.1.b Area Fund (John Kulstad)**

Next meeting is in November

##### **F.1.c Redwood Region Economic Development Commission ((Wennerholm/Edwards (alternate))**

Cancelled for lack of a quorum.

##### **F.1.d McKinleyville Senior Center Advisory Committee (Wennerholm)**

Didn’t meet.

##### **F.1.e Audit (Corbett/Edwards)**

Didn’t meet.

##### **F.1.f Employee Negotiations (Wennerholm/Edwards)**

Didn’t meet.

##### **F.1.g Water Task Force (Mayo/Corbett (alternate))**

Director Mayo stated that they met and will have more information from Humboldt Bay Municipal Water District for ways to sell water and possible reduction of water rates.

##### **F.1.h AdHoc No Drugs & Toxics Down the Drain (Couch/Mayo (alternate))**

Didn’t meet.

##### **F.1.i McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))**

Didn’t meet.

##### **F.2.a - SUPPORT SERVICES DEPARTMENT:**

Colleen reported that the FY2012-13 audit preliminary financial statement for 06/30/2013 is complete. Year-end adjustments are being calculated and supporting documentation is being collected for the auditor’s review. There have been some delays in the fixed assets and OPEB liability calculations, but these are now complete and the resulting trial balance is being reviewed by Jackson & Eklund prior to submission to the auditor. Another Emergency Operations planning session has been scheduled to work through the remaining logistics for a full-scale table-top exercise.

##### **F.2.b - OPERATIONS DEPARTMENT:**

Nothing to report at this time.

##### **F.2.c - PARKS & RECREATION DEPARTMENT:**

Jason gave a brief update on the SH Cowell Foundation grant. They are showing an interest in our Teen & Community Center, our partnership with the Boys & Girls Club and in the McKinleyville Family Resource Center. Staff from the SH Cowell Foundation are coming from San Francisco to speak with

Jason and his staff. Jason will keep the Board updated and hopes to have more solid information to report at the next board meeting.

**F.2.d - GENERAL MANAGER:**

General Manager Orsini reported on the Prop 50 Grant with Mercer Fraser being the low-bidder coming in at \$2,291, 908 and will most likely be awarded the contract. The engineer's cost estimate for construction was \$2.3 million, so the project cost should come in under the grant amount. Greg praised Carol Rische, General Manager of Humboldt Bay Municipal Water District, GHD and MCSD staff for their effectiveness on this project. He also reported on the progress made with the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation (SDLF). The material has been compiled and the final step is to have peer agencies review the material for completeness. We asked Jack Durham the Editor/Publisher of the Mad River Union (Formerly the McKinleyville Press), Carol Rische, General Manager Humboldt Bay Municipal Water District and Ryan Sundberg, Supervisor Humboldt County Board of Supervisors to assist. They have all graciously committed the time to review the material.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:**

President Mayo expressed the importance of being on committees and the commitment of time to keep us informed on upcoming issues. He commented on the California Water Bond issue which is still up for negotiations. Session starts in 2014 and he will keep us informed of the issues.

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

**AGENDA ITEM G - ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 8:31 pm. Motion by Corbett; second by Edwards

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm and Mayo

**MOTION SUMMARY:** Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,  
Board Secretary

**McKinleyville Community Services District  
Treasurer's Report  
August 2013**

**Table of Contents**

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Reserves Graph
Page 14	Cash Disbursement Report

**McKinleyville Community Services District  
Investments & Cash Flow Report  
As of August 31, 2013**

Petty Cash & Change Funds 940.00

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		221,476.78
<b>Cash Receipts:</b>		
Utility Billings	316,418.75	
Money Market Account Interest	12.13	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	59,912.39	
<b>Total Cash Receipts</b>		376,343.27
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(146,982.60)	
Debt Service	(7,645.83)	
Capital & Other Expenditures	(221,320.62)	
<b>Total Cash Disbursements</b>		(375,949.05)
<b>Operating &amp; Money Market - Ending Balance</b>		221,871.00
<b>Total Cash</b>		222,811.00

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

<b>LAIF - Beginning Balance</b>	128,098.28	
Interest Income	-	
<b>LAIF - Ending Balance</b>		128,098.28
<b>Humboldt Co. #2560 - Beginning Balance</b>	534,262.66	
Property Taxes	-	
Transfer to Operating Cash	-	
Interest Income	213.71	
<b>Humboldt Co. #2560 - Ending Balance</b>		534,476.37
<b>Humboldt Co. #4240 - Beginning Balance</b>	4,804,300.21	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	1,658.94	
<b>Humboldt Co. #4240 - Ending Balance</b>		4,805,959.15
<b>Humboldt Co. #9390 - Beginning Balance</b>	110,584.48	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		110,584.48
<b>USDA Bond Reserve Fund - Beginning Balance</b>	169,925.08	
Bond Reserve Payment	7,648.37	
Debt Service Payment	(77,375.00)	
Interest Adjustment	3.14	
<b>USDA Bond Reserve Fund - Ending Balance</b>		100,201.59
<b>Market Valuation Account</b>		(180.00)

**Total Investments** 5,679,139.87

**Total Cash & Investments - Current Month** 5,901,950.87

**Total Cash & Investments - Prior Month** 5,969,407.49

**Net Change to Cash & Investments This Month** (67,456.62)

**Cash & Investment Summary**

Cash & Cash Equivalents	5,046,380.23
Davis-Grunsky Loan Reserve	596,943.82
Waste Water Capital Reserve	98,425.23
USDA Bond Reserve	100,201.59
I-Bank Loan Reserve	60,000.00
<b>Total Cash &amp; Investments</b>	5,901,950.87

McKinleyville Community Services District  
Consolidated Balance Sheet by Fund  
As of August 31, 2013

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 795,167.71	\$ 272,233.64	\$ (93,042.83)	\$ 765,304.14	\$ 3,306,521.97	\$ 5,046,184.63
Accounts receivable	17,183.47	-	4,084.10	217,250.51	182,369.15	420,887.23
Prepaid expenses & other current assets	12,893.02	-	2,180.69	88,006.86	51,827.64	154,908.21
Total Current Assets	825,244.20	272,233.64	(86,778.04)	1,070,561.51	3,540,718.76	5,621,980.07
Noncurrent Assets						
Restricted cash & cash equivalents	300,395.67	-	-	656,943.82	198,626.82	1,155,966.31
Other noncurrent assets	4,454.00	-	-	-	-	4,454.00
Capital assets (net)	-	-	-	6,912,917.37	11,516,586.25	18,429,503.62
Total Noncurrent Assets	304,849.67	-	-	7,569,861.19	11,715,213.07	19,589,923.93
<b>TOTAL ASSETS</b>	<b>\$ 1,130,093.87</b>	<b>\$ 272,233.64</b>	<b>\$ (86,778.04)</b>	<b>\$ 8,640,422.70</b>	<b>\$ 15,255,931.83</b>	<b>\$ 25,211,904.00</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 32,708.12	\$ 1,679.69	\$ 564.66	\$ 193,067.99	\$ 26,345.04	\$ 254,365.50
Accrued payroll & related liabilities	100,732.54	-	-	36,451.18	36,451.18	173,634.90
Total Current Liabilities	133,440.66	1,679.69	564.66	229,519.17	62,796.22	428,000.40
Noncurrent Liabilities						
Long-term debt	-	-	-	3,315,737.05	1,101,320.62	4,417,057.67
Other noncurrent liabilities	4,454.00	-	-	152,005.01	152,849.16	309,308.17
Total Noncurrent Liabilities	4,454.00	-	-	3,467,742.06	1,254,169.78	4,726,365.84
<b>TOTAL LIABILITIES</b>	<b>137,894.66</b>	<b>1,679.69</b>	<b>564.66</b>	<b>3,697,261.23</b>	<b>1,316,966.00</b>	<b>5,154,366.24</b>
Fund Balance/Net Assets						
Fund balance	88,146.21	270,553.95	(87,342.70)	-	-	271,357.46
Net assets	904,053.00	-	-	1,349,293.55	3,523,700.20	5,777,046.75
Investment in capital assets, net of related debt	-	-	-	3,593,867.92	10,415,265.63	14,009,133.55
Total Fund Balance/Net Assets	992,199.21	270,553.95	(87,342.70)	4,943,161.47	13,938,965.83	20,057,537.76
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,130,093.87</b>	<b>\$ 272,233.64</b>	<b>\$ (86,778.04)</b>	<b>\$ 8,640,422.70</b>	<b>\$ 15,255,931.83</b>	<b>\$ 25,211,904.00</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	<b>\$ 3,118,928.57</b>					
General Long-term Liabilities						
OPEB Liability	95,777.23					
Accrued Compensated Absences	12,833.13					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 108,610.36</b>					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**August 2013**

Department Summaries	August	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	235,167	419,620	351,515	68,105	19.37%	Actual water sales fluctuate seasonally, with highest use in the summer months Budget is spread evenly across 12 months, but actuals vary with receipts
Other Revenues	18,087	54,638	43,175	11,463	26.55%	
Total Operating Revenues	253,254	474,257	394,690	79,567	20.16%	
Salaries & Benefits	54,842	117,080	125,806	(8,727)	-6.94%	Budget is spread evenly across 12 months, but actuals vary with invoices
Water Purchased	68,654	138,694	137,667	1,027	0.75%	
Other Expenses	30,023	51,816	61,466	(9,650)	-15.70%	
Depreciation	25,250	49,350	48,333	1,017	2.10%	
Total Operating Expenses	178,768	356,939	373,272	(16,333)	-4.38%	
Net Operating Income	74,485	117,318	21,418	63,234		
Interest Income	556	1,073	2,000	(927)	-46.35%	County rate remains lower than anticipated at 0.48% Budget spread evenly across 12 months, but actuals vary w/debt payments
Interest Expense	(6,674)	(16,212)	(13,384)	2,828	21.13%	
<b>Net Income (Loss)</b>	<b>68,368</b>	<b>102,179</b>	<b>10,034</b>	<b>92,145</b>		
<b><u>Sewer</u></b>						
Sewer Service Charges	161,058	311,284	283,333	27,951	9.86%	Actual sewer charges fluctuate with water use, up to the prescribed limit.
Other Revenues	5,422	48,391	49,692	(1,301)	-2.62%	
Total Operating Revenues	166,481	359,675	333,025	26,650	8.00%	
Salaries & Benefits	64,920	128,626	126,442	2,184	1.73%	Budget is spread evenly across 12 months, but actuals vary with payments
Other Expenses	32,263	64,107	99,164	(35,057)	-35.35%	
Depreciation	38,550	76,950	77,167	(217)	-0.28%	
Total Operating Expenses	135,732	269,684	302,773	(33,089)	-10.93%	
Net Operating Income	30,748	89,991	30,252	59,739		
Interest Income	1,094	2,284	3,333	(1,049)	-31.46%	Interest returns remaining lower than expected - see note to Water Fund Budget spread evenly across 12 months, but actuals vary w/debt payments
Interest Expense	(3,979)	(8,225)	(9,791)	(1,566)	-15.99%	
<b>Net Income (Loss)</b>	<b>27,863</b>	<b>84,050</b>	<b>23,794</b>	<b>60,256</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>96,231</b>	<b>186,229</b>	<b>33,828</b>	<b>152,401</b>		

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**August 2013**

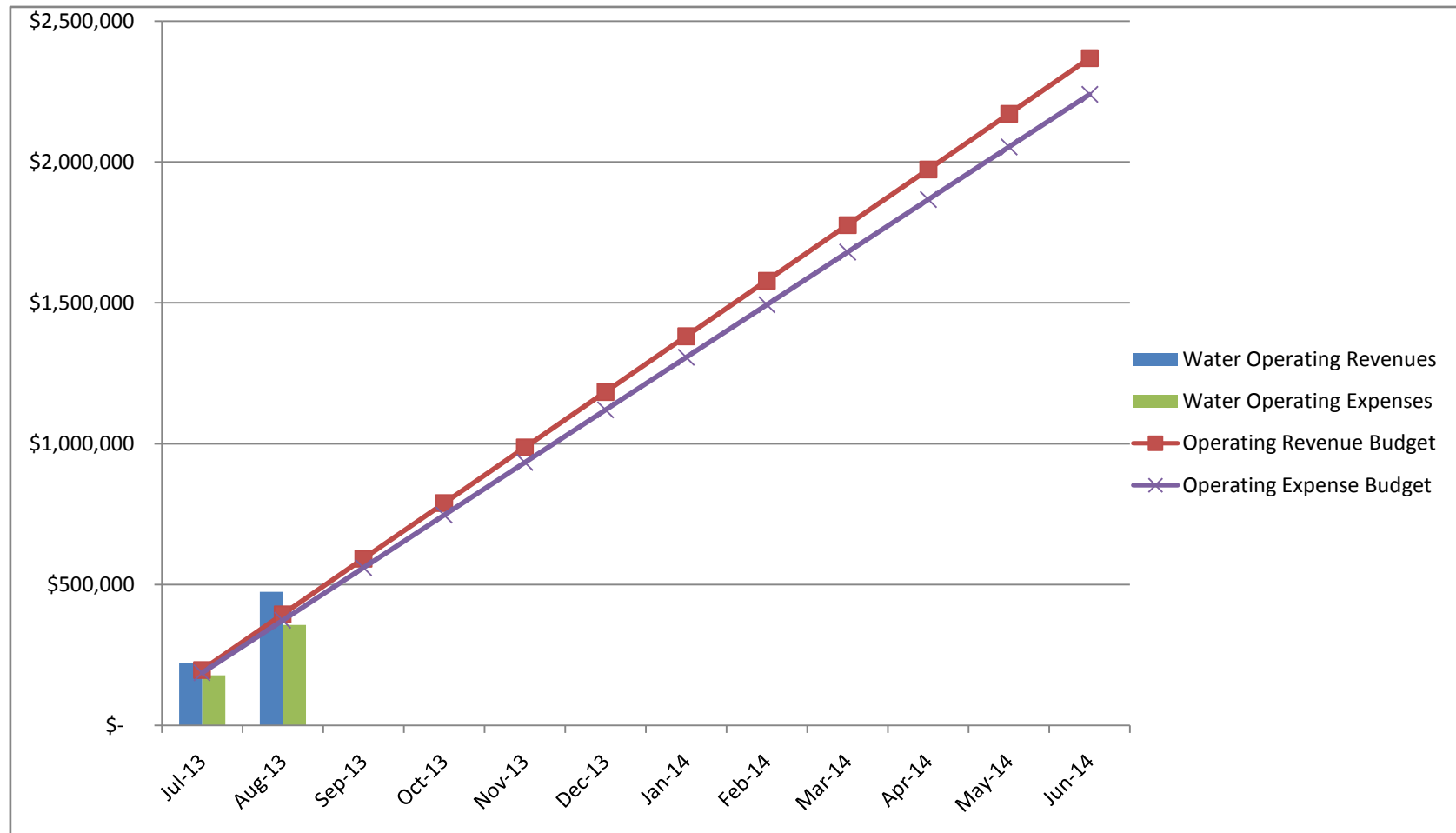
Department Summaries	August	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	33,822	63,809	55,717	8,092	14.52%	Revenue budget spread evenly across 12 months, but actuals vary w/programs
Rents & Related Fees	7,608	12,445	12,738	(293)	-2.30%	Revenue budget spread evenly across 12 months, but actuals vary w/facilities use
Property Taxes	-	-	85,000	(85,000)	-100.00%	County Tax remittance scheduled in December and April
Other Revenues	6,417	12,621	30,550	(17,929)	-58.69%	Revenue budget spread evenly across 12 months, but actuals vary w/receipts
Interest Income	229	477	525	(48)	-9.11%	
Total Revenues	48,076	89,352	184,530	(95,178)	-51.58%	
Salaries & Benefits	62,685	135,965	129,521	6,444	4.97%	Expense budget spread evenly across 12 months, but actuals vary w/programs
Other Expenditures	22,581	48,224	37,840	10,384	27.44%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	2,337	2,337	17,167	(14,830)	-86.39%	Payments to Humboldt County for Washington parcel
Total Expenditures	87,603	186,526	184,528	1,998	1.08%	
<b>Excess (Deficit)</b>	<b>(39,527)</b>	<b>(97,173)</b>	<b>2</b>	<b>(97,175)</b>		
<b><u>Measure B Assessment</u></b>						
Total Revenues	15	45	34,854	(34,809)	-99.87%	County Tax remittance scheduled in December and April
Salaries & Benefits	5,021	8,298	15,993	(7,695)	-48.11%	Maintenance salary & supplies expended before Measure B revenue received
Other Expenditures	1,511	2,337	1,417	920	64.90%	Engineering expenditures - Measure B
Capital Expenditures	-	-	17,304	(17,304)	-100.00%	No capital expenditures on the Teen Center in August
Total Expenditures	6,533	10,635	34,714	(24,079)	-69.36%	
<b>Excess (Deficit)</b>	<b>(6,517)</b>	<b>(10,590)</b>	<b>140</b>	<b>(10,730)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	7,275	14,587	31,400	(16,813)	-53.54%	
Salaries & Benefits	4,322	7,598	6,633	965	14.54%	
Other Expenditures	3,811	6,067	7,335	(1,268)	-17.28%	Cost savings from Streetlights LED project not yet realized
Capital Expenditures	18,538	18,538	16,667	1,871	11.22%	LED project - fixtures received and installation begun
Total Expenditures	26,671	32,203	30,635	1,568	5.12%	
<b>Excess (Deficit)</b>	<b>(19,395)</b>	<b>(17,615)</b>	<b>765</b>	<b>18,380</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(65,440)</b>	<b>(125,378)</b>	<b>907</b>	<b>(126,285)</b>		



# McKinleyville Community Services District

## August 2013

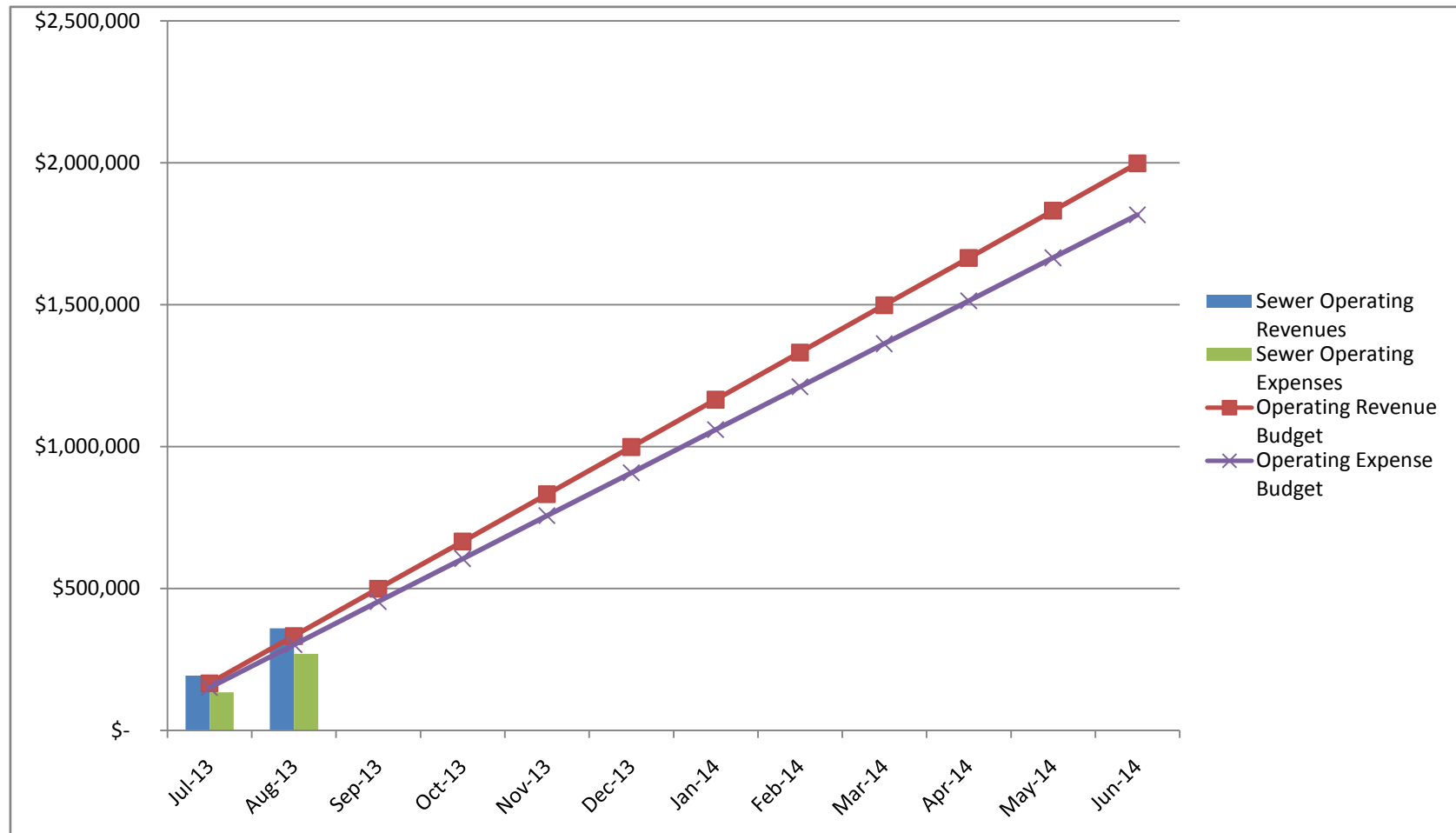
### Comparison of Water Fund Operating Revenues & Expenses to Budget



# McKinleyville Community Services District

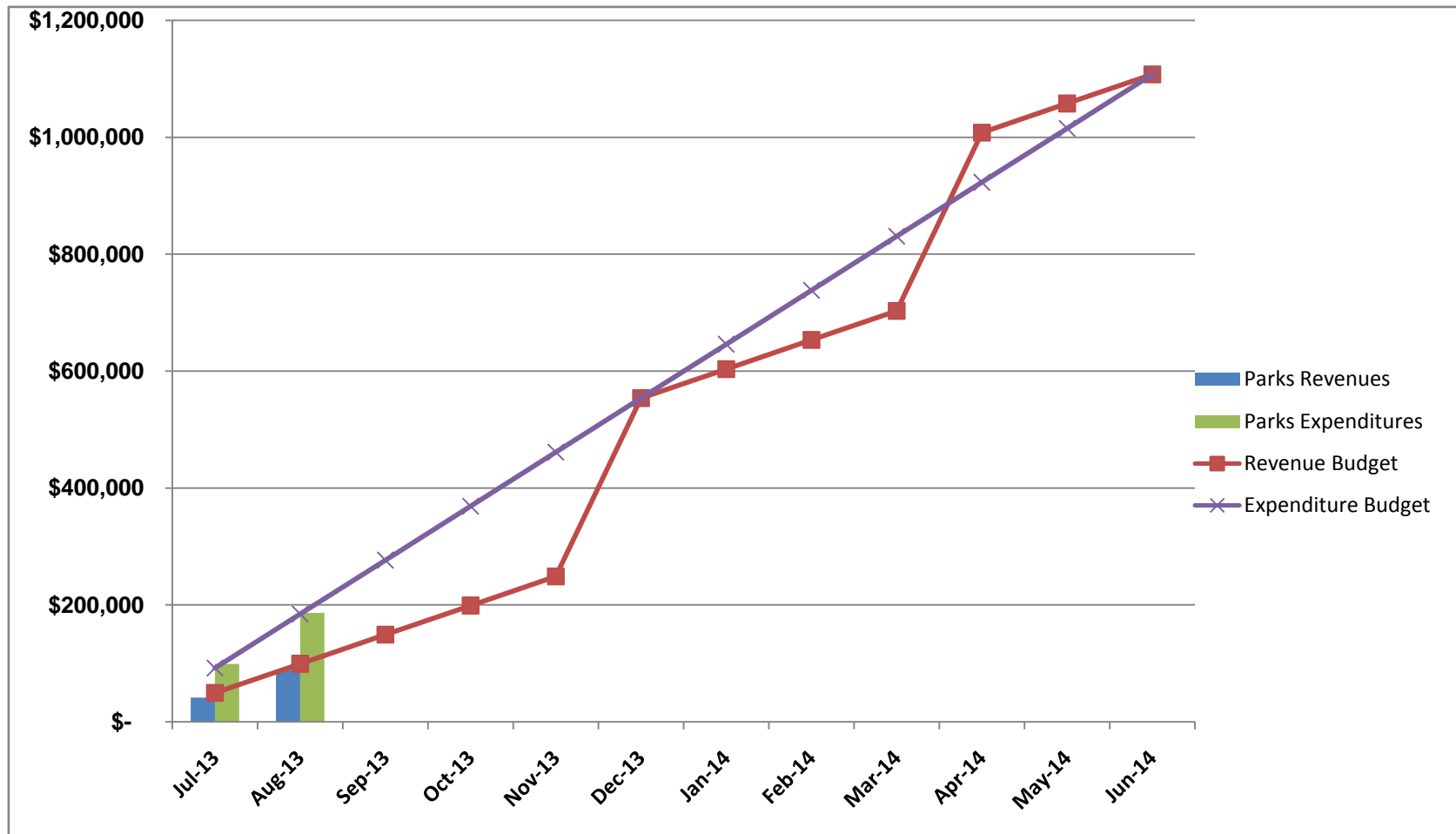
## August 2013

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



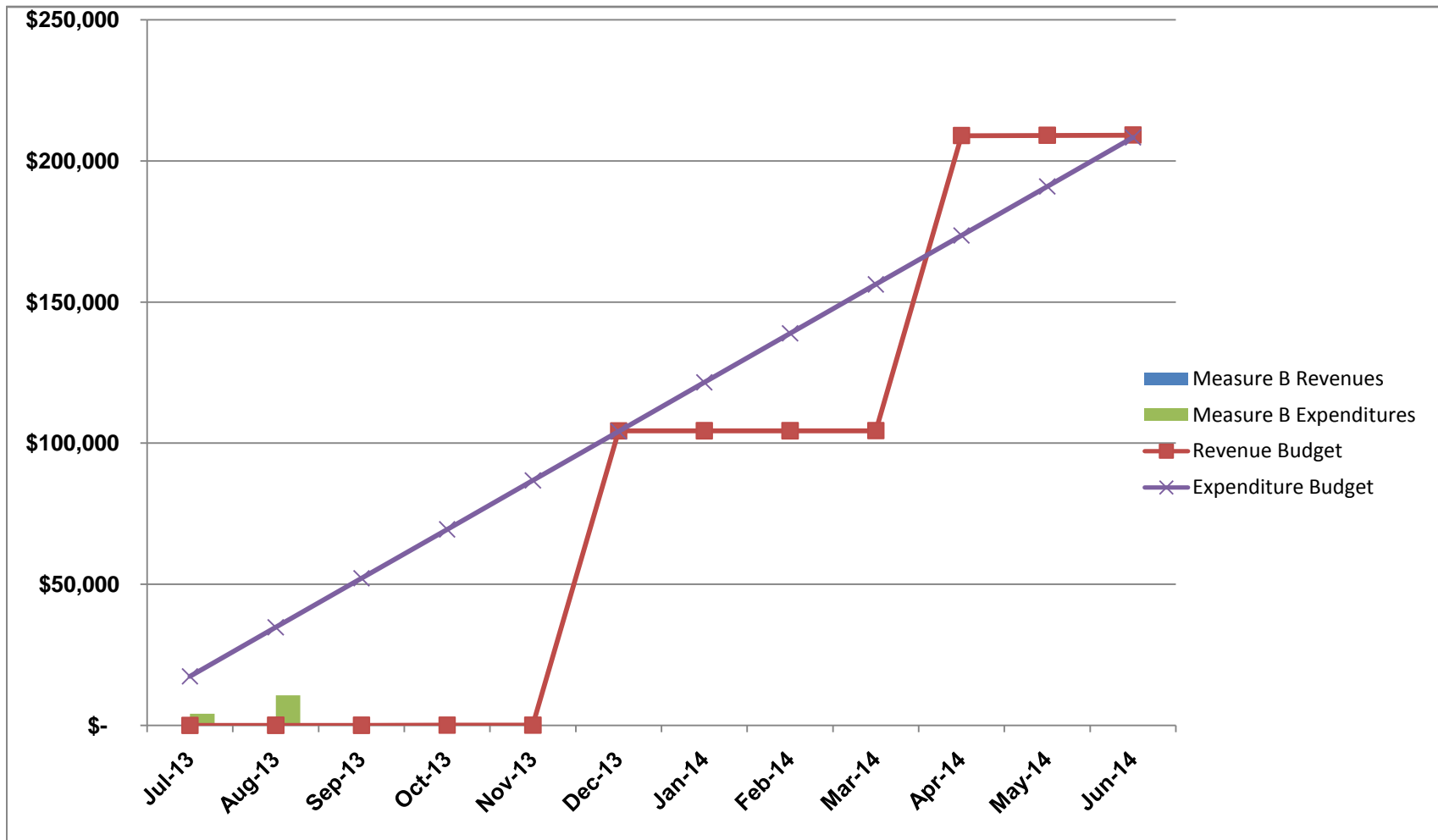
## McKinleyville Community Services District August 2013

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



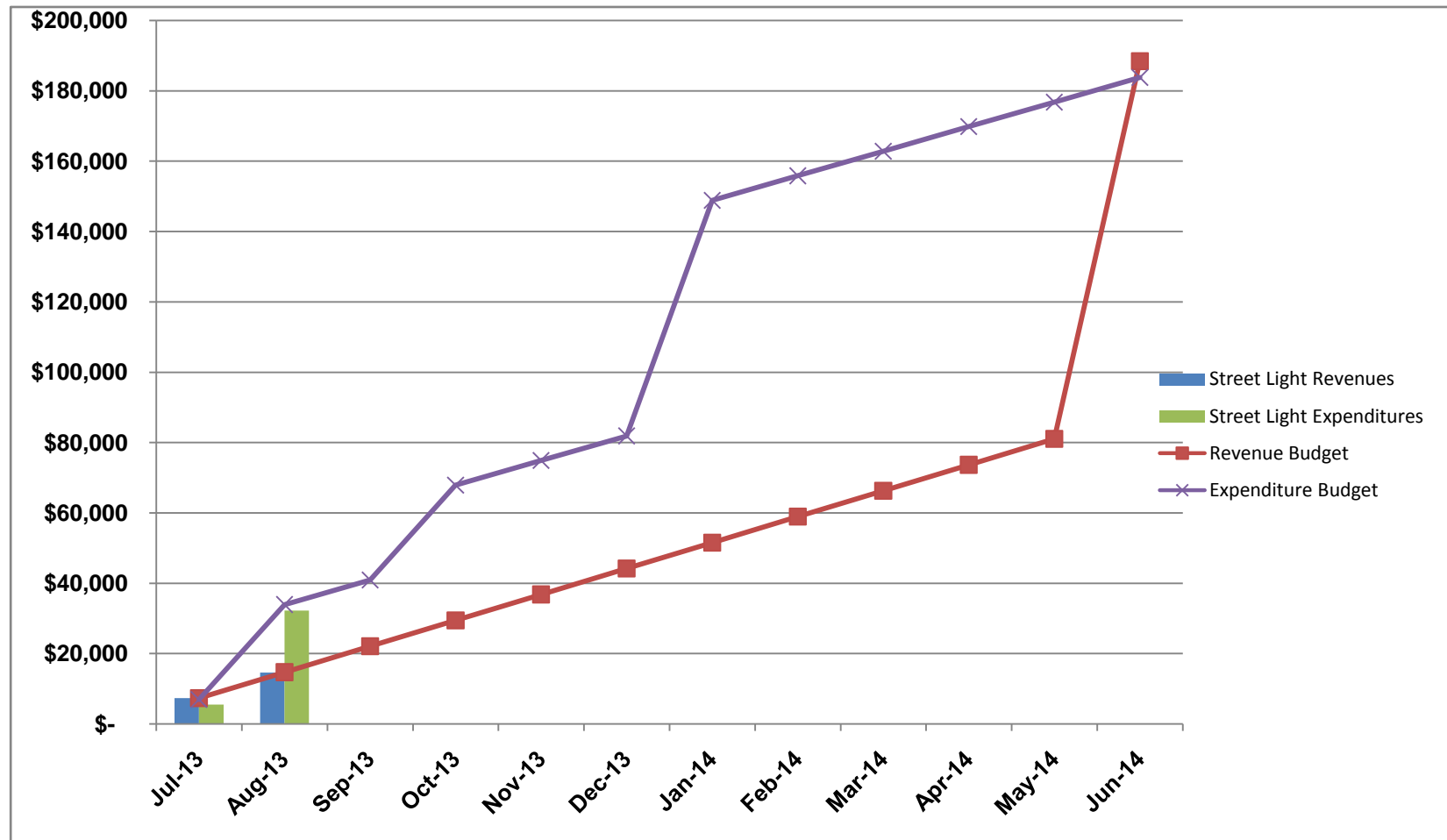
# McKinleyville Community Services District August 2013

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



## McKinleyville Community Services District August 2013

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



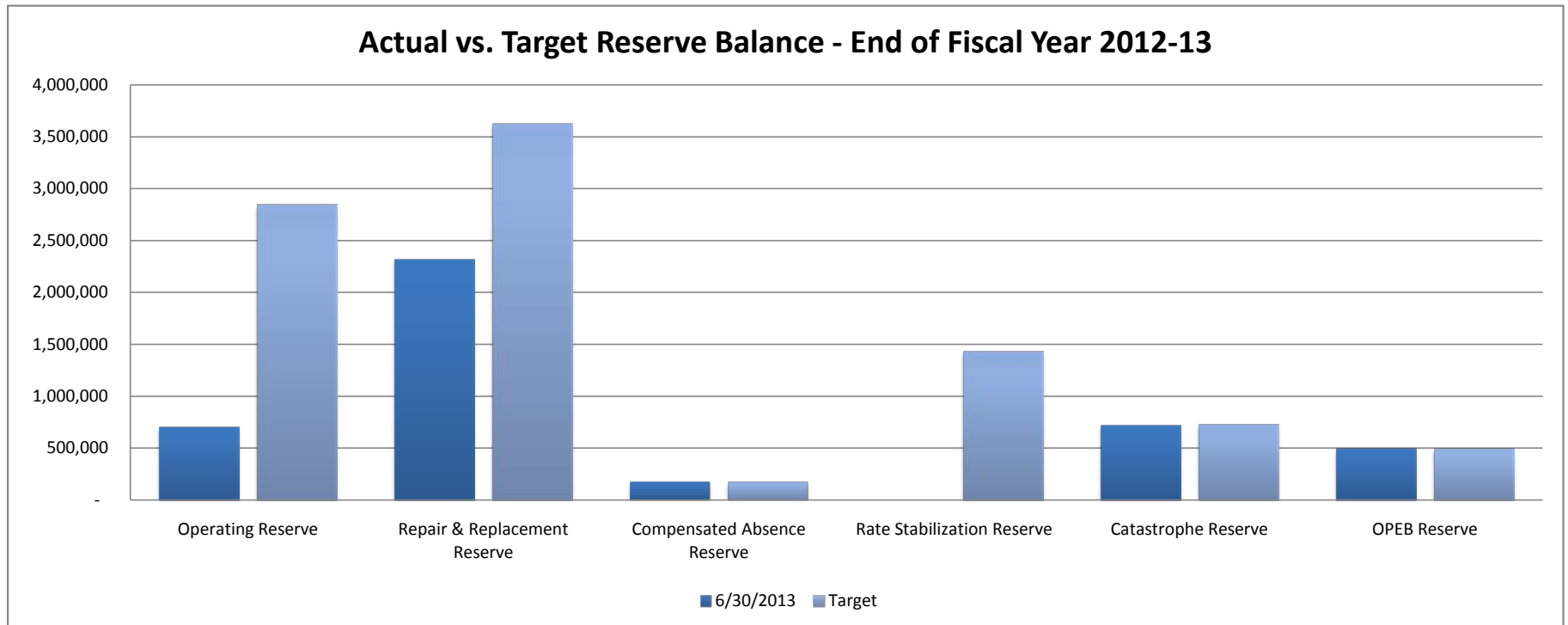
**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of August 31, 2013**

	August	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<b><u>Water Department</u></b>						
Ramey Pump Upgrades		-	-	-	#DIV/0!	
Emergency Water Line River Crossing	1,805	1,805	2,000,000	1,998,195	100%	Intertie Project -Prop.50 funds
Fire Hydrant System Upgrade		-	8,000	8,000	100%	
Customer Meter Replacements		-	90,000	90,000	100%	
Radio Telemetry Upgrade		6,632	25,000	18,368	73%	
Meter Reading Equipment Replacement		-	6,000	6,000	100%	
Property Purchase & Improvements		-	6,000	6,000	100%	
Subtotal	1,805	8,437	2,135,000	2,126,563	100%	
<b><u>Sewer Department</u></b>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Roof Replacement	-	-	10,000	10,000	100%	
WWMF Sludge Disposal & Handling		-	250,000	250,000	100%	
WWMF & Fischer Lift Stn Grinder Upgrade		-	15,000	15,000	100%	
Sewer Main Camera Unit		-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	1,071	1,071	853,000	851,929	100%	Contract review & Grant search
Radio Telemetry Upgrade		-	10,000	10,000	100%	
Sewer Lift Station Other Upgrades		-	5,000	5,000	100%	
Sewer Lift Station Pump/Gen Upgrades		-	20,000	20,000	100%	
Customer Radio Meter Replacements		-	90,000	90,000	100%	
Subtotal	1,071	1,071	1,333,000	1,331,929	100%	
<b><u>Water &amp; Sewer Operations</u></b>						
Heavy Equipment		-	90,000	90,000	100%	Dump Truck
Utility Vehicles		-	60,000	60,000	100%	Car, 3/4 or 1-ton Pickup Truck
Computers & Software		1,152	20,000	18,848	94%	
GIS/SEMS/CADD Equipment/Software			4,000	4,000	100%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade			1,000,000	1,000,000	100%	
Small Equipment & Other		-	15,000	15,000	100%	
Subtotal	-	1,152	1,197,000	1,195,848	100%	
Enterprise Funds Total	2,876	10,660	4,665,000	4,654,340	100%	
<b><u>Parks &amp; Recreation Department</u></b>						
Pierson Park Upgrades	-	-	25,000	25,000	100%	Covered Picnic Area
Azalea Hall Projects			5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades		-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds	937	937	68,000	67,063	99%	Picnic Area, Bocce Ball Court
Projects Funded by Measure B Renewal	-	-	104,000	104,000	100%	Teen Center Project
Other Parks Projects & Equipment	1,400	1,400	-	(1,400)	#DIV/0!	Washington Parcel
Subtotal	2,337	2,337	207,000	204,663	99%	
<b><u>Streetlights</u></b>						
LED	18,538	-	125,000	125,000	100%	LED Streetlights
Subtotal		-	125,000	125,000	100%	
Governmental Funds Total	2,337	2,337	332,000	329,663	99%	
All Funds Total	26,088	12,997	4,997,000	4,984,003	100%	

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**As of August 31, 2013**

				Principal Maturities and Scheduled Interest							
				Maturity	Balance -	Balance -	Remaining				
				%	Date	July 31, 2013	August 31, 2013	for FY-14	FY-15	FY-16	Thereafter
<b>Water Fund:</b>											
I-Bank		8/1/30	P	881,333.57	881,333.57	-	39,248.69	40,571.37	801,513.53		
Interest	3.37%		I			14,850.47	29,039.60	27,694.63	219,225.52		
State of CA Energy Commission (ARRA)		12/22/26	P	156,860.62	156,860.62	10,856.01	11,018.72	11,125.84	123,806.70		
Interest	1.0%		I			1,533.95	1,432.12	1,325.20	6,926.83		
State of CA (Davis Grunsky)		1/1/33	P	1,936,845.81	1,936,845.81	75,821.96	77,717.50	79,660.44	1,703,645.91		
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	340,697.05	340,697.05	17,035.12	17,035.12	17,035.12	289,591.69		
Interest	2.5%		I			47,481.16	46,525.60	44,582.66	408,486.72		
Total Water Fund-Principal				3,315,737.05	3,315,737.05	103,713.09	145,020.03	148,392.77	2,918,557.83		
Total Water Fund-Interest						63,865.58	76,997.32	73,602.49	634,639.07		
<b>Total Water Fund</b>				<b>3,315,737.05</b>	<b>3,315,737.05</b>	<b>167,578.67</b>	<b>222,017.35</b>	<b>221,995.26</b>	<b>3,553,196.90</b>		
<b>Sewer Fund:</b>											
State of CA WRCB (SCEP I)		4/15/16	P	122,760.30	122,760.30	40,920.10	40,920.10	40,920.10	-		
Interest	0.0%		I			-	-	-			
State of CA WRCB (SCEP II)		3/27/18	P	129,241.57	129,241.57	24,546.06	25,183.91	25,838.70	53,686.60		
Interest	2.6%		I			3,360.28	2,722.43	2,067.64	2,102.41		
Umpqua Bank		12/4/17	P	217,961.69	214,318.75	41,041.12	47,186.72	49,848.42	79,721.79		
Interest	5.5%		I			10,048.63	8,547.04	5,885.34	3,506.57		
USDA (Sewer Bond)		8/1/22	P	695,000.00	635,000.00	60,000.00	60,000.00	60,000.00	515,000.00		
Interest	5.0%		I			33,250.00	30,250.00	27,250.00	90,875.00		
Total Sewer Fund-Principal				1,164,963.56	1,101,320.62	166,507.28	173,290.73	176,607.22	648,408.39		
Total Sewer Fund-Interest						46,658.91	41,519.47	35,202.98	96,483.98		
<b>Total Sewer Fund</b>				<b>1,164,963.56</b>	<b>1,101,320.62</b>	<b>213,166.19</b>	<b>214,810.20</b>	<b>211,810.20</b>	<b>744,892.37</b>		
Total Principal				4,480,700.61	4,417,057.67	270,220.37	318,310.76	324,999.99	3,566,966.22		
Total Interest						110,524.49	118,516.79	108,805.47	731,123.05		
<b>Total</b>				<b>4,480,700.61</b>	<b>4,417,057.67</b>	<b>380,744.86</b>	<b>436,827.55</b>	<b>433,805.46</b>	<b>4,298,089.27</b>		

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of August 31, 2013**



- Utility Accounts Receivable Turnover Days	As of August 31, 2013	<span style="border: 1px solid black; padding: 2px;">12.4</span> Days										
<table border="0" style="width: 100%; font-size: small;"> <tr> <td>Beg. A/R</td> <td>End A/R</td> <td>Avg A/R</td> <td>Net Util Sales</td> <td># of Times</td> </tr> <tr> <td>78259.52</td> <td>#####</td> <td>150813.465</td> <td>730903.22</td> <td>4.846405591</td> </tr> </table>			Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times	78259.52	#####	150813.465	730903.22	4.846405591
Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times								
78259.52	#####	150813.465	730903.22	4.846405591								
- YTD Breakeven Revenue, Water Fund:	<span style="border: 1px solid black; padding: 2px;">325,993.96</span>	- YTD Actual Water Sales: <span style="border: 1px solid black; padding: 2px;">419,619.59</span>										
<table border="0" style="width: 100%; font-size: small;"> <tr> <td>501 Ops Exp</td> <td>501 COG</td> <td>501 Wtr Sales</td> </tr> <tr> <td>218,245.64</td> <td>#####</td> <td>419,619.59</td> </tr> </table>			501 Ops Exp	501 COG	501 Wtr Sales	218,245.64	#####	419,619.59				
501 Ops Exp	501 COG	501 Wtr Sales										
218,245.64	#####	419,619.59										
- Days of Cash on Hand - Operations Account	221,871.00	2,008.90 <span style="border: 1px solid black; padding: 2px;">110.4</span> Days										



**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period August 1 through August 31, 2013**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
26666	8/14/2013	MIL03	THE MILL YARD	(214.32)	272409u	Ck# 026666 Reversed
26823	8/14/2013	CWE01	CWEA	(140.00)	B30722u	Ck# 026823 Reversed
26858	8/5/2013	ADV01	ADVANCED SECURITY SYSTEMS	325.50	232203	ALARM SYSTEM
26859	8/5/2013	AJI01	HAIDER AJINA	90.00	B30802	CONTRACTED FUTSAL REFEREE
26860	8/5/2013	BHI01	BHI MANAGEMENT CONSULTING	1,000.00	013-52	PROFESSIONAL SERVICES
26861	8/5/2013	BRU04	REBECCA J. BRUINEKOOL	1,456.00	B30730	CONTRACTED INSTRUCTOR
26862	8/5/2013	COR07	JOHN W. CORBETT	125.00	B30801	DIRECTORS FEES
26863	8/5/2013	COU09	DAVID R. COUCH	125.00	B30802	DIRECTORS FEES
26864	8/5/2013	CUM01	CUMMINS WEST, INC.	39.78	005-4696	FILTERS
26865	8/5/2013	DOW01	DOWNEY BRAND ATTORNEYS LLC	2,378.00	454651	PROFESSIONAL SERVICES
26866	8/5/2013	EDW01	HELEN L. EDWARDS	125.00	B30802	DIRECTORS FEES
26867	8/5/2013	HAR13	The Hartford - Priority A	1,167.92	B30802	GRP LIFE INSURANCE
26868	8/5/2013	HIG01	HIGH YIELD IND. PRODUCTS	396.07	155917	REPAIRS/ SUPPLIES
26869	8/5/2013	HUB02	HUB INTERNATIONAL INSURANCE	107.40	B30802	SPECIAL EVENT INSURANCE
26870	8/5/2013	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	70,039.77	B30802	WTR PURCHASED
26871	8/5/2013	MAN03	MANDELL MUNICIPAL COUNSELING	658.00	B30730	PROFESSIONAL SERVICES
26872	8/5/2013	MAY02	DENNIS MAYO	125.00	B30802	DIRECTORS FEES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
26873	8/5/2013	USB01	U.S. BANK TRUST N.A.	7,645.83	B30805	SEWER BOND PAYMENT
26874	8/5/2013	WEN01	WILLIAM WENNERHOLM, DC	125.00	B30802	DIRECTORS FEES
26875	8/5/2013	\B014	MQ CUSTOMER REFUND FOR BL	53.28	000B30801	MQ CUSTOMER REFUND FOR BL
26876	8/5/2013	\B042	MQ CUSTOMER REFUND FOR BU	27.44	000B30801	MQ CUSTOMER REFUND FOR BU
26877	8/5/2013	\C018	MQ CUSTOMER REFUND FOR CO	91.84	000B30801	MQ CUSTOMER REFUND FOR CO
26878	8/5/2013	\C019	MQ CUSTOMER REFUND FOR CO	42.04	000B30801	MQ CUSTOMER REFUND FOR CO
26879	8/5/2013	\C020	MQ CUSTOMER REFUND FOR CO	35.07	000B30801	MQ CUSTOMER REFUND FOR CO
26880	8/5/2013	\C039	MQ CUSTOMER REFUND FOR CR	54.48	000B30801	MQ CUSTOMER REFUND FOR CR
26881	8/5/2013	\D019	MQ CUSTOMER REFUND FOR DO	16.61	000B30801	MQ CUSTOMER REFUND FOR DO
26882	8/5/2013	\E001	MQ CUSTOMER REFUND FOR EM	16.84	000B30801	MQ CUSTOMER REFUND FOR EM
26883	8/5/2013	\F015	MQ CUSTOMER REFUND FOR FE	44.48	000B30801	MQ CUSTOMER REFUND FOR FE
26884	8/5/2013	\G001	MQ CUSTOMER REFUND FOR GO	53.76	000B30801	MQ CUSTOMER REFUND FOR GO
26885	8/5/2013	\G022	MQ CUSTOMER REFUND FOR GR	55.13	000B30801	MQ CUSTOMER REFUND FOR GR
26886	8/5/2013	\H006	MQ CUSTOMER REFUND FOR HI	45.32	000B30801	MQ CUSTOMER REFUND FOR HI
26887	8/5/2013	\H012	MQ CUSTOMER REFUND FOR HI	15.84	000B30801	MQ CUSTOMER REFUND FOR HI
26888	8/5/2013	\H013	MQ CUSTOMER REFUND FOR HO	35.12	000B30801	MQ CUSTOMER REFUND FOR HO
26889	8/5/2013	\J015	MQ CUSTOMER REFUND FOR JU	15.07	000B30801	MQ CUSTOMER REFUND FOR JU
26890	8/5/2013	\L008	MQ CUSTOMER REFUND FOR LA	37.25	000B30801	MQ CUSTOMER REFUND FOR LA
26891	8/5/2013	\L025	MQ CUSTOMER REFUND FOR LO	46.54	000B30801	MQ CUSTOMER REFUND FOR LO
26892	8/5/2013	\M020	MQ CUSTOMER REFUND FOR MA	26.65	000B30801	MQ CUSTOMER REFUND FOR MA
26893	8/5/2013	\M055	MQ CUSTOMER REFUND FOR MA	62.89	000B30801	MQ CUSTOMER REFUND FOR MA

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
26894	8/5/2013	\M056	MQ CUSTOMER REFUND FOR ME	12.74	000B30801	MQ CUSTOMER REFUND FOR ME
26895	8/5/2013	\M057	MQ CUSTOMER REFUND FOR MO	-	000B30801u	Ck# 026895 Reversed
26896	8/5/2013	\N008	MQ CUSTOMER REFUND FOR NO	80.49	000B30801	MQ CUSTOMER REFUND FOR NO
26897	8/5/2013	\P018	MQ CUSTOMER REFUND FOR PE	62.70	000B30801	MQ CUSTOMER REFUND FOR PE
26898	8/5/2013	\R008	MQ CUSTOMER REFUND FOR RH	38.40	000B30801	MQ CUSTOMER REFUND FOR RH
26899	8/5/2013	\R009	MQ CUSTOMER REFUND FOR RI	88.06	000B30801	MQ CUSTOMER REFUND FOR RI
26900	8/5/2013	\S060	MQ CUSTOMER REFUND FOR SI	6.47	000B30801	MQ CUSTOMER REFUND FOR SI
26901	8/5/2013	\S061	MQ CUSTOMER REFUND FOR SM	61.31	000B30801	MQ CUSTOMER REFUND FOR SM
26902	8/5/2013	\S062	MQ CUSTOMER REFUND FOR SM	22.23	000B30801	MQ CUSTOMER REFUND FOR SM
26903	8/5/2013	\T006	MQ CUSTOMER REFUND FOR TU	8.66	000B30801	MQ CUSTOMER REFUND FOR TU
26904	8/5/2013	\U001	MQ CUSTOMER REFUND FOR UR	48.48	000B30801	MQ CUSTOMER REFUND FOR UR
26905	8/12/2013	*0007	AZALEA HALL DEPOSIT REFUND KM	100.00	B30805	AZALEA HALL DEPOSIT REFUND KM
26906	8/12/2013	*0008	AZALEA HALL DEPOSIT REFUND DE	100.00	B30807	AZALEA HALL DEPOSIT REFUND DE
26907	8/12/2013	*0009	AZALEA HALL DEPOSIT REFUND GS	100.00	B30807	AZALEA HALL DEPOSIT REFUND GS
26908	8/12/2013	ABB01	ABBEY SYSTEMS, INC.	5,123.08	1180	WATER RADIO TELEMETRY UPG
26909	8/12/2013	ACW01	CB&T/ACWA-JPIA	2,643.56	2	GRP DENTAL INSURANCE
				42,943.10	B30807	GRP. HEALTH INS
			Check Total:	<u>45,586.66</u>		
26910	8/12/2013	ARC02	Arcata Stationers	1,488.60	B30808	OFFICE SUPPLIES
26911	8/12/2013	BAS01	BASIC LABORATORY INC.	181.00	1306889	LAB TESTING
26912	8/12/2013	BAY02	BAY WEST SUPPLY, INC.	1,401.08	B30802	JANITORIAL SUPPLIES
26913	8/12/2013	COA02	COASTAL BUSINESS SYSTEMS	1,803.22	33896	QUARTERLY MAINTENANCE AGRMT

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
26914	8/12/2013	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B307151	MOMS SOFTWARE MAINTENANCE
26915	8/12/2013	COS03	COSTCO WHOLESALE	310.29	B30802	SUPPLIES PURCHASED
26916	8/12/2013	DEL05	DELL MARKETING L.P.	1,110.55	XJ62RDJK4	COMPUTER SYSTEM
26917	8/12/2013	FER04	FERNBRIDGE TRACTOR	243.67	118988	CONSTRUCTION EQUIPMENT RE
26918	8/12/2013	GAN01	GAN CONFERENCING	11.45	15246	SUBSCRIPTIONS
26919	8/12/2013	HUC01	DELILAH HUCK	299.00	B30808	CONTRACTED INSTRUCTOR
26920	8/12/2013	HUM08	HUMBOLDT SANITATION	1,505.55	B30807	TRASH SERVICE
26921	8/12/2013	ISE01	I-SECURE INC.	90.00	24298	SHREDDING SERVICES
26922	8/12/2013	MCK02	MCKINLEYVILLE GLASS CO.	291.43	41415	REPAIRS/ SUPPLIES
26923	8/12/2013	MIL01	Miller Farms Nursery	3,431.58	B30808	REPAIRS/SUPPLY
26924	8/12/2013	NEC01	NEC FINANCIAL SERVICES,LLC	286.59	1636135	PHONE SYSTEMS
26925	8/12/2013	NOR01	NORTH COAST LABORATORIES	3,193.00	B30808	LAB TESTS
26926	8/12/2013	NOR05	NORTHERN CALI AREA COUNCIL	50.00	B30808	TRAINING
26927	8/12/2013	NOR13	NORTHERN CAL SAFETY CONSORTIUM	80.00	19706	MONTHLY SUBSCRIPTION
26928	8/12/2013	NOR36	NORTH COAST PARTS & SUPPLIES	241.63	B30808	VEHICLE REPAIRS
26929	8/12/2013	NYL01	NYLEX.NET	144.00	74222	PROFESSIONAL SERVICES
				48.00	74224	PROFESSIONAL SERVICES
			Check Total:	<u>192.00</u>		
26930	8/12/2013	ORS01	GREG ORSINI	71.00	B30807	ACWA'S 2013 REGULATORY SU
26931	8/12/2013	PGE01	PG & E (Office & Field)	15,647.42	B30808	GAS & ELECTRIC
26932	8/12/2013	PRE08	PRECISION INTERMEDIA	30.00	RC813104	WEB HOSTING
26933	8/12/2013	REN01	RENNER PETROLEUM	3,274.30	B30808	GAS/OIL/LUBE

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
26934	8/12/2013	SAF04	SAFEWAY INC. FILE # 72905	82.38	B30808	SUPPLIES PURCHASED
26935	8/12/2013	SEH01	JASON SEHON	122.00	B30812	TRAVEL ADV-AREA COUNCIL MTG
26936	8/12/2013	SUD01	SUDDENLINK	159.90	B30808	INTERNET SERVICES
26937	8/12/2013	THO02	Thomas Home Center	323.59	B30808	REPAIRS/SUPPLY
26938	8/12/2013	UMP03	UMPQUA BANK--VISA	4,486.80	B30808	SUPPLIES PURCHASED IN JULY
26939	8/12/2013	UND01	UNDERGROUND SERVICE ALERT	259.08	B30808	SUBSCRIPTIONS
26940	8/12/2013	VER01	VERIZON WIRELESS	125.41	B30808	CELL PHONES
26941	8/12/2013	WES09	WEST COAST PLUMBING	33.20	B30808	REPAIRS/ SUPPLIES
26942	8/12/2013	WIL09	WILLDAN FINANCIAL SERVICES	657.00	010-21726	PROFESSIONAL SERVICES
26943	8/22/2013	*0099	CUSTOMER REFUND FOR MOR01	46.27	B30822P	CUSTOMER REFUND FOR MOR01
26944	8/26/2013	*0010	AZALEA HALL DEPOSIT REFUND SM	100.00	B30826	AZALEA HALL DEPOSIT REFUND SM
26945	8/26/2013	*0011	AZALEA HALL DEPOSIT REFUND RL	100.00	B30826	AZALEA HALL DEPOSIT REFUND RL
26946	8/26/2013	*0012	AZALEA HALL DEPOSIT REFUND OG	100.00	2	AZALEA HALL DEPOSIT REFUND OG
				73.00	B30826	AZALEA HALL OVERPMT REFUND OG
			Check Total:	<u>173.00</u>		
26947	8/26/2013	*0013	AZALEA HALL DEPOSIT REFUND VF	100.00	B30826	AZALEA HALL DEPOSIT REFUND VF
26948	8/26/2013	*0014	KINDERSPORTS REFUND HF	50.00	B30826	KINDERSPORTS REFUND HF
26949	8/26/2013	10101	101 THINGS TO DO PUBLICATION	419.00	13KD031	KIDS DIGEST ADVERTISING
26950	8/26/2013	A&L02	A & L FEED	83.84	B30826	REPAIRS/ SUPPLIES
26951	8/26/2013	ADV01	ADVANCED SECURITY SYSTEM	58.50	234538	REPAIRS MADE TO SECURITY
26952	8/26/2013	AJI01	HAIDER AJINA	30.00	B30826	CONTRACT FUTSAL REFEREE
26953	8/26/2013	ATT01	AT&T	1,086.22	B30826	PHONE SYSTEMS

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
26954	8/26/2013	CAL10	CALIFORNIA HEATING	500.00	22527	PROFESSIONAL SERVICES
26955	8/26/2013	DEP05	DEPARTMENT OF JUSTICE	96.00	983800	FINGERPRINTING
26956	8/26/2013	DON01	DON'S RENT-ALL	273.87	100901	REPAIRS/SUPPLY
26957	8/26/2013	FED01	FedEx Office	109.87	B30826	PRINTING
26958	8/26/2013	FER04	FERNBRIDGE TRACTOR	229.38	119333	SUPPLIES PURCHASED
26959	8/26/2013	GHD01	GHD	151.00	74119	PROFESSIONAL SERVICES
				264.25	74120	PROFESSIONAL SERVICES
			Check Total:	<u>415.25</u>		
26960	8/26/2013	HAR13	The Hartford - Priority A	1,217.73	B30826	GROUP LIFE INSURANCE
26961	8/26/2013	JAC04	JACKSON & EKLUND, INC.	1,285.00	176659	PROFESSIONAL SERVICES
26962	8/26/2013	MAN03	MANDELL MUNICIPAL COUNSEL	164.50	B30826	PROFESSIONAL SERVICES
26963	8/26/2013	MCK04	MCK ACE HARDWARE	1,123.44	B30808	REPAIRS/SUPPLY
26964	8/26/2013	MCK11	MCKINLEYVILLE SENIOR CENTER	87.50	B30808	P/R SHARE OF CARPET CLEANING
26965	8/26/2013	MIL03	THE MILL YARD	51.48	B30807	REPAIRS/ SUPPLIES
26966	8/26/2013	MIT01	Mitchell, Brisso, Delaney	2,138.00	32996	PROFESSIONAL SERVICES
26967	8/26/2013	NOR12	N. HUMBOLDT REC. & PARK	157.50	UC011897	REC PROGRAM FIELD TRIP
26968	8/26/2013	NOR23	NORTH COAST SECTION, CWEA	100.00	B30826	TRAINING-5 ATTENDEES
26969	8/26/2013	NOR35	NORTHERN HUMBOLDT	708.96	ES14-008	OPEN SPACE MAINTENANCE
26970	8/26/2013	NOR37	NORTH COAST UNIFIED AIR QUALITY DISTR	1,690.24	4853	ANNUAL RENEWAL FEES
26971	8/26/2013	NYL01	NYLEX.NET	768.00	74284	PROFESSIONAL SERVICES
26972	8/26/2013	OCC01	OCCUPATIONAL HEALTH	330.00	523-07-13	PROFESSIONAL SERVICES
26973	8/26/2013	ORE01	O'REILLY AUTOMOTIVE, INC.	13.96	B30808	REPAIRS/SUPPLY

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
26974	8/26/2013	PAC02	PACIFIC TELEMAGEMENT SE	300.00	554421	6MTH OF PAYPHONE @ MAC
26975	8/26/2013	PGE02	PACIFIC GAS & ELECTRIC	2,796.37	B30826	STREETLIGHTS AUG 2013
26976	8/26/2013	PRE08	PRECISION INTERMEDIA	30.00	RC713107	WEB HOSTING
26977	8/26/2013	PRO03	PROFESSIONAL CREDIT MGMT	51.71	B30826	REC. BAD DEBTS
26978	8/26/2013	REM01	REMY, MOOSE AND MANLEY,LLC	1,837.50	96654	PROFESSIONAL SERVICES
26979	8/26/2013	RES05	RESERVE ACCOUNT	1,500.00	B30808	POSTAGE METER
26980	8/26/2013	SCH01	Schir Parts, Inc.	118.89	B30808	VEHICLE REPAIRS
26981	8/26/2013	SIE02	SIERRA CHEMICAL CO.	1,599.88	254636	CHLORINE/ CONTAINER DEPOSIT
26982	8/26/2013	TOT02	TOTAL COMPENSATION SYSTEM	2,600.00	3857	PROFESSIONAL SERVICES
26983	8/26/2013	USP02	USPS: ARCATA BMEU	1,500.00	B30808	PERMIT 202 BULK MAIL
26984	8/26/2013	ADA02	ADAPCO,INC	534.06	94544	SUPPLIES REPAIRS
26985	8/26/2013	CAM01	CAMPTON ELECTRIC SUPPLY	813.80	S1124601	LED STREETLIGHTS
				9,811.50	S1124603	LED STREETLIGHTS
				7,912.50	S11246030	LED STREETLIGHTS
			Check Total:	<u>18,537.80</u>		
26986	8/26/2013	CWE01	CWEA	148.00	B30826	CERT RENEWAL
26987	8/26/2013	CWE02	CALIFORNIA WATER	148.00	B30826	CERT RENEWAL
26988	8/26/2013	DEP03	DEPT OF HEALTH SERVICES	60.00	B30826	CERT RENEWAL
26989	8/26/2013	DEP04	CA DEPT OF PUBLIC HEALTH-	60.00	B30826	CERT RENEWAL
26990	8/26/2013	E&M01	E & M ELECTRIC	629.17	249065	SUPPORT CONTRACT
26991	8/26/2013	KER01	KERNEN CONSTRUCTION	118.47	47680	REPAIRS/ SUPPLIES
26992	8/26/2013	MCM01	McMaster-Carr Supply Co.	497.63	56598711	SUPPLIES/ REPAIRS

Check Number	Check Date	Vendor Number	Vendor Name	Amount	Invoice #	Description
26993	8/26/2013	MUN02	MUNICIPAL MAINTENANCE	107.03	83827-IN	SUPPLIES/ REPAIRS
26994	8/26/2013	SEC03	SECURITY LOCK & ALARM	103.76	82039	REPAIRS/ SUPPLIES
26995	8/26/2013	SLO01	DIANE SLOANE	157.00	B30826	AFLAC FLEX SPENDING REIMB
26996	8/29/2013	USP02	USPS: ARCATA BMEU	1,237.59	B30829P	PERMIT 239-NEWSLETTERS
				228,511.39		
<b>Total Disbursements - Accounts Payable:</b>				<b>228,511.39</b>		

#### Payroll Related Disbursements

11257-11280	8/8/2013		Various Employees	17,835.19		Employee Payroll Checks
11281	8/8/2013	CAL12	CalPERS 457 Plan	3,768.37	B30808	RETIREMENT
11282	8/8/2013	DIR01	DIRECT DEPOSIT VENDOR- US	27,618.31	B30808	Direct Deposit
11283	8/8/2013	EMP01	Employment Development	1,614.63	B30808	STATE INCOME TAX
				603.46	1B30808	SDI
Check Total:				2,218.09		
11284	8/8/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	5,276.73	B30808	FEDERAL INCOME TAX
11284	8/8/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	7,475.84	1B30808	FICA
				1,748.38	2B30808	MEDICARE
Check Total:				14,500.95		
11285	8/8/2013	AFL01	AFLAC	43.30	B30731	AFLAC (PRE-TAX)
11286	8/8/2013	PUB01	Public Employees PERS	16,214.67	B30731	PERS PAYROLL REMITTANCE
				56.08	1B30731	PERS CONTRIBUTION
Check Total:				16,270.75		
11287	8/13/2013		Employee	966.56		Employee Payroll Checks
11288	8/13/2013		Employee	946.62		Vacation Buyout
11289-11312	8/22/2013		Various Employees	17,221.42		Employee Payroll Checks
11313	8/22/2013	CAL12	CalPERS 457 Plan	152.70	B30813	RETIREMENT
				3,589.10	B30822	RETIREMENT
Check Total:				3,741.80		



Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
11314	8/22/2013	DIR01	DIRECT DEPOSIT VENDOR- US	25,272.35	B30822	Direct Deposit
11315	8/22/2013	EMP01	Employment Development	28.78	B30813	STATE INCOME TAX
				1,456.96	B30822	STATE INCOME TAX
				13.85	1B30813	SDI
				563.37	1B30822	SDI
				102.84	2B30813	STATE INCOME TAX
				15.58	3B30813	SDI
			Check Total:	<u>2,181.38</u>		
11316	8/22/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	156.65	B30813	FEDERAL INCOME TAX
				4,789.97	B30822	FEDERAL INCOME TAX
				171.74	1B30813	FICA
				6,978.88	1B30822	FICA
				40.16	2B30813	MEDICARE
				1,632.16	2B30822	MEDICARE
				389.55	3B30813	FEDERAL INCOME TAX
				193.22	4B30813	FICA
				45.18	5B30813	MEDICARE
			Check Total:	<u>14,397.51</u>		
				<u>146,982.60</u>		
			<b>Total Disbursements - Payroll:</b>	<b><u>146,982.60</u></b>		
			<b>Total Check Disbursements:</b>	<b><u>375,493.99</u></b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2013

TYPE OF ITEM: **Consent Calendar Item**

**ITEM: D.4. Compliance with State Double Check Valve Law**

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

**TYPE OF ACTION: Consent Calendar**

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	July 30, 2013
10 Day Notice	September 18, 2013
Board Meeting	October 2, 2013
Lock	November 4, 2013
<b>ROUTES 12, 13 &amp; 14</b>	

Account #	Address	Model of DCV	Date s/o out
6-020-000	1495 School	Wilkins	
12-152-000	1968 So. Gwin	Watts	
13-065-000	2395 Central Ave	Febco	
13-225-000	1641 Babler	Wilkins	
13-435-000	2745 Warner	Wilkins	
13-760-640	2728 Central	Ames	
13-860-000	1505 Fawn Lane	Wilkins	
14-052-000	1354 Bel Nor Road	Watts	
14-090-000	1363 Bel Nor Road	Watts	
14-108-000	1267 Bel Nor Road	Febco	
14-368-000	2596 McKinleyville Ave	none	
14-452-000	990 Eucalyptus	Wilkins	
14-561-000	1156 Peeples Road	Watts	

Updated: 9/19/2013

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2013

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1.**                      **Informational item regarding Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence**

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

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

**Recommendation:**

Staff requests the Board listen to the information provided regarding the District Transparency Certificate of Excellence and take public comment.

**Discussion:**

McKinleyville Community Services District (MCSD) has applied for the District Transparency Certificate of Excellence. This program was created by the Special District Leadership Foundation (SDLF) in an effort to promote transparency in the operations and governance of special districts to the public. This prestigious award will allow MCSD an opportunity to demonstrate our efforts in transparency. We are committed to provide our community and ratepayers information regarding the District's actions. Staff was diligent in not just meeting the required criteria in the three main subject areas; Basic Transparency Requirements; Website Requirements and Outreach Requirements, but exceeded them. SDLF explains why districts should earn the District Transparency Certificate of Excellence:

1. The certificate covers all general, website, and outreach best practices and requirements regarding transparency for special districts.
- 2 Earning the certificate is a tangible acknowledgement of your transparency efforts.
- 3 Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.
- 4 Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of your district's activities.

MCSD has recently completed the District Transparency Certificate of Excellence *checklist* and submitted all materials to select individuals of our community for review. The panel promptly reviewed, commented and returned the material to the District. We have sent the proof of completion

signed by the individuals along with our application and supporting materials to SDLF for review.

If our district is chosen to receive this prestigious award the district will receive:

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the CSDA eNews

MCSD is dedicated to provide information and awareness to the public that it serves. We will continue to support the programs created by SDLF promoting good governance.

**Alternatives:**

Take Action

**Fiscal Analysis:**

There are no fees for this certificate and districts will be recognized for two full years.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – District Transparency Certificate of Excellence & Application



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

## District Transparency Certificate of Excellence

### Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

### Duration

2 Years

### Application Cost

FREE

### District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the CSDA eNews

### Basic Requirements

CURRENT ETHICSTRAINING FOR ALL BOARD MEMBERS (*Government Code Section 53235*)

- ☐ Provide copies of training certificates along with date completed

COMPLIANCE WITH THE RALPH M. BROWN ACT (*Government Code Section 54950 et. al*)

- ☐ Provide copy of current policy related to Brown Act compliance
- ☐ Provide copy of a current meeting agenda (including opportunity for public comment)

ADOPTION OF POLICY RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS

- ☐ Provide copy of current policy

ADOPTION OF REIMBURSEMENT POLICY, IF DISTRICT PROVIDES ANY REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES (*Government Code Section 53232.2 (b)*)

- ☐ Provide copy of current policy

ANNUAL DISCLOSURE OF BOARD MEMBER OR EMPLOYEE REIMBURSEMENTS FOR INDIVIDUAL CHARGES OVER \$100 FOR SERVICES OR PRODUCTS. THIS INFORMATION IS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION. "INDIVIDUAL CHARGE" INCLUDES, BUT IS NOT LIMITED TO: ONE MEAL, LODGING FOR ONE DAY, OR TRANSPORTATION. (*Government Code Section 53065.5*)

- ☐ Provide copy of the most recent document and how it is accessible.

TIMELY FILING OF STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT - INCLUDES COMPENSATION DISCLOSURE. (*Government Code Section 53891*)

- ☐ Provide copy of most recent filing.

*SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'*

CONDUCT ANNUAL AUDITS (*Government Code Section 26909 and 12410.6*)

- ☐ Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public

OTHER POLICIES – HAVE CURRENT POLICIES ADDRESSING THE FOLLOWING AREAS

*Provide copies of each:*

- ☐ Conflict of Interest
- ☐ Code of Ethics/Values/Norms or Board Conduct
- ☐ Financial Reserves Policy

## Website Requirements

MAINTAIN A DISTRICT WEBSITE WITH THE FOLLOWING ITEMS REQUIRED. *(provide website link)*

*Required items available to the public:*

- ☐ Names of Board Members and their terms of office
- ☐ Name of general manager and key staff along with contact information
- ☐ Election procedure and deadlines
- ☐ Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*)
- ☐ District's mission statement
- ☐ Description of district's services/functions and service area
- ☐ Authorizing statute/Enabling Act (Principle Act or Special Act)
- ☐ Current District budget
- ☐ Most recent financial audit
- ☐ Archive of Board meeting minutes for at least the last 6 months
- ☐ List of compensation of Board Members and Staff and/or link to State Controller's webpage with the data

ADDITIONAL ITEMS – *website also must include at least 4 of the following items:*

- ☐ Post Board Member ethics training certificates
- ☐ Picture, biography and e-mail address of board members
- ☐ Last (3) years of audits
- ☐ Reimbursement and Compensation Policy
- ☐ Financial Reserves Policy
- ☐ Online/downloadable public records act request form
- ☐ Audio or video recordings of board meetings
- ☐ Map of district boundaries/service area
- ☐ Link to California Special Districts Association mapping program
- ☐ Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

## Outreach/Best Practices Requirements

*(Must complete at least 2 of the following items)*

REGULAR DISTRICT NEWSLETTER OR COMMUNICATION (PRINTED AND/OR ELECTRONIC) THAT KEEPS THE PUBLIC, CONSTITUENTS AND ELECTED OFFICIALS UP-TO-DATE ON DISTRICT ACTIVITIES *(at least twice annually)*

- ☐ Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

COMMUNITY NOTIFICATION THROUGH PRESS RELEASE TO LOCAL MEDIA OUTLET ANNOUNCING UPCOMING FILING DEADLINE FOR ELECTION AND PROCESS FOR SEEKING A POSITION ON THE DISTRICT BOARD, PRIOR TO THAT ELECTION (OR PRIOR TO THE MOST RECENT DEADLINE FOR CONSIDERATION OF NEW APPOINTMENTS FOR THOSE DISTRICTS WITH BOARD MEMBERS APPOINTED TO FIXED-TERMS).

- ☐ Provide copy of the press release (and the printed article if available)

COMPLETE SALARY COMPARISON/BENCHMARKING FOR DISTRICT STAFF POSITIONS USING A REPUTABLE SALARY SURVEY (AT LEAST EVERY 5 YEARS)

- ☐ Provide brief description of the survey and process used as well as the general results

SPECIAL COMMUNITY ENGAGEMENT PROJECT

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- ☐ Submit an overview of the community engagement project reviewing the process undertaken and results achieved

HOLD ANNUAL INFORMATIONAL PUBLIC BUDGET HEARINGS THAT ENGAGE THE PUBLIC (OUTREACH, WORKSHOPS, ETC.) PRIOR TO ADOPTING THE BUDGET

- ☐ Provide copy of most recent public budget hearing notice and agenda.



## COMMUNITY TRANSPARENCY REVIEW

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- ☐ Chair of the County Civil Grand Jury
- ☐ Editor of a reputable local print newspaper (only one may count toward requirement)
- ☐ LAFCO Executive Officer
- ☐ County Auditor-Controller
- ☐ Local Legislator (only one may count toward requirement)
- ☐ Executive Director or President of local Chamber of Commerce
- ☐ General Manager of a peer agency (special district, city or county)
- ☐ Provide proof of completion signed by individuals completing Community Transparency Review

✂ -----



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

## District Transparency Certificate of Excellence

### Submit Application

Submit this application along with all required documentation to:

## SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.		SIGNATURE:

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 2, 2013

TYPE OF ITEM: **ACTION**

---

**ITEM: E.2.**                      **Consider adopting Resolution 2013-22, 2013-23, 2013-24 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation**

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

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

### **Recommendation:**

Staff would like to take public comment and arrive at a consensus to adopt Resolution 2013-22, 2013-23 and 2013-24 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation.

### **Discussion:**

The District has now completed all requirements to apply for the District Transparency Certificate of Excellence. We stand committed to provide information and awareness to the public McKinleyville CSD serves. Part of the requirements included asking various community leaders to complete an overview checklist and comment on the accomplishments of the District.

Staff is recommending the Board of Directors of McKinleyville Community Service District (MCSD) publicly recognize the support of Ms. Carol Rische, General Manager of Humboldt Bay Municipal Water District; Mr. Ryan Sundberg, Fifth District Supervisor of Humboldt County Board of Supervisors; and Jack Durham, Editor/Publisher of Mad River Union, formerly the McKinleyville Press newspaper in completing their review and checklist in support of MCSD's quest. Please join us in presenting these individuals with Resolutions acknowledging them for their support of District's commitment to transparency.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action



**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – Resolution 2013-22
- Attachment 2 – Resolution 2013-23
- Attachment 3 – Resolution 2013-24

## RESOLUTION 2013-22

### A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation

**WHEREAS**, McKinleyville Community Services District (MCSD) has applied for the District Transparency Certificate of Excellence; and

**WHEREAS**, it is required to obtain a completed overview checklist from community leaders familiar with the requirements for certification; and

**WHEREAS**, MCSD General Manager Gregory Orsini contacted Ms. Carol Rische, General Manager of Humboldt Bay Municipal Water District asking her to participate in the review process for the District Transparency Certificate of Excellence as a peer agency; and

**WHEREAS**, Ms. Carol Rische stepped up to the task by contributing her time and energy to complete the checklist and comment on her findings in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED:** The Board of Directors of McKinleyville Community Service District wishes to publicly recognize the support of Ms. Carol Rische, General Manager of Humboldt Bay Municipal Water District in completing the review and checklist in support of the MCSD quest.

**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 October, 2013 by the following polled vote:

Ayes:

Noes:

Abstain:

Absent:

---

Dennis Mayo, Board President

Attest:

---

Kathy Wilson, Board Secretary

## RESOLUTION 2013-23

### A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation

**WHEREAS**, McKinleyville Community Services District (MCSD) has applied for the District Transparency Certificate of Excellence; and

**WHEREAS**, it is required to obtain a completed overview checklist from community leaders familiar with the requirements for certification; and

**WHEREAS**, MCSD General Manager Gregory Orsini contacted Mr. Ryan Sundberg Fifth District Supervisor of Humboldt County Board of Supervisors asking him to participate in the review process for the District Transparency Certificate of Excellence as our local Legislator; and

**WHEREAS**, Mr. Ryan Sundberg stepped up to the task by contributing his time and energy to complete the checklist and comment on his findings in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED:** The Board of Directors of McKinleyville Community Service District wishes to publicly recognize the support of Mr. Ryan Sundberg, Fifth District Supervisor of Humboldt County Board of Supervisors in completing the review and checklist in support of the MCSD quest.

**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 October, 2013 by the following polled vote:

Ayes:

Noes:

Abstain:

Absent:

---

Dennis Mayo, Board President

Attest:

---

Kathy Wilson, Board Secretary

## **RESOLUTION 2013-24**

### **A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

Offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation

**WHEREAS,** McKinleyville Community Services District (MCSD) has applied for the District Transparency Certificate of Excellence; and

**WHEREAS,** It is required to obtain a completed overview checklist from community leaders familiar with the requirements for certification; and

**WHEREAS,** MCSD General Manager Gregory Orsini contacted Mr. Jack Durham the Editor/Publisher of Mad River Union Newspaper, formerly the McKinleyville Press Newspaper asking him to participate in the review process for the District Transparency Certificate of Excellence as our reputable local print newspaper; and

**WHEREAS,** Mr. Jack Durham stepped up to the task by contributing his time and energy to complete the checklist and comment on his findings in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED:** The Board of Directors of McKinleyville Community Service District wishes to publicly recognize the support of Mr. Jack Durham, Editor/Publisher of Mad River Union Newspaper, formerly the McKinleyville Press Newspaper in completing the review and checklist in support of the MCSD quest.

**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 October, 2013 by the following polled vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

\_\_\_\_\_  
Kathy Wilson, Board Secretary

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 2, 2013

TYPE OF ITEM: **ACTION**

---

**ITEM: E.3. Resolution 2013-20 to amend Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees**

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

**TYPE OF ACTION: Roll Call Vote**

### **Recommendation:**

Approve Resolution 2013- 20 amending Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees.

### **Discussion:**

Regulation 10, Rule 10.09 currently reads "The District shall charge a \$20 (twenty dollar) fee each time a customer's payment is rejected by that customers financial institution."

The District recently encountered a situation where a customer's payment was rejected and the bank charged a fee higher than \$20.00. In order to avoid subsidizing these higher returned payment fees in the future, the following language is suggested:

"The District shall charge the full returned payment fee or \$20 (twenty dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution ."

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Unknown potential savings where returned payment fees charged by the bank exceed \$20.00

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment A - Resolution 2013-20

## RESOLUTON 2013-20

### A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING REGULATION 10, RULE 10.09 TO ACCOMMODATE GREATER RETURNED PAYMENT FEES

**WHEREAS:** In regards to Regulation 10, Rule 10.09, the District has found that the current language may not allow the District to recover costs associated with a returned customer payment; and

**WHEREAS:** The Board wishes to allow amending Regulation 10, Rule 10.09 by changing language to ensure that the cost of returned customer payment fees are covered;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1 - Regulation 10, Rule 10.09 will be changed to read in part:**

**Rule 10.09. RETURNED CHECK FEE.** The District shall charge the full returned payment fee or \$20 (twenty dollars), whichever is greater, each time a customer's payment is rejected by that customers financial institution.

**Section 2 - This resolution shall take effect immediately upon adoption.**

**PASSED, APPROVED, AND ADOPTED** this 2<sup>nd</sup> day of October 2013 by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Dennis Mayo, Board President

Attest:

---

Kathy Wilson, Board Secretary

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 2, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.4. Consider California Special District Association (CSDA) committee seats and responsibilities for 2014**

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

**TYPE OF ACTION: Voice Vote**

### **Recommendation:**

Staff requests the Board consider selection for the California Special District Association (CSDA) committee seats and expert feedback teams for 2014, take public comment and arrive at a consensus for selection of committee seats and expert feedback teams.

### **Discussion:**

The CSDA is looking for volunteers consisting of staff and board members to participate and contribute on one or more committees or expert feedback teams. Staff would like to discuss the interest in committee assignments. Committees need dedicated participants who are able to spend the time to provide their knowledge in policy making of CSDA.

Participation not only means commitment of time, but the District will bear the burden of any expense related to travel and per diem as CSDA does not reimburse for committee-related travel expenses. All committees meet in person at least twice annually generally in Sacramento, but location may vary. CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail.

If staff or directors are interested in becoming more involved as a member of CSDA the completed form needs to be returned to CSDA no later than October 18, 2013. The selection and endorsement of CSDA's 2014 committees will take place in November and selected participants will be notified by the end of November 2013. Committee participation begins in January 2014.

### **Alternatives:**

Take Action



**Fiscal Analysis:**

- All committees meet in person at least twice annually and generally in Sacramento, but location may vary.
- CSDA does not reimburse for committee related travel expenses.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – CSDA 2014 COMMITTEE AND EXPERT FEEDBACK TEAM INTEREST FORM



**California Special  
Districts Association**

*Districts Stronger Together*

**2014 COMMITTEE AND EXPERT FEEDBACK TEAM  
INTEREST FORM**

Please make additional copies for each participant.  
***Please Use Actual Contact Information where you can be reached***

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

Title/Position: \_\_\_\_\_

District/Organization: \_\_\_\_\_

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

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

Telephone:(District) \_\_\_\_\_ (Contact): \_\_\_\_\_

Fax (District): \_\_\_\_\_ (Contact): \_\_\_\_\_

E-mail: \_\_\_\_\_

**COMMITTEES:** We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?  
\_\_\_\_\_ (maximum 3)

**NOTE:** All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

\_\_\_\_\_ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: Meets with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

\_\_\_\_\_ **Education Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

\_\_\_\_\_ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

\_\_\_\_\_ **Membership & Recruitment Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special District Legislative Days (May 20-21) and Annual Conference (September 29-October 2) is expected if you serve on this committee. All selected 2014 members will be invited to join the 2013 committee members and CSDA staff for a legislative planning session on November 15, 2013.

Each Legislative Committee member will be assigned to 1 to 2 working groups. Please rank from 1 to 6 which working groups you are interested in participating in:

- \_\_\_\_\_ Budget, Finance & Taxation Working Group
- \_\_\_\_\_ Environmental Sustainability Working Group
- \_\_\_\_\_ Formation & Reorganization Working Group
- \_\_\_\_\_ Human Resources & Personnel Working Group
- \_\_\_\_\_ Public Works & Contracting Working Group
- \_\_\_\_\_ Transparency & Accountability Working Group

I am interested in participating on \_\_\_\_ (1 or 2) Legislative Committee working groups

\_\_\_\_\_ **Alternative Option: Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list may provide input by responding to the legislative staff by email. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee.

**EXPERT FEEDBACK TEAMS:** In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

\_\_\_\_\_ **Budget, Finance & Taxation:** Assessments; Bankruptcy; Bonds; Mandates; Mello-Roos; Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes

\_\_\_\_\_ **Environmental Sustainability:** CEQA; Greenhouse Gas Emissions; Renewable Energy; SB 375

\_\_\_\_\_ **Formation & Reorganization:** Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI

\_\_\_\_\_ **Human Resources & Personnel:** Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance

\_\_\_\_\_ **Legal:** General legal matters affecting special districts

\_\_\_\_\_ **Public Works & Contracting:** Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds

\_\_\_\_\_ **Transparency & Accountability:** Audits; Brown Act; Ethics; Governance; Public Records Act; Political Reform Act; Reporting to State Controller

Committee and Expert Feedback Team participation is open to both Board members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.**

CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail; however, most committees do meet at least two times a year in person.

**\*Either the District/Company General Manager or Board President must authorize below**

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

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email [charlottel@csda.net](mailto:charlottel@csda.net) no later than 5:00 p.m. on **Friday, October 18, 2013**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 [www.csda.net](http://www.csda.net)

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 2, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.5.**                      **Consider approving Resolution 2013-21 for Public Utility Easement Deed – APN 507-261-19 & Resolution 2013-25 for Public Utility Easement Deed – APN 507-261-12 & 21**

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

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

### **Recommendation:**

Staff recommends the Board discuss, take public comment and approve Resolution 2013-21 for Public Utility Easement Deed – APN 507-261-19 & Resolution 2013-25 for Public Utility Easement Deed – APN 507-261-12 & 21

### **Discussion:**

In the process of providing water for these developments in the Boyd Road area near the City of Arcata mainline extension agreements were required. Contingent on MCSD accepting these extensions as infrastructure, deeded easements would be necessary to provide access for maintenance and repair of the conveyed facilities. Both of these development were completed roughly ten years ago and accepted without the agreed upon easements being executed.

While reviewing these files I noticed the lack of executed easements so we are bringing them to the Board to formalize and legitimize our right of access to these areas.

Attached are the Resolutions, Deeds and Descriptions necessary for the execution of the easements.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 Resolution 2013-21
- Attachment 2 Resolution 2013-25

**RESOLUTION 2013-21**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE ACCEPTANCE AND RECORDATION OF A PUBLIC UTILITY  
EASEMENT OVER AND ACROSS A PORTION OF REAL PROPERTY LOCATED NEAR  
ARCATA, CA (APN 507-261-19 ET SEQ.).**

**A. WHEREAS,** The D & R Miller Family, LLC (“Owner”), owns certain real property in the unincorporated area of the County of Humboldt, at/near the community of McKinleyville, California (APN 507-261-19) (“Property”);

**B. WHEREAS,** Owner and McKinleyville Community Services District (MCSD) have prepared and negotiated a “Public Utility Easement Deed” (the “Easement”), a copy of which is attached hereto as **“Exhibit 1”**;

**C. WHEREAS,** Owner agrees to convey a perpetual easement over and across a portion of the Property (“Easement”) to MCSD, and MCSD agrees to accept the Easement from Owner, subject to the terms and conditions set forth in the Easement; and

**D. WHEREAS,** The environmental impacts of the Easement and any associated utility line installation work, are deemed categorically exempt under the California Environmental Quality Act, California Public Resources Code § 21000, et seq. (“CEQA”), pursuant to Title 14, Article 19, §§ 15301, 15302 and 15303, of the California Code of Regulations (“CEQA Categorical Exemptions”).

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY ADOPT THE RECITALS AND FINDINGS STATED ABOVE AND AUTHORIZES AND DIRECTS THE GENERAL MANAGER TO ACCEPT THE EASEMENT APPENDED TO THEI RESOLUTION FROM THE OWNER AND CAUSE IT TO BE RECORDED IN THE OFFICIAL RECORDS OF HUMBOLDT COUNTY, CALIFORNIA.**

**PASSED, APPROVED AND ADOPTED** this 2nd day of October, 2013 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Dennis Mayo, Board President**

**ATTEST:**

---

**Kathy Wilson, Board Secretary**

RECEIVED

EXHIBIT 1

SEP 24 2013

Recording Request By: **McK. C.S.D.**  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

And When Recorded Return To:  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
1656 Sutter Road  
McKinleyville, CA 95519

APN Nos. 507-261-19

Space above this line for Recorder's Use

Documentary Transfer Tax \$ -0-, Revenue and Taxation Code § 11922

### **PUBLIC UTILITY EASEMENT DEED**

For valuable consideration, receipt of which is hereby acknowledged,

DONALD R. MILLER, Member of the DONALD AND MARLEEN MILLER FAMILY LLC, Member AND RICHARD D. MILLER, Member of the RICHARD AND JOAN MILLER FAMILY LLC, Member of the D & R MILLER FAMILY LLC, (referred to herein as "Grantors"), as owners of that certain real property located in an unincorporated area in the County of Humboldt, State of California, as more particularly set forth in **Exhibit "A"**, attached hereto and incorporated herein by reference (the "Grantor's Property"), hereby grants to the McKinleyville Community Services District ("MCSD"), a California Community Services District, a public utility easement and right-of-way to lay, construct, repair, maintain, operate, renew and replace pipelines and appurtenances incidental thereto (herein referred to as "facilities") for the conveyance of water, wastewater, stormwater and telecommunication with right of ingress and egress to and from same, in, over, under and across that certain portion of Grantor's Property as described in **Exhibit "B"**, attached hereto and incorporated herein by reference (the "Easement Area").

Grantor agrees for itself, its successors and assigns, not to erect, place or maintain, nor to permit the erection, placement, or maintenance of any buildings, planter boxes, earthfill, large trees, large shrubs, block walls, concrete pavement, decking, structures and/or other similar improvements within the Easement Area that would unreasonably interfere with the ability of MCSD to obtain access to the easement for the purposes of repair, replacement, or installation of facilities.

MCSD and its contractors, agents and employees, shall have the right to trim or cut tree roots and vegetation as may endanger or interfere with the function of this easement and shall have free access to facilities and every part thereof, at all times, for the purpose of exercising the

rights granted herein. In doing work on property of the Grantor, MCSD will conduct work in such a manner as will cause the least injury to the surface of the ground or surface or surface around construction area, and will replace the earth so removed, and will restore the surface of the ground to as near a condition as existed prior to such work as is practicable.

In the event prohibited structures and/or improvements are installed or planted within the Easement Area, MCSD may require Grantor to remove same and, if Grantor does not comply, MCSD may cause removal and charge costs back to Grantor.

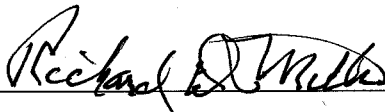
IN WITNESS WHEREOF, this Public Utility Easement Deed is executed by the undersigned this 24 day of September, 2013.

**Grantor(s):**

**D & R MILLER FAMILY LLC**



DONALD R. MILLER, Member of the DONALD  
AND MARLEEN MILLER FAMILY LLC, Member



RICHARD D. MILLER, Member of the RICHARD  
AND JOAN MILLER FAMILY LLC, Member



ACKNOWLEDGMENT

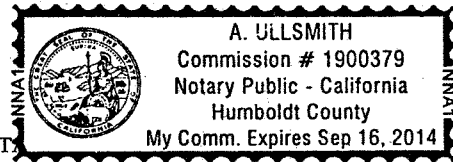
State of California }  
County of Humboldt

On Sept. 24, 2013 before me, A. Ullsmith, Public Notary,  
personally appeared Donald R. Miller and Richard D. Miller who proved to me on  
the basis of satisfactory evidence to be the person whose names is subscribed to the within instrument and acknowledged to me that he  
executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which  
the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature A. Ullsmith (seal)



OPTIONAL DATA  
(not required by law)

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL  
☐ CORPORATE OFFICER

TITLE(S)

- ☐ PARTNER(S) ☐ LIMITED  
☐ GENERAL  
☐ ATTORNEY-IN-FACT  
☐ TRUSTEE(S)  
☐ GUARDIAN/CONSERVATOR  
☐ OTHER: \_\_\_\_\_

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

SIGNER(S) OTHER THAN NAMED ABOVE

SIGNER IS REPRESENTING:  
NAME OF PERSON(S) OR ENTITY(IES)

If additional notary acknowledgment required, please attach full page acknowledgment form.

**EXHIBIT "A"**  
**(Real Property Legal Description)**

That real property situate in the County of Humboldt, State of California, described as follows:

Lot 2 of Parcel Map No. 2616 for Theurkauf and Schneider, on file in the office of the Humboldt County Recorder in Book 23 of Parcel Maps, Page 105.

**EXHIBIT "B"**

A non-exclusive easement for a water pipeline within Section 16, Township 6 North, Range 1 East, Humboldt Meridian, being 20 feet in width, lying 10 feet on each side of the following described centerline:

BEGINNING on the East line of Lot 2 of Parcel Map No. 2616 for THEUERKAUF & SCHNEIDER, filed in Book 23 Parcel Maps, Page 105, Humboldt County Records, at a point that is North 10.00 feet from the Southeast corner thereof;

thence South 88 degrees 50 minutes 29 seconds West, parallel with the South line of said Lot 2, 289.27 feet to a point that is 10.00 feet Northerly from the South line of said Lot 2 and 10.00 feet Northwesterly from the course having a bearing of South 56 degrees 59 minutes 05 seconds West, as shown on said parcel map;

thence South 56 degrees 59 minutes 05 seconds West, parallel with said course and 10.00 feet Northwesterly therefrom, 144 feet, more or less, to the West line of said Lot 2.

This description is based on Book 23 Parcel Maps, Page 105, Humboldt County Records.

This easement is illustrated on an "Easement Plat" identified as Exhibit "C" attached.

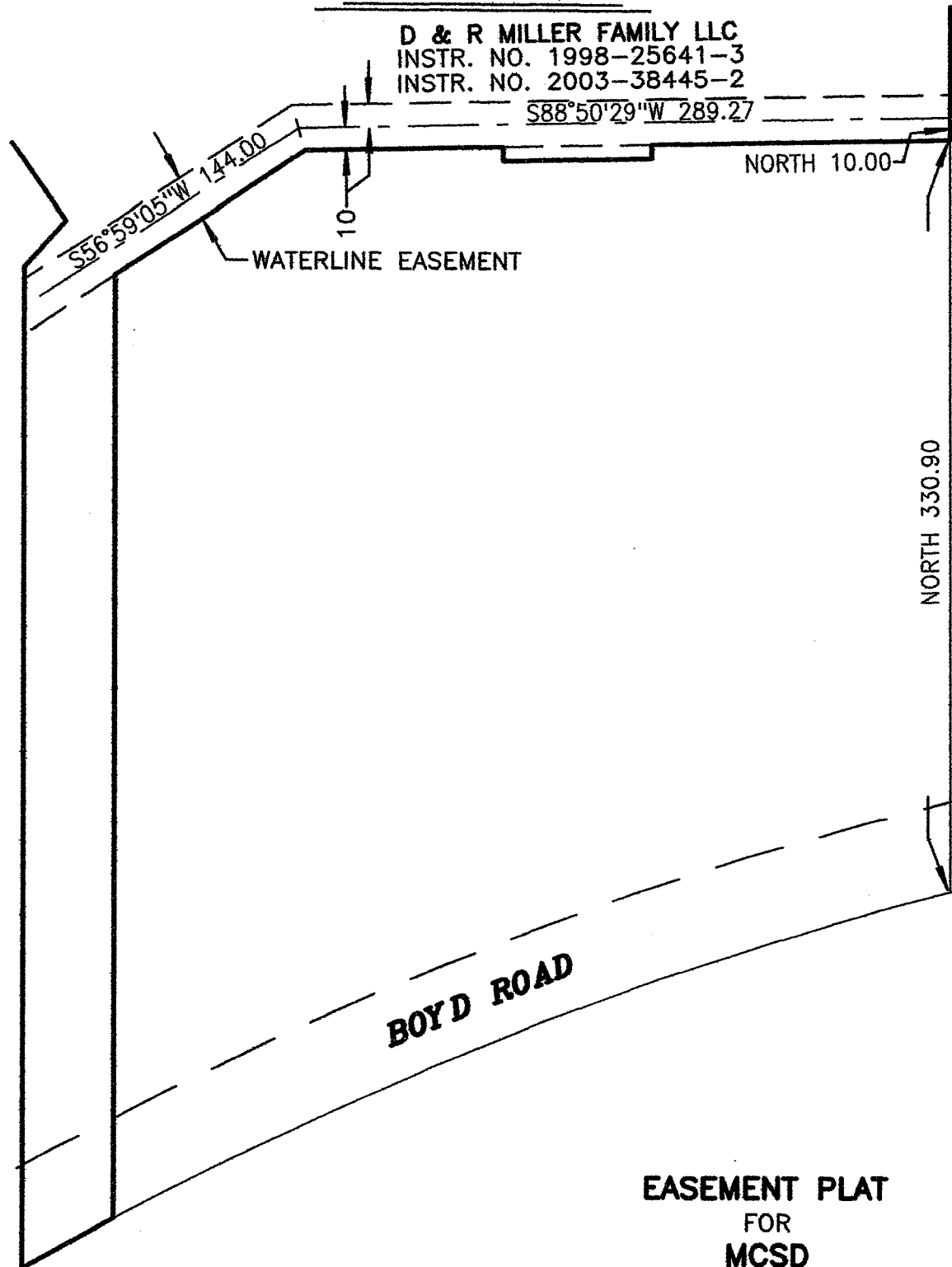
Prepared by:

\_\_\_\_\_  
Michael J. O'Hern

Ls 4829    Dated: \_\_\_\_\_

# EXHIBIT C

D & R MILLER FAMILY LLC  
INSTR. NO. 1998-25641-3  
INSTR. NO. 2003-38445-2



MICHAEL J. O'HERN  
LS 4829  
DATED \_\_\_\_\_

## EASEMENT PLAT FOR MCSD IN

SECTION 16 T6N, R1E, HUMBOLDT MERIDIAN  
IN THE UNINCORPORATED AREA OF  
HUMBOLDT COUNTY

AUGUST, 2013 SCALE 1" = 70'

KELLY-O'HERN ASSOCIATES  
EUREKA, CALIFORNIA

**RESOLUTION 2013-25**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE ACCEPTANCE AND RECORDATION OF A PUBLIC UTILITY  
EASEMENT OVER AND ACROSS A PORTION OF REAL PROPERTY LOCATED NEAR  
ARCATA, CA (APN 507-261-012 & 021 ET SEQ.).**

**A. WHEREAS,** Eric R. and Mary H. Almquist, Trustees of the Almquist Family Revocable Trust (“Owner”), owns certain real property in the unincorporated area of the County of Humboldt, at/near the City of Arcata, California (APN 507-261-012& 021) (“Property”);

**B. WHEREAS,** Owner and McKinleyville Community Services District (MCSD) have prepared and negotiated a “Public Utility Easement Deed” (the “Easement”), a copy of which is attached hereto as **“Exhibit 1”**;

**C. WHEREAS,** Owner agrees to convey a perpetual easement over and across a portion of the Property (“Easement”) to MCSD, and MCSD agrees to accept the Easement from Owner, subject to the terms and conditions set forth in the Easement; and

**D. WHEREAS,** The environmental impacts of the Easement and any associated utility line installation work, are deemed categorically exempt under the California Environmental Quality Act, California Public Resources Code § 21000, et seq. ( “CEQA”), pursuant to Title 14, Article 19, §§ 15301, 15302 and 15303, of the California Code of Regulations (“CEQA Categorical Exemptions”).

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY ADOPT THE RECITALS AND FINDINGS STATED ABOVE AND AUTHORIZES AND DIRECTS THE GENERAL MANAGER TO ACCEPT THE EASEMENT APPENDED TO THEI RESOLUTION FROM THE OWNER AND CAUSE IT TO BE RECORDED IN THE OFFICIAL RECORDS OF HUMBOLDT COUNTY, CALIFORNIA.**

**PASSED, APPROVED AND ADOPTED** this 2nd day of October, 2013 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Dennis Mayo, Board President**

**ATTEST:**

---

**Kathy Wilson, Board Secretary**

SEP 17 2013

McK. C.S.D.

Recording Request By:

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

And When Recorded Return To:

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

1656 Sutter Road

McKinleyville, CA 95519

APN Nos. 507-261-12 &amp; -21

Space above this line for Recorder's Use

Documentary Transfer Tax \$ -0-, Revenue and Taxation Code § 11922

**PUBLIC UTILITY EASEMENT DEED**

For valuable consideration, receipt of which is hereby acknowledged,

ERIC R. ALMQUIST AND MARY H. ALMQUIST, Trustees of the ALMQUIST FAMILY REVOCABLE TRUST dated November 21, 2006, (referred to herein as "Grantors"), as owners of that certain real property located in an unincorporated area in the County of Humboldt, State of California, as more particularly set forth in **Exhibit "A"**, attached hereto and incorporated herein by reference (the "Grantor's Property"), hereby grants to the McKinleyville Community Services District ("MCSD"), a California Community Services District, a public utility easement and right-of-way to lay, construct, repair, maintain, operate, renew and replace pipelines and appurtenances incidental thereto (herein referred to as "facilities") for the conveyance of water, wastewater, stormwater and telecommunication with right of ingress and egress to and from same, in, over, under and across that certain portion of Grantor's Property as described in **Exhibit "B"**, attached hereto and incorporated herein by reference (the "Easement Area").

Grantor agrees for itself, its successors and assigns, not to erect, place or maintain, nor to permit the erection, placement, or maintenance of any buildings, planter boxes, earthfill, large trees, large shrubs, block walls, concrete pavement, decking, structures and/or other similar improvements within the Easement Area that would unreasonably interfere with the ability of MCSD to obtain access to the easement for the purposes of repair, replacement, or installation of facilities.

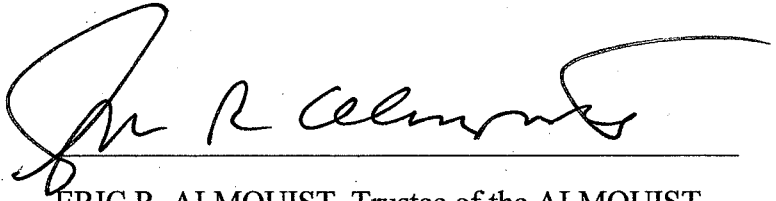
MCSD and its contractors, agents and employees, shall have the right to trim or cut tree roots and vegetation as may endanger or interfere with the function of this easement and shall have free access to facilities and every part thereof, at all times, for the purpose of exercising the rights granted herein. In doing work on property of the Grantor, MCSD will conduct work in

such a manner as will cause the least injury to the surface of the ground or surface or surface around construction area, and will replace the earth so removed, and will restore the surface of the ground to as near a condition as existed prior to such work as is practicable.

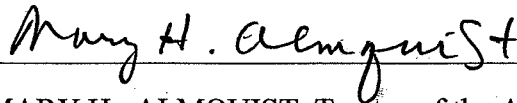
In the event prohibited structures and/or improvements are installed or planted within the Easement Area, MCSD may require Grantor to remove same and, if Grantor does not comply, MCSD may cause removal and charge costs back to Grantor.

IN WITNESS WHEREOF, this Public Utility Easement Deed is executed by the undersigned this 17<sup>th</sup> day of September, 2013.

Grantor(s):

A handwritten signature in black ink, appearing to read "Eric R. Almquist", written over a horizontal line.

ERIC R. ALMQUIST, Trustee of the ALMQUIST  
FAMILY REVOCABLE TRUST dated November  
21, 2006

A handwritten signature in black ink, appearing to read "Mary H. Almquist", written over a horizontal line.

MARY H. ALMQUIST, Trustee of the ALMQUIST  
FAMILY REVOCABLE TRUST dated November  
21, 2006

# ACKNOWLEDGMENT

State of California )  
County of Humboldt

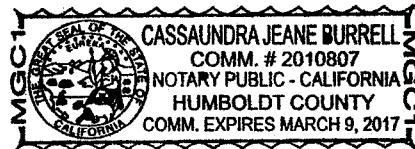
On September 17, 2013 before me, Cassandra J. Burrell, Public Notary, personally appeared Mary N Almquist & Eric R Almquist, who proved to me on the basis of satisfactory evidence to be the person whose names is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Cassandra J Burrell (seal)

OPTIONAL DATA  
(not required by law)



## CAPACITY CLAIMED BY SIGNER

☒ INDIVIDUAL  
☐ CORPORATE OFFICER

TITLE(S)

☐ PARTNER(S) ☐ LIMITED  
☐ GENERAL  
☐ ATTORNEY-IN-FACT  
☐ TRUSTEE(S)  
☐ GUARDIAN/CONSERVATOR  
☐ OTHER: Grantors

## DESCRIPTION OF ATTACHED DOCUMENT

Public Utility Easement Deed  
TITLE OR TYPE OF DOCUMENT

2  
NUMBER OF PAGES

09/17/2013  
DATE OF DOCUMENT

SIGNER(S) OTHER THAN NAMED ABOVE

SIGNER IS REPRESENTING:  
NAME OF PERSON(S) OR ENTITY(IES)

If additional notary acknowledgment required, please attach full page acknowledgment form.



**EXHIBIT "A"**  
**(Real Property Legal Description)**

That real property situate in the County of Humboldt, State of California, described as follows:

**PARCEL ONE**

That portion of the Southeast Quarter of Section 9, and of the Northeast Quarter of Section 16, Township 6 North, Range 1 East, Humboldt Meridian, described as follows:

BEGINNING on the West line of the parcel of land conveyed to Edward Rochlitz and Mildred Rochlitz, husband and wife, by Deed recorded July 11, 1956, in Book 400, Page 515, of Official Records, Humboldt County Records, at its intersection with the centerline of a right of way crossing said Rochlitz parcel, said point being located North 320.1 feet from the North line of Highway 299; and running  
    thence North along the West line of said Rochlitz parcel, 439.13 feet;  
    thence South 82 degrees 45 minutes East, 234 feet;  
    thence South 61 degrees 40 minutes East, 106.65 feet;  
    thence South, 323.76 feet to the centerline of said right of way;  
    thence South 83 degrees 50 minutes West, 327.90 feet to the point of beginning.

**PARCEL TWO**

That portion of the Northeast Quarter of Section 16, township 6 North, Range 1 East, Humboldt Meridian, described as follows:

BEGINNING on the West line of the parcel of land conveyed to Edward Rochlitz, et ux, by Deed recorded July 11, 1956, in book 400, Page 515, of Official Records, Humboldt County Records, at its intersection with the centerline of a right of way crossing said Rochlitz parcel, said point being located North 320.1 feet from the North line of Highway 299, said point also being the Southwest corner of that certain parcel of land conveyed in the Deed executed by Edward Rochlitz, et ux, to Leslie W. Welsh and Phyllis M. Welsh, his wife, as joint tenants, recorded January 15, 1964, in Book 770, page 64, of Official Records, Humboldt County Records;  
    thence North 83 degrees 50 minutes East along the south line of said Welsh parcel of land and its Easterly prolongation 682.00 feet, more or less, to a point on the West line of that certain parcel of land conveyed in the Deed executed by William Koponon, et al, to Edward Rochlitz, et ux, recorded December 11, 1959 in Book 564, Page 577 of Official records, Humboldt County Records;

thence South along said west line of the Southwest corner thereof, said point being the North line of state Highway 299;

thence in a Westerly direction along said North line of State Highway 299, to the West line of that certain parcel of land conveyed to Edward Rochlitz, et ux, recorded July 11, 1956, in Book 400, Page 515, of Official Records, Humboldt County Records;

thence North along the West line of the Rochlitz property, 320.1 feet to the point of beginning.

**EXHIBIT "B"**

A non-exclusive easement for a water pipeline within Section 16, Township 6 North, Range 1 East, Humboldt Meridian, being 20 feet in width, lying 10 feet on each side of the following described centerline:

BEGINNING on the East line of Lot 2 of Parcel Map No. 2616 for THEUERKAUF & SCHNEIDER, filed in Book 23 Parcel Maps, Page 105, Humboldt County Records, at a point that is North 10.00 feet from the Southeast corner thereof;

thence North 88 degrees 50 minutes 29 seconds East, 23.42 feet;

thence South 09 degrees 53 minutes 36 seconds East, 47.61 feet to the end of said easement.

This description is based on Book 23 Parcel Maps, Page 105, Humboldt County Records.

This easement is illustrated on the "Easement Plat" that is Exhibit "C" attached.

Prepared by:

\_\_\_\_\_  
Michael J. O'Hern

LS 4829 Dated: \_\_\_\_\_

**EXHIBIT C**

**EASEMENT PLAT  
FOR  
MCSD  
IN**

SECTION 16 T6N, R1E, HUMBOLDT MERIDIAN  
IN THE UNINCORPORATED AREA OF  
HUMBOLDT COUNTY

AUGUST, 2013      SCALE 1" = 40'

KELLY-O'HERN ASSOCIATES  
EUREKA, CALIFORNIA



MICHAEL J. O'HERN  
LS 4829  
DATED \_\_\_\_\_

ALMQUIST  
INSTRUMENT NO.  
2007-2286-3

NORTH 330.90

**BOYD ROAD**

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 2, 2013

TYPE OF ITEM: **ACTION**

---

**ITEM: E.6.                      Discuss GM/Board Communications Review and direct staff to make appropriate changes to Board Policy Manual**

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

**TYPE OF ACTION:            Voice Vote**

**Recommendation:**

Staff recommends the Board review, discuss and comment on GM/Board Communications Review and direct staff to make changes to Board Policy Manual. Manual will then be presented at the next meeting for acceptance.

Consider accepting Rosenberg's Rule of Order Protocol as a guide for MCSD Board Meetings.

**Discussion:**

I have been researching procedures for Board/GM communications as I recognize this aspect of our relationship is crucial to the efficient operation of MCSD. Management commissioned a review of our Board Policy Manual related to communications and requested recommendations to improve what I consider good procedures to date. It is management's opinion our sound practices should be memorialized in this way.

For the next few meetings I will be asking the Board to participate in brief workshops to:

- Create process for Efficient Communications between Board and General Manager,
- Review and Update Recommendations for Board Policy Manual,
- The Proper Orientation of a New Board Member,
- Accept a Specific Meeting Protocol and
- Incorporate General Procedures for Board/GM Communications as reference in the Board of Directors Policy Manual

During this meeting we will discuss recommended modifications to the Board Policy Manual and acceptance of a standard protocol for board meetings.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 MCSD Draft Communication Plan
- Attachment 2 Rosenberg Rules of Order
- Attachment 3 Workshop Support Document

# McKinleyville CSD

GM/Board Communications Review  
Brent Ives, BHI Management Consulting  
September 2013  
**(DRAFT #1)**

---

Communications are the key to optimizing any organization. A public agency is no different. The McKinleyville Community Services District (District) has recognized communications, and optimizing them a high priority and has commissioned a review and assessment of Board to GM and GM to Board communications. The following three elements of organizational communications will be reviewed with recommendations provided:

- Efficient Communications between Board and General Manager
- Review and Update recommendations for Board Policy Manual
- The Proper Orientation of a New Board Member

## **1.0 Efficient Communications between Board and General Manager**

While there are numerous communications that go between the Executive and the Board and vice versa, in general terms the GM and Board communicate at two different occasions, communications inside and outside of meetings. Each of these occasions will be evaluated below.

Communications between GM and Board outside of meetings  
Communications between GM and Board within meetings

Since the relationship of the Board and General Manager at the District is rather new, these lines of communication are fairly new and can be established around best practices for the long term. Good communications practices should be based in open and trustful communications. They should be made very clear in Board guidelines or formal protocols, if possible, so that future Boards and GMs can benefit from proper communications.

**Communications between GM and Board Outside of meetings** - There are many reasons this type of communication takes place. The following set of tips will provide some guidance for the best practices for the District.

**1.1 Broad communication for the GM** - The GM should always keep in mind that he/she works for the entire Board, not one member. As such any substantive communication that goes to one Board member can, and should, be available to all members, even if unilaterally requested. If the GM comes up with informational materials for one, all should receive. If the GM finds interesting and informational materials he/she should be quick to share those with the Board. This can be articulated in Board Policy Manual.

1.2 Time taken for unilateral requests from Board members - In some cases, a unilateral request may be an inordinate amount of time to fulfill. In that case it is best for a Board policy to speak to the amount of time that a single Board member can direct the GM with the effort based fulfillment request. In example, the policy might say, *"if a Board member presents a request of the GM that will, in the judgment of the GM, take more than 2 hours of his or staff time to fulfill, the matter shall be brought to the full Board for direction to proceed."* This recommendation has several places for variation; including with the actual amount of time a single Board member is allowed to propose to the GM for off-meeting direction of action. The recommendation mixes current Board Policy Manual policies 4-2a and 4-6 where it is clear that policy directs requests from the Board to the GM, yet guides direction to come from the full Board. Making changes here allow for the GM to have policy guidance in an important area where problems may occur.

1.3 Knowing individual Board members - The GM should seek to communicate with individual Board members in such a way as to understand what is needed to assist them in making better decisions for the public. Each member may be different in how they learn, which specific areas of interest, they might have passions and so forth. This allows for the generation of more well-rounded staff reports for decision support. By understanding the Board and each member better, the GM and staff may be able to avoid frequent pushing of agenda items through multiple meetings.

1.4 Board members should feel free to contact the GM with any and all questions, knowing that the answer to their request may and should go to all Board members.

1.5 Technical briefings - The GM can carefully meet with Board members for technical briefing prior to meetings. This must be done in such a way as to avoid a serial meeting with the GM, thus no positioning or decisions can be discussed. This type of meeting allows for better-developed briefing of Board members and avoids the necessity to deal with wide-ranging questions at Board meetings. Again, it must be cautioned that the discussion of positions or decisions must be deliberately avoided. Discussion of this recommendation should take place with your District's attorney for further thought and clarification for your District.

**Communications between GM and Board within meetings** – It is simply within the standard course of business for the Board and GM to communicate at Board meetings. That being said, there are a number of instances where this may become challenging, even problematic.

1.6 Proactive communication of informational materials - Like 1.3 above, the GM can actively seek ways to present information for the Board with the diverse needs of the members in mind. It is best to share this info with all members but the simple act of seeking to more fully develop Board member knowledge is helpful to the process at meetings since agendas tend to become more developed and comprehensive for the effort.



1.7 Staff reports – Staff report are best when they are constructed as follows:

- Issues/opportunity description of item
- Options regarding the issue/opportunity
- Impact or potential impacts of each option
- Staff recommendation (from the best professional perspective)

1.8 Policy development – The Board of Directors is a policy making body. They should be driven toward making policy that guides staff now and in the future. Policy is the lasting expression of good Board work. As such, staff and the Board should always be seeking ways to guide actions and responses with policy. The development of policy requires the highest level of good professional work on the part of the staff and best political judgment by the Board.

1.9 Clarity of action – It is critical that the Board actions from a meeting are clear. However, it can happen that in many cases the Board can move beyond an item without clear guidance or intent upon which staff can act or support in the future. This can be especially true when the Board does not take the action requested by staff or when the agenda item is for discussion or informational only. It is incumbent on both the GM and the Board President (Chair) to be deliberate in getting clear direction for the Board before moving to the next item. This may mean the GM being allowed to interrupt the Chair to seek clarity before moving on. Also, in support of this, it is a best practice for the Board Chair to get some level of training and orientation regarding the role of Chair. BHI has this training on-line at [www.bhiconsulting.com](http://www.bhiconsulting.com).

1.10 Staying within a consistent means of communicating – it is important that the Board create policy guidelines regarding how they will conduct their meetings, including how communications will occur between all parties in that meeting. The current Board policy Manual refers to many of these communications including the public, between Board members and the GM and staff. The Board Policy Manual also refers to two different rules of order. While the multiple rules will be addressed in section two of the report, whatever rules are adopted, the Board, through the Board Chair, should be consistent in the exercise of the rules at all times. Straying in some instances will allow for straying with others, thus eroding the very purpose of the rules. This is also dealt with in the course for Board Chairs at our website referenced above.

## **2.0 Review and Update recommendations on the existing Board Policy Manual**

The consultant has reviewed the Policy Manual of the Board of Directors (manual) and has the following observations and recommendations of specific section.

3-1 – It is a best practice to move from the open seating of Board President to a rotation schedule. This is best done when there is little controversy within the District. The rotation process removes the potential for political manipulation of the seats that can happen. It respects the understanding that all Board members are equal, and it is an ultimately open and fair way to move forward.

3-2 – The manual would benefit from an expended definition of what is meant by the term “leadership at public meetings”. For instance, it would be helpful to refer to the role of the presiding officer, as in 7.1.

4-2a – Add the word only, as in, “approach the General Manager **only** to obtain...” This makes it clear that Board correspondence is with their employee, the GM.

4-5 As in the rule above, recommended language may be as follows, *“routing their questions to the appropriate channel, the GM. The GM will then date-stamp log-in the request, delegate to staff for the appropriate response as needed and, upon resolution, follow-up with the Board within the applicable response timeline.”*

5-6 Refer to the process for Directors requesting an item on the agenda in section 4-5 and reconcile the number of days needed (i.e. – 14 days in 4-5, 17 days in 5-6)

6-1 Robert’s Rules of Order are referred to here as “general guidelines” for meeting protocol. Yet in Part 7, 7-1 Parliamentary procedures are referred to as, *“preserving order and decorum and shall decide questions on order subject to appeal to the Board.”* While both can be good, they do conflict in some important areas. That is a bad position for the Board, not when everything is running smoothly, but when controversial community items reach the Board and order is critical.

I recommend that the Board consider a streamlined version of Robert’s rules called Rosenberg’s Rule of order (attached). Many of our clients are now using these. They were deliberately created from Robert’s rules by a judge (Rosenberg) and allow for reasonable informal conduct of the public’s business but with solid basis in order. Regardless of the rules chosen, the District should determine which rules to which they will adhere, and reference them in this section, while outlining them in Part 7, 7-1. Additionally, the Board Chair should be trained in their use as he/she enters the chair position and other Board members be provided a set of the rules for their review upon adoption.

6-7 It is recommended that the Board be more deliberate in providing direction to the GM by motion/vote, not consensus. If consensus may cause disputes, a simple motion/vote should dispel the issue of how consensus was reached.

7-10B The wording would be improved as follows, “through the GM, the Board may ask...”

### **3.0 Useful New Board Member Orientation**

A new Board Member Orientation is a critical piece for any public agency. It is a one-time opportunity to quickly bring new Board members up to speed, and provide them with facts and background about the District and the duties and roles. After review with the District, no such orientation exists. As such the following is recommended.

Step 1 – The GM should assign the design and maintenance of this orientation to the appropriate administrative employee. This person will participate in the design of the program and be responsible for keeping it up to date.

Step 2 – The program should be presumed to take as much as a few days of collective time. The GM, selected staff and the sitting Board President should be involved in the orientation. Below are elements and some explanation that should be included in the orientation along with the responsible individual for the element. In some cases, it may be that the District needs to develop some of these elements for use as best practices to incorporate into the orientation process and use in on-going operations.

- History of the District - (GM/Board Pres.)
- Overview of the role of the Board member - (Board Pres.)
- Overview of the Board Policy Manual/Code of Conduct, etc. - (Board Pres./GM)
- Outline the Board development plan - (Board Pres./GM)
- Review of District Mission/Vision/Strategic Plan - (GM/Board Pres.)
- Budget **BRIEF!!** – Do not just present the new Board member with the entire budget presentation from last May. This is a one-two page overview with backup materials for further questions. Keep this at a high level. Don't presume previous knowledge or acquaintance with public agency budgeting, reserves, revenue sources, debt, etc. (GM/Finance Officer)
- Organization Charts - Board related committees/functional and personnel - (GM)
- HR Philosophy/Policy/ Practices/ limitations on Board Interactions - (GM/Board Pres.)
- Communications Policy/Plan – (Board Pres./GM)
- Labor Contracts/GM Contract, last GM performance evaluation and job description (GM/District attorney) – This should be scheduled on a separate day. It is critical that new Board members be cognizant of the high value contracts with the District. These include labor contracts and the Board's contract with the GM. The GM's performance evaluation is another important piece of the openness that will allow for better relations between the two in the future.
- Board Travel Policy (Board Pres./GM)
- Annual District Calendar (GM)
- Business Cards – have these ready for the member at the orientation. (GM)
- Facilities Tour – this should be on another day. (GM/selected staff/Board Pres.)

In some cases this orientation can be spread over pieces of two to three days. It is recommended that the Informational items be separated from the tour by a day. In general it is important to make briefings short as possible, but content rich with time for questions. In some cases, all Board members benefit from such briefings.



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes *Western City* magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



## TABLE OF CONTENTS

About the Author .....	ii
Introduction .....	2
Establishing a Quorum .....	2
The Role of the Chair .....	2
The Basic Format for an Agenda Item Discussion .....	2
Motions in General .....	3
The Three Basic Motions .....	3
Multiple Motions Before the Body .....	4
To Debate or Not to Debate .....	4
Majority and Super-Majority Votes .....	5
Counting Votes .....	5
The Motion to Reconsider .....	6
Courtesy and Decorum .....	7
Special Notes About Public Input .....	7





## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



*First*, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

*Second*, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

*Third*, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

*Fourth*, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

*Fifth*, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

*Sixth*, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

*Seventh*, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

*Eighth*, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

*Ninth*, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

*Tenth*, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:


1. Inviting the members of the body to make a motion, for example, “A motion at this time would be in order.”
2. Suggesting a motion to the members of the body, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”





The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

as follows:

*First*, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

*Second*, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

*Third*, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate


The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?  
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.





## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.

## WORKSHOP SUPPORT DOCUMENT

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3-1 – It is a best practice to move from the open seating of Board President to a rotation schedule. This is best done when there is little controversy within the District. The rotation process removes the potential for political manipulation of the seats that can happen. It respects the understanding that all Board members are equal, and it is an ultimately open and fair way to move forward.

### PART 3 -- BOARD STRUCTURE

**RULE 3-1: OFFICERS** -- Annually, at the regular December Board Meeting, the Board shall select a President and Vice President for the next calendar year. Appointment of officers shall be subject to the affirmative vote of the Board. The Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

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3-2 – The manual would benefit from an expended definition of what is meant by the term “leadership at public meetings”. For instance, it would be helpful to refer to the role of the presiding officer, as in **7.1**.

### PART 3 -- BOARD STRUCTURE

**RULE 3-2: PRESIDENT** -- The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group. This requires the assistance and cooperation of all of the Board Members.

Referenced 7.1.

### PART 7 -- PARLIAMENTARY PROCEDURE

**RULE 7-1: PARLIAMENTARY DETERMINATIONS** -- The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

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4-2a – Add the word only, as in, “approach the General Manager **only** to obtain...” This makes it clear that Board correspondence is with their employee, the GM.

## **PART 4 -- CODE OF ETHICS**

**RULE 4-2: INFORMATION** -- Directors should practice the following procedures:

**4-2A Clarification:** In seeking clarification on informational and policy items, Directors should directly approach the General Manager to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision making.

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4-5 As in the rule above, recommended language may be as follows, *“routing their questions to the appropriate channel, the GM. The GM will then date-stamp log-in the request, delegate to staff for the appropriate response as needed and, upon resolution, follow-up with the Board within the applicable response timeline.”*

## **PART 4 -- CODE OF ETHICS**

**RULE 4-5: CONSTITUENT REQUESTS** -- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

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5-6 Refer to the process for Directors requesting an item on the agenda in section 4-5 and reconcile the number of days needed (i.e. – 14 days in 4-5, 17 days in 5-6)

## **PART 5 -- BOARD MEETING PROCEDURES**

**RULE 5-6: ORDER OF AGENDA** -- The Presiding Officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board. Any Director may place an item on a Board Meeting agenda by submitting a letter describing the item to be discussed at least seventeen days prior to the Board Meeting.

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6-1 Robert's Rules of Order are referred to here as "general guidelines" for meeting protocol. Yet in Part 7, 7-1 Parliamentary procedures are referred to as, "*preserving order and decorum and shall decide questions on order subject to appeal to the Board.*" While both can be good, they do conflict in some important areas. That is a bad position for the Board, not when everything is running smoothly, but when controversial community items reach the Board and order is critical.

I recommend that the Board consider a streamlined version of Robert's rules called Rosenberg's Rule of order (attached). Many of our clients are now using these. They were deliberately created from Robert's rules by a judge (Rosenberg) and allow for reasonable informal conduct of the public's business but with solid basis in order.

Regardless of the rules chosen, the District should determine which rules to which they will adhere, and reference them in this section, while outlining them in Part 7, 7-1. Additionally, the Board Chair should be trained in their use as he/she enters the chair position and other Board members be provided a set of the rules for their review upon adoption.

## **PART 6 -- BOARD MEETING CONDUCT**

**RULE 6-1: CONDUCT GUIDELINES** -- Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised. Members of the Board of Directors will fully comply with the provisions of the state's open meeting law for public agencies, the Brown Act.

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6-7 It is recommended that the Board be more deliberate in providing direction to the GM by motion/vote, not consensus. If consensus may cause disputes, a simple motion/vote should dispel the issue of how consensus was reached

## **PART 6 -- BOARD MEETING CONDUCT**

**RULE 6-7: DIRECTIONS** -- The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as to refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

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7-10B The wording would be improved as follows, “through the GM, the Board may ask...”

## **PART 7 -- PARLIAMENTARY PROCEDURE**

**RULE 7-10: ORDER OF DEBATE (Legislative Matter, Action Items)** -- The Presiding Officer shall follow the following order of debate in the consideration of Legislative **(Action/Decision)** matters:

**7-10B Questions of Staff by Board:** The Board may ask questions of staff to clarify the issue or the recommendation.

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McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Support Services Department Report  
02 October, 2013

**AGENDA ITEM:** F.2.A.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Colleen Trask, Finance Director  
**SUBJECT:** Support Services Department Report

**LEGAL UPDATES**

Total Compensation Services has completed a 3-year actuarial review of the District and calculated our required retiree health insurance contribution. We were able to incorporate these calculations into the FY2012-13 year-end close.

**DISTRICT FINANCIAL & BUDGET INFORMATION**

The budget for FY2013-14 will be finalized when the Board adopts the final Strategic Plan for FY2013-14.

The FY2012-13 audit preliminary financial statement for 06/30/2013 is complete. Year-end adjustments have been calculated and reviewed by Jackson & Eklund prior to submission to the auditor. A detailed payroll-to-payroll tax report reconciliation was also requested by and submitted to the auditor.

Reserve calculations have been completed as part of the year-end process this year. Reserves are calculated according to the Board's Reserve Policy, but only funded up to the limit of available cash for each Fund.

**SUPPORT STAFF PROCEDURES & PROJECTS**

We are moving forward with the Document Management project and are starting the "discovery" process, where we review the District's back office document storage needs and legal and policy requirements.

We are in the process of comparing rates on certain insurance and telephone expenses in the hope of significantly reducing the District's costs in the long run.

**STAFF DEVELOPMENT & TRAINING**

The ongoing, regular schedule of IDP training continues, including Employee Records with NEAC, a scheduled update training on labor law, and a review of communications training.

**OTHER CURRENT PROJECTS**

Nothing additional to report at this time.

## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

Board Agenda Background: Department Report  
September 25, 2013

**To:** MCSD Board

**From:** James Henry, Operations Director

**Subject:** Agenda Item: F.2.B. –October 2, 2013 Board Meeting  
Operations Department – August 2013 Report

### **Water Department:**

#### **◇ Water Statistics:**

The district pumped 55 million gallons of water in August.  
Nine water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.  
Two new water services were installed in August.

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

Annual routine testing of Route 15 was completed in August and a minimal number of retests were conducted. 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 2.4 million gallons and the average usage per day was 1.8 million gallons.

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

R.O.W. trimming was completed at the Ashdown, Terra Vista and Saint Maru sites.  
The sight gauges on the Hewitt Tanks were prepped and painted.  
The goat house at Cochran Site was remodeled to accommodate feed storage.  
Two service line leaks were repaired, backfilled and repaved.  
A 3" meter was removed and repaired due to being stuck.  
Verified all tank alarms were active after Swamp Fox upgrade.

#### **◇ New Construction Inspections:**

Santos Subdivision, This job is completed. Waiting on asbuilts to be delivered before signing off.  
Airport 17 Hanger Unit, waiting for asbuilts to sign off on this project. Betty Court Health Club,  
Waiting on asbuilts to be delivered before signing off.

### **Sewer Department:**

#### **◇ Waste Water Statistics:**

25.6 million gallons of wastewater was collected and pumped to the W.W.M.F. 24 million gallons of wastewater was treated and discharged to land disposal or reclamation in August.  
Daily, weekly and monthly inspections of all sewer facilities were conducted.

#### **◇ Sewer Station Maintenance:**

The wet wells were washed at the B Street and Fischer sewer lift stations. The grit pits at Fischer were also vacuumed out using the Vac-con. This is done quarterly to prevent wear and tear on pumps, eliminate grease that collects in the wet wells and prevents build-up of hydrogen sulfide gasses.

A check valve was replaced in pump 2 at the Kelly package station. Pump 1 air relief at B Street was removed, cleaned out and placed back in service.

String trimming and R.O.W. mowing was completed at the Sharon, Little Pond and Ashdown Sewer R.O.W's along with WWMF perimeter and the Fischer Ranch.

◇

◇ **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. A manhole was brought to grade and repaved on Central Avenue located on Bella Vista hill. Staff also entered the manhole and chemical grouted the cracks where infiltration was leaking in. This project was coordinated with Counties widening project to take advantage of the lane closure and traffic control.

◇ **Wastewater Management Facility:**

The Chlorine Contact Chamber was drained and washed with fire hoses. Pennywort removal took place in numerous ponds to prevent it from spreading and becoming impossible to manage.

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

Weekly well monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study.

◇ **Street Light Department:**

Six street lights were reported and repairs were conducted in August. 60 LED conversions were also completed.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements.

**Special Notes:**

The radiator was replaced in Unit 9.

Erik Jones attended "Reasonable Cause for Drug and Alcohol" training.

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

Amp and Meg testing was conducted on all facility motors.

Staff members attended the CWEA mini conference in Eureka.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
October 2, 2013

**AGENDA ITEM:** F.2.C.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Jason Sehon, Parks & Recreation Director  
**SUBJECT:** Parks & Recreation Department Report

**TEEN & COMMUNITY CENTER UPDATE:**

We have a phone conference scheduled with the Architect Firm to review the updated design and discuss the commercial kitchen layout. The next step will be to host a meeting where we can present a draft design to the community.

**WORLDWIDE DAY OF PLAY:**

Our recreation staff is gearing for our Worldwide Day of Play event to be held on Saturday, October 5, 2013 at Hiller Sports Complex. The event is geared towards families and the idea is for families to turn off their television, computer and other gadgets and go outside and play. The event will run from 12:00 pm to 3:00 pm and there will be a variety of activities, such as soccer, zumba, lawn games, bounce houses, relay races, disc golf, waffle ball, kickball, dodgeball and more!

**HILLER SPORTS COMPLEX:**

McKinleyville Little League is about to complete their Fall Ball season and Mad River Youth Soccer League continues to use the fields on a regular basis.

**RECREATION PROGRAMS:**

Our recreation staff has recently completed an audit of our leisure and recreation programs. The idea is to identify issues with programs that are either underutilized or not covering their staff. Now that these issues have been identified we are in the process of coming up with solutions to increase revenues and attendance. In the coming weeks we will update our marketing plan and incorporate the many ideas that came up during the audit.

**RECREATION COORDINATOR POSITION:**

Staff is in the process of recruiting our Recreation Coordinator position. The application deadline has passed and staff will begin reviewing the application materials. We received twenty (20) applicants and we will likely narrow them down to approximately five (5) interviews. Our goal is to host interviews during the week of October 8, 2013 and make a position offer soon thereafter. A tentative start date has been set for November 1, 2013.

**VOLUNTEER WORK DAY:**

On Sunday, September 22, 2013 the Humboldt Bay Christian School brought several student and teacher volunteers to work at Hiller Sports Complex. Students cleaned the concessions building, removed trash and debris, raked wood chips and weeded the infields. Much of the focus was on helping us to prepare for our upcoming Worldwide Day of Play event.

**CALIFORNIA CONSERVATION CORPS (CCC):**

MCSD has a contractual agreement with the CCC where in exchange for us providing space for the use of the Pierson Park Trailer and the parking lot at Pierson Park, the CCC provides MCSD with 5 ½ weeks of crews. The estimated value of this agreement is \$25,000.

**SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):**

MCSD and County staff worked out an agreement to keep a SWAP crew working twelve (12) days per year. In addition, the County has agreed to provide between two (2) and five (5) individual SWAP members to report to work for MCSD each Saturday. This partnership is still working very well.

**COMMUNITY SERVICE WORKERS:**

Our Parks staff continues to utilize the Community Service Worker (CSW) program daily. This program helps us to maintain Pierson Park, Hiller Park, Hiller Sports Complex, Azalea Hall, and the McKinleyville Activity Center.

**WORK EXPERIENCE (CalWORKS PROGRAM)**

We currently have two CalWORKS staff member working within the Parks Department. We are still seeking individuals interested in working for the Park Maintenance. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

**GRAFFITI & VANDALISM UPDATE:**

A large amount of trash was removed from Parkside Trail near McKinleyville High School.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

October 2, 2013

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.D. General Manager's Report for October 2013**

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

**TYPE OF ACTION: None**

#### **A summary of activity for the month of September, 2013**

**Cost Savings Related to District Activities** – The following is a summary of some of the recent cost savings opportunities District staff has identified:

• Arcata Stationers office supply discount	\$ 367
• Reversed Fees	\$ 250
• California Conservation Corps	\$ 5,000
• SWAP crews	\$10,000
• CalWORKS	\$ 7,500
• Local School Volunteer Labor	\$ 600
• In House Repairs to Truck Radiator	\$ 550
• Installed Fan in Back Office	\$ 400
• Street Light Replacement	\$ 2,250
• In House Repairs to Emergency Generators	\$ 800
• Megged and Replaced Pump Power Feed	\$ 600
• Shimmed Sewer Pumps	\$ 1,800

Total cost savings for July is \$30,117

***The cumulative cost saving to the District to date from July 1, 2013 is \$146,416***

District staff are acknowledged 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.

**Rate Analysis-** Finance Director and General Manager are in the process of fine tuning the information required and we are nearing the time when the analysis will be complete.

**Prop 50 Grant and MCSD/ City of Arcata Intertie-** The bid documents provided by the winning contractor have been found to be responsible and responsive. A preconstruction meeting is being scheduled at this time with construction to start on a portion of the project shortly after.

**Teen and Community Center-** The floor plan will be completed when minor modification to the kitchen are completed. Board of Directors, community stakeholders and the teen group providing input will be presented with resulted of their input in the near future.

**Waste Water Management Facility (WWMF) Improvement Project**

**Design –** Value Engineering (VE) Review was conducted in Santa Rosa at Kennedy Jenk's offices with the General Manager participated in multiple phases of the review. Twenty- eight VE alternative were identified and considered, accounting for potential savings. The VE Team commented on the thoroughness of the Preliminary Design and how hard it was to identify areas for addition of value, "this was not a gold plated project". MCSD staff has reviewed the alternatives and returned our comments to our design team. In the coming week we will be discussing these alternatives for inclusion of the feasible components into the design.

**Board/ GM Communication Protocol –** A consultant was engaged to provide guidance for ongoing improvement to Board/ GM communication, to review the Board Policy Manual and to initiate a procedure for the training of new board members. We will step through the process in brief workshops held during the Board Meetings. I would like to acknowledge how functional and communicative the Board/ GM relationship is and propose this as part our goal to continually improve.

**Washington Property-** Escrow account will be funded and Board President should sign the Escrow Instruction by the time of the October Board Meeting, making the sale virtually final.

**CSDA Annual Conference-** Director Mayo and GM Orsini attended the California Special District Association Annual Conference in Monterey. The conference is a fast paced three day event that includes short duration specific training for management and governance of Special Districts with pertinent information related to upcoming state and federal legislation. The ability to network with folks that are involved in the same day to day responsibilities is invaluable.

**Meetings –** The General Manager attended various meetings in September dealing to MCSD business including, a meeting to finalize the kitchen design for the Teen Center conducted with LDA Partners. A meeting with Marvin Peachey to discuss rumored pesticide application on the ranch property.

Attachment 1 WWMF Report for August 2013

**PHYSICAL ADDRESS:**

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McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

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McKINLEYVILLE, CA 95519



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

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

September 20, 2013

**RE: MONTHLY MONITORING REPORT**

Dear Lisa:

Enclosed is the Monthly Monitoring Report for August 2013 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 discharge to reclamation M-004, 5, 6, & 7 and land disposal M-003. The required monitoring and water quality constituents that were tested and reported were in compliance in July.

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

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

Monthly River Monitoring was conducted in August.



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

**August 2013**

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.819	0.839	903			0.402		0.281	0.156	0.839	0.00
2	0.799	0.747	741		0.268	0.233		0.158	0.088	0.479	0.00
3	0.785	0.491	343		0.491					0.000	0.00
4	0.848	0.488	342		0.488					0.000	0.00
5	0.841	0.191	382		0.191					0.000	0.00
6	0.818	0.000	0	Washed CCB						0.000	0.00
7	0.819	0.529	992			0.284		0.160	0.085	0.529	0.00
8	0.809	0.810	858			0.486	0.036	0.288		0.810	0.00
9	0.804	0.647	846		0.226	0.233	0.030	0.158		0.421	0.00
10	0.807	0.448	314		0.448					0.000	0.00
11	0.847	0.445	313		0.445					0.000	0.00
12	0.829	0.868	1158		0.169	0.448	0.096	0.155		0.699	0.00
13	0.819	1.219	1235			0.817	0.118	0.284		1.219	0.00
14	0.821	1.110	1130			0.774	0.045	0.291		1.110	0.00
15	0.807	1.106	1106			0.790	0.030	0.286		1.106	0.00
16	0.807	0.848	1140		0.239	0.416	0.031	0.162		0.609	0.00
17	0.796	0.434	306		0.434					0.000	0.00
18	0.852	0.434	306		0.434					0.000	0.00
19	0.823	0.834	1084		0.161	0.421	0.093	0.159		0.673	0.00
20	0.802	1.293	1207			0.898	0.117	0.278		1.293	0.00
21	0.810	1.254	1334			0.937	0.032	0.285		1.254	0.00
22	0.803	0.959	1012			0.641	0.029	0.289		0.959	0.00
23	0.801	0.875	1099		0.340	0.339	0.031	0.165		0.535	0.00
24	0.824	0.620	436		0.620					0.000	0.00
25	0.887	0.615	431		0.615					0.000	0.00
26	0.888	0.797	1010		0.272	0.303	0.079	0.143		0.525	0.00
27	0.861	1.082	1120			0.637	0.151	0.294		1.082	0.00
28	0.865	1.190	1134			0.843	0.047	0.300		1.190	0.00
29	0.868	1.144	1114			0.806	0.043	0.295		1.144	0.00
30	0.850	0.886	1006		0.307	0.384	0.031	0.164		0.579	0.00
31	0.849	0.557	394		0.557					0.000	0.00
<b>TOTAL</b>	<b>25.658</b>	<b>23.760</b>		<b>0.000</b>	<b>6.705</b>	<b>11.092</b>	<b>1.039</b>	<b>4.595</b>	<b>0.329</b>	<b>17.055</b>	<b>0.00</b>
<b>AVERAGE</b>	<b>0.828</b>	<b>0.766</b>	<b>800</b>	<b>0.000</b>	<b>0.353</b>	<b>0.555</b>	<b>0.061</b>	<b>0.230</b>	<b>0.110</b>	<b>0.550</b>	<b>0.00</b>
<b>MAXIMUM</b>	<b>0.888</b>	<b>1.293</b>	<b>1334</b>	<b>0.000</b>	<b>0.620</b>	<b>0.937</b>	<b>0.151</b>	<b>0.300</b>	<b>0.156</b>	<b>1.293</b>	<b>0.00</b>
<b>MINIMUM</b>	<b>0.785</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0.000</b>	<b>0.233</b>	<b>0.029</b>	<b>0.143</b>	<b>0.085</b>	<b>0.000</b>	<b>0.00</b>
<b>DAYS</b>	<b>31</b>	<b>31</b>		<b>0</b>	<b>18</b>	<b>20</b>	<b>17</b>	<b>20</b>	<b>3</b>	<b>31</b>	
<b>DAYS WITH NO DISCHARGE = 1</b>											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

MONTH: AUGUST

YEAR: 2013

		INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM		RIVER CFS		INFLUENT MONITORING		EFFLUENT MONITORING		3X5																	
DATE										B.O.D. mg/L		N.F.R. mg/L		pH		(C°) TEMP		B.O.D. mg/L		N.F.R. mg/L		AMMONIA		CL <sub>2</sub> RES.		RIVER CL <sub>2</sub> RES		SETTLABLE SOLIDS		TOTAL COLIFORM	
1		0.819		0.839		903								6.9		17.6		27		16		30		1.6							
2		0.799		0.747		741				320		160		6.8		17.6						34		3.8						<0.1	
3		0.785		0.491		343																									
4		0.848		0.488		342																									
5		0.841		0.191		382								6.7		17.3						34		5.8						<1.8	
6		0.818		0.000		0								Washed CCB																	
7		0.819		0.529		992										6.8		17.1						34		2.3					
8		0.809		0.810		858								6.6		16.8						32		7.1							
9		0.804		0.647		846				390		360		6.8		16.9		19		15		36		5.3				<0.1			
10		0.807		0.448		314																									
11		0.847		0.445		313																									
12		0.829		0.868		1158								6.8		17.3						36		1.4						<1.8	
13		0.819		1.219		1235								6.8		17.4						36		1.3							
14		0.821		1.110		1130								6.9		17.6						28		1.3							
15		0.807		1.106		1106								6.9		18.9						30		0.1							
16		0.807		0.848		1140				380		460		6.8		18.9		19		17		36		1.1				<0.1			
17		0.796		0.434		306																									
18		0.852		0.434		306																									
19		0.823		0.834		1084								6.8		18.4						32		6.4						<1.8	
20		0.802		1.293		1207								6.7		18.5						32		6.9							
21		0.810		1.254		1334								6.8		18.6						32		1.8							
22		0.803		0.959		1012								6.8		18.6						36		2.7							
23		0.801		0.875		1099				250		220		6.8		18.5		22		10		34		2.3				<0.1			
24		0.824		0.620		436																									
25		0.887		0.615		431																									
26		0.888		0.797		1010								6.8		18.2						34		4.2						<1.8	
27		0.861		1.082		1120								6.8		18.7						32		2.9							
28		0.865		1.190		1134								6.9		19.2						32		1.2							
29		0.868		1.144		1114								6.8		19.6						30		0.3							
30		0.850		0.886		1006				230		220		6.8		19.6		28		21		30		0.1				<0.1			
31		0.849		0.557		394																									

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
8/16/2013	330	30.0	ND
			BORON
			330

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane		N/A
Bromofom		N/A
Chlorodibromomethane		N/A
Chlorofom		N/A

ACUTE TOXICITY		% Survival
DATE		
		N/A
		N/A

Rainbow Trout  
C. dubia

Indicates Permit Exceedance

REMARKS:

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

Total Coliform