



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, SEPTEMBER 2, 2015 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|---|---------------|
| D.1 | Approve the Minutes of the Board of Directors Regular Meeting of August 5, 2015 | Pg. 5 |
| | Attachment 1 – Draft Minutes from August 5, 2015 | Pg. 6 |
| D.2 | Approve the July Treasurer’s Report | |
| | Attachment D.2 – Treasurer’s Report July 2015 | Pg. 10 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations | Pg. 31 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|---------------|
| E.1 | Consider adopting Resolution 2015-26 for Initiating Street Light Zone #99 | Pg. 32 |
| | Attachment 1 – Resolution of Initiation 2015-26 Exhibit A | Pg. 34 |
| | Attachment 2 – Engineers Report Exhibit A and B | Pg. 40 |
| E.2 | Approve Resolution 2015-23 to Quitclaim a portion of the Ocean West Sewer Easement | Pg. 44 |
| | Attachment 1 – Resolution 2015-23 | Pg. 46 |
| | Attachment 2 – Quitclaim Deed | Pg. 50 |
| 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 | Pg. 54 |
| | Attachment 1 – Fact Sheet Opposing Statewide Tax on Water Bills | Pg. 56 |
| | Attachment 2 – Letter of Opposition to Senator McGuire | Pg. 58 |
| | Attachment 3 – Letter of Opposition to Assembly Member Wood | Pg. 60 |
| | Attachment 4 – Resolution 2015-24 Opposition to a Public Goods Charge on Water | Pg. 62 |
| E.4 | Consider Association of California Water Agencies (ACWA) Committee Appointment Nominations for the 2016-2017 Term | Pg. 64 |
| | Attachment 1 – ACWA Memorandum for Appointment Nominations for the 2016-2017 Term | Pg. 66 |
| | Attachment 2 – ACWA Policy Committee Guidelines | Pg. 68 |
| | Attachment 3 – ACWA Committees Purposes & Responsibilities | Pg. 69 |
| | Attachment 4 – Director Mayo’s Committees and Attendance Record | Pg. 77 |
| | Attachment 5 – ACWA Committee Consideration Form | Pg. 81 |
| | Attachment 6 – Sample ACWA Committee Consideration Form | Pg. 82 |
| | Attachment 7 – Committee Appointment Process Timeline | Pg. 83 |

E.5	Consider attendance to the Association of California Water Agencies (ACWA) 2015 Fall Conference & Exhibition in Indian Wells, CA, December 1-4, 2015	Pg. 84
	Attachment 1 – ACWA 2015 Fall Conference & Exhibition Preliminary Agenda	Pg. 86
	Attachment 2 – Conference Pricing Reference Sheet	Pg. 87
	Attachment 3 – Fall Conference Terms and Conditions	Pg. 88
E.6	Consider California Special District's Association (CSDA) Committee and Expert Feedback Team Volunteers for 2016	Pg. 89
	Attachment 1 – Memorandum for 2016 CSDA Committee & Expert Feedback Team Volunteers	Pg. 91
	Attachment 2 – 2016 Committee & Expert Feedback Team Interest Form	Pg. 92
E.7	Consider Approval of Policy for the Naming and Dedication of District Facilities	Pg. 94
	Attachment 1 – DRAFT Naming & Dedication Policy	Pg. 95
	Attachment 2 – DRAFT Naming Application	Pg. 97
E.8	Discuss Legislative Topics for Submission to the County to assist with the 2016 Legislative Platform development process	Pg. 99
	Attachment 1 – Letter from the County	Pg. 100
	Attachment 2 – Platform Issue Request Template	Pg. 101
	Attachment 3 – CSDA Current Long Range Policy Priorities and Advocacy Action Priorities	Pg. 102
E.9	Consider and Adopt Resolution 2015-25 Approving the Application for Grant Funds from the Recreation Trails Program	Pg. 104
	Attachment 1 – Resolution 2015-25	Pg. 105

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. 107**
- b. Operations Department (James Henry) **Pg. 109**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 114**
 - Attachment 1 – Boys & Girls Club of the Redwoods and MCSD Business Plan Outline **Pg. 117**

Attachment 2 – Boys & Girls Club of the Redwoods and MCSD Partnership Development Timeline	Pg. 120
d. General Manager (Greg Orsini)	Pg. 121
Attachment 1 – WWMF Monthly Self Monitoring Report	Pg. 123

F.3 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on August 28, 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

September 2, 2015

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Approve the Minutes of the Board of Directors' Regular Meeting of August 5, 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 August 5, 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 August 5, 2015 Board Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, AUGUST 5, 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 7:02 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 audience present for comment.

A.4 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Helen Edwards; Second: David Couch

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

MOTION SUMMARY: Motion Passed

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 there was no audience present. At this time, Director Mayo advised that he had attended a celebration of life for Jerry Jacobson, a prominent member of the community who had recently passed away.

AGENDA ITEM D CONSENT CALENDAR:

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

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

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

D.4 Consider approval of Memorandum of Understanding between McKinleyville Community Services District and the McKinleyville Union School District for the Kids Club After School Program

D.5 Consider approval to declare 2005 Ford F-250 and 2006 Chevy Aveo Surplus

D.6 Approve Conveyance of Water, Sewer, and Streetlight facilities related to Central Estates Phase 2C Development

D.7 Consider the formation of a Ground Water Sustainability Committee and appointing a chair

Director Couch requested that consent calendar item D.7 be pulled for discussion.

MOTION: It was moved to adopt the consent calendar items D.1 –D.6.

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

Director Couch advised that he requested D.7 pulled for discussion because it had not appeared as a regular agenda item and was now up for consent. President Corbett stated that he, as President, requested the item be on the consent calendar. Director Wheeler requested some clarification regarding the committee and its purpose for the future. Directors Edwards and Mayo explained the purpose and need for involvement with the County and future decisions being made regarding the Eel River Valley Basin and changing groundwater requirements.

There was no further discussion by the Board or public comment.

MOTION: It was moved to adopt the consent calendar item D.7.

Motion: Helen Edwards; Second: David Couch

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Consider the Regular Board Meeting Dates, Time and Location for the 2016 Calendar Year:

Presented briefly by Becky Schuette, the Board Secretary, this was an informational item only, no action was taken. The agenda item will be returned to the October Board Meeting for a vote.

E.2 Potential Merit Salary Adjustment Regarding General Manager Compensation: General Manager Orsini reviewed the item and a few points in the amendment to his contract. He also added that Attorney Gans had requested the signed affidavit by the Board President regarding the Board's acknowledgment of the total number of vacation hours that General Manager Orsini currently held.

MOTION: It was moved make the salary adjustment to the General Manager's compensation and to authorize the Board President to Execute the Agreement.

Motion: Helen Edwards; Second: George Wheeler

There was no public 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)):** Director Wheeler reported that the committee had met in the new pavilion but that there were complaints about the wind. He advised he would let Recreation Director Frisbee make the report with hers later in the meeting.

- b. **Area Fund (John Kulstad):** No report.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):**
Director Mayo reported that since their new Executive Director was hired, this is the second time they have not had a meeting because he has been on vacation.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Did not meet.
- 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)):** Director Edwards advised that they had received a report from Arcata Fire Protection District Chief Cowan regarding raising property assessments to improve station and fire apparatus staffing. They had also received a presentation from the Coalition of Cannabis Humboldt.
- j. **Cornerstone Committee (Couch):** Director Couch reported that the committee had met and discussed fundraising and the possibility of an annual event at the new Teen Center.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reported that the on-site portion of the audit was complete. She advised that she had also received notice that the GASB 68 report regarding pension liability was once again being delayed by CalPERS, until September 8, 2015. Finance Director Trask then spent some time reviewing the graphs in from the Treasurer's report for Water, Wastewater, Parks, Measure B and Streetlights Funds.
- b. **Operations Department:** Operations Director James Henry had nothing further to add at this time.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee reported that she had attended the Senior Center meeting where they are grappling with volunteers and fund raising. She pointed out that these are both good topics to bring to the Senior Center Advisory Committee, but that this comment had not been received well. The Recreation Advisory Committee had met and discussed fundraising, the botanical gardens and their maintenance, playground surfacing, improvements to the community garden, the Parks and Recreation master plan and the possibility of obtaining four two-ton bags of playground fill from Pacific Union School.
- d. **General Manager:** General Manager Orsini pointed out page 69 of the Board packet and his appreciation of the continued efforts by staff to find cost savings. He reported that the cumulative cost saving to the District to date, from July 1, 2015 is \$9,711. The current video for the time-lapse of the build for the Teen Center was shown to all present and the article from attachment 2 regarding the solar project and the possibility of the A6 tariff elimination was discussed as well.

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

F.4 Board comments, announcements, reports and agenda item requests: Directors Mayo and Edwards appreciated the article on the Teen Center that appeared in the current CSDA magazine. Director Mayo also wanted to point out and appreciate Jason Patton for his "Save the Water" ad on the radio and advised that it sounded great. Director Mayo then handed out the ACWA Region 1 Legislative & Regulatory Issues and advised that they had added the headwaters sustainability plan in relation to the marijuana issues as well as the very new topic of "Atmospheric River."

Director Wheeler would like to go to the Botanical Gardens at Hiller Park with staff and Julie Lee as well as wanting to see the tree farm pilot project that the District is currently working on.

AGENDA ITEM G ADJOURNMENT:

President Corbett adjourned the meeting at 8:06 pm

Becky Schuette, Board Secretary

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

Table of Contents

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

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

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		649,685.08
Cash Receipts:		
Utility Billings	444,808.29	
Money Market Account Interest	103.78	
Transfers from County Funds #2560, #4240	200,000.00	
Other Cash Receipts	143,501.01	
Total Cash Receipts		788,413.08
Cash Disbursements:		
Payroll Related Expenditures	(199,300.38)	
Debt Service	(70,982.47)	
Capital & Other Expenditures	(471,467.48)	
Total Cash Disbursements		(741,750.33)
Operating & Money Market - Ending Balance		696,347.83
Total Cash		<u>697,287.83</u>

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

LAIF - Beginning Balance	128,650.44	
Interest Income	90.94	
LAIF - Ending Balance		128,741.38
Humboldt Co. #2560 - Beginning Balance	1,511,903.24	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income	1,045.73	
Humboldt Co. #2560 - Ending Balance		1,512,948.97
Humboldt Co. #4240 - Beginning Balance	3,878,900.60	
Property Taxes	-	
Transfer to/from Operating Cash	(200,000.00)	
Transfer to/from Biosolids Reserve	20,013.83	
Interest Income	2,872.26	
Humboldt Co. #4240 - Ending Balance		3,701,786.69
Humboldt Co. #9390 - Beginning Balance	490,239.94	
Reserves Recovery Deposits	24,004.11	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		514,244.05
USDA Bond Reserve Fund - Beginning Balance	160,099.57	
Bond Reserve Payment	7,395.83	
Debt Service Payment	-	
Interest Adjustment	2.59	
USDA Bond Reserve Fund - Ending Balance		167,497.99
Market Valuation Account		(180.00)
Umpqua Bank Meas.B Loan Proceeds - Beginning Balance	1,401,526.12	
Net Transfer to/from Loan Cash Holding Acct	-	
Debt Service Payment	-	
Interest Income	1,811.94	
Umpqua Bank Meas.B Loan Proceeds - Ending Balance		1,403,338.06
Total Investments		<u>7,428,377.14</u>
Total Cash & Investments - Current Month		8,125,664.97
Total Cash & Investments - Prior Month		<u>8,222,727.26</u>
Net Change to Cash & Investments This Month		<u>(97,062.29)</u>
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		7,198,840.30
Davis-Grunsky Loan Reserve		599,393.86
Waste Water Capital Reserve		99,932.82
USDA Bond Reserve		167,497.99
I-Bank Loan Reserve		60,000.00
Total Cash & Investments		<u>8,125,664.97</u>

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

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 762,722.04	\$ 167,958.50	\$ (45,364.75)	\$ 2,162,438.71	\$ 2,729,624.72	\$ 5,777,379.22
Accounts receivable	3,134.92	-	4,468.53	330,840.61	258,375.96	596,820.02
Prepaid expenses & other current assets	52,365.09	-	2,289.49	91,732.58	50,173.81	196,560.97
Total Current Assets	818,222.05	167,958.50	(38,606.73)	2,585,011.90	3,038,174.49	6,570,760.21
Noncurrent Assets						
Restricted cash & cash equivalents	176,826.92	-	-	659,393.86	267,430.81	1,103,651.59
Other noncurrent assets	268.00	-	-	-	-	268.00
Capital assets (net)	-	-	-	7,657,362.45	12,997,334.61	20,654,697.06
Total Noncurrent Assets	177,094.92	-	-	8,316,756.31	13,264,765.42	21,758,616.65
TOTAL ASSETS	\$ 995,316.97	\$ 167,958.50	\$ (38,606.73)	\$ 10,901,768.21	\$ 16,302,939.91	\$ 28,329,376.86
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 88,015.11	\$ 211,920.10	\$ 356.91	\$ 213,676.53	\$ 29,824.30	\$ 543,792.95
Accrued payroll & related liabilities	89,983.41	-	-	35,172.27	35,172.27	160,327.95
Total Current Liabilities	177,998.52	211,920.10	356.91	248,848.80	64,996.57	704,120.90
Noncurrent Liabilities						
Long-term debt	-	-	-	3,026,379.20	820,887.52	3,847,266.72
Other noncurrent liabilities	268.00	1,400,000.00	-	279,671.03	281,819.18	1,961,758.21
Total Noncurrent Liabilities	268.00	1,400,000.00	-	3,306,050.23	1,102,706.70	5,809,024.93
TOTAL LIABILITIES	178,266.52	1,611,920.10	356.91	3,554,899.03	1,167,703.27	6,513,145.83
Fund Balance/Net Assets						
Fund balance	74,691.30	(1,443,961.60)	(38,963.64)	-	-	(1,408,233.94)
Net assets	742,359.15	-	-	2,715,885.93	2,958,789.55	6,417,034.63
Investment in capital assets, net of related debt	-	-	-	4,630,983.25	12,176,447.09	16,807,430.34
Total Fund Balance/Net Assets	817,050.45	(1,443,961.60)	(38,963.64)	7,346,869.18	15,135,236.64	21,816,231.03
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 995,316.97	\$ 167,958.50	\$ (38,606.73)	\$ 10,901,768.21	\$ 16,302,939.91	\$ 28,329,376.86
Difference in Reclass from Cap Assets to Net Assets:				30.01	-	
Investment in General Capital Assets	\$ 3,435,708.96					
General Long-term Liabilities						
PG&E Streetlights Loan	87,735.95					
Meas. B Loan: Teen/Community Center	1,432,701.00					
OPEB Liability	206,637.23					
Accrued Compensated Absences	40,783.04					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 1,767,857.22					

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

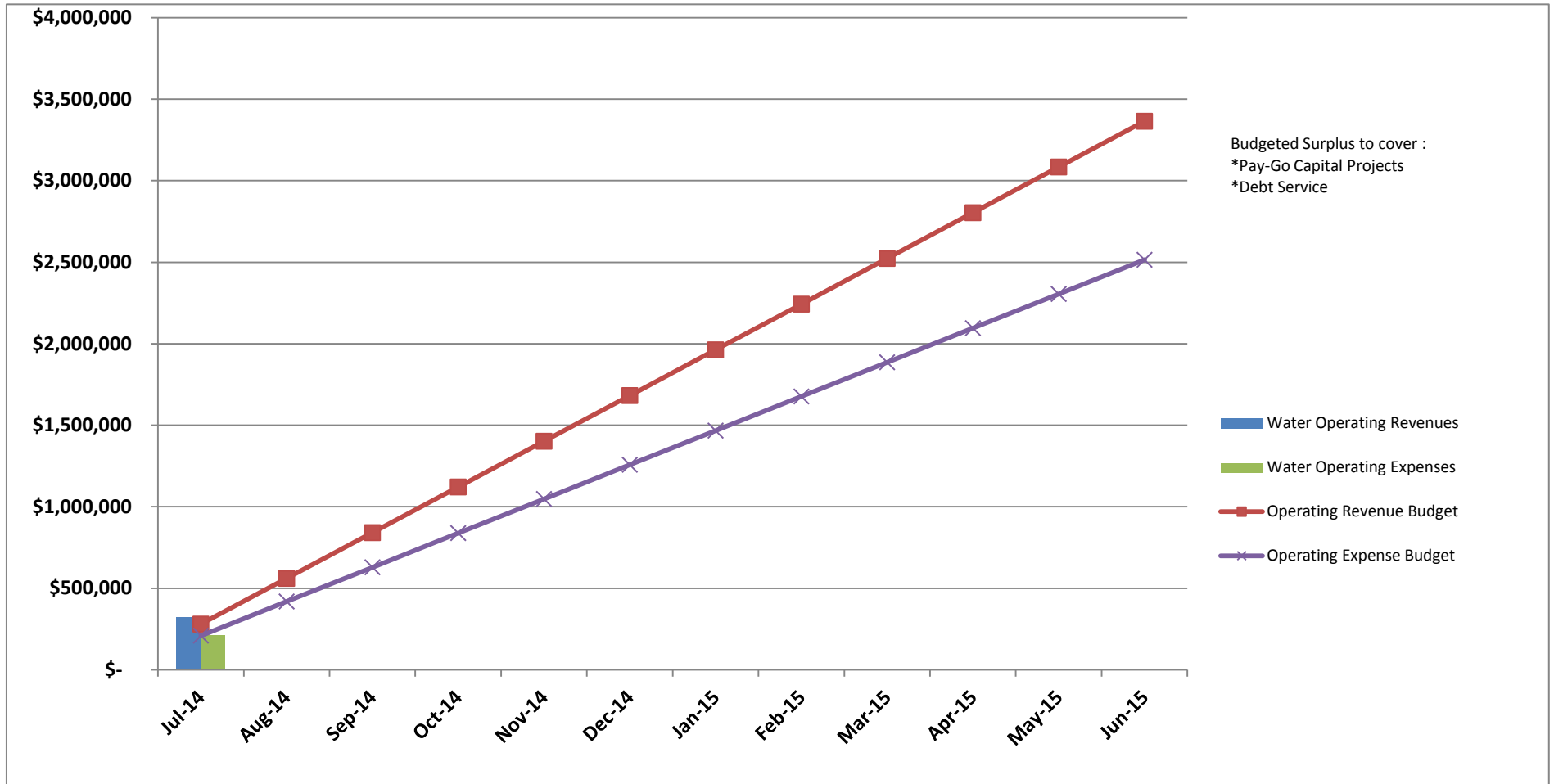
Department Summaries	July	% of Year 8.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	309,118	309,118	247,434	61,684	24.93%	Budget spread evenly over 12 months - actual water sales vary seasonally
Other Revenues	15,618	15,618	32,955	(17,337)	-52.61%	Includes YTD Capacity Fees of \$2,802
Total Operating Revenues	324,736	324,736	280,389	44,347	15.82%	
Salaries & Benefits	83,402	83,402	69,618	13,784	19.80%	Includes annual PERS pmt for MCSD share of unfunded liability
Water Purchased	70,831	70,831	79,779	(8,948)	-11.22%	Partly due to reduction of pass-through costs and timing of non-read week
Other Expenses	32,140	32,140	33,949	(1,809)	-5.33%	
Depreciation	27,200	27,200	26,250	950	3.62%	
Total Operating Expenses	213,573	213,573	209,596	3,977	1.90%	
Net Operating Income	111,163	111,163	70,793	48,324		
Interest Income	996	996	693	303	43.74%	Interest rate higher than originally estimated
Interest Expense	(6,223)	(6,223)	(6,134)	89	1.46%	
Net Income (Loss)	105,936	105,936	65,352	40,584		
<u>Sewer</u>						
Sewer Service Charges	227,729	227,729	199,435	28,294	14.19%	Budget spread evenly over 12 months - actual sewer charges vary seasonally
Other Revenues	7,589	7,589	32,939	(25,350)	-76.96%	Includes YTD Capacity Fees \$0
Total Operating Revenues	235,318	235,318	232,374	2,944	1.27%	
Salaries & Benefits	90,145	90,145	77,870	12,275	15.76%	Includes annual PERS pmt for MCSD share of unfunded liability
Other Expenses	45,625	45,625	46,493	(868)	-1.87%	
Depreciation	39,150	39,150	40,000	(850)	-2.13%	
Total Operating Expenses	174,920	174,920	164,363	10,557	6.42%	
Net Operating Income	60,398	60,398	68,011	(7,613)		
Interest Income	1,814	1,814	1,667	147	8.80%	
Interest Expense	(3,156)	(3,156)	(3,481)	(325)	-9.33%	
Net Income (Loss)	59,055	59,055	66,197	(7,142)		
Enterprise Funds Net Income (Loss)	164,991	164,991	131,549	33,442		

Treasurer's Report Page 4

McKinleyville Community Services District

July 2015

Comparison of Water Fund Operating Revenues & Expenses to Budget

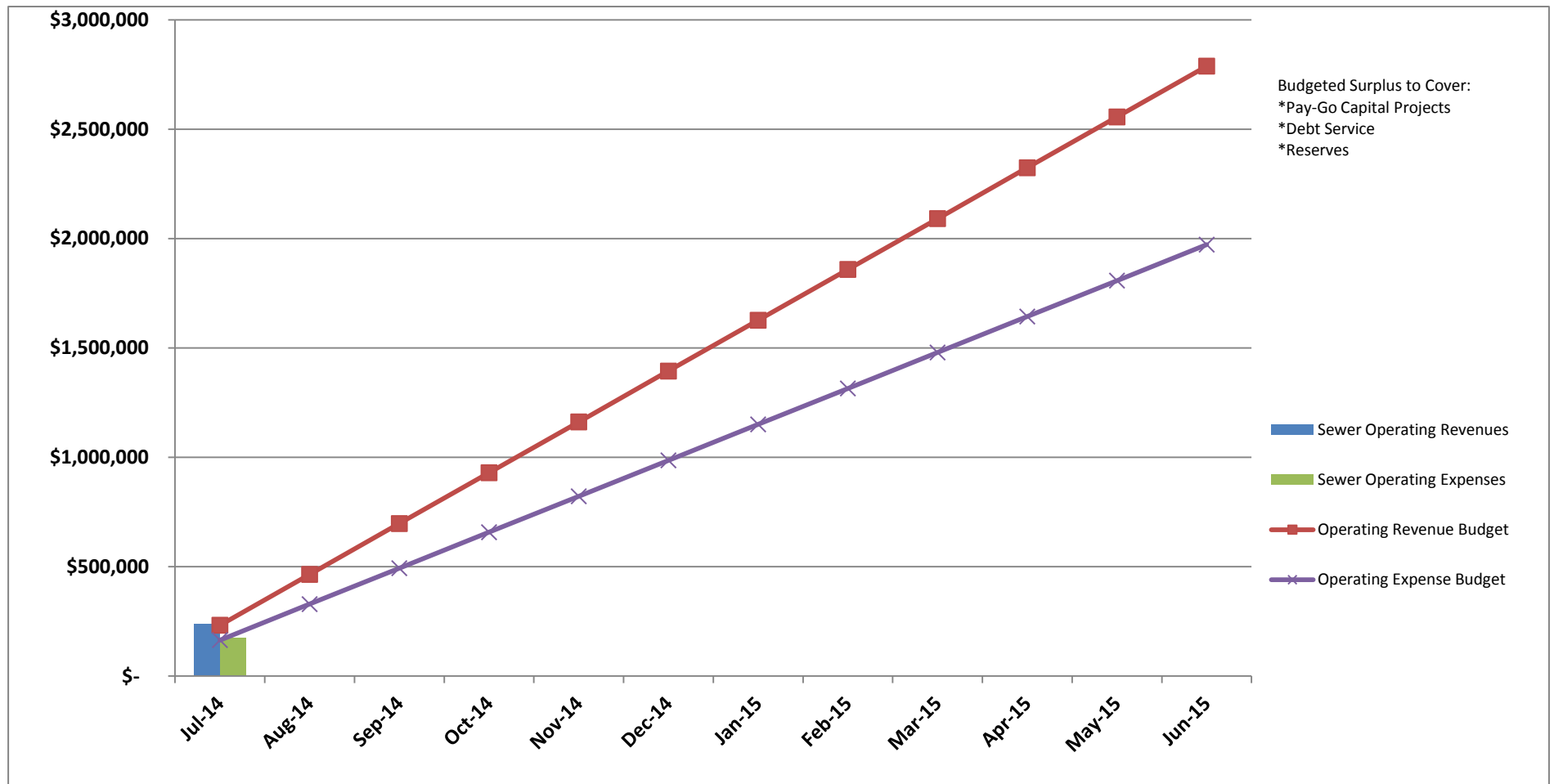


Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District

July 2015

Comparison of Sewer Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 6, Selected Graphic Comparisons

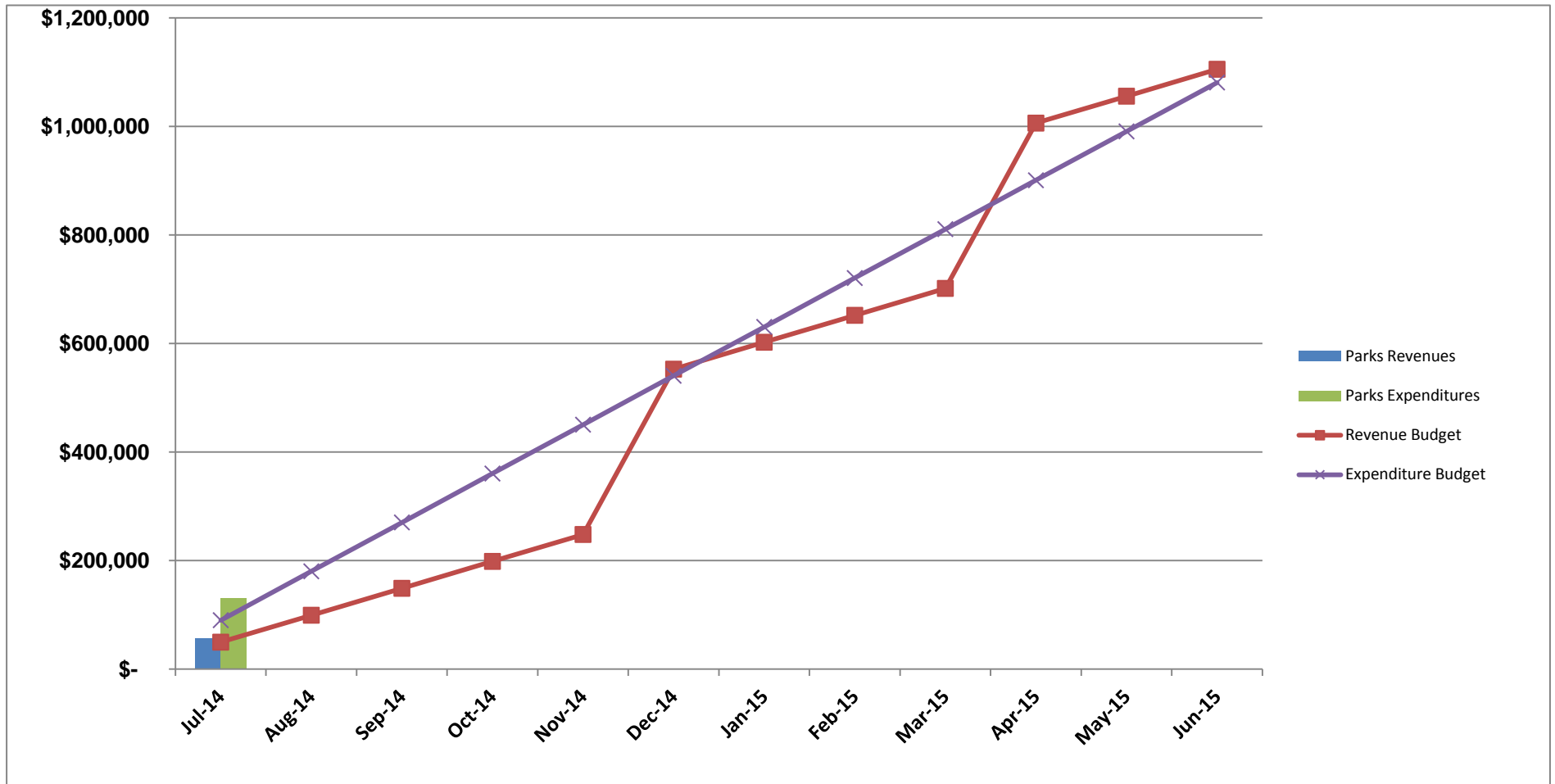
McKinleyville Community Services District
Activity Summary by Fund, Original Budget
July 2015

Department Summaries	July	% of Year 8.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	41,673	41,673	29,529	12,144	41.13%	Budget is spread evenly across 12 months, but actuals vary with programs
Rents & Related Fees	5,619	5,619	6,269	(650)	-10.37%	Budget is spread evenly across 12 months, but actuals vary with rentals
Property Taxes	-	-	42,500	(42,500)	-100.00%	County Tax remittance scheduled in December and April
Other Revenues	7,465	7,465	13,125	(5,660)	-43.12%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Income	1,148	1,148	683	465	68.03%	Interest rate higher than originally estimated
Total Revenues	55,905	55,905	92,106	(36,201)	-39.30%	
Salaries & Benefits	83,586	83,586	67,700	15,886	23.47%	Includes annual PERS pmt for MCSD share of unfunded liability
Other Expenditures	17,492	17,492	17,680	(188)	-1.07%	
Capital Expenditures	29,830	29,830	4,693	25,137	535.63%	CIP costs posted with purchases/payments, not spread over 12 months
Total Expenditures	130,908	130,908	90,073	40,835	45.34%	
Excess (Deficit)	(75,003)	(75,003)	2,033	(77,036)		
<u>Measure B Assessment</u>						
Total Revenues	1,977	1,977	170,833	(168,856)	-98.84%	County Tax remittance scheduled in December and April
Salaries & Benefits	7,136	7,136	9,142	(2,006)	-21.95%	Includes annual PERS pmt for MCSD share of unfunded liability
Other Expenditures	7,242	7,242	11,540	(4,298)	-37.24%	Maintenance expenditures vary with scheduling
Capital Expenditures	224,858	224,858	150,000	74,858	49.91%	Teen Center - actuals will vary with project progress and pmnts from Reserves
Total Expenditures	239,236	239,236	170,682	68,554	40.17%	
Excess (Deficit)	(237,259)	(237,259)	151	(237,410)		
<u>Street Lights</u>						
Total Revenues	7,784	7,784	7,820	(37)	-0.47%	
Salaries & Benefits	4,791	4,791	3,369	1,422	42.22%	Includes annual PERS pmt for MCSD share of unfunded liability
Other Expenditures	2,291	2,291	2,603	(312)	-11.97%	
Capital Expenditures/Loan Repayment	1,655	1,655	1,842	(187)	-10.13%	PG&E LED Project Debt repayment
Total Expenditures	8,738	8,738	7,814	924	11.83%	
Excess (Deficit)	(955)	(955)	6	961		
Governmental Funds Excess (Deficit)	(313,216)	(313,216)	2,190	(315,406)		

Treasurer's Report Page 7

McKinleyville Community Services District July 2015

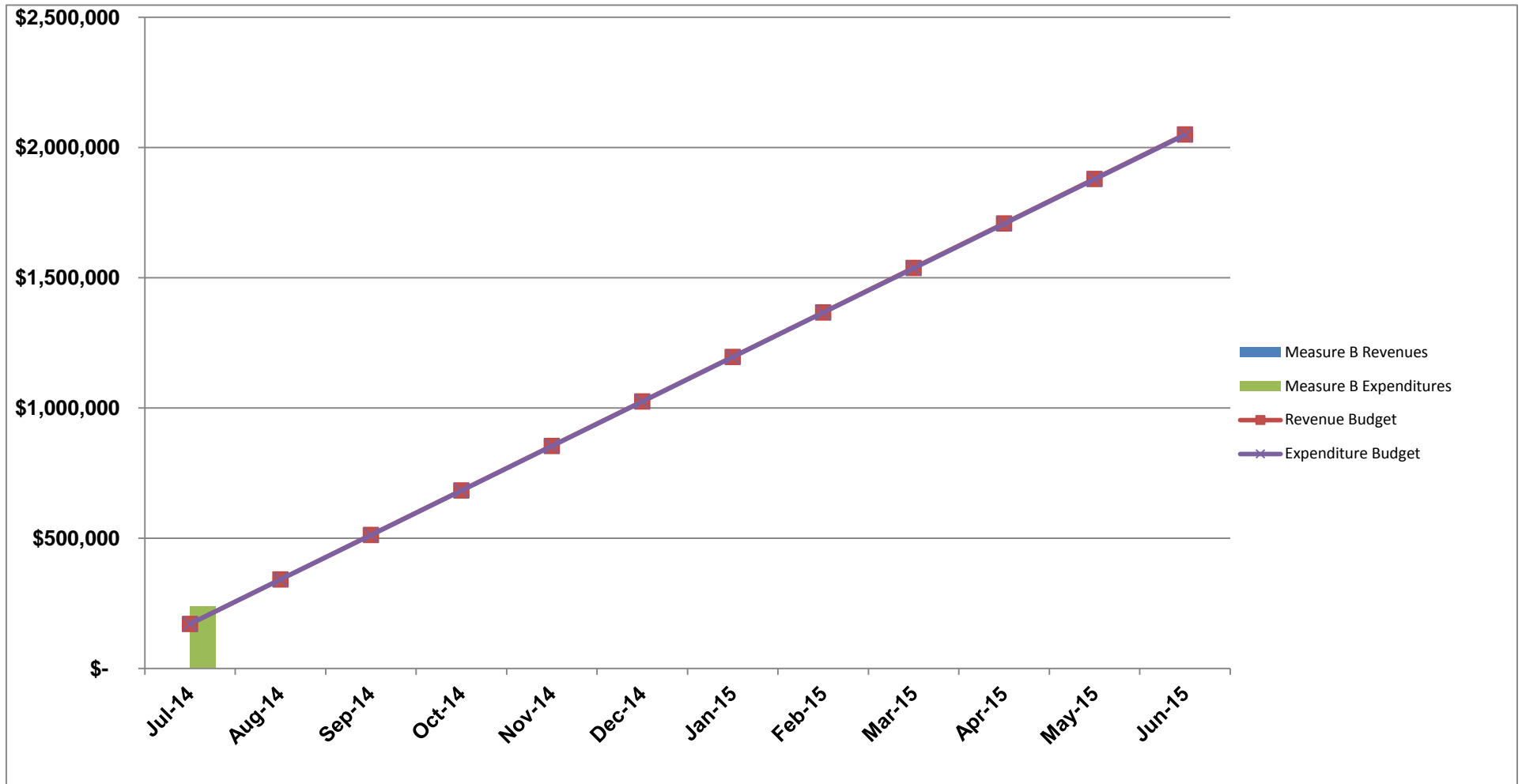
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District July 2015

Comparison of Measure B Fund Total Revenues & Expenditures to Budget

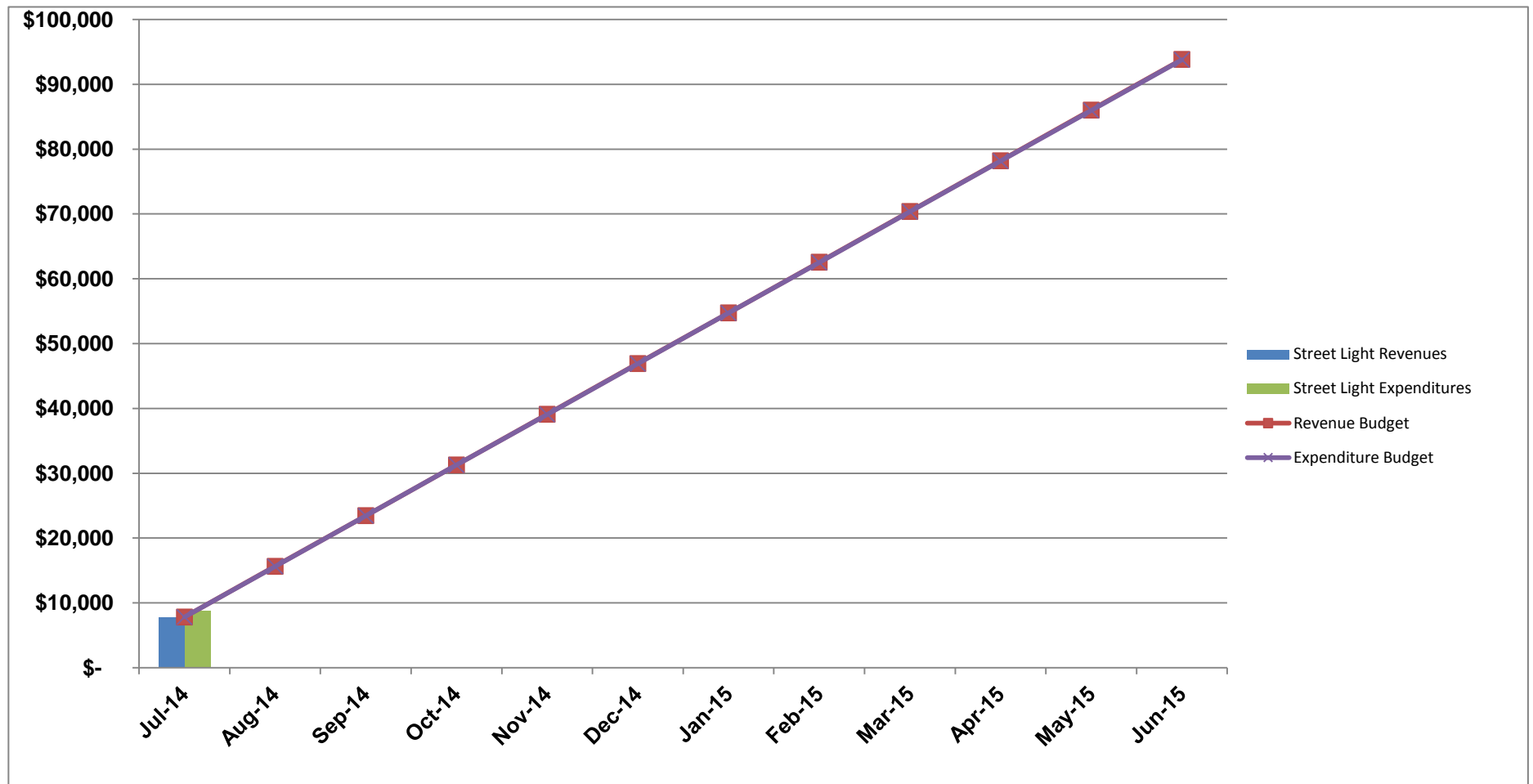


Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District

July 2015

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

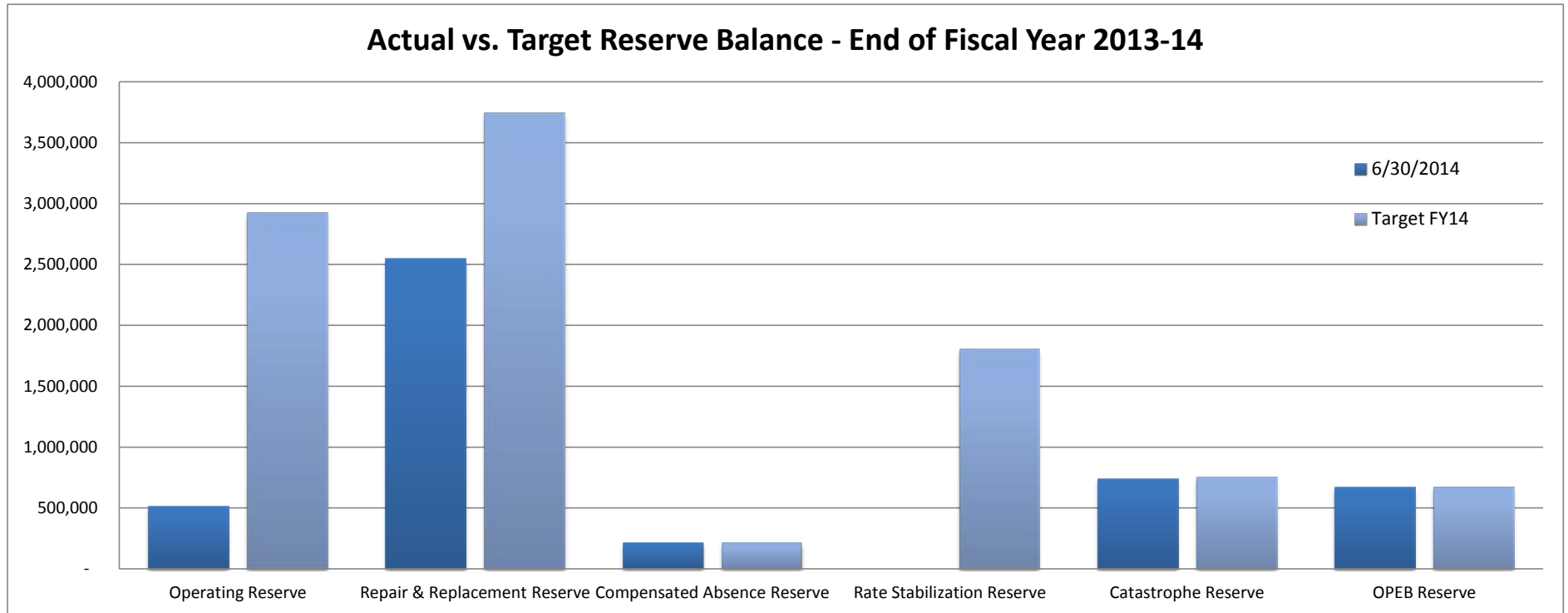
McKinleyville Community Services District
Capital Expenditure Report
As of July 31, 2015

	July	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	-	-	131,000	131,000	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	8,881	864,000	855,119	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	97	13,000,000	12,999,903	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	97	13,442,000	13,441,903	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 computer
Fischer Ranch - Barn & Fence upgrades, Unc	-	-	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	8,978	16,011,000	16,002,022	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	224,858	115,000	(109,858)	-96%	Teen Center Project
Other Parks Projects & Equipment	19,815	19,815	29,000	9,185	32%	Vehicles and Equipment
Subtotal	254,689	254,689	171,000	(83,689)	-49%	
Streetlights						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	254,689	254,689	173,000	(81,689)	-47%	
All Funds Total	518,355	263,667	16,184,000	15,920,333	98%	

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

				Principal Maturities and Scheduled Interest			
				Balance - June	Balance - July 31,		
	%	Maturity Date		30, 2015	2015	FY-16	Thereafter
Water Fund:							
I-Bank		8/1/30	P	842,084.87	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				3,066,950.58	3,026,379.20	107,821.40	2,918,557.83
Total Water Fund-Interest						73,602.49	634,639.07
Total Water Fund				3,066,950.58	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	79,511.25	79,511.25	25,838.70	53,686.60
Interest	2.6%		I			2,067.64	2,102.41
Umpqua Bank		12/4/17	P	129,512.40	125,456.17	49,848.42	79,721.79
Interest	5.5%		I			5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	575,000.00	575,000.00	60,000.00	515,000.00
Interest	5.0%		I			27,250.00	90,875.00
Total Sewer Fund-Principal				824,943.75	820,887.52	176,607.22	648,408.39
Total Sewer Fund-Interest						35,202.98	96,483.98
Total Sewer Fund				824,943.75	820,887.52	211,810.20	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	89,391.35	87,735.95	17,909.80	69,526.55
	0.0%		I				-
Total Principal				5,413,986.68	5,367,703.67	377,846.42	4,993,685.77
Total Interest						159,023.29	1,093,987.58
Total				5,413,986.68	5,367,703.67	536,869.71	6,087,673.35

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



- Utility Accounts Receivable Turnover Days	As of July 31, 2015	14.7 Days
- YTD Breakeven Revenue, Water Fund:	185,172.05	- YTD Actual Water Sales: 309,118.33
- Days of Cash on Hand - Operations Checking Account		46.0 Days

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
29824	7/8/2015	*0001	AZALEA HALL DEPOSIT REFUND FT	100.00	B50702	AZALEA HALL DEPOSIT REFUND FT
29825	7/8/2015	*0002	AZALEA HALL DEPOSIT REFUND SG	100.00	B50707	AZALEA HALL DEPOSIT REFUND SG
29826	7/8/2015	BAN01	BANKCARD CENTER	2,195.57	JUNE-15	TRAVEL MEALS, REC SUPPLIES
29827	7/8/2015	COA01	COASTAL BUSINESS SYSTEMS	342.09	17146172	COPIER MAINTENANCE AGREEMENT
29828	7/8/2015	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B506151	MOMS MONTHLY MAINTENANCE
29829	7/8/2015	COR07	JOHN W. CORBETT	125.00	B50629	BOARD MTG ON 06/03/15
29830	7/8/2015	COU02	HUMBOLDT COUNTY ASSESSOR	6.50	B50629	MEASURE B MAPS
29831	7/8/2015	COU09	DAVID R. COUCH	125.00	B50629	BOARD MTG ON 06/03/15
29832	7/8/2015	DIS03	DISCOUNT SCHOOL SUPPLY	136.00	P32956770	REC PROGRAM SUPPLIES
29833	7/8/2015	E&O01	E & O BOWL	225.00	B50629	REC PROGRAM FIELD TRIP
29834	7/8/2015	EDW01	HELEN L. EDWARDS	125.00	B50629	BOARD MTG ON 06/03/15
29835	7/8/2015	HAR13	The Hartford - Priority A	383.98	B50701	GRP. HEALTH INS
29836	7/8/2015	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	65,230.23	B50702	WATER PURCHASED FOR JUNE
29837	7/8/2015	HUM08	HUMBOLDT SANITATION	1,034.80	B50706	TRASH SERVICE FOR JUNE 2015
29838	7/8/2015	MAY02	DENNIS MAYO	125.00	B50629	BOARD MTG ON 06/03/2015
29839	7/8/2015	MCS01	MCSD C/O HUMBOLDT COUNTY	23,943.72	B50629	REVENUE RECOVERY SURCHARGE
29840	7/8/2015	MIL04	JESSE MILES	95.15	B50702	REC PROGRAM SUPPLIES REIMB

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29841	7/8/2015	NEC01	NEC FINANCIAL SERVICES,LLC	375.66	B50706	PHONE SERVICE FOR JULY 2015
29842	7/8/2015	OPI01	OPIE'S CHEVROLET & BUICK	118.36	16018	VEHICLE REPAIRS
29843	7/8/2015	PGE01	PG & E (Office & Field)	18,069.45	B50706	GAS & ELECTRIC
29844	7/8/2015	PIN01	JONATHAN THOMAS PINI	90.00	B50706	CONTRACT FUTSAL REFEREE
29845	7/8/2015	PIT01	PITNEY BOWES	374.07	B50629	POSTAGE METER LEASE
29846	7/8/2015	ROU01	ROUND TABLE DEVELOPMENT CORP	107.46	B50706	REC PROGRAM SUPPLIES
29847	7/8/2015	SUD01	SUDDENLINK	134.95	B50629	INTERNET SERVICES FOR JUNE 2015
29848	7/8/2015	SWR02	SWRCB FEES	1,989.12	LW-100069	ANNUAL PERMIT FEES
29849	7/8/2015	UMP03	UMPQUA BANK--VISA	86.25	B50708	TRAVEL
				6.25	JUNE01	OFFICE SUPPLIES
			Check Total:	92.50		
29850	7/8/2015	USB01	U.S. BANK TRUST N.A.	7,395.83	B50629	SEWER BOND PAYMENT
29851	7/8/2015	WHE02	GEORGE A. WHEELER JR.	125.00	B50629	BOARD MTG ON 06/03/2015
29852	7/8/2015	\B012	MQ CUSTOMER REFUND FOR BE	45.87	000B50701	MQ CUSTOMER REFUND FOR BE
29853	7/8/2015	\B024	MQ CUSTOMER REFUND FOR BU	4.75	000B50701	MQ CUSTOMER REFUND FOR BU
29854	7/8/2015	\C009	MQ CUSTOMER REFUND FOR CA	31.55	000B50701	MQ CUSTOMER REFUND FOR CA
29855	7/8/2015	\C011	MQ CUSTOMER REFUND FOR CO	52.65	000B50701	MQ CUSTOMER REFUND FOR CO
29856	7/8/2015	\D009	MQ CUSTOMER REFUND FOR DA	26.46	000B50701	MQ CUSTOMER REFUND FOR DA
29857	7/8/2015	\E009	MQ CUSTOMER REFUND FOR EI	7.16	000B50701	MQ CUSTOMER REFUND FOR EI
29858	7/8/2015	\F004	MQ CUSTOMER REFUND FOR FO	53.79	000B50701	MQ CUSTOMER REFUND FOR FO
29859	7/8/2015	\F005	MQ CUSTOMER REFUND FOR FR	5.76	000B50701	MQ CUSTOMER REFUND FOR FR
29860	7/8/2015	\H004	MQ CUSTOMER REFUND FOR HA	33.09	000B50701	MQ CUSTOMER REFUND FOR HA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29861	7/8/2015	\H030	MQ CUSTOMER REFUND FOR HI	42.80	000B50701	MQ CUSTOMER REFUND FOR HI
29862	7/8/2015	\J009	MQ CUSTOMER REFUND FOR JE	47.83	000B50701	MQ CUSTOMER REFUND FOR JE
29863	7/8/2015	\K003	MQ CUSTOMER REFUND FOR KI	77.94	000B50701	MQ CUSTOMER REFUND FOR KI
29864	7/8/2015	\M016	MQ CUSTOMER REFUND FOR MC	100.00	000B50701	MQ CUSTOMER REFUND FOR MC
29865	7/8/2015	\N002	MQ CUSTOMER REFUND FOR NI	41.96	000B50701	MQ CUSTOMER REFUND FOR NI
29866	7/8/2015	\P010	MQ CUSTOMER REFUND FOR PA	36.61	000B50701	MQ CUSTOMER REFUND FOR PA
29867	7/8/2015	\P012	MQ CUSTOMER REFUND FOR PE	51.71	000B50701	MQ CUSTOMER REFUND FOR PE
29868	7/8/2015	\R003	MQ CUSTOMER REFUND FOR RO	42.98	000B50701	MQ CUSTOMER REFUND FOR RO
29869	7/8/2015	\R025	MQ CUSTOMER REFUND FOR RO	42.55	000B50701	MQ CUSTOMER REFUND FOR RO
29870	7/8/2015	\S014	MQ CUSTOMER REFUND FOR SC	79.37	000B50701	MQ CUSTOMER REFUND FOR SC
29871	7/13/2015	ACW01	CB&T/ACWA-JPIA	9,389.64	B50708	GRP. HEALTH INS
29872	7/13/2015	AGS01	AG SALES	36.00	77923	VEHICLE REPAIRS
				312.44	77885	VEHICLE REPAIRS
			Check Total:	<u>348.44</u>		
29873	7/13/2015	BLA02	BLACK DOG OUTFITTERS	1,283.76	83 78	UNIFORMS
29874	7/13/2015	COA01	COASTAL BUSINESS SYSTEMS	1,098.92	17225222	SHARP COPIER MONTHLY PAYMENT
29875	7/13/2015	COS03	COSTCO WHOLESALE	499.15	B50629	REC PROGRAM/OFFC SUPPLIES
29876	7/13/2015	CWE01	CWEA	89.00	B50629	CERTIFICATION RENEWAL
29877	7/13/2015	EUR05	Eureka Oxygen Co	911.28	A 511270	SMALL TOOL PURCHASE
29878	7/13/2015	GAN01	GAN CONFERENCING	5.98	22435	AUDIO CONFERENCES
29879	7/13/2015	GHD01	GHD	938.06	92335	WWMF UPGRADE
29880	7/13/2015	HAC01	HACH COMPANY	61.01	9436433	LAB TESTING SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29881	7/13/2015	IBS01	IBS OF THE REDWOODS	122.79	B50710	VEHICLE REPAIRS
29882	7/13/2015	KEN02	KENNEDY/JENKS CONSULTANTS	4,043.19	93511	WWMF UPGRADE
29883	7/13/2015	MCK03	MCKINLEYVILLE OFFICE SUPPLY	34.06	B50709	POSTAGE/ SUPPLIES
29884	7/13/2015	MCK04	MCK ACE HARDWARE	519.92	B50709	REPAIRS/SUPPLY
29885	7/13/2015	MCK12	MCKINLEYVILLE UNION SCHOOL	1,541.00	33014	KIDS CLUB SNACKS PROVIDED
29886	7/13/2015	MCM01	McMaster-Carr Supply Co.	117.07	33450874	SMALL TOOL PURCHASE
29887	7/13/2015	MES01	KIRSTEN MESSMER	78.94	B50709	REC PROGRAM REIMBURSEMENT
29888	7/13/2015	MIL01	Miller Farms Nursery	2,259.12	B50709	REPAIRS/SUPPLIES
29889	7/13/2015	MIL03	THE MILL YARD	6.57	39630	REPAIRS/ SUPPLIES
29890	7/13/2015	NAP02	NAPA AUTO PARTS	12.27	B50709	REPAIRS/ SUPPLIES
29891	7/13/2015	ORE01	O'REILLY AUTOMOTIVE, INC.	5.15	B50706	LAB TESTING SUPPLIES
29892	7/13/2015	PAT02	PATRICK'S POINT STATE PARK	100.00	B50629	REC PROGRAM FIELD TRIP
29893	7/13/2015	REN01	RENNER PETROLEUM	2,955.64	B50706	FUEL FOR JUNE 2015
29894	7/13/2015	THO02	Thomas Home Center	338.89	B50709	REPAIRS/SUPPLY
29895	7/13/2015	TRA01	COLLEEN TRASK	368.25	2	IMA 2015 PROFESSIONAL CONFERENCE
				49.50	B50709	CA STATE PARKS HCF GRANT WKSHOP
			Check Total:	417.75		
29896	7/13/2015	USP02	USPS: ARCATA BMEU	220.00	B50608	PERMIT 202 RENEWAL
29897	7/13/2015	VER01	VERIZON WIRELESS	91.95	B50709	CELL PHONES FOR JUNE 2015
29898	7/20/2015	ATT01	AT&T	619.81	B50720	PHONE SERVICES FOR JULY 2015
29899	7/20/2015	CAL04	CALPERS	46,537.00	B50720	PREPMT: EMPLOYER UNFUNDED LIAB
29900	7/20/2015	CWE02	CALIFORNIA WATER	156.00	B50708	SUBSCRIPTION RENEWAL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29901	7/20/2015	HAR03	HARVEY M. HARPER CO.	262.99	3	VEHICLE REPAIRS
29902	7/20/2015	HUM02	HUMBOLDT CSD	400.00	3211	ADVERTISEMENT
29903	7/20/2015	IBA01	US BANK-GLOBAL CORP TRUST	57,286.76	61829	LOAN PAYMENT
29904	7/20/2015	IND02	Industrial Electric Service	6.09	IN16075	REPAIRS/SUPPLY
				22.15	IN16136	REPAIRS/SUPPLY
			Check Total:	<u>28.24</u>		
29905	7/20/2015	LDA01	LDA PARTNERS	7,500.00	26/635-1-	TEEN CENTER
29906	7/20/2015	MAY03	DENNIS MAYO	38.00	B50605	ACWA REGION 1 MARIN WATER
29907	7/20/2015	MIT01	Mitchell, Brisso, Delaney & Vrieze	451.50	36379	LEGAL SERVICES FOR JUNE 2015
29908	7/20/2015	NAT06	NATIONAL METER & AUTOMATION	179,880.48	B50710	RADIO READ METER UPGRADES
29909	7/20/2015	NOR01	NORTH COAST LABORATORIES	3,030.00	B50709	LAB TESTS
29910	7/20/2015	NOR13	NOR CALIF SAFETY CONSORTIUM	80.00	21483	SAFETY TRAINING
29911	7/20/2015	NYL01	NYLEX.NET	48.00	730	PROFESSIONAL SERVICES
29912	7/20/2015	PIT01	PITNEY BOWES	74.35	B50709	OFFICE SUPPLIES
29913	7/20/2015	PLA01	PLANWEST PARTNERS, INC.	262.50	15-229-01	PROFESSIONAL SERVICES
29914	7/20/2015	SAF04	SAFEWAY INC. FILE # 72905	32.96	B50720	OFFICE SUPPLIES/ REC PROG
29915	7/20/2015	SEQ01	Sequoia Gas Co.	94.55	25220	HILLER SPORTS SITE FUEL
29916	7/20/2015	SLO01	DIANE SLOANE	105.00	B50720	AFLAC FLEX SPENDING REIMB
29917	7/20/2015	STA11	STAPLES CREDIT PLAN	477.72	B50715	OFFICE SUPPLIES
29918	7/20/2015	USP02	USPS: ARCATA BMEU	1,500.00	B50713	REFILL PERMIT 202-BULK MAIL
29919	7/27/2015	*0003	KIDS CAMP REFUND SS	17.00	B50727	KIDS CAMP REFUND SS
29920	7/27/2015	*0004	KIDS CAMP REFUND MV	130.00	B50727	KIDS CAMP REFUND MV

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29921	7/27/2015	*0005	AZALEA HALL DEPOSIT REFUND RC	100.00	B50727	AZALEA HALL DEPOSIT REFUND RC
29922	7/27/2015	10102	101 NETLINK	960.00	20150701	INTERNET BACKUP SERVICES
29923	7/27/2015	CAL10	CALIFORNIA HEATING	450.00	24350	PROFESSIONAL SERVICES
29924	7/27/2015	DEL02	DELFINO, MADDEN, O'MALLEY	36.00	3756	LEGAL SERVICES
29925	7/27/2015	DEP05	DEPARTMENT OF JUSTICE	128.00	B50727	FIGNERPRINTING SEASONAL WORKERS
29926	7/27/2015	HUM42	HUMBOLDT OUTFITTERS	804.03	7837	SHIRTS FOR THE DISTRICT
29927	7/27/2015	ISE01	I-SECURE INC.	273.00	38902	SHREDDING SERVICES
29928	7/27/2015	JAC04	JACKSON & EKLUND, INC.	553.50	183310	ACCOUNTING SERVICES
				274.50	B50715	ACCOUNTING SERVICES
			Check Total:	828.00		
29929	7/27/2015	LAC01	Laco Associates	5,495.00	35480	PROFESSIONAL SERVICES
29930	7/27/2015	LDA01	LDA PARTNERS	28,657.39	27/635-1	TEEN CENTER
29931	7/27/2015	MAY03	DENNIS MAYO	41.00	B50720	ACWA BOARD OF DIRECTORS MTG
29932	7/27/2015	MCB02	BILL MCBROOME	164.68	B50727	ADVANCED WASTE TREATMENT
29933	7/27/2015	MCM01	McMaster-Carr Supply Co.	25.36	33678241	REPAIRS/ SUPPLIES
29934	7/27/2015	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	B50727	BIOSOLIDS DISPOSAL RESERVE
29935	7/27/2015	MEN01	MENDES SUPPLY CO.	2,488.52	B50722	JANITORIAL SUPPLIES
29936	7/27/2015	MUN02	MUNICIPAL MAINTENANCE	478.98	101473	CONSTRUCTION EQUIP REPAIR
29937	7/27/2015	NOR12	N. HUMBOLDT REC. & PARK	215.00	UC013537	REC PROGRAM FIELD TRIP
29938	7/27/2015	NYL01	NYLEX.NET	96.00	791	PROFESSIONAL SERVICES
29939	7/27/2015	PGE02	PACIFIC GAS & ELECTRIC	2,917.35	B50727	STREETLIGHTS JULY 2015
29940	7/27/2015	PRE08	PRECISION INTERMEDIA	23.75	15-1984	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29941	7/27/2015	S&S02	S & S WORLDWIDE, INC.	97.59	B50727	ACTIVITY SUPPLY
29942	7/27/2015	SIE02	SIERRA CHEMICAL CO.	2,021.28	B50715	CHLORINE CONTAINERS AND DEPOSIT
29943	7/27/2015	TEL01	TELE-WORKS, INC	684.00	8343	PREPAID MINUTES FOR IVR SVC
29944	7/27/2015	UPS01	UPS	32.36	B50727	LAB TESTING SHIPMENT
				518,368.39		
Total Disbursements, Accounts Payable:				518,368.39		

Payroll Related Disbursements

12932-12933	7/1/2015		Various Employees	337.93		Additions for Pager Duty
12934-12963	7/10/2015		Various Employees	18,736.07		Payroll Checks
12964	7/10/2015	CAL12	CalPERS 457 Plan	4,180.37	B50706	RETIREMENT
				503.86	1B50706	PERS 457 LOAN PMT
			Check Total:	4,684.23		
12965	7/10/2015	DIR01	DIRECT DEPOSIT VENDOR- US	23,699.87	B50706	Direct Deposit
12966	7/10/2015	EMP01	Employment Development	-	B50701	STATE INCOME TAX
				1,463.17	B50706	STATE INCOME TAX
12966	7/10/2015	EMP01	Employment Development	3.29	1B50701	SDI
				522.15	1B50706	SDI
			Check Total:	1,988.61		
12967	7/10/2015	EMP02	Employment Dev Department	1,958.66	B50630	SUI
12968	7/10/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B50701	FEDERAL INCOME TAX
				5,266.46	B50706	FEDERAL INCOME TAX
				45.36	1B50701	FICA
				7,186.16	1B50706	FICA
				10.62	2B50701	MEDICARE
				1,680.60	2B50706	MEDICARE
			Check Total:	14,189.20		
12969	7/7/2015	ACW01	CB&T/ACWA-JPIA	49,181.20	B50630	MED & DENTAL INSUR

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
12970	7/7/2015	PUB01	Public Employees PERS	17,537.11	B50630	PERS PAYROLL REMITTANCE
12971-12999	7/22/2015		Various Employees	19,688.43		Payroll Checks
13000	7/22/2015	CAL12	CalPERS 457 Plan	4,231.31	B50722	RETIREMENT
				503.86	1B50722	PERS 457 LOAN PMT
			Check Total:	<u>4,735.17</u>		
13001	7/22/2015	DIR01	DIRECT DEPOSIT VENDOR- US	24,951.51	B50722	Direct Deposit
13002	7/22/2015	EMP01	Employment Development	1,529.02	B50722	STATE INCOME TAX
				543.31	1B50722	SDI
			Check Total:	<u>2,072.33</u>		
13003	7/22/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	5,467.68	B50722	FEDERAL INCOME TAX
				7,470.18	1B50722	FICA
				1,747.04	2B50722	MEDICARE
			Check Total:	<u>14,684.90</u>		
13004	7/24/2015		Various Employees	875.16		Vacation Buyout
			Total Disbursements, Payroll:	<u><u>199,320.38</u></u>		
Total Check Disbursements:				717,688.77		

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 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	July 24, 2015
10 Day Notice	August 19, 2015
Board Meeting	September 2, 2015
Lock	October 5, 2015
ROUTES 12 & 13	

Account #	Address	Model of DCV	Date s/o out
13-601-000	1085 Murray	Febco 805Y	
13-860-000	1505 Fawn	Wilkins	

Updated 08/17/15

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider adopting Resolution 2015-26 for Initiating Street Light Zone # 99**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the Draft Engineer's Report, **Attachment 2**, discuss; take public comment and consider adopting Resolution 2015-26 Initiating 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 Lighting 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.

Attached, as **Attachment 2**, is a Draft Engineer's Report detailing the expected monthly costs for the assessment district as shown on the attached **Exhibit B** and site plan showing approximate locations attached as **Exhibit A**. **Attachment 1** is draft Resolution 2015-26 initiating the process for the formations of the zone. Pursuant to Proposition 218, the process will include preparation of an Engineer's Report and ballot. The Engineer's Report and ballot will be mailed to the developer, as majority owner of the properties included in the proposed Street Lighting Zone. The zone formation public hearing is scheduled for October 7, 2015.

Staff will post notice of this Hearing, and will mail notice to the developer. The Board should note that this is NOT a protest hearing.

Alternatives:

Staff analysis consists of 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 of the energy costs is included in the cost division formula. Therefore, the proposed zone will have no fiscal impact on the District.

Environmental Requirements:

All environmental requirements were met by the developer prior to development.

Exhibits/Attachments:

- Attachment 1 – Resolution of Initiation 2015-26 Exhibit A
- Attachment 2 – Engineers Report Exhibit A and B

RESOLUTION 2015-26

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
INITIATING PROCEEDINGS TO ESTABLISH THE CENTRAL ESTATES PHASE 2C
SUBDIVISION STREET LIGHTING ZONE # 99**

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, the District Board desires to form a street light zone, designated as Central Estates Phase 2C Subdivision Street Light Zone # 99 (the "Zone") and comprised of the parcels within the Subdivision, to fund the operation and maintenance of the Improvements through the levy of an assessment (the "Assessment"); and

WHEREAS, a Draft Engineer's Report for the Zone has been filed with the District Board and is on file and available for public inspection in the District's offices (the "Engineer's Report").

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

1. Propose the formation of the Zone;
2. Preliminarily approves the Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the proposed assessment against parcels in the Zone;
3. Sets October 7, 2015 at 7:00 pm at Azalea Hall as the time and place for a public hearing on the proposed assessment and the formation of the Zone (the "Hearing");
4. Directs that notice of the Hearing be mailed to property owners within the District as required by Article XIID, Section 4 of the California Constitution. Such notice shall include a protest ballot as required by Article XIID, Section 4. Ballots will be accepted and tabulated pursuant to the rules attached hereto as EXHIBIT A.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 2, 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Corbett, Board President

Attest:

Becky Schuette, Board Secretary

**McKinleyville Community Services District
PROCEDURES FOR THE COMPLETION, RETURN, AND TABULATION OF
ASSESSMENT BALLOTS**

I. Completion of Ballots

- **Who may complete a ballot**

An assessment ballot may be completed by the owner of the parcel to be assessed. As used in these Procedures, the term "owner" includes the owner's authorized representative. If the owner of the parcel is a partnership, joint tenancy, or tenancy in common, a ballot may be completed by any of the general partners, joint tenants, or tenants in common. Except as set forth below, only one ballot may be completed for each parcel.

- **Proportional assessment ballots**

If a parcel has multiple owners, any owner may request a proportional assessment ballot. If the ownership interest of the owner is not shown on the last equalized secured property tax assessment roll, such request must include evidence, satisfactory to the District, of the owner's proportional rights in the parcel. The District will provide the proportional ballot to the owner at the address shown on the assessment roll. Any request for a ballot to be mailed to another location must be made in writing and must include evidence, satisfactory to the District, of the identity of the person requesting the ballot. Each proportional ballot will be marked to show the date on which the ballot was provided, to identify it as a proportional ballot and to indicate the owner's proportional rights in the parcel. The District will keep a record of each proportional ballot provided to an owner.

- **Duplicate ballots**

If an assessment ballot is lost, withdrawn, destroyed or never received, the District will mail or otherwise provide a duplicate ballot to the owner upon receipt of a request in writing delivered to the District. The duplicate ballot will be marked to show the date on which the ballot was mailed or provided and to identify it as a duplicate ballot or a duplicate proportional ballot. The same procedure applies to duplicate ballots or duplicate proportional ballots which are lost, withdrawn, destroyed, or never received.

- **Marking and signing the ballot**

To complete an assessment ballot, the owner of the parcel must (1) stamp or mark the appropriate box supporting or opposing the proposed assessment, and (2) sign, under penalty of perjury, the statement on the ballot that the person completing the ballot is the owner of the parcel or the owner's authorized representative. Only one box may be stamped or marked on each ballot. Ballots must be completed in ink.

- **Only assessment ballots provided by the District will be accepted**

The District will only accept ballots mailed or otherwise provided to owners by the District.

II. Return of Ballots

- **Who may return ballots**

An assessment ballot may be returned by the owner of the parcel or by anyone authorized by the owner to return the ballot.

- **Where to return ballots**

Ballots may be mailed to the address indicated on the ballot. The District has provided return postage on the ballot.

Ballots may also be delivered in person to the District's offices, (prior to 4:30 p.m. on the date scheduled for the public hearing on the proposed assessment), or delivered to the District General Manager at the public hearing on the proposed assessment.

- **When to return ballots**

All returned ballots must be received by the District prior to the time the Board of Directors closes the public input portion of the public hearing on the proposed assessment. The public input portion of the public hearing may be continued from time to time. District staff will endorse on each ballot the date of its receipt.

Mailed ballots will only be counted if the ballots are received by the District prior to the conclusion of the public input portion of the public hearing. The District makes no representation as to whether the public input portion of the public hearing will be concluded on the date scheduled for commencement of the public hearing or continued to a later date.

- **Withdrawal of assessment ballots**

After returning an assessment ballot to the District, the person who signed the ballot may withdraw the ballot by submitting a written statement to the District directing the District to withdraw the ballot. Such statement must be received by the District prior to the close of the public input portion of the public hearing on the proposed assessment. When ballots for the assessment are tabulated, the District will segregate withdrawn ballots from all other returned ballots. The District will retain all withdrawn ballots and will indicate on the face of such withdrawn ballots that they have been withdrawn.

If any ballot has been withdrawn, the person withdrawing the ballot may request a duplicate ballot.

- **Changes to assessment ballots**

In order to change the contents of a ballot that has been submitted, the person who has signed that ballot may (1) request that such ballot be withdrawn, (2) request that a duplicate ballot be issued, and (3) return the duplicate ballot fully completed. Each of these steps must be completed according to the procedures set forth above.

III. Tabulation of Ballots

- **Which assessment ballots will be counted**

Only ballots which are completed and returned in compliance with these procedures will be counted. Ballots received by the District after the close of the public input portion of the public hearing on the proposed assessment will not be counted. Ballots which are not signed by the owner will not be counted. Ballots with no boxes marked, or with more than one box marked, will not be counted. Ballots withdrawn in accordance with these procedures will not be counted.

The District will keep a record of each proportional or duplicate ballot mailed or otherwise provided to an owner and will verify, prior to counting any duplicate ballot, that only one ballot has been returned for the parcel (or for the owner in the case of proportional ballots).

The following rules will apply if more than one countable ballot for a parcel (or owner) has been returned. If a non-duplicate ballot has been returned, the District will count the non-duplicate ballot and disregard all duplicate ballots. If only duplicate ballots have been returned, the District will count the earliest provided duplicate ballot and disregard the later provided duplicate ballots. If an owner returns both a non-proportional ballot and a proportional ballot, the District will count the proportional ballot and disregard the non-proportional ballot.

- **When and where ballots will be tabulated**

The tabulation of ballots will be performed, in view of those present, at the public hearing following the close of the public input portion of the public hearing. The public hearing may be continued from time to time for the purpose of tabulating ballots. Ballots will not be unsealed until the tabulation begins.

- **How ballots will be tabulated**

Ballots may be counted by hand, by computer or by any other tabulating device.

Ballots will be tabulated by adding the ballots submitted in opposition to the assessment and adding the ballots submitted in favor of the assessment. Ballots shall be weighted according to the proportional financial obligation of the affected property; provided, however, that proportional ballots shall be weighted in accordance with the respective ownership interests of each proportional ballot submitted. If one or more proportional ballots are returned for a parcel and a non-proportional ballot is returned for the parcel, the non-proportional ballot will either be disregarded (if the same owner has returned a proportional ballot) or treated as a proportional ballot (if the same owner has not returned a proportional ballot).

- **Who will tabulate ballots**

Ballots will be tabulated by the District General Manager or some other impartial person designated by the Board of Directors who does not have a vested interest in the outcome of the proposed assessment. The District General Manager or the other designated person may be assisted by any of the staff and consultants of the District.

- **Results of tabulation**

The results of the tabulation will be announced following the completion of the tabulation and entered in the minutes of the Board of Directors meeting. If ballots submitted in opposition to the proposed assessment exceed the ballots submitted in favor of the proposed assessment (as tabulated above), the assessment will not be imposed.

- **Disclosure of Ballots**

During and after the tabulation, the assessment ballots shall be treated as disclosable public records and be equally available for inspection by the proponents and opponents of the proposed assessment.

IV. Resolution of Disputes

In the event of a dispute regarding whether the signer of a ballot is the owner of the parcel to which the ballot applies, the District will make such determination from the last equalized assessment roll and any evidence of ownership submitted to the District prior to the conclusion of the public hearing. The District will be under no duty to obtain or consider any other evidence as to ownership of property and its determination of ownership will be final and conclusive.

In the event of a dispute regarding whether the signer of a ballot is an authorized representative of the owner of the parcel, the District may rely on the statement on the ballot signed under penalty of perjury that the person completing the ballot is the owner's authorized representative and any evidence submitted to the District prior to the conclusion of the public hearing. The District will be under no duty to obtain or consider any other evidence as to whether the signer of the ballot is an authorized representative of the owner and its determination will be final and conclusive.

V. Public Record

During and after tabulation, all ballots are public records.

VI. Further Information

For further information, contact MCSD at 839-3251.

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:

\$4.63 per month (1/62 share) of the estimated cost for utilities,
maintenance, and overhead

\$0.50 per month charge for Administrative fees

\$5.13 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.

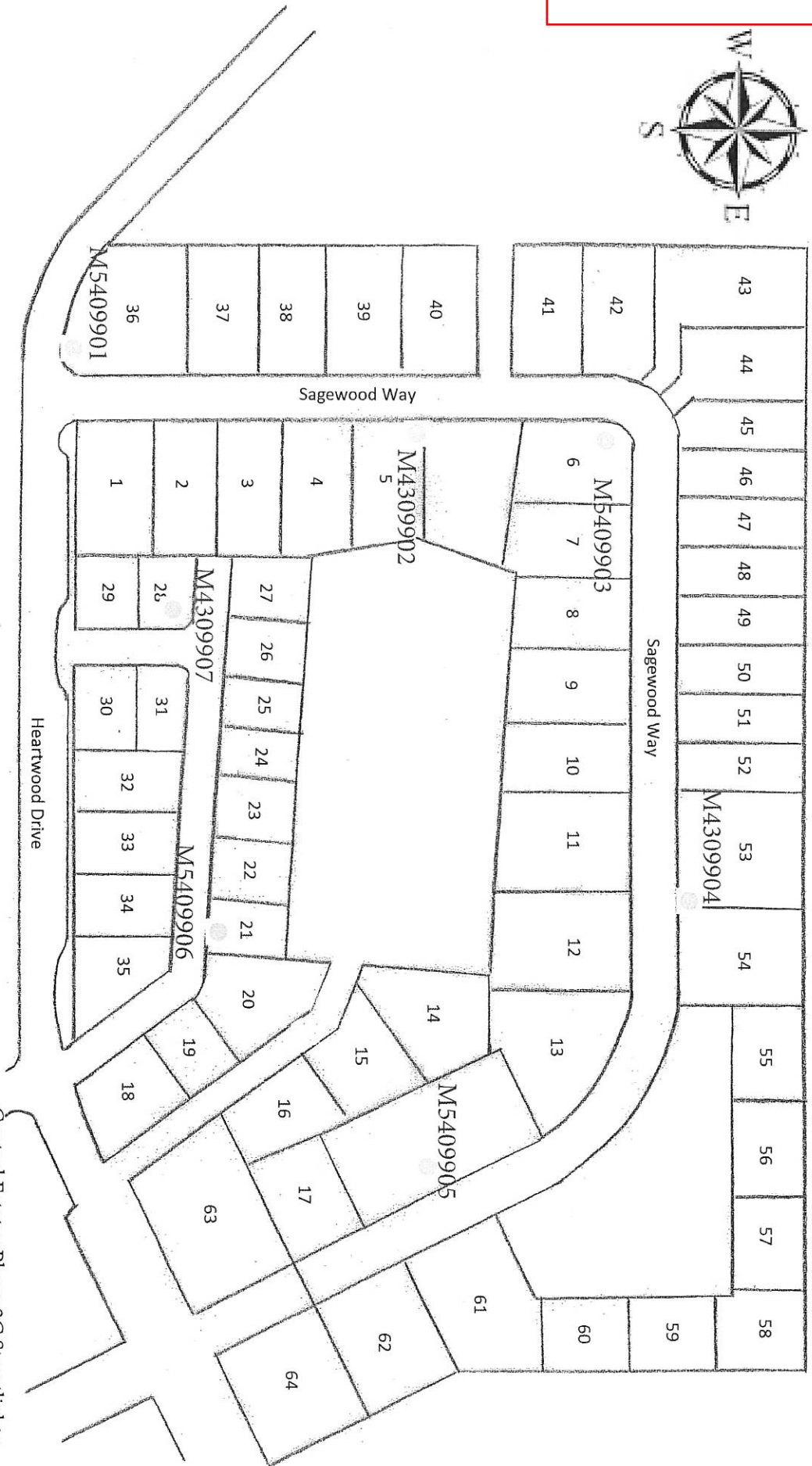
There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes

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.



Central Estates Phase 2C Streetlights
APN508-252-01

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

			Monthly Charge	electr/mo	electr/year	
Current Actual Average Energy Cost	\$3.71		\$25.98	\$1,425.25	\$17,103.00	avg of all lights (regardless of size)
		Life Cycle in Months				
Current actual pole replacement cost	\$2,250.00	360	\$0.16			30 year life
		Visits Per Lifecycle				
Actual Loaded Labor for .5 hours	\$26.67	2	\$0.22			
		Visits Per Lifecycle				
Actual Boom Truck cost .5 hour visit	\$41.72	2	\$0.35			
		Photo Cells per life cycle				
Actual Average Photo Cell Cost	\$13.71	2	\$0.11			
		Life Cycle in Months				
Current Average LED Light Fixture Cost	\$407.37	240	\$0.59			20 year life
		Visits Per Life Cycle				
Pole Inspections	\$103.62	3	\$0.86			30 year life
		Total Direct Cost	\$28.28			
Indirect Costs	per month					
Admin/Billing Labor Costs per month	\$2,990.42		\$7.79	per light		
Overhead/Fixed Costs (Insurance, etc.)	\$1,884.06		\$4.91	per light		
		Total Cost per Fixture	\$40.97	per month		7 Fixture Count in Zone 99
		Total Cost for SLZ # 97	\$286.80	per month		384 Fixture Count for MCSD
		Proposed Lots				
		62	\$4.63	per month per lot		

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information presented, air questions, receive public comment and approve Resolution 2015-23, **Attachment 1** to Quitclaim a portion of the Ocean West Sewer Easement vacated due to sewer mainline realignment.

Discussion:

A necessary step in the completion of the Ocean West Sewer Mainline Realignment project was a modification of the existing utility easement in order to provide perpetual access for MCSD to maintain and repair newly constructed section of sewer mainline.

In May the MCSD Board of directors Approved Resolution 2015-10 accepting an easement for the realigned sewer mainline.

Swanlund, in consideration for granting the new easement and bearing costs associated with its creation, has requested MCSD to quitclaim its interest in a portion of the former easement, as depicted on the attached Quitclaim Deed **Attachment 2 EXHIBIT A.**

Staff has accepted the new easement and agrees that the portion of the old easement sought to be vacated by the attached Quitclaim Deed (as indicated on Exhibit A1) is not needed, and can be vacated.”

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The newly constructed section of sewer mainline has been recorded into the MCSD Capitol Inventory

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2015-23
- Attachment 2 – Quitclaim Deed

RESOLUTION 2015-23
**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS VACATING A PORTION OF AN EXISTING PUBLIC
SERVICE EASEMENT OVER AND ACROSS A PORTION OF REAL PROPERTY
LOCATED IN MCKINLEYVILLE, CALIFORNIA AND AUTHORIZING THE GENERAL
MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE
VACATION OF A PORTION OF THE EASEMENT**

WHEREAS, the vacation of a portion of the public service easement described herein is being conducted pursuant to and in accordance with California Streets and Highway Code §§ 8330, et. seq., which provides for summary vacation of streets and public service easements;

WHEREAS, the portion of the public service easement to be vacated is located near Murray Road and McKinleyville Avenue, in McKinleyville, Humboldt County, California (APN: 510-171-40) and is more particularly described in “**Exhibit A**” attached hereto;

WHEREAS, the portion of the easement to be vacated has been superseded by relocation by way of the Grant of Easement to McKinleyville Community Services District recorded in the Official Records of the County of Humboldt on May 19, 2015, as Instrument Number 2015-009592-7, and there are no other public utilities within the portion of the easement to be vacated;

WHEREAS, the vacation is minor in nature and is exempt from review by the Planning Commission pursuant to Government Code § 65402;

WHEREAS, vacation of a portion of the easement does not have a significant environmental effect and is deemed categorically exempt under the California Environmental Quality Act (“CEQA”), California Public Resources Code Section 21000, et seq., pursuant to Title 14, Art. 19, Section 15305 of the California Code of Regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby adopt the foregoing findings and authorizes the General Manager to execute all documents necessary to complete the vacation of a portion of the easement as described above. The Board Secretary is hereby directed to record a certified copy of this Resolution in the office of the Humboldt County Recorder. From and after the date of recordation of this resolution, the portion of the easement described in Exhibit A will no longer constitute a public service easement.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 2, 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Corbett, Board President

Attest:

Becky Schuette, Board Secretary

EXHIBIT A
DESCRIPTION OF EASEMENT AREA VACATED:

That portion of the Northeast Quarter of the Northwest Quarter of Section 31,
Township 7 North, Range 1 East, Humboldt Meridian, more particularly described as
follows:

Any portion of the Easement described in Book 1600 of Official Records Page 994,
Humboldt County Records, that lies outside of the boundaries of Easement
described Document Serial Number 2015-009592-7, Humboldt County Records.



8-21-2015

MURRAY ROAD

— BASIS OF BEARINGS —

25|30
36|31

(N 89°25' W, BOOK 13 OF PARCEL MAPS PAGE 87)

1/4 SECT. 30

750.23'

31

S 19°44'45" W
281.41'

N 36°51'31" E
(TIE 49.41')

PARCEL 1
29 PM 144

PARCEL 2
29 PM 144

PARCEL 3
29 PM 144

THIS EASEMENT
20' WIDE SEWER EASEMENT
DOCUMENT #2015-009592-7

PARCEL 2
BOOK 13 OF PARCEL MAPS PAGE 87

S 44°21'04" E
442.48'

MCKINLEYVILLE AVENUE
(N 00°53'00" E 945.15')

S 54°40'57" E
478.19'

S 56°35'46" E
69.40'

S 09°58'48" E
97.58'

PORTION VACATED BY THIS DOCUMENT:
CROSSHATCHED AREA
A PORTION OF BOOK 1600 O.R. 994 (1960)

TIE,
26.7'

(N 89°25'00" W)



EDWARD SCHILLINGER
ENGINEERING AND SURVEYING

DATE:
8-21-2015

MCSD
EASEMENT EXHIBIT

RECORDING REQUESTED BY: Ocean West Investors, LLC

When Recorded Mail Document to:

Ocean West Investors, LLC
3600 American River Drive
Sacramento, CA 95864

With copy to:

McKinleyville Community Services District
Attention: Greg Orsini
P.O. Box 2037
McKinleyville, CA 95519

APN:

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

Documentary transfer tax is \$ 0.00

- ☒ [X] computed on full value of property conveyed, or
☐ [] computed on full value less value of liens or encumbrances remaining at time of sale,
☒ [X] Unincorporated area of the County of Humboldt

QUITCLAIM DEED

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, **McKinleyville Community Services District**, a California Community Services District ("Transferor") does remise, release, and forever quitclaim to **Ocean West Investors, LLC** a California limited liability company ("Transferee"), all right, title, and interest Transferor has in that portion of real property located in Humboldt County, California, described in attached **Exhibit "A"** and depicted in attached **Exhibit "A1"** as the "Portion Vacated by this Document: Crosshatched Area", each exhibit incorporated by reference. Transferor expressly retains, and does not release or quitclaim, all right, title and interest created by that certain written "Grant of Easement" recorded in the Official Records of Humboldt County, California, on May 19, 2015 as Instrument No. 2015-009592-7.

Executed as of September 2, 2015

TRANSFEROR:

McKinleyville Community Services District

By:

Name: John Corbett

Its: Board President

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 2015, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Place Notary Seal Above

EXHIBIT A
DESCRIPTION OF EASEMENT AREA VACATED:

That portion of the Northeast Quarter of the Northwest Quarter of Section 31,
Township 7 North, Range 1 East, Humboldt Meridian, more particularly described as
follows:

Any portion of the Easement described in Book 1600 of Official Records Page 994,
Humboldt County Records, that lies outside of the boundaries of Easement
described Document Serial Number 2015-009592-7, Humboldt County Records.

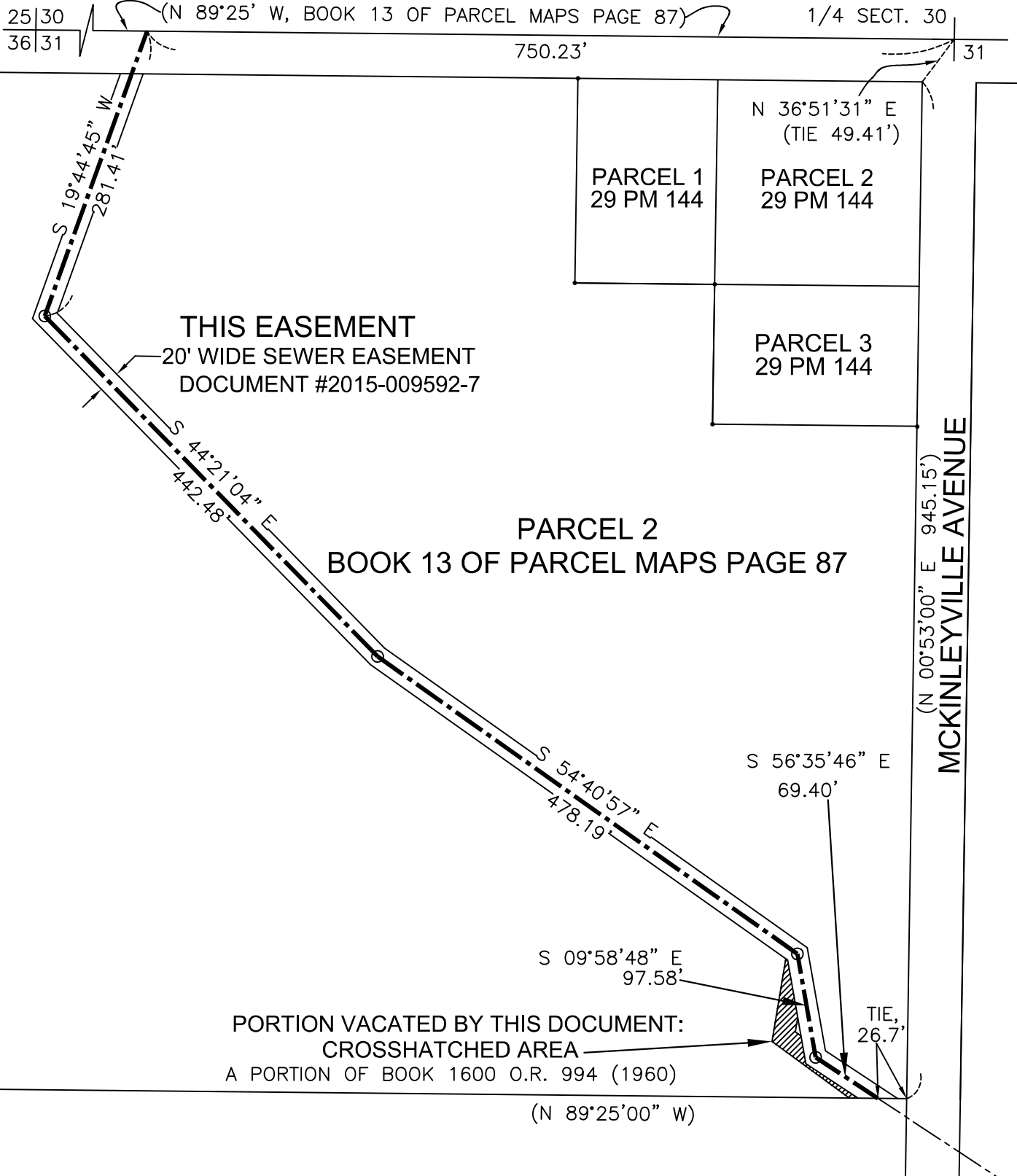


8-21-2015

EXHIBIT A1

MURRAY ROAD

— BASIS OF BEARINGS —



EDWARD SCHILLINGER
ENGINEERING AND SURVEYING

DATE:
8-21-2015

MCSD
EASEMENT EXHIBIT

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

ITEM: 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**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided regarding the attempt by California state legislators for a new statewide tax on water bills; take public comment and approve Resolution 2015-24, **Attachment 4**, in opposition of the public goods charge on water and authorize the Board to sign the letters in opposition addressed to our state legislators.

Discussion:

The following two paragraphs are an excerpt from a notice emailed from Association of California Water Agencies (ACWA) this past week, **Attachment 1**.

As the Legislature returns from recess for the final weeks of the session, there are signs that a proposed public goods charge or other tax on water bills could emerge in a policy bill or in budget trailer bill form. Such a proposal could be billed as a “drought response” measure that would generate funding to assist disadvantaged communities that lack safe drinking water and/or have been severely impacted by the ongoing drought.

While there is a clear need to fund sensible, long-term solutions and assist disadvantaged communities that do not have safe drinking water; a statewide tax on water bills paid by a subset of Californians is not an appropriate response. Here are some key reasons why a new statewide tax on water bills is not the solution.

A public goods charge would unfairly penalize local water agencies such as MCSD that have already made, and continue to make, investments in water management programs and infrastructure and would make it more difficult and costly for local water agencies to fund critical local water efficiency and supply projects.

We brought this to the Board for consideration of a response to our State Representatives, **Attachments 2 and 3**.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Potentially significant but not determined at this time

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Fact Sheet Opposing Statewide Tax on Water Bills
- Attachment 2 – Letter of Opposition to Senator McGuire
- Attachment 3 – Letter of Opposition to Assembly Member Wood
- Attachment 4 – Resolution 2015-24 in Opposition to a Public Goods Charge on Water

A New Statewide Tax on Water Bills is Not the Solution

August 2015

As the Legislature returns from recess for the final weeks of the session, there are signs that a proposed public goods charge or other tax on water bills could emerge in a policy bill or in budget trailer bill form. Such a proposal could be billed as a “drought response” measure that would generate funding to assist disadvantaged communities that lack safe drinking water and / or have been severely impacted by the ongoing drought.

While there is a clear need to fund sensible, long-term solutions and assist disadvantaged communities that do not have safe drinking water, a statewide tax on water bills paid by a subset of Californians is not an appropriate response. Here are some key reasons why a new statewide tax on water bills is not the solution.

Major Policy Changes Should Not be Imposed through Last-Minute Bills

- A permanent statewide tax on water bills would be a major policy change that should not be imposed through a last-minute bill rushed through in the final weeks of the legislative session.
- A more thoughtful, transparent process is needed to identify long-term funding solutions that can assist disadvantaged communities that do not have safe drinking water.

Water Agencies Already Make Significant Investments and Are Prepared for Drought

- Establishing a permanent statewide tax on water bills under the heading of emergency drought relief is illogical and misleading. Water agencies have made, and continue to make, significant local investments in water management programs and infrastructure.
- According to a recent report by the Public Policy Institute of California, local water and wastewater agencies are spending more than \$25 billion a year on local water-related programs and projects. State and federal spending on water is just a fraction of that in California each year.

- Local investments prepared local water managers to respond successfully to the current drought and have shielded the state's economy from the drought's most severe impacts over the past four years.

A Tax on Water Bills is Contrary to Local Control and Accountability

- A tax on water bills would make it more difficult and costly for local water agencies to fund critical local water efficiency and supply projects.
- Local water managers are best suited to identify ways to spend locally-generated revenues at their respective agencies.

A Tax on Water Bills is an Inappropriate and Inefficient Method of Funding Solutions

- A tax on water bills is not the appropriate mechanism to fund water solutions or address the water quality and water supply problems faced by some disadvantaged communities
- While there is a clear need to fund sensible long-term funding solutions and assist disadvantaged communities that do not have safe drinking water, a tax on water bills paid by a subset of Californians is not the solution.
- Layering an additional tax on water bills in order to send money to Sacramento, where a portion will be carved out to fund another layer of administration, is not efficient and is not an appropriate solution or sound policy.
- More appropriate funding sources – such as the state's general fund – should be pursued to address a problem that is in the general public's interest to solve. With income tax making up a good part of the state's general fund, Californians with higher incomes would be contributing more and Californians with lower incomes would contribute less.

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

September 2, 2015

The Honorable Mike McGuire
California State Senate, District 2
State Capitol
1303 10th Street, Suite 5064
Sacramento, CA 95814

RE: Proposed Statewide Tax on Water Bills/Public Goods Charge on Water
POSITION: OPPOSE

Dear Senator McGuire,

On behalf of the McKinleyville Community Services District, we are writing to express our opposition to efforts to establish a public goods charge or other permanent statewide tax on water to fund statewide water solutions or provide funding to disadvantaged communities without safe drinking water or those affected by the ongoing drought. Furthermore, we also strongly oppose the use of the budget trailer bill process or other last-minute attempts to circumvent the appropriate legislative policy committee process to advance policy issues without full disclosure and transparency.

Establishing a permanent statewide tax on water under the heading of emergency drought relief is illogical and misleading. McKinleyville Community Services District has made, and continues to make, significant local investments in conservation programs and infrastructure that have allowed our district to respond to the current drought. Such investments made by agencies throughout California have shielded our communities and the state's economy from the drought's most severe impacts over the past four years.

While there is a clear need to fund sensible long-term solutions and assist disadvantaged communities that do not have safe drinking water, a tax on water bills paid by a subset of Californians is not the solution. Layering an additional tax on water bills in order to send money to Sacramento, where a portion will be carved out to fund another layer of administration, is not efficient and is not an appropriate solution or sound policy. More appropriate funding sources – such as the state's general fund – should be pursued to address a problem that is in the general public's interest to solve. With income tax making up a good part of the state's general fund, Californians with higher incomes would be contributing more and Californians with lower incomes would contribute less.

For the aforementioned reasons, McKinleyville Community Services District opposes a public goods charge or other permanent statewide tax on water bills and respectfully requests your "NO" vote if such a bill is heard on the Senate floor.

Sincerely,

John Corbett, President
McKinleyville Community Services District

George Wheeler, Vice President
McKinleyville Community Services District

David Couch, Director
McKinleyville Community Services District

Helen Edwards, Director
McKinleyville Community Services District

Dennis Mayo, Director
McKinleyville Community Services District

cc: Wendy Ridderbusch, Director of State Relations, ACWA

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

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

PARKS & RECREATION OFFICE:

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

September 2, 2015

The Honorable Jim Wood
California State Assembly, District 2
Capital Office, Room 5164
PO Box 942849
Sacramento, CA 94249-0002

RE: Proposed Statewide Tax on Water Bills / Public Goods Charge on Water
POSITION: OPPOSE

Dear Assembly Member Wood,

On behalf of the McKinleyville Community Services District, we are writing to express our opposition to efforts to establish a public goods charge or other permanent statewide tax on water to fund statewide water solutions or provide funding to disadvantaged communities without safe drinking water or those affected by the ongoing drought. Furthermore, we also strongly oppose the use of the budget trailer bill process or other last-minute attempts to circumvent the appropriate legislative policy committee process to advance policy issues without full disclosure and transparency.

Establishing a permanent statewide tax on water under the heading of emergency drought relief is illogical and misleading. McKinleyville Community Services District has made, and continues to make, significant local investments in conservation programs and infrastructure that have allowed our district to respond to the current drought. Such investments made by agencies throughout California have shielded our communities and the state's economy from the drought's most severe impacts over the past four years.

While there is a clear need to fund sensible long-term solutions and assist disadvantaged communities that do not have safe drinking water, a tax on water bills paid by a subset of Californians is not the solution. Layering an additional tax on water bills in order to send money to Sacramento, where a portion will be carved out to fund another layer of administration, is not efficient and is not an appropriate solution or sound policy. More appropriate funding sources – such as the state's general fund – should be pursued to address a problem that is in the general public's interest to solve. With income tax making up a good part of the state's general fund, Californians with higher incomes would be contributing more and Californians with lower incomes would contribute less.

For the aforementioned reasons, McKinleyville Community Services District opposes a public goods charge or other permanent statewide tax on water bills and respectfully requests your "NO" vote if such a bill is heard on the Assembly floor.

Sincerely,

John Corbett, President
McKinleyville Community Services District

George Wheeler, Vice President
McKinleyville Community Services District

David Couch, Director
McKinleyville Community Services District

Helen Edwards, Director
McKinleyville Community Services District

Dennis Mayo, Director
McKinleyville Community Services District

cc: Wendy Ridderbusch, Director of State Relations, ACWA

RESOLUTION 2015 - 24

A RESOLUTION IN OPPOSITION TO A PUBLIC GOODS CHARGE ON WATER BY THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

WHEREAS, proposals to impose a public goods charge or similar permanent statewide tax on water could emerge in the near future; and

WHEREAS, a public goods charge or other permanent tax on water bills is not the appropriate mechanism to fund water solutions or address water quality and water supply problems faced by some disadvantaged communities; and

WHEREAS, assessing a public goods charge would unfairly penalize local water agencies that have already made, and continue to make, investments in water management programs and infrastructure and would make it more difficult and costly for local water agencies to fund critical local water efficiency and supply projects; and

WHEREAS, according to a recent report by the Public Policy Institute of California, local water agencies are spending more than \$25 billion a year on local water-related programs, projects and infrastructure, and those investments have prepared them to respond to the current drought and have shielded the state's economy from the drought's most severe impacts over the past four years; and

WHEREAS, while there is a clear need to fund sensible long-term solutions and assist disadvantaged communities that do not have safe drinking water, a tax on water bills paid by a subset of Californians is not the solution;

WHEREAS, local water managers are best suited to identify ways to spend locally-generated revenues at their respective agencies; an additional tax on water bills paid in order to send money to Sacramento, where a portion will be carved out to fund another layer of administration, is not efficient and is not an appropriate solution or sound policy; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby oppose any effort by the state Legislature to impose a statewide public goods charge or other tax on water bills; and

BE IT FURTHER RESOLVED that the McKinleyville Community Services District opposes the use of the budget trailer bill process or other last-minute attempt to circumvent the appropriate legislative policy committee process to advance policy issues without full disclosure and transparency; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to our state legislative representatives and key members of the Administration.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 2, 2015, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Corbett, Board President

Attest:

Becky Schuette, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Association of California Water Agencies (ACWA) Committee Appointment Nominations for the 2016-2017 Term**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, take public comment and arrive at a consensus for selection of appropriate committees, direct staff to complete the Committee Consideration Form and authorize President Corbett to sign.

Discussion:

The Association of California Water Agencies (ACWA) has notified all ACWA member agency board presidents and ACWA member agency general managers that the end of the current committee term is approaching. New officers will be elected at the fall conference by the general membership; therefore it is time to submit ACWA committee appointment nominations for the 2016-17 terms.

ACWA is very clear with the commitment of time that is required to participate on a committee. Committees need active, involved individuals able to expend the time and provide their expertise, if appointed.

Attendance is an important part of helping the committee function as effectively as possible. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible." Members with repeated excused absences will be reviewed and considered for replacement.

The District will be responsible for all costs associated with participation of its representative on committees.

The list of available committees and basic descriptions are contained in Attachment 3.

Director Mayo has requested a nomination to the Federal Affairs Committee.

All correspondence and forms regarding committee appointments must be submitted to the ACWA office no later than September 30, 2015. Committee appointments will be made by the incoming ACWA president in December.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The District will be responsible for all costs associated with participation of its representatives on committees.

From January 2014 through July 2015, the cost to the District for the travel expenses related to ACWA for Director Mayo has been \$4887, which includes ACWA's spring and fall conferences, each averaging \$1200.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – ACWA Memorandum for Appointment Nominations for the 2016-2017 term
- Attachment 2 – ACWA Policy Committee Guidelines
- Attachment 3 – ACWA Committees Purposes & Responsibilities
- Attachment 4 – Director Mayo's Committees and Attendance Record
- Attachment 5 – ACWA Committee Consideration Form
- Attachment 6 – Sample ACWA Committee Consideration Form
- Attachment 7 – Committee Appointment Process Timeline



Association of California Water Agencies

Leadership Advocacy Information Since 1910

RECEIVED

AUG -7 2015

McK. C.S.D.

MEMORANDUM

August 3, 2015

**TO: ACWA MEMBER AGENCY BOARD PRESIDENTS
ACWA MEMBER AGENCY GENERAL MANAGERS**

FROM: JOHN COLEMAN, ACWA PRESIDENT

**SUBJECT: ACWA COMMITTEE APPOINTMENT NOMINATIONS
FOR THE 2016-2017 TERM**

PLEASE RESPOND BY SEPTEMBER 30, 2015

Committees are an integral part of ACWA's activities and policy development. The end of the current committee term is fast approaching and it is time again to request committee nominations from ACWA members. New officers (President/Vice President) will be elected at the fall conference by the general membership, so it is time to prepare to reconstitute all committees for the 2016-2017 term.

In submitting names for consideration, please do so with the understanding that committees need active, involved individuals able to expend the time and provide their expertise if appointed.

Please keep in mind that the district is responsible for all costs associated with the participation of its representatives on committees.

An important part of helping committees function as effectively as possible is attendance. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA **limited** committee shall constitute a resignation and a replacement will be named as soon as possible." Also, those with a record of repeated, excused absences will be reviewed and considered for replacement.

The following information is enclosed in this packet.

- ACWA Policy Committee Guidelines
- ACWA Committee Purposes and Responsibilities
- Committee attendance records (only for limited committees)
- Committee consideration form (before you begin, please make extra copies)
- *Sample* committee consideration form

- Current agency committee representation (if you receive a blank report, this indicates your agency has no committee representation)
- Committee timeline

All correspondence and forms regarding committee appointments must be in to the ACWA office no later than **September 30, 2015** to be eligible for consideration. Committee appointments will be made by the incoming ACWA president in December. Please contact Paula Quinn at (916) 441-4545 or paulaq@acwa.com, if you have any questions concerning the committee appointment process.

We appreciate your timely attention to this matter.

Enclosures

JC:pq

ACWA POLICY COMMITTEE GUIDELINES

GENERAL COMMITTEES

1. All committees of the Association shall strive to provide continuity in leadership, shall geographically distribute membership and shall ensure all regions are adequately represented.
2. All committee chairs, vice chairs, and members shall be appointed by the president, and shall serve for a term to coincide with that of the president.
3. Nominations for committee appointments shall be made in writing by members for consideration by the region chair and vice chair. If an agency chooses to designate a representative other than a director or salaried staff member, written confirmation to that effect must be received in the ACWA office prior to appointment consideration. Nomination forms (aka Committee Consideration Form) can be obtained from the Association office or on-line at www.acwa.com.
 - a. Where membership on a given ACWA committee is limited, only one representative from an agency may be appointed. Since we do not count the chairperson in the maximum count, then one person could be on the committee that is from the same agency as the chairperson. Other individuals representing an agency may serve on subcommittees of that committee.
 - b. Unlimited committees may have more than one representative from an agency on their committees.
4. The committee chairperson shall:
 - a. chair all meetings of the committee;
 - b. submit a written report regarding committee activities for all meetings of the Board of Directors (with assistance from the ACWA staff committee liaison).
 - c. pre-schedule meetings and check the ACWA calendar to foster total committee member attendance and avoid conflicts.

The vice chairperson shall assume those duties in the chairperson's absence.
5. All committee appointments are made by the ACWA president following recommendations submitted by the region chairs and vice chairs. The appointments are for two years and run simultaneously with the board term. Committee chairpersons may appoint subcommittees as necessary to carry out the committee responsibilities. The subchair must be a member of the full committee, subcommittee members do not need to be a member of the full committee.

ACWA COMMITTEES

PURPOSES AND RESPONSIBILITIES

IMPORTANT COMMITTEE INFORMATION

ATTENDANCE REQUIREMENTS FOR **LIMITED** COMMITTEES:

Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible. Travel required to any area of the state where a committee meeting is being held, and lack of a travel budget will not constitute an excused absence.

****NOTE:** When a committee member is “unable” to attend a meeting and has asked for an excused absence in advance of the meeting, they may send a representative from their agency for monitoring purposes only. However, the committee member will still be recorded with an excused absence from the meeting. The representative does not have a voting right.**

STATE LEGISLATIVE COMMITTEE ONLY: The State Legislative Committee will allow a member of the committee with an excused absence to designate an alternate. The committee member will be required to secure the concurrence of the appropriate ACWA Region Chair for the alternate. The committee member should provide the name of the alternate to ACWA's Director of State Relations prior to the committee meeting. The alternate will be authorized to fully participate in all discussions of the committee and to vote on issues before the committee. Committee members, including alternates, act on behalf of the region for which they were appointed to represent.

GRASSROOTS OUTREACH:

As a member of the committee, you will be enrolled as an active participant in ACWA's Grassroots Outreach Program. See ACWA's website for more information on the grassroots outreach program which supports ACWA's legislative and regulatory efforts.

COMMITTEE VACANCIES WILL NOT BE FILLED AFTER THE SPRING CONFERENCE OF AN UPCOMING ELECTION YEAR.

BLUE INDICATES BYLAW COMMITTEE LANGUAGE.

BUSINESS DEVELOPMENT COMMITTEE-STANDING/UNLIMITED

ACWA COMMITTEE STAFF LIAISON: PAULA CURRIE

MEETINGS ARE HELD 2 TIMES A YEAR

- One in person or conference call

The purpose of the ACWA Business Development Committee is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to Association members. The committee shall consist of at least one representative from each region and one representative from the other standing committees.

COMMUNICATIONS COMMITTEE - STANDING/LIMITED (40 MAXIMUM)

ACWA COMMITTEE STAFF LIAISON: LISA LIEN-MAGER

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two at the Sacramento office between conferences

The purpose of the ACWA Communications Committee is to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association. Programs are crafted to support ACWA and its members' positions on legislative, regulatory, and policy issues.

The committee is responsible for developing and updating a comprehensive communications plan for ACWA. The committee promotes the development and implementation of sound public information and education programs and practices among member agencies. It prepares materials that can be duplicated or used by member agencies for their local public information/education efforts. The committee also provides guidance to ACWA's Communications Department.

ENERGY COMMITTEE – STANDING/UNLIMITED

ACWA COMMITTEE STAFF LIAISON: ABBY SCHNEIDER

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Energy Committee is to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Work with staff in developing and making recommendations to the Board of Directors regarding:

- ♦ Programs to assure an adequate power supply for member agencies, including energy, availability, pricing, distribution and hydro generation
- ♦ Policy recommendations relating to the development of new power sources

- ♦ Recommended positions regarding state and federal legislation to the State Legislative and Federal Affairs Committees
- ♦ Assistance with the development, direction and work associated with representation before the Public Utilities Commission, the Federal Energy Regulatory Commission and other regulatory agencies dealing with energy
- ♦ Educate members on all energy matters having impact on their operations

FEDERAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (5 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVID REYNOLDS

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences (Jan & Sept) in the Sacramento office
- **DC Conference ~ Attendance is not REQUIRED, but STRONGLY encouraged**

The purpose of the Federal Affairs Committee is to review all federal legislative proposals and regulatory proposals affecting members of the Association, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one and no more than five individuals from each region. Coordinates with other ACWA committees regarding their input on any issues directly related to federal issues before both Congress and the Federal administrative branches.

The committee currently has four separate subcommittees. Committee members have the opportunity to sign-up for as many of the subcommittees as they want, plus being supplemented by other members with interest in a focused area. The subcommittees with areas of responsibility are:

- ♦ Drinking Water & Energy Subcommittee: Responsible for the oversight and policy direction on Environmental Protection Agency and Energy-Water Nexus.
- ♦ Water Supply Subcommittee: Responsible for oversight and policy direction on the Safe Drinking Water Act and Endangered Species Act.
- ♦ Infrastructure & Agriculture Subcommittee: Responsible for oversight and policy direction on the Clean Water Act, and agricultural issues.
- ♦ Finance, Technology & Research Subcommittee: Responsible for oversight and policy direction on financing water infrastructure legislation.

FINANCE COMMITTEE - *STANDING/LIMITED* (2 PER REGION – 1 SPOT IS FILLED BY REGION CHAIR OR VICE CHAIR; OTHER SPOT IS FILLED BY A REPRESENTATIVE FROM REGION WITH EXPERIENCE IN FINANCIAL MATTERS)

ACWA COMMITTEE STAFF LIAISON: FILI GONZALEZ

MEETINGS ARE HELD APPROXIMATELY 4-5 TIMES A YEAR

- One at both the Fall and Spring conferences
- All other meetings are held in the Sacramento office

The purpose of the Finance Committee is to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and the selection of the auditor, the dues formula and schedules and other financial matters that may come before the committee. Each committee member will be expected to serve on at least one of the subcommittees, which are:

- ♦ Audit Subcommittee
- ♦ Budget Subcommittee
- ♦ Investment Subcommittee
- ♦ Revenue Subcommittee
- ♦ Education Subcommittee

GROUNDWATER COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

The purpose of the Groundwater Committee is to recommend policies and programs to the Board of Director and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Monitors state and federal regulations and legislation that could affect the quality or quantity of groundwater, conducts studies, develops policies regarding the management of groundwater and coordinates with other ACWA committees on issues directly related to groundwater.

Committee members are expected to participate in a variety of activities including writing legislation, preparing comments for state or federal hearings on groundwater issues, developing programs for workshops and conferences, and providing input on state and federal legislation.

LEGAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (45 MAXIMUM)

ACWA COMMITTEE STAFF LIAISON: WHITNIE WILEY

MEETINGS ARE HELD APPROXIMATELY 2-3 TIMES A YEAR

- One at both the Fall and Spring conferences
- As needed in between the conferences

The purpose of the Legal Affairs Committee is to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to members of the Association and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 35 and 45 attorneys, each of whom shall be, or act as, counsel for a member of the Association, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. The committee's primary purpose is to support the mission of the Association, and more particularly, to deal with requests for assistance involving legal matters of significance to ACWA member agencies, water rights matters, proposed ACWA bylaw revisions, etc. The committee also works with staff to produce publications to assist water agency officials in complying with applicable state and federal laws. The committee's areas of responsibility include:

- ♦ Amicus curia filings on important cases
- ♦ Commenting on proposed regulations and guidelines of state agencies such as Fair Political Practices Commission regulations or opinions and CEQA implementation guidelines
- ♦ Entering a suit as primary litigant
- ♦ Dealing with any water rights matters of interest to member agencies
- ♦ Reviewing all proposed ACWA bylaws for technical competence and consistency with the nonprofit corporation law and other bylaws

LOCAL GOVERNMENT COMMITTEE - *STANDING/LIMITED* (3 PER REGION)

ACWA COMMITTEE STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in between the conferences in the Sacramento office

The purpose of the Local Government Committee is to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California.

- ♦ Recommends policies to the State Legislative Committee and the Board of Directors on matters affecting water agencies as a segment of local government in California, such as planning issues and local government organization and finance
- ♦ Plans and presents a program at each ACWA conference relating to local governance issues affecting water agencies
- ♦ Gathers data and disseminates information on the value of special districts
- ♦ Disseminates information promoting excellence in service delivery
- ♦ As a member of the committee, you will be enrolled as an active participant in ACWA's Outreach Program.

MEMBERSHIP COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TIFFANY GLAMMONA

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Membership Committee is to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. Takes any suggestions regarding ACWA policy to the ACWA Board of Directors for approval, meets to review and make recommendations regarding membership eligibility and all membership applications; assists the staff with the development of recruitment and retention programs and reviews and makes recommendations regarding an equitable dues structure to the ACWA Finance Committee.

STATE LEGISLATIVE COMMITTEE - *STANDING/LIMITED* (4 PER REGION)

ACWA STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD APPROXIMATELY 10-12 TIMES A YEAR

- Every three weeks during Session in the Sacramento Office
- One planning meeting at the end of the year in the Sacramento Office

The purpose of the State Legislative Committee is to review all state legislative proposals affecting members of the Association and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's legislative program. Sets state legislative policy for the Associations. Committee members are responsible for reading relevant legislation, developing positions, working with staff to draft appropriate amendments to bills, providing input to the ACWA Board of Directors, and directing ACWA legislative staff on legislative matters.

WATER MANAGEMENT COMMITTEE - *STANDING/LIMITED* (4 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences in the Sacramento office

The purpose of the Water Management Committee is to recommend policy and programs to the Board of Directors on any area of concern in water management. Work with staff in developing and making recommendations to the Board of Directors regarding policy and programs on significant areas of concern in water management, review and recommend positions regarding legislation and regulations as requested by other committees.

The committee is also responsible for the gathering and dissemination of information regarding management of agricultural and domestic water, conjunctive use, water management and conservation activities, development and use of water resources, and wastewater treatment and its reclamation and reuse.

WATER QUALITY COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: ADAM WALUKIEWICZ

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

Meeting time is allocated among three subcommittees: Aquatic Resources, Clean Water and Safe Drinking Water.

The purpose of the Water Quality Committee is to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members of the Association to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. This committee was established to recommend policy and programs to the Board of Directors, State Legislative Committee and/or Federal Affairs Committee; promote cost effective state and federal water quality regulations affecting both agricultural and domestic water agencies; and provide a means for members to work together to develop and present unified comments on water quality regulations, as well as to coordinate with other organizations. The ACWA bylaws provide authority to the committee to develop and recommend ACWA positions and testimony on water quality regulatory issues.

Revised: June 2015

McKinleyville Community Services District

McKinleyville Community Services District	2014-2015 ACWA - Federal Affairs Committee	Dennis Mayo
McKinleyville Community Services District	2014-2015 ACWA - Local Government Committee	Dennis Mayo
McKinleyville Community Services District	2014-2015 ACWA - Water Quality Committee	Dennis Mayo

Committee Name: _____ Local Government

2014-2015 Committee Attendance Record

Committee Member	Meeting Date: December 2, 2014			Meeting Date: February 26, 2015			Meeting Date: May 5, 2015		
	Attended	Excused Absence	Unexcused	Attended	Excused Absence	Unexcused	Attended	Excused Absence	Unexcused
1. Jo MacKenzie, Chair	x			x			x		
2. Gary Skrel, Vice-Chair	x			x			x		
3. Barber, George	x				x		x		
4. Bentley, David			x	x			x		
5. Callender, Rick	x					x		x	
6. Compton, Christine	x				x				x
7. Denn, Sandy			x		x				x
8. Fisler, James	x					x	x		
9. Fuller, Victoria			x	x			x		
10. Gilmore, Rick	x				x			x	
11. Hinman, Susan	x				x		x		
12. Holmes, Elaine	x					x	x		
13. Hurley, Chase	x					x	x		
14. Leung, John			x			x			x
15. Mayo, Dennis			x			x			x
16. Peddicord, Meghan			x			x			x
17. Poulsen, Brian		x		x			x		
18. Quigley, Dick	x					x			x
19. Saunders, Ryan	NA			x			x		
20. Sullivan, Ron			x			x			x
21. Thomas, Kevin	x					x	x		
22. Thompson, Rosalie	x			x			x		
23. Tobin, Pam	x				x		x		
24. Turner, Andrew			x	x			x		

2014-2015
Federal Affairs Committee Roster

Name	Region	2/7/2014	5/6/2014	9/5/2014	12/2/2014	3/12/2015	5/5/2015
Ms. Linda Ackerman	10	P	P	P	P	P	P
Ms. Jennifer Allen	5	P	P	P	P	P	P
Mr. Ara Azhderian	6	E	P	P	E	P	P
Mr. Anthony Barkett	4	P	P	P	A	P	E
Mr. Thaddeus Bettner	2	P	A	P	P	A	A
Mr. David Breninger	3	E	A	P	P	A	A
Mr. Dave Brent	4	A	P	A	NA	NA	NA
Mr. David Coxey	2	P	P	P	P	P	P
Mr. Thomas Cumpston	3	P	P	P	A	E	P
Mr. Mitchell Dion	3	P	NA	NA	NA	NA	NA
Mr. David Eggerton	3	P	P	P	P	P	NA
Mr. John Franklin	10	A	A	A	A	NA	NA
Mr. Charles Gibson	10	P	P	P	P	P	P
Mr. Rick Gilmore	5	P	P	P	P	P	P
Mr. Jerry Gladbach	8	P	P	P	P	P	P
Ms. Lana Haddad	9	NA	NA	NA	NA	NA	P
Mr. Gene Harris	2	P	P	P	A	P	P
Ms. Jacqueline Howells	10	NA	NA	NA	NA	P	P
Mr. Matthew Hurley	6	P	P	P	P	P	P
Mr. Ronald Jacobsma	7	P	P	E	P	P	NA
Mr. Steven LaMar	10	P	P	P	P	E	P
Ms. Debi Livesay	9	P	A	P	A	NA	NA
Mr. Dennis Mayo	1	A	P	P	A	P	P
Ms. Lesa McIntosh	5	P	P	P	E	E	P
Mr. Kevin Milligan	9	NA	NA	NA	NA	P	A
Mr. David Orth	6	P	P	P	P	P	P
Mr. Harvey Ryan	9	P	P	P	P	P	P
Ms. Elsa Saxod	10	P	P	P	A	P	P
Mr. Neil Schild	4	P	P	P	P	A	P
Mr. Paul Sciuto	3	P	P	NA	NA	NA	NA
Mr. Brad Sherwood	1	P	P	P	P	P	P
Mr. Jeff Sutton	2	A	A	P	P	P	P
Ms. Pam Tobin	4	P	A	A	A	A	P
Mr. Sam Torres	9	E	P	P	A	A	NA
Mr. Michael Touhey	8	P	P	P	P	E	P
Ms. Jolene Walsh	9	P	P	P	P	P	P
Mr. Brent Walthall	7	P	P	P	P	P	P
Ms. Joy Warren	4	P	A	A	A	A	A
Mr. John Weed	5	P	P	P	P	P	P
Mr. Richard Williamson	9	P	P	A	P	A	A
Mr. Scott Wilson	5	P	P	E	A	P	P
Ms. Winifred Yancy	8	A	A	P	A	A	A
Ms. Adeline Yoong	8	A	NA	NA	NA	NA	NA
Ms. Dee Zinke	8	P	P	P	P	E	P
Mr. Greg Zlotnick	6	P	P	E	E	P	P

2014-2015
Federal Affairs Committee Roster

P-Present

E-Excused

A-Absent

NA-Not Applicable

Not a member of FAC as of 7/1/15

COMMITTEE CONSIDERATION FORM ASSOCIATION OF CALIFORNIA WATER AGENCIES

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4856

NAME, TITLE & EMAIL ADDRESS	COMMITTEE	Rank*
Please print legibly		

***Rank**
1=1st choice
2=2nd choice
3=3rd choice

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545.

RECOMMENDATION SUBMITTED BY:

Official District/Company Name _____

PLEASE WRITE IN YOUR DISTRICT/COMPANY'S OFFICIAL NAME. PLEASE DO NOT USE ACRONYMS OR ABBREVIATIONS.

Official District/Company Address: _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.



Association of California Water Agencies

Since 1910

1000 California Street, Suite 100, Sacramento, CA 95814

COMMITTEE CONSIDERATION FORM ASSOCIATION OF CALIFORNIA WATER AGENCIES

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4856

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

NAME, TITLE & EMAIL ADDRESS	COMMITTEE	Rank*
Please print legibly		
John Doe, General Manager, JohnDoe@xyz.com	Federal Affairs Committee	1
John Doe, General Manager, JohnDoe@xyz.com	State Legislative Committee	2
Barbara Smith, Attorney, BSmith@abc.net	Legal Affairs Committee	1
T.O. Goode, Chief Engineer, TOG@sbcglobal.net	Water Management Committee	1

*Rank
1= 1st choice
2= 2nd choice
3= 3rd choice

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

OFFICIAL District/Company Name _____

PLEASE WRITE IN YOUR DISTRICT/COMPANY'S OFFICIAL NAME PLEASE DO NOT USE ACRONYMS OR ABBREVIATIONS.

OFFICIAL District/Company Address _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.

ACWA 2016-2017 COMMITTEE APPOINTMENT PROCESS TIMELINE

2015

August 3rd	Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts The packet contains: List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees. Committee guidelines, purposes and responsibilities. Committee consideration form and sample for the 2016-2017 term. Attendance records for limited committees 2016-2017 Committee consideration process and timeline outline.
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August 7th	Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees. IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.
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September 30th	DEADLINE: ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.
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October	Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.
----------------	---

October 28th	Hold meeting with newly elected region chairs/vice chairs for 2016-2017 committee recommendations.
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November 19th	DEADLINE: The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.
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November 19-25	Region recommendations are compiled and organized for the new ACWA President.
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December 3rd	Region committee recommendations are submitted to the incoming ACWA President and Vice President for their consideration.
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December 11th	DEADLINE: for the ACWA President to complete committee appointments.
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December 31st	ACWA sends official appointment letters to new committee members who will serve for the 2016-2017 term. Letters will also be sent to those not appointed to committees.
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2016

1st/2nd Wk of January	Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.
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McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided for the ACWA 2015 Fall Conference and Exhibition in Indian Wells, CA (approximately 30 minutes from Palm Springs airport), take public comment and consider authorization for interested Board Members to attend.

Discussion:

This year's ACWA 2015 Fall Conference and Exhibition will be held in Indian Wells, CA from December 1-4, 2015. Regular registration and cancellation deadline is November 9, 2015. Attachments 1-3 are the preliminary agenda, pricing sheet and terms and conditions of the conference.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Regular registration deadline is November 9, 2015. The cost for full conference registration and meals package is \$695. Full conference registration only (meals sold separately) is \$535.

Meals and incidentals for five days will be approximately \$355 per person.

Special hotel rates (based on availability) are \$175-\$185 per night. Four nights of lodging would be approximately \$700-\$740 per attendee.

United airfare at today's rate is approximately \$565 per attendee.

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

An approximate total cost for travel, meals and attendance to the conference is \$2410 to \$2620 per attendee.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – ACWA 2015 Fall Conference & Exhibition Preliminary Agenda
- Attachment 2 – Conference Pricing Reference Sheet
- Attachment 3 – Fall Conference Terms and Conditions



ACWA 2015 Fall Conference & Exhibition

PRELIMINARY AGENDA

Renaissance & Hyatt Regency, Indian Wells

DEC
1-4
2015

ACWA/JPIA - MONDAY, NOV. 30

8:30 – 10:00 AM

- Employee Benefits Program Committee Meeting

10:15 – 11:15 AM

- ACWA/JPIA Executive Committee

1:30 – 4:00 PM

- ACWA/JPIA Board of Directors

4:00 – 5:00 PM

- ACWA/JPIA Town Hall

5:00 – 6:00 PM

- ACWA/JPIA Reception

TUESDAY, DEC. 1

8:00 AM – 6:00 PM

- Registration

8:30 AM – 3:00 PM

- ACWA/JPIA: Seminars

10:00 – 11:45 AM

- Water Management Committee
- Water Quality Committee

11:00 AM – Noon

- Outreach Task Force

Noon – 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

1:00 – 2:45 PM

- Energy Committee
- Finance Committee
- Groundwater Committee
- Scholarship & Awards Subcommittee

2:00 – 4:00 PM

- SDLF Special District Administrator Certification Test

1:30 – 3:30 PM

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

3:00 – 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee

5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, DEC. 2

7:30 AM – 5 PM

- Registration

8:00 – 9:45 AM

- Opening Breakfast *(Ticket Required)*

9:00 AM – Noon & 1:30 – 5:00 PM

- Exhibit Hall

10:00 – 11:30 AM

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

11:30 – 11:45 AM

- Prize Drawing in the Exhibit Hall

11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

2:00 – 3:15 PM

- Attorneys Program
- Exhibitor Technical Presentation
- Human Resources Program
- Local Government Program
- Region Program
- Town Hall

3:30 – 4:45 PM

- Aquatics Resources Subcommittee
- Energy Committee Program
- Exhibitor Technical Presentation
- Finance Program
- Statewide Issue Forum
- Water Industry Trends Program

4:00 – 6:00 PM

- Legal Affairs Committee

4:30 – 5:30 PM

- Reception in the Exhibit Hall

5:30 – 7:00 PM

- CalDesal Hosted Mixer
- CH2MHILL Hosted Reception

THURSDAY, DEC. 3

7:30 AM – 4 PM

- Registration

8:00 AM – Noon

- Exhibit Hall

8:00 – 9:15 AM

- Networking Continental Breakfast *(Ticket Required)*

9:30 – 11:00 AM

- Attorneys Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum

9:30 – 11:45 AM

- Ethics Training (AB 1234)

11:00 – 11:30 AM

- Prize Drawings in the Exhibit Hall

11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

2:00 – 3:15 PM

- Attorneys Program
- Exhibitor Technical Presentations
- Federal Issues Forum
- Statewide Issue Forum
- Water Industry Trends Program

3:30 – 5 PM

- Regions 1 – 10 Membership Meetings

6:00 – 7:00 PM

- Outreach Reception

7:00 – 9:30 PM

- Dinner & Entertainment *(Ticket Required)*

FRIDAY, DEC. 4

8:00 – 9:30 AM

- Registration

8:30 – 10:00 AM

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

OTHER EVENTS

THURSDAY, DEC. 3

6:45 – 8:30 AM

- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

PRICING REFERENCE SHEET



ACWA 2015 Fall Conference & Exhibition

REGISTRATION, MEALS & HOTEL PRICING

Renaissance & Hyatt Regency, Indian Wells

DEC
1-4
2015

Register online @ acwa.com

Regular registration and cancellation deadline is November 9, 2015 • 4:30 p.m. (PST)

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

REGISTRATION FEES & OPTIONS	REGULAR	ONSITE
Advantage (For ACWA public agency members, affiliates & associates ONLY)	(ends 11/9/15)	
Full Conference Registration & Meals Package	\$695	Not Avail.
Full Conference Registration Only (meals sold separately)	\$535	\$560
One-Day Conference Registration (meals sold separately): Wednesday 12/2 -OR- Thursday 12/3	\$300	\$325
<i>Wednesday registration includes Welcome Reception on Tuesday evening.</i>		
<i>Thursday registration includes ability to purchase a ticket for Friday breakfast.</i>		
Standard (Applies to non-members of ACWA)		
Full Conference Registration Only (meals sold separately)	\$805	\$830
One-Day Conference Registration (meals sold separately): Wednesday 12/2 -OR- Thursday 12/3	\$450	\$475
<i>Wednesday registration includes Welcome Reception on Tuesday evening.</i>		
<i>Thursday registration includes ability to purchase a ticket for Friday breakfast.</i>		
Guest (Guest registration is not available to anyone with a professional reason to attend.)		
Guest Conference Registration (meals sold separately)	\$45	\$45
MEAL FUNCTIONS	REGULAR	ONSITE
Wednesday – December 2		
Opening Breakfast	\$45	\$50
Wednesday Luncheon	\$50	\$55
Thursday – December 3		
Networking Continental Breakfast	\$35	\$40
Thursday Luncheon	\$50	\$55
Thursday Dinner	\$65	\$70
Friday – December 4		
Friday Breakfast	\$45	\$50

HOTEL INFORMATION *Reservations will not be accepted until August 24.*

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate.
Conference special rate is available August 24 – November 13, based on availability.

Special Hotel Rates

Renaissance Indian Wells Single/Double \$175
Subject to fees (per room per night): 11.25% occupancy tax, 2% business tax, \$0.25 county tourism assessment fee and \$10 resort fee.

Hyatt Regency Indian Wells Single/Double \$185
Subject to fees (per room per night): 11.25% occupancy tax, 2% business tax, \$0.20 county tourism assessment fee and \$18 resort fee.

Important Dates:

For those **registering for conference prior to August 24**, hotel information will be provided via e-mail on August 24.

For those **registering for conference from August 24 to November 13**, your confirmation e-mail will include hotel reservation information and an opportunity to receive a conference special hotel rate.

Questions? Contact us at 916.441.4545, toll free 888.666.2292. Conference terms and conditions available at acwa.com in the event section.

REGISTRATION TERMS & CONDITIONS

ACWA 2015 Fall Conference & Exhibition

Renaissance & Hyatt Regency, Indian Wells

DEC
1-4
2015

Register online @ acwa.com

Regular registration and cancellation deadline is November 9, 2015 • 4:30 p.m. (PST)

WHO IS ELIGIBLE FOR "ACWA ADVANTAGE" PRICING?

ACWA Advantage pricing is available to the following registrants:

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

ONE-DAY REGISTRATION

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

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

If you are interested in learning more about becoming an Associate Friend of ACWA, contact Jacob Rowe at jacobr@acwa.com. For public agency membership, please contact Tiffany Giammona at tiffanyg@acwa.com.

CANCELLATIONS & CHANGES

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

SUBSTITUTIONS

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

SPECIAL REQUESTS & ACCOMMODATIONS

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

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

REFUNDS

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

MEAL TICKETS

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

NONATTENDANCE

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

GUEST REGISTRATION

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

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, take public comment, consider volunteers for selection and ratification by California Special Districts Association for 2016 committees and Expert Feedback Team, and authorize President Corbett to sign.

Discussion:

The California Special Districts Association is seeking volunteers (staff and/or Board members) to participate and contribute on one or more of their committees and/or expert feedback teams.

CSDA's strength and effectiveness as an organization is directly related to their ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California, through active involvement, are critical components of CSDA's successes.

As to the Expert Feedback Team, when a need for feedback arises on particular policy matters, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least twice a year in person. It is important to note that the Association does not reimburse any expenses incurred from participation; therefore the District will be responsible for all costs associated with participation of any volunteers.

The list of available committees, with a brief description, and the Expert Feedback Team Interest Form are included as Attachment 2. Please review for discussion and consideration.

The interest form must be completed and returned to CSDA no later than 5:00 pm on October 9, 2015. The selection and ratification of CSDA's 2016 committees will take place in November and selected participants will be notified by the end of November 2015. Committee participation will begin in January 2016.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The District will be responsible for all costs associated with participation of its volunteers to committees.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Memorandum for 2016 CSDA Committee & Expert Feedback Team Volunteers
- Attachment 2 – 2016 Committee & Expert Feedback Team Interest Form



**California Special
Districts Association**
Districts Stronger Together

RECEIVED
AUG 5 2015
McK. C.S.D.

MEMORANDUM

DATE: August 1, 2015

TO: CSDA Members (Board and Staff)

FROM: Steve Perez, CSDA President
Neil McCormick, Chief Executive Officer

SUBJECT: 2016 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 9, 2015**. The selection and ratification of CSDA's 2016 committees will take place in November and selected participants will be notified by the end of November 2015. Committee participation begins in January 2016.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner
Special District Risk Management Authority **CSDA Finance Corporation**
1112 I Street, Suite 300
Sacramento, CA 95814
Toll Free: 800-537-7790
Fax: 916-231-4111



**California Special
Districts Association**

Districts Stronger Together

**2016 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.

Please use actual contact information where you can be reached

Name: _____

Title/Position: _____

District/Organization: _____

Telephone: _____ Fax: _____

E-mail: _____

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

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

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

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

_____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

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

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

_____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 17-18) and Annual Conference (October 10-13) is expected if you serve on this committee. All 2016 Legislative Committee applicants are invited to join the 2015 committee members and CSDA staff for a legislative planning session on November 6, 2015.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Facilities Working Group
- _____ Revenue Working Group

I prefer to serve on ____ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

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

_____ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

_____ **Formation & Reorganization:** LAFCO

_____ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

_____ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

_____ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district/agency Board Members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

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

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@csda.net no later than **5:00 PM on Friday, October 9, 2015**

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

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the DRAFT Policy for the Naming and Dedication of District Facilities provided; take public comment and consider approving it as a District wide policy.

Discussion:

The District does not currently have a policy guiding the naming and dedication of facilities. New facilities are in the works and the naming and dedication of them will be better facilitated having a clear policy outlining the process and requirements.

Staff reviewed naming and dedication policies from several different cities, and public agencies. The DRAFT Policy and Application provided combine elements that exist in other public naming policies that staff feel best suit the needs and interests of the District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – DRAFT Naming and Dedication Policy
- Attachment 2 – DRAFT Naming Application

POLICY FOR THE NAMING AND DEDICATION OF DISTRICT FACILITIES

POLICY PURPOSE

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

POLICY STATEMENT

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

DEFINITIONS

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

GUIDELINES & CRITERIA

1. Process for Naming New Facilities

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

2. Process for Renaming Existing Facilities

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

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

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

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

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

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

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

McKINLEYVILLE
COMMUNITY
SERVICES
DISTRICT

Email Address: _____

Application for:

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

Proposed Name of Facility: _____

Location / Description of Facility:_____

Current Name of Facility (if applicable): _____

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

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

Supporting Documentation

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

- ☐ Letters
- ☐ Character References
- ☐ Newspaper or Journal Articles
- ☐ Petitions
- ☐ Other documentation: _____

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

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

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

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

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

Signature of Applicant: _____ Date: _____

Submit Complete Application and Documentation to:

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



McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.8 **Discuss Legislative Topics for Submission to the County to assist with the 2016 Legislative Platform development process**

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

TYPE OF ACTION: **Discussion**

Recommendation:

Staff recommends that the Board review the information provided, receive public comment and, through discussion, staff will take notes and produce a submittal of items to the County for inclusion in "Legislative Items of Interest".

Discussion:

Humboldt County Staff, on behalf of Board of Supervisors, invited MCSD to submit legislative items of interest for prioritization into the County's 2016 Legislative Platform development process. Submitted items can be of either State or Federal interest. If we are interested in submitting legislative items, it is important to reply to the County as soon as possible, as items are due by September 18, 2015.

The attached State and Federal Legislative Platform Issue Request Template is included to aid in defining items of interest, **Attachment 2**.

The Humboldt County Board of Supervisors is interested in moving towards increased regional cooperation on legislative advocacy. The County currently contracts with both a State and Federal lobbyist to provide advocacy services; therefore it is good strategy to utilize those State and Federal resources.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Letter from the County
- Attachment 2 – Platform Issue Request Template
- Attachment 3 – CSDA Current Long Range Policy Priorities and Advocacy Action Priorities



COUNTY ADMINISTRATIVE OFFICE
MANAGEMENT & BUDGET TEAM
COUNTY OF HUMBOLDT

825 5th Street, Suite 112, Eureka, CA 95501-1153
Telephone (707) 445-7266 Fax (707) 445-7299
cao@co.humboldt.ca.us

August 24, 2015

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

Re: 2016 Legislative Platform Development Process

Dear Mr. Orsini:

On behalf of the Humboldt County Board of Supervisors I am writing to invite the McKinleyville Community Services District to submit legislative items of interest for prioritization into the County's 2016 Legislative Platform development process. Submitted items can be of either State or federal interest. If your agency is interested in submitting a legislative item(s) please contact Public Information Specialist Sean Quincey as soon as possible as items are due by September 18, 2015. The attached State and federal legislative template may help your agency define items of interest.

The Humboldt County Board of Supervisors is interested in moving towards increased regional cooperation on legislative advocacy. The County currently contracts with both a state and federal lobbyist to provide advocacy services.

We look forward to hearing from you and should you have any questions please feel free to contact Sean Quincey at squincey@co.humboldt.ca.us or (707) 445-7266.

Sincerely,

Phillip Smith-Hanes
County Administrative Officer
County of Humboldt

Attachment:
State and federal legislative template

cc:
Humboldt County Board of Supervisors
Shaw/Yoder/Antwih
Waterman and Associates



State and Federal Legislative Platform Issue Request Template

(Maximum 2 pages)

Department:	Contact:
I Issue Title – <i>How would you “headline” your issue? For example, Funding for Public Infrastructure Projects</i>	
II Description of Issue – <ul style="list-style-type: none"> a. <i>What is the background? Please identify elements of the issue and include specific citations when referencing code, regulations, or policies.</i> b. <i>What is the current status and anticipated implications of the programs or services?</i> c. <i>What is the impact or relationship with other agency programs?</i> 	
III Recommended Resolution of Issue – <i>What are the alternatives? Which is preferred, and why?</i>	
IV Issue Scope – <i>Is the issue restricted to Humboldt County, the region, the state, or the nation?</i>	
V Fiscal Impact – <i>What is the fiscal impact to the County?</i>	
VI Suggested Platform Language – <i>What is the suggested language for the legislative platform? Please describe in two sentences the stance or suggested remedy for inclusion in our platform.</i>	
VII Anticipated Opponents or Supporters – <i>What other organizations might be expected to oppose or support this issue?</i>	
VIII Related Bills – <i>What are the applicable bills, if known, that are in this session or past sessions?</i>	
IX Other Information – <i>What other information is pertinent to this request? If known, please include information about subcommittees, departments, agencies, programs, and funding mechanisms.</i>	



**California Special
Districts Association**
Districts Stronger Together

LONG RANGE POLICY PRIORITIES

The long range policy priorities guide CSDA's long range, multi-year advocacy efforts. These are the most important policy subject areas or themes that CSDA is committed to on a long-term basis. The priorities may be adjusted annually by the Legislative Committee following a survey of the membership. However, the long range focus should require minimal adjustment in any one year.

Revenue, Finances and Taxation

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner and encourage best practices that avoid burdensome, costly, or redundant requirements that seek a one-size-fits all approach.

Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Infrastructure Innovation and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services.

Approved March 6, 2015 by CSDA Legislative Committee



ADVOCACY ACTION PRIORITIES

The Advocacy Action Priorities provide focused guidance to the CSDA Advocacy & Public Affairs Department for the current legislative session. And at any given moment, these are the top specific issues facing special districts at the state level. They are initially based on the results of a survey sent to CSDA's membership each year. These priorities may be adjusted at each Legislative Committee meeting in order to provide short-term direction to staff as opportunities emerge and dissipate throughout the frenetic legislative session.

Tier 1:

- Advocate for special districts' access to grants, bonds and additional funding opportunities.
- Protect and preserve special districts' property tax allocations.

Tier 2:

- Afford special districts the local flexibility necessary to contain costs, and recruit and retain highly qualified, career-minded employees, while addressing long-term liabilities in public employee retirement systems and other post-employment benefits (OPEBs).
- Defend all special districts' eligibility to receive reimbursement for state mandated programs or service levels and support the expeditious reimbursement of any outstanding or future state mandates.
- Oppose additional open meeting and public records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.
- Promote local-level solutions, decision-making and management concerning local service and governance structures.

Approved August 21, 2015 by CSDA Legislative Committee

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.9 **Consider and Adopt Resolution 2015-25 Approving the Application for Grant Funds from the Recreational Trails Program**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the material, take public comment and adopt Resolution 2015-25 approving the application for grant funds from the Recreational Trails Program.

Discussion:

The Recreational Trails Program (RTP) is a federally funded grant program. These funds, if granted, would be eligible for use as matching funds for the Habitat Conservation Fund (HCF) grant award that MCSD received for the Fischer Ranch Trails project. The HCF grant requires a dollar for dollar match for the grant amount of \$56,600. RTP funds would enable the Parks & Recreation department to meet the HCF match requirement without use of General Fund dollars or Quimby Funds.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Without additional grant funding, the Fischer Ranch Trails project will cost the District up to \$56,600.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2015-25

RESOLUTION 2015 - 25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT APPROVING THE APPLICATION FOR GRANT
FUNDS FROM THE RECREATIONAL TRAILS PROGRAM**

WHEREAS, the “Moving Ahead for Progress in the 21st Century” provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail projects; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing Project Application under the program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify, by resolution, the approval of Application(s) before submission of said Application(s) to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California to complete the Project(s).

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

1. Approve the filing of an Application for the Recreational Trails Program; and
2. Certifies that the Project is consistent with the Applicant’s general plan or the equivalent planning document; and
3. Certifies that said Applicant has or will have a available prior to commencement of any work on the Project(s) included in this Application, sufficient funds to operate and maintain the Project(s); and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
5. Appoints the General Manager as agent to conduct all negotiations, execute and submit all documents, including, but not limited to Applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the Project; and
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 2, 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Corbett, Board President

Attest:

Becky Schuette, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: None

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$403,659.57 to date into the Trust Account for reserves recovery as of July 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 in progress. As reported last month, CalPERS has delayed publication of the report required by GASB 68 until September 8, 2015.

Treasurer's Report Highlights: The July Treasurer's Report revenue includes capacity fees of \$2,808 for the Water Fund. No capacity fees were collected for the Sewer Fund this month. Capacity fees are not included in the income vs. expenses graphs.

In the Budget to Actuals Report, all payroll expenditures appear higher than budget. This is primarily due to a single large payment to CalPERS to cover the District's portion of unfunded liability. This is the first year that CalPERS has invoiced for such payments.

The graph for the Measure B Fund shows budgeted revenue and expenditures along the same line. In past years, revenue has been shown rising with the remittance of County Taxes in December and April. This year, with the construction of the Teen Center, revenue will be pulled from Deferred Revenue (the Loan funds), and from Reserves. These draws are subject to the construction schedule, and will be noted for the Board as they occur.

The Reserve Balance graph in the July report still shows the Targets versus Actuals for FY2013-14. The Reserves calculation entries are the last step of the year-end closing trial balance. As soon as the District has completed the current year-end trial balance, the Reserve Balance graph will be updated with current figures.

Other Updates:

Starting with the current fiscal year, the District will be setting aside \$20,000 a month into a CIP reserve account for Biosolids Disposal. Biosolids removal is a periodic capital expenditure that significantly increases the life and efficiency of our Wastewater plant, and keeps the District compliant with current environmental standards. The funds will accumulate until the next scheduled Biosolids Disposal.

Humboldt Bay Municipal Water District has provided us a final budget for the cost of water in FY2015-16. The final figure was 3% lower than the estimate we used for our adopted budget. We reduced the Pass-Through Charge to our District customers accordingly, which will mean a 3% drop in that portion of Water Sales Revenue. However, this will be offset by lower water-purchase costs. We will track the expected differences in both revenue and expenses, and we will keep the Board informed.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 45.5 million gallons of water in July.
Six 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 14 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 1.8 million gallons and the average usage per day was 1.5 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1, 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. A leak was repaired in a service line on Leona and on Blackhawk. Services were dug up, repaired and backfilled. The Leona leak was due to improper backfill and the Blackhawk leak was due to faulty PVC glue. These trenches along with several others were saw cut for paving at a later date. A service line leak was also repaired on Halfway Avenue. The Fire Department scheduled flow testing on several fire hydrants. Flow testing data is used to verify flow and pressure for residential sprinkler system designs. Phase 2 of the meter replacing is in process. Approximately 1,100 meters will either be retrofitted or replaced with a radio read option. 40% of Phase 2 is completed.

Water Station Maintenance:

Hedge trimming was completed at the Norton Tank site. String trimming was conducted at all water stations and tank sites.

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

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

New Construction Inspections:

Central Estates Phase 2C; all facilities have been installed and tested. Paving is completed and a punch list was delivered to the contractor.

Sewer Department:

Waste Water Statistics:

24.2 million gallons of wastewater was collected and pumped to the W.W.M.F. 16.7 million gallons of wastewater was treated and discharged to land disposal or reclamation in July.

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

Sewer Station Maintenance:

The dehumidifier at B street Station was removed and repaired due to failure. String trimming and hedge trimming was completed at the Letz stations. Wet well washing was conducted at the B Street Station. This is done to prevent grease and rags from plugging up the pumps.

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. Several sewer lateral inspections were completed for new construction.

Wastewater Management Facility:

A pump and piping was installed at the WWMF to redirect the lab building sewer to the headworks. The plumbing originally discharged the sewer into Pond 1A but due to the upgrade, that was no longer an option. The pump drain for the Chlorine Contact Chamber was also redirected from Pond 1A to the headworks. The Chlorine Contact Basin was drained and cleaned with fire hoses. Equipment was used to make furrows in Pond 1A to help remove the moisture from the remaining sludge. The sludge is approximately 90% dry. The electrical grounding strap for the flow meter was replaced due to corrosion.

Daily Irrigation and Observation of Reclamation Sites:

Daily observations and pipe moving was conducted along with daily reports filled out. Weekly well monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study. Mowing and string trimming were completed at the tree farm. Irrigation pipe was picked up on the upper ranch to allow for grass cutting. Once bails are picked up, the pipe will be placed back out. Electrical problems continued at the Fischer Ranch house. PG&E was called out for a second time to assist in finding the problem. The issue was found on their side as a corroded neutral. PG&E fixed the problem and apologized for missing it the first time out.

Street Light Department:

One streetlight complaints was reported due to a bad photo cell.

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

Special Notes:

Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.
A meeting took place regarding the Mad River Flood Plain Project.
County conducted the CalArp inspection at the WWMF.
Monthly river samples were completed.
Monthly Self monitoring reports (DMR/SMR) were submitted.
Public Water Monthly Monitoring report was submitted.
Monthly Water Quality report was sent to the Dept. of Health.
Monthly Pesticide applicator report was submitted to Department of Agriculture.
Daily inspections were conducted on the Teen Center construction project.

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.

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. New toilet paper holders were installed at Pierson and Hiller Parks. Several sprinklers and valves were replaced at the Hiller Sports Complex due to water leaks. Sports fields were aerated along with gopher mounds raked out and low spots filled in with dirt. A 12 year old girl wedged herself into a toddler swing at Pierson Park and had to be removed by emergency services. The parent of the child has contacted the office and has agreed to pay for the damage to the swing.

Teen Center:

Construction on the Teen Center is progressing rapidly. Footings were dug, concrete forms were erected, in ground facilities such as sewer pipes and electrical conduit were put in place and reinforcing rod and anchor bolts were installed. The concrete contractors poured over 80 cubic yards of concrete in one continuous pour to create the foundation of the main structure. The restrooms and the walk-in freezer footprint were poured after the original concrete had set up enough to pull the forms, and were poured lower than the surrounding slab. The bathroom floors will be built up during tile installation to match the slab elevation, and sloped to allow drainage to the floor drains. The area under the walk-in freezer was poured low to allow for the insulation that separates the frozen interior from the concrete, preventing the slab from being damaged by the low temperatures.

The carpenters have begun framing the walls, including the installation of plywood for shear strength. Initial removal of the existing exterior siding of the Activity Center has been performed in the pass through areas.

In the upper parking area, asphalt and a portion of the nearby landscape has been removed in preparation of installing a new ramped sidewalk, a dumpster enclosure and associated concrete pad.

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.

There were updates to the Illness and Injury Prevention Program to reflect current changes in the regulations and requirements by OSHA. Work began on revising the Confined Space Entry Program. The California Accidental Release Prevention (CalArp) Program is under review for updates and to meet current regulations. Included in the CalArp are several plans that will be updated which are as follows: Risk Management, Process Safety Management, Emergency Response Plan and the CL2 / SO2 standard operating procedures.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.C Parks & Recreation Director's Report for August 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. This team has completed a planning and development timeline as well as the business plan outline (see attachments). The first DRAFT of the MOU is scheduled to be complete sometime within the second quarter of this fiscal year.

Thomas Fumarelli and Liz Smith of BGCR met with HSU professors Chris Gaines and Michelle Lane on August 26, 2015 to discuss the details and feasibility of using pieces of the Business Plan development as class projects for business and entrepreneurial students. Two school of Business students have been secured as interns for this project of writing the Business Plan. Professor Michelle Lane has committed 8-12 students from her Capstone, Strategic Management class to complete a project evaluating and assessing the market landscape for the business plan.

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 FUNDRAISING:

Staff has been focused on fundraising for the furnishings and equipment for the interior of the Teen & Community Center. A fundraising campaign consisting of selling paver bricks and recognition tree leaves was rolled out at the Teen & Community Center Info night on August 13, 2015 at Azalea Hall. Paver bricks are available 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.

A funding request was submitted this month to Coast Central's Community Investment Program to fund the purchase of audio-visual equipment for the facility. Funding requests from other agencies and foundations are being researched and prepared for submittal according to published deadlines.

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 students will work with a Recreation Coordinator to plan, coordinate and implement an Adult Pickle Ball tournament to benefit the Teen & Community Center fundraising efforts.

REC 320 students will work on a facility assessment project for Azalea Hall. This project will aim to:

- Create a long term maintenance and replacement schedule including projected costs of replacements.
- Evaluate facility efficiency and usability and make recommendations for improvements including projected costs of improvements and potential returns on investment.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, August 20, 2015. The committee reviewed and discussed:

- A timeline for updating the Parks & Recreation Master Plan and agreed that members would work on it over the next 5-6 months.
- Possible improvements to the Newsletter and Activity Guide.
- The DRAFT Policy for the Naming and Dedication of District Facilities, making suggestions for edits.
- Recreation Program updates.

RECREATION PROGRAMS:

Kids' Camp Summer Day Camp: Kids' Camp continues to run at near capacity averaging 70 campers per day. Wednesday (field trip day) boasts the highest attendance each week with 80 or more campers. This month camp took a tour of Humboldt Bay on the Madaket and enjoyed Carnival Day at the camp.

Wood Bat Softball League: The league is running smoothly. The gophers continue to be a menace to our outfields, but staff is working hard to keep the fields safe. The league will continue to run on Sundays through September 13, 2015.

Flag Football: By the program's end we had 16 youth in 3rd-8th grades registered in the program and an additional 10-12 kids from Kids'Camp participated weekly in the program. Parents and participants had a good time and we believe that next summer enrollment for this program will increase. It has been a positive experience for both participants and department staff.

Kids' Club After School Program: Staff is preparing for the upcoming school year. Dows Prairie site is 75% full and the Morris site is 60% full. The program will start August 31st. The next week and the first week of school we anticipate that Dows will fill to capacity.

Morris will likely reach 80-90% of capacity. The program starts on the first day of school, Monday, August 31, 2015.

World Wide Day of Play: The 4th Annual World Wide Day of Play in McKinleyville will be on Saturday, September 26th 12:00pm-3:00pm at Hiller Sports Complex. Staff is coordinating a variety of outdoor games and activities in collaboration with Mad River Youth Soccer League, First 5 Humboldt, and other youth serving organizations that are interested in participating. 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.

PARKS

Hiller Dog Park: Darin Price and his family generously donated \$2843.00 to purchase a commercial dog water fountain at Hiller Park. Previous dog water dishes and spigots had been easily vandalized or stolen. Being avid dog park users, Mr. Price and family really appreciated having a water source available for their dogs and know that many other community users of the park did too.

Pierson Park: The Pierson Park rentals are up from this month last year. August of 2014 the Gazebo was rented 4 times. August of 2015 the Gazebo boasted 6 rentals and the new Picnic Pavilion was rented 5 times during the month. The additional space provided by the Picnic Pavilion caused park rental revenues to increase by 4 times the amount of the same month last year.

ATTACHMENTS

- Attachment 1 – Boys & Girls Club of the Redwoods and MCSD Business Plan Outline
- Attachment 2 – Boys & Girls Club of the Redwoods and MCSD Partnership Development Timeline

MCSD / BGCR McKinleyville Teen & Community Center Business Plan Outline

- Mission & Vision of MCSD/BGCR Partnership
 - History - Liz
 - Key Milestones - Lesley
 - “The Need” - Liz
 - Underserved Populations
- Market Landscape - HSU - Lane’s class
 - Community Environment
 - Community Partners
 - Competition for Funding
 - What donors are contributing to
- Structure & Governance - Leadership Team
 - Incubation period
 - Roles & Responsibilities of each organization
 - Governance/Decision making structure
 - Committee
 - Cornerstones
 - Lead Staff
 - Board
 - Process for revising policies / procedures / MOU
- Financial Model - Tom & HSU with input from Leadership Team
 - Revenue sources
 - Rentals, Classes, Programs
 - Fundraisers
 - Grants
 - Other
 - Fundraising - Lesley & Chris
 - Capital Fundraising
 - Operational (on going) Fundraising
 - How are donations received (both financial and in-kind) -- by whom, who decides to accept/deny a donation?
 - Solicitation of funds from the community -- overlap of BGCR development strategy and MTC fundraising -- not competing with ourselves
 - BGCR funding toward Teen Center
 - MCSD funding toward Teen Center
 - Collaborative events: Where do funds raised go?
 - Legal Reporting Requirements for each org.
 - Donor tracking and reporting
 - Record keeping requirements to satisfy Audit process
 - Financial Sustainability-Long term - Tom & HSU

- 1-3-5 year financial plans
 - SH Cowell Funding
 - The role it will play and for how long.
- Asset Inventory - Lesley & Chris
 - What is each Organization bringing into the partnership
 - Supplies, equipment and furnishings - ownership, upkeep and replacement
 - Donations: Who owns donated items?
- Operations - Lesley, Chris & Monica
 - Schedules of Use
 - Facility access - Who and when?
 - Teen Center using facility outside of normal hours
 - Types of Use
 - Facility Use Policies
 - Rentals - Who manages? Who/What is the oversight for care and clean up? Where does the revenue go?
 - Maintenance Plan
 - Responsibility of Building owner (MCSD)
 - Programs Offered
 - Who will provide what?
 - *What will happen with Youth Driven when facility is open? (to be discussed)*
 - Fees
 - Staffing
 - Staff Training
 - staff participating in trainings put on by the other organization
 - cross-training
 - Shared Staff / Shared Duties
 - Staffing will be dictated by the schedules of use
 - When are staff in a conflict of interest?
 - Human Resource policies governing who gives direction to who?
 - Volunteer management
 - Procedures for accepting/denying volunteers
 - Background checks
 - Who provides direction / oversight
- Marketing & Media Plan - HSU
 - Target Market for Teen Use of Boys & Girls Club of the Redwoods' Teen Center
 - Primary - Teen Members
 - Secondary - Teen & Youth Non-Members
 - Pricing Strategy
 - Key Offerings
 - Marketing Message

- Target Market for Community Engagement
 - Primary - Volunteers supporting teen events and daily programs
 - Secondary - Donors supporting activity of the Center
 - Pricing Strategy
 - Key Offerings
 - Marketing Message
- Target Market for Facility Usage
 - Primary - Community groups and special events
 - Secondary - Other on-going partnerships (i.e. Tuesday evening dance class not offered by MCSD)
 - Pricing Strategy
 - Key Offerings
 - Marketing Message

For each of the above Target Markets, marketing strategy for:

- Print, T.V., Radio
- Social Media
- Outreach and Recruitment
- Marketing Partners
 - NorCAN
 - HSU
 -
 -
 -
 -
- Technology Plan - MCSD
 - Telecommunications and Network infrastructure
- Legal Requirements - Tom, Liz & Greg
 - Indemnifications
 - MOU
 - Other?

MCSD / BGCR McKinleyville Teen & Community Center Planning & Development Timeline

July-September 2015

- Groundbreaking
- Cornerstone (Fundraising) Committee development - Lesley & Chris
 - Identify Prospects
- Capital Campaign initiated - Lesley
- MYLS (teen) recruitment - Lesley & Chris
 - Stakeholder Relationship Building
 - The “hook” for students to be drawn in
- Defined Asset list - Lesley & Chris
 - Asset Categories
- Plan for collaboration with HSU finalized - Liz & Tom
- Planning and Development request for Cowell - Liz

October-December 2015

- First DRAFT of MOU developed - Tom, Liz & Greg
- Business Plan Framework complete - Tom, Liz, Chris & Lesley
- Purchase Key Equipment and fixtures for funds needing to be spent by 12/31/15 - Lesley
- Complete first year operating Budget - Tom with input from team
- DRAFT 3 & 5 year financial plan - Tom with input from team
- Fee Structures defined
 - membership - Liz
 - facility use/rental fees - Lesley
 - class fees - Lesley
- On the Move Exploration with Key Stakeholders - Liz
- Governance structure - Liz, Greg, Lesley, Chris
 - Roles & Responsibilities Defined
 - Relation to boards - Liz & Greg
- Operations request for Cowell - Liz

January-March 2016

- MOU finalized - Tom, Liz & Greg
- Legal & Indemnifications review - Tom, Liz & Greg
- Youth Led leadership training - Chris & Lesley
- Facility Operations Manual - Greg & Lesley
- Staff Operations Manual - Liz
- Inclusive staffing policy developed (staff culture) - Lesley
- BGCR Unit Director Recruited - Liz & Lesley

April-June 2016

- Staff Training - Monica, Lesley & Unit Director
- Opening of facility
- On the Move Implementation - Unit Director

McKinleyville Community Services District

BOARD OF DIRECTORS

September 2, 2015

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Information Only

A summary of activity for the month of August 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:

• SWAP Crews	\$1,392
• Northern Humboldt Employment Services	\$2,024
• Community Service Workers	\$222
• Repair Dehumidifier	\$150
• Modifications at WWMF for onsite sewer	\$3,875
• Miscellaneous WWMF in house Repairs	\$235
• Ranch house electrical repairs	\$1,050
• In house Cartography and Sewer Analysis	\$1,800
• Miscellaneous in house equipment repair	\$240

Total cost savings for August are \$10,988

***The cumulative cost saving to the District to date
from July 1, 2015 is \$20,699***

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 99 – Phase 2C of the Central Estates subdivision will require a street light maintenance zone that will include 7 lights. Staff produced the maintenance plan with the initiation presented to the Board at the September meeting. Pending approval by the Board the owner and only vote will have to submit a ballot in support of the zone. A Public Hearing will be included at the October meeting to accept the zone.

Teen Center and Boys & Girls Club – Staff spent time in August reviewing submittals and observing progress on construction of the project. As of the writing of this report the slab was completed and walls are being erected.

We continue to plan for the Boys and Girls Club/ MCSD partnership for programming including the business plan and MOU. The structure for the fundraising apparatus is being defined and the Board will be deliberating on a policy for Facility Naming at the September meeting. This policy will allow a procedure for naming of all MCSD facilities.

Teen Center Info Night – On August 13 staff held an open house to engage the public on our efforts to furnish the Teen Center through charitable contributions. The turnout was mediocre but I would like to commend staff for a fascinating setup and display. There was good food donated by Carmela's and adult beverages available.

Central Avenue Open Space Maintenance Zone (OSMZ) and MOU with Humboldt County – We have a had setback with regard to the County Public Works (PW) contributed labor for the OSMZ. It seems the county committed the Sheriff's office to labor from the SWAP program and as such has no authority to do so. We will be working with PW to rectify this matter. The maintenance plan and assessments have been produced, all the mapping for the assessment are complete but the notifications will be held until we know if a portion of the labor will be reimbursed by PW consistent with the past agreements.

WWMF Improvement Project and SRF Funding Efforts – The advertisement for receiving bids was posted on Monday 24 August 2015. Nine builder's exchanges in the northern part of California are in position of the plans for contractor review. We will be hosting a pre bid meeting in early September with the bid opening at 2:00pm on October 22, 2015. Review of the bid packets will take place after that with the low bid coming to the board for approval at the November Meeting. Management spent a considerable amount of time reviewing the SRF check off lists to assure accuracy of the loan application. We have received tentative approval from the State Board on a funding agreement pending legal review, which should be complete within two weeks.

Emergency Water Supply and Ground Water Examination – Consistent with the strategic plan, management continues to explore groundwater alternatives for an emergency water source for MCSD. This effort will continue through consideration of ideal locations for well placement.

Meetings – The General Manager attended various meetings this month, including a meeting with MRCS Core Planning Team for the Center in McKinleyville. Ongoing meetings with the Boys & Girls Club of the Redwoods and a consultant enlisted specifically to facilitate a business plan and MOU for the Teen Center.

Exhibits/Attachments

- Attachment 1 – WWMF Monthly Self Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

Attachment 1

MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

August 20, 2015

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for July 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 28 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 July.

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

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

Monthly River Monitoring was conducted in July.
Quarterly testing was conducted in July.

WWMF Upgrade Status: Invitation to Bid will go out on 8/24/2015. Staff and engineers are still working on the NPDES permit renewal.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2015

MONTH: JULY

DATE	INFLUENT FLOW		EFFLUENT FLOW		RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM	
	M.G.D.	M.G.D.	M.G.D.	GPM		B.O.D. mg/L	N.F.R. mg/L	pH	TEMP (C°)	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS	
1	0.797	0.700	0.700	783			200	6.8	19.4			36	2.6			
2	0.778	0.707	0.707	873		260		6.7	19.5	26	17	36	3.1		<0.1	
3	0.774	0.532	0.532	374												
4	0.755	0.528	0.528	373												
5	0.807	0.526	0.526	369												
6	0.813	0.582	0.582	735				6.9	19.3			36	3.2		<1.8	
7	0.795	0.708	0.708	737				6.8	19.3			36	3.7			
8	0.801	0.658	0.658	726				6.9	19.3			34	3.6			
9	0.779	0.648	0.648	733				6.8	19.4			36	3.6			
10	0.768	0.796	0.796	644		590	320	6.6	19.6	42	6.4	32	4.7		<0.1	
11	0.767	0.761	0.761	537												
12	0.818	0.748	0.748	526												
13	0.795	0.272	0.272	522												
14	0.769	0.000	0.000	0				6.8	19.7			32	4.9		<1.8	
15	0.768	0.492	0.492	1253				Washed CCB								
16	0.773	0.796	0.796	810				6.9	19.6			36	8.2			
17	0.757	0.339	0.339	533		280	230	6.9	19.5			34	5.4			
18	0.758	0.000	0.000	0				6.8	19.7	21	11	36	5.9		<0.1	
19	0.793	0.000	0.000	0												
20	0.787	0.328	0.328	1220												
21	0.768	0.590	0.590	723				7.1	20.7			32	7.2			
22	0.778	0.624	0.624	693				6.9	19.0			36	7.6		<1.8	
23	0.770	0.562	0.562	728				6.9	19.0			34	5.2			
24	0.774	0.669	0.669	723		320	240	6.9	19.6			34	4.8			
25	0.763	0.569	0.569	402				6.9	19.4	21	14	32	3.8		<0.1	
26	0.810	0.562	0.562	398												
27	0.790	0.493	0.493	664				6.8	20.5			32	3.4		<1.8	
28	0.779	0.606	0.606	644				7.0	19.9			32	2.5			
29	0.782	0.607	0.607	729				6.8	20.0			32	1.8			
30	0.768	0.603	0.603	667				6.9	19.9			32	2.1			
31	0.753	0.706	0.706	673		240	260	6.7	19.5	18	13	32	4.7		<0.1	

DATE		MONTHLY TESTS						BORON	
7/31/2015		TDS	AMMONIA	NITRATE				250	
		320	27.0	ND					

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane		ND
Bromofom		ND
Chlorodibromomethane		ND
Chlorofom		DNQ

SPILLS:											
None to report											

BOD		BOD		BOD		BOD		NFR		NFR	
mg/L		LBS/DAY		% Removal		mg/L		LBS/DAY		% Removal	
28		152		93		10		51		96	
30 DAY AVERAGE											

ACUTE TOXICITY	
DATE	% Survival
	N/A
	N/A

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

Rainbow Trout	
C. dubia	

INDICATES PERMIT EXCEEDANCE	

REMARKS:	

SIGNATURE: _____	
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**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
EFFLUENT DISCHARGE DISPOSAL**

JULY 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	0.797	0.700	783			0.425		0.275		0.700	0.000
2	0.778	0.707	873		0.292	0.233	0.036	0.146		0.415	0.000
3	0.774	0.532	374		0.532					0.000	0.000
4	0.755	0.528	373		0.528					0.000	0.000
5	0.807	0.526	369		0.526					0.000	0.000
6	0.813	0.582	735		0.199	0.199	0.054	0.130		0.383	0.000
7	0.795	0.708	737			0.374	0.056	0.278		0.708	0.000
8	0.801	0.658	726			0.441	0.037	0.180		0.658	0.000
9	0.779	0.648	733			0.441	0.063	0.144		0.648	0.000
10	0.768	0.796	644		0.419	0.170	0.045	0.162		0.377	0.000
11	0.767	0.761	537		0.761					0.000	0.000
12	0.818	0.748	526		0.748					0.000	0.000
13	0.795	0.272	522			0.272				0.272	0.000
14	0.769	0.000	0	Washed CCB						0.000	0.000
15	0.768	0.492	1253			0.306	0.052	0.134		0.492	0.000
16	0.773	0.796	810			0.430	0.060	0.306		0.796	0.000
17	0.757	0.339	533			0.183		0.156		0.339	0.000
18	0.758	0.000	0	Shut down						0.000	0.000
19	0.793	0.000	0	Shut down						0.000	0.000
20	0.787	0.328	1220			0.189		0.139		0.328	0.000
21	0.768	0.590	723			0.329		0.261		0.590	0.000
22	0.778	0.624	693			0.361		0.263		0.624	0.000
23	0.770	0.562	728			0.305		0.257		0.562	0.000
24	0.774	0.669	723		0.314	0.197		0.158		0.355	0.000
25	0.763	0.569	402		0.569					0.000	0.000
26	0.810	0.562	398		0.562					0.000	0.000
27	0.790	0.493	664		0.215	0.135		0.143		0.278	0.000
28	0.779	0.606	644			0.299		0.307		0.606	0.000
29	0.782	0.607	729			0.290		0.317		0.607	0.000
30	0.768	0.603	667			0.262		0.341		0.603	0.000
31	0.753	0.706	673		0.309	0.234		0.163		0.397	0.000
TOTAL	24.187	16.712		0.000	5.974	6.075	0.403	4.260	0.000	10.738	0.000
AVERAGE	0.780	0.539	606	0.000	0.373	0.289	0.050	0.213	0.000	0.346	0.000
MAXIMUM	0.818	0.796	1253	0.000	0.761	0.441	0.063	0.341	0.000	0.796	0.000
MINIMUM	0.753	0.000	0	0.000	0.000	0.135	0.036	0.130	0.000	0.000	0.000
DAYS	31	28		0	13	21	8	20	0	21	0
DAYS WITH NO DISCHARGE = 3											