



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 7, 2015 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA
Closed Session Meeting 6:30 P.M.

A. CALL TO ORDER

A.1 Roll Call

A.2 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.

A.2.a CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-JEFFREY
LYTLE V. MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, CASE NO.
DR120849, pursuant to Government Code § 54956.9(a)

A.3 Report out of Closed Session

A.4 Roll Call Out of Closed Session

A.5 Pledge of Allegiance

A.6 Additions to the Agenda

A.7 Approval of the Agenda

B. PUBLIC HEARINGS

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

- B.1 Public Hearing on Proposed Assessment and Formation of Street Light Zone #99
and consider adoption of Resolution 2015-27 for Street Light Zone #9 **PG. 4**
Attachment 1 – Resolution 2015-27 **PG. 6**
Attachment 2 – Engineer's Report Exhibits A Map
& B Maintenance Plan **PG. 8**
Attachment 3 – Completed Ballot **PG. 12**

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 Approve the Minutes of the Board of Directors
Regular Meeting of September 2, 2015 **PG. 14**
Attachment 1– Draft Minutes from September 2, 2015 **PG. 15**
- D.2 Approve the of August Treasurer's Report **PG. 20**
Attachment 1 – Treasurer's Report August 2015
- D.3 Compliance with State Double Check Valve (DCV) Law – Violations **PG. 41**
- D.4 Approve the Regular Board Meeting Dates, Time and Location
for the 2016 Calendar Year. **PG. 42**
Attachment 1 – Proposed MCSD 2016 Board Meeting Schedule **PG. 43**

E. CONTINUED AND NEW BUSINESS

- E.1 Information from Arcata Fire Protection District Related to Measure A Special
Assessment **PG. 44**
Attachment 1 – MCSD 2015 AFD Assessment Worksheet **PG. 46**
- E.2 Information from LDA Partners to Update Board of Directors
on the Teen Center Construction Project **PG. 47**
- E.3 Announce the Kickoff for the Mad River Floodplain Enhancement Project. Coho
Rearing Ponds and Interpretive Trail **PG. 48**

F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **PG. 49**
- b. Operations Department (James Henry) **PG. 51**
- c. Parks & Recreation Department (Lesley Frisbee) **PG. 56**
- d. General Manager (Greg Orsini) **PG. 59**
 - Attachment 1 – WWMF Monthly Self Monitoring Report **PG. 61**

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on October 2, 2015

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 7, 2015

TYPE OF ITEM: **ACTION**

ITEM: B.1 **Public Hearing on Proposed Assessment and Formation of Street Light Zone #99 and consider adoption of Resolution 2015-27 for Street Light Zone #99**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that Board review pertinent information;
2. Open the public hearing process to accept protests related to the formation of this Street Light Zone;
3. Close the Public Hearing process;
4. Accept the final tally report, there is only one eligible ballot and it is an affirmative vote;
5. Accept public comment
6. Adopt Resolution 2015-27 for Formation of Central Estates Phase 2C Street Light Zone #99, **Attachment ,1** by roll call vote

Discussion:

Mr. Furtado is developing the sixty-two (62) lot Central Estates Phase 2C Subdivision. Mr. Furtado represents a majority of the property owners within the proposed Street Light Zone, and is required to form an assessment zone as a condition of development. The Street Light Assessment Zone allows the District to perform the role of owner and collection agent in regard to paying the monthly PG&E charges for the streetlights to be installed in conjunction with the development. The developer has constructed the necessary street lights to District standards, and has dedicated the completed facilities to the District.

Attachment 3 is a completed Ballot Packet detailing the expected monthly costs for the assessment district as shown on the attached **Attachment 2 Exhibit B** and site plan showing approximate locations attached as **Attachment 2 Exhibit A. Attachment 1** is draft Resolution 2015-27 forming the Zone. Pursuant to Proposition 218, the process included preparation of the Engineer's Report and ballot. The Engineer's Report and ballot were

mailed to the developer, as majority owner of the properties included in the proposed Street Light Zone. The ballot was returned with a vote in support of the proposed assessment.

Staff has posted notice of this hearing and has mailed notice to the developer. The Board should note that this is a protest hearing.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The Draft Engineer's Report **Attachment 2** distributes the direct expense of all costs for the street lights to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration cost for billing is included in the cost division formula. Therefore, the proposed zone will have no fiscal impact on the District.

Environmental Requirements:

Environmental requirements were a condition of subdivision approval through the county of Humboldt.

Exhibits/Attachments

- Attachment 1 – Resolution 2015-27
- Attachment 2 – Engineers Report Exhibits A Map & B Maintenance Plan
- Attachment 3 – Completed Ballot

RESOLUTION 2015-27

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ESTABLISHING CENTRAL ESTATES PHASE 2C SUBDIVISION STREET LIGHT ZONE # 99 AND CONFIRMING AN ONGOING ASSESSMENT IN CONNECTION WITH SUCH ZONE

WHEREAS, the development of the Central Estates Phase 2C Subdivision (the “Subdivision”) will necessitate the District’s operation and maintenance of the street lights (the “Improvements”) within a proposed project area described as APN 508-252-001; and

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

WHEREAS, Article 5 of the District’s Rules and Regulations authorizes the formation of Street Light Zones as a manner of exercising the District’s authority under Section 61122 of the California Government Code; and

WHEREAS, by its Resolution No. 2015-26 (the “Initiating Resolution”), the District Board proposed the formation of its Central Estates Phase 2C Subdivision Street Light Zone # 99 (the “Zone”) to fund the operation and maintenance of the Improvements through the levy of an assessment (the “Assessment”) in the Project Area; and

WHEREAS, the boundaries of the Zone are the boundaries of the Project Area; and

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

WHEREAS, on October 7, 2015, the District Board held a full and fair public hearing (the “Hearing”) regarding the proposed Assessment and the formation of the Zone; and

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

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

WHEREAS, the District has accepted and tabulated returned assessment ballots in the manner required by Exhibit A to the Initiating Resolution; and

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

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

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

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 7, 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ATTEST:

John Corbett, Board President

Becky Schuette, Board Secretary

ENGINEER'S REPORT
CENTRAL ESTATES PHASE 2C STREET LIGHTING ZONE # 99
DEVELOPER INITIATED STREET LIGHTING ZONE

This report outlines a proposed Street Lighting Zone for the **CENTRAL ESTATES PHASE 2C Subdivision**. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto as **Exhibit A**, and incorporated herein by reference.

The facilities to be operated, maintained, and serviced, include ALL street lights within the subdivision.

Exhibit A – SITE PLAN

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

All residential lots within the Zone will equally share the cost of utilities, maintenance and overhead for the facilities. There are **62** residential lots within the Zone.

Exhibit B – COST ESTIMATE

The cost estimate attached and incorporated herein by reference, details the current estimated costs and expenses for utilities, maintenance and overhead of the street lights in the Zone.

Present monthly costs per lot are summarized as follows:

\$2.92 per month (1/62 share) of the estimated cost for utilities,
maintenance, and overhead

\$0.50 per month charge for Administrative fees

\$3.42 total assessment per lot per month

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation, maintenance and servicing of the street lighting facilities shown on the site plan. Street lighting facilities specially benefit assessed parcels by (i) providing security lighting for the fronts of parcels, (ii) lighting sidewalks used to access the parcels, and (iii) lighting street parking areas adjacent to the parcels.

There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes

the Zone. It is unlikely that persons not associated with assessed parcels will make use of the facilities because (i) The Zone is an isolated residential subdivision, which can be anticipated to have little pass-through traffic at night, and (ii) the facilities are low-level lighting and are not designed to provide substantial lighting to travel lanes. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities, and are not illuminated by the facilities in this Zone. Furthermore, the street lights are geographically disbursed within the Zone, and will be built along with each residential phase, meaning that each assessed parcel will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel's location within the Zone.

The assessed parcels are planned as single family residential parcels, of roughly similar size, meaning that each parcel will receive an equal share of the special benefit. The parcels in the Zone that are not in residential use constitute homeowner association parcels that serve the residential parcels. Homeowner association parcels are commonly owned by the owners of residential parcels and therefore are not separately assessed

The total assessment per lot per month is estimated in 2015 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning **February 2016**, 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 utilities, maintenance, and overhead 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 56 of the District.

9-25-15



Central Estates Phase 2C Streetlights
APN 508-252-01

Street Light Zone #99 Management Plan 2015-16 - Central Estates Phase 2C

Proposed Number of Subdivision Lots

62

Project

Central Estates Phase 2C

Street Light Count

7

Comments

Street Light Count in Above Project / Zone

384

Total Street Light Count for MCSD

Electrical Rates

\$17,103.00

Period

\$/Year

Comments

This was based on 2014 Total Cost for all fixtures per MCSD

\$1,425.25

\$/Month

Equals total yearly cost above divided by 12

Direct Costs

Equipment/Labor/Material	Rate	Life Cycle (Months)	Visits or Replacement (Per Lifecycle)	Monthly Charge	Comments
Current Actual Average Energy Cost per Streetlight	\$3.71			\$3.71	This is the monthly electrical cost per street light
Current Actual Pole Replacement Cost	\$2,250.00	360		\$6.25	Assuming 30 year lifecycle per street light
Actual Loaded Labor for .5 hours	\$26.67		2	\$0.22	Assumed visits per street light per 20 year lifecycle
Actual Boom Truck cost .5 hour visit	\$41.72		2	\$0.35	Assumed visits per street light per 20 year lifecycle
Actual Average Photo Cell Cost	\$13.71		2	\$0.11	Assumed replacements per street light per 20 year lifecycle
Current Average LED Light Fixture Cost	\$407.37	240		\$1.70	Assuming 20 year lifecycle per street light
Pole Inspections	\$103.62		3	\$0.86	Assumed visits per street light per 30 year lifecycle
Total Monthly Direct Cost				\$13.21	Per Street light in above project / zone

Indirect Costs

Description	Rate	Monthly Charge	Comments
Admin/Billing Labor Costs per month	\$2,990.42	\$7.79	This is the monthly cost per street light (actual budget per 005)
Overhead/Fixed Costs (Insurance, etc.)	\$1,884.06	\$4.91	This is the monthly cost per street light (actual budget per 005)
Total Monthly Indirect Cost		\$12.69	Per Street light in above project / zone

Total Cost per Street Light \$25.90 per month

Total Cost for SLZ # 99 \$181.30 per month for all street lights in zone

Total monthly cost per lot for SLZ # 99 \$2.92 per month



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

JIM FURTADO
 3329 HALFWAY AVE
 MCKINLEYVILLE, CA 95519

OFFICIAL ASSESSMENT BALLOT

CENTRAL ESTATES SUBDIVISION PHASE 2C STREET LIGHT ZONE #99

To complete your ballot, mark an (X) in the voting square before the word "YES" or before the word "NO" below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted "Procedures for the Completion, Return, and Tabulation of Assessment Ballots." All ballots must be *received* by the CSD no later than the close of testimony at the public hearing scheduled for October 7, 2015 at 7:00 pm.

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

Central Estates Phase 2C

Your Parcel's Proposed Monthly Assessment Amount is: \$5.13 per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.

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

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

Signed 

Date 9/9/15

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

To Cast Your Ballot: Completed ballots may be personally delivered to the McKinleyville CSD located at 1656 Sutter Rd, McKinleyville, California 95519; or may be mailed to the McKinleyville CSD Office at that address. (A return envelope has been provided for your convenience). Ballots can also be submitted at the public hearing. If you return your ballot by mail, please be sure to allow time for mail delivery; the McKinleyville CSD must receive all ballots no later than the end of the public testimony at the Public Hearing scheduled for October 7, 2015. If you damage or misplace your ballot, a replacement ballot can be obtained from the McKinleyville CSD Office upon request. **All ballots returned must be submitted in a sealed envelope that clearly indicates an Assessment Ballot is enclosed and the ballot must be clearly marked to indicate either a "Yes" or "No" vote and signed, otherwise the ballot will be rejected and not counted.** A ballot previously submitted, may be withdrawn at any time prior to the close of the public hearing by request to the McKinleyville CSD Office by the person(s) that signed the submitted ballot. An assessment ballot may be changed at any time prior to the end of the Public Hearing by requesting a withdrawal of the previous ballot and requesting a replacement ballot. Only the person signing the ballot may make such a request. The replacement ballot must be received by the Secretary of the Board prior to the deadline set forth above.

If you have questions: Should you have any questions prior to the public hearing, you may call Greg Orsini, General Manager at (707) 839-3251 during regular business hours.

McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **October 7, 2015 at 7:00 pm.**, at Azalea Hall located at the 1620 Pickett Road, McKinleyville, CA*

How to cast your ballot:

1. ☒ Check
Yes or No
2.  Sign and
date it
3.  Return to the McKinleyville CSD on or before
Wednesday, October 7, 2015 in accordance with the
deadlines referenced above

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Approve the Minutes of the Board of Directors' Regular Meeting of September 2, 2015**

PRESENTED BY: **Becky Schuette, Board Secretary**

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

Recommendation:

Staff recommends that the Board review the draft minutes from the September 2, 2015 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 2, 2015 Board Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, SEPTEMBER 2, 2015 AT 7:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 CALL TO ORDER and ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:03 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance.

John Corbett, President
George Wheeler, Vice President
David Couch, Director
Helen Edwards, Director
Dennis Mayo, Director

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

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

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

A.4 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Dennis Mayo; Second: Helen Edwards

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

A.5 Closed Session Discussion: No Closed Session

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

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Corbett opened public comment and the following member of the public spoke:

Susan Rotwein: She is a candidate for the Fifth District Harbor Commission seat and wanted to introduce herself to the Board.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of August 5, 2015

D.2 Consider approval of July 2015 Treasurer's Report

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

MOTION: It was moved to adopt the consent calendar items D.1 – D.3.

Motion: Helen Edwards; Second: Dennis Mayo

There were no objections and no comments by the public.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Consider adopting Resolution 2015-26 for Initiating Street Light Zone #99: General Manager Orsini explained the initiation process for the street lights zone and that there would be a single protest ballot, as there was only one property owner for this subdivision. The protest hearing will be scheduled for the October 7, 2015 Regular Board Meeting.

MOTION: It was moved to adopt Resolution 2015-26

Motion: Helen Edwards; Second: Dennis Mayo

There was no public comment and no comment by the Board.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.2 Approve Resolution 2015-23 to Quitclaim a portion of the Ocean West Sewer Easement:

General Manager Orsini advised that this was a necessary and final step in the completion of the Ocean West Sewer Mainline Realignment project that was approved via Resolution earlier this year.

MOTION: It was moved to approve Resolution 2015-23 per staff recommendation.

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.3 Consider Approval of Resolution 2015-24 in Opposition to a Public Goods Charge on Water and Sign Letters in Opposition addressed to our State Legislators:

Introduced by General Manager Orsini, this item presented a lengthy discussion among the Directors in relation to the understanding for the opposition. There was some confusion about the reference to the State's General Fund in the third paragraph of the letter. The Director's agreed to striking some of the language from the letter: deleting the portion "- such as the state's general fund -" from the sentence near the end of the third paragraph and also deleting the last sentence of the third paragraph.

MOTION: It was moved to support the changes to the letters as discussed.

Motion: Dennis Mayo; Second: George Wheeler

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

SECOND MOTION: A second motion was made to adopt Resolution 2015-24.

Motion: Helen Edwards; Second: David Couch

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.4 Consider Association of California Water Agencies (ACWA) Committee Appointment

Nominations for the 2016-2017 Term: Board Secretary, Becky Schuette reviewed the information provided by ACWA regarding the nomination process and that Director Mayo had asked to continue with, and be nominated for, the Federal Affairs Committee. He also advised that he would continue to unofficially work with the other committees that he had been working with, but that he would do that on his own time and would not ask for reimbursement from the District.

MOTION: It was moved to nominate Director Mayo for the Federal Affairs Committee and authorize the President to sign.

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.5 Consider attendance to the Association of California Water Agencies (ACWA) 2015 Fall Conference & Exhibition in Indian Wells, CA, December 1-4, 2015:

It was pointed out that the dates of this event would fall over a regularly scheduled Board Meeting. Directors Wheeler, Edwards and Couch were able to confirm that they would not be attending; therefore a quorum should not be a problem for the December meeting. Director Mayo indicated that he did plan to attend, but only for two days. General Manager Orsini added that interested Board members notify the Board Secretary no later than November 1, 2015 if they wanted to attend.

MOTION: It was moved that any interested Board members be authorized to attend.

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.6 Consider California Special District's Association (CSDA) Committee and Expert Feedback Team Volunteers for 2016:

General Manager Orsini reported that he would like to continue with his position on the CSDA Executive Committee and discussed the role of the Feedback teams. Director Mayo encouraged the Board members to be involved in the committees.

MOTION: It was moved to direct the Board President to sign off on the nominations for anyone interested in participating and reaffirm the General Manager's commitment to CSDA.

Motion: Dennis Mayo; Second: Helen Edwards

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.7 Consider Approval of Policy for the Naming and Dedication of District Facilities:

Recreations Director Lesley Frisbee reviewed the staff note and explained the need for such a policy. President Corbett was provided clarification regarding the requirement for the naming to be 30 days prior to the facility being open for operation. There was some discussion regarding the need for renaming a building after a lengthy period of time but that there not be a set term. The Director's also requested that the MCSD Board of Director's be added to Section 2, subsection 2.1 as being one of the entities that could initiate a name change.

MOTION: It was moved to adopt the dedication policy with the modifications discussed.

Motion: Helen Edwards; Second: Dennis Mayo

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

A brief recess was called at 8:05 pm and the meeting was again called to order at 8:09 pm.

E.8 Discuss Legislative Topics for Submission to the County to assist with the 2016 Legislative Platform development process: General Manager Orsini presented his own sample of a possible issue to present to the County. There were numerous topics discussed among all of the Board members and ultimately it was decided that several topics would be presented and that each of the Directors would provide at least one topic. Director Mayo will be completing something on the Community Forest and water service expansion to Westhaven. Director Wheeler will take on solar and the Humboldt County dikes. Director Couch will offer a topic on providing lower income seniors with water subsidies. President Corbett would like to review General Manager Orsini's topic and tweak the language a little. Director Edwards has already turned in her issue request with the topic of "Access to revenue opportunities equal to that of all types of local agencies." The Board Secretary will email an electronic blank template to the Directors. All issues must be returned to the Board Secretary no later than Monday, September 14 in order to compile and submit the documents by Friday, September 18th.

There was no action or motion.

E.9 Consider and Adopt Resolution 2015-25, approving the Application for Grant Funds from the Recreation Trails Program: Recreation Director Lesley Frisbee presented the item reporting that the money could be eligible to be used as matching funds for the Habitat Conservation Fund grant received earlier this year for the Fischer Ranch Trails Project.

MOTION: It was moved to adopt Resolution 2015-25 per staff recommendation.

Motion: Helen Edwards; Second: George Wheeler

There was no public present for comment.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** Both Directors Wheeler and Couch deferred to Recreation Director Frisbee who reported that the Master Plan was under discussion and being updated. There were some suggestions for the Activity Guide and a review of the Naming and Dedication Policy as well as programs and budget updates.
- b. **Area Fund (John Kulstad):** No report.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo reported that there was a meeting where the financial books were reviewed.

- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Did not meet. President Corbett asked the Board Secretary to prepare a letter to the Executive Director of the Senior Center for his signature, regarding the requirement to have meetings.
- e. **Audit (Corbett/Edwards):** Did not meet.
- f. **Employee Negotiations (Couch/Edwards):** Did not meet.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Did not meet.
- j. **Cornerstone Committee (Couch):** Director Couch reported that the committee had met was working on a list of more people to have on the committee. They also discussed growing fundraiser ideas.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Did not meet.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reported that the reserves account had reached 37% at \$403,659.57. There was a lengthy discussion regarding the unfunded liabilities with CalPERS.
- b. **Operations Department:** Operations Director James Henry had nothing further to add at this time.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee pointed out the attachments to her monthly report regarding the Boys & Girls Club of the Redwoods Business Plan Outline and Partnership Development Timeline. She also reported that the After School Program had a hiccup due to the schools changing their after school release times. It is an hour earlier and this was not reported to her department until this week, therefore the change was not taken into consideration for budgeting.
- d. **General Manager:** General Manager Orsini had nothing further to add.

F.3 President's Report: President Corbett had nothing to report.

F.4 Board comments, announcements, reports and agenda item requests: Directors Mayo reported that he had attended an ACWA event at the train museum in Sacramento (and sang karaoke).

AGENDA ITEM G ADJOURNMENT:

President Corbett adjourned the meeting at 8:53 pm

Becky Schuette, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
Aug 2015**

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McKinleyville Community Services District
Investments & Cash Flow Report
As of Aug 31, 2015

Petty Cash & Change Funds		940.00
<u>Cash</u>		
Operating & Money Market - Beginning Balance		696,347.83
Cash Receipts:		
Utility Billings	562,930.80	
Money Market Account Interest	116.69	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	126,338.84	
Total Cash Receipts		689,386.33
Cash Disbursements:		
Payroll Related Expenditures	(212,413.73)	
Debt Service	(13,695.71)	
Capital & Other Expenditures	(432,244.01)	
Total Cash Disbursements		(658,353.45)
Operating & Money Market - Ending Balance		727,380.71
Total Cash		728,320.71
<u>Investments</u>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
LAIF - Beginning Balance	128,741.38	
Interest Income	-	
LAIF - Ending Balance		128,741.38
Humboldt Co. #2560 - Beginning Balance	1,516,381.45	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income	1,046.46	
Humboldt Co. #2560 - Ending Balance		1,517,427.91
Humboldt Co. #4240 - Beginning Balance	3,701,786.69	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	2,104.32	
Humboldt Co. #4240 - Ending Balance		3,703,891.01
Humboldt Co. #9390 - Beginning Balance	514,244.05	
Reserves Recovery Deposits	23,962.02	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		538,206.07
USDA Bond Reserve Fund - Beginning Balance	167,497.99	
Bond Reserve Payment	7,365.35	
Debt Service Payment	(74,425.00)	
Interest Adjustment	2.79	
USDA Bond Reserve Fund - Ending Balance		100,441.13
Market Valuation Account		(180.00)
Umpqua Bank Meas.B Loan Proceeds - Beginning Balance	1,403,338.06	
Net Transfer to/from Loan Cash Holding Acct	-	
Debt Service Payment	-	
Interest Income/Unrealized Gain/Loss	(1,152.64)	
Umpqua Bank Meas.B Loan Proceeds - Ending Balance		1,402,185.42
Total Investments		7,390,712.92
Total Cash & Investments - Current Month		8,119,033.63
Total Cash & Investments - Prior Month		8,125,664.97
Net Change to Cash & Investments This Month		(6,631.34)
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		7,259,196.70
Davis-Grunsky Loan Reserve		599,393.86
Waste Water Capital Reserve		100,001.94
USDA Bond Reserve		100,441.13
I-Bank Loan Reserve		60,000.00
Total Cash & Investments		8,119,033.63

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of Aug 31, 2015

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 726,339.69	\$ 1,372,887.28	\$ (41,911.30)	\$ 2,327,673.73	\$ 2,887,122.62	\$ 7,272,112.02
Accounts receivable	2,817.08	-	4,157.36	291,230.64	235,389.94	533,595.02
Prepaid expenses & other current assets	45,736.19	-	2,081.35	97,607.15	49,249.71	194,674.40
Total Current Assets	774,892.96	1,372,887.28	(35,672.59)	2,716,511.52	3,171,762.27	8,000,381.44
Noncurrent Assets						
Restricted cash & cash equivalents	181,234.07	-	-	659,393.86	200,443.07	1,041,071.00
Other noncurrent assets	-	-	-	44,530.00	48,704.00	93,234.00
Capital assets (net)	-	-	-	7,887,051.75	13,280,212.28	21,167,264.03
Total Noncurrent Assets	181,234.07	-	-	8,590,975.61	13,529,359.35	22,301,569.03
TOTAL ASSETS	\$ 956,127.03	\$ 1,372,887.28	\$ (35,672.59)	\$ 11,307,487.13	\$ 16,701,121.62	\$ 30,301,950.47
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 72,439.51	\$ 252,700.24	\$ 252.10	\$ 239,843.64	\$ 27,541.85	\$ 592,777.34
Accrued payroll & related liabilities	88,519.02	-	-	37,695.90	37,778.35	163,993.27
Total Current Liabilities	160,958.53	252,700.24	252.10	277,539.54	65,320.20	756,770.61
Noncurrent Liabilities						
Long-term debt	-	-	-	3,026,379.20	757,037.91	3,783,417.11
Other noncurrent liabilities	-	-	-	837,118.87	885,399.61	1,722,518.48
Total Noncurrent Liabilities	-	-	-	3,863,498.07	1,642,437.52	5,505,935.59
TOTAL LIABILITIES	160,958.53	252,700.24	252.10	4,141,037.61	1,707,757.72	6,262,706.20
Fund Balance/Net Assets						
Fund balance	82,035.96	1,120,187.04	(35,924.69)	-	-	1,166,298.31
Net assets	713,132.54	-	-	2,305,776.97	2,470,189.53	5,489,099.04
Investment in capital assets, net of related debt	-	-	-	4,860,672.55	12,523,174.37	17,383,846.92
Total Fund Balance/Net Assets	795,168.50	1,120,187.04	(35,924.69)	7,166,449.52	14,993,363.90	24,039,244.27
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 956,127.03	\$ 1,372,887.28	\$ (35,672.59)	\$ 11,307,487.13	\$ 16,701,121.62	\$ 30,301,950.47
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,708,328.96					
General Long-term Liabilities						
PG&E Streetlights Loan	86,080.55					
Meas. B Loan: Teen/Community Center	1,432,701.00					
OPEB Liability	276,539.23					
CalPERS Pension Liability/Deferred Inflows-Outflows	542,861.00					
Accrued Compensated Absences	40,783.04					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,378,964.82					

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
Aug 2015

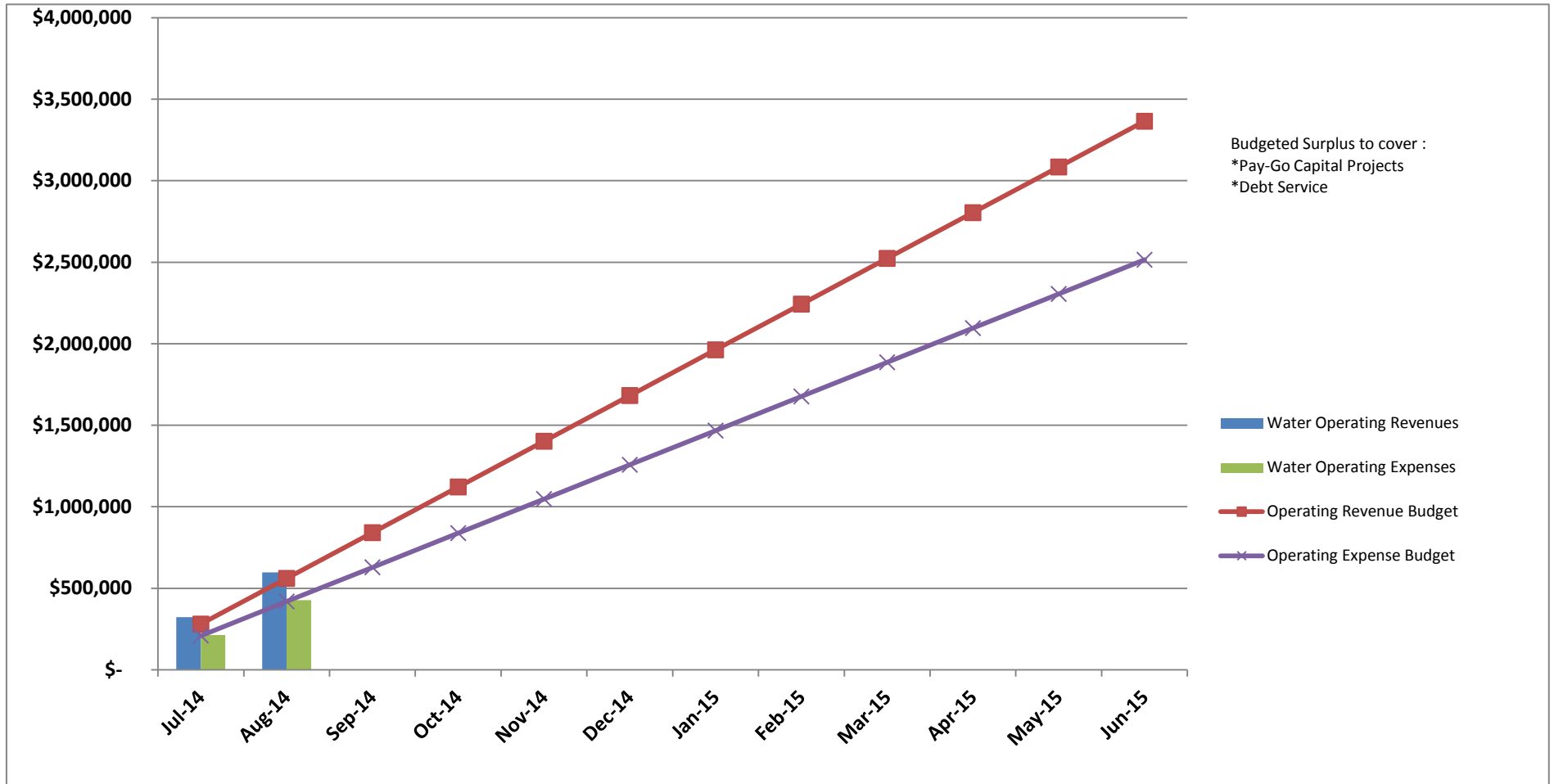
Department Summaries	July	August	% of Year 16.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales	309,118	263,720	572,838	494,868	77,970	15.76%	Budget spread evenly over 12 months - actual water sales vary seasonally
Other Revenues	16,486	283,835	300,321	65,910	234,411	355.65%	Includes YTD Capacity Fees of \$18,378 and Contrib. Construction of \$256,860
Total Operating Revenues	325,605	547,554	873,159	560,778	312,381	55.70%	
Salaries & Benefits	83,402	73,001	156,403	139,235	17,168	12.33%	Includes annual PERS pmt for MCSD share of unfunded liability
Water Purchased	70,831	72,471	143,301	159,559	(16,258)	-10.19%	Partly due to reduction of pass-through costs and timing of non-read week
Other Expenses	32,043	41,905	73,948	67,898	6,050	8.91%	
Depreciation	27,200	27,200	54,400	52,500	1,900	3.62%	
Total Operating Expenses	213,475	214,576	428,052	419,192	8,860	2.11%	
Net Operating Income	112,129	332,978	445,108	141,586	321,241		
Interest Income	996	1,047	2,044	1,385	659	47.55%	Interest rate higher than originally estimated
Interest Expense	(6,223)	(6,109)	(12,333)	(12,267)	66	0.54%	
Net Income (Loss)	106,902	327,916	434,818	130,704	304,114		
<u>Sewer</u>							
Sewer Service Charges	227,729	212,052	439,781	398,870	40,911	10.26%	Budget spread evenly over 12 months - actual sewer charges vary seasonally
Other Revenues	8,325	356,982	365,307	65,878	299,429	454.52%	Includes YTD Capacity Fees of \$39,013 and Contrib. Construction of \$310,090
Total Operating Revenues	236,054	569,034	805,088	464,748	340,340	73.23%	
Salaries & Benefits	90,145	68,119	158,264	155,740	2,524	1.62%	
Other Expenses	45,625	43,866	89,491	92,987	(3,496)	-3.76%	
Depreciation	39,150	39,150	78,300	80,000	(1,700)	-2.13%	
Total Operating Expenses	174,920	151,135	326,055	328,727	(2,672)	-0.81%	
Net Operating Income	61,134	417,899	479,033	136,021	343,012		
Interest Income	1,814	1,293	3,106	3,333	(227)	-6.80%	
Interest Expense	(3,156)	(2,936)	(6,093)	(6,962)	(869)	-12.49%	
Net Income (Loss)	59,791	416,255	476,046	132,392	343,654		
Enterprise Funds Net Income (Loss)	166,693	744,171	910,865	263,096	647,769		

Treasurer's Report Page 4

McKinleyville Community Services District

Aug 2015

Comparison of Water Fund Operating Revenues & Expenses to Budget

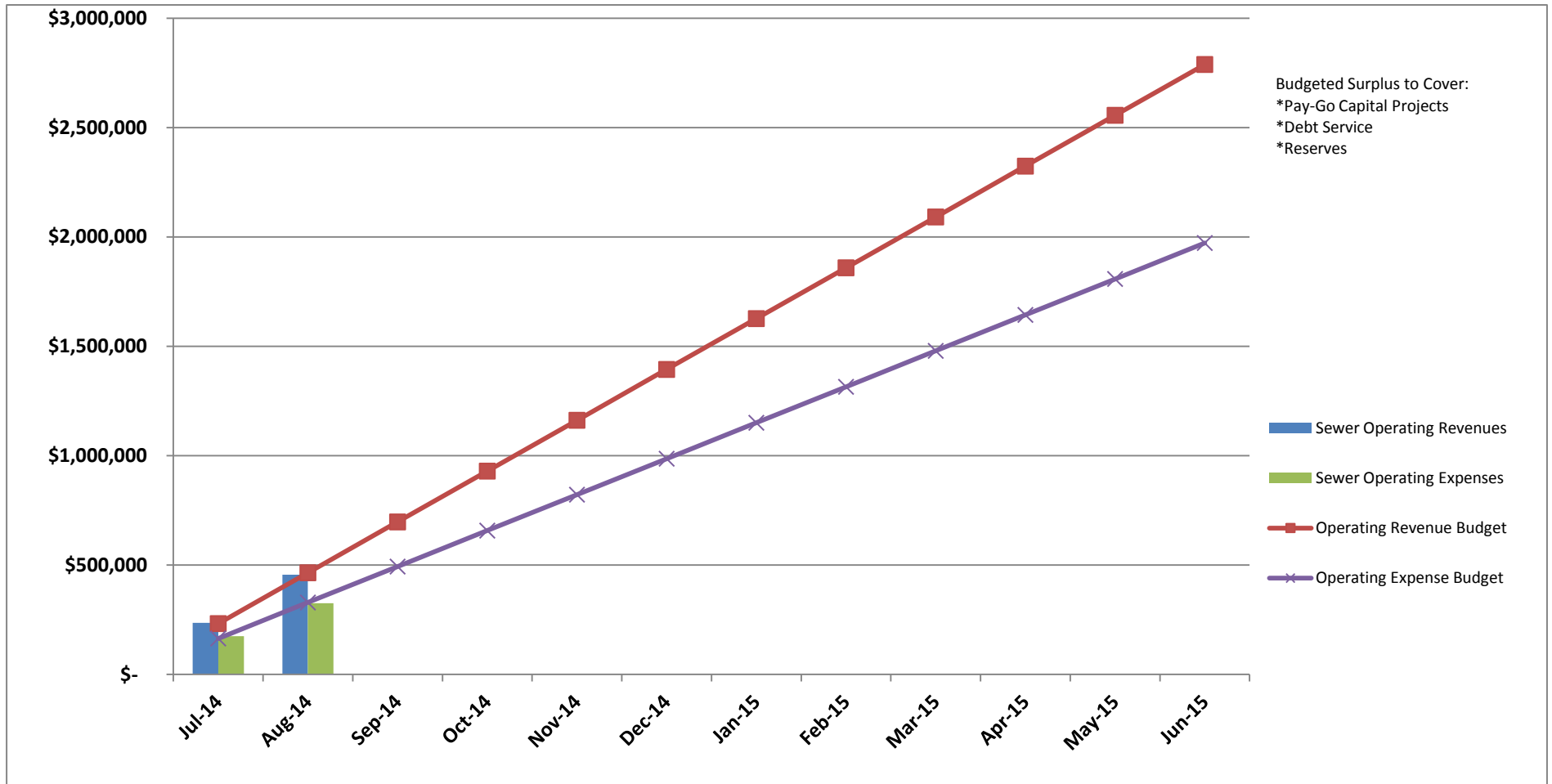


Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District

Aug 2015

Comparison of Sewer Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 6, Selected Graphic Comparisons

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
Aug 2015

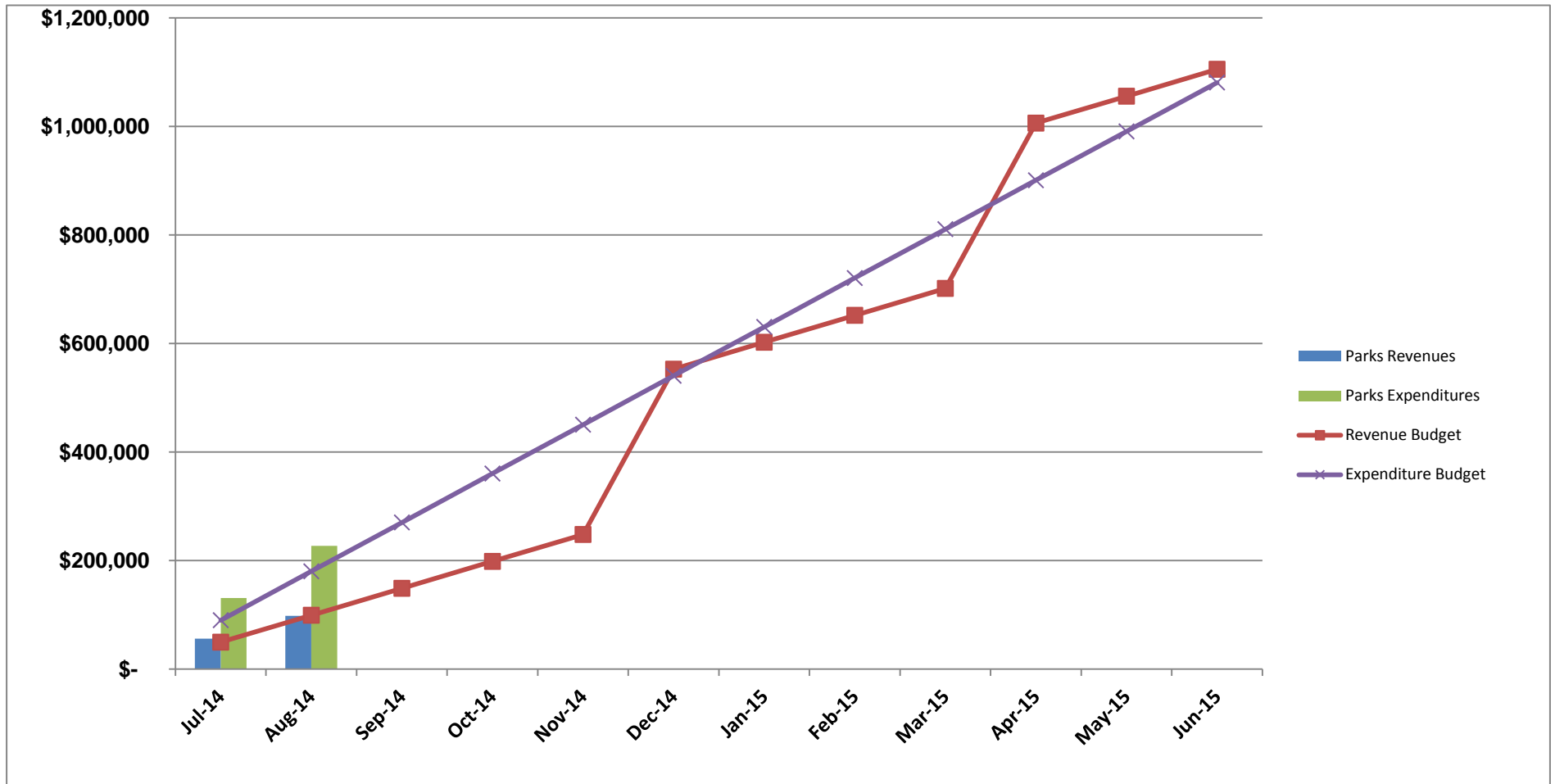
Department Summaries	July	August	% of Year 16.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>							
Program Fees	41,673	26,354	68,027	59,058	8,969	15.19%	Budget is spread evenly across 12 months, but actuals vary with programs
Rents & Related Fees	5,619	4,218	9,837	12,537	(2,700)	-21.54%	Budget is spread evenly across 12 months, but actuals vary with rentals
Property Taxes	-	-	-	85,000	(85,000)	-100.00%	County Tax remittance scheduled in December and April
Other Revenues	7,465	10,686	18,151	26,250	(8,099)	-30.85%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Income	1,148	923	2,071	1,367	704	51.49%	Interest rate higher than originally estimated
Total Revenues	55,905	42,180	98,086	184,212	(86,126)	-46.75%	
Salaries & Benefits	83,586	70,098	153,684	135,400	18,284	13.50%	Includes annual PERS pmt for MCSD share of unfunded liability
Other Expenditures	17,492	25,894	43,386	35,360	8,026	22.70%	
Capital Expenditures	29,830	-	29,830	9,387	20,443	217.78%	CIP costs posted with purchases/payments, not spread over 12 months
Total Expenditures	130,908	95,993	226,900	180,147	46,753	25.95%	
Excess (Deficit)	(75,003)	(53,812)	(128,815)	4,065	(132,880)		
<u>Measure B Assessment</u>							
Total Revenues	1,977	(1,139)	839	341,667	(340,828)	-99.75%	County Tax remittance scheduled in December, April
Salaries & Benefits	7,136	6,594	13,730	18,285	(4,555)	-24.91%	Includes unrealized gains/losses on cash assets
Other Expenditures	7,242	(3,323)	3,919	23,080	(19,161)	-83.02%	Includes annual PERS pmt for MCSD share of unfunded liability
Capital Expenditures	224,858	272,620	497,478	300,000	197,478	65.83%	Correction of interest expense on Meas. B Loan from previous month
Total Expenditures	239,236	275,891	515,127	341,365	173,762	50.90%	Teen Center - actuals will vary with project progress and pmts from Reserves
Excess (Deficit)	(237,259)	(277,029)	(514,288)	302	(514,590)		
<u>Street Lights</u>							
Total Revenues	7,784	7,990	15,774	15,640	134	0.85%	
Salaries & Benefits	4,791	3,052	7,843	6,739	1,104	16.39%	Includes annual PERS pmt for MCSD share of unfunded liability
Other Expenditures	2,291	1,668	3,959	5,207	(1,248)	-23.96%	Pole maintenance not yet scheduled
Capital Expenditures/Loan Repayment	1,655	1,655	3,311	3,684	(373)	-10.13%	PG&E LED Project Debt repayment
Total Expenditures	8,738	6,375	15,114	15,630	(516)	-3.30%	
Excess (Deficit)	(955)	1,615	660	10	(650)		
Governmental Funds Excess (Deficit)	(313,216)	(329,227)	(642,443)	4,377	(646,820)		

Treasurer's Report Page 7

McKinleyville Community Services District

Aug 2015

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget

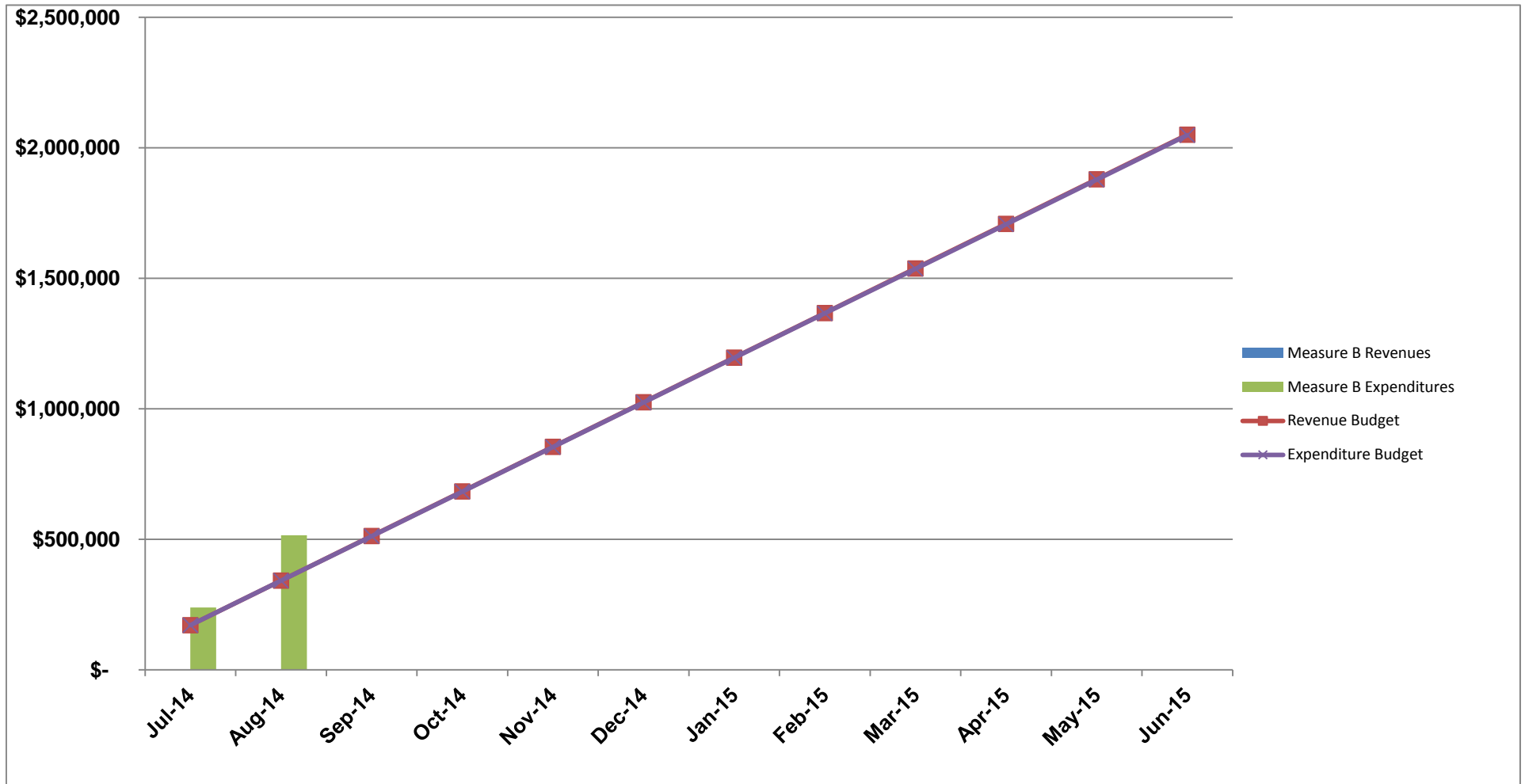


Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District

Aug 2015

Comparison of Measure B Fund Total Revenues & Expenditures to Budget

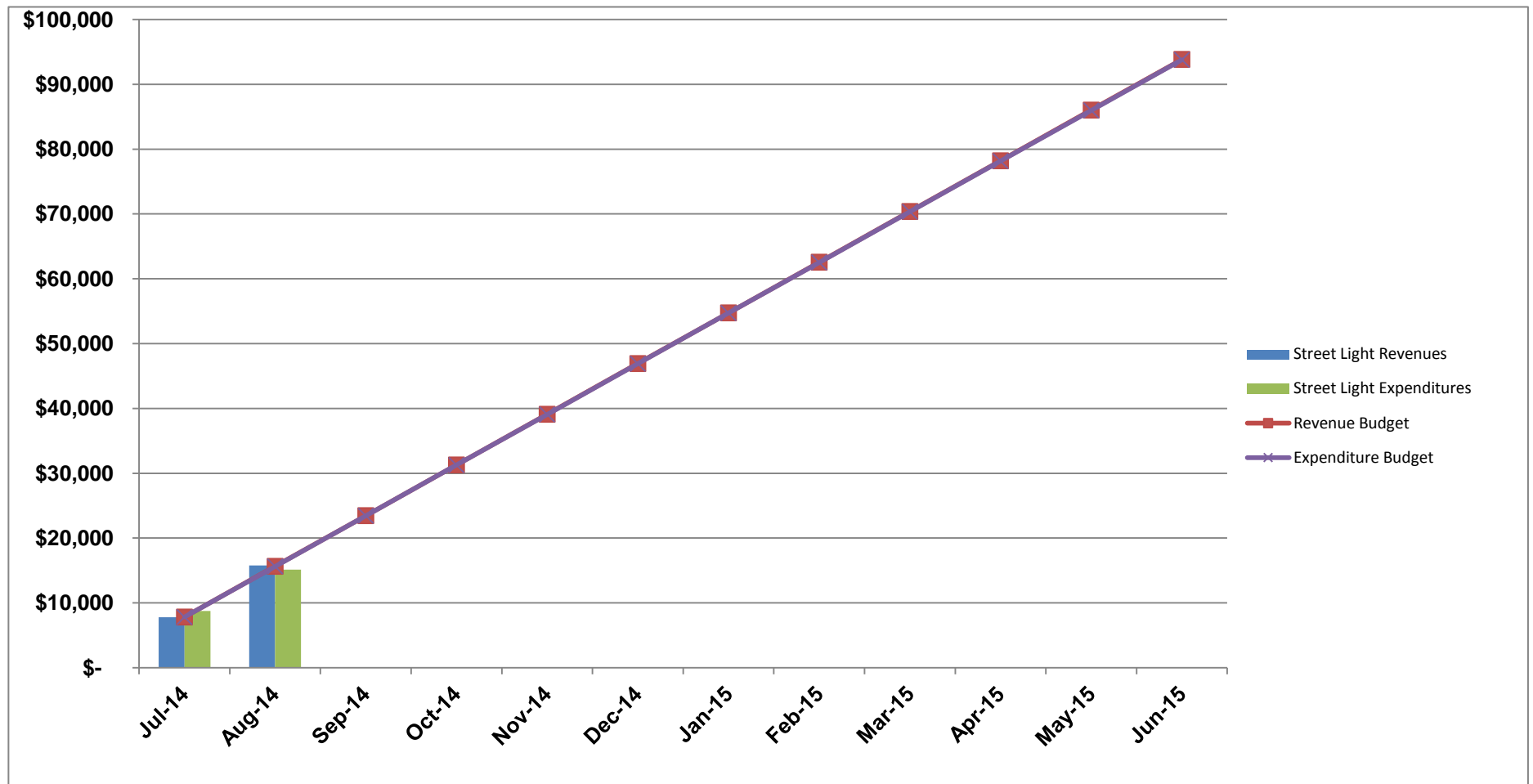


Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District

Aug 2015

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

McKinleyville Community Services District
Capital Expenditure Report
As of Aug 31, 2015

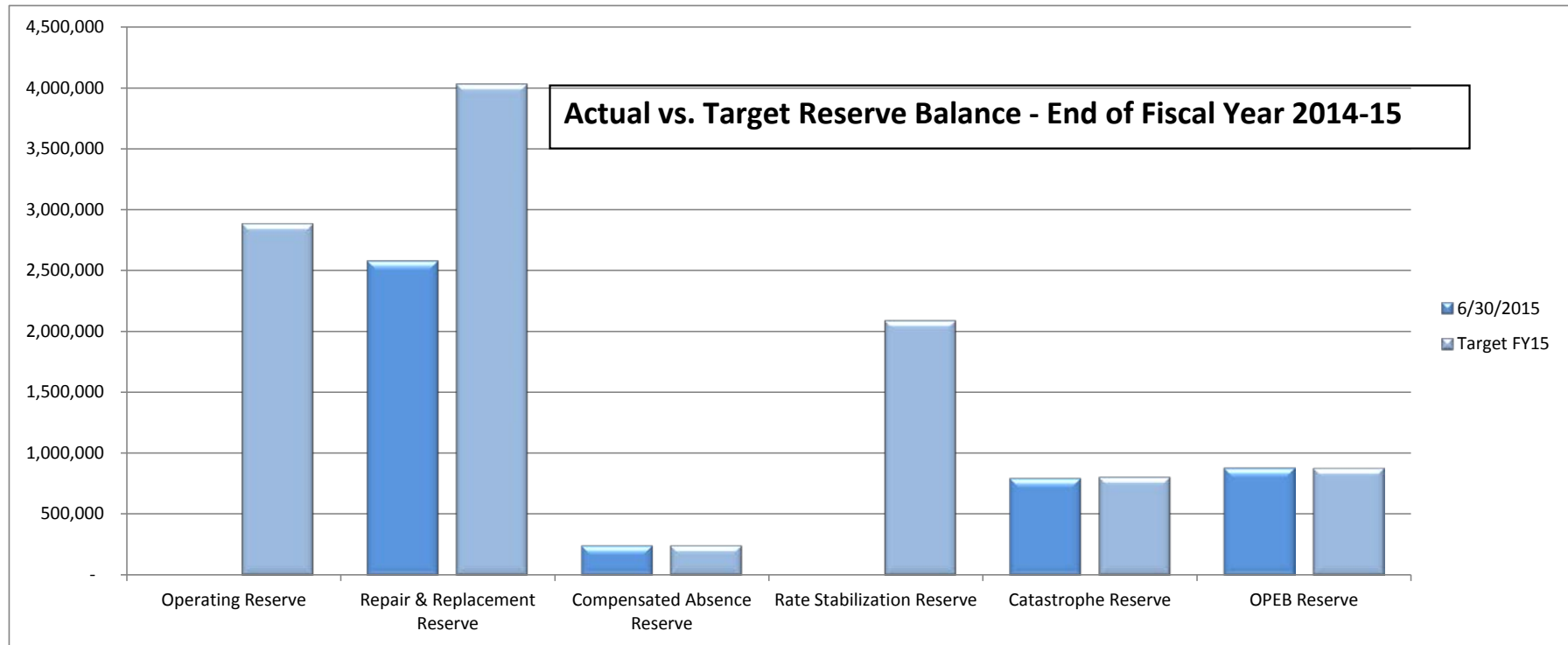
	July	August	YTD Total	FY 15-16 Budget	Remaining		
					Budget \$	Budget %	Notes
Water Department							
Water Tank Upgrade	-	-	-	350,000	350,000	100%	Tank Painting
4.5m New Water Tank			-	30,000	30,000	100%	Drilling, LACO Assoc.
Emergency Water Supply	8,881	-	8,881	40,000	31,119	78%	Emergency Water Supply
Fire Hydrant System Upgrade	-	-	-	13,000	13,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	29	29	131,000	130,971	100%	Radio meters purch/install
Water Main Rehab & Replacement	-	-	-	100,000	100,000	100%	Water Main Rehab
Property Purchase & Improvements	-	-	-	200,000	200,000	100%	Property Purch/Improvements
Subtotal	8,881	29	8,910	864,000	855,090	99%	
Sewer Department							
Sewer Main Rehab & Replacement	-	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF & Fischer Lift Stn Grinder Upgrade			-	15,000	15,000	100%	WWMF/Fischer Lift Stn Grinder
Sewer Main Camera Unit			-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	97	11,938	12,035	13,000,000	12,987,965	100%	WWMF design & start construction
Radio Telemetry Upgrade			-	30,000	30,000	100%	Radio Telemetry upgrade
Sewer Lift Station Pump/Gen Upgrades			-	175,000	175,000	100%	
Customer Radio Meter Replacements			-	131,000	131,000	100%	Radio meters purch/install
Underground Locator Pipe & Camera			-	5,000	5,000	100%	
SCBA Apparatus and Bottles			-	6,000	6,000	100%	
Subtotal	97	11,938	12,035	13,442,000	13,429,965	100%	
Water & Sewer Operations							
Heavy Equipment			-	100,000	100,000	100%	Dump Truck, Tractor attachmts
Utility Vehicles			-	62,000	62,000	100%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	-	-	-	#DIV/0!	Facilities upgrade/sealcoat
Computers & Software	-		-	19,000	19,000	100%	File Server, Office13, Projector
GIS/SEMS/CADD Equipment/Software			-	4,000	4,000	100%	SCADA, AutoCAD, GIS computers
Fischer Ranch - Barn & Fence upgrades, Unde	-		-	5,000	5,000	100%	Barn & Fence upgrades
Fischer Ranch -Disposal Site Upgrade			-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other			-	15,000	15,000	100%	Ops Office Eq./Emergency Eqp
Subtotal	-	-	-	1,705,000	1,705,000	100%	
Enterprise Funds Total	8,978	11,967	20,945	16,011,000	15,990,055	100%	
Parks & Recreation Department							
Hiller Park & Sports Complex	2,072	-	2,072	9,000	6,928	77%	Signage & Landscaping
Pierson Park Upgrades	-	-	-	-	-	#DIV/0!	
Washington Avenue Park Project	-		-	-	-	#DIV/0!	
Azalea Hall Projects	3,971		3,971	5,000	1,029	21%	PA system - Audio/Visual
McKinleyville Activity Center Upgrades	3,971		3,971	13,000	9,029	69%	Flooring replacement
Law Enforcement Facility Improvements	-		-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	224,858	272,620	497,478	115,000	(382,478)	-333%	Teen Center Project
Other Parks Projects & Equipment	19,815	-	19,815	29,000	9,185	32%	Vehicles and Equipment
Subtotal	254,689	272,620	527,309	171,000	(356,309)	-208%	
Streetlights							
Pole Replacement	-	-	-	2,000	2,000	100%	Pole Replacement
Subtotal			-	2,000	2,000	100%	
Governmental Funds Total	254,689	272,620	527,309	173,000	(354,309)	-205%	
All Funds Total	518,355	557,207	548,254	16,184,000	15,635,746	97%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of Aug 31, 2015

Principal Maturities and Scheduled Interest

		Maturity		Balance - July	Balance - Aug 31,		
	%	Date		31, 2015	2015	FY-16	Thereafter
Water Fund:							
I-Bank		8/1/30	P	801,513.49	801,513.49	-	801,513.53
Interest	3.37%		I			27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	134,932.55	134,932.55	11,125.84	123,806.70
Interest	1.0%		I			1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,783,306.35	1,783,306.35	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	306,626.81	306,626.81	17,035.12	289,591.69
Interest	2.5%		I			44,582.66	408,486.72
Total Water Fund-Principal				3,026,379.20	3,026,379.20	107,821.40	2,918,557.83
Total Water Fund-Interest						73,602.49	634,639.07
Total Water Fund				3,026,379.20	3,026,379.20	181,423.89	3,553,196.90
Sewer Fund:							
State of CA WRCB (SCEP I)		4/15/16	P	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	
State of CA WRCB (SCEP II)		3/27/18	P	79,524.80	79,524.80	25,838.70	53,686.60
Interest	2.6%		I			2,067.64	2,102.41
Umpqua Bank		12/4/17	P	125,669.42	121,593.01	45,772.01	79,721.79
Interest	5.5%		I			5,317.27	3,506.57
USDA (Sewer Bond)		8/1/22	P	575,000.00	515,000.00	-	515,000.00
Interest	5.0%		I			13,575.00	90,875.00
Total Sewer Fund-Principal				821,114.32	757,037.91	112,530.81	648,408.39
Total Sewer Fund-Interest						20,959.91	96,483.98
Total Sewer Fund				821,114.32	757,037.91	133,490.72	744,892.37
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	1,432,701.00	1,432,701.00	75,508.00	1,357,193.00
	3.55%		I			50,217.82	362,864.53
Streetlights Fund: LED Proj Loan, PG&E			P	87,735.95	86,080.55	16,254.00	69,526.55
	0.0%		I				-
Total Principal				5,367,930.47	5,302,198.66	312,114.21	4,993,685.77
Total Interest						144,780.22	1,093,987.58
Total				5,367,930.47	5,302,198.66	456,894.43	6,087,673.35

McKinleyville Community Services District
Board Designated Reserve Balances
As of Aug 31, 2015



- Utility Accounts Receivable Turnover Days

As of Aug 31, 2015

16.2 Days

- YTD Breakeven Revenue, Water Fund: 379,748.44

- YTD Actual Water Sales: 572,838.23

- Days of Cash on Hand - Operations Checking Account

50.4 Days

McKinleyville Community Services District
Cash Disbursement Report
For the Period August 1 through August 31, 2015

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
29945	8/3/2015	COU06	COUNTY OF HUMBOLDT	15,000.95	B50803P	TEEN CENTER PERMIT
29946	8/4/2015	*0006	REC PROGRAM REFUND KT	45.00	B50730	REC PROGRAM REFUND KT
29947	8/4/2015	*0007	REC PROGRAM REFUND DC	20.00	B50730	REC PROGRAM REFUND DC
29948	8/4/2015	ACT01	ACTION RENTAL	200.10	18041	REC PROGRAM FIELD TRIP
29949	8/4/2015	ADA02	ADAPCO,INC	609.32	102434	REPAIRS/ SUPPLIES
29950	8/4/2015	ADV04	ADVANCED DISPLAY AND SIGN	53.28	511609	REPAIRS/ SUPPLIES
29951	8/4/2015	COA01	COASTAL BUSINESS SYSTEMS	342.09	17289288	COPIER MAINTENANCE AGREEMENT
29952	8/4/2015	COR07	JOHN W. CORBETT	125.00	B50730	BOARD MTG ON 7/1/15
29953	8/4/2015	COU02	HUMBOLDT COUNTY ASSESSOR	6.50	B50730	MEASURE B MAPS
29954	8/4/2015	COU09	DAVID R. COUCH	125.00	B50730	BOARD MTG ON 07/01/2015
29955	8/4/2015	EDW01	HELEN L. EDWARDS	125.00	B50730	BOARD MTG ON 07/01/2015
29956	8/4/2015	HAC01	HACH COMPANY	670.21	9455069	LAB TESTING SUPPLIES
29957	8/4/2015	HUC01	DELILAH HUCK	-	B50730u	CONTRACTED INSTRUCTOR PAY
29958	8/4/2015	HUM07	HUMBOLDT BAY MARITIME MUSEUM	215.00	B50629	REC PROGRAM FIELD TRIP
29959	8/4/2015	MAY02	DENNIS MAYO	125.00	B50730	BOARD MTG ON 07/01/2015
29960	8/4/2015	NOR08	NORTHERN CALI GLOVES	224.59	37803	SAFETY SUPPLIES
29961	8/4/2015	NOR37	N. COAST UNIFIED AIR QUAL. MGMT	2,072.09	5297	ANNUAL PERMIT RENEWAL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29962	8/4/2015	PAT01	GAYLE PATRICE	107.90	B50730	CONTRACT INSTRUCTOR PMT
29963	8/4/2015	PRO01	PROFESSIONAL CREDIT SERVICES	38.66	B50715	RECOVERY OF BAD DEBTS
29964	8/4/2015	RES05	RESERVE ACCOUNT	1,500.00	B50728	POSTAGE METER REFILL
29965	8/4/2015	SCH11	BECKY SCHUETTE	1,200.00	B50728	AFLAC FLEX SPENDING REIMB
29966	8/4/2015	SUD01	SUDDENLINK	134.95	B50730	INTERNET SERVICES
29967	8/4/2015	WHE02	GEORGE A. WHEELER JR.	125.00	B50730	BOARD MTG ON 07/01/2015
29968	8/4/2015	\A001	MQ CUSTOMER REFUND FOR AL	351.20	000B50801	MQ CUSTOMER REFUND FOR AL
29969	8/4/2015	\B025	MQ CUSTOMER REFUND FOR BA	109.02	000B50801	MQ CUSTOMER REFUND FOR BA
29970	8/4/2015	\B027	MQ CUSTOMER REFUND FOR BA	12.86	000B50801	MQ CUSTOMER REFUND FOR BA
29971	8/4/2015	\C013	MQ CUSTOMER REFUND FOR CO	61.37	000B50801	MQ CUSTOMER REFUND FOR CO
29972	8/4/2015	\D010	MQ CUSTOMER REFUND FOR DA	45.00	000B50801	MQ CUSTOMER REFUND FOR DA
29973	8/4/2015	\D011	MQ CUSTOMER REFUND FOR DE	18.90	000B50801	MQ CUSTOMER REFUND FOR DE
29974	8/4/2015	\H005	MQ CUSTOMER REFUND FOR HA	32.90	000B50801	MQ CUSTOMER REFUND FOR HA
29975	8/4/2015	\J010	MQ CUSTOMER REFUND FOR JO	38.19	000B50801	MQ CUSTOMER REFUND FOR JO
29976	8/4/2015	\J013	MQ CUSTOMER REFUND FOR JO	43.92	000B50801	MQ CUSTOMER REFUND FOR JO
29977	8/4/2015	\K014	MQ CUSTOMER REFUND FOR KE	216.83	000B50801	MQ CUSTOMER REFUND FOR KE
29978	8/4/2015	\K015	MQ CUSTOMER REFUND FOR KI	29.79	000B50801	MQ CUSTOMER REFUND FOR KI
29979	8/4/2015	\M017	MQ CUSTOMER REFUND FOR MA	5.15	000B50801	MQ CUSTOMER REFUND FOR MA
29980	8/4/2015	\P013	MQ CUSTOMER REFUND FOR PA	81.21	000B50801	MQ CUSTOMER REFUND FOR PA
29981	8/4/2015	\P014	MQ CUSTOMER REFUND FOR PE	7.29	000B50801	MQ CUSTOMER REFUND FOR PE
29982	8/4/2015	\P027	MQ CUSTOMER REFUND FOR PO	70.02	000B50801	MQ CUSTOMER REFUND FOR PO

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29983	8/4/2015	\P028	MQ CUSTOMER REFUND FOR PR	48.75	000B50801	MQ CUSTOMER REFUND FOR PR
29984	8/4/2015	\W012	MQ CUSTOMER REFUND FOR WI	56.66	000B50801	MQ CUSTOMER REFUND FOR WI
29985	8/4/2015	\W013	MQ CUSTOMER REFUND FOR WR	67.97	000B50801	MQ CUSTOMER REFUND FOR WR
29986	8/10/2015	ACW01	CB&T/ACWA-JPIA	8,255.97	B50806	GRP. HEALTH INS
29987	8/10/2015	ADV01	ADVANCED SECURITY SYSTEM	450.00	305081	SECURITY SYSTEM
29988	8/10/2015	BAN01	BANKCARD CENTER	349.16	B50715	SMALL TOOL PURCHASE
29989	8/10/2015	CON09	CONSTANT CONTACT	336.00	B50805	SUBSCRIPTION
29990	8/10/2015	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B50804	EQUIP. MAINT.
29991	8/10/2015	FED01	FedEx Office	76.38	B50804	TEEN CENTER
29992	8/10/2015	FRE02	MICHAEL FREEMAN	41.31	B50805	SAFETY ALLOTMENT
29993	8/10/2015	HAR13	The Hartford - Priority A	383.98	B50805	LIFE INSURANCE
29994	8/10/2015	HUM01	HUMBOLDT BAY MUNICIPAL WA	70,830.53	B50804	WATER PURCHASED
29995	8/10/2015	LAC01	Laco Associates	2,005.00	35842	PROFESSIONAL SERVICES
				1,381.00	35843	PROFESSIONAL SERVICES
			Check Total:	<u>3,386.00</u>		
29996	8/10/2015	MAY03	DENNIS MAYO	10.00	B50805	ACWA BOARD MEETING
29997	8/10/2015	MCS01	MCSD C/O HUMBOLDT COUNTY	24,004.11	B50805	REVENUE RECOVERY SURCHARGE
29998	8/10/2015	MEN01	MENDES SUPPLY CO.	409.28	B50706	SMALL TOOLS
				8,837.63	B50806	REPAIRS/SUPPLY
			Check Total:	<u>9,246.91</u>		
29999	8/10/2015	MIL01	Miller Farms Nursery	14,267.61	B50805	REPAIRS/SUPPLY
30000	8/10/2015	NOR01	NORTH COAST LABORATORIES	256.00	B50715	LAB TESTS
30001	8/10/2015	NYS01	COREY NYSTROM	77.63	B50806	TEEN CENTER

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30002	8/10/2015	PGE01	PG & E (Office & Field)	17,714.35	B50806	GAS & ELECTRIC
30003	8/10/2015	REN01	RENNER PETROLEUM	3,786.10	B50807	GAS/OIL/LUBE
30004	8/10/2015	SLO01	DIANE SLOANE	186.85	B50807	AFLAC FLEX REIMBURSEMENT
30005	8/10/2015	SPO02	SPORT & CYCLE INC	18.48	197069	REC PROGRAM SUPPLIES
30006	8/10/2015	TWO01	TWO BROTHERS CATHODIC SERVICE	1,600.00	513	EQUIP. MAINT.
30007	8/10/2015	UND01	UNDERGROUND SERVICE ALERT	276.24	B50807	SUBSCRIPTIONS
30008	8/10/2015	USB01	U.S. BANK TRUST N.A.	7,365.35	B50807	SEWER BOND PAYMENT
30009	8/10/2015	VER01	VERIZON WIRELESS	96.83	B50807	CELL PHONES FOR JULY
30010	8/13/2015	BAN01	BANKCARD CENTER	3,270.20	B50813P	OFFICE/PROGRAM SUPPLIES
30011	8/17/2015	ADA01	ADAMS COMMERCIAL GC	195,664.32	1	TEEN CENTER CONSTRUCTION
30012	8/17/2015	ARC02	Arcata Stationers	405.68	B50805	OFFICE SUPPLIES
30013	8/17/2015	BAS01	BASIC LABORATORY INC.	188.50	B50805	LAB TESTING
30014	8/17/2015	COA01	COASTAL BUSINESS SYSTEMS	912.05	17367515	EQUIPMT LEASE
30015	8/17/2015	COS03	COSTCO WHOLESALE	181.53	B50804	REC PROGRAM SUPPLIES
30016	8/17/2015	HAR03	HARVEY M. HARPER CO.	157.03	B50805	VEHICLE MAINT
30017	8/17/2015	HUM08	HUMBOLDT SANITATION	1,054.00	B50805	TRASH SERVICE
30018	8/17/2015	IND01	INDEPENDENT BUS. FORMS	3,548.44	B50805	OFFICE SUPPLIES
30019	8/17/2015	IND02	Industrial Electric Serv	85.75	16319	REPAIRS/SUPPLY
30020	8/17/2015	MCK04	MCK ACE HARDWARE	570.48	B50805	REPAIRS/SUPPLY
30021	8/17/2015	NEC01	NEC FINANCIAL SERVICES, LLC	375.66	1824320	PHONE SERVICE FOR AUG 2015
30022	8/17/2015	NOR01	NORTH COAST LABORATORIES	3,461.00	B50806	LAB TESTS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30023	8/17/2015	ORE01	O'REILLY AUTOMOTIVE, INC.	129.59	B50709	SMALL TOOL PURCHASE
				83.87	B50806	REPAIRS/SUPPLY
			Check Total:	<u>213.46</u>		
30024	8/17/2015	STA01	STATEWIDE TRAFFIC	220.83	9000561	REPAIRS/SUPPLIES/ SAFETY
30025	8/17/2015	THO02	Thomas Home Center	1,185.82	B50807	REPAIRS/SUPPLY
30026	8/17/2015	THR01	THRIFTY SUPPLY COMPANY	39.26	1386421	REPAIRS/SUPPLIES
30027	8/17/2015	WIL09	WILLDAN FINANCIAL SERVICE	2,669.52	B50807	PROFESSIONAL SERVICES
30028	8/24/2015	*0008	AZALEA HALL DEPOSIT REFUND KA	100.00	B50821	AZALEA HALL DEPOSIT REFUND KA
30029	8/24/2015	*0009	AZALEA HALL DEPOSIT REFUND MT	100.00	B50821	AZALEA HALL DEPOSIT REFUND MT
30030	8/24/2015	*0010	KIDS CAMP REFUND SS	98.00	B50821	KIDS CAMP REFUND SS
30031	8/24/2015	ACC03	ACCRAM, INC.	746.95	3262289	BILLING PRINTER MAINTENANCE
30032	8/24/2015	ATT01	AT&T	702.24	B50821	PHONE SERVICES FOR AUG 2015
30033	8/24/2015	BRU04	REBECCA J. BRUINEKOOL	3,526.25	B50821	CONTRACTED INSTRUCTOR
30034	8/24/2015	COR01	CORBIN WILLITS SYSTEMS, INC	65.00	B50731	PROFESSIONAL SERVICES
30035	8/24/2015	DIS03	DISCOUNT SCHOOL SUPPLY	233.60	332198501	REC PROGRAM SUPPLIES
30036	8/24/2015	KEN02	KENNEDY/JENKS CONSULTANTS	11,057.50	94259	WWMF UPGRADE
30037	8/24/2015	LES01	LES SCHWAB TIRE CENTER	142.43	B50805	VEHICLE REPAIRS
30038	8/24/2015	MES01	KIRSTEN MESSMER	74.31	B50821	REC PROGRAM SUPPLIES
30039	8/24/2015	MIL03	THE MILL YARD	172.14	42252	REPAIRS/SUPPLIES
30040	8/24/2015	MIT01	Mitchell, Brisso, Delaney	924.00	36539	LEGAL SERVICES
30041	8/24/2015	NAP02	NAPA AUTO PARTS	42.05	B50806	REPAIRS/ SUPPLIES
30042	8/24/2015	NOR03	NO. COAST VETERINARY HOSPITAL	190.00	8775	GOAT MAINTENANCE/TREATMENT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30043	8/24/2015	NOR13	NOR. CAL. SAFETY CONSORTIUM	80.00	21572	SAFETY TRAINING
30044	8/24/2015	NOR35	NOR. HUMBOLDT EMPLOYMENT SVCS	790.09	B50806	OPEN SPACE/CENTRAL AVE MAINT
30045	8/24/2015	NYL01	NYLEX.NET	144.00	851	PROFESSIONAL SERVICES
30046	8/24/2015	PGE02	PACIFIC GAS & ELECTRIC	2,517.08	B50824	STREETLIGHTS
30047	8/24/2015	PLA01	PLANWEST PARTNERS, INC.	489.77	15-229-02	REPAIRS/ SUPPLIES
30048	8/24/2015	RES05	RESERVE ACCOUNT	1,500.00	B50821	POSTAGE METER
30049	8/24/2015	S&S02	S & S WORLDWIDE, INC.	796.18	B50821	REC PROGRAM SUPPLIES
30050	8/24/2015	SAF04	SAFEWAY INC. FILE # 72905	124.25	B50821	OFFC/REC PROGRAM SUPPLIES
30051	8/24/2015	SCR01	SCRAPPER'S EDGE	111.86	1-107456	TEEN CENTER
30052	8/24/2015	SHN01	SHN ENGINEERING	292.50	85943	PROFESSIONAL SERVICES
30053	8/24/2015	SIE02	SIERRA CHEMICAL CO.	2,010.64	B50807	CHLORINE AND DEPOSIT
30054	8/24/2015	UNI06	UNITED GROCERS	80.10	B50821	REC PROGRAM SUPPLIES
30055	8/24/2015	USP02	USPS: ARCATA BMEU	1,500.00	B50821	BULK MAIL-PERMIT 202
30056	8/31/2015	*0011	CYNTHIA BOWLINE	100.00	B50831	AZALEA HALL DEPOSIT REFUN
30057	8/31/2015	10101	101 THINGS TO DO PUBLICATION	419.00	15kd104	ADS/MARKETING REC PROGRAM
30058	8/31/2015	CAS01	CASH	312.33	B50831	REC PROGRAM SUPPLIES/ LAB
30059	8/31/2015	COU02	HUMBOLDT COUNTY ASSESSOR	42.50	B50831	MEASURE B MAPS
30060	8/31/2015	CWE01	CWEA	164.00	B50831	CWEA MEMBERSHIP
30061	8/31/2015	CWE02	CALIF. WATER ENVIRONMENT ASSOC	164.00	B50831	CWEA MEMBERSHIP
30062	8/31/2015	DEP05	DEPARTMENT OF JUSTICE	96.00	112657	FINGERPRINTING
30063	8/31/2015	EUR05	Eureka Oxygen Co	49.84	519484	SAFETY SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30064	8/31/2015	HUC01	DELILAH HUCK	292.50	B50831	REISSUE OF CHECK
30065	8/31/2015	LDA01	LDA PARTNERS	5,315.23	#28/635-1	MCK TEEN CENTER
30066	8/31/2015	MCK03	MCKINLEYVILLE OFFICE SUPP	459.06	B50831	MCK TEEN CENTER/WWMF Upgrade
30067	8/31/2015	NOR35	NOR. HUMBOLDT EMPLOYMENT SVCS	708.22	ES16-010	P.PARK & CENTRAL AVE MAINT.
30068	8/31/2015	OCC01	OCCUPATIONAL HEALTH	580.00	523*07-15	PROFESSIONAL SERVICES
30069	8/31/2015	PRO01	PROFESSIONAL CREDIT SERVI	30.15	B50831	RECOVERY OF BAD DEBT
30070	8/31/2015	ROU01	ROUND TABLE DEVELOPMENT C	55.62	123744	REC PROGRAM SUPPLIES
30071	8/31/2015	SLO01	DIANE SLOANE	125.00	B50831	AFLAC FLEX SPENDING REIMB
30072	8/31/2015	USP02	USPS: ARCATA BMEU	19.60	B50831	POSTAGE
				439,984.40		
Total Disbursements, Accounts Payable:				439,984.40		

Payroll Related Disbursements

13005-13055	8/5/2015	Various Employees		23,601.52		Payroll Checks
13056	8/5/2015	CAL12	CalPERS 457 Plan	5,609.84	B50805	RETIREMENT
				503.86	1B50805	PERS 457 LOAN PMT
Check Total:				6,113.70		
13057	8/5/2015	DIR01	DIRECT DEPOSIT VENDOR- US	27,627.21	B50805	Direct Deposit
13058	8/5/2015	EMP01	Employment Development	13.56	B50724	STATE INCOME TAX
				1,715.67	B50805	STATE INCOME TAX
13058	8/5/2015	EMP01	Employment Development	10.08	1B50724	SDI
				631.38	1B50805	SDI
Check Total:				2,370.69		
13059	8/5/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	73.96	B50724	FEDERAL INCOME TAX
				6,298.68	B50805	FEDERAL INCOME TAX
				138.90	1B50724	FICA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
				8,683.34	1B50805	FICA
				32.48	2B50724	MEDICARE
				2,030.80	2B50805	MEDICARE
			Check Total:	<u>17,258.16</u>		
13060	8/5/2015	ACW01	CB&T/ACWA-JPIA	49,181.20	B50731	MED & DENTAL INSUR
13061	8/5/2015	PUB01	Public Employees PERS	16,329.90	B50731	PERS PAYROLL REMITTANCE
13062 - 13091	8/19/2015		Various Employees	21,493.23		Payroll Checks
13092	8/19/2015	CAL12	CalPERS 457 Plan	5,660.26	B50819	RETIREMENT
				503.86	1B50819	PERS 457 LOAN PMT
			Check Total:	<u>6,164.12</u>		
13093	8/19/2015	DIR01	DIRECT DEPOSIT VENDOR- US	24,465.09	B50819	Direct Deposit
13094	8/19/2015	EMP01	Employment Development	1,342.42	B50819	STATE INCOME TAX
				566.97	1B50819	SDI
			Check Total:	<u>1,909.39</u>		
13095	8/19/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	5,256.24	B50819	FEDERAL INCOME TAX
				7,796.24	1B50819	FICA
				1,823.28	2B50819	MEDICARE
			Check Total:	<u>14,875.76</u>		
13096	8/26/2015		Employee	1,023.76		Vacation Accrual Buy-out
			Total Disbursements, Payroll:	<u><u>212,413.73</u></u>		
			Total Check Disbursements:	652,398.13		

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

1st Notice	August 14, 2015
10 Day Notice	September 23, 2015
Board Meeting	October 7, 2015
Lock	November 9, 2015
ROUTE 14	

Account #	Address	Model of DCV	Date s/o out
14-056-000	1380 Bel Nor	Wilkins 550A	
14-112-000	1245 Bel Nor		

Updated 09/24/15

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: D.4 **Approve Regular Board Meeting Dates, Time and Location for the 2016 Calendar Year**

PRESENTED BY: **Becky Schuette, Board Secretary**

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

Recommendation:

At the August 5, 2015 Board Meeting, the Board Secretary provided the Directors with the 2016 Board Meeting Dates, Time and Location Calendar. Staff recommends the Board review and approve the 2016 Regular Board Meeting Calendar.

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 2016 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 – 2016 Proposed MCSD Regular Board Meeting Schedule

(Proposed) 2016 MCSD Board Meetings

First Wednesday's of the month for year 2016 – In the event the first Wednesday fell on a Holiday the meeting was moved to the second Wednesday of the month.

DATE	LOCATION
January 6, 2016	Azalea Hall
February 3, 2016	Azalea Hall
March 2, 2016	Azalea Hall
April 6, 2016	Azalea Hall
May 4, 2016	Azalea Hall
June 1, 2016	Azalea Hall
July 6, 2016	Azalea Hall
August 3, 2016	Azalea Hall
September 7, 2016	Azalea Hall
October 5, 2016	Azalea Hall
November 2, 2016	Azalea Hall
December 7, 2016	Azalea Hall

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1 **Information from Arcata Fire Protection District Related to Measure A Special Assessment**

PRESENTED BY: **Greg Orsini, GM and Chief Desmond Cowen, Arcata FPD**

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board participate in the presentation, review the information provided and receive public comment. Information only no action required.

Discussion:

The Arcata Fire District Board has asked the administration to plan for increasing staffing to ensure compliance with our Strategic Plan and to continue to improve service to the communities in our District. This summary outlines the findings of the research, analysis and financial evaluations conducted by the District Administrative Officers.

These recommendations are based upon staffing analysis of peer districts, staffing efficiency studies completed by the National Institute of Standards and Technology (NIST), the National Fire Protection Association (NFPA) standards for staffing and budget analysis of the District's finances and those of our peer agencies.

Findings

The findings of this research indicate that the District is significantly understaffed to meet the needs of our residents and that we need to take immediate action to increase career staff to 3 on an engine at all 3 stations. These recommendations mirror the findings of our Strategic Plan and enhance regional interoperability with Humboldt Bay Fire.

1. Fire District staffing is below industry standard and national averages for similar communities
2. Arcata Fire District Volunteer staffing is primarily based on University students who are not available when HSU is not in session.
3. Because of limited staffing, the District is not participating in Urban Search and Rescue or Confined Space Rescue and must limit operations

4. Volunteers continue to be a valuable part of our response, but there is a very high cost (\$20,000 average) to train and outfit Volunteers and the average length of stay over the last seven years is 1.4 years per Volunteer.

5. Other agencies providing fire or public safety services or modern municipal services collect and use a much higher per capita revenue to provide service. Arcata Fire currently averages about \$104 per capita each year. Other agencies range from \$145 to \$180 per capita for fire services up to \$450 to \$500 for community service districts. With successful passage of a Special Tax, Arcata Fire would collect approximately \$145 per capita.

6. The District can raise revenues through either a Benefit Assessment or a Special Tax. The Special Tax mechanism allows for all registered voters to have a voice in growing their department.

7. Funding under a successful Special Tax will not be available to AFD until December of 2016, which means increased staffing won't occur until 2017, in year 3 of our Strategic Plan

8. Arcata Fire District needs to provide 3 firefighters on each engine with additional management personnel. The cost to provide the additional personnel is \$24 per unit of benefit or \$96 additional per year for a single family residence.

9. The funding measure can be placed on the November 2015 general election ballot

A Special Tax measure will be present on the November 2015 election ballot. That measure will set the tax rate at \$24 per unit of benefit (\$96 per single family residence) to fund fire and emergency services within the Arcata Fire District.

Alternatives:

N/A

Fiscal Analysis:

To be determined, refer to Attachment 1 for the 2015 AFD Assessment

Environmental Requirements:

Not applicable

Exhibits/Attachments:

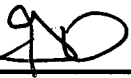

- Attachment 1 – MCSD 2015 AFD Assessment Worksheet

AFPD ASSESSMENTS

FY 14/15

TOTAL AFPD

MCSO PARCEL #	PARCEL DESCRIPTION	ASSESSMENT	001	501	551	CHECK
506-312-010-000	MAD RIVER ROAD-SEWER LINE	\$ 27.00			\$ 27.00	\$27.00
506-312-012-000	MAD RIVER ROAD-SEWER LINE	\$ 27.00			\$ 27.00	\$27.00
506-341-016-000	MAD RIVER BRIDGE/HT	\$ 27.00	\$ -	\$ 27.00	\$ -	\$27.00
506-341-018-000	330 MAD RIVER-PERC PONDS	\$ 27.00		\$ -	\$ 27.00	\$27.00
507-141-034-000	NORTH BANK ROAD-RAMEY PUMP STATION	\$ 324.00		\$ 324.00		\$324.00
507-141-017-000	PARKS & REC-NORTH BANK ROAD	\$ 27.00	\$ 27.00			\$27.00
508-021-006-000	PERC PONDS	\$ 27.00			\$ 27.00	\$27.00
508-021-007-000	FISCHER IRRIGATION SITE	\$ 324.00			\$ 324.00	\$324.00
508-091-038-000	1415 ANDERSON-FISCHER PUMP STATION	\$ 324.00			\$ 324.00	\$324.00
509-021-046-000	2195 HEWITT-COCHRAN TANKS	\$ 27.00		\$ 27.00		\$27.00
509-021-047-000	2196 HEWITT-COCHRAN TANKS	\$ 27.00		\$ 27.00		\$27.00
509-021-054-000	HEWITT PRESERVE	\$ 27.00	\$ 27.00			\$27.00
509-171-061-000	BURCHETT OPEN SPACE ZONE	\$ 27.00	\$ 27.00			\$27.00
509-191-031-000	1656 SUTTER-MCSO OFFICE	\$ 324.00	\$ 64.80	\$ 129.60	\$ 129.60	\$324.00
510-091-048-000	LARISSA PARK	\$ 27.00	\$ 27.00			\$27.00
510-101-079-000	MAGONLIA OPEN SPACE ZONE #1	\$ 27.00	\$ 27.00			\$27.00
510-101-080-000	MAGONLIA OPEN SPACE ZONE #2	\$ 27.00	\$ 27.00			\$27.00
510-221-002-000	HILLER EAST/HSS	\$ 324.00	\$ 162.00		\$ 162.00	\$324.00
510-271-015-000	HILLER PARK & WWMF	\$ 324.00	\$ 162.00		\$ 162.00	\$324.00
510-271-079-000	HAMMOND TRAIL THROUGH HILLER PARK	\$ 27.00	\$ 27.00			\$27.00
510-341-031-000	BABLER RD-SPOILS SITE (OLD STP)	\$ 27.00			\$ 27.00	\$27.00
510-341-034-000	BABLER RD-SPOILS SITE (OLD STP)	\$ 27.00			\$ 27.00	\$27.00
510-372-005-000	HAMMOND TRAIL TO KNOX COVE	\$ 27.00	\$ 27.00			\$27.00
510-401-015-000	1705 GWIN-MCK ACTIVITY CENTER	\$ 324.00	\$ 324.00			\$324.00
510-401-017-000	1715 GWIN-PIERSON PARK	\$ 27.00	\$ 27.00			\$27.00
510-401-019-000	1620 PICKETT-PIERSON PARK/AZALEA HALL	\$ 27.00	\$ 27.00			\$27.00
510-401-020-000	1606 PICKETT-LIBRARY	\$ 324.00	\$ 324.00			\$324.00
510-401-021-000	1700 PICKETT-LEF	\$ 324.00	\$ 324.00			\$324.00
510-461-052-000	FERNWOOD SUB-TRAIL	\$ 27.00	\$ 27.00			\$27.00
510-461-053-000	FERNWOOD SUB-DETENTION BASIN	\$ 27.00	\$ 27.00			\$27.00
510-461-054-000	FERNWOOD SUB-DETENTION BASIN	\$ 27.00	\$ 27.00			\$27.00
511-011-008-000	LETZ SEWER PUMP STATION	\$ 27.00			\$ 27.00	\$27.00
511-011-015-000	HAMMOND TRAIL	\$	\$			\$0.00
511-011-016-000	HAMMOND TRAIL	\$	\$			\$0.00
511-111-023-000	NORTON TANKS	\$ 27.00		\$ 27.00		\$27.00
511-111-025-000	NORTON TANKS	\$ 27.00		\$ 27.00		\$27.00
511-111-060-000	1810 MURRAY-FUTURE WATER TANK	\$ 27.00		\$ 27.00		\$27.00
511-381-025-000	CENTRAL AVE. UTILITY LINES	\$ 27.00		\$ 13.50	\$ 13.50	\$27.00
511-441-041-000	NORTON/STEINER DETENTION BASIN #1	\$ 27.00	\$ 27.00			\$27.00
511-443-008-000	NORTON/STEINER DETENTION BASIN #2	\$ 27.00	\$ 27.00			\$27.00
511-450-030-000	2790 LITTLE POND BASIN	\$ 27.00	\$ 27.00			\$27.00
510-401-025-000	TEEN CENTER	\$ 27.00	\$ 27.00			\$27.00
		\$ 3,753.00	\$ 1,819.80	\$ 629.10	\$ 1,304.10	\$3,753.00

 
DISTRICT MANAGER DEPARTMENT HEAD

TOTAL

\$ 1,819.80	PARKS	001	62045	902
\$ 629.10	WATER	501	62045	
\$ 1,304.10	SEWER	551	62045	

\$ 3,753.00	CHECK TOTAL			

CHECK # 28904
CHECK DATE 11-24-14
VENDOR ID ARC07

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Status Update by LDA Partners Related to the Teen & Community Center**

PRESENTED BY: **Gregory Orsini, GM and Eric Wohle, Architect, LDA Partners**

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board participate in the presentation being provided by LDA Partners, take public comment and air any questions they may have at this time. This item is information only.

Discussion:

Eric Wohle with LDA Partners, the Architect for the Teen & Community Center design will be in town for the Wednesday, October 7, 2015 Board Meeting. He will be providing the current status of the construction process and is available to answer any questions that the Board may have to ask.

Alternatives:

N/A

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A. Support Services - October 2015 Report

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

TYPE OF ACTION: None

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$427,621.59 to date into the Trust Account for reserves recovery as of August 31, 2015.

Audit Update: Information and reconciliations requested by the auditor for the end of August have been sent. Year-end Journal Entries and the final Trial Balance are complete. CalPERS delivered the report required by GASB 68 on September 8, 2015. Final auditor verification, formatting of the final report, and the Management Discussion and Analysis are in progress.

Treasurer's Report Highlights: The August Treasurer's Report revenue includes capacity fees of \$18,378 for the Water Fund and \$39,013 for the Sewer Fund this month. The Capital Contribution approved by the Board in August is included, valued at \$256,860 for the Water Fund and \$310,090 for the Sewer Fund. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs.

The Measure B Fund will not show budgeted loan proceeds revenue matched to expenditures this year. In spite of the fact that the loan was not legally applicable to any actual FY14-15 expenditures, the final opinion was that the funds were legally available and must therefore be reported in FY14-15. For FY15-16, the proper expenditure of the loan proceeds will be tracked in GL# 004-32101 Restricted Fund Balance, which will be reduced as funds are legally spent on the Teen Center Project.

The Reserve Balance graph in the August report now shows the Targets versus Actuals for FY2014-15. As last year, the Reserve funds for Compensated Absences, OPEB, and the Catastrophe Reserve are fully funded. The Reserve for Repair and Replacement is 64% funded. Unlike last year, there is no cash available to fund the Operating Reserve. This is largely due to the fact that the District expended nearly \$1 million of its Reserves to pay for the Bio-Solids Project last year, which was the first phase of the WWMF Upgrade Project.

OTHER UPDATES

The California State Water Resources Revolving Fund has agreed to fund the WWMF Project. The loan proceeds for the WWMF Project should help backfill the amount spent from Reserves on the Bio-Solids Project in FY14-15.

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B **Operations Department – August 2015 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 47.7 million gallons of water in August.
Seven water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was completed 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 1.3 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 2, 3, 4, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. The North Bank generator batteries were replaced due to testing failure during the monthly inspection. A water leak was repaired in the service line on Hawkes Avenue due to a faulty crimp in the service line. Another leak repair occurred on Grace Avenue. The leak was identified during a meter replacement. The galvanized service line was aged and corroded which caused the leak. There are several service lines throughout the Grace Park subdivision with the galvanized pipe that will need to be replaced. A plan and schedule will be developed for phasing the old pipe out. Phase 2 of the meter replacing has been completed. Approximately 1,100 meters were either replaced or retrofitted. Phase 3 will begin the first week of October. Approximately 1,200 meters will be replaced with a radio read option.

Water Station Maintenance:

The hydro-pneumatic tank was cleaned at Blake Station along with string trimming around the site. The dormer vents on the Hewitt Tanks were repaired due to the vent flashing lifting and separating from the shingles. A power fail occurred at the Norton Tank Site which caused the Programmable Logic Controller (PLC) to lose power. This gave a false reading of the tank level and caused the tank to fill until water discharged

from the overflow pipe. Staff was notified immediately and repairs were made. There is now a power fail alarm wired into the PLC which will send an alarm out to the duty cell in the event that it happens again. These repairs and modifications were completed in house resulting in a major cost savings.

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

	2013	2014	% Reduction	2014 Recycled	R- GPCD
July	54.757	50.668	7	14.297	
August	55.908	46.600	17	13.040	
September	45.702	40.619	12	17.434	
October	39.439	36.393	8	16.077	
November	34.879	30.795	12	13.807	
December	35.203	33.146	6	0	
	2013	2015	% Reduction	2015 Recycled	R- GPCD
January	38.263	32.781	14	0	52
February	33.751	29.867	12	0	52
March	36.244	33.456	8	0	51
April	39.755	33.238	16	0	52
May	49.407	38.200	23	15.160	57
June	51.337	41.847	19	15.600	64
July	54.757	44.946	18	11.71	69
August	55.908	41.747	25	16.1	61

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

New Construction Inspections:

Central Estates Phase 2C; Job has been completed. Further inspection will be required once streetlights are turned on. Parcels C and G will need retesting prior to paving.

Sewer Department:**Waste Water Statistics:**

24.2 million gallons of wastewater were collected and pumped to the W.W.M.F. 22.2 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 Station Maintenance:

The semi-annual pump shimming was completed. This is done to ensure tolerance is accurate and pumps are pumping efficiently. Parts that show wear are replaced at this time. The annual hoist inspection was conducted at the Fischer Lift Station. This is done by a certified hoist inspector to verify the hoist is working according to specs and is safe to use. Wet well washing was conducted at the Fischer Station along with pumping the grit pits and cleaning the hand rails. This is done to prevent grease and rags from plugging up the pumps. Site mowing and string trimming was performed on the Gwin, Goldfinch, C Street and Little Pond sewer Right of Ways. A pump at Kelly Lift Station was deragged due to high pump hours noticed during the daily station observation.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. 1,200 feet of sewer main was cleaned using 3000 psi of water through the Vac-con as part of the quarterly maintenance. This is done to remove grease and debris from the main which could possibly cause a plug resulting in a sewer spill.

Wastewater Management Facility:

The Chlorine Contact Basin was drained and cleaned with fire hoses. Equipment was used to push the dry sludge to the north end of Pond A to prepare for rain. This will prevent the sludge from absorbing the rain and turning into slurry. The annual hoist inspection was conducted at the WWMF. This is done by a certified hoist inspector to verify hoists are working according to specs and are safe to use. An aerator in Pond B had rags removed.

Daily Irrigation and Observation of Reclamation Sites:

Daily observations and pipe moving were conducted along with daily reports filled out. Weekly well monitoring was conducted at the canal gate and Fischer Ranch tree farm as part of the tree farm pilot study. Mowing and string trimming were completed at the tree farm.

Street Light Department:

Two streetlight complaints were reported due to bad photo cells.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. Kyle is attending a backflow prevention tester class in Eureka. James attended a backflow prevention refresher course and retested for certification. Three staff members attended the CWEA mini conference in Fortuna.

Special Notes:

Specs were reviewed and an order was placed to replace the 1988 dump truck.
The Operations field office was prepped and painted.
Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.
A kick-off meeting was held for the Coho Project.
Operations Director assisted in putting on the CWEA mini conference in Fortuna.
Monthly river samples were completed.
A sealed bid was held which resulted in selling the Ford F 250 and the Chevy Aveo.
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.
Daily inspections were conducted on the Teen Center construction project.
Parts were ordered to do a complete rebuild of Fischer pump1 after extensive research.

WWMF upgrade status:

The Invitation to Bid went out in August. Bid specs and plans were sent to numerous Builders Exchange locations. Copies were made to supply contractors as they request them. A pre-mandatory meeting was held at the office and had a satisfactory turnout.

Parks:

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreement. Facilities were mowed and cleaned as part of the weekly schedule along with rental events. There was a sewer back-up in the women's bathroom at the Activity Center due to the contractors puncturing the pipe. The pipe was repaired and the bathroom was disinfected and put back into service within 24 hours. A bench was ordered as part of a joint project with the girl scouts to install at the botanical gardens. Gophers continue to be a problem at the sports site. Traps are being set daily and holes are being filled in. Further discussion will take place to help remedy the situation. There was a repair on a light fixture at the law enforcement facility. Staff had to troubleshoot the Activity Center door alarm due to a bad internal battery. Gutters were cleaned on the Activity Center, Library and Azalea Hall. Drywall repairs and painting was conducted at the Activity Center.

Teen Center:

Construction on the Teen Center is progressing rapidly. The carpenters are on target to have the building closed in soon in case of a wet winter. A concrete pad was poured in the upper parking lot where the dumpster enclosure will be located. Upon cutting out the entry locations to the Activity Center a 2" water line, a gas line and security wire was found to be installed down the middle of the proposed entry. These pipes were not shown in that location on the Activity Center asbuilts. A quote will be written up to relocate these items.

GIS:

Spreadsheets and maps were created for the Central Avenue Open Space Maintenance Zone for calculating fees. The information was then delivered to an engineer to produce an engineer's report.

Calculated estimated sewer flows on chosen manholes for field verification regarding the sewer model. Commercial customer flow information was also retrieved to help true up the model. Rim elevations for cleanouts and manholes were also verified to help true up the model. The model was also reviewed for missing manholes and cleanouts.

CAD files were reviewed for the Ace and CVS construction.

Plans and Programs Update

CalARP Program RMP/ERP. Continued revising the RMP; Emergency Response Program which includes Hazardous material release response procedures.

Drafted Heat Illness Injury Prevention Plan. Includes; responsibilities, employees rights to water and shade, emergency response procedures, and training.

Drafted Hazardous Communication Plan. Includes: Chemical inventory list, labels and other forms of warning, employee information and training.

Revised and Drafted Emergency Action Plan. Drafted emergency evacuation protocols, responsibilities, assembly areas. Created evacuation maps for front office and field office.

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.C Parks & Recreation Director's Report for September 2015

PRESENTED BY: Lesley Frisbee, Recreation Director

TYPE OF ACTION: None

PARTNERSHIP DEVELOPMENT WITH BOYS & GIRLS CLUB OF THE REDWOODS:

Staff continues to work with Boys & Girls Club of the Redwoods (BGCR) staff and Business Consultant, Thomas Fumarelli, laying the framework for the business plan that will guide the partnership and management of the Teen and Community Center. Staff has met with two HSU business students who will be interning with BGCR to assist with the writing of the business plan and a weekly meeting schedule and outline of tasks has been established.

In October, the Boys & Girls Club of the Redwoods will be submitting a funding request to the SH Cowell foundation for funds necessary for moving forward with the work of leadership development training with the On the Move organization.

TEEN & COMMUNITY CENTER:

Staff has been focused on fundraising for the furnishings and equipment for the interior of the Teen & Community Center. Paver bricks are being sold for \$200 - \$500 each depending on the size selected. Giving Tree recognition leaves are available for donations ranging from \$100 - \$1000 or more. Brochures and written materials are being distributed to the public. There will be information regarding fundraising and purchasing bricks in the next newsletter and Activity Guide to be mailed to residents on October 12, 2015.

A funding request was submitted this month to the Humboldt Area Foundation to fund the purchase of tables and chairs for the classroom and multipurpose room spaces of the facility. Funding requests from other agencies and foundations are being researched and prepared for submittal according to published deadlines.

Both MCSD staff and BGCR staff and the board representatives for each organization serving on the Cornerstone committee have come up with a list of people who will be invited to participate on the committee to support fundraising efforts and coordinate a grand opening event. Potential committee members will be invited to an informational meeting in the next month where they will learn what kind of participation is needed and what the committee's goals and objectives are for fundraising and support for the Teen and Community Center.

Proposals for naming and dedication of the Teen and Community Center are currently being accepted. A press release announcing the request for proposals was sent out this month. The Recreation Advisory Committee discussed the topic of a Name Selection committee at the September meeting and suggested the committee have teen representation, as well as individuals with extensive knowledge of McKinleyville's history. As of the writing of this report, no name proposals have been submitted.

HUMBOLDT STATE UNIVERSITY RECREATION ADMINISTRATION PROGRAM PROJECTS

Staff is working with 2, upper division, Recreation Administration classes this semester, REC 220-Recreation Programming and REC 320-Organization, Administration & Facility Planning.

REC 220: Staff is meeting weekly with students and has scheduled October 23-24th for an adult Pickleball tournament. There will be a men's division, women's division and coed division. Entry fee will be \$30 per team. The President of the Humboldt County Pickleball Association is also working with staff and students to make this event a success.

REC 320: Two groups from this class are working on a facility assessment project for Azalea Hall. Students are tasked with assessing the structural components and equipment of the building to determine current lifespan of the structure, timelines for necessary feature replacements, and cost analysis for replacements. Staff is meeting with students as requested by each student group to assist in the facilitation of this project.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, September 17, 2015. The committee reviewed and discussed:

- Chapters 1-2 of the Parks & Recreation Master Plan
- The partnership with Boys & Girls Club of the Redwoods
- Signage for Hiller Park defining leash rules
- Botanical Garden maintenance
- Facility naming and dedication selection committee

RECREATION UPDATES:

Wood Bat Softball League: This league ended on Sunday, September 27th. It ran for 9 weeks with the last two weeks being tournament play.

Kids' Club After School Program: The Dows Prairie site serving Kindergarten and 1st grade is full. The Morris site serving 2nd- 5th grades is at 95% capacity. The program is serving 116 students per week.

World Wide Day of Play: The 4th Annual World Wide Day of Play in McKinleyville took place on Saturday, September 26th 12:00pm - 3:00pm at Hiller Sports Complex. Staff coordinated a variety of outdoor games and activities in collaboration with Mad River Youth Soccer League, Humboldt State University Recreation Administration Dept., First 5 Humboldt, and other youth serving. Hiller Sports Site was full of families playing

games and having a good time. This is a free community event inspired by the Nickelodeon channel's World Wide Day of Play event. Each year Nickelodeon turns off its television programming for one afternoon and hosts a national outdoor play event to remind families how much fun it is to get outside together and PLAY.

Youth Basketball League: Registration for the Youth Basketball League for 3rd-12th graders is now being accepted. This program runs January through March. We are currently recruiting for volunteer coaches and referees.

KinderSports: Soccer: The fall session of KinderSports for 2-5 year olds is Soccer. Enrollment for this popular program is almost full. Every session of KinderSports fills up. It is one of our most successful contract programs.

Pierson Park: The Pierson Park rentals are up again from this month last year; September of 2014 the Gazebo was rented 2 times. September of 2015 the Gazebo boasted 5 rentals and the new Picnic Pavilion was rented 3 times during the month. Park rental revenues have increased by \$500 from the same month last year.

McKinleyville Community Services District

BOARD OF DIRECTORS

October 7, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D **General Manager's Report for October 2015 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of September 2015

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:

- | | |
|--|---------|
| • Accounting Firm Discount | \$242 |
| • Office Supplies Due to Negotiating Prices | \$84 |
| • SWAP | \$2,552 |
| • Northern Humboldt Employment Services | \$2,645 |
| • Community Service Workers | \$507 |
| • Repairs and Paint Exterior of Field Office | \$1,440 |
| • Digital Control Telemetry alarm Retrofit | \$600 |

Total cost savings for September are \$8,070

***The cumulative cost saving to the District to date
from July 1, 2015 is \$28,769***

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.

Central Estates Street Light Zone (SLZ) 99 – Consistent with Prop. 218, management created a maintenance plan specific to this SLZ and it was reviewed and approved by an engineer. The sole owner of the SLZ approved the formation through a Prop 218 approved ballot process. The Public Hearing will be conducted during the October Meeting.

Teen Center Construction – Another month of construction finds the framing and sheeting moving forward at a brisk pace. Staff continues to monitor requests for information and submittals for materials. Staff continues to move forward with fundraising for the furnishings and creation of a Naming Committee. Eric Whole, LDA Partners has been scheduled to present to the Board at the October Meeting.

Boyd Road – Arcata’s annexation of Eureka Ready Mix property on Boyd Road was heard by LAFCo in September. A letter was drafted by MCSD management and submitted to LAFCo and the City voicing concerns with the terms of the annexation of the entire area not specifically Eureka Ready Mix. LAFCo requested Arcata return to discussions with MCSD and develop a MOU for water provision to the area before they will consider annexation. By the time of the October Board Meeting the GM will have had another meeting with Arcata staff on this matter and update the Directors.

Bio-filtration and Tree Farm Pilot Study Kick off Meeting- MCSD in conjunction with Northern Hydrology & Engineering applied for and have been awarded a grant from the Coastal Conservancy to conduct a pilot study to investigate tree species and techniques for converting pasture grasses to growing trees on the lower ranch property. The first pilot study was initiated almost five years ago on one acre and is showing great promise. The amount of reclaimed water consumed by an acre of trees is greater than the agronomic uptake of pasture grasses in the same area. Consistent with the 20 Year Facility Plan adopted by the Board in 2012 staff will continue to explore trees as a viable option for reclamation purposes.

WWMF Improvement Project and Funding Effort – The mandatory Pre Bid meeting for construction of the WWMF Project was held September 9th. The turnout was significant, consisting of five to six general contractors and many sub- contractors. Staff continues to field questions specific to the bid packet and the first addenda was published September 30th, on schedule. We were notified verbally and in writing that we have formally been awarded a funding agreement through SRF for up to \$19 million for construction and reimbursement of soft costs accrued related to planning and design.

Solar Project at the WWMF – As we stand, the Net Energy Metering Agreement and the new service Permit are completed and approved with the Interconnect Agreement in review. A6 Tariff has been extended until the end of 2016. If we utilize that tariff prior to the sunset date you we be grandfathered in. If our project is not ready by that date we can still convert to the A6 tariff but the cost for electricity will be significantly higher.

Meetings – The General Manager attended various meetings this month, including a meeting to kick off the permitting and design of the Mad River Flood Plain Restoration Project. The GM and Board of Directors attended the CSDA Annual Conference in Monterey in September. The annual conference provides an opportunity for professional development and networking with our peers.

Exhibits/Attachments

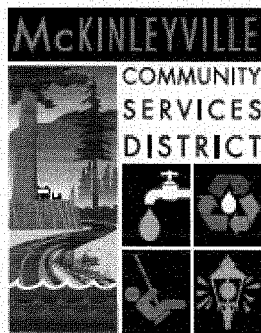
- Attachment 1 – WWMF Monthly Self Monitoring Report

PHYSICAL ADDRESS:

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FAX: (707) 839-5964

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

September 22, 2015

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for August 2015 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 31 days to Discharge Point 002, 003, 004 and 007. 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: Invitation to Bid went out and a mandatory pre bid meeting was held in September. Staff and engineers are still working on the NPDES permit renewal.

YEAR: 2015

MONTH: AUGUST

YEAR: 2015

MONITORING DATA

SPILLS:							
None to report							
	BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	% Removal	NFR
30 DAY AVERAGE	21	133	94	14	88	94	94

SPILLS:

None to report

	BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
30 DAY AVERAGE	21	133	94	14	88	94

30 DAY AVERAGE [

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

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

ACUTE TOXICITY


ROUTE TO ADULT	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
		TLIC

SIGNATURE:

REMARKS:

 Indicates Permit Exceedance

Total Coliform	
Monthly	
MEDIAN	<1.8
Daily	
Maximum	<1.8

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

AUGUST 2015

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.754	0.567	402		0.567					0.000	0.000
2	0.797	0.554	392		0.554					0.000	0.000
3	0.778	0.503	684		0.218	0.117	0.168			0.285	0.000
4	0.764	0.660	678			0.255	0.240	0.165		0.660	0.000
5	0.780	0.633	892			0.249	0.136	0.248		0.633	0.000
6	0.771	0.550	557			0.255	0.125	0.170		0.550	0.000
7	0.773	0.743	917		0.318	0.237	0.060	0.128		0.425	0.000
8	0.761	0.579	407		0.579					0.000	0.000
9	0.799	0.578	407		0.578					0.000	0.000
10	0.790	0.630	939		0.220	0.223	0.067	0.120		0.410	0.000
11	0.756	0.872	891			0.528	0.096	0.248		0.872	0.000
12	0.777	0.848	908			0.472	0.132	0.244		0.848	0.000
13	0.785	0.640	973			0.363	0.097	0.180		0.640	0.000
14	0.770	0.798	968		0.402	0.203	0.065	0.128		0.396	0.000
15	0.765	0.729	515		0.729					0.000	0.000
16	0.808	0.723	512		0.723					0.000	0.000
17	0.788	0.268	522		0.228	0.040				0.040	0.000
18	0.771	0.758	1706			0.470	0.168	0.120		0.758	0.000
19	0.771	1.204	1081			0.709	0.246	0.249		1.204	0.000
20	0.761	0.883	1245			0.514	0.189	0.180		0.883	0.000
21	0.767	0.750	1242		0.348	0.296	0.068	0.038		0.402	0.000
22	0.773	0.621	438		0.621					0.000	0.000
23	0.813	0.618	435		0.618					0.000	0.000
24	0.793	0.931	1171		0.228	0.174	0.363	0.166		0.703	0.000
25	0.787	1.129	1116			0.405	0.480	0.244		1.129	0.000
26	0.768	0.865	1176			0.355	0.210	0.300		0.865	0.000
27	0.769	0.878	1175			0.629	0.195	0.054		0.878	0.000
28	0.757	0.803	1232		0.293	0.397	0.075	0.038		0.510	0.000
29	0.815	0.532	376		0.532					0.000	0.000
30	0.851	0.524	371		0.524					0.000	0.000
31	0.806	0.834	1086		0.200	0.353	0.161	0.120		0.634	0.000
TOTAL	24.218	22.205		0.000	8.480	7.244	3.341	3.140	0.000	13.725	0.000
AVERAGE	0.781	0.716	820	0.000	0.446	0.345	0.167	0.165	0.000	0.443	0.000
MAXIMUM	0.851	1.204	1706	0.000	0.729	0.709	0.480	0.300	0.000	1.204	0.000
MINIMUM	0.754	0.268	371	0.000	0.200	0.040	0.060	0.038	0.000	0.000	0.000
DAYS	31	30		0	19	21	20	19	0	20	0
DAYS WITH NO DISCHARGE = 0											