

**Mission statement of McKinleyville Community Services District:**  
"Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, OCTOBER 5, 2016 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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## **AGENDA**

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

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

**NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

**No Public Hearing Scheduled**

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

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

## **D. CONSENT CALENDAR**

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

- |     |  |               |
|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors' Regular Meeting of September 7, 2016 | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from September 7, 2016  | <b>Pg. 6</b>  |
| D.2 | Consider Approval of August 2016 Treasurer's Report  | <b>Pg. 10</b> |
| D.3 | DCV Violations this Month – No Violations  |               |
| D.4 | Consider Approval of a Facilities Extension Agreement for Grocery Outlet                         | <b>Pg. 32</b> |
|     | Attachment 1 – Application for Extension of Water Sewer, Streetlights Trails and Open Space      | <b>Pg. 34</b> |
| D.5 | Approve the Regular Board Meeting Dates, Time and Location for the 2017 Calendar Year            | <b>Pg. 36</b> |
|     | Attachment 1 – 2017 Proposed MCSD Regular Board Meeting Schedule                                 | <b>Pg. 37</b> |

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

- |     |   |               |
|-----|---|---------------|
| E.1 | Approve Resolution 2016-16 to Initiate the Reformation of the Central Ave Open Space Maintenance Zone #6 (OSMZ)   | <b>Pg. 38</b> |
|     | Attachment 1 – Resolution 2016-16 Initiation of Central Ave OSMZ  | <b>Pg. 41</b> |
|     | Attachment 2 – Central Ave OSMZ #6 Engineers Report 2016  | <b>Pg. 43</b> |
|     | Attachment 3 – Central Ave OSMZ Cost Estimate Breakdown Sheet   | <b>Pg. 67</b> |
|     | Attachment 4 – Draft Central Ave OSMZ Ballot  | <b>Pg. 68</b> |
|     | Attachment 5 – Draft Central Ave OSMZ Notice  | <b>Pg. 69</b> |
|     | Attachment 6 – Central Ave OSMZ Power Point Presentation  | <b>Pg. 70</b> |
| E.2 | Review information pertaining to Mad River Rotary's request to adopt and maintain the McKinleyville Community Services District Botanical Garden at Hiller Park | <b>Pg. 74</b> |
|     | Attachment 1 – Policy for Naming & Dedication of District Facilities  | <b>Pg. 76</b> |
| E.3 | Review information pertaining to the Draft Integrated Pest Management Plan (IPM) Guide to Reduced Toxicity Pesticide (RTP) List                                 | <b>Pg. 78</b> |
|     | Attachment 1 – IPM Guide to Reduced Toxicity Pesticide List   | <b>Pg. 79</b> |

E.4	Consider Approval of Professional Services Agreement for SCADA Support Group to perform services related to Supervisory Control and Data Acquisition (SCADA) regarding Wastewater Management Facility (WWMF) Improvement Project and authorize General Manager to execute contract Attachment 1 – Professional Services Agreement	<b>Pg. 95</b> <b>Pg. 97</b>
E.5	Consider attendance to the Association of California Water Agencies (ACWA) 2016 Fall Conference & Exhibition in Anaheim, CA November 29 <sup>th</sup> – December 2 <sup>nd</sup> , 2016 Attachment 1 – ACWA 2016 Fall Conference Preliminary Agenda Attachment 2 – ACWA 2016 Fall Conference Pricing Reference Sheet Attachment 3 – ACWA 2016 Fall Conference Terms and Conditions	<b>Pg. 107</b> <b>Pg. 109</b> <b>Pg. 110</b> <b>Pg. 111</b>
E.6	Review MCSD Reserve Calculations for Fiscal Year 2015-16 Attachment 1 – Reserve Calculations FY2015-16	<b>Pg. 112</b> <b>Pg. 114</b>

## **F. REPORTS**

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

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

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

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

- |  |                |
|--|----------------|
| a. Support Services Department (Colleen M.R. Trask)          | <b>Pg. 130</b> |
| b. Operations Department (James Henry)                       | <b>Pg. 132</b> |
| c. Parks & Recreation Department (Lesley Frisbee)            | <b>Pg. 137</b> |
| Attachment 1 – RAC Meeting Notes 9-15-16                     | <b>Pg. 140</b> |
| d. General Manager (Greg Orsini)                             | <b>Pg. 144</b> |
| Attachment 1 – WWMF Monthly Self Monitoring Report           | <b>Pg. 148</b> |
| Attachment 2 – Cost Share for Hazardous Waste Collection Day | <b>Pg. 151</b> |

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

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

**G. ADJOURNMENT**

**Posted 5:00 pm on September 30, 2016**

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

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



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 5, 2016

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the September 7, 2016 Regular Board Meeting; recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meeting.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from September 7, 2016

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, SEPTEMBER 7, 2016 AT 7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A. CALL TO ORDER**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:03 pm with President Wheeler, Director Corbett, Director Couch and Director Mayo present.

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

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

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

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

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

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

Motion by: Director Corbett; Second: Director Couch

There was no comment from the Board or Public

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

**MOTION SUMMARY:** Motion Passed

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

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

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** There was no public comment.

**AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of August 6, 2016

D.2 Consider approval of July 2016 Treasurer's Report

D.3 DCV Violations this Month – No violations this month

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

Motion: Director Corbett; Second: Director Couch

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

**MOTION SUMMARY:** Motion Passed

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

**Agenda Item E.1 Vangari** Variance Request Regarding Leak Adjustment Policy

Presented by General Manager Gregory Orsini. Mrs. Vangari spoke to the board and concurred with the GM's presentation.

**MOTION:** Approve request for variance on leak adjustment policy to allow 2<sup>nd</sup> leak adjustment within a 24-month period and approve credit to the Vangari's account in accordance with the leak adjustment policy.

Motion: Director Couch; Second: Director Corbett

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

**MOTION SUMMARY:** Motion Passed

**Agenda Item E.2 Approve** Resolution 2016 –15 Calling for an election to fill a vacant board seat at the established election date on March 7, 2017. Item presented by General Manager, Gregory Orsini and District Counsel Russ Gans. Mr. Gans requested the resolution be amended to include "If acceptable to the Humboldt County Elections Office, mail-in ballot protocol will be utilized for the election" in #4 of the resolution.

**MOTION:** Approve resolution 2016-15 per staff as amended by legal counsel.

Motion: Director Mayo; Second: Director Corbett

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

**MOTION SUMMARY:** Motion Passed

**Agenda Item E.3 Annual** Board Self-Evaluation review and discussion.

Directors briefly discussed the merits of the self-evaluation process. Members of the public, Linda Durflinger and John Calkins gave comment to the board.

**Agenda Item E.4 Approve** Blastco, Inc. as the successful bidder related to bids received for the Cochran Tank 1B painting Request for Proposals (RFP), including budget amendment to Fiscal Year 2016/2017 and authorize Board President to execute construction contract. Item presented by General Manager, Gregory Orsini. A brief discussion between Directors and Staff followed the presentation.

**MOTION:** Approve per staff recommendation

Motion: Director Corbett; Second: Director Couch

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

**MOTION SUMMARY:** Motion Passed

**Agenda Item E.5 Approve** Budget Modification for McKinleyville Teen and Community Center Kitchen Equipment. Item presented by General Manager, Gregory Orsini. Director Corbett requested to amend the staff recommendation to say:

- Approve the proposed Budget Modification for the McKinleyville Teen and community Center kitchen equipment for *up to* \$110,00, which includes \$40,000 from donations and \$70,000 from Reserves.
- Authorize the General Manager to procure kitchen equipment for the McKinleyville Teen and Community Center Kitchen

**MOTION:** Approve up to \$110,000 under conditions of Staff recommendation

Motion: Director Corbett; Second: Director Couch

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

**MOTION SUMMARY:** Motion Passed

## **AGENDA ITEM F. REPORTS**

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

- a. **Recreation Advisory Committee (Wheeler/Couch):** Did not meet
- b. **Area Fund (John Kulstad):** Nothing to report
- c. **Redwood Region Economic Development Commission (Mayo/Wheeler):** Director Mayo attended a meeting at which a presentation on Biomass was given.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Mayo):** Did not meet
- e. **Audit (Corbett/Couch):** Did not meet
- f. **Employee Negotiations (Couch/Corbett):** Did not meet
- g. **Water Task Force (Wheeler/Corbett):** Did not meet
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch):** Did not meet
- i. **McKinleyville Municipal Advisory Committee (Corbett /Wheeler):** Both Director Corbett and General Manager Gregory Orsini attended the meeting as voting committee members. Director Corbett reported on the DANCO project agenda item presented and voted upon at the August 31, 2016 meeting.
- j. **Cornerstone Committee (Couch):** Director Couch attended meeting in August. Reported that the committee is gearing up for recruitment of more members.
- k. **Groundwater Sustainability Committee (Corbett, Mayo):** Did not meet.

## **F.2 STAFF REPORTS**

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Trask reviewed her report.
- b. **Operations Department (James Henry):** Operations Director Henry discussed the recent Eagle Scout project completed at the Hiller Sports Site and showed a time lapse video of the complete construction of the Teen & Community Center.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Frisbee had nothing further to add to the written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini reported:
  - that a new Board Secretary has been hired and her start date is September 16, 2016.
  - The District website is getting an update to make it more modern and mobile friendly.
  - IPM continues to improve. An application matrix has been updated and added to the plan.
  - Staff is currently reviewing a couple of Alternative Energy project proposals.

**F.3 PRESIDENT'S REPORT:** President Wheeler discussed an upcoming Redwood Coast Energy Authority event regarding the Community Choice Energy Program as well as his recent research on the Cascadia Subduction Zone.

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

**REQUESTS:** No agenda items were requested. Board members discussed a variety of recent

community news and events. No formal reports or announcements were made.

**G. ADJOURNMENT: 9:20pm**

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

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Lesley Frisbee, Board Secretary

DRAFT

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

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**McKinleyville Community Services District**  
**Investments & Cash Flow Report - DRAFT**  
**As of August 31, 2016**

<b>Petty Cash &amp; Change Funds</b>		7,728.30
<b>Cash</b>		
<b>Operating &amp; Money Market - Beginning Balance</b>		448,574.30
<b>Cash Receipts:</b>		
Utility Billings & Other Receipts	799,860.12	
Money Market Account Interest	75.18	
Transfers from County Funds #2560, #4240, CalTRUST	764,001.82	
Other Cash Receipts (incl. WWMF SRF Loan disb#02)	492,738.00	
<b>Total Cash Receipts</b>		2,056,675.12
<b>Cash Disbursements:</b>		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(205,351.88)	
Debt Service	(13,987.38)	
Capital & Other Expenditures	(1,013,928.20)	
<b>Total Cash Disbursements</b>		(1,233,267.46)
<b>Operating &amp; Money Market - Ending Balance</b>		1,271,981.96
<b>Total Cash</b>		1,279,710.26
<b>Investments</b>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
<b>LAIF - Beginning Balance</b>	129,288.82	
Interest Income	-	
<b>LAIF - Ending Balance</b>		129,288.82
<b>Humboldt Co. #2560 - Beginning Balance</b>	816,396.33	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	687.13	
<b>Humboldt Co. #2560 - Ending Balance</b>		817,083.46
<b>Humboldt Co. #4240 - Beginning Balance</b>	2,740,662.90	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	60,000.00	
Interest Income	1,793.49	
<b>Humboldt Co. #4240 - Ending Balance</b>		2,802,456.39
<b>Humboldt Co. #9390 - Beginning Balance</b>	668,683.83	
Reserves Recovery Deposits/Other Bal Withdrawals	24,238.35	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		692,922.18
<b>USDA Bond Reserve Fund - Beginning Balance</b>	175,467.39	
Bond Reserve Payment	7,687.50	
Debt Service Payment, Principal/Interest	(74,895.83)	
Interest Adjustment	14.19	
<b>USDA Bond Reserve Fund - Ending Balance</b>		108,273.25
<b>Market Valuation Account</b>		(180.00)
<b>Meas.B Loan Proceeds, Umpqua - Beginning Balance</b>	203,741.22	
Net Transfer to/from Loan Cash Holding Acct	-	
Interest Income	60.57	
<b>Meas.B Loan Proceeds, Umpqua - Ending Balance</b>		203,801.79
<b>CalTRUST - Beginning Balance</b>	2,006,628.56	
Net Transfer to/from Meas. B Teen Ctr Funds	(764,001.82)	
Net Transfer to/from Water Fund Capacity Fees Acct	-	
Interest Income/Unrealized Gain/Loss	(1,911.83)	
<b>CalTRUST - Ending Balance</b>		1,240,714.91
<b>Total Investments</b>		5,994,360.80
<b>Total Cash &amp; Investments - Current Month</b>		7,274,071.06
<b>Total Cash &amp; Investments - Prior Month</b>		7,196,991.65
<b>Net Change to Cash &amp; Investments This Month</b>		77,079.41
<b>Cash &amp; Investment Summary</b>		
Cash & Cash Equivalents		6,402,325.17
Davis-Grunsky Loan Reserve		602,212.37
Waste Water Capital Reserve		101,260.27
USDA Bond Reserve		108,273.25
I-Bank Loan Reserve		60,000.00
<b>Total Cash &amp; Investments</b>		7,274,071.06

McKinleyville Community Services District  
Consolidated Balance Sheet by Fund - **DRAFT**  
As of August 31, 2016

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 941,863.82	\$ (291,309.88)	\$ (34,346.41)	\$ 3,351,819.37	\$ 2,436,876.77	\$ 6,404,903.67
Accounts receivable	2,363.02	-	3,681.78	279,018.38	251,404.58	536,467.76
Prepaid expenses & other current assets	48,077.83	-	2,140.84	103,984.20	50,274.45	204,477.32
Total Current Assets	992,304.67	(291,309.88)	(28,523.79)	3,734,821.95	2,738,555.80	7,145,848.75
Noncurrent Assets						
Restricted cash & cash equivalents	194,578.92	-	-	662,212.37	209,533.52	1,066,324.81
Other noncurrent assets	-	-	-	37,980.52	41,401.04	79,381.56
Capital assets (net)	-	-	-	7,825,415.04	18,030,803.07	25,856,218.11
Total Noncurrent Assets	194,578.92	-	-	8,525,607.93	18,281,737.63	27,001,924.48
<b>TOTAL ASSETS</b>	<b>\$ 1,186,883.59</b>	<b>\$ (291,309.88)</b>	<b>\$ (28,523.79)</b>	<b>\$ 12,260,429.88</b>	<b>\$ 21,020,293.43</b>	<b>\$ 34,147,773.23</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 70,136.01	\$ 202,718.04	\$ 387.56	\$ 208,685.56	\$ 1,612,574.65	\$ 2,094,501.82
Accrued payroll & related liabilities	91,153.19	-	-	42,244.94	42,331.93	175,730.06
Total Current Liabilities	161,289.20	202,718.04	387.56	250,930.50	1,654,906.58	2,270,231.88
Noncurrent Liabilities						
Long-term debt	-	-	-	2,876,619.36	2,231,302.52	5,107,921.88
Other noncurrent liabilities	-	-	-	898,737.99	947,945.66	1,846,683.65
Total Noncurrent Liabilities	-	-	-	3,775,357.35	3,179,248.18	6,954,605.53
<b>TOTAL LIABILITIES</b>	<b>161,289.20</b>	<b>202,718.04</b>	<b>387.56</b>	<b>4,026,287.85</b>	<b>4,834,154.76</b>	<b>9,224,837.41</b>
Fund Balance/Net Assets						
Fund balance	230,067.25	(494,027.92)	(28,911.35)	-	-	(292,872.02)
Net assets	795,527.14	-	-	3,285,346.35	386,638.12	4,467,511.61
Investment in capital assets, net of related debt	-	-	-	4,948,795.68	15,799,500.55	20,748,296.23
Total Fund Balance/Net Assets	1,025,594.39	(494,027.92)	(28,911.35)	8,234,142.03	16,186,138.67	24,922,935.82
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,186,883.59</b>	<b>\$ (291,309.88)</b>	<b>\$ (28,523.79)</b>	<b>\$ 12,260,429.88</b>	<b>\$ 21,020,293.43</b>	<b>\$ 34,147,773.23</b>
Difference in Reclass from Cap Assets to Net Assets:				84.35	(84.35)	
Investment in General Capital Assets	\$ 3,160,139.74					
General Long-term Liabilities						
PG&E Streetlights Loan	66,236.13					
Meas. B Loan: Teen/Community Center	1,352,733.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	312,028.94					
Accrued Compensated Absences	74,391.78					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 2,189,890.41</b>					



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

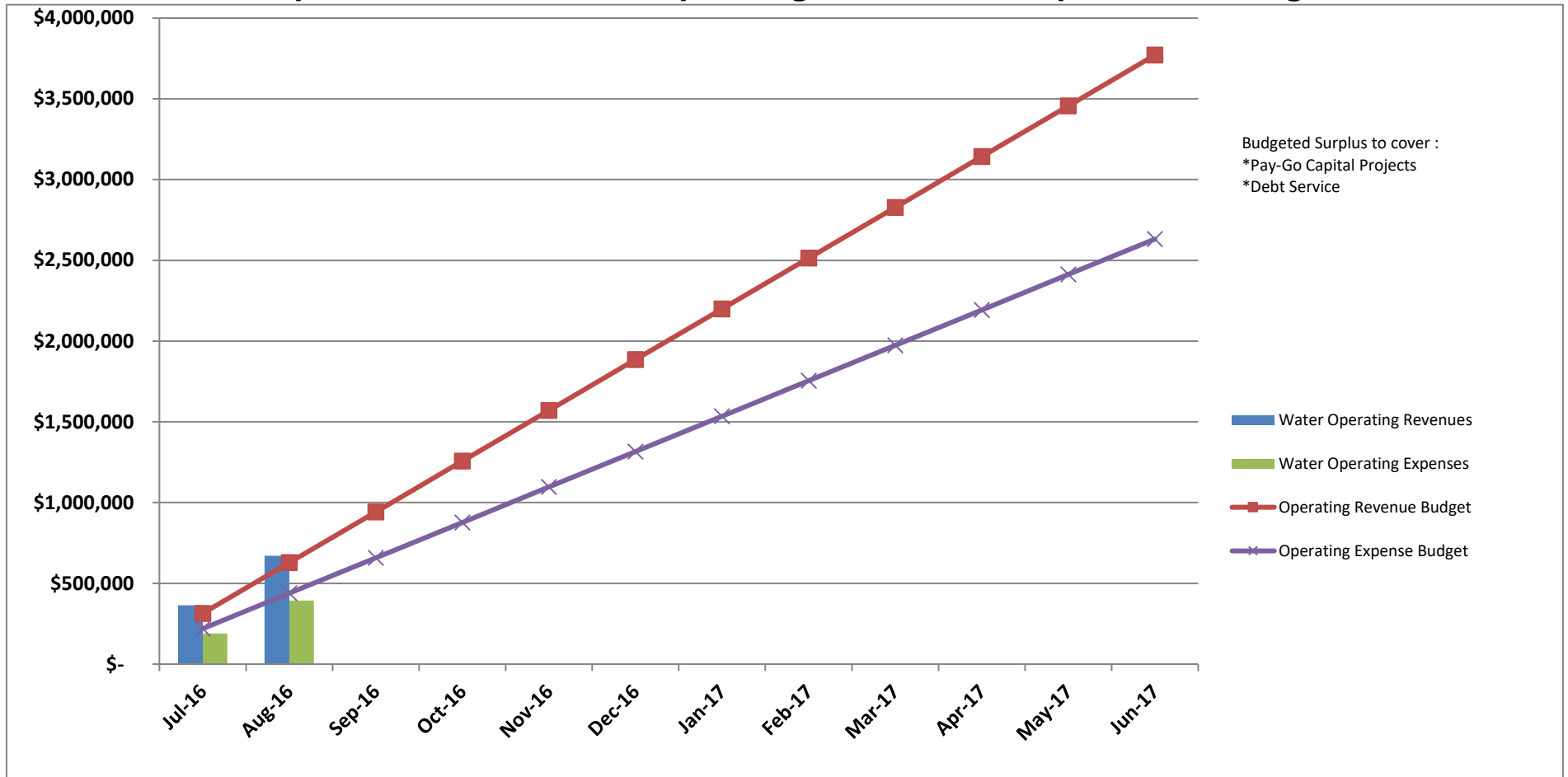
Department Summaries	August	% of Year 16.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	297,971	650,566	573,688	76,878	13.40%	Budget is spread evenly across 12 months, but actuals vary by season
Other Revenues	21,454	46,639	54,757	(8,118)	-14.83%	Includes YTD Capacity Fees of \$25,583.00. No Contrib. Construction at this time
Total Operating Revenues	319,425	697,205	628,445	68,760	10.94%	
Salaries & Benefits	75,902	136,988	145,101	(8,113)	-5.59%	
Water Purchased	78,809	158,152	161,206	(3,054)	-1.89%	
Other Expenses	20,878	42,609	73,982	(31,373)	-42.41%	Budget is spread evenly across 12 months, but actuals vary by scheduling
Depreciation	29,000	56,200	58,333	(2,133)	-3.66%	
Total Operating Expenses	204,589	393,949	438,622	(44,673)	-10.18%	
Net Operating Income	114,836	303,255	189,823	24,087		
Interest Income	1,524	2,820	2,250	570	25.31%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Expense	(5,928)	(11,850)	(11,684)	166	1.42%	
<b>Net Income (Loss)</b>	<b>110,432</b>	<b>294,225</b>	<b>180,389</b>	<b>113,836</b>		
<b><u>Wastewater</u></b>						
Wastewater Service Charges	258,890	534,110	508,875	25,235	4.96%	
Other Revenues	30,592	57,895	74,812	(16,917)	-22.61%	Includes YTD Capacity Fees of \$38,808.00. No Contrib. Construction at this time
Total Operating Revenues	289,482	592,004	583,687	8,317	1.42%	
Salaries & Benefits	67,029	140,374	155,941	(15,567)	-9.98%	
Other Expenses	29,313	65,468	118,582	(53,114)	-44.79%	Budget is spread evenly across 12 months, but actuals vary by month
Depreciation	40,000	79,150	80,000	(850)	-1.06%	
Total Operating Expenses	136,342	284,992	354,523	(69,531)	-19.61%	
Net Operating Income	153,140	307,012	229,164	77,848		
Interest Income	1,371	2,756	3,333	(577)	-17.31%	
Interest Expense	-	(3,891)	(4,745)	(854)	-18.00%	Budget is spread evenly across 12 months, but actuals vary by month
<b>Net Income (Loss)</b>	<b>154,511</b>	<b>305,877</b>	<b>227,752</b>	<b>78,125</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>264,942</b>	<b>600,102</b>	<b>408,141</b>	<b>191,961</b>		

Treasurer's Report Page 4

# McKinleyville Community Services District

## August 2016

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

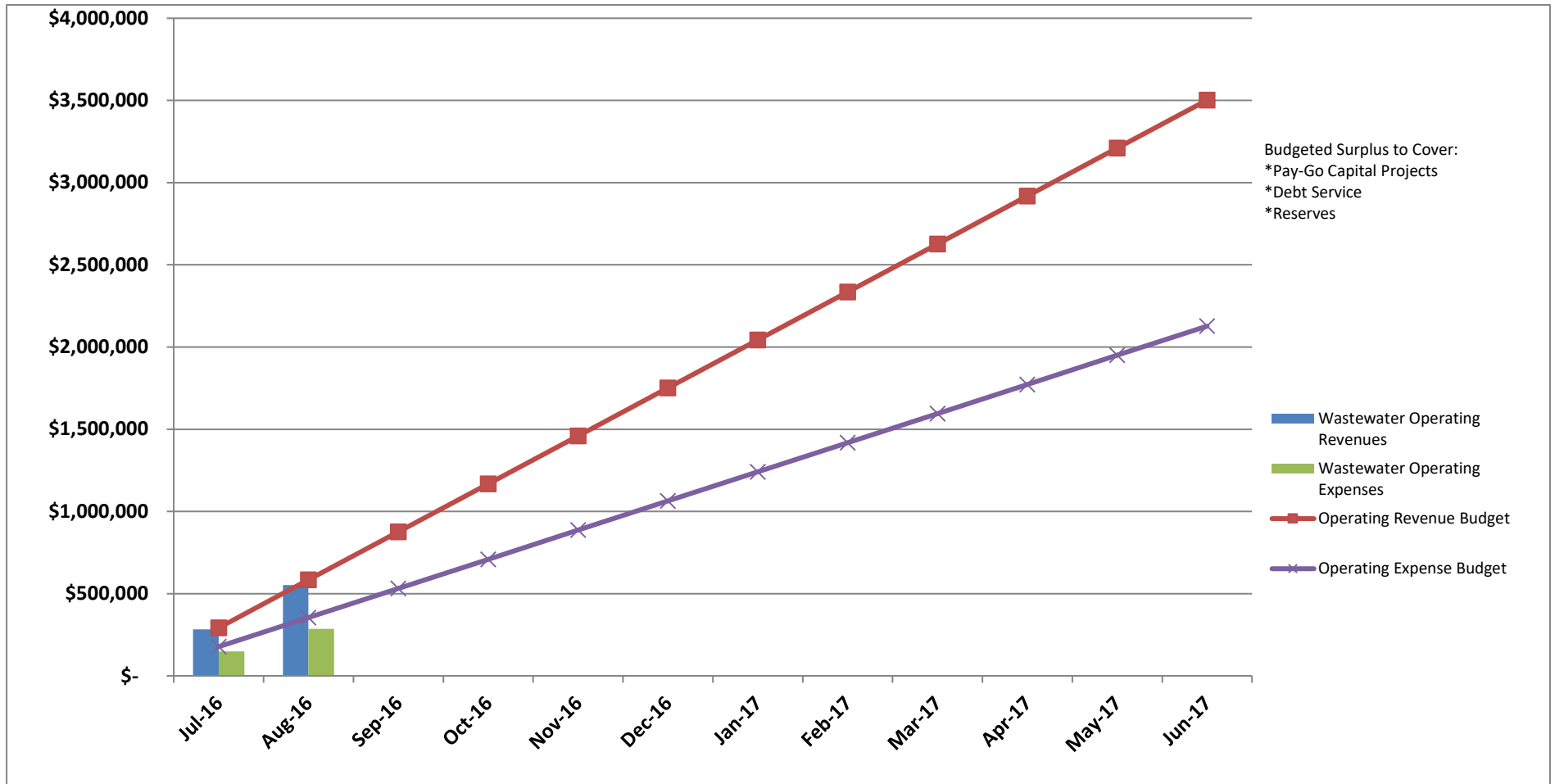


Treasurer's Report Page 5, Selected Graphic Comparisons

# McKinleyville Community Services District

## August 2016

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



Treasurer's Report Page 6, Selected Graphic Comparisons

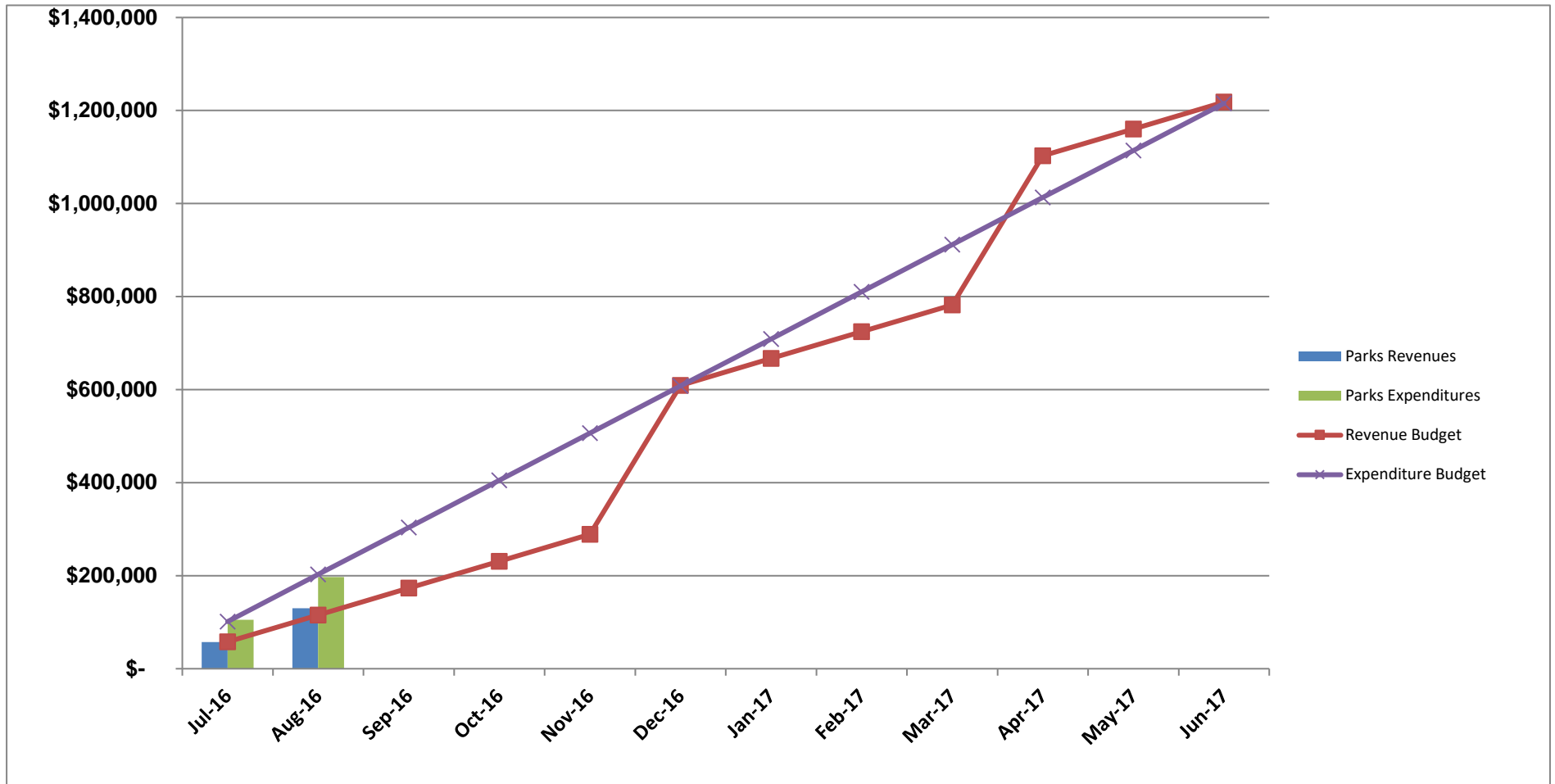
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget - DRAFT**  
**August 2016**

	August	% of Year 16.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Department Summaries</b>						
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	50,373	90,530	62,232	28,298	45.47%	Collection of fees for Kid's Camp summer program
Rents & Related Fees	8,653	20,912	18,454	2,458	13.32%	Budget is spread evenly across 12 months, but actuals vary by month
Property Taxes	-	-	87,500	(87,500)	-100.00%	County Tax remittance April/December
Other Revenues	12,856	17,062	33,168	(16,106)	-48.56%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Income	763	1,507	1,667	(160)	-9.58%	Budget is spread evenly across 12 months, but actuals vary by month
Total Revenues	72,645	130,012	203,021	(73,009)	-35.96%	
Salaries & Benefits	73,485	159,263	152,022	7,241	4.76%	
Other Expenditures	18,238	36,709	43,164	(6,455)	-14.95%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures	282	1,122	7,387	(6,265)	-84.81%	Budget is spread evenly across 12 months, but actuals vary with purchasing
Total Expenditures	92,005	197,094	202,573	(5,479)	-2.70%	
<b>Excess (Deficit)</b>	<b>(19,360)</b>	<b>(67,083)</b>	<b>448</b>	<b>(67,531)</b>		
<b><u>Measure B Assessment</u></b>						
Total Revenues	(878)	(1,408)	35,583	(36,991)	-103.96%	Interest & unrealized gains/losses; County Tax remittance April/December
Salaries & Benefits	5,221	11,866	9,293	2,573	27.69%	Budget is spread evenly across 12 months, but actuals vary by month
Other Expenditures	450	3,414	5,042	(1,628)	-32.28%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures	-	11,661	21,242	(9,581)	-45.11%	Teen Center interior furnishings
Total Expenditures	5,670	26,941	35,577	(8,636)	-24.28%	
<b>Excess (Deficit)</b>	<b>(6,548)</b>	<b>(28,349)</b>	<b>6</b>	<b>(28,355)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	8,504	16,991	15,977	1,014	6.35%	
Salaries & Benefits	2,430	5,432	6,841	(1,409)	-20.59%	Budget is spread evenly across 12 months, but actuals vary by month
Other Expenditures	2,199	4,253	5,440	(1,187)	-21.81%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures/Loan Repayment	1,655	3,311	3,644	(333)	-9.14%	LED Project Debt repayment
Total Expenditures	6,285	12,997	15,925	(2,928)	-18.39%	
<b>Excess (Deficit)</b>	<b>2,219</b>	<b>3,994</b>	<b>52</b>	<b>(3,942)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(23,688)</b>	<b>(91,437)</b>	<b>506</b>	<b>(91,943)</b>		

# McKinleyville Community Services District

## August 2016

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

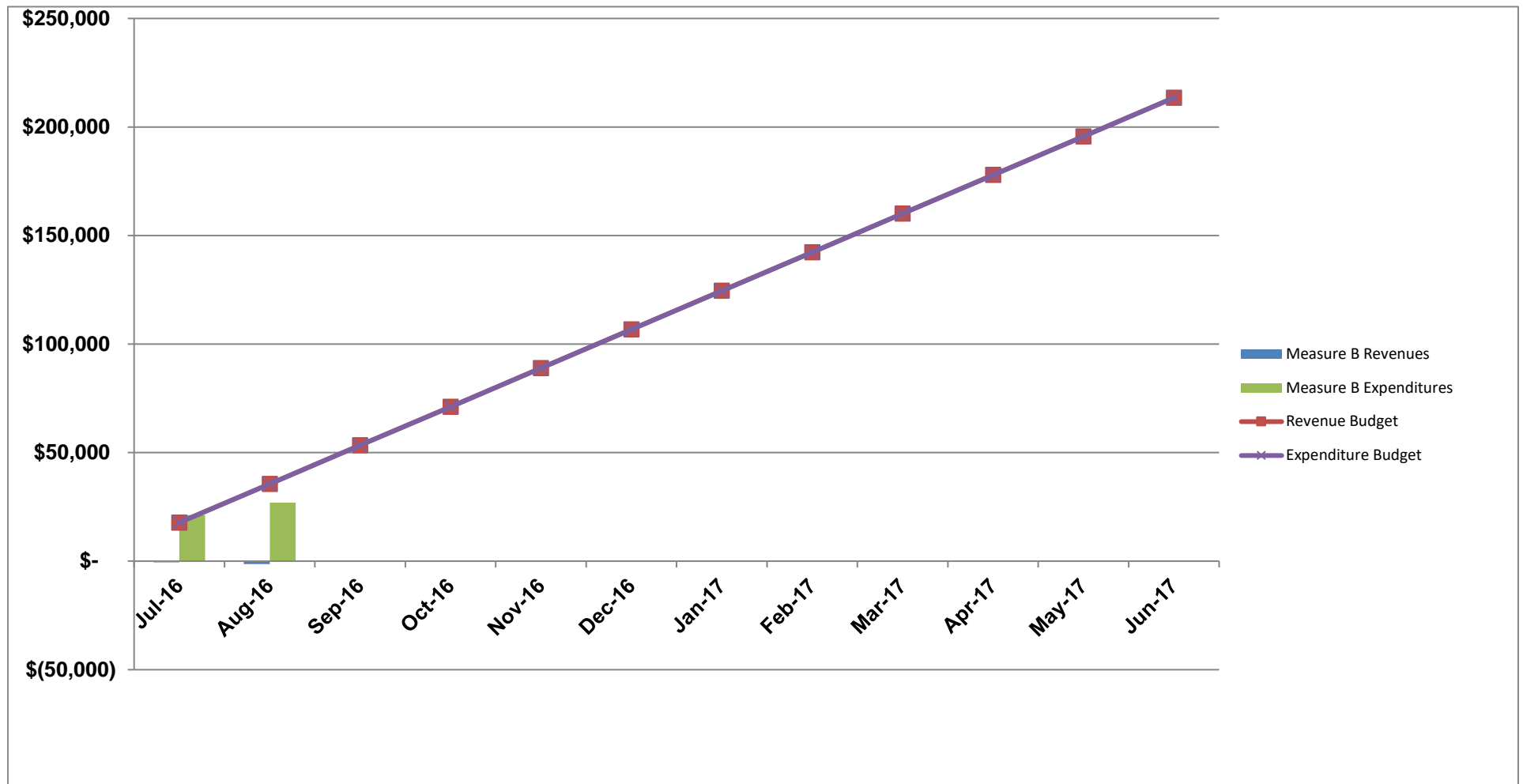


Treasurer's Report Page 8, Selected Graphic Comparisons

# McKinleyville Community Services District

## August 2016

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

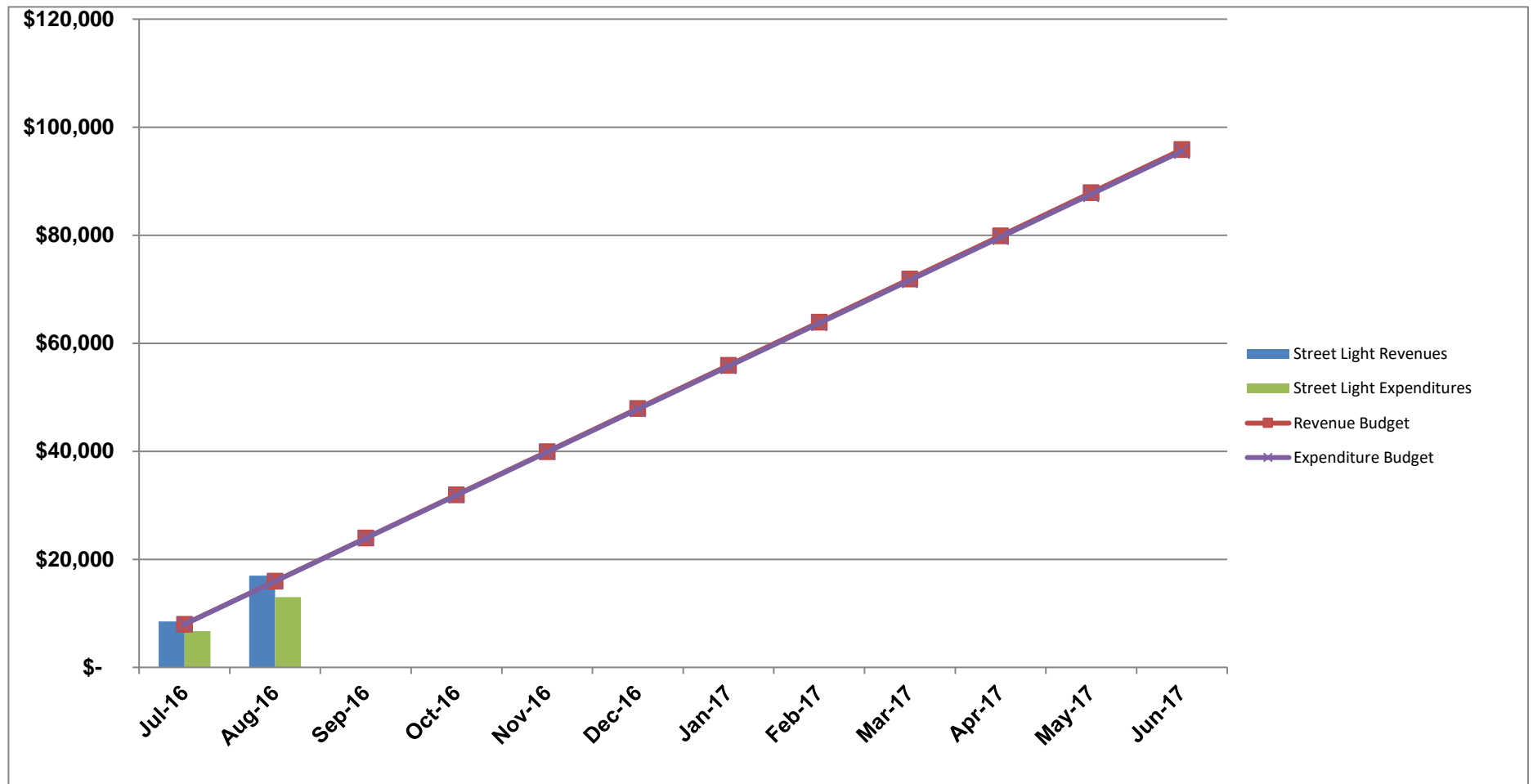


Treasurer's Report Page 9, Selected Graphic Comparisons

# McKinleyville Community Services District

## August 2016

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



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Capital Expenditure Report - DRAFT**  
**As of August 31, 2016**

	August	YTD Total	FY 16-17 Budget	Remaining		
				Budget \$	Budget %	Notes
<b><u>Water Department</u></b>						
Ramey Pump Upgrades		-	-	-	#DIV/0!	
Emergency Water Line River Crossing	-	-	-	-	#DIV/0!	Emergency Line Intertie Proj
Water Tank Upgrade	1,007	1,007	350,000	348,993	100%	Tank Painting
4.5m New Water Tank		-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	375	563	40,000	39,438	99%	Emergency Water Supply
Emergency Response Equipment		-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	14,000	14,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	118	118	260,000	259,882	100%	Radio meters purch/install
Radio Telemetry Upgrade		-	-	-	#DIV/0!	Equipment purchased
Meter Reading Equipment Replacement		-	-	-	#DIV/0!	Equipment purchased
Water Main Rehab & Replacement	437	1,294	100,000	98,706	99%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>1,937</b>	<b>2,982</b>	<b>1,722,000</b>	<b>1,719,018</b>	<b>100%</b>	
<b><u>Wastewater Department</u></b>						
Sewer Main Rehab & Replacement	423	-	100,000	100,000	100%	Sewer Main Rehab
WWMF Biosolids Project	-	-	240,000	240,000	100%	to County Trust Acct#9390
Fischer Lift Station Generator	513	513	80,000	79,487	99%	Fischer Lift Stn Generator
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	1,395,316	1,395,316	13,000,000	11,604,684	89%	WWMF construction
Radio Telemetry Upgrade	-	-	30,000	30,000	100%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	114	114	260,000	259,886	100%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles			6,000	6,000	100%	
<b>Subtotal</b>	<b>1,396,366</b>	<b>1,395,943</b>	<b>13,801,000</b>	<b>12,405,057</b>	<b>90%</b>	
<b><u>Water &amp; Wastewater Operations</u></b>						
Heavy Equipment	-	-	410,000	410,000	100%	Hydrocleaner; Tractor attachmt
Utility Vehicles	-	-	63,000	63,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	10,000	10,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	65,000	65,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	10,260	11,416	5,000	(6,416)	-128%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	-	-	17,000	17,000	100%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other		-	20,000	20,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>-</b>	<b>11,416</b>	<b>2,090,000</b>	<b>2,078,584</b>	<b>99%</b>	
<b>Enterprise Funds Total</b>	<b>1,408,563</b>	<b>1,410,341</b>	<b>17,613,000</b>	<b>16,202,659</b>	<b>92%</b>	
<b><u>Parks &amp; Recreation Department</u></b>						
Hiller Park & Sports Complex	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	-	-	11,000	11,000	100%	PA sys, Parking Lot resurfacing
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	5,000	5,000	100%	Paving/Sealing
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	282	12,783	127,000	114,217	90%	Teen Center Constr&Loan svc
Other Parks Projects & Equipment		-	23,000	23,000	100%	Vehicles and Equipment
<b>Subtotal</b>	<b>282</b>	<b>12,783</b>	<b>171,000</b>	<b>158,217</b>	<b>93%</b>	
<b><u>Streetlights</u></b>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>282</b>	<b>12,783</b>	<b>173,000</b>	<b>160,217</b>	<b>93%</b>	
<b>All Funds Total</b>	<b>1,409,127</b>	<b>1,423,124</b>	<b>17,786,000</b>	<b>16,362,876</b>	<b>92%</b>	

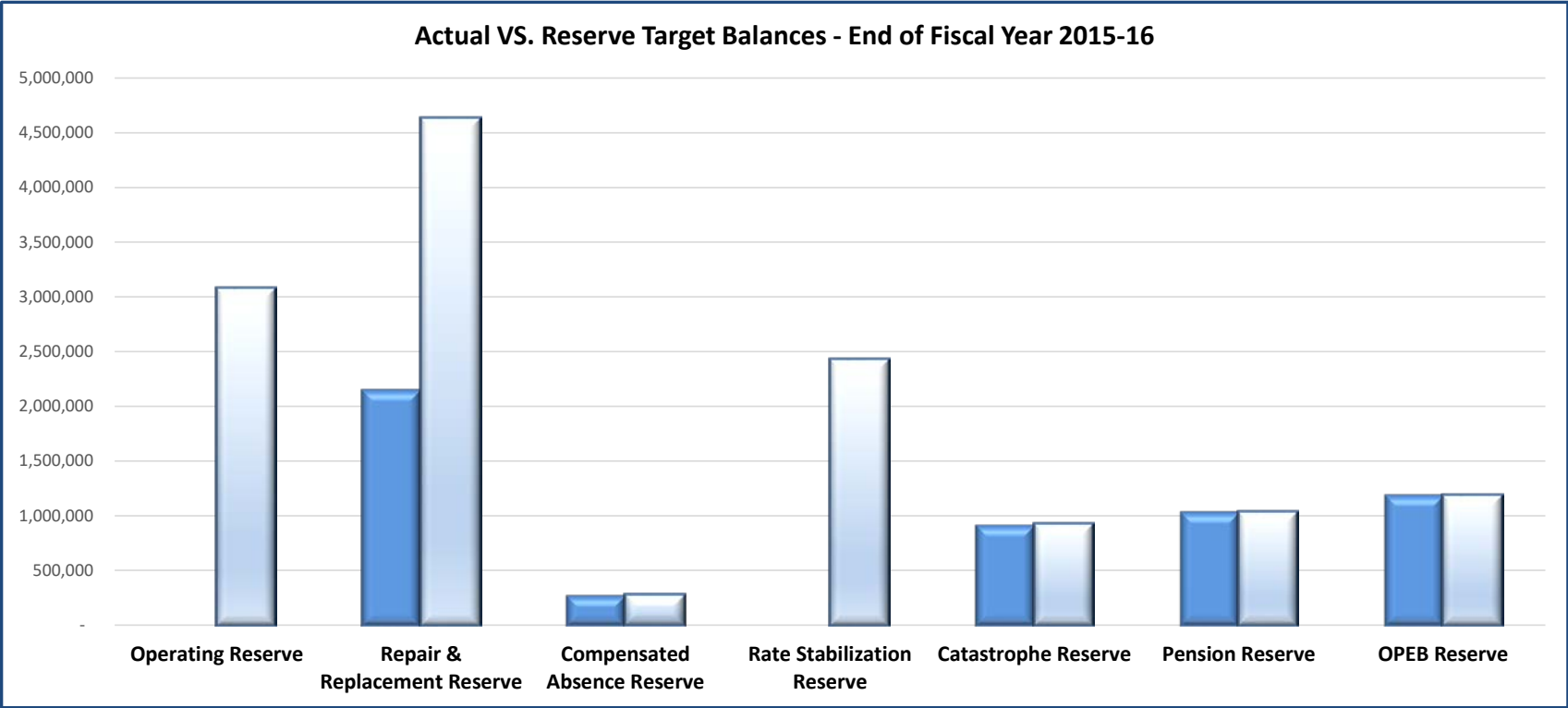


**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report - DRAFT**  
**As of August 31, 2016**

**Principal Maturities and  
Scheduled Interest**

	<b>%</b>	<b>Maturity Date</b>		<b>Balance - July 31, 2016</b>	<b>Balance - August 31, 2016</b>	<b>FY-17</b>	<b>Thereafter</b>
<b>Water Fund:</b>							
I-Bank		8/1/30	P	759,574.85	759,574.85	-	759,574.90
Interest	3.37%		I			12,798.84	192,921.18
State of CA Energy Commission (ARRA)		12/22/26	P	123,806.91	123,806.91	11,240.72	112,565.98
Interest	1.0%		I			1,210.12	5,716.71
State of CA (Davis Grunsky)		1/1/33	P	1,703,645.91	1,703,645.91	81,651.96	1,621,993.95
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	289,591.69	289,591.69	17,035.12	272,556.57
Interest	2.5%		I			42,591.14	365,895.58
Total Water Fund-Principal				2,876,619.36	2,876,619.36	109,927.80	2,766,691.40
Total Water Fund-Interest						56,600.10	564,533.47
<b>Total Water Fund</b>				<b>2,876,619.36</b>	<b>2,876,619.36</b>	<b>166,527.90</b>	<b>3,331,224.87</b>
<b>Wastewater Fund:</b>							
WWMF SRF Loan		7/31/47	P	1,168,549.00	1,661,287.00	-	24,724,009.73
Interest	1.6%		I			-	
State of CA WRCB (SCEP II)		3/27/18	P	53,686.10	53,686.10	26,510.50	27,176.10
Interest	2.6%		I			1,395.84	706.57
Umpqua Bank		12/4/17	P	75,620.02	71,329.42	44,087.66	27,061.53
Interest	5.5%		I			2,357.14	433.07
USDA (Sewer Bond)		8/1/22	P	515,000.00	445,000.00	-	445,000.00
Interest	5.0%		I			11,125.00	66,875.00
Total Wastewater Fund-Principal				1,812,855.12	2,231,302.52	70,598.16	25,223,247.36
Total Wastewater Fund-Interest						14,877.98	68,014.64
<b>Total Sewer Fund</b>				<b>1,812,855.12</b>	<b>2,231,302.52</b>	<b>85,476.14</b>	<b>25,291,262.00</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>		11/1/29	P	1,352,733.00	1,352,733.00	79,968.00	1,277,225.00
	3.55%		I			47,483.12	315,381.41
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>			P	67,891.53	66,236.13	17,909.40	49,961.75
	0.0%		I				-
Total Principal				6,110,099.01	6,526,891.01	278,403.36	29,317,125.51
Total Interest						118,961.20	947,929.52
<b>Total</b>				<b>6,110,099.01</b>	<b>6,526,891.01</b>	<b>397,364.56</b>	<b>30,265,055.03</b>

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of August 31, 2016**



- Utility Accounts Receivable Turnover Days	As of August 31, 2016	15.4 Days
- YTD Breakeven Revenue, Water Fund:	311,530.02	- YTD Actual Water Sales: 650,565.99
- Days of Cash on Hand - Operations Checking Account		97.8 Days

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period August 1 through August 31, 2016**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
31,244	8/11/2016	PIN01	Cust. Refund Ck# 031244 Reversed JP	(135.00)	B60616u	Cust. Refund Ck# 031244 Reversed JP
31254	8/31/2016	UNI06	UNITED GROCERS	(26.70)	B60620u	Ck# 031254 Reversed
31345	8/11/2016	CON01	CONNEY SAFETY PRODUCTS	(526.86)	5172674u	Ck# 031345 Reversed
31393	8/1/2016	*0012	PIERSON PARK REFUND MB	53.00	B60801	PIERSON PARK REFUND MB
31394	8/1/2016	10102	101 NETLINK	960.00	B60801	INTERNET BACKUP SERVICES
31395	8/1/2016	ADV01	ADVANCED SECURITY SYSTEM	237.50	338367	PROFESSIONAL SERVICES
31396	8/1/2016	AIR01	AIRGAS USA, LLC.	46.09	905332158	REPAIRS/SUPPLIES
31397	8/1/2016	COA01	COASTAL BUSINESS SYSTEMS	393.37	19092491	COPIER MAINTENANCE AGREEMENT
31398	8/1/2016	COR01	CORBIN WILLITS SYSTEMS, INC	888.42	B60801	MOMS MONTHLY MAINTENANCE
31399	8/1/2016	COR07	JOHN W. CORBETT	125.00	B60801	BOARD MTG 7/6/2016
31400	8/1/2016	COU09	DAVID R. COUCH	125.00	B60801	BOARD MTG 7/6/16
31401	8/1/2016	DEP05	DEPARTMENT OF JUSTICE	96.00	174659	FINGERPRINTING
31402	8/1/2016	HAR13	The Hartford - Priority A	387.77	B60801	GRP LIFE INSURANCE
31403	8/1/2016	HUM01	HUMB BAY MUNICIPAL WATER DISTR	79,342.72	B60801	WTR PURCHASED
31404	8/1/2016	MAY02	DENNIS MAYO	125.00	B60801	BOARD MTG 7/6/2016
31405	8/1/2016	MAY03	DENNIS MAYO	68.00	B60706	RUSSIAN RIVER WATER SUPPL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31406	8/1/2016	MEN01	MENDES SUPPLY CO.	1,190.08	B60707	REPAIRS/SUPPLY
31407	8/1/2016	STE01	BLAKE STEWART	73.00	B60801	CLASS B TESTING-DMV
31408	8/1/2016	SUD01	SUDDENLINK	134.95	B60801	INTERNET SERVICES
31409	8/1/2016	TIM01	TIMES-STANDARD	654.36	B60726	ADVERTISEMENT
31410	8/1/2016	UNI06	UNITED GROCERS	95.53	B60727	OFFICE SUPPLIES/ EMPLOYEE
31411	8/1/2016	USB01	U.S. BANK TRUST N.A.	7,687.50	B60801	SEWER BOND PAYMENT
31412	8/1/2016	WHE02	GEORGE A. WHEELER JR.	125.00	B60801	BOARD MTG 7/6/2016
31413	8/1/2016	WIL09	WILLDAN FINANCIAL SERVICES	1,540.00	10-31765	WATER/SEWER CONNECTION FE
				3,200.00	010-31765	WATER/SEWER CONNECTION FE
			Check Total:	4,740.00		
31414	8/1/2016	\A009	MQ CUSTOMER REFUND FOR AC	15.53	000B60801	MQ CUSTOMER REFUND FOR AC
31415	8/1/2016	\B007	MQ CUSTOMER REFUND FOR BU	29.08	000B60801	MQ CUSTOMER REFUND FOR BU
31416	8/1/2016	\C028	MQ CUSTOMER REFUND FOR CR	71.32	000B60801	MQ CUSTOMER REFUND FOR CR
31417	8/1/2016	\D003	MQ CUSTOMER REFUND FOR DO	84.76	000B60801	MQ CUSTOMER REFUND FOR DO
31418	8/1/2016	\G005	MQ CUSTOMER REFUND FOR GO	82.10	000B60801	MQ CUSTOMER REFUND FOR GO
31419	8/1/2016	\L011	MQ CUSTOMER REFUND FOR LE	21.95	000B60801	MQ CUSTOMER REFUND FOR LE
31420	8/1/2016	\L012	MQ CUSTOMER REFUND FOR LU	21.96	000B60801	MQ CUSTOMER REFUND FOR LU
31421	8/1/2016	\N006	MQ CUSTOMER REFUND FOR NA	61.26	000B60801	MQ CUSTOMER REFUND FOR NA
31422	8/1/2016	\O006	MQ CUSTOMER REFUND FOR OL	92.25	000B60801	MQ CUSTOMER REFUND FOR OL
31423	8/1/2016	\O007	MQ CUSTOMER REFUND FOR OS	63.44	000B60801	MQ CUSTOMER REFUND FOR OS
31424	8/1/2016	\R014	MQ CUSTOMER REFUND FOR RO	37.87	000B60801	MQ CUSTOMER REFUND FOR RO
31425	8/1/2016	\S025	MQ CUSTOMER REFUND FOR SM	60.00	000B60801	MQ CUSTOMER REFUND FOR SM

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31426	8/1/2016	\S026	MQ CUSTOMER REFUND FOR SO	27.42	000B60801	MQ CUSTOMER REFUND FOR SO
31427	8/1/2016	\W003	MQ CUSTOMER REFUND FOR WA	76.26	000B60801	MQ CUSTOMER REFUND FOR WA
31428	8/9/2016	ACT01	ACTION RENTAL	200.10	19452	REC PROGRAM SUPPLIES
31429	8/9/2016	ASB01	ASBURY ENVIRONMENTAL SERVICE	120.00	B60726	USED OIL-I500-00062633
31430	8/9/2016	DEL02	DELFINO, MADDEN, O'MALLEY	1,455.00	6469	LEGAL SERVICES
31431	8/9/2016	HIL02	HILFIKER PIPE CO.	516.57	54717	TEEN CENTER
31432	8/9/2016	HUM08	HUMBOLDT SANITATION	937.31	B60803	TRASH SERVICE
31433	8/9/2016	IND02	Industrial Electric Service	92.90	IN20179	REPAIRS/SUPPLY
31434	8/9/2016	KEN02	KENNEDY/JENKS CONSULTANTS	482.50	103401	WWMF UPGRADE
31435	8/9/2016	KRU01	KRUEGER INTERNATIONAL, INC	10,454.94	13655764	TEEN CENTER
31436	8/9/2016	NOR02	NORTH COAST JOURNAL, INC.	75.00	22334	ADVERTISEMENT
31437	8/9/2016	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	80.00	22462	SAFETY TRAINING
31438	8/9/2016	OCC01	OCCUPATIONAL HEALTH	580.00	523-06-16	PROFESSIONAL SERVICES
31439	8/9/2016	PGE01	PG & E (Office & Field)	19,838.64	B60802	GAS & ELECTRIC
31440	8/9/2016	PIN01	REISSUE OF CUST.REFUND JP	135.00	B60802	REISSUE OF CUST.REFUND JP
31441	8/9/2016	REN01	RENNER PETROLEUM	2,047.19	B60802	FUEL FOR JULY 2016
31442	8/9/2016	S&S02	S & S WORLDWIDE, INC.	61.43	9193094	REC PROGRAM SUPPLIES
31443	8/9/2016	SLO01	DIANE SLOANE	238.99	B60803	FLEX SPENDING REIMBURSEMENT
31444	8/9/2016	STA01	STATEWIDE TRAFFIC	59.92	9001542	SAFETY SUPPLIES
31445	8/9/2016	TOT02	TOTAL COMPENSATION SYSTEM	1,400.00	5044	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31446	8/9/2016	TUN01	TUNDRA RESTAURANT SUPPLY,	840.00	50867673	TEEN CENTER
31447	8/9/2016	VER01	VERIZON WIRELESS	61.97	B60803	CELL PHONES FOR JULY 2016
31448	8/9/2016	YP001	YP	288.00	B60803	ADVERTISEMENT
31449	8/10/2016	NEC01	NEC FINANCIAL SERVICES,LLC	375.66	B60810P	PHONE SERVICES FOR AUG 2016
31450	8/15/2016	*0013	REC PROGRAM REFUND JY	90.00	B60809	REC PROGRAM REFUND JY
31451	8/15/2016	*0014	AZALEA HALL DEPOSIT REFUND TS	100.00	B60809	AZALEA HALL DEPOSIT REFUND TS
31452	8/15/2016	*0015	PIERSON PARK REFUND NG	131.25	B60815	PIERSON PARK REFUND NG
31453	8/15/2016	*0016	REC PROGRAM REFUND LL	100.00	B60815	REC PROGRAM REFUND LL
31454	8/15/2016	ACW01	CB&T/ACWA-JPIA	10,713.74	B60810	GRP. HEALTH INS
31455	8/15/2016	ADV01	ADVANCED SECURITY SYSTEMS	149.80	345223	AZALEA HALL SECURITY SYSTEM
				85.00	348293	TEEN CENTER SECURITY SYSTEM
			Check Total:	234.80		
31456	8/15/2016	ASB01	ASBURY ENVIRONMENTAL SERVICES	55.00	67816	USED OIL/GAS FILTERS
31457	8/15/2016	ATT01	AT&T	838.29	B60815	PHONE SERVICES FOR AUG 2016
31458	8/15/2016	BAN01	BANKCARD CENTER	236.27	B60810	TRAINING/SUPPLIES/OFFICE
31459	8/15/2016	BAS01	BASIC LABORATORY INC.	188.50	1607251	LAB TESTING
31460	8/15/2016	COA01	COASTAL BUSINESS SYSTEMS	1,333.74	19174538	COPIER MAINTENANCE AGREEMENT
31461	8/15/2016	CON01	CONNEY SAFETY PRODUCTS	526.86	5172674	REC PROGRAM SUPPLIES
31462	8/15/2016	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	99.49	B60809	OFFICE SUPPLIES
31463	8/15/2016	COU02	HUMBOLDT COUNTY ASSESSOR	15.50	B60802	MEASURE B MAPS
31464	8/15/2016	DEN01	SHARON L. DENISON	350.00	B60815	PROFESSIONAL SERVICES
31465	8/15/2016	DEP05	DEPARTMENT OF JUSTICE	32.00	179824	FINGERPRINTING

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31466	8/15/2016	GHD01	GHD	1,688.00	67090	W/S MASTER PLAN
31467	8/15/2016	IND01	INDEPENDENT BUS. FORMS	2,434.94	B60811	OFFICE SUPPLIES
31468	8/15/2016	IND02	Industrial Electric Service	121.10	IN20172	REPAIRS/SUPPLY
				144.76	IN20385	REPAIRS/SUPPLY
				5.76	IN20468	REPAIRS/SUPPLY
			Check Total:	<u>271.62</u>		
31469	8/15/2016	KEN03	KEN'S AUTO PARTS	145.80	110225	VEHICLE REPAIRS
31470	8/15/2016	LAC01	Laco Associates	3,052.75	37701	PROFESSIONAL SERVICES
				125.00	37775	PROFESSIONAL SERVICES
				187.50	37775	PROFESSIONAL SERVICES
			Check Total:	<u>3,365.25</u>		
31471	8/15/2016	LDA01	LDA PARTNERS	2,016.89	38/635-1-	TEEN CENTER
31472	8/15/2016	MCK03	MCKINLEYVILLE OFFICE SUPPLY	4.86	48292	COPIES MADE
31473	8/15/2016	MEN01	MENDES SUPPLY CO.	1,414.48	B60810	REPAIRS/SUPPLY
31474	8/15/2016	MIL01	Miller Farms Nursery	1,915.17	B60810	REPAIRS/SUPPLY
31475	8/15/2016	MIL03	THE MILL YARD	28.26	B60810	REPAIRS/SUPPLIES
31476	8/15/2016	MIT01	Mitchell, Brisso, Delaney	812.78	38052	LEGAL SERVICES
31477	8/15/2016	MUD01	MUDDY WATERS COFFEE CO. INC	37.50	16537	OFFICE SUPPLIES
31478	8/15/2016	MUN01	Munnell & Sherrill, Inc.	26.44	184508	REPAIRS/SUPPLY
31479	8/15/2016	NAP02	NAPA AUTO PARTS	337.79	B60815	REPAIRS/SUPPLIES
31480	8/15/2016	NOR01	NORTH COAST LABORATORIES	441.00	B60726	LAB TESTS
				3,302.00	B60810	LAB TESTING
				273.00	B60815	LAB TESTS
			Check Total:	<u>4,016.00</u>		
31481	8/15/2016	NOR03	NO. COAST VETERINARY HOSPITAL	150.00	9887	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31482	8/15/2016	NYL01	NYLEX.NET	115.00	2301	PROFESSIONAL SERVICES
31483	8/15/2016	STA11	STAPLES CREDIT PLAN	299.66	B60815	OFFICE SUPPLIES
31484	8/15/2016	TIM01	TIMES-STANDARD	624.36	5762026	ADVERTISEMENT
31485	8/15/2016	TWO01	TWO BROTHERS CATHODIC SERVICE	1,600.00	558	PROFESSIONAL SERVICES
31486	8/15/2016	UND01	UNDERGROUND SERVICE ALERT	370.27	16070595	SUBSCRIPTIONS
31487	8/15/2016	WIL09	WILLDAN FINANCIAL SERVICE	3,223.92	10-31927	PROFESSIONAL SERVICES
31488	8/19/2016	*0017	REC PROGRAM REFUND MP	324.00	B60819P	REC PROGRAM REFUND MP
31489	8/22/2016	AIR01	AIRGAS USA, LLC.	35.33	905373141	REPAIRS/ SUPPLIES
31490	8/22/2016	ARC02	Arcata Stationers	309.25	B60809	OFFICE SUPPLIES
31491	8/22/2016	AUB01	AUBURN CONSTRUCTORS, INC.	766,164.55	5	WWMF UPGRADE
31492	8/22/2016	BOR01	BORGES & MAHONEY CO.	312.99	138047	REPAIRS/ SUPPLIES
31493	8/22/2016	COM02	COMMUNICATIONS CABLING SYSTEMS	282.00	16-185	TEEN CENTER
31494	8/22/2016	EUR06	EUREKA READY MIX	501.12	26616	REPAIRS/SUPPLY
31495	8/22/2016	FAN01	RODRIGO FANTI	393.25	B60822	CONTRACT INSTRUCTOR PMT
31496	8/22/2016	JAC04	JACKSON & EKLUND, INC.	429.00	186755	PROFESSIONAL SERVICES
31497	8/22/2016	MCK04	MCK ACE HARDWARE	244.56	B60810	REPAIRS/SUPPLY
31498	8/22/2016	NOR13	NOR.CALIFORNIA SAFETY CONSORTIUM	80.00	22534	SAFETY TRAINING
31499	8/22/2016	ORE01	O'REILLY AUTOMOTIVE, INC.	19.60	B60809	VEHICLE REPAIRS
31500	8/22/2016	PGE05	PG&E-STREETLIGHTS	318.64	0	STREETLIGHTS
				1,655.40	B60822	STLT LOAN-AGMT 4190997497
			Check Total:	<u>1,974.04</u>		



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31501	8/22/2016	PGE06	PG&E-STREETLIGHTS	14.60	B60822	STREETLIGHTS ACCT-3677
31502	8/22/2016	PGE07	PG&E STREETLIGHTS	907.05	B60822	STREETLIGHTS ACCT 0908
31503	8/22/2016	PGE08	PGE STREETLIGHTS	13.93	B60822	STREETLIGHTS ACCT 3119
31504	8/22/2016	PGE09	PGE-STREETLIGHTS	70.77	B60822	STREETLIGHTS AUG 2016-ACC
31505	8/22/2016	PGE10	PGE STREETLIGHTS	3.01	B60822	STREETLIGHTS ACCT 0160
31506	8/22/2016	PRE08	PRECISION INTERMEDIA	617.50	16-2133	PROFESSIONAL SERVICES
				95.00	16-2165	PROFESSIONAL SERVICES
			Check Total:	<u>712.50</u>		
31507	8/22/2016	S&S02	S & S WORLDWIDE, INC.	522.62	9225357	REC PROGRAM SUPPLIES
31508	8/22/2016	SAF04	SAFEGWAY INC. FILE # 72905	62.30	B60811	REC PROG/OFFC SUPPLIES
31509	8/22/2016	SEC03	SECURITY LOCK & ALARM	689.00	98748	TEEN CENTER NEW KEYS
				65.25	99033	TEEN CENTER KEYS
			Check Total:	<u>754.25</u>		
31510	8/22/2016	SEQ01	Sequoia Gas Co.	130.92	20748	HILLER SPORTS SITE FUEL
31511	8/22/2016	THO02	Thomas Home Center	419.01	B60811	REPAIRS/SUPPLY
31512	8/22/2016	UNI05	UNITED RENTALS NORTHWEST,	1,110.57	139106660	TREE FARM-UPGRADES
31513	8/22/2016	WIL09	WILLDAN FINANCIAL SERVICE	2,818.24	010-31928	PROFESSIONAL SERVICES
31514	8/29/2016	10101	101 THINGS TO DO PUBLICATION	419.00	16KD20	ADVERTISEMENT-PARKS
31515	8/29/2016	COU02	HUMBOLDT COUNTY ASSESSOR	6.50	B60829	MEASURE B MAPS
31516	8/29/2016	DIR02	DIRECT SPORTS	153.79	7542	REC PRGRAM SUPPLIES
31517	8/29/2016	HUC01	DELILAH HUCK	195.00	B60829	CONTRACT INSTRUCTOR PMT
31518	8/29/2016	MCS01	MCSD C/O HUMBOLDT COUNTY	24,238.35	B60829	REVENUE RECOVERY-JULY 2016
31519	8/29/2016	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	2	BIOSOLIDS DISPOSAL-MAY 2016

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
				20,000.00	B60829	BIOSOLIDS DISPOSAL-APRIL 2016
			Check Total:	40,000.00		
				1,021,512.58		
			<b>Total Disbursements, Accounts Payable:</b>	<b>1,021,512.58</b>		

Payroll Related Disbursements

13912-13938	8/10/2016		Various Employees	16,386.38		Payroll Checks
13939	8/10/2016	CAL12	CalPERS 457 Plan	6,477.62	B60809	RETIREMENT
				496.08	1B60809	PERS 457 LOAN PMT
			Check Total:	6,973.70		
13940	8/10/2016	DIR01	DIRECT DEPOSIT VENDOR- US	28,000.94	B60809	Direct Deposit
13941	8/10/2016	EMP01	Employment Development	1,381.84	B60809	STATE INCOME TAX
				557.72	1B60809	SDI
			Check Total:	1,939.56		
13942	8/10/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	5,112.72	B60809	FEDERAL INCOME TAX
				7,674.44	1B60809	FICA
				1,794.90	2B60809	MEDICARE
			Check Total:	14,582.06		
13943	8/9/2016	ACW01	CB&T/ACWA-JPIA	49,418.25	B60731	MED-DENTAL-EAP INSUR
13944	8/9/2016	PUB01	Public Employees PERS	15,585.58	B60731	PERS PAYROLL REMITTANCE
13945-13970	8/24/2016		Various Employees	17,352.06		Payroll Checks
13971	8/24/2016	CAL12	CalPERS 457 Plan	6,578.87	B60824	RETIREMENT
				496.08	1B60824	PERS 457 LOAN PMT
			Check Total:	7,074.95		
13972	8/24/2016	DIR01	DIRECT DEPOSIT VENDOR- US	29,588.78	B60824	Direct Deposit
13973	8/24/2016	EMP01	Employment Development	1,530.58	B60824	STATE INCOME TAX
				588.06	1B60824	SDI
			Check Total:	2,118.64		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13974	8/24/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	5,531.24	B60824	FEDERAL INCOME TAX
				8,092.08	1B60824	FICA
				1,892.52	2B60824	MEDICARE
			Check Total:	<u>15,515.84</u>		
13975	8/28/2016		Various Employees	39.24		Payroll Adjustment
13976-13977	8/31/2016		Various Employees	775.90		Vacation Buyouts
			<b>Total Disbursements, Payroll:</b>	<u><b>205,351.88</b></u>		
			<b>Total Check Disbursements:</b>	<b>1,226,864.46</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **ACTION**

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

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

**TYPE OF ACTION: Roll Call-Consent Calendar**

**Recommendation:**

Approve the Facilities Extension Agreement for the Grocery Outlet Development. All facilities in the Development will be dedicated to the District if constructed and they pass inspection in accordance to the District Rules and Regulations.

**Discussion:**

School Street Plaza LLC has obtained permits and is starting construction of a retail development. A water main extension will be required across Central Ave. to accommodate fire protection services and fire hydrants required by the county and Arcata Fire Protection District. The sewer main is adequate and will only require additional laterals.

All street lights inside the property line will be owned and maintained by the developer but Grocery Outlet will be in the existing Streetlight Zone and Open Space Maintenance Zone.

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

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

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

The Application fees for plan check and inspections are to be determined and will be paid prior to proceed with construction of water or sewer facilities. Connection fees will be calculated paid prior to building permits being

granted. At this time, it appears that the existing capacity fees paid when the property was originally developed will cover any additional construction.

**Environmental Requirements:**

Not Applicable

**Exhibits/Attachments**

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

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

DATE: **September 29, 2016**

#1 **Purpose of Proposed Extension:** Water main extension for a retail development. Open space assessment included as part of the Central Ave. OSMZ #6.

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

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

Assessors Parcel No. 509-181-056,017 Parcel Address: 1563 CENTRAL AVE

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

Signature of Owner: \_\_\_\_\_  
Print Name: School Street Plaza LLC

Address: 2580 Sierra Blvd. #E, Sacramento, CA 95825

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name of Agent: (Please Print) Terry Johnson

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

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

#2 **Report:**

Length of Extension Required:

Water: 75' of eight inch and six inch PVC water mains

Sewer: All sewer will be served from existing mainlines

No. of Street Lights Required: No Streetlights required

Open Space: Are assessed as part of Central Ave OSMZ #6

Detention Basin: N/A

Remarks: Two fire services included in project

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

Date: October 5, 2016 Granted:\_\_\_\_\_ Denied:\_\_\_\_\_

Amount to be paid by Applicant: to be determined

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

District Manager: Gregory Orsini

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

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

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

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATION**

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

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

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

### **Recommendation:**

At the August 3, 2016 Board Meeting, the General Manager provided the Directors with the 2017 Board Meeting Dates, Time and Location Calendar. Staff recommends the Board review and approve the 2017 Regular Board Meeting Calendar, **Attachment 1**.

### **Discussion:**

Both the MCSD Rules and Regulations (under Regulation 61, Board Meetings, Rule 61.0, Regular Meetings) and the Board of Directors Policy Manual (under Part 5, Board Meeting Procedures, Rule 5-1: Regular Meetings) address this topic – Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 7:00 PM at either Azalea Hall 1620 Picket Road or the District Office 1656 Sutter Road as specified by the agenda. The date, time and place of the regular meetings shall be reconsidered annually.

It is in accordance with this regulation that the 2017 calendar is presented to the Directors as a consent calendar item as annually routine and non-controversial.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action
- Change the meeting dates

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – 2017 Proposed MCSD Regular Board Meeting Schedule



## 2017 MCSD Board Meetings

**First Wednesday's of the month for year 2017 – In the event the first Wednesday fell on a Holiday the meeting was moved to the second Wednesday of the month.**

<b>DATE</b>	<b>LOCATION</b>
January 4, 2017	Azalea Hall
February 1, 2017	Azalea Hall
March 1, 2017	Azalea Hall
April 5, 2017	Azalea Hall
May 3, 2017	Azalea Hall
June 7, 2017	Azalea Hall
July 5, 2017	Azalea Hall
August 2, 2017	Azalea Hall
September 6, 2017	Azalea Hall
October 4, 2017	Azalea Hall
November 1, 2017	Azalea Hall
December 6, 2017	Azalea Hall

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board participate in the presentation of information, review the Draft Engineers Report **Attachment 2** and then consider adopting Resolution 2016-16, **Attachment 1** initiating the reformation of the Central Ave. OSMZ.

### **Discussion:**

The Central Ave. Open Space Zone is located within the Humboldt County Central Avenue Right of Way which extends 50ft to the east and west of the Central Ave. center line. Central Ave. itself is 71ft across leaving 11 additional feet along the west side and 20 additional feet along the eastern side. This detail of the right of way is significant in the reassessment process this term. The Central Ave. OSMZ is within the right of way on both the east and west sides of Central Ave. The eastern side of Central Ave. contains a 5-foot-wide bridal trail in addition to the sidewalk and landscape areas while the western side contains a sidewalk and landscape areas.

The Central Ave. OSMZ maintenance plan describes the open space, the process for assessment of the fees and cost related to maintenance and repair, the location of the engineer's report, the process for the protest hearing and voting process, the estimated cost of maintenance including bookkeeping and billing fees, and a list of maintenance activities.

Maintenance Activities:

- Weeding, hedging and tree pruning,
- Planting, mulching, and trail maintenance

### **Assessment**

In previous years (1997- 2010), the Central Ave. open space fees were assessed by calculating how many linear feet of each parcel fronted Central Avenue minus

driveways and entry points. This method was applied to all parcels within the zone. This method was modified for the 2016 reassessment due to General and Special Benefit considerations.

As of 2016, the method for assessing fees was changed to an area based calculation to account for the difference in open space width along the eastern and western sides of Central Ave. The total assessable square footage of maintenance area was calculated by multiplying the total assessment frontage, by the zone depth, minus driveways, entry points and sidewalks. The zone depth for east Central Avenue is 20feet; the zone depth for western Central Avenue is 11feet.

The Central Ave. Open Space Zone totals approximately 126,300 square feet of area for both east and west sides of Central Avenue. Of the total area 39,452 square feet are non-assessable sidewalks and driveways resulting in an assessable area of approximately 86,874 square feet. The zone is divided into approximately 71 assessor's parcels.

### **Reformation**

The Central Ave. OSMZ was originally formed in 1997 and was established with a 5-year "sunset clause". This means every five years the zone is re-assessed to assure the fees reflect all current maintenance and material costs to repair and maintain the zone. Also included in the reformation is an inflation formula to allow for cost of living increases over time.

### **Proposition 218**

In November 1996, California voters passed Proposition 218, the "Right to Vote on Taxes Act". This constitutional amendment protects taxpayers by limiting the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. This Proposition 218 process requires **voter approval** prior to imposition or increase of general taxes, assessments, and certain user fees and is not a protest voting process.

### **Zone History**

McKinleyville Community Services District formed the Central Ave. Open Space Zone #6 in June of 1997. The zone extends from Anna Sparks Way at the Ray's shopping center on the south end of Central Ave. to the intersection of Central Ave. and Bates Rd. to the North.

The zone was established with a five-year "sunset clause" and, in accordance with Proposition 218, was reformed on July 1, 2000. An independent contractor was retained to perform landscape maintenance work along the zone at a cost of \$1,020/month or \$0.15/Linear foot of frontage. No fees were increased and 8.5hrs/week of maintenance was performed.

In January 2005, the zone was again reformed and with the addition of a new maintenance person, MCSD took over all maintenance. A fee increase of .19%, at a cost of \$1,350 per month and stimated 10hrs/week of maintenance.

In 2010, the zone was again reformed, new assessment included banners and insurance cost increases. Zone maintenance fees increased to \$2,202.01 per month.

In 2016, the zone was reassessed. During this assessment the method for assessing fees was revised and changed to maintenance area opposed to linear frontage. Another consideration was maintaining the zone pesticide free, per our Integrated Pest Management Plan and our negotiation with Humboldt County Public Works for contributed labor and \$10,000 per year in cost sharing. Will require MCSD to collect \$2,400 per month.

The Engineer's Report and ballots will be mailed to the participants in the zone. A Public Hearing will be scheduled for December 7, 2016 for public input prior to the reformation of the zone. The votes will be tallied and the Board will have the option to consider reforming the zone at that time.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

Attachment 1 – Resolution 2016-16 Initiation of Central Ave OSMZ  
Attachment 2 – Central Ave OSMZ #6 Engineers Report 2016  
Attachment 3 – Central Ave OSMZ Cost Estimate Breakdown Sheet  
Attachment 4 – Draft Central Ave OSMZ Ballot  
Attachment 5 – Draft Central Ave OSMZ Notice  
Attachment 6 – Central Ave OSMZ Power Point Presentation

**RESOLUTION 2016 – 16**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
INITIATING PROCEEDINGS TO  
LEVY ASSESSMENTS IN CONNECTION WITH  
CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE # 6**

**Whereas**, In connection with the District's Central Avenue Open Space Maintenance Zone # 6 (the "Zone"), the District funds the maintenance of landscaping improvements on the frontage on Central Avenue through the levy of an assessment (the "Assessment") that is collected on the District's water bill; and

**Whereas**, the District's practice has been to renew the Assessment every five years; and

**Whereas**, the District's existing authorization to levy the Assessment has sunsetted; and

**Whereas**, the District Board desires to initiate proceedings to renew the Assessment for an additional five years, and

**Whereas**, an Engineer's Report for the Assessment has been filed with the District Board and is on file, available for public inspection in the District's offices and on the District website (the "Engineer's Report").

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

1. Preliminarily approves the 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 proposed assessment against parcels in the Zone;
2. Sets December 7, 2016 at 7:00 pm at Azalea Hall, McKinleyville, CA as the time and place for a public hearing on the proposed assessment and the formation of the Zone (the "Hearing");
3. Directs that notice of the Hearing be mailed to the billing address, as shown on the District's records, of each person directly liable for the payment of the assessment. Such notice shall include an assessment ballot.
4. In the event the number of ballots returned (and not withdrawn) in opposition to the increased assessment exceeds the number of ballots returned (and not withdrawn) in support of the increased assessment, the rate of the assessment will not be increased. For purposes of this determination, ballots will be weighted based on the proportionate financial obligation of the parcel for which they are cast.
5. The District is conducting an assessment ballot proceeding in order to encourage public participation in the proceedings to levy the assessment. The fact that the District is conducting these proceedings should not be

construed as an admission by the District that the District is required by law to conduct such proceedings. The District notes that in addition to its authority to levy a benefit assessment, the District also has the authority to charge a fee to cover the cost of any service which the district provides.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 5, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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George Wheeler, Board President

Attest:

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Emily Abfalter, Board Secretary



**Zone Maintained By:**



**McKinleyville Community Services District**  
**1656 Sutter Road**  
**P.O. Box 2037**  
**McKinleyville, CA 95519**  
**(707) 839-3251**

**Maps Drawn by:**

**Brian Anspach at MCSD**

**Documents Reviewed by:**

**Max Schillinger, PE**  
**Schillinger Engineering**  
**(907) 746-4185**  
[max\\_schillinger@hotmail.com](mailto:max_schillinger@hotmail.com)



# INTRODUCTION

The purpose of these documents is to outline the basis of assessments for the Central Avenue Open Space Maintenance Zone (MCSD Zone #6) in McKinleyville California. This maintenance zone provides for landscaping along portions of Central Avenue, and for the maintenance of Bridal Trail. The funding is billed by McKinleyville Community Services District (MCSD) as a surcharge on the monthly water bill that customers within the zone pay.

Such that the cost basis of the assessments is clearly outlined, the following documents include:

- **ENGINEERS REPORT - Summary.**  
This report summarizes the basic costs of MCSD Zone#6,
- **EXHIBIT A – Maintenance Zone Maps**  
These maps were created utilizing both 2014 orthoimagery, and Humboldt County Tax Assessment mapping. The “Assessable S.F.” on the maps is the estimated landscape square foot area assessed for the adjoining lot.
- **EXHIBIT B – Maintenance Zone Spreadsheet.**  
This document outlines all of the calculations utilized in the assessment. The furthest right column on the spreadsheet titled “Net per Cust per Month” is the amount per month added to each customer’s water bill for maintenance.
- **Maintenance Zone Definitions and References.**  
This document defines pertinent terminology and references used on the maps and spreadsheet. It is organized in the order of columns of the spreadsheet. The end of the documents provides a list references from past reports and calculations.



**ENGINEER'S REPORT**  
**CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6**

This report outlines the proposed assessment in connection with Central Avenue Open Space Maintenance Zone #6. 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 landscaping along Central Avenue (including bridal trail maintenance).

**Exhibit A – SITE PLAN**

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

**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.

As shown on the exhibit, costs maintaining landscaped frontage are allocated to each parcel based on the area of the landscaped frontage that fronts the parcel. Each assessed parcel is allocated an equal share of the cost of bridal trail maintenance.

Total Annual Cost of Landscape Maintenance:	\$41,700
Plus 12% Insurance and Contract Fee:	\$ 5,004
Less Annual County Subsidy	(\$10,000)
Less Credit for Swap Crew	<u>(\$11,000)</u>
<b>Total Costs Charged on Frontage</b>	<b>\$25,704</b>

Bridal Trail Maintenance Cost	\$ 2,581
Administrative/Bookkeeping Cost	<u>\$ 564</u>
<b>Total Costs Charged Per Parcel</b>	<b>\$ 3,145</b>

Total Assessable Frontage (Sq. Feet):	86,874
Total Number of Assessed Parcels:	94

Gross Monthly Assessment per Frontage Sq. Foot:	\$0.04
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For additional information, See the Exhibit A and B.

The cost estimate is a determination of the cost of the special benefit to each parcel within the zone from the maintenance of the landscaping shown on the site plan. Landscape maintenance specially benefits the parcels fronting Central Avenue because the landscaping serves as an attractive “front yard” for the parcel.

There is no general benefit from the landscaping because each square foot of landscaping is associated with a specific parcel (or group of parcels) that is assessed for the maintenance costs.

The total assessment per lot per month is estimated in 2016 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning February, 2017, 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.

**EXHIBIT A – SITE MAPS**  
**CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6**



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 350 700 Feet

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- Page Index
- Landscape Area
- County Parcel Data

## Central Ave. Landscape Zone Index

OSMZ #6

Imagery Captured June 2014  
Map Created August 2015



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet



# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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Page 1

Landscape Area

County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

SUTHERLAND

51034142  
2640 Assessable S.F.

2600 Square feet of  
landscape shared  
between 25 customers  
on 7 parcels = 78 S.F./Cust

MARGO

51048104  
278 Assessable S.F.

51048101  
278 Assessable S.F.

51048102  
278 Assessable S.F.

51048107  
278 Assessable S.F.

51048105  
278 Assessable S.F.

51048103  
278 Assessable S.F.

51048106  
278 Assessable S.F.

PRIVATE 6

CENTRAL



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

51012236  
828 Assessable S.F.

51012205  
1068 Assessable S.F.

51034132  
5880 Assessable S.F.

PRIVATE 6

CENTRAL



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

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0 25 50 Feet

51013215  
474 Assessable S.F.

51013232  
300 Assessable S.F.

51013207  
564 Assessable S.F.

51034141  
1080 Assessable S.F.

51034117  
3450 Assessable S.F.

CENTRAL

PICKETT

## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

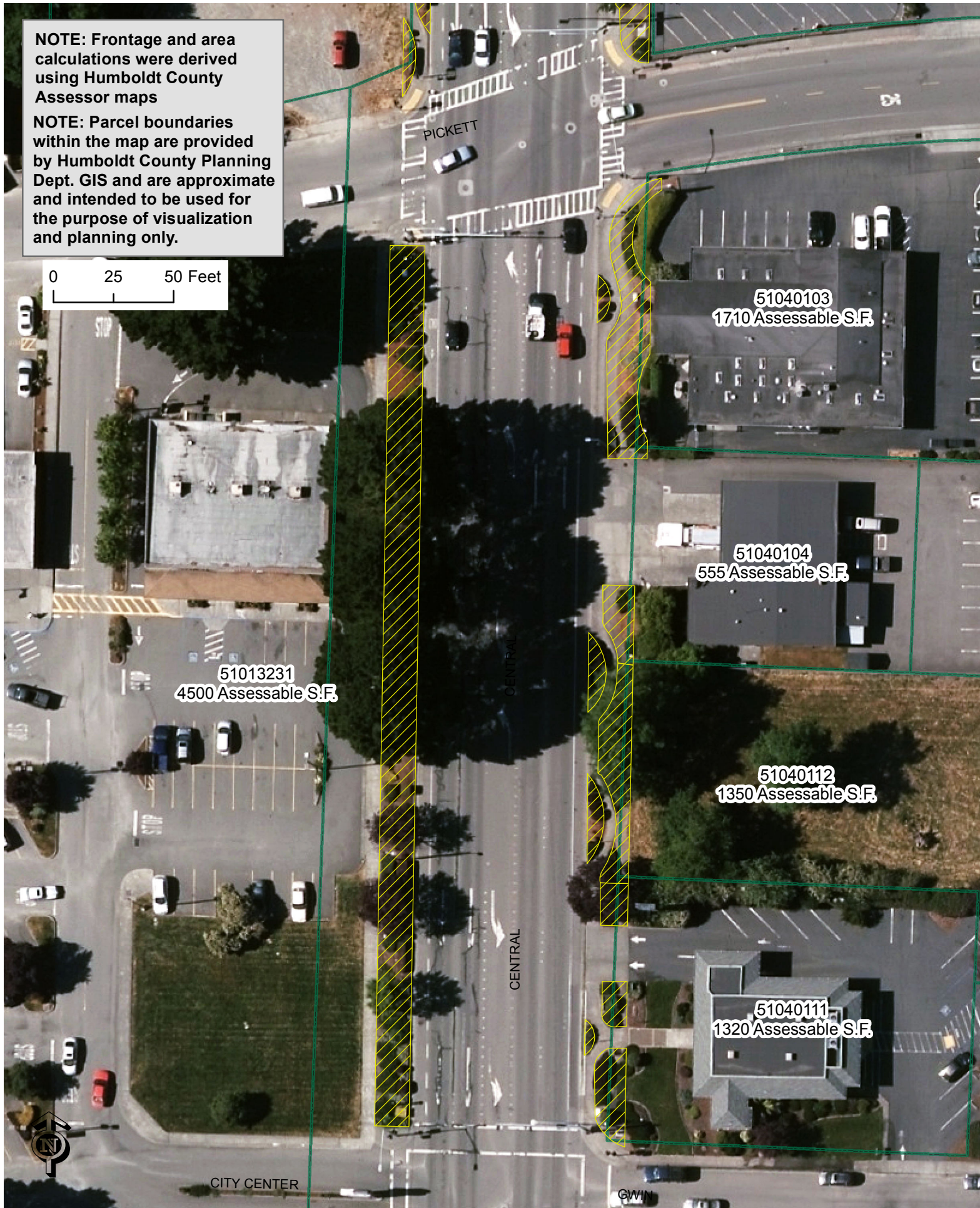
Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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Landscape Area



County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

51013231  
4500 Assessable S.F.

51040106  
1710 Assessable S.F.

51041116  
1065 Assessable S.F.

51041131  
1020 Assessable S.F.

51013306  
426 Assessable S.F.

51041132  
1875 Assessable S.F.

CENTRAL

HILLER

CENTRAL



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

51013306  
426 Assessable S.F.

51041132  
1875 Assessable S.F.

DAHLIA

50825108  
1122 Assessable S.F.

50926129  
2790 Assessable S.F.

50825123  
378 Assessable S.F.

50926128  
1800 Assessable S.F.

CENTRAL

HOLLY



# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50926128  
1800 Assessable S.F.

50825125  
78 Assessable S.F.  
50825126  
78 Assessable S.F.  
50825127  
78 Assessable S.F.  
50825128  
78 Assessable S.F.

HOLLY

50825135  
714 Assessable S.F.

50926201  
1800 Assessable S.F.

CENTRAL

50825134  
1122 Assessable S.F.

50923218  
3240 Assessable S.F.



HEARTWOOD

# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

HEARTWOOD

CENTRAL

50825159  
1074 Assessable S.F.

50923301  
4950 Assessable S.F.

50825105  
468 Assessable S.F.

50825145  
450 Assessable S.F.

50923302  
975 Assessable S.F.



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50825150  
1068 Assessable S.F.

50824239  
876 Assessable S.F.

CENTRAL



NURSERY

50923302  
975 Assessable S.F.

50923306  
315 Assessable S.F.

50923305  
315 Assessable S.F.

50922158  
1695 Assessable S.F.

50922162  
915 Assessable S.F.

# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50824223  
654 Assessable S.F.

50824224  
1182 Assessable S.F.

50922153  
2175 Assessable S.F.

50922150  
360 Assessable S.F.

50922152  
360 Assessable S.F.

50922151  
360 Assessable S.F.

50922149  
360 Assessable S.F.

50922147  
360 Assessable S.F.

50922144  
1545 Assessable S.F.

CENTRAL

SUTTER



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50824212  
882 Assessable S.F.

50824215  
540 Assessable S.F.

50824229  
1446 Assessable S.F.

SUTTER

50919155  
1800 Assessable S.F.

50919116  
1455 Assessable S.F.

50919122  
525 Assessable S.F.

50919107  
1185 Assessable S.F.

CENTRAL

# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

60

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50824225  
522 Assessable S.F.

50919122  
525 Assessable S.F.

50919107  
1185 Assessable S.F.

50919127  
1230 Assessable S.F.

50919105  
600 Assessable S.F.

50918117  
630 Assessable S.F.

50918153  
3315 Assessable S.F.

SCHOOL

CENTRAL

ANNA SPARKS



# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50919105  
600 Assessable S.F.

50918117  
630 Assessable S.F.

50918153  
3315 Assessable S.F.

ANNA SPARKS

CENTRAL

# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage

**EXHIBIT B – COST SPREADSHEET  
CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6**



Central Avenue Landscape Zone OSMZ #6																													
COLUMN #:																													
APNs & Information (APNs & Address & Owner & Property & Management & Other & Space Maintenance & Zone)																													
APN	Customer or Business Name	East or West Central	Total Current Charges	\$2,653.07	*Total Square Feet	78748	\$0.03	Current payment per square foot	78748	77975	Map	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
*Square Feet	*Total Frontage (ft)	*Assessed Frontage (ft)	*Total Linear Feet	*Total Square Feet	*Total Linear Feet	(ft)	MCSD Cost	RTE(SVC)	Loc #	NOTES	Current Charges 09/2016	Page 2	Assessed Length	Side Depth	Frontage Depth	Total Depth	Side Depth	Sidewalk Depth	Landscaped Area	Base Cost	Overhead for Insurances	Contract Fee	Cost per Sq. Ft.	Cost per Sq. Ft.	Cost per Sq. Ft.	Cost per Sq. Ft.	Cost per Sq. Ft.	Cost per Sq. Ft.	Cost per Sq. Ft.
50824212	American Hospital Management	West	147	147	147	147	AME0012	020/0502	6072		\$47.62	12	147	West	11	1617	5	735	882	\$35.28	\$0.71	\$3.53	\$0.50	\$2.288	\$8.49	\$9.33	\$17.82	\$42.30	\$24.48
50824215	Greg Anderson (6 Small businesses)	West	100	100	90	90	AM0084	005/0430	1970		\$30.20	12	90	West	11	990	5	450	540	\$21.60	\$0.43	\$2.16	\$0.50	\$2.288	\$5.95	\$5.95	\$11.37	\$26.98	\$15.61
50824223	Michael Harvey	West	109	109	109	109	HARD086	020/0503	6073		\$35.16	12	109	West	11	1199	5	545	654	\$26.16	\$0.52	\$2.62	\$0.50	\$2.288	\$6.44	\$7.08	\$11.37	\$26.98	\$15.61
50824224	New CVS	West	119	119	197	197	CVS0004	005/0410	1968		\$66.78	13	197	West	11	2167	5	985	1182	\$12.30	\$0.50	\$4.73	\$0.50	\$2.288	\$11.18	\$12.30	\$23.48	\$55.74	\$32.26
50824225	Humboldt Petroleum (Shell Gas station)	West	233	233	233	233	HUM0004	006/0010	2147		\$29.17	13	87	West	11	957	5	435	522	\$20.88	\$0.42	\$2.09	\$0.50	\$2.288	\$5.25	\$5.78	\$11.03	\$26.98	\$15.15
50824229	Chamber of Commerce / Tri counties bank	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205	1446	\$14.91	\$0.50	\$5.78	\$0.50	\$2.288	\$13.55	\$14.91	\$28.47	\$67.57	\$39.10
50824239	Miller Farms Parcel 2 (outh one along nursery wy)	West	1305	296	241	241	TR0027	005/0435	5153		\$81.83	12	241	West	11	2651	5	1205											

## Definitions and References for the Central Avenue OSMZ#6

[Revised 9/29/16](#)

### Column# Description

0. **Map Page:** This is the map page number that the parcel is shown on. The parcel may show up on more than one page.
1. **Assessed Frontage Length:** This equals the parcel frontage along Central Avenue minus driveways and entry points. Parcel Frontage was derived from Humboldt County Assessor maps. Driveway frontage was derived using aerial imagery and field verification.
2. **Side:** Describes which side of Central Avenue the parcel is on, either East or West side.
3. **Frontage Depth:** The land between the face of curb and the Central Avenue Right of way defines the borders of the maintenance zone. On the East side of Central Avenue the Right of Way extends 20 feet beyond the face of curb. On the West side of the Central Avenue Right of Way extends 11 feet beyond the face of curb.
4. **Total Frontage Area:** The Frontage Depth multiplied by the Assessed Frontage Length.
5. **Sidewalk Depth:** Sidewalks are 5ft wide.
6. **Sidewalk Area:** The Sidewalk Depth multiplied by the Assessed Frontage Length.
7. **Assessed Square Footage:** The Total Frontage Area less the Sidewalk Area, which is the landscape area to be paid by each parcel.
8. **Proposed Base Cost per Month:** Equals, Assessed Square Footage multiplied by the maintenance cost of \$.04/square foot per month.
9. **2% Overhead for Insurance:** The Proposed Base Cost listed in column 8 above is multiplied by 2% for insurance costs.
10. **10% Overhead Contract Fee:** The Proposed Base Cost listed in column 8 above is multiplied by 10% for Overhead and Contract Fees.
11. **\$.50 Cost for Bookkeeping:** A lump sum of \$.50 added to each account for bookkeeping cost.

- 12. Cost for Trail Re-Surfacing:** The cost of re-surfacing and maintaining the gravel Bridal Trail. Re-surfacing will occur every five years:

Bridal Trail Resurfacing Cost Estimates			
Trail Dist. (ft)	4000	Gravel @ \$41/yard	\$7,585
Trail Width (ft)	5	Labor= 96 hrs * \$45/hr	\$4,320
Trail Depth (ft)	0.25	Equipment	\$600
TOTAL AREA	5000ft <sup>3</sup>	Roller Rental	\$400
TOTAL YARDS	185yards	<b>TOTAL COST (5Yr)</b>	<b>\$12,905</b>
		Cost/Year	\$2,581.00
		Cost/Month	\$215.08
		Number of Customers OSMZ	94
		Customer cost/Month	2.288

- 13. \$10,000 County Subsidy:** The County of Humboldt has agreed to subsidize MCSD \$10,000 annually for maintenance of the zone. Thus the monthly subsidy per customer equals: (column 16 individual Gross Cost Per Cust. Per Month) x [(\$10000/12)\*(total gross cost/mo.)]
- 14. Credit for SWAP Crew:** MCSD receives workers from the Sheriffs Work Alternative Program (SWAP) this labor comes to the District at a discounted cost. The value of this benefit is estimated at \$11,000/year. Thus this monthly subsidy per customer equals: (column 16 individual Gross Cost Per Cust. Per Month) x [(\$11000/12)\*(total gross cost/mo.)]
- 15. Total Credits:** The total amount credited back to the customer, equal to the sum of column 13 and 14 credits
- 16. Gross Cost per Cust. per Month:** The amount customers would pay per month without any credits or subsidies, equal the sum of columns 8 through 12.
- 17. Net Cost per Cust. per Month:** The amount customers pay per month, including all fees, subsidies and credits.

### **References:**

**Engineers Report, Central Avenue Landscape Zone (OSZ #6), June 11, 2010. MCSD.** This document provided the base spreadsheet and initial linear footages from assessor maps.

**Proposed Central Avenue Landscape Maintenance Open Space Zone #6 Engineers Report. March 2000, Dennis M. Ryan.** This document was used to verify consistency with past reports and to verify that all required parcels were included in the current report.

**Maintenance Cost Estimate Central Avenue Open Space Maintenance Zone, MCSD 2010.** This document was used to analyze the adequacy of the cost per square foot of maintenance.



**OFFICIAL ASSESSMENT BALLOT****McKINLEYVILLE COMMUNITY SERVICES DISTRICT****CENTRAL AVENUE LANDSCAPE OPEN SPACE ZONE #6**

The MCSD Board of Directors will only accept ballots provided by MCSD and will not accept photocopies, faxes or other forms of the ballot. If a ballot is lost or destroyed, you may request a duplicate ballot from MCSD. This ballot becomes a public record at the close of the public input portion of the Public Hearing on this matter and is subject to public inspection at that time.

To ensure the privacy of your ballot, please seal it within the enclosed return envelope. Mail or deliver ballot to the MCSD Office at: [REDACTED]. Mailed ballots must be *received* in the MCSD Office no later than 4:30 pm on Wednesday, December 7, 2016.

Ballots may also be hand delivered the MCSD Board of Directors at the Public Hearing scheduled to be held at 7:30 PM on December 7, 2016 at Azalea Hall located at 1620 Pickett Road, McKinleyville, California. The ballot must be received by MCSD prior to the time the Board of Directors closes the public input portion of the public hearing on the proposed assessment.

**PLEASE MARK ONE BOX BELOW:**

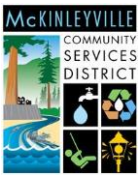
- ☐ Yes, I support the proposed assessment, including the annual inflation adjustment.
- ☐ No, I do not support the proposed assessment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ballot must be *received* prior to the close of the public hearing on December 7, 2016 in order to be considered. Postmarks are not sufficient.**





**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**NOTICE OF PUBLIC HEARING AND PROPOSED ASSESSMENT**  
**CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE # 6**

On October 5, 2016, by its Resolution No. 2016-\_\_\_\_\_, the Board of Directors of the McKinleyville Community Services District proposed to renew the assessment levied in connection with Central Avenue Open Space Maintenance Zone # 6 ("Zone #6"). The Assessment is collected on the water bills for parcels on the portion of Central Avenue that contain frontage landscaping that is maintained by the District. You are being provided this notice because the District's records show that you are the billing customer responsible for payment of the assessment.

The purpose of the Zone #6 assessment is to fund the maintenance of the 86,874 square feet of publicly maintained landscaping fronting Central Avenue, as well as resurfacing and maintaining the gravel bridal trail. The assessment was first levied in 19\_\_\_\_\_. The District's practice has been to renew the assessments every five years. The most recent assessment expired in November, 2015. It is proposed to renew the assessment for the period beginning \_\_\_\_\_, 2016 and ending \_\_\_\_\_, 20\_\_\_\_\_.

The District's anticipated annual cost of frontage landscape maintenance is \$25,704 (reduced from \$46,704 by a \$10,000 county subsidy and a \$11,000 "swap crew" credit). This cost will be assessed to each parcel in proportion to the square feet of frontage landscaping adjacent to the parcel. Annual costs for the bridal trail and administration of the assessment total \$3,151. These costs will be assessed with each parcel paying an equal share.

The proposed monthly assessment for each parcel is \$2.76, plus \$0.02466 per square foot of frontage landscaping. This monthly assessment (aside from fifty cents per month that is collected for assessment administration) 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 rate exceed the anticipated cost of providing services.

Reference is made to the Engineer's Report for the proposed Zone (which is available on the City's website) 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 **December 7, 2016 at 7:30 pm** at **Azalea Hall, 1620 Pickett Road, McKinleyville, CA** the Board of Directors of the CSD will hold a public hearing 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 returned 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 (i.e. the amount of the assessment).

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

## McKinleyville Community Services District

### CENTRAL AVENUE OPEN SPACE ZONE



### Introduction

The Central Avenue Open Space Zone enhances the downtown McKinleyville area and businesses. Having trees and landscaping throughout the community provide special benefits to local business owners and community members by providing an aesthetically pleasing experience throughout the McKinleyville shopping and business district.

- History of the Open Space
- Zone Environment
- Maintenance Plan
- Assessment Calculations
- 218 Process and Reformation



VIDEO: Central Avenue Open Space Zone  
Eastern Side From Anna Sparks Way Heading North



### History of the Open Space

- **1997:** Open space zone was first established under proposition 218. Created with a 5-year "sunset clause". Maintained by independent contractor. Independent contractors contract ended in 2000.

- Charges = \$1,020/month for entire zone



### History of the Open Space

- **2000:** Open space was reformed. Contractor was retained to conduct maintenance. Zone was expanded to include properties on the east side of Central Avenue south of School Rd. No fee increases.

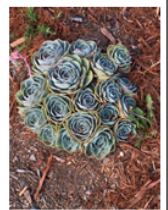
- Charges = \$1,020/month for entire zone



### History of the Open Space

- **2005:** Open space was reformed. With the addition of a new maintenance worker MCSD took over all maintenance. Monthly fees were increased to reflect insurance and material cost increases.

- Charges = \$1,350/month for entire zone



## History of the Open Space

- **2010:** Open space was reformed. Monthly fees were increased to include banners and offset insurance cost increases.

- Charges = \$2,202.01/month for entire zone



## History of the Open Space

- **2016:** Open space is currently being reformed. New assessment of how to determine fees (area calculation not linear). Monthly fees were increased to reflect actual area of maintenance within property.

- Charges = \$2,496.90/month for entire zone



## History of the Open Space

1997: Fees \$1,020/month      2000: Fees \$1,020/month      2005: Fees \$1,350/month      2010: Fees \$2,202/month      2016: Fees \$2,496/month



## Environment

- The zone extends from the intersection of Bates Rd. and Central Avenue south to Anna Sparks Way at the Rite Aid parking lot.
- There are 77 properties within the zone.



## Environment

**Humboldt County Central Ave Right of Way:** The Central Avenue Right of Way defines the east and west boundaries for the open space zone.

West side of the Central Avenue Open Space extends 11ft beyond the face of curb to the edge of the right of way.

East side of the Central Avenue Open Space extends 20ft beyond the face of curb to the edge of the right of way and includes a meandering gravel bridal trail.



## Maintenance Plan

Maintenance activities for the landscape zone shall include

- **Weeding:** Weed removal along planter beds and bridal trail (manually).
- **Hedging:** Hedging and trimming of shrubs, bushes and hedges.
- **Pruning:** Pruning of trees and removal of debris as needed.
- **Planting:** Planting of new plants or replacement of plants.
- **Mulching:** Areas are refreshed with new mulch on an as needed basis (approximately 25 yards @ \$34/yard 2016)
- **Trail Repair and Maintenance:** Bridal trail is maintained monthly with planned re-surfacing every five years at a cost of \$12,905 (2016).



## Zone Assessment and Fee Calculations

From 1997 – 2010 fees were assessed by calculating how many linear feet of each parcel within the zone fronted Central Avenue minus driveways and entry points for both east and west sides of the zone.

- Used Humboldt County Assessor Maps to determine linear frontage
- All Driveways and entry point footages were subtracted
- Applies same method to both sides of zone



## Zone Assessment and Fee Calculations

For the 2016 reformation the method for assessing the zone and calculating fees was changed.

Due to the amount of landscape area on the east side of Central Avenue (20ft) versus the west (11ft), for the 2016 zone assessment, an area calculation was used to determine fees.

This method allows the special benefits related to the 218 process to be shared fairly by businesses and property owners along the Central Avenue Open Space Management Zone.



## Zone Assessment and Fee Calculations

- Uses Humboldt County Assessor Maps to determine linear frontage.
- All Driveways and entry point footages were subtracted.
- Linear feet was multiplied by depth of zone. 11ft for west side, 20ft for east side.
- Area of sidewalks were calculated and subtracted from the area.
- Determines Assessed Square Footage: which is the landscape area to be paid by each parcel.
- Applies same method to both sides of zone.



## Zone Assessment and Fee Calculations

### Monthly Fees Included in the 2016 Reformation

- The cost of conducting maintenance: \$.04/square foot per month
- 2% overhead for insurance costs
- 10% for overhead and contract fees
- \$.50 added to each account per month for bookkeeping costs



## Proposition 218 Process and Reformation

Proposition 218: The "Right to Vote on Taxes Act" 1996. Limits the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. Proposition 218 requires voter approval prior to imposition or increase of general taxes, assessments, and certain user fees.



## Proposition 218 Process and Reformation

### Central Avenue Open Space Zone Reformation Process

1. Follows Proposition 218 process
2. Created with a 5-year "Sunset Clause". Zone must be re-assessed and voted on every 5-years
3. Assessments must include an Engineers Report. Report Includes:
  - Zone Background & Description
  - Assessment of fees
  - Ensures assessments are apportioned by a formula that fairly distributes the net cost in accordance with general and special benefits that are received
  - Include an annual inflation rate adjustment
4. Business and property owners vote on assessment and reformation
5. The District holds a protest hearing to tally votes and vote on reformation

**THANK YOU  
ANY QUESTIONS**





# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATIONAL**

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

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

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review information as presented by staff regarding Mad River Rotary's request to adopt the Botanical Garden at Hiller Park as an ongoing community service project for its members.

### **Discussion:**

The Botanical Garden at Hiller Park was created and installed in the 2013-2014 fiscal year. When it was installed it was intended that local volunteers would be recruited to adopt sections of the garden to maintain.

Mad River Rotary Club's President, Cindy Sutcliffe, attended the September meeting of the Recreation Advisory Committee and presented a request from the Mad River Rotary Club membership to adopt the Botanical Garden at Hiller Park as an ongoing community service project for the club. If approved Mad River Rotary Club would assume the responsibility for the maintenance of and improvements to the Botanical Garden as described in a written agreement between McKinleyville Community Services District and Mad River Rotary.

The request to adopt the garden includes a request to dedicate the garden as a "Rotary Peace Garden." In order to dedicate or re-name the Botanical Garden, the procedures outlined in MCSD's Policy for the Naming and Dedication of District Facilities should be followed. (The policy is attached). Mad River Rotary President, Cindy Sutcliff was informed of this policy and does not see any problem in complying with the required procedures.

The Recreation Advisory Committee supports the adoption of the Botanical Garden by Mad River Rotary and voted to formally recommend the MCSD Board of Directors approve the request. Such an adoption would be a great help to the Park and Recreation Department. As the Park and Recreation Department has very limited resources and to date has not been able to maintain the Botanical Garden to an adequate standard. Since the Botanical Garden does not produce any revenue, allowing its maintenance to be taken over by a service group will be a benefit to the garden, the District and the community.

**Alternatives:**

Take Action

**Fiscal Analysis:**

Given that adequate maintenance would require 5 hours or more per week at \$35 per hour, the annual maintenance cost for the garden could be \$9,100 per year or more. Currently maintenance staff spend 2 hours per week watering and doing some grounds maintenance which has an annual cost of \$3,640.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Policy for Naming & Dedication of District Facilities

## **POLICY FOR THE NAMING AND DEDICATION OF DISTRICT FACILITIES**

### **POLICY PURPOSE**

This Policy establishes a process and criteria for the consideration of requests by McKinleyville resident(s), business owner(s), organization(s) or property owner(s) for the naming or renaming of District facilities.

### **POLICY STATEMENT**

It is the policy of the McKinleyville Community Services District (District) to provide a process for consideration of the naming and renaming of District facilities. In general, existing facilities should only be renamed in exceptional circumstances. Naming requests will be considered which best serve the interests of the District and which ensure a worthy and enduring legacy. To this end the District supports consideration of naming requests according to the following guidelines and criteria.

### **DEFINITIONS**

The term "facilities" shall include buildings, rooms, interior spaces, exterior spaces (i.e. gardens, courts, plazas, fields, open spaces, forests) and all other tangible and relatively permanent features owned, operated or controlled by the McKinleyville Community Services District.

### **GUIDELINES & CRITERIA**

#### **1. Process for Naming New Facilities**

- 1.1. Facilities shall be named at least 30 days before the facility is open for operation.
- 1.2. The District shall create a Naming Committee which will publicly solicit proposals for naming new facilities from community resident(s), business owner(s), organization(s) or property owner(s).
  - 1.2.1. Proposals shall be made in writing and shall be consistent with the criteria referenced in Section 4 of this Policy.
- 1.3. From the submitted proposals, the Naming Committee will develop a list of up to three possible names for a new facility to present to the Board of Directors for consideration and public comment.
- 1.4. The District shall hold a minimum of one public hearing to receive public comments on names proposed by the Naming Committee.
- 1.5. Naming of District facilities shall be executed by the District Board of Directors via Resolution.

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

- 2.1. A request to rename a District facility may be initiated by one or more McKinleyville resident(s), business owner(s), organization(s), property owner(s) or by the MCSD Board of Directors using the Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad-based community support for the Application.
- 2.2. The Application shall identify the District facility, state the reason(s) for the proposed name change and specify the proposed name.
- 2.3. The General Manager and/or designated District staff will review the Application and determine if it is consistent with the Naming Policy. If consistent the Application will be forwarded to the District Board of Directors for review and consideration.



- 2.4. Applications that are determined by the General Manager to be incomplete, without sufficient support, or that are otherwise inconsistent with the Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the Application at any time with new or additional information to correct insufficiencies identified by the General Manager.
- 2.5. All decisions with respect to the renaming of District facilities will be at the discretion of the District Board of Directors, which shall determine whether a District facility or portion thereof should be renamed.
- 2.6. Naming/Renaming of District facilities shall be executed by the District Board of Director via Resolution.

### **3. Process for Naming/Renaming portions of a District Facility**

- 3.1. The process outlined in Section 2 above shall be followed.
- 3.2. Areas within a District facility may be named or renamed as referenced in Section 4 of this Policy entitled "Criteria to be used in Naming All District Facilities" shall be followed.
- 3.3. Plaques or other appropriate types of markers may be used when an area or portion of a District facility is named or renamed.
- 3.4. The costs of plaques or markers and/or the replacement of signs resulting from or done in conjunction with the dedication or commemorative naming/renaming of an area will be borne by the individual, group or organization requesting the name.
  - 3.4.1. The design, type and/or style of plaques, markers and/or signs must be approved by the District prior to installation.

### **4. Criteria to be used in Naming All District Facilities:** Priorities to be considered in naming all District facilities shall be as follows:

- 4.1. General Criteria: Names shall:
  - 4.1.1. Engender strong positive image
  - 4.1.2. Be appropriate in regard to the facility location and/or history
  - 4.1.3. Have historical, cultural or social significance for future generations
  - 4.1.4. Commemorate places, people or events that are of continued importance to the community or region
  - 4.1.5. Have broad public support
- 4.2. Historic: Names of historic events, groups, organizations, or persons at the local, regional, or national level of major significance with special consideration given to McKinleyville's own history.
- 4.3. Natural or Geologic: Names based on distinctive, predominant, and defining natural features of the area or region
- 4.4. Individual, Groups, or Organizations: Names of persons, groups, or organizations having longstanding affiliation with the McKinleyville community of not less than ten (10) or more years of significant community service, involvement, or contributions beyond the ordinary interest level whose efforts have:
  - 4.4.1. Enhanced the quality of life and well-being of community residents;
  - 4.4.2. Contributed to the preservation of the town's history or culture;
  - 4.4.3. Made exemplary or meritorious contributions to the District or its residents; or
  - 4.4.4. Contributed to the acquisition, development, or conveyance of land, buildings, structures, or other amenities to the District or community.

### **5. Other Considerations:** The McKinleyville Community Services District reserves the right to rename any District facility if the individual, group, or organization for which it is named turns out to be disreputable or subsequently acts in a disreputable way.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATIONAL**

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

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

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review, discuss and take public comment regarding the Draft IPM Guide to Reduced Toxicity Pesticide List

### **Discussion:**

Staff has been working on the IPM Guide to Reduced Toxicity Pesticide List which is the result of a multi-step process that involves both environmental science and pest management.

The first step will be the hazard assessment of both the active ingredients and the formulated product. The second step is a consideration of the potential human and environmental exposure that may result from the use of the product. The final step will combine the results of the hazard and exposure assessment into a decision by staff and the Board of Directors as to whether a product should be added to the RTP list and label it an EPA Toxicity Category I, II, III, or IV.

The IPM Guide to Reduced Toxicity Pesticide List will also translate how the Categories will be driven off of the Signal Words and the definition to each Category.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – IPM Guide to Reduced Toxicity Pesticide List



# IPM Guide to Reduced Toxicity Pesticide List

*Draft*

***Effective Date: ???, 2016***

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## Introduction

The McKinleyville Community Services District's (MCSD) Integrated Pest Management Plan (IPM) Reduced Toxicity Pesticide List (RTP List) is the result of a multi-step process that involves both environmental science and pest management. The first step is a hazard assessment of both the active ingredients and the formulated product. The second step is a consideration of the potential human and environmental exposure that may result from use of the product in the particular application proposed by MCSD staff. The third and final step combines the results of the hazard and exposure assessments into a decision by staff and the Board of Directors (Board) as to whether a product should be added to the RTP List, and label it an EPA Toxicity Category I, II, III, or IV.

## Step 1: Hazard Assessment

MCSD summarizes the hazards associated with pesticide products and places the products into EPA Toxicity Categories based on the toxicity of the active ingredient(s) and the other ingredients (if they are identified) in the product. The specific hazards assessed are described in Table 2 and the ingredients in the product are evaluated for each category and ranked as high, moderate or low hazard, according to the criteria in Table 3.

## Step 2: Exposure Assessment

The hazard review and category ranking process is only the first step toward placing a pesticide on the RTP List. A critical second step is review by the MCSD IPM Committee, which is composed of IPM Coordinator and District staff. This process will evaluate the Matrix and take into consideration the potential human and environmental exposure when selecting treatment method. The Committee discusses the selection criteria listed below when selecting a treatment method. Upon determining that treatment is necessary, the following criteria in descending order shall be used to help select the appropriate IPM treatment strategy:

1. Least hazardous to environment, non-target organisms and human health
2. Cost-effectiveness in the short and long-term
3. Least disruptive of natural controls
4. Most likely to produce a permanent reduction in the environment's ability to support target pests

MCSD Board approval is required for use of an EPA Toxicity Category I or II compound.

### Step 3: Placement on the MCSD IPM Reduced Toxicity Pesticide List

The IPM Committee makes recommendations for treatment methods. These recommendations are then reviewed by the MCSD General Manager (GM) or MCSD Board depending on the EPA Category. If the decision is made to list a product, it is categorized in one of three ways:

- **Category III and IV (Signal Word: Caution or None)** These products are generally the least hazardous pesticides on the list.
- **Category II (Signal Word: Warning)** These products include specific restrictions on allowable situations. Use of Category II products must be justified at an annual Board Meeting.
- **Category I (Signal Word: Danger)** These are pesticide products that pose the greatest health or environmental concerns, but which are nevertheless considered the least-hazardous chemical alternative for a particular purpose. Use of Category I products must be justified on a case by case basis by the Board at a Board Meeting.

The MCSD IPM Coordinator will compile data from all participating MCSD departments and submit an annual report at the January Board Meeting to the MCSD General Manager and Board of Directors. The report will detail the previous year's IPM efforts, including additions to the List. The report will include a review of new IPM strategies as well as trends in IPM techniques over time.

### Exemptions

For special, unforeseen, or emergency situations, District Staff must be granted a formal exemption from the MCSD Board to use EPA Toxicity Category III or IV products not found on the Reduced Toxicity Pesticide List. Most exemptions granted are for pilot testing new, safer products.

### Hazard Tier Review Process

Pesticide products are assigned a hazard tier ranking after evaluating the hazard indices listed in the following section. The product is assigned a ranking as High, Moderate, or Low for each characteristic based on the ranges or values shown in Table 3 below. If any of the criteria are in the High category, the product is an EPA Toxicity Category I. If the chemical does not have any criteria in the High category, but does have at least one criterion in the Moderate category, the product is an EPA Toxicity Category II. Products with criteria only in the Low category are either EPA Toxicity Category III or IV. See Table 1 for a summary of rankings, and Table 2 for a summary of data sources. See Appendix 1: *Code of Federal Regulations, Title 40: Chapter 1- Environmental Protection Agency, Part 156*.

**Table 1: Rankings Derived from Hazard Screening**

EPA Toxicity Category	Signal Word	Definition
EPA Toxicity Category I	Danger	Highest concern. At least one criterion in Table 3 placed in highest hazard category.
EPA Toxicity Category II	Warning	Moderate concern. At least one criterion in Table 3 placed in the moderate hazard category.
EPA Toxicity Category III & IV	Caution or None	Lowest concern.

**Table 2: Hazards Evaluated and Data Sources Used**

Hazard	Source(s) of Information Used
Acute toxicity	Product label: Signal word (Caution, Warning or Danger)
Restricted use	Product label: Use restricted to professional applicators
Cancer	Cancer classification of ingredient by US EPA, State of California (Proposition 65 list) <sup>20</sup> , National Toxicology Program (Report on Carcinogens) <sup>21</sup> , or the International Agency for Research on Cancer (IARC Monographs) <sup>22</sup>
Reproductive or Developmental Toxicity	Designation of ingredient by the State of California (Proposition 65 list <sup>20</sup> ), US EPA on the Toxics Release Inventory list <sup>1</sup>
Endocrine disruption	Designation of ingredient by the European Commission <sup>2</sup> or included in the book
Water pollution potential	<i>Environmental Endocrine Disruptors</i> by Lawrence H. Keith <sup>3</sup> Ingredient listed under Clean Water Act Section 303(d). <sup>4</sup>
Hazard to birds	Product label or MSDS: Presence and wording of bird hazard statement or LD50 or LC50 of product (if available).
Hazard to aquatic life	Product label or MSDS: Presence and wording of fish hazard statement or LC50 of product (if available).
Hazard to bees	Product label or MSDS: Presence and wording of bee hazard statement or LD50 or LC50 of product (if available).
Hazard to wildlife	Product label or MSDS: Presence and wording of wildlife hazard statement or LD50 or LC50 of product (if available).
Soil mobility	Soil mobility score (Groundwater Ubiquity Score or GUS) calculated from physical properties or CA DPR's assessment of groundwater contamination potential using physical properties. Physical property data available in the OSU Pesticide Properties Database, <sup>5</sup> CA DPR Pesticide Contamination Prevention Act Status Reports, <sup>6</sup> or the EU Footprint Pesticide Properties database. <sup>7</sup>
Persistent, Bioaccumulative, Toxic substances (PBTs)	US EPA Waste Minimization priority chemical <sup>8</sup> or listed by the European Union as fulfilling PBT or Persistent Organic Pollutant (POP) criteria. <sup>9</sup>

**Table 3: Criteria for Hazard Signal Word Ranking**

<b>Hazard</b>	<b>High</b>	<b>Moderate</b>	<b>Low</b>
Signal word	Danger	Warning	Caution or none
Restricted use	Yes	---	No
Cancer (see Table 1)	Known or Probable	Possible	Unclassifiable, Not Likely, Not Listed
Reproductive or Developmental Toxicity	Listed	---	Not listed
Endocrine disruption	EC category I or II	---	EC category III or not listed
Water pollution	303(d) listed	---	Not listed
Hazard to birds	“Extremely toxic” or “Highly toxic” according to product label, or high product toxicity based on LC50 or LD50 (see above)	“Toxic” according to product label, or moderate product toxicity based on LC50 or LD50 (see above)	No warning on product label, or low product toxicity based on LC50 or LD50 (see above)
Hazard to aquatic life	“Extremely toxic” or “Highly toxic” according to product label, or high product toxicity based on LC50 (see above)	“Toxic” according to product label, or moderate product toxicity based on LC50 (see above)	No warning on product label, or low product toxicity based on LC50 (see above)
Hazard to bees	“Extremely toxic” or “Highly toxic” according to product label, or high product toxicity based on LD50 (see above)	“Toxic” according to product label, or moderate product toxicity based on LD50 (see above)	No warning on product label, or low product toxicity based on LD50 (see above)
Hazard to wildlife	“Extremely toxic” or “Highly toxic” according to product label, or high product toxicity based on LC50 or LD50 (see above)	“Toxic” according to product label, or moderate product toxicity based on LC50 or LD50 (see above)	No warning on product label, or low product toxicity based on LC50 or LD50 (see above)
Soil mobility	---	GUS $\geq 2$ or DPR classifies AI as exceeding SNVs	GUS $< 2$ and Not listed by DPR as exceeding SNVs.
PBT	Listed	---	Not listed



## Appendix 1

[Code of Federal Regulations, Title 40: Chapter 1- Environmental Protection Agency, Part 156](#)

## Appendix 2

### Details on the Hazard Indices Used in the Evaluation

## References

- <sup>1</sup> US EPA. 2012. TRI-Listed Chemicals. <http://www2.epa.gov/toxics-release-inventory-tri-program/toxicity-data-category-tri-listed-chemicals>
- <sup>2</sup> EC, 2000. Towards the establishment of a priority list of substances for further evaluation of their role in endocrine disruption, Annex 13 (List of 146 substances with endocrine disruption classifications prepared in the Expert meeting). European Commission. Final Report, November 2000. [http://ec.europa.eu/environment/docum/01262\\_en.htm#bkh](http://ec.europa.eu/environment/docum/01262_en.htm#bkh).
- <sup>3</sup> Keith LH. 1997. *Environmental Endocrine Disruptors: A Handbook of Property Data*. Wiley Interscience (New York, 1997)
- <sup>4</sup> US EPA. National Summary of Impaired Waters and TMDL Information. [http://iaspub.epa.gov/waters10/attains\\_nation\\_cy.control?p\\_report\\_type=T](http://iaspub.epa.gov/waters10/attains_nation_cy.control?p_report_type=T).
- <sup>5</sup> OSU. OSU Extension Pesticide Properties Database. <http://npic.orst.edu/ingred/ppdmove.htm>.
- <sup>6</sup> CA DPR, Status Report Pesticide Contamination Prevention Act (issued annually). Environmental Monitoring Reports. California Department of Pesticide Regulation. <http://www.cdpr.ca.gov/docs/emon/pubs/ehapreps.htm>.
- <sup>7</sup> EU Footprint Database. 2011. <http://www.eu-footprint.org>.
- <sup>8</sup> US EPA. Waste Minimization Priority Chemicals List. National Waste Minimization Partnership Program. <http://www.epa.gov/epawaste/hazard/wastemin/priority.htm>.
- <sup>9</sup> EU. 2012. Persistent Bioaccumulative Toxins. European Commission Joint Research Centre, Institute for Health and Consumer Protection (IHCP). <http://esis.jrc.ec.europa.eu/index.php?PGM=pbt>.
- <sup>19</sup> US EPA, List of Chemicals Evaluated for Carcinogenic Potential. US Environmental Protection Agency. <http://www.epa.gov/opp00001/carlist/>.
- <sup>20</sup> CA OEHHA, Proposition 65 List of Chemicals Known to Cause Cancer, Developmental or Reproductive ToxiDistrict. California Office of Environmental Health Hazard Assessment. [http://oehha.ca.gov/prop65/prop65\\_list/Newlist.html](http://oehha.ca.gov/prop65/prop65_list/Newlist.html).
- <sup>21</sup> NTP, 2011. 12<sup>th</sup> Report on Carcinogens. National Toxicology Program. <http://ntp.niehs.nih.gov/?objectid=03C9AF75-E1BF-FF40-DBA9EC0928DF8B15>
- <sup>22</sup> IARC, IARC Monographs on the Evaluation of Carcinogenic Risks to Humans. <http://monographs.iarc.fr/>
- <sup>32</sup> US EPA. 2012. TRI-Listed Chemicals. <http://www2.epa.gov/toxics-release-inventory-tri-program/toxiDistrict-data-category-tri-listed-chemicals>
- <sup>33</sup> NTP. 2012. Health Assessment and Translation (Formerly CERHR). <http://ntp.niehs.nih.gov/?objectid=497C419D-E834-6B35-8AF15D389859AF07>.
- <sup>34</sup> US EPA. *How's My Waterway?* <http://watersgeo.epa.gov/mywaterway/>.
- <sup>35</sup> US EPA. *Series 870 Health Effects Test Guidelines: Acute ToxiDistrict Testing Background*, US EPA Office of Pollution Prevention and Toxic Substances Harmonized Test Guidelines, US EPA, <http://www.regulations.gov/#!documentDetail;D=EPA-HQ-OPPT-2009-0156-0002>.
- <sup>36</sup> Kamrin, MA. 1997. *Pesticide Profiles: ToxiDistrict, Environmental Impact, and Fate*. Lewis Publishers. Boca Raton, FL.
- <sup>37</sup> US EPA 2012. *Label Review Manual, Chapter 8: Environmental Hazards*. <http://www.epa.gov/oppfead1/labeling/lrm/>.

§ 156.62

direct or inform the user of actions to take to avoid the hazard or mitigate its effects.

(a) *Location of statements*—(1) *Front panel statements*. The signal word, child hazard warning, and, in certain cases, the first aid statement are required to appear on the front panel of the label, and also in any supplemental labeling intended to accompany the product in distribution or sale.

(2) *Statements elsewhere on label*. Hazard and precautionary statements not required on the front panel may appear on other panels of the label, and may be required also in supplemental labeling. These include, but are not limited to, the human hazard and precautionary statements, domestic animal statements if applicable, a Note to Physician, and physical or chemical hazard statements.

(b) *Placement and prominence*—(1) *Front panel statements*. All required front panel warning statements shall be grouped together on the label, and shall appear with sufficient prominence relative to other front panel text and graphic material to make them unlikely to be overlooked under customary conditions of purchase and use. The table below shows the minimum type size requirements for the front panel warning statements for various front panel sizes.

40 CFR Ch. I (7–1–10 Edition)

TYPE SIZES FOR FRONT PANEL WARNING STATEMENTS

Size of Label Front Panel (Square Inches)	Point Size	
	Signal Word (All Capital Letters)	Child Hazard Warning
5 and under .....	6	6
Over 5 to 10 .....	10	6
Over 10 to 15 .....	12	8
Over 15 to 30 .....	14	10
Over 30 .....	18	12

(2) *Other required statements*. All other hazard and precautionary statements must be at least 6 point type.

§ 156.62 Toxicity Category.

This section establishes four Toxicity Categories for acute hazards of pesticide products, Category I being the highest toxicity category. Most human hazard, precautionary statements, and human personal protective equipment statements are based upon the Toxicity Category of the pesticide product as sold or distributed. In addition, toxicity categories may be used for regulatory purposes other than labeling, such as classification for restricted use and requirements for child-resistant packaging. In certain cases, statements based upon the Toxicity Category of the product as diluted for use are also permitted. A Toxicity Category is assigned for each of five types of acute exposure, as specified in the table in this paragraph.

ACUTE TOXICITY CATEGORIES FOR PESTICIDE PRODUCTS

Hazard Indicators	I	II	III	IV
Oral LD <sub>50</sub> .....	Up to and including 50 mg/kg	>50 thru 500 mg/kg	>500 thru 5,000 mg/kg	>5,000 mg/kg
Dermal LD <sub>50</sub> .....	Up to and including 200 mg/kg	>200 thru 2000 mg/kg	>2000 thru 20,000 mg/kg	>20,000 mg/kg
Inhalation LC <sub>50</sub> .....	Up to and including 0.2 mg/liter	>0.2 thru 2 mg/liter	>2 thru 20 mg/liter	>20 mg/liter
Eye irritation .....	Corrosive; corneal opacity not reversible within 7 days	Corneal opacity reversible within 7 days; irritation persisting for 7 days	No corneal opacity; irritation reversible within 7 days	No irritation
Skin irritation .....	Corrosive	Severe irritation at 72 hours	Moderate irritation at 72 hours	Mild or slight irritation at 72 hours

§ 156.64 Signal word.

(a) *Requirement*. Except as provided in paragraph (a)(4), each pesticide product must bear on the front panel a signal

word, reflecting the highest Toxicity Category (Category I is the highest toxicity category) to which the product is assigned by any of the five routes of exposure in §156.62. The signal word

must also appear together with the heading for the human precautionary statement section of the labeling (see § 156.70).

(1) *Toxicity Category I.* Any pesticide product meeting the criteria of Toxicity Category I for any route of exposure must bear on the front panel the signal word "DANGER." In addition, if the product is assigned to Toxicity Category I on the basis of its oral, inhalation or dermal toxicity (as distinct from skin and eye irritation), the word "Poison" must appear in red on a background of distinctly contrasting color, and the skull and crossbones symbol must appear in immediate proximity to the word "Poison."

(2) *Toxicity Category II.* Any pesticide product meeting the criteria of Toxicity Category II as the highest category by any route of exposure must bear on the front panel the signal word "WARNING."

(3) *Toxicity Category III.* Any pesticide product meeting the criteria of Toxicity Category III as the highest category by any route of exposure must bear on the front panel the signal word "CAUTION."

(4) *Toxicity Category IV.* A pesticide product meeting the criteria of Toxicity Category IV by all routes of exposure is not required to bear a signal word. If a signal word is used, it must be "CAUTION."

(b) *Use of signal words.* In no case may a product:

(1) Bear a signal word reflecting a higher Toxicity Category than indicated by the route of exposure of highest toxicity, unless the Agency determines that such labeling is necessary to prevent unreasonable adverse effects on man or the environment;

(2) Bear a signal word reflecting a lesser Toxicity Category associated with a diluted product. Although precautionary statements for use dilutions may be included on label, the signal word must reflect the toxicity of the product as distributed or sold; or

(3) Bear different signal words on different parts of the label.

#### § 156.66 Child hazard warning.

(a) Each pesticide product must bear on the front panel of the label the statement "Keep Out of Reach of Chil-

dren." That statement, or any alternative statement approved by EPA, must appear on a separate line in close proximity to the signal word, if required. The statement is required on Toxicity Category IV products that do not otherwise require a signal word.

(b) In its discretion, EPA may waive the requirement, or require or permit an alternative child hazard warning, if:

(1) The applicant can demonstrate that the likelihood of exposure of children to the pesticide during distribution, marketing, storage or use is remote (for example, an industrial use product); or

(2) The pesticide is approved for use on children (for example, an insect repellent).

(c) EPA may approve an alternative child hazard warning that more appropriately reflects the nature of the pesticide product to which children may be exposed (for example, an impregnated pet collar). In this case, EPA may also approve placement on other than the front panel.

#### § 156.68 First aid statement.

(a) *Product as sold and distributed.* Each product must bear a first aid statement if the product has systemic effects in Category I, II, or III, or skin or eye irritation effects in Category I or II.

(b) *Product as diluted for use.* If the product labeling bears directions for dilution with water prior to use, the label may also include a statement describing how the first aid measures may be modified for the diluted product. Such a statement must reflect the Toxicity Category(ies) of the diluted product, based upon data for the route of exposure (or calculations if appropriate). If the labeling provides for a range of use dilutions, only that use dilution representing the highest concentration allowed by labeling may be used as the basis for a statement pertaining to the diluted product. The statement for a diluted product may not substitute for the statement for the concentrate, but augments the information provided for the concentrate.

(c) *Heading.* The heading of the statement may be "First Aid" or "Statement of Practical Treatment."



## Appendix 2

**Below are details on the hazard indices used in the evaluation:**

- ***Acute Toxicity***

EPA assigns every pesticide product to a hazard category based on the results of acute toxicity testing of the full product including inert ingredients. The testing includes the single dose required to cause death in test animals via ingestion, inhalation, and skin absorption. The testing also considers the degree of skin and eye irritation or damage. Based on the results of these tests, EPA assigns the product to a hazard category and requires a signal word such as Caution, Warning, or Danger to be placed on the label. Danger indicates the highest hazard, Warning indicates moderate hazard, and Caution indicates a lower hazard.

- ***Restricted Use***

Some pesticides are restricted to use only by certified pesticide applicators and are not available to the general public because of high toxicity, particularly hazardous ingredients, or environmental hazards. Pesticides designed as restricted use are so indicated on the product label.

- ***Cancer (known ingredients only)***

Various state, federal, and international organizations evaluate or list chemicals for carcinogenicity, their potential to cause cancer.<sup>19, 20, 21, 22</sup> Due to the expense and difficulty of such evaluations, not all agencies have reviewed the same chemicals and not all reach the same conclusions on a given chemical. For this reason, we use the ratings of several agencies whenever possible. These ratings indicate the strength of the scientific evidence that a particular chemical can cause cancer in humans, but they do not consider the potency of the chemical, i.e. the number of cancers that will result from a standard level of exposure to a population. The various agencies use different words to describe the strength of evidence, such as possible, probable, likely, known, etc. In order to simplify the rating, we have assigned the various phrases used by the different agencies to a standard phrase used in the Hazard Tier assessment (see Table 4). The tier rating is based on the highest likelihood assigned by any agency that has evaluated the chemical.

**Table 4: Standardized Cancer Rankings Used in Hazard Tier Assessment**

Organization	Organization Rating	Standardized Rating for MCSD Hazard Tier
US EPA <sup>19</sup>	Group A: Known Human Carcinogen	Known or Probable
	Known/Likely	Known or Probable
	Likely to be Carcinogenic to Humans	Known or Probable
	Group B: Probable Human Carcinogen	Known or Probable
	B1: Sufficient evidence of carcinogenicity from animal studies with limited evidence of carcinogenicity from epidemiologic studies in humans	
	B2: Sufficient evidence of carcinogenicity from animal studies with inadequate or no data from epidemiologic studies in humans	
	Group C: Possible Human Carcinogen	Possible
	Likely to be Carcinogenic to Humans at High Doses, but Not Likely at Low Doses	Possible
	Suggestive Evidence of Carcinogenicity to Humans	Possible
	Group D: Not classifiable as to human carcinogenicity	Unclassifiable
	Data are inadequate for an assessment of human carcinogenic potential	Unclassifiable
	Group E: Not Likely to be Carcinogenic to Humans	Not Likely
IARC <sup>22</sup>	Group 1: Carcinogenic to Humans	Known or Probable
	Group 2A: Probably Carcinogenic to Humans	Known or Probable
	Group 2B: Possibly Carcinogenic to Humans	Possible
	Group 3: Unclassifiable as to Carcinogenicity to Humans	Unclassifiable
	Group 4: Probably not Carcinogenic to Humans	Not Likely
NIH/NTP <sup>21</sup>	Known to be a Human Carcinogen	Known or Probable
	Reasonably Anticipated to be a Human Carcinogen	Known or Probable
	Reviewed but not listed	Not Listed
Proposition 65 <sup>20</sup>	Known to the State of California to Cause Cancer	Known or Probable

• ***Reproductive/Developmental Toxicants (known ingredients only)***

Known ingredients in the products are screened against the State of California lists of known reproductive and developmental toxicants,<sup>20</sup> the US EPA Toxics Release Inventory (TRI) chemical hazard list,<sup>32</sup> or the list from the National Toxicology Program's Health Assessment and Translation (formerly the Center for Evaluation of Risks to Human Reproduction).<sup>33</sup>

• **Endocrine Disruptors (known ingredients only)**

Under the Food Quality Protection Act, the EPA is required to screen pesticide ingredients for endocrine system effects. Until that screening is done, a comprehensive list of endocrine disruptors will not be available. For purposes of this screening, we used the list of endocrine disruptors compiled by the European Commission<sup>24</sup> and in the book *Environmental Endocrine Disruptors* by Lawrence Keith.<sup>25</sup> Chemicals on the EU list are classified for both humans and wildlife as Category I: evidence for endocrine disruption in living organisms, Category II: evidence of potential to cause endocrine disruption, or Category III: low exposure concern, no scientific basis for inclusion, or insufficient information. The list of endocrine disruptors will likely be expanded at a later date, when US EPA publicizes the results of the Endocrine Disruptor Screening Program.

• **Water Pollution (known ingredients only)**

Section 303(d) of the federal Clean Water Act requires states to compile a list of water bodies with excessive contamination. The list of impaired water bodies in the area where the product will be used (available from the US EPA 303(d) web site<sup>34</sup>) is searched for pesticide active ingredients. Based on a site-specific analysis of the water bodies, products are assessed as to whether they contain priority 303(d) pollutants for that area.

• **Hazards to Birds, Aquatic Life, Bees, and Other Wildlife**

The US EPA requires particular hazard warning statements on pesticide product labels depending on the toxicity of the active ingredients and the formulated product to particular off-target species, evidence that adverse effects have occurred, and the use for which the product is intended. The hazard assessment is based on whether such warnings appear on the specific product label or the acute toxicity of the product as described in the MSDS. This toxicity is expressed as an LC<sub>50</sub> (or LD<sub>50</sub>) that is the lethal concentration (or dose) to 50% of the test organisms in a laboratory test. The criteria for defining toxicity for different species are shown in Table 5 below.

**Table 5: Toxicity Reference Values for Terrestrial and Aquatic Wildlife**

Category	Mammal and Bird LD <sub>50</sub> (mg/kg) <sup>35</sup>	Mammal and Bird LC <sub>50</sub> (mg/kg of food) <sup>36</sup>	Aquatic LC <sub>50</sub> (mg/L) <sup>36</sup>	Bee LD <sub>50</sub> (g/bee) <sup>37</sup>
High Toxicity	< 50	< 500	< 1	< 2
Moderate Toxicity	50–500	500–1,000	1–10	2–11
Low Toxicity	> 500	> 1,000	> 10	> 11

• **Mobility in Soil (known ingredients only)**

The potential for ground-water or surface-water pollution by pesticides is dependent on many factors, including persistence of the ingredients, water solubility, soil binding, amount of rainfall or irrigation, soil properties, amount and frequency of applications, soil slope, vegetation present, proximity to ground- or surface-water, etc. The hazard assessment only considers the properties that relate strictly to the pesticide itself. The potential for a pesticide moving to surface water or groundwater is thus assessed in one of three ways:

- 1) The Ground-water Ubiquity Score (GUS) is an empirically derived index that relates pesticide persistence and soil binding to mobility. The GUS index is defined mathematically as:

$$\text{GUS} = \log_{10}(\text{half-life}) \times [4 - \log_{10} (K_{oc})]$$

where  $K_{oc}$  is the soil sorption coefficient and half-life is the soil half-life in days. Information on pesticide  $K_{oc}$  values can be found in the OSU Pesticide Properties database,<sup>27</sup> the California Department of Pesticide Regulation groundwater Status Reports,<sup>28</sup> or in the EU Footprint Pesticide Properties database.<sup>29</sup>

A pesticide movement rating ranging from “extremely low” to “very high” has been assigned to the numerical values by the researchers in the OSU Extension Pesticide Properties Database.<sup>27</sup> The values are shown in Table 6.

**Table 6: Pesticide Mobility in Soil as a Function of Groundwater Ubiquity Score**

GUS Value	Pesticide Movement Rating
<2	Low
>2.0–3.0	Moderate
>3.0	High

- 2) The California Department of Pesticide Regulation (DPR) lists pesticide active ingredients as potential groundwater contaminants when physical properties exceed Specific Numeric Values (SNVs). In order for a chemical to be listed, one of the following must be true:

Water solubility: > 3 ppm (mg/L), or  
Soil adsorption coefficient ( $K_{oc}$ ): < 1,900 cm<sup>3</sup>/g

AND one of the following must be true

Hydrolysis half-life: > 14 days, or  
Aerobic soil metabolism half-life: > 610 days, or  
Anaerobic soil metabolism half-life: > 9 days

The list of pesticides that exceed SNVs is available from DPR’s annual Groundwater Status Reports.<sup>28</sup>

- 3) In addition to the GUS index and DPR’s assessment, information on pesticide water contamination potential is noted from product label warnings. EPA requires two levels of warnings for products with characteristics that have been determined to result in likely contamination of groundwater from use as labeled. A lower level of warning is required if no actual detections have occurred or no field studies have been done. A higher level of warning is required if detections have occurred or field studies have shown that the chemical leaches. For purposes of the initial screening, the presence of either warning is considered an indication that the chemical has high mobility. In rare cases where a label ground-water advisory occurs but the GUS index or DPR assessment did not indicate high mobility, the label advisory is given priority.

Pesticides that have high soil mobility according to the criteria above, but are not otherwise toxic or bioaccumulative are classified as Tier 2.

• ***Persistent, Bioaccumulative, Toxic Chemicals (PBTs)***

In recent years much attention has been paid to toxic chemicals that persist in the environment and bioaccumulate. PBTs pose a serious threat because they can build up in ecosystems, wildlife, and humans even when deposited slowly. Many organizations including the United Nations, International Joint Commission on the Great Lakes, U.S. EPA, and Washington State Department of Ecology have proposed strategies to reduce or eliminate them. The list used for this evaluation is EPA's Waste Minimization Priority Chemicals list or listed by the European Union as fulfilling PBT or Persistent Organic Pollutant (POP) criteria. New lists will be added as more information becomes available.



# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and consider authorizing the General Manager to execute the Professional Services Agreement for SCADA Support Group, (Attachment 1) not to exceed \$46,458 with a 10% (\$4,645) contingency totaling \$51,103.

### **Discussion:**

During the WWMF upgrade, there will be a substantial amount of services related to PLC and SCADA programming. The Task Item for all PLC and SCADA work was pulled out of the bid packet due to SCADA support wanting to work directly with the District as they have for many years and to prevent from paying the General Contractor the mark-up.

SCADA Support will provide Professional Services for all PLC, Allen-Bradley and SCADA programming, and HMI configuration for the WWMF Improvement Project. They will also work with Wonderware regarding the computer and software installation and configuration.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Contract amount is \$46,458 plus 10% contingency totaling \$51,103. No Budget amendment is necessary as this amount was included in the contingency of the construction contract but the amount exceeds the General Manager's discretionary spending limit.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

Attachment 1 – Professional Services Agreement

**McKinleyville Community Services District  
PO Box 2037, McKinleyville California 95519  
Telephone (707) 839-3251 - FAX (707) 839-8456**

### Professional Services Agreement

**This Professional Services Agreement (this “Agreement”) is made and entered between the parties listed below as of the date(s) set forth below. For your protection, make sure that you read and understand all provisions before signing. The terms recited as sections a through t on Pages 3 through 6 are incorporated in this document and, along with this page, constitute material terms and conditions of the Agreement between the parties.**

TO: <u>SCADA Support Group</u>	DATE: <u>9/27/2016</u>
<u>19449 Riverside Drive, Suite 211</u>	Agreement No. <u>2016-07</u>
<u>Sonoma, Ca. 95476</u>	

The undersigned Consultant offers to furnish the following services (the “Services”):

As described in the proposal submitted by Consultant dated 9/26/2016, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described in **Exhibit B**, which is attached hereto and incorporated herein by reference. The scope of work for this project includes the following:

Provide professional services for all PLC, SCADA programming and HMI configuration for the Wastewater Management Facility Improvement Project. The scope also covers helping specify both Wonderware computers, their installation, configuration after preliminary setup and programming along with Allen-Bradley PLC programming.

Contract price Not To Exceed    \$46,458.00

Completion date                      6/1/2017

**Payment Intervals:**

Monthly

Instructions: Sign and return original. Upon acceptance by McKinleyville Community Services District, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: McKinleyville CSD

Consultant:

SCADA Support Group  
(Business Name)

By Gregory Orsini

By Dave Fry

Title General Manager

Title President/CEO

Other authorized representative(s):

James Henry

Other authorized representative(s):

\_\_\_\_\_

Consultant agrees with McKinleyville Community Services District that:

- a. **Indemnification.** To the fullest extent permitted by law and consistent with California Civil Code §2782.8(a), Consultant will, indemnify and hold harmless McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers (collectively "District") from and against all claims, demands and damages of all persons and entities that arise out of the Consultant's negligent acts or omissions, recklessness, or willful misconduct in the performance (or non-performance) of the Services under this Agreement. Consultant shall not be obligated to defend or indemnify the District from and against all claims, demands and damages that arise out of, pertain to, or relate to the District's own negligent acts or omissions, recklessness, or willful misconduct or the negligent acts or omissions, recklessness, or willful misconduct of others.
- b. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- c. **Workers Compensation Insurance.** By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the professional services and work under this Agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all Services covered by this Agreement.
- d. **Professional Liability Insurance.** Consultant will file with McKinleyville Community Services District, before beginning professional services, a certificate of insurance satisfactory to the McKinleyville Community Services District evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to McKinleyville Community Services District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. The retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the contract Services. Consultant shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant provides insurance coverage deemed appropriate by Consultant for the role of the subconsultant under this contract.
- e. **Insurance Certificates.** Consultant will file with McKinleyville Community Services District, before beginning professional services, certificates of insurance satisfactory to McKinleyville Community Services District evidencing general liability coverage of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed

operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability requiring 30 days (10 days for non-payment of premium) notice of cancellation to McKinleyville Community Services District. The general liability coverage is to state or be endorsed to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by McKinleyville Community Services District, its directors, officers, employees, or authorized volunteers shall not contribute to it". The general liability coverage shall give McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- :VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant has in place levels of insurance deemed appropriate by the Consultant for the risk associated with the role of each subconsultant under this contract.

- f. **Renewal Certificates.** If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to McKinleyville Community Services District at least ten (10) days prior to the expiration date.
- g. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)" on behalf of McKinleyville Community Services District.
- h. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance of a written invoice by McKinleyville Community Services District.
- i. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- j. **Amendments and Modifications.** Any change in the scope of the professional Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by McKinleyville Community Services District. Consultant's "authorized representative(s)" has (have) the authority to execute such written change for Consultant.
- k. **Representations.** Consultant represents that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services. Consultant also represents that the Services shall be completed in accordance with this Agreement. Consultant further represents that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, and hold harmless McKinleyville Community Services District from and against any and all



claims and causes of action based on infringements thereof. These representations shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by McKinleyville Community Services District against Consultant relating to the Services.

- l. **Ownership of Drawings and Samples.** Consultant shall submit promptly for all drawings, details, samples and other data required or specifically requested by McKinleyville Community Services District in connection with provision of the Services, and such drawings, details, samples and other data created in connection with performance of the Services and provision of the work shall constitute the property of the McKinleyville Community Services District.
- m. **Compliance with Law/Safety.** In performance of the Services, Consultant shall, at its expense, exercise due professional care, comply strictly with, and cause all sub-consultants to comply strictly with, all laws, orders, rules and regulations of governmental authorities, including those relating to the storage, use or disposal of hazardous wastes, substances or materials, and including the procurement and payment for all necessary permits, certificates and licenses required in connection with the Services. If either Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant's (or sub-consultants) services or work provided hereunder, such party shall promptly inform the other party in writing of the existence thereof. Consultant shall comply with all applicable laws relating to safety, including without limitation the Occupational Safety and Health Act of 1970 as it may be amended from time to time, and all regulations and standards issued pursuant thereto. Consultant shall conform to the current prevailing standards of safety practice.
- n. **Equal Opportunity.** In the performance of the Services there shall be no discrimination on account of race, religion, sex, sexual orientation, age or national origin and Consultant shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices, including without limitation the provisions of Executive Order 11246 as amended by the President of the United States and the rules and regulations issued pursuant thereto, unless exempted.
- o. **Termination.** McKinleyville Community Services District may, at its option, terminate this Agreement without cause at any time. If at the time of any such termination, any Services have already been provided by Consultant but are unpaid for, McKinleyville Community Services District's only obligation, if Consultant is not in default, shall be to pay for such Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by McKinleyville Community Services District, and if Consultant is not in default, McKinleyville Community Services District shall pay to Consultant (a) the prorata portion of the agreed price based on the percentage completion of the Services which was satisfactorily completed at the time of termination, and (b) the actual net costs incurred by Consultant directly connected with the Services that was not completed prior to the date of termination; provided, however, that under no circumstances shall the total under (a) and (b) exceed the contract price stated on page one (1) of this Agreement, above. Upon such payment, title to any such items or uncompleted Services shall, at McKinleyville Community Services District's option, pass to McKinleyville Community Services District.

- p. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, McKinleyville Community Services District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by McKinleyville Community Services District). Consultant shall be liable to McKinleyville Community Services District for all expenses incurred by McKinleyville Community Services District in finishing the Services and any damage incurred through any default, which at the option of McKinleyville Community Services District, may be charged against any amounts due from McKinleyville Community Services District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- q. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to McKinleyville Community Services District, **PO Box 2037, McKinleyville California 95519, Attention: Gregory Orsini**, and to Consultant at the address set forth below its signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date five (5) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- r. **Headings.** All section headings are provided for convenience only, and shall not be deemed to constitute material terms and conditions of this Agreement.
- s. **Interpretation.** Both Consultant and McKinleyville Community Services District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and McKinleyville Community Services District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.
- t. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

- u. **MUTUAL UNDERSTANDING OF SERVICES.** McKinleyville Community Services District and Consultant agree that the purpose of value engineering is the identification and presentation of recommendations for improvement of project or process value, for consideration by the McKinleyville Community Services District and their other professional advisors. Both parties understand that as a part of these services, Consultant does no design work and makes no project decisions. McKinleyville Community Services District and Consultant agree that Consultant will be liable to the McKinleyville Community Services District only for damages arising from Consultant's negligence in the performance of the Value Analysis or Value Engineering work itself, and only to the extent that such negligence directly damages the McKinleyville Community Services District.



Monday, September 26, 2016

Mr. James Henry  
Operations Director  
McKinleyville Community Service District  
Post Office Box 2037  
McKinleyville, CA 95519-2037

Mr. Henry,

SCADA Support Group is pleased to propose to provide Professional Services to McKinleyville Community Services District for all PLC and SCADA programming and HMI configuration for the Wastewater Management Facility (WWMF) Improvements project. This proposal covers helping specify both Wonderware computers, their installation, configuration after their preliminary setup, and programming as well as all Allen-Bradley PLC programming. The following line items are explicitly included in this proposal:

Services related to the two (2) PLC control panels provided by Technical System, Inc:

Create the test software (PLC program) to use during the FAT checkoff procedure

Create the test documentation to use during the FAT checkoff procedure

Perform the Factory Acceptance Test (FAT) of the panels at their site in Dixon, CA

Note: that program is the starting point for the actual, final PLC program

Services related to the Allen-Bradley RSLogix 5000 software:

Assist in pre-purchase decisions: software and the computer on which it will run, etc.

Software installation of the Allen-Bradley RSLogix5000 software suite

Configuration of current EDI files, communication and test software, etc.

Services related to the SCADA computers for the Wonderware InTouch HMI software:

Assist in the decisions: two (2) new SCADA computers and the software suite

Configure the software: OPC servers (DF1 and MBS), report generator, historian

Install both SCADA computers onsite at the MCSD WWMF and Corp Yard

Services related to the network routers and switches (noting details not yet finalized):

Assist the service providers in implementing the primary and backup VPNs

Verify all network connectivity between WWMF to the MCSD Corp Yard

Services related to the MCSD WWMF specific control application:

Create, develop and test the complete PLC control application program

Create the InTouch HMI application, including all control and monitoring screens

Interface that PLC program with the Wonderware InTouch HMI application

Setup the data logging and generate reports in Excel, based on the logged data

Page 1 of 2



Items specifically included (continued ...)

- Perform all onsite testing of each PLC, RIO, and HMI connection after field wiring
- Create the documents needed to document and verify each field-connection point
- Coordinate to perform the I/O termination testing with the electrical contractor
- Work with the contractors to verify each field I/O point into the PLC
- Work with the contractors to calibrate all 4-20 Analog I/O in the PLC

- Perform all onsite control system tuning and testing with MCSD staff
- Control system testing, from the HMI, through the PLC to the field devices

- Perform staff training on how to use the system (PLC and Wonderware portions)

Our intent with this proposal is for SSG to complete all of the SCADA programming and testing tasks for successful deployment of the new PLC and Wonderware InTouch HMI for this project, however, it should be specifically noted and agreed that the following items and tasks are explicitly excluded from SSG's scope within this proposal:

- Interface that PLC program with any other PLCs (i.e., the Aeration PLCs and/or AFDs)
- Transfer existing historical data to the new computers (planned in a future project)
- Anything related to SCADAAlarm, since Wonderware seems to have no alarm dialer
- Our present understanding is that MCSD will provide these:

- Purchase of the two (2) new SCADA computers for Wonderware
- Purchase of the Wonderware Development Studio / Intouch HMI (WW) software
- Contract directly with Wonderware NorCal for the initial WW software installation
- Purchase of the programming laptop for the Allen-Bradley RSLogix 5000 software
- Purchase of the Allen-Bradley RSLogix 5000 PLC programming software package
- Any other hardware of any type, including: computer, radio, I/O or RTU equipment

- Our present understanding is that the construction contractor will provide these:

- Installation or field wiring of any field equipment
- Field calibration of any of the field instruments themselves
- Creation of field as-built drawings (some assistance with markups is OK, however)
- Preparation of instrument data sheets or loop diagrams

In consideration for providing the Professional Services listed, SCADA Support Group proposes a Time and Materials (or "Not to Exceed") agreement with a cost ceiling of \$46,458 in US dollars. We appreciate your request to provide this price quotation and the opportunity to work with McKinleyville Community Services District on this project.

Please feel free to contact us with any questions, details or concerns, in particular those regarding the expected project schedule. This proposal is valid for 60 days.

Dave Fry  
President and CEO, SCADA Support Group  
DaveF@SCADASupport.Com

Page 2 of 2

<u>Description</u>	<u>Hours</u>	<u>Days Onsite</u>	<u>Miles</u>	<u>Hotel &amp; PerDiem</u>	<u>Rate</u>	<u>Extended Values</u>	<u>Notes</u>	<u>Value</u>	<u>Named cells</u>
Services related to the two (2) PLC control panels provided by Technical System, Inc:								260	= MilesEachWay
Create the test software (PLC program) to use during the FAT checkoff procedure	20				140	2,800		0.510	= CostPerMile
Create the test documentation to use during the FAT checkoff procedure	6				140	840		89	= HotelRate
Perform the Factory Acceptance Test (FAT) of the panels at their site in Dixon, CA	8		100		140	1,171		51	= PerDiemRate
Note: that program is the starting point for the actual, final PLC program					140	0		0	= BridgeToll
									(Hotel and PerDiem rates from GSA website)
Services related to the Allen-Bradley RSLogix 5000 software:					140	0			
Assist in pre-purchase decisions: software and the computer on which it will run, etc.	1				140	140			Labor Rates:
Software installation of the Allen-Bradley RSLogix5000 software suite	2				140	280		\$140	Standard Programmer
Configuration of current EDI files, communication and test software, etc.	2				140	280		\$110	Technician or Apprentice Programmer
								\$90	Graphics Designer or Draftsman
								\$70	Office Support / Billing
Services related to the SCADA computers for the Wonderware InTouch HMI software:					140	0			
Assist in the decisions: two (2) new SCADA computers and the software suite	2				140	280			Travel Rates:
Configure the software: OPC servers (DF1 and MBS), report generator, historian	2				140	280			
Install both SCADA computers onsite at the MCSD WWMF and Corp Yard	4				140	560		\$70	Standard Programmer
Travel (5 hours, 260 miles each way), hotel and per diem - 2 days onsite	10	2	520	140	70	1,105		\$55	Technician or Apprentice Programmer
								\$45	Graphics Designer or Draftsman
								\$35	Office Support / Billing
Services related to the network routers and switches (noting details not yet finalized):					140	0			
Assist the service providers in implementing the primary and backup VPNs	3				140	420			
Verify all network connectivity between WWMF to the MCSD Corp Yard	1				140	140			blue means not on proposal sheet
Services related to the MCSD WWMF specific control application:					140	0			Drawings show 156 tags in 24 "groups"
Create, develop and test the complete PLC control application program	48				140	6,720			in the MCP plus 18 RIO tags, so the
Create the InTouch HMI application, including all control and monitoring screens	60				140	8,400			PLC programming estimate is for about
Interface that PLC program with the Wonderware InTouch HMI application	16				140	2,240			2 hours/group plus Wonderware screen
Setup the data logging and generate reports in Excel, based on the logged data	16				140	2,240			and app development at 2.5 hours/group
Perform all onsite testing of each PLC, RIO, and HMI connection after field wiring					140	0			Considering RAS pumps 1 and 2 in
Create the documents needed to document and verify each field-connection point	3				140	420			one group, and pumps 3 and 4 in
Coordinate to perform the I/O termination testing with the electrical contractor	2				140	280			another group (so could even be more
Work with the contractors to verify each field I/O point into the PLC	16				140	2,240			than the 24 initial MCP groupings)
Work with the contractors to calibrate all 4-20 Analog I/O in the PLC	16				140	2,240			
Travel (5 hours, 260 miles each way), hotel and per diem - 5 days onsite	10	5	520	560	70	1,525			Verifying each of 178 field point in 16
									hours means about 5 minutes per point
Perform all onsite control system tuning and testing with MCSD staff					140	0			
Control system testing, from the HMI, through the PLC to the field devices	40				140	5,600			
Travel (5 hours, 260 miles each way), hotel and per diem - 3 days onsite	10	3	520	280	70	1,245			
Perform staff training on how to use the system (PLC and Wonderware portions)	20				140	2,800			No training prep time included
	318	10	1,660	980		44,246			Actual subtotal
						0			Optional rounding adjustment (optional)
Contingency						2,212	5.0%		Minimum value
						=====			
						46,458			Total for the estimate

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the ACWA 2016 Fall Conference and Exhibition in Anaheim, CA, take public comment and consider authorization for interested Board Members to attend.

### **Discussion:**

This year's ACWA 2016 Fall Conference and Exhibition will be held in Anaheim, CA from November 29<sup>th</sup> – December 2<sup>nd</sup>, 2016. Regular registration and cancellation deadline is November 1, 2016. Attachments 1-3 are the preliminary agenda, pricing reference sheet and terms and conditions of the conference.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Regular registration deadline is November 1, 2016. The cost for full conference registration and meals package is \$695. Full conference registration only (meals sold separately) is \$535.

Meals and incidentals for five days will be approximately \$304 per person.

Special hotel rate (based on availability) is \$185 per night. Four nights of lodging would be approximately \$740 per attendee.

United airfare at today's rate is approximately \$345 per attendee.

Transportation to and from the airport is \$60-\$80.

An approximate total cost for travel, meals and attendance to the conference is \$1984 to \$2164 per attendee.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – ACWA 2016 Fall Conference Preliminary Agenda
- Attachment 2 – ACWA 2016 Fall Conference Pricing Reference Sheet
- Attachment 3 – ACWA 2016 Fall Conference Terms and Conditions



# ACWA 2016 Fall Conference & Exhibition

## PRELIMINARY AGENDA

November 29–December 2, 2016 | Anaheim Marriott

### ACWA/JPIA - MONDAY, NOV. 28

#### 8:00 – 10:00 AM

- ACWA/JPIA Program

#### 10:15 – 11:15 AM

- ACWA/JPIA Executive Committee

#### 1:30 – 4:00 PM

- ACWA/JPIA Board of Directors

#### 4:00 – 5:00 PM

- ACWA/JPIA Town Hall

#### 5:00 – 6:00 PM

- ACWA/JPIA Reception

### TUESDAY, NOV. 29

#### 8:00 AM – 6:00 PM

- Registration

#### 8:00 AM – 11:45 AM

- ACWA/JPIA: Seminars

#### 10:00 – 11:45 AM

- Groundwater Committee
- Local Government Committee

#### 11:00 AM – Noon

- Outreach Task Force

#### Noon – 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

#### 1:00 – 2:45 PM

- Energy Committee
- Finance Committee
- Scholarship & Awards Subcommittee
- Water Management Committee

#### 1:30 – 3:30 PM

- ACWA/JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

#### 3:00 – 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Membership Committee
- Water Quality Committee

#### 5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

### WEDNESDAY, NOV. 30

#### 7:30 AM – 5 PM

- Registration

#### 8:00 – 9:45 AM

- Opening Breakfast (*Ticket Required*)

#### 9:00 AM – Noon & 1:30 – 5:00 PM

- Exhibit Hall

#### 10:00 – 11:30 AM

- Attorneys Program
- Communications Committee Program
- Energy Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Region Issue Forum
- Statewide Issue Forum

#### 11:30 – 11:45 AM

- Prize Drawing in the Exhibit Hall

#### 11:45 AM – 1:45 PM

- General Session & Luncheon (*Ticket Required*)

#### 2:00 – 3:15 PM

- Aquatic Resources Subcommittee
- Attorneys Program
- Exhibitor Technical Presentation
- Region Program
- Statewide Issue Forum
- Water Industry Trends Program

#### 3:30 – 4:45 PM

- Energy Committee Program
- Exhibitor Technical Presentation
- Finance Program
- Statewide Issue Forum
- Water Industry Trends program

#### 4:00 – 6:00 PM

- Legal Affairs Committee

#### 5:00 – 7:00 PM

- CalDesal Hosted Mixer
- CH2M Hosted Reception

### THURSDAY, DEC. 1

#### 7:30 AM – 4 PM

- Registration

#### 8:00 AM – Noon

- Exhibit Hall

#### 8:00 – 9:15 AM

- Networking Continental Breakfast (*Ticket Required*)

#### 9:30 – 11:00 AM

- Attorneys Program
- Exhibitor Technical Presentations
- Finance Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

#### 9:30 – 11:45 AM

- Ethics Training (AB 1234) - *Limited Seating*

#### 11:00 – 11:30 AM

- Prize Drawings in the Exhibit Hall

#### 11:45 AM – 1:45 PM

- General Session & Luncheon (*Ticket Required*)

#### 2:00 – 3:15 PM

- Attorneys Program
- Exhibitor Technical Presentations
- Federal Issues Forum
- Town Hall
- Water Industry Trends Program

#### 3:30 – 5 PM

- Regions 1–10 Membership Meetings

#### 6:00 – 7:00 PM

- Outreach Reception

#### 7:00 – 10:00 PM

- Dinner & Entertainment (*Ticket Required*)

### FRIDAY, DEC. 2

#### 8:00 – 9:30 AM

- Registration

#### 8:30 – 10:00 AM

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA/JPIA (*Ticket Required*)

### OTHER EVENTS

#### TUESDAY, NOV. 29

##### 7:00 AM – 4 PM

- ACWA Fall Conference Golf Tournament

#### THURSDAY, DEC. 1

##### 6:45 – 8:30 AM

- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.



## PRICING REFERENCE SHEET



# ACWA 2016 Fall Conference & Exhibition

## REGISTRATION, MEALS & HOTEL PRICING

November 29–December 2, 2016 | Anaheim Marriott

Register online @ [acwa.com](http://acwa.com)

Regular registration and cancellation deadline is November 1, 2016 • 4:30 p.m. (PST)

**NEED TO REGISTER ON SOMEONE ELSE'S BEHALF? YOU CAN NOW SIGN-IN AS YOURSELF** - After you've logged-in, you can select from a list of people affiliated with your company and proceed to register him/her for the event. If the registrant is not listed, you will have the opportunity to create a Portal profile for him/her before registering.

REGISTRATION FEES & OPTIONS	REGULAR	ONSITE
<b>Advantage</b> (For ACWA public agency members, affiliates & associates ONLY)	(ends 11/1/16)	
Full Conference Registration & Meals Package .....	\$695	Not Avail.
Full Conference Registration Only (meals sold separately) .....	\$535	\$560
One-Day Conference Registration (meals sold separately): Wednesday 11/30 -OR- Thursday 12/1 .....	\$300	\$325
Wednesday registration includes Welcome Reception on Tuesday evening. Thursday registration includes ability to purchase a ticket for Friday breakfast.		
<b>Standard</b> (Applies to non-members of ACWA)		
Full Conference Registration Only (meals sold separately) .....	\$805	\$830
One-Day Conference Registration (meals sold separately): Wednesday 11/30 -OR- Thursday 12/1 .....	\$450	\$475
Wednesday registration includes Welcome Reception on Tuesday evening. Thursday registration includes ability to purchase a ticket for Friday breakfast.		
<b>Guest</b> (Guest registration is not available to anyone with a professional reason to attend.)		
Guest Conference Registration (meals sold separately) .....	\$45	\$45
MEAL FUNCTIONS	REGULAR	ONSITE
<b>Wednesday – November 30</b>		
Opening Breakfast .....	\$45	\$50
Wednesday Luncheon .....	\$50	\$55
<b>Thursday – December 1</b>		
Networking Continental Breakfast .....	\$35	\$40
Thursday Luncheon .....	\$50	\$55
Thursday Dinner .....	\$65	\$70
<b>Friday – December 2</b>		
Friday Breakfast .....	\$45	\$50

### HOTEL INFORMATION *Reservations will not be accepted until August 22, 2016.*

**You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. Conference special rate is available August 22 – November 6, based on availability.**

#### Special Hotel Rates

##### Anaheim Marriott Hotel

700 Convention Way, Anaheim, CA 92802

Single/Double \$189 per night (Rate is subject to 17% tax + \$1.08 resort fee.)

#### Important Dates:

For those **registering for conference prior to August 22**, hotel information will be provided via e-mail on August 22.

For those **registering for conference from August 22 to November 6**, your confirmation e-mail will include hotel reservation information and an opportunity to receive a conference special hotel rate.

#### Hotel Reservation Questions?

After August 22, call hotel directly.

**Questions?** Contact us at 916.441.4545, toll free 888.666.2292. Conference terms and conditions available at [acwa.com](http://acwa.com) in the event section.



## REGISTRATION TERMS & CONDITIONS

### ACWA 2016 Fall Conference & Exhibition

November 29–December 2, 2016 | Anaheim Marriott

Register online @ [acwa.com](http://acwa.com)

Regular registration and cancellation deadline is November 1, 2016 • 4:30 p.m. (PST)

#### WHO IS ELIGIBLE FOR “ACWA ADVANTAGE” PRICING?

##### ACWA Advantage pricing is available to the following registrants:

- An officer or director of an ACWA member agency.
- A person directly employed by an ACWA public agency member, affiliate or associate organization. This does not include independent contractors, service providers, or third-party vendors.
- Any ACWA board member whose fee is paid for by member agency.
- Any state or federal administrative or legislative personnel in elected, appointed or staff positions.
- Staff of ACWA/JPIA and Water Education Foundation.
- Any individual or honorary life member of ACWA.

#### ONE-DAY REGISTRATION

By choosing a Wednesday registration, you are entitled to attend the Welcome Reception on Tuesday evening and all programs on Wednesday. By choosing a Thursday registration, you are entitled to attend all programs on Thursday and the capability to attend the Friday closing breakfast, with the purchase of a meal ticket.

#### MEMBERSHIP INFORMATION – *Become a Member & Save on ACWA Events*

If you are interested in learning more about becoming an Associate Friend of ACWA, contact Melanie Medina at [melaniem@acwa.com](mailto:melaniem@acwa.com). For public agency membership, please contact Tiffany Giammona at [tiffanyg@acwa.com](mailto:tiffanyg@acwa.com).

#### CANCELLATIONS & CHANGES

All registration changes and cancellations must be made in writing by the event registration deadline. Valid cancellation requests will receive a refund of any registration fees paid minus a \$75 processing charge. For payments originally made by credit card, refunds can be issued back onto the credit card within 60 days. Otherwise, a refund will be issued by check. No refunds or registration changes will be granted after the registration deadline. Submit request in writing to Teresa Taylor at [teresat@acwa.com](mailto:teresat@acwa.com).

#### SUBSTITUTIONS

Event registrations are transferable from one participant to another within the same organization. Please submit your request in writing before the event registration deadline to Teresa Taylor at [teresat@acwa.com](mailto:teresat@acwa.com). Include the original registrant's name, the new person's name, title and email address with your request. After the registration deadline, substitutions will be handled on-site. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (including any balance due) associated with the original registration. There is no fee to transfer an eligible registration.

#### SPECIAL REQUESTS & ACCOMMODATIONS

Special requests must be submitted in writing to Teresa Taylor at [teresat@acwa.com](mailto:teresat@acwa.com). Participants are encouraged to submit special requests as soon as possible.

If you have a disability that requires an accommodation, please contact Melanie Medina at [melaniem@acwa.com](mailto:melaniem@acwa.com) or call toll free at (888) 666-2292 to discuss your needs.

#### REFUNDS

Except as otherwise provided in this document, all payments and fees are nonrefundable after the registration deadline.

#### MEAL TICKETS

After registration deadline, meal tickets are not eligible for exchange, refund or credit.

#### NONATTENDANCE

Registrants who fail to attend the event, in part or in whole, are not eligible for a refund or credit and will be billed for any balance due.

#### GUEST REGISTRATION

Guest registration is available to a spouse, companion or guest of an ACWA event registrant. Guest registration is not available to any employees of a public agency, associate or affiliate/mutual water company. Guest registration is also not available to anyone with a professional reason to attend for purposes of learning or business. The guest registration includes admission to the Exhibit Hall, the opening reception and the ability to purchase meal tickets and attend meal functions. **Guest registrants are not eligible for cash or prize drawings.**

**Questions?** Contact us at 916.441.4545, toll free 888.666.2292.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATIONAL**

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

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

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review, discuss, and take public comment regarding the Reserves calculations for Fiscal Year 2015-16.

### **Discussion:**

There have been several significant changes to the Reserve Calculations in the current Fiscal Year. Total calculated policy reserves increased by \$2,624,770.47 from \$10,951,192.99 in FY2014-15 to \$13,575,963.46 in FY2015-16. Half of this increase is due to reserves set aside for PERS Pension liability. The remainder comes from the scheduled rate increases and increases in fixed asset value from current capital projects. These totals are listed on the first two pages of Attachment 1.

Year over year comparisons of each reserve, along with the current percentage funded are listed next.

Reserves are funded only to the limits of available cash in each Fund (Water, Wastewater, Streetlights, and Parks/General.) Streetlights Fund cash balance remains negative, but has materially improved in FY2015-16. Measure B, being a legally restricted Fund, is not available to contribute to any of these reserves. Total cash available for reserves has increased by \$1,054,097.84 from \$4,502,484.60 in FY2014-15 to \$5,556,582.44 in FY2015-16.

The increase in available cash is lower than the increase in calculated reserve requirements. This shows most clearly in the Repair/Replacement Reserve, whose funding percentage dropped from 63.91% in FY2014-15 to 46.24% in FY2015-16. Once the District has completed the current round of major capital projects, rates will re-fill the gaps in reserve funding, instead of paying for current construction. Careful monitoring of cash flow will continue to be necessary for the foreseeable future.

### **Alternatives:**

Take Action

**Fiscal Analysis:**

See Attachment 1

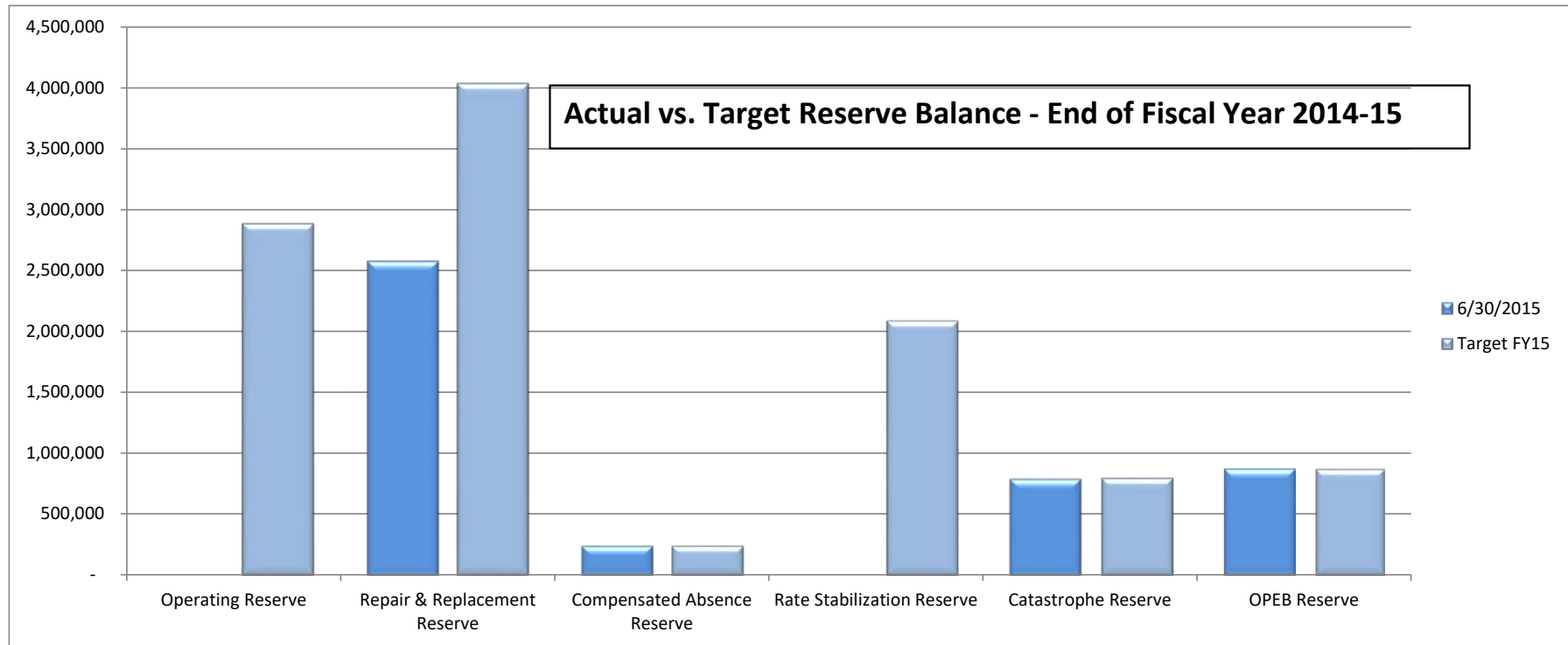
**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Reserve Calculations FY2015-16

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of July 31, 2016**



- Utility Accounts Receivable Turnover Days

As of July 31, 2016

12.9 Days

- YTD Breakeven Revenue, Water Fund: 141,962.59

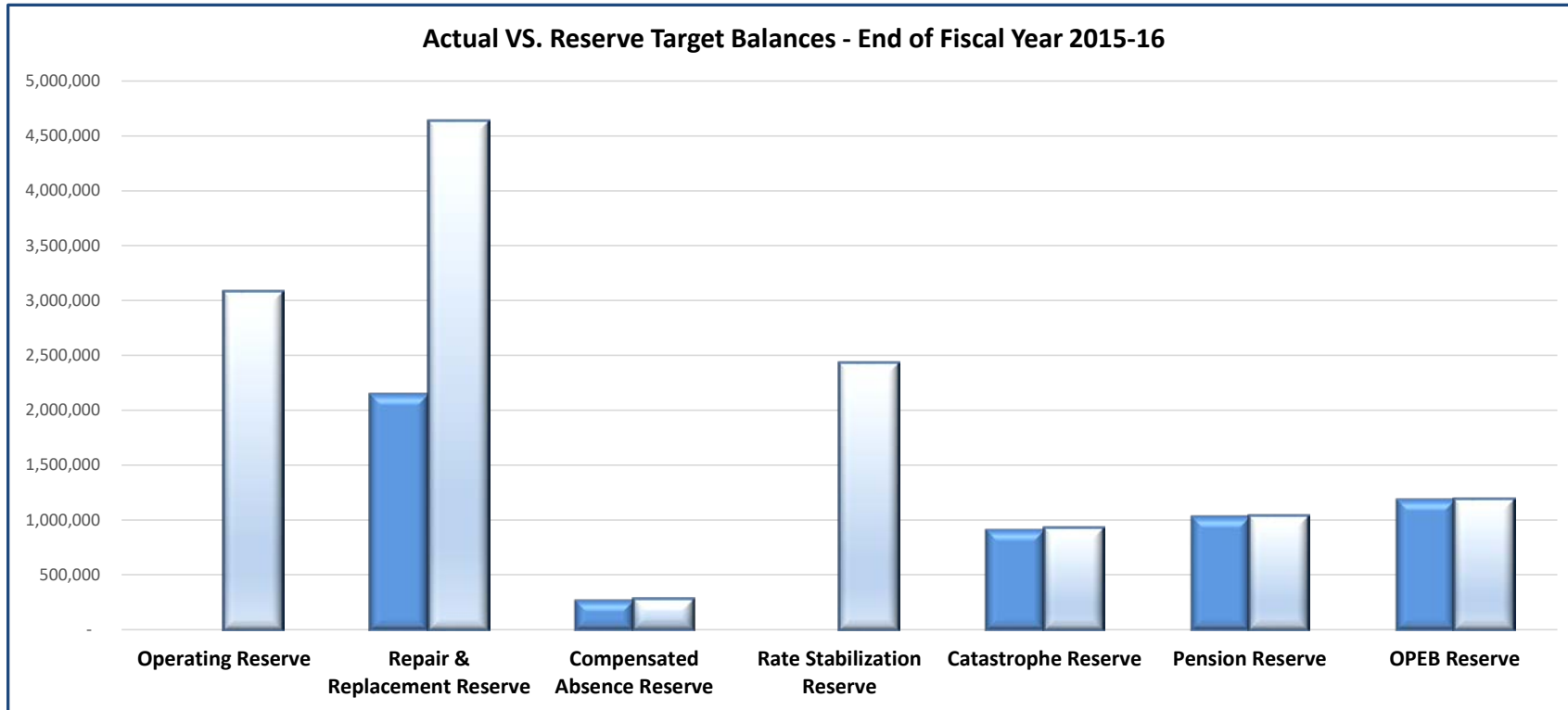
- YTD Actual Water Sales: 352,595.02

- Days of Cash on Hand - Operations Checking Account

33.5 Days



**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of August 31, 2016**



- Utility Accounts Receivable Turnover Days      As of August 31, 2016      15.4 Days
- YTD Breakeven Revenue, Water Fund: 311,530.02      - YTD Actual Water Sales: 650,565.99
- Days of Cash on Hand - Operations Checking Account      97.8 Days

Priorities for funding Reserves		\$ 1,126,751.32 Total Required Reserves FY14-15			
1st: Legally Required Reserves	FY2014-15	Water	Sewer	Gen'l	StrLts
Loan/Bond			0	0	0
OPEB		300,592.31	303,561.46	276,539.23	
Pension					
Compensated absences: Sick Leave		40,893.25	40,998.76	22,134.82	
Compensated absences: Vaca		51,446.21	51,558.74	39,026.54	
2nd:	Catastrophe Fund	\$ 807,044.57 FY2014-15			
	R&R fund (cumulative)	\$4,035,222.84			
3rd:	Operating Reserve	\$2,888,771.00 FY2014-15			
	Rate Stabization Reserve	\$2,093,403.26			
Calculate reserve amounts per policy					
Limit funding per available cash balances					

Priorities for funding Reserves

\$2,497,180.94  
Total Required Reserves FY2015-16

1st: Legally Required Reserves	FY2015-16	Water	Sewer	Gen'l	StrLts
Loan/Bond		0	0	0	0
OPEB		400,586.21	404,419.07	384,500.56	
Pension		380,293.10	416,402.14	237,940.53	
Compensated absences: Sick Leave		48,279.68	48,392.62	26,210.32	
Compensated absences: Vaca		50,935.18	51,040.07	48,181.46	
2nd:	Catastrophe Fund	\$ 928,307.20		FY2015-16	
	R&R fund (cumulative)	\$4,634,175.16			
3rd:	Operating Reserve	\$3,084,371.00		FY2015-16	
	Rate Stabization Reserve	\$2,431,929.16			

Calculate reserve amounts per policy  
Limit funding per available cash balances

<b>Catastrophe Reserve: 2% of Total Plant &amp; Equipment (FY2013-14 Fixed Assets)</b>		
<b>FY2014-15</b>		
<b>GL#s/Descrip</b>	<b>Cost</b>	<b>2%</b>
501-12405 Furn/Fixtr	13,485.33	269.71
501-12410 Comm Eq	6,019.83	120.40
501-12415 Tools/Eq	309,402.06	6,188.04
501-12425 SafetyEq	20,860.36	417.21
501-12430 Computers	143,126.04	2,862.52
501-12102 Paving	42,313.62	846.27
501-12105 Offc/Shop	193,391.87	3,867.84
501-12010 R&D	61,656.40	1,233.13
501-12201 Source Plant	3,069,692.44	61,393.85
501-12205 Pump Stns	1,774,668.71	35,493.37
501-12210 Trans Lines	8,138,731.78	162,774.64
501-12420 Vehicles	312,766.40	6,255.33
501-14001-zzz Total	126,777.12	2,535.54
	14,212,891.96	284,257.84
551-12405 Furn/Fixtr	13,079.84	261.60
551-12410 Comm Eq	5,830.23	116.60
551-12415 Tools/Eq	404,960.93	8,099.22
551-12425 SafetyEq	20,203.34	404.07
551-12430 Computers	138,735.76	2,774.72
551-12102 Paving	40,655.06	813.10
551-12105 Offc/Shop	190,735.26	3,814.71
551-12010 R&D	401,293.92	8,025.88
551-12305 SewgTrtmt	2,310,247.45	46,204.95
551-12310 SewgDisposl	2,791,334.47	55,826.69
551-12315 SewgColltn	10,256,408.14	205,128.16
551-12205 Pump Stns	1,892,859.67	37,857.19
551-12210 Trans Lines	244,932.50	4,898.65
551-12420 Vehicles	511,669.63	10,233.39
551-14001-zzz Total	2,178,399.59	43,567.99
	21,401,345.79	428,026.92
901-12415 Tools/Eq	252,720.56	5,054.41
901-12505 Park Imprv	1,346,599.45	26,931.99
901-12151 Bldgs	2,352,538.06	47,050.76
901-12151 076 Meas.B	225,154.36	4,503.09
901-12420 Vehicles	56,548.77	1,130.98
	4,233,561.20	84,671.22
901-12401 Streetlights	504,429.45	10,088.59
		10,088.59
Total Required Reserve:		<b>807,044.57</b>
Current % Funded:		<b>98.75%</b>

**Catastrophe Reserve: 2% of Total Plant & Equipment (FY2015-16 Fixed Assets)**

GL#s/Descrip	Cost	2%	
501-12405 Furn/Fixtr	13,485.33	269.71	
501-12410 Comm Eq	6,019.83	120.40	
501-12415 Tools/Eq	309,402.06	6,188.04	
501-12425 SafetyEq	20,860.36	417.21	
501-12430 Computers	148,301.46	2,966.03	
501-12102 Paving	42,313.62	846.27	
501-12105 Offc/Shop	193,391.87	3,867.84	
501-12010 R&D	61,656.40	1,233.13	
501-12201 Source Plant	3,069,692.44	61,393.85	
501-12205 Pump Stns	1,774,668.71	35,493.37	
501-12210 Trans Lines	8,700,488.30	174,009.77	
501-12420 Vehicles	329,061.59	6,581.23	
501-14001-zzz Total	53,057.39	1,061.15	Water Fund
	14,722,399.36		294,447.99
551-12405 Furn/Fixtr	13,079.84	261.60	
551-12410 Comm Eq	5,830.23	116.60	
551-12415 Tools/Eq	404,960.93	8,099.22	
551-12425 SafetyEq	20,203.34	404.07	
551-12430 Computers	143,748.18	2,874.96	
551-12102 Paving	40,655.06	813.10	
551-12105 Offc/Shop	190,735.26	3,814.71	
551-12010 R&D	401,293.92	8,025.88	
551-12305 SewgTrtmt	2,310,247.45	46,204.95	
551-12310 SewgDisposl	2,791,334.47	55,826.69	
551-12315 SewgColltn	10,256,408.14	205,128.16	
551-12205 Pump Stns	1,892,859.67	37,857.19	
551-12210 Trans Lines	771,690.47	15,433.81	
551-12420 Vehicles	527,451.58	10,549.03	
551-14001-zzz Total	4,912,964.48	98,259.29	Sewer Fund
	24,683,463.02		493,669.26
901-12415 Tools/Eq	272,478.62	5,449.57	
901-12505 Park Imprv	1,401,182.95	28,023.66	
901-12151 Bldgs	2,360,139.68	47,202.79	
901-12151 076 Meas.B	2,330,334.43	46,606.69	
901-12420 Vehicles	53,956.28	1,079.13	Gen'l Fund
901-14001-zzz Total	73,608.30	1,472.17	
	6,491,700.26		128,361.84
901-12401 Streetlights	517,797.25	10,355.95	Streetlights
			10,355.95
Total Required Reserve:		<b>928,307.20</b>	
Current % Funded:		<b>98.73%</b>	



Repair & Replacement Reserve:		10% of Projected Capital Asset Replacement	
FY2014-15			
FY2013-14 Fixed Assets			
Acct Descriptions	GL Acct#s	Cost	10%
501-12405 Furn/Fixtr	12105	13,485.33	1,348.53
501-12410 Comm Eq	12201	6,019.83	601.98
501-12415 Tools/Eq	12205	309,402.06	30,940.21
501-12425 SafetyEq	12210	20,860.36	2,086.04
501-12430 Computers	12305	143,126.04	14,312.60
501-12102 Paving	12310	42,313.62	4,231.36
501-12105 Offc/Shop	12315	193,391.87	19,339.19
501-12010 R&D	12401	61,656.40	6,165.64
501-12201 Source Plant	12405	3,069,692.44	306,969.24
501-12205 Pump Stns	12410	1,774,668.71	177,466.87
501-12210 Trans Lines	12415	8,138,731.78	813,873.18
501-12420 Vehicles	12420	312,766.40	31,276.64
501-14001-zzz Total	12425	126,777.12	12,677.71
	12430	14,212,891.96	1,421,289.20
551-12405 Furn/Fixtr		13,079.84	1,307.98
551-12410 Comm Eq		5,830.23	583.02
551-12415 Tools/Eq		404,960.93	40,496.09
551-12425 SafetyEq		20,203.34	2,020.33
551-12430 Computers		138,735.76	13,873.58
551-12102 Paving		40,655.06	4,065.51
551-12105 Offc/Shop		190,735.26	19,073.53
551-12010 R&D		401,293.92	40,129.39
551-12305 SewgTrtmt		2,310,247.45	231,024.75
551-12310 SewgDisposl		2,791,334.47	279,133.45
551-12315 SewgCollcn		10,256,408.14	1,025,640.81
551-12205 Pump Stns		1,892,859.67	189,285.97
551-12210 Trans Lines		244,932.50	24,493.25
551-12420 Vehicles		511,669.63	51,166.96
551-14001-zzz Total		2,178,399.59	217,839.96
		21,401,345.79	2,140,134.58
901-12415 Tools/Eq		252,720.56	25,272.06
901-12505 Park Imprv		1,346,599.45	134,659.95
901-12151 Bldgs		2,352,538.06	235,253.81
901-12151 076 Meas.B		225,154.36	22,515.44
901-12420 Vehicles		56,548.77	5,654.88
		4,233,561.20	423,356.12
901-12401 Streetlights		504,429.45	50,442.95
Total Required Reserve:		4,035,222.84	
Current % Funded:		63.91%	

#

Repair & Replacement Reserve:		10% of Projected Capital Asset Replacement	
FY2015-16 Fixed Assets			
Acct Descriptions	GL Acct#s	Cost	10%
501-12405 Furn/Fixtr	12105	13,485.33	1,348.53
501-12410 Comm Eq	12201	6,019.83	601.98
501-12415 Tools/Eq	12205	309,402.06	30,940.21
501-12425 SafetyEq	12210	20,860.36	2,086.04
501-12430 Computers	12305	148,301.46	14,830.15
501-12102 Paving	12310	42,313.62	4,231.36
501-12105 Offc/Shop	12315	193,391.87	19,339.19
501-12010 R&D	12401	61,656.40	6,165.64
501-12201 Source Plant	12405	3,069,692.44	306,969.24
501-12205 Pump Stns	12410	1,774,668.71	177,466.87
501-12210 Trans Lines	12415	8,700,488.30	870,048.83
501-12420 Vehicles	12420	329,061.59	32,906.16
501-14001-zzz Total	12425	53,057.39	5,305.74
	12430	14,722,399.36	
551-12405 Furn/Fixtr		13,079.84	1,307.98
551-12410 Comm Eq		5,830.23	583.02
551-12415 Tools/Eq		404,960.93	40,496.09
551-12425 SafetyEq		20,203.34	2,020.33
551-12430 Computers		143,748.18	14,374.82
551-12102 Paving		40,655.06	4,065.51
551-12105 Offc/Shop		190,735.26	19,073.53
551-12010 R&D		401,293.92	40,129.39
551-12305 SewgTrtmt		2,310,247.45	231,024.75
551-12310 SewgDisposl		2,791,334.47	279,133.45
551-12315 SewgCollcn		10,256,408.14	1,025,640.81
551-12205 Pump Stns		1,892,859.67	189,285.97
551-12210 Trans Lines		771,690.47	77,169.05
551-12420 Vehicles		527,451.58	52,745.16
551-14001-zzz Total		4,912,964.48	491,296.45
		24,683,463.02	
901-12415 Tools/Eq		272,478.62	27,247.86
901-12505 Park Imprv		1,401,182.95	140,118.30
901-12151 Bldgs		2,360,139.68	236,013.97
901-12151 076 Meas.B		2,330,334.43	233,033.44
901-12420 Vehicles		53,956.28	5,395.63
901-14001-zzz Total		73,608.30	
		6,491,700.26	
901-12401 Streetlights		517,797.25	51,779.73
			51,779.73
Total Required Reserve:		4,634,175.16	
Current % Funded:		46.24%	

<b>Operating Reserve:</b>		6 months of Budgeted Operating Expenses	
		FY2015-16 Budget - Expenses total by Department	
	per year	per month	<b>6 months</b>
Water	2,588,752.00	215,729.33	1,294,376.00
Sewer	2,014,132.00	167,844.33	1,007,066.00
Parks/Gen'l	1,080,881.00	90,073.42	540,440.50
Streetlights	93,777.00	7,814.75	46,888.50
Total Required Reserve:			<b>2,888,771.00</b>
Current % Funded:			<b>0.00%</b>

<b>Operating Reserve:</b>		6 months of Budgeted Operating Expenses	
		FY2016-17 Budget - Expenses total by Department	
	per year	per month	<b>6 months</b>
Water	2,701,836.00	225,153.00	1,350,918.00
Sewer	2,155,603.00	179,633.58	1,077,801.50
Parks/Gen'l	1,215,754.00	101,312.83	607,877.00
Streetlights	95,549.00	7,962.42	47,774.50
Total Required Reserve:			<b>3,084,371.00</b>
Current % Funded:			<b>0.00%</b>

<b>Rate Stabilization Reserve:</b>		20% of Net Sales for 2 years
<b>FY2014-15 Actual Sales</b>		
Water		2,854,951.25
Sewer		2,062,271.35
Streetlights		93,527.69
<b>FY2015-16 Budgeted Sales</b>		
Water		2,969,207.00
Sewer		2,393,222.00
Streetlights		93,837.00
	Total:	10,467,016.29
Reserve%:	20%	
	Total Reserve Required:	<b>2,093,403.26</b>
	Current % Funded:	<b>0.00%</b>

Compensated Absences Reserve Funded: 100%

OPEB Actuarial Reserve Funded: 100%



<b>Rate Stabilization Reserve:</b>		20% of Net Sales for 2 years
<b>FY2015-16 Actual Sales</b>		
Water		2,962,782.96
Sewer		2,512,517.69
Streetlights		93,109.13
<b>FY2016-17 Budgeted Sales</b>		
Water		3,442,130.00
Sewer		3,053,247.00
Streetlights		95,859.00
	Total:	12,159,645.78
Reserve%:	20%	
	Total Reserve Required:	<b>2,431,929.16</b>
	Current % Funded:	<b>0.00%</b>

Compensated Absences Reserve Funded:	100%
OPEB Actuarial Reserve Funded:	100%
Pension Reserve Funded:	100%

GL#	General Fund	FY2014-15
001-10020	County2560	1,511,903.24
001-10099	Chkg-Genl	(697,372.69)
999-10011	Clearing	649,685.08
999-10099	Clearing	(649,140.08)
001-20150	RecDepos	(8,200.00)
001-20155	prepmts	-
Due from Streetlights		(46,024.85)

<b>Available Cash-Gen'l Fund</b>	760,850.70
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<b>Parks Reserve Distrib.</b>	FY2014-15
Comp. Absences	61,161.36
OPEB	276,539.23
Catastrophe	84,671.22
R&R Reserve <b>cash limit</b>	338,478.89
Ops Reserve	-
(0.00)	

GL#	Streetlights	FY2014-15
005-10099	Chkg-Strlts	(46,024.85)
Due To General Fund		46,024.85

<b>Available Cash-StrLts</b>	-
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<b>Streetlights Reserve Distrib</b>	FY2014-15
Catastrophe	-
R&R Reserve	-
Ops Reserve	-
Rate Stabilizatn	-
0.00	

GL#	Water	FY2014-15
501-10021	County4240	1,519,404.12
501-10099	Chkg-Wtr	234,631.65
501-10022	County9390	379,655.46
501-20101	Cust.Depos	(99,991.07)
501-20102	Cust.Refund	(824.83)
501-32201-545	RestrCapFees	(440,388.67)

<b>Available Cash - Water</b>	1,592,486.66
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<b>Water Reserve Distrib.</b>	FY2014-15
Comp. Absences	92,339.46
OPEB	300,592.31
Catastrophe	284,257.84
R&R Reserve <b>cash limit</b>	915,297.05
Ops Reserve	-
Rate Stabilizn	-
0.00	

GL#	Sewer	FY2014-15
551-10021	County4240	1,600,238.87
551-10099	Chkg-Swr	924,475.87
551-10021-001	County4240	99,863.75
551-10022	County9390	110,584.48
551-10025	LAIF	128,650.44
551-32201-595	RestrCapFees	(714,666.17)

<b>Total Available Cash</b>	<b>4,502,484.60</b>
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GL#	General Fund	FY2015-16
001-10020	County2560	815,709.77
001-10099	Chkg-Genl	180,878.04
001-10027-994	Gen'l CalTRUST	84,671.22
999-10011	Clearing	1,646,340.49
999-10099	Clearing	(1,645,710.49)
001-20150	RecDepos	(8,800.00)
001-20155	prepmts	-
Due from Streetlights		(39,175.14)
<b>Available Cash-Gen'l Fund</b>		1,033,913.89
<b>Parks Reserve Distrib.</b>		FY2015-16
Comp. Absences		74,391.78
OPEB		384,500.56
Pensions		237,940.53
Catastrophe		128,361.84
R&R Reserve	cash limit	208,719.18
Ops Reserve		-
		0.00

GL#	Streetlights	FY2015-16
005-10099	Chkg-Strlts	(39,175.14)
Due To General Fund		39,175.14
<b>Available Cash-StrLts</b>		-
<b>Streetlights Reserve Distrib</b>		FY2015-16
Catastrophe		-
R&R Reserve		-
Ops Reserve		-
Rate Stabilizatn		-
		0.00

GL#	Water	FY2015-16
501-10021	County4240	992,585.24
501-10099	Chkg-Wtr	780,912.55
501-10022	County9390	620,271.18
501-10027-994	Water-CalTRUST	284,257.84
501-20101	Cust.Depos	(107,831.07)
501-20102	Cust.Refund	(735.63)
501-32201-545	RestrCapFees	(615,792.67)
<b>Available Cash - Water</b>		1,953,667.44
<b>Water Reserve Distrib.</b>		FY2015-16
Comp. Absences		99,214.86
OPEB		400,586.21
Pensions		380,293.10
Catastrophe		294,447.99
R&R Reserve	cash limit	779,125.28
Ops Reserve		-
Rate Stabilizn		-
		0.00

GL#	Sewer	FY2015-16
551-10021	County4240	801,581.35
551-10099	Chkg-Swr	1,950,370.89
551-10021-001	County4240	101,090.03
551-10021-554	BiosolidsHoldg	181,451.13
551-10025	LAIF	129,113.16
551-10027-210	CalTRUST-short	200,000.00
551-10027-994	Sewer-CalTRUST	228,026.92
551-32201-595	RestrCapFees	(1,022,632.37)

<b>Available Cash - Sewer</b>	2,569,001.11
Sewer Reserve Distrib.	FY2015-16

Comp. Absences	99,432.69
OPEB	404,419.07
Pensions	416,402.14
Catastrophe	493,669.26
R&R Reserve	cash limit 1,155,077.95
Ops Reserve	-
Rate Stabilizn	-

(0.00)

<b>Total Available Cash</b>	<b>5,556,582.44</b>
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## McKinleyville Community Services District

### BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATION**

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

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

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

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

The District has deposited \$692,922.18 to date into the Trust Account for reserves recovery as of August 31, 2016. This represents 63.7% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$241,807.20 to date in the Trust Account for the next Biosolids Disposal project.

CalPERS' invoice for the current year's amortized portion of the District's unfunded pension liability was received and paid in full in July 2016. Cumulative extra payments to CalPERS for the unfunded liability portion of the District's pensions total \$103,245.00

Audit Update: The audit committee met with Jeff Trump and Donna Taylor of Hunter, Hunter & Hunt on Monday, September 26th. Fixed asset journal entries have been entered, as have the GASB 45 journal entries for OPEB liability and the GASB 68 journal entries for pension liability. The auditor is selecting transactions for secondary testing and will schedule a second site visit shortly.

Treasurer's Report Highlights: Water Fund capacity fees collected during August total \$12,674. (p.4) Wastewater Fund capacity fees total \$19,904. Neither Capital Contributions nor Capacity fees will be included in the income vs. expenses graphs of the Treasurer's Report.

Several lines of the Activity Summary show greater than a 10% variation in August. This is largely due to seasonality, and is indicated on the report with the notation "Budget is spread evenly across 12 month, but actuals vary by month."

Actual and Target reserve balances for the end of Fiscal Year 2015-16 have been calculated. Methods and results are presented in Item E.6. The graph on page 13 of the August Treasurer's Report has been updated to reflect the new numbers and the addition of CalPERS Pension liabilities.

## **OTHER UPDATES**

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

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 5, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION:**          **None**

### **Water Department:**

#### **Water Statistics:**

The district pumped 46.4 million gallons of water in August.  
Eight water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.  
Three new water services were installed.

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

Annual routine testing was conducted in Route 15 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

#### **Average and Maximum Water Usage:**

The maximum water usage day was 1.9 million gallons and the average usage per day was 1.5 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1, 2, 3, 4 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. Two water service leaks were repaired due to bad crimps in the pipe from when other utilities were installed. One angle-stop was replaced due to leaking by when turned off. One main line break occurred and was repaired by staff. The main break was due to customer's tree roots wrapping around the main and cracking it. The customer was sent a letter notifying him that future damage to the water and sewer mains would be billed to him. A two inch valve was leaking on Gwin Road. The valve was dug up and replaced with a new one. Phase 3 of the meter replacement program is in process and moving slow due to minimal response in the seasonal positions. Valve cans are being raised on McKinleyville Avenue due to the County Road Widening Project paving. Three new water services were installed as per customer's request. Several leak repair patches were saw cut in preparation for paving.

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

The two pumps at Northbank alternate run times. It was found during the daily inspection that they were not alternating. After troubleshooting, staff found that there was a faulty control switch. Staff replaced the switch which returned the pump to normal

operating schedule. The annual Cathodic inspection was completed at Norton and Cochran by a certified inspector. During the weekly inspection, staff noticed a burning smell in the control building. After further investigation staff found that a capacitor failed and burned up nearby wires and relays. Staff made repairs and returned the station to normal operation. Staff had to drain the 1.5 million gallon tank Due to the Cochran Tank Painting Project. The water was used in the distribution system until the level reached the minimum point to where it would drastically change the customer's pressures. The remaining water was then drained through the drainage easement. Customers were notified in advance of the tank draining and the painting project that will be taking place.

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

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

	<b>2013</b>	<b>2015</b>	<b>% Reduction</b>	<b>2015 Recycled</b>	R- GPCD
<b>May</b>	49.407	38.200	23	15.1	57
<b>June</b>	51.337	41.847	19	15.6	64
<b>July</b>	54.757	44.946	18	11.7	69
<b>August</b>	55.908	41.747	25	16.1	61
<b>September</b>	45.702	41.670	9	15.7	69
<b>October</b>	39.439	37.320	6	12.3	59
<b>November</b>	34.879	28.939	17	9.6	52
<b>December</b>	35.203	29.937	15	5.2	50
	<b>2013</b>	<b>2016</b>	<b>% Reduction</b>	<b>2016 Recycled</b>	R- GPCD
<b>January</b>	38.241	33.054	14	0	49
<b>February</b>	33.751	31.319	9	0	51
<b>March</b>	36.244	33.761	7	0	49
<b>April</b>	39.755	34.892	13	0	51
<b>May</b>	49.407	36.635	26	11.3	53

<b>June</b>	51.337	44.589	14	22	61
<b>July</b>	54.757	47.992	13	14.7	61
<b>August</b>	55.908	46.442	17	16.1	64

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

### **New Construction Inspections:**

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. Testing will take place after PG&E have completed their underground work. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. Five existing sewer laterals were capped back at the property line and inspected with the push camera. DCV and sampling still remains on the check list. Fire Department Remodel; 4" Hot tap was installed for the fire service. The flushing and testing will occur when they are ready. Grocery Outlet; Plan check occurred and staff is waiting for designer to respond to recommendations.

### **Sewer Department:**

#### **Waste Water Statistics:**

24 million gallons of wastewater were collected and pumped to the W.W.M.F. 26.8 million gallons of wastewater were treated and discharged to land disposal or reclamation in August.

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

#### **Sewer Collection System:**

Manholes are being raised on McKinleyville Avenue due to the County Road Widening Project paving. Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. 500 feet of sewer main was hydro-cleaned due to plumber pushing customers plug into the sewer main.

#### **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses.

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

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. The tree farm pilot study required staff to build a fence around a 3 acre parcel, auger 700 holes and plant trees into 3 different one acre plots. The trees are being irrigated weekly using reclaimed wastewater. An irrigation plan is still pending. Wells will be used to monitor the uptake of each tree species. Staff replaced 1200' of fencing on the lower ranch due to rusty fence posts breaking. A leak was repaired on the irrigation main due to an old air relief connection.



**Street Light Department:**

One photo cell was replaced in August.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff attended First Aid, CPR and Confined Space training.

**Special Notes:**

Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.  
Monthly river samples were completed.  
Monthly Self Monitoring Reports (DMR/SMR) were submitted.  
Public Water Monthly Monitoring report was submitted.  
Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Pesticide applicator report was submitted to Department of Agriculture.  
Quarterly well samples were collected and sent to the lab.  
IPM group held a couple meetings to work on the Matrix.  
Meeting held with Hiller Sports Site users to discuss fee increases and issues.  
Staff worked on the Fiscal Sustainability Plan.  
The F700 Dump Truck went out to bid and received a high bid of \$8,500.  
Staff attended a Water Tap Workshop in Redding.  
A pre-construction meeting was held for the Cochran Tank Painting Project.

**WWMF upgrade status:**

The Clarifier concrete base and walls have been poured and is waiting for the water test. The biosolids pond and aeration pond 1 have been lined. The maintenance building, Vac-con dump area and headworks are under construction. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Staff removed 2' of base rock from the Teen Center planters, added top soil and weed cloth in preparation for planting. Pipe was installed for the drip system in each planter box. Various picnic tables at a few sites were repaired and painted. Sprinkler heads were repaired at Pierson Park. Weed pulling and hedge trimming continues along the Central Avenue landscape zone weekly. Vandalism and theft took place at the Hiller Sports Site. The vandals cut their way into the roll up door at the snack shack and gained entry into the concession room. The motion detector triggered the alarm which only allowed them to grab a handful of snacks before running off. Staff responded to the alarm, assessed the damage and searched the site. Vandals were not found. A police report was filed and the damage was repaired the following day.

**Teen Center:**

ACGC has turned in a request for final payment. The final punchlist was reviewed and it was determined that there were still line items that have yet to be addressed. Some of the items (minor cosmetic in nature) were signed off as completed as the normal

wear and tear of everyday use will likely produce similar effects. The punch list is completed. Landscaping is 50% completed.

The District has received applications for the GIS position that is currently open. Interviews will be schedule in the next 2 weeks.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: None**

#### **TEEN & COMMUNITY CENTER:**

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

<b>Organization</b>	<b>Amount</b>	<b>Purpose</b>
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
Legacy Path & Giving Tree donations	\$21,595	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits (Auction only)	\$337	Unrestricted
<b>TOTAL:</b>	<b>\$68,025</b>	

The landscaping design for the exterior of the facility has been completed. Staff has been working with Miller Farms and Michelle O'Brien Umpqua Bank to plan the implementation of the landscaping project. Umpqua Bank is dedicated to not only giving \$1000 to the project, but also assisting with additional fundraising as well as providing volunteer labor for the actual planting Miller Farms has agreed to donate top soil and is helping with providing the necessary plants and educating staff on care and maintenance for the plants. A tentative planting date has been set for October 22, 2016.

Boys & Girls Club of the Redwoods began programming on August 22, 2016. As of the writing of this report BGCR membership at the McKinleyville Teen Center had reached 63 members. BGCR is planning its first teen event in McKinleyville, a Halloween Dance on October 28, 2016.

Internet service was installed at the facility the week of September 26-30, 2016.

Staff continues to work toward the complete furnishing of the interior of the facility. Staff has connected with Access Humboldt who will provide technical assistance in the

setting up of the recording studio and possibly assistance in getting fiber optic cabling installed.

#### **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee met on Thursday, September 15, 2016. The notes from the meeting are attached as Attachment 1.

#### **RECREATION PROGRAM UPDATES:**

- Kids' Club After School Program—Kids' Club After School enrollment is at 95% capacity. The staff this school year are exceptional and the program is off to a great start. The fee increases and shortening of the day, have not impacted enrollment.
- Jr. High School Dance—the first dance of the 2016-2017 school year was held at the McKinleyville Activity Center on Friday, September 16, 2016. The dance hosted record breaking 529 students in 6<sup>th</sup>-8<sup>th</sup> grades in Humboldt county. 350 pre-sale tickets were sold and 179 tickets sold at the door. The next dance is scheduled for November 18, 2016.
- KinderSports—After having experiencing some staffing difficulties, KinderSports took the summer off, but it is scheduled to start again in October with a soccer session for 2 to 5 year olds.
- Playgroup—Playgroup meets 3 days per week and is average attendance is 18 kids per day age 0-5 years old. Attendance tends to dip over the summer as the summer site is smaller, attendance is slowly increasing back at the larger facility.
- Jiu Jitsu—the Jiu Jitsu leisure class for youth continues to be a success averaging 12 participants per session.
- Drop in Pickleball—Pickleball continues to run successfully being staffed by volunteers. The program averages 8-10 participants per day. Staff is planning the 2<sup>nd</sup> Annual Pickleball Tournament which serves as a benefit for the McKinleyville Teen & Community Center. The tournament will be held October 21-22, 2016 and will host men's, women's and coed divisions. Cost is \$30 per team.
- Drop in Basketball—Hoop @ Night is averaging 26 players per week.
- Co-Ed Wood Bat Softball—Softball is enjoying a positive and competitive season. The league runs through October 2<sup>nd</sup>.
- Adult Futsal—Fall session began September 7<sup>th</sup>. There are 4 teams this season.
- World Wide Day of Play—the 5<sup>th</sup> Annual World Wide Day of Play took place on Saturday, September 24<sup>th</sup>. Attendance at the event this year was higher than previous years. The life-size maze and skate ramps were a big hit, as were the giant bubbles, hot wheels track and balance board. It was a great day of Play at our park.

#### **OTHER UPDATES:**

- Staff met again on September 14, 2016, with representatives of the youth sport organizations with current field use agreements at Hiller Sports Site to discuss fee increases for the 2017 agreements, and other challenges to shared use and

maintenance. Representatives from Youth Sports Organizations who attended the meetings understand the District's need to increase fees and make changes to the current use agreements in the coming year. The representatives in attendance appreciated being included in the conversation regarding upcoming fee increases, and having the opportunity to be heard and present alternative solutions to maintenance challenges.

- Recreation Director attended the Boys & Girls Club of America (BGCA) Pacific Region Leadership Conference in Scottsdale, AZ September 20-22, 2016 with Boys & Girls Club of the Redwoods Executive Director Liz Smith and Regional Director Monica Rose. Attendance and travel to this conference was funded by the S.H. Cowell Foundation. BGCA is rolling out their strategic plan for the next 10 years. Staff learned a lot about the national movement of BGCA clubs and the standards and metrics of measurement clubs are using to evaluate success and improvement. At the conference Staff attended educational sessions pertaining to teen engagement and marketing to the teen demographic.
- Staff attended the meeting of the McKinleyville Senior Center Board on Thursday, September 29, 2016.

**ATTACHMENTS:**

Attachment 1 – RAC Meeting Notes 9-15-16



**Thursday, September 15, 2016**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:** John Kulstad, Bill Prescott, George Wheeler, Charlie Caldwell, Addison O'Hanen, Jeff Dunk, Johnny Calkins, Greg Moss, David Coelho, Kevin Collins

**Members Absent:** Mary Burke, Chad Sefcik

**Guests:** Cindy Sutcliffe, Trevor Hughes (AHS Student)

**Meeting Notes:**

- Introduction of New Members:
  - New members of the Recreation Advisory Committee, Johnny Calkins and Greg Moss and alternates, Kevin Collins and David Coelho were introduced to the other members present, and given a brief overview of how meetings are conducted and the group agreements members are expected to follow.
- Botanical Garden:
  - Cindy Sutcliff from Mad River Rotary presented to the RAC that Mad River Rotary would like to adopt the Botanical Garden as an ongoing service project for their club. The Mad River Rotary would commit to general maintenance of the Botanical Garden and would desire to place a sign at the garden acknowledging Mad River Rotary's adoption of the park.
  - C. Sutcliff requested that the RAC recommend the MCSD Board of Directors approve the proposed adoption of the Botanical Garden.
  - C. Caldwell moved to recommend the MCSD Board approve an adoption of the Botanical Garden. J. Dunk seconded and the RAC unanimously voted in favor of the recommendation.
- Teen Center Update:
  - Boys & Girls Club of the Redwoods (BGR) Teen Club programs started Monday, August 22<sup>nd</sup> and will run 11:00am-5:00pm through August 26, 2016. After school Club programs started Monday, August 29, 2016 Teen Club programs will run in the afterschool hours 2:00pm-7:00pm—as of Wednesday Sept. 14<sup>th</sup> the membership has reached 63 members. Last week it was at 45 so it is steadily increasing. BGR staff are reaching out to HS teachers and administration to increase HS age participation at the Club.
  - Site preparation for the landscaping is underway. The landscaping planting, to be done by volunteers, is being planned for October. The project will be completed with the support of Umpqua bank and Miller Farms. Umpqua has committed \$1000 towards the purchase of plants and materials, as well as volunteers for the planting day.
  - The Kitchen will be completed by mid-October. MCSD approved a budget modification allowing the use of up to \$70K in reserve funds to go towards the

completion of the kitchen. Fundraising will continue and as funds are raised they will go repay the reserve funds used to finish the project.

- Hiller Sports Site Use Agreements:

- Staff met with representatives of the Youth Sports Organizations (YSO's) currently under agreement for use of Hiller Sports Site on August 10, 2016. The current expenses and revenues were reviewed and the need for fee increases was presented. There was a brief discussion regarding the level of increase and staff presented projections for various levels of fee increases. The group brainstormed the various challenges pertaining to the maintenance and shared use of the Sports Site. A time line for establishing an updated use agreement and fee structure which will be implemented for the 2017 sport seasons was agreed upon.
- Wednesday September 14<sup>th</sup>, Staff met with YSO representatives and discussed the options for mitigating challenges to the maintenance and management of the sports fields. Organizations who chose to be present were MLL and MRYSL. All organizations understood MCSD's need to increase the fees significantly given that those fees have not been increased adequately or regularly over the last 10 years. Staff will add HSS Fees and Use agreements to the October RAC agenda.

- Dog Park at Hiller Park

- Following the discussion of Hiller Sports Site, RAC member B. Prescott brought up concerns and frustrations at Hiller Park and the use by dogs and dog owners, as well as the homeless persons presence at the parks.
  - He suggested perhaps placing extra large signs at the park informing users of the importance of picking up after dogs.
  - It was brought up that the Doggi-Pot bag dispenser at the entrance of Hiller Park is almost always empty. Staff described the frequency with which the bag stations are checked and restocked.
  - B. Prescott relayed a conversation he recently had with a community member regarding her apprehension in visiting the park and walking the trails lately given the increased presence of homeless people at the park. A discussion about safety and park use followed.

- Update on Recreation Programs:

- Summer Basketball League—Summer Basketball ended August 11<sup>th</sup>. The 7-week season served 44 youth in 3<sup>rd</sup>-8<sup>th</sup> grades.
- Kids' Camp Summer Day Camp—Kids' Camp ended August 19<sup>th</sup>. The program served on average 101 children per week. It was a good summer. The lack of field trip transportation did not impact attendance.
- Kids' Club After School Program—Kids' Club After School enrollment is at 95% capacity. The staff this school year are exceptional and the program is off to a great start. The fee increases and shortening of the day, have not impacted enrollment.
- KinderSports—After having experiencing some staffing difficulties, KinderSports took the summer off, but it is scheduled to start again in October with a soccer session for 2 to 5 year olds.

- Playgroup—Playgroup moved from the summer site back to the Activity Center the last week of August. Also the regular 3 day per week schedule is back.
- Jiu Jitsu—the Jiu Jitsu leisure class for youth continues to be a success averaging 12 participants per session.
- Drop in Pickleball—Pickleball continues to run successfully being staffed by volunteers. The program averages 8-10 participants per day.
- Drop in Basketball—Hoop @ Night is averaging 26 players per week.
- Lawn Games in the Park—Lawn Games in the Park had its last event for 2016 on August 25<sup>th</sup>. Several community members enjoyed Thursday evenings in the park with their families during July and August. This is a staff favorite each summer. Each week there were 3-4 families that played games, often different families each week.
- Co-Ed Wood Bat Softball—Softball is enjoying a positive and competitive season. The league runs through October 2<sup>nd</sup>.
- Adult Futsal—Fall session began September 7<sup>th</sup>. There are 4 teams this season.
- World Wide Day of Play—Staff is prepping for the 5<sup>th</sup> Annual World Wide Day of Play event. There will be a life size maze this year, skate ramps, soccer golf, new and improved lawn games, giant bubble making and more.
- Review of Board Actions: The following actions were reviewed by the RAC members. No discussion followed.
  - August 3, 2016 Board Meeting:
    - *ITEM: D.5 Approve appointment of applicant John Calkins for vacant position on the Recreation Advisory Committee (RAC)*
    - **MOTION:** *It was moved to approve the All Consent Calendar items.*
    - **MOTION SUMMARY:** *Motion Passed*
    - *ITEM: E.1 Consider applicants for the Recreation Advisory Committee (RAC) and appoint regular voting members and alternates from the eligible applicants presented.*
    - **ACTION:** *Board members voted on 3 eligible applicants. Top vote getter (Greg Moss) received the regular voting member position. Kevin Collins and David Coehlo were named as alternates.*
  - September 7, 2016 Board Meeting
    - *ITEM: E.5 Approve Budget Modification for McKinleyville Teen & Community Center Kitchen Equipment*
    - **MOTION:** *Approve up to \$110,000 under conditions of Staff recommendation*
    - **MOTION SUMMARY:** *Motion Passed*
    - Dennis Mayo asked a question regarding SH Cowell funding of Teen Center programs which led to staff providing a brief description of the SH Cowell Foundation and their role and history in McKinleyville over the last 3 years.
- Ad Hoc Committee Reports:
  - J. Kulstad discussed the existing committees and the need to prioritize the projects and/or discussions of projects related to the committee assignments

according to the MCSD Strategic Plan. Staff agreed to present the existing Strategic Plan at the next RAC meeting.

- Existing Committees were described to new members.
- C. Caldwell reported on Skate park and the awareness he is building in the community by having ramps up at Pierson Park every Thursday evening.
- Next Meeting: October 20, 2016
  - MCSD Strategic Plan review
  - Map review of existing MCSD Park & Rec. properties
- Adjournment:
  - Meeting adjourned at 7:55pm

## McKinleyville Community Services District

### BOARD OF DIRECTORS

October 5, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION:            Information Only**

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

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

- |  |         |
|--|---------|
| • Accountant Discount                                    | \$48    |
| • Office Supply Discharge                                | \$115   |
| • Credit from IT consultant                              | \$52    |
| • Professional Development Grant for travel and training | \$1150  |
| • Cal Trans Crew   | \$2,320 |
| • SWAP   | \$2,784 |
| • Northern Humboldt Employment Services                  | \$2,426 |
| • Community Service Workers                              | \$1,131 |
| • High Rock Convict Crew                                 | \$7,552 |
| • Fence Replacement at Fischer Ranch                     | \$900   |
| • North Bank Flow Meter in house repairs                 | \$160   |
| • Build goat house using left over building materials    | \$1,040 |
| • Repair Fire Damage in electrical panel                 | \$300   |

Total cost savings for August are \$19,978

***The cumulative cost saving to the District to date  
from July 1, 2016 is \$64,285***

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

**Special Election to Fill Vacated Board of Director Seat** – On September 14, MCSD legal counsel met with Kelly Sanders, the Humboldt County Elections Official. Legal counsel and Kelly Sanders discussed the MCSD Board vacancy and the availability of an all mailed ballot election to fill the vacancy. Ms. Sanders requested a Memorandum from legal counsel regarding the statutory basis for holding the election by all mailed ballots, which she then shared with Humboldt County Counsel. Ms. Sanders was receptive and agreed that it



would be better for all involved if the election was held by all mailed ballots, but noted that she would get approval from County Counsel to move forward with that process. After reviewing the process Memorandum prepared by MCSD counsel, Humboldt County Counsel agreed with the analysis and approved the all mailed ballot procedure for this election. Ms. Sanders is going to send MCSD an election calendar; legal counsel and staff will review and confirm the election calendar and communicate with the Board about the next steps required for the process.

**Board Secretary/ Administrative Assistant** – MCSD’s new Board Secretary started work mid-month and has been acquainting herself with the policies and procedures of the district and taking on the responsibilities outlined in the job description for her position.

**Web Site Overhaul** – MCSD will be debuting our updated website in the coming weeks. The new site will be a departure from the old site and should be more esthetically pleasing, easier to navigate and mobile device friendly. Now that the basis for our updated website is completed staff will continue to transfer the content into the new format. We hope to have a demonstration for the Board at the November Meeting.

**Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan** – Three proposals were received and staff will set about the process to determine the most qualified team to provide a comprehensive plan for the long term replacement and rehabilitation of MCSD’s eighty plus miles of water main and sixty five plus miles of sewer main. The process will include review of the proposals and interviews with the most qualified candidates. Upon completion of this project that will span fiscal years MCSD will have a plan that lays out a procedure for replacement, rehabilitation and upgrade of this critical infrastructure into the future and the costs associated for future rate studies.

**Potential Alternative Energy Considerations** – A very well know solar installer in the area has provided a summary cost estimate for the installation of photovoltaic for the office and shop complex. Prior to bringing this to the board staff will compile all costs necessary for the project, including roofing, structural integrity of the building, permitting, equipment costs and installation. An analysis for return on investment will also be presented as this project is expected to be accomplished with water and sewer reserves so the impact on investment income will be critical. Expect to see this in an upcoming agenda item in November or December.

**Recoating of Tank 1A** – Subsequent to the Board’s authorization, the Board President executed the Construction contract for the recoating project, it was signed and mailed to the contractor to sign. MCSD has received the executed contract, the insurance, workmen’s comp. and other required documents. A notice to proceed was issued by the GM on September 26, 2016 requiring construction to begin on or before October 3, 2016. Notices were mailed and customs were notified through our automated phone system regarding the upcoming activities. The tank draining process included lowering the water level in the tank to utilize as much water as possible prior to draining the rest. The contractor is scheduled to

be on site October 3, 2016 to begin mobilization with work to begin before the end of the week.

**Integrated Pest Management Plan** – Staff continues to meet for approximately an hour every other week. The four-member committee includes the GM, Operations Director, Parks Maintenance Supervisor and another staff member. The primary focus at this time is the Guide to Reduced Pesticides (Guide) and Application Matrix. On September 22, 2016 the Guide was placed on the MCSD website and the IPM email group was notified. The Guide will be presented to the Board at the October meeting as an information item.

**Teen Center** – The punch list of remaining discrepancies from the construction phase of the project have been completed, the authorization to pay the contractor his retention and the notice of completion have been authorized. Remaining work on the Teen Center includes equipping the kitchen and completing the landscaping. As of the writing of this report I can update the Board that Castino is in the process of fabricating the counters and is scheduled to be onsite the first week of October to deliver and begin the installation of the equipment. Through an agreement with Umpqua Bank, bank employees will be providing plants and labor to assist MCSD in the landscaping of the Teen Center. This work is scheduled for mid-October. Staff continues to install irrigation and do site work necessary for the turf areas.

**Central Avenue Open Space Maintenance Zone #6 (OSMZ)** – Initiation of the Proposition 218 process to reassess the OSMZ will be conducted at the October board meeting. Public outreach is being conducted at this time to inform MCSD customers impacted by this process. The business on Central Ave are being invited to the October board meeting to participate in a presentation for the reassessment. The Public Hearing is scheduled for the December board meeting.

**WWMF Improvements** – Weekly construction meetings are attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. As of the end of September the Biosolids Storage Basin and Aeration Basin #1 lining is completed. That includes testing the integrity of the seams and backfilling the anchor trench. The Head Works walls, Chemical Storage area slab and Emergency Generator slab were poured and forms stripped. The Control building masonry was completed and the trusses for the roof should be in place by the end of October. Clarifier #1 and 2 testing will start upon completion of the filling process, after the concrete strength has been verified. The curing process of the concrete requires three to four week to reach minimum required strength. Underground piping and electrical conduit runs will continue to be installed as well as filling and compaction of the site until the weather precludes those activities. The system integration and Supervisory Control and Data Acquisition (SCADA) portion of the project will be presented to the Board at the October meeting for approval of the Profession Service Agreement for those services. Staff will be closely involved in this portion of the project.

**Five Million Gallon Tank Project** – As the level of involvement and the construction of the Teen Center is behind us. Staff will now bring more effort to bear on the new water storage tank. The negotiation for purchase of the property priority will increase. Management completed a correspondence to reinstate a dialogue with American Hospital Management their representatives.

**Hazardous Waste Collection Event** – On July 16, 2016 Humboldt Waste Management Authority (HWMA) conducted a hazardous waste pick up day in McKinleyville. Every year since 2008 this event takes place in early summer at Pierson Park. This year 129 vehicles brought 6,650 pounds of hazardous material for the collection event. Approximately 78% of the participants indicated they were from McKinleyville. Through the cooperation of MCSD and HWMA a potential 5187 pounds of hazardous waste were removed from the waste stream and disposed of responsibly. The potential for a portion of that material to end up going down a drain and ending up at our WWMF is probable causing potential upsets to our treatment system and violations to our regulatory permits, both being extremely expensive. Point source removal is always a much better alternative to treatment.

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

**Meetings** – The General Manager attended various meetings this month including attendance at a CSDA Board meeting in Sacramento earlier in September.

#### **Exhibits/Attachments**

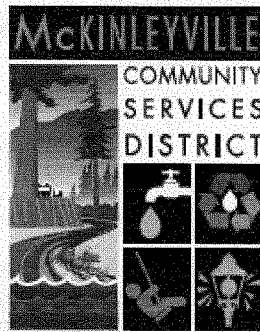
- Attachment 1 – WWMF Monthly Self Monitoring Report
- Attachment 2 – Cost Share for Hazardous Waste Collection Day

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

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

September 19, 2016

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

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

The normal discharge of effluent was 30 days to Discharge Points 002, 003, 004, 005 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in August.

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

The requirement for TSS is 83 mg/L, for the monthly average with four 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. Five samples were collected in the month of August and were in compliance.

Monthly River Monitoring was conducted in August.

WWMF Upgrade Status: The Clarifier concrete is completed and will be ready for testing by the end of September. The headworks and maintenance building are started and will be built at the same time. The aeration basins are 90% completed and lining is scheduled for the end of September. The lining for the biosolids basin will be completed by the end of September. Weekly meeting have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by February 2017.

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

**AUGUST 2016**

Discharge Monitoring	002 M-INF	002 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	0.761	0.875	1096			0.711	0.130	0.034		0.875	0.000
2	0.770	1.077	988			0.696	0.275	0.037	0.069	1.077	0.000
3	0.758	1.242	1087			0.881	0.146	0.120	0.095	1.242	0.000
4	0.749	1.376	1179			0.946	0.130	0.300		1.376	0.000
5	0.755	1.209	1187	0.372		0.534	0.138	0.165		0.837	0.000
6	0.745	0.671	477	0.671						0.000	0.000
7	0.796	0.669	476	0.669						0.000	0.000
8	0.777	0.995	1212	0.243		0.450	0.129	0.173		0.752	0.000
9	0.763	1.332	1219			0.832	0.324	0.176		1.332	0.000
10	0.775	1.125	1098			0.935	0.190			1.125	0.000
11	0.756	1.104	1078			0.926	0.178			1.104	0.000
12	0.746	1.093	1082	0.391		0.530	0.142	0.030		0.702	0.000
13	0.749	0.736	521	0.736						0.000	0.000
14	0.800	0.741	527	0.741						0.000	0.000
15	0.792	0.378	897	0.277		0.101				0.101	0.000
16	0.765	0.000	0	Washed CCB						0.000	0.000
17	0.755	0.623	1282			0.567		0.056		0.623	0.000
18	0.754	1.052	1099			1.021	0.031			1.052	0.000
19	0.760	1.010	869	0.539		0.440		0.031		0.471	0.000
20	0.762	0.939	665	0.939						0.000	0.000
21	0.817	0.958	677	0.958						0.000	0.000
22	0.794	0.931	1081	0.355		0.415	0.048	0.113		0.576	0.000
23	0.767	1.078	1086			0.930		0.148		1.078	0.000
24	0.778	0.911	862			0.818	0.046	0.047		0.911	0.000
25	0.766	0.758	883			0.691	0.032	0.035		0.758	0.000
26	0.774	0.829	890	0.264		0.525		0.040		0.565	0.000
27	0.778	0.500	353	0.500						0.000	0.000
28	0.871	0.497	353	0.497						0.000	0.000
29	0.792	0.624	807	0.175		0.401		0.048		0.449	0.000
30	0.784	0.798	812			0.718	0.033	0.047		0.798	0.000
31	0.774	0.757	754			0.677	0.035	0.045		0.757	0.000
TOTAL	23.983	26.888		8.327	0.000	14.745	2.007	1.645	0.164	18.561	0.000
AVERAGE	0.774	0.867	858	0.000	0.000	0.670	0.125	0.087	0.000	0.599	0.000
MAXIMUM	0.871	1.376	1282	0.958	0.000	1.021	0.324	0.300	0.095	1.376	0.000
MINIMUM	0.745	0.000	0	0.175	0.000	0.101	0.031	0.000	0.069	0.000	0.000
DAYS	31	30		16	0	22	16	18	2	22	0
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2016

MONTH: AUGUST

DATE	INFLUENT FLOW		EFFLUENT FLOW		RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING				RIVER		SETTLABLE SOLIDS		3X5 TOTAL COLIFORM
	M.G.D.	M.G.D.	M.G.D.	MAXIMUM GPM		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.	CL <sub>2</sub> RES.	CL <sub>2</sub> RES.	
1	0.761	0.875	1096					6.8	19.3			28	4.9			<1.8
2	0.770	1.077	988					6.8	19.0			30	2.4			
3	0.758	1.242	1087					7.0	19.0			30	2.7			
4	0.749	1.376	1179					6.9	19.0			34	2.4			
5	0.755	1.209	1187			360	460	6.9	18.7	29	38	30	2.9		<0.1	
6	0.745	0.671	477													
7	0.796	0.669	476													
8	0.777	0.995	1212					6.8	19.2			28	4.1			<1.8
9	0.763	1.332	1219					6.7	19.1			32	1.4			
10	0.775	1.125	1098					6.9	19.4			26	2.5			
11	0.756	1.104	1078					6.8	19.3			26	2.8			
12	0.746	1.093	1082			240	220	6.8	18.9	22	14	28	2.7		<0.1	
13	0.749	0.736	521													
14	0.800	0.741	527													
15	0.792	0.378	897													
16	0.765	0.000	0					6.8	18.7			28	3.3			<1.8
17	0.755	0.623	1282					Washed CCB				26	5.7			
18	0.754	1.052	1099					6.7	18.5			26	0.4			
19	0.760	1.010	869			380	310	6.8	18.3	25	39	28	4.9		<0.1	
20	0.762	0.939	665													
21	0.817	0.958	677													
22	0.794	0.931	1081					6.9	18.3			28	5.5			<1.8
23	0.767	1.078	1086					6.7	18.1			28	3.0			
24	0.778	0.911	862					7.0	18.0			26	3.6			
25	0.766	0.758	883					6.9	17.7			30	3.0			
26	0.774	0.829	890			300	270	6.8	17.7	23	39	28	2.1		<0.1	
27	0.778	0.500	353													
28	0.871	0.497	353													
29	0.792	0.624	807					6.7	18.4			26	3.5			<1.8
30	0.784	0.798	812					6.8	18.4			28	2.4			
31	0.774	0.757	754					6.8	18.3			28	3.2			

SPILLS:

None to report

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
8/31/2016	310	34.0	0.1	280

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

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

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
25	235	92	30	280	91

ACUTE TOXICITY

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

Rainbow Trout  
C. dubia

CHRONIC TOXICITY

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

Total Coliform

Monthly

MEDIAN

<1.8

Daily

Maximum

<1.8

REMARKS:

SIGNATURE:





September 20, 2016

Mr. Greg Orsini  
General Manager  
McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519

Dear Mr. Orsini:

I am writing to discuss the very successful outcome of the July, 2016 household hazardous waste collection event held in MCSD's Pierson Park, and request payment of the agreed cost share amount.

The July 16, 2016 event was once again well attended and yielded great results, due in large measure to the capable and kind assistance of MCSD staff and the convenient location at Pierson Park. Some 129 vehicles were served over five hours, with 101 or 78% indicating that they were residential customers receiving MCSD water services.

There were 6,650 pounds of hazardous waste collected and shipped from this event. Costs for this collection event totaled \$9,867.15 including the costs for personnel mobilization and manifested shipping of materials, local logistics, and the supporting advertising and outreach. The agreed upon 30% cost share equates to \$2,960.15.

The July, 2016 event marks the eighth year that MCSD customers and other local residents have been afforded an opportunity for appropriate disposal of materials that might have very adversely affected the surface waters of northern Humboldt County. We look forward to addressing the MCSD Board in the spring of 2017 to plan next year's collection event.

Sincerely,

Brent Whitener  
Director, Operations and Facilities Management

**Humboldt Waste  
Management  
Authority**  
1059 West Hawthorn Street  
Eureka, California 95501

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FAX 707-268-8927  
[www.hwma.net](http://www.hwma.net)