

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 6, 2017 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

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 2, 2017 and Special Meeting on August 14, 2017 | Pg. 4 |
| | Attachment 1 – Draft Minutes from August 2, 2017 | Pg. 5 |
| | Attachment 2 – Draft Minutes from August 14, 2017 | Pg. 8 |
| D.2 | Consider Approval of July 2017 Treasurer's Report | Pg. 9 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations | Pg. 32 |
| D.4 | Approve Conveyance of Water, Sewer and Streetlight Facilities Related to Central Estates Phase 2D Development | Pg. 33 |
| | Attachment – Agreement for Conveyance and Acceptance of Central Estates Phase 2D Subdivision System | Pg. 35 |
| D.5 | Consider Approval to Declare 2000 Chevrolet 2500 Truck and 2002 Vac-Con Surplus | Pg. 36 |

E. CONTINUED AND NEW BUSINESS

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|-----|--|---------------|
| E.1 | Annual Board Self-Evaluation Review and Discussion | Pg. 37 |
| | Attachment 1 – Summary of Board Self-Evaluation Worksheets | Pg. 38 |
| E.2 | Review Information Regarding the MCSD Board Retreat | Pg. 40 |
| E.3 | Consider Approval of Proposal by Jackson & Eklund to Provide Accounting Support Services for FY2017-18, FY2018-19 and FY2019-20 | Pg. 42 |
| | Attachment 1 – Professional Services Agreement | Pg. 44 |
| | Attachment 2 – Declination letters from Aalfs, Evans, & Co. and Anderson, Lucas, Somerville, & Borges | Pg. 58 |
| | Attachment 3 – Accounting Support Services RFP Distribution List | Pg. 60 |
| E.4 | Review Information Pertaining to Continued Bathroom Concerns at District Owned Facilities | Pg. 62 |
| E.5 | Consider Adoption of Resolution 2017-23 in Support of General Manager Orsini's Nomination for California Special District Association (CSDA) Board President | Pg. 63 |
| | Attachment 1 – Resolution 2017-23 | Pg. 64 |
| | Attachment 2 – 2018 Executive Committee Interest Form | Pg. 65 |

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 STAFF REPORTS

- | | |
|---|---------------|
| a. Support Services Department (Colleen M.R. Trask) | Pg. 67 |
| b. Operations Department (James Henry) | Pg. 69 |
| c. Parks & Recreation Department (Lesley Frisbee) | Pg. 74 |
| Attachment 1 – RAC Meeting Notes 8-17-17 | Pg. 76 |
| d. General Manager (Greg Orsini) | Pg. 79 |
| Attachment 1 – WWMF Monthly Self Monitoring Report | Pg. 82 |

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on September 1, 2017

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 2, 2017 and Special Meeting on August 14, 2017**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from August 2, 2017 Regular Board Meeting and August 14, 2017 Special Meeting; recommend edits and adopt.

Discussion:

The Draft Minutes are attached for the above listed meetings.

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 2, 2017
- Attachment 2 – Draft Minutes from August 14, 2017

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, AUGUST 2, 2017 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A. CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District reconvened at 7:02 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
Mary Burke, Director	Colleen Trask, Finance Director
David Couch, Director	James Henry, Operations Director
George Wheeler, Director	Lesley Frisbee, Recreation Director
	Emily Abfalter, Board Secretary

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

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

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

Motion By: Director Wheeler; Second: Director Couch

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Couch, Mayo and Wheeler Nays: None Absent: Corbett

Motion Summary: Motion Passed

A.5 Closed Session Discussion: No closed session.

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

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened the public comment portion of the meeting. There were no public comments.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of July 5, 2017

D.2 Consider Approval of June 2017 Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law – No 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

Motion: It was moved to approve the consent calendar.

Motion By: Director Couch; Second: Director Burke

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Couch, Mayo and Wheeler Nays: None Absent: Corbett

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Informational Review of the Integrated Pest Management Plan (IPM or Plan). Presented by Operations Director, James Henry. General Manager Orsini commended James Henry and Kirsten Messmer for their hard work on the Plan. Director Burke thanked staff for their efforts and the public for submitting comments. Additional comments and discussion by Directors Wheeler and Couch, President Mayo and General Manager Orsini. Public comment opened, no comments, public comment closed.

Director Corbett arrived at 7:38 pm.

E.2 Consider the Regular Board Meeting Dates, Time and Location for the 2018 Calendar Year.

Presented by Board Secretary, Emily Abfalter. Board discussion regarding July 2018 meeting options. Director Wheeler suggested a third option of Monday, July 2, 2018. Public comment opened, no comments, public comment closed.

E.3 Acknowledge the Resignation of Recreation Advisory Committee Member, Kevin Collins, and Authorize Staff to Announce Recreation Advisory Committee Vacancies to the Public.

President Mayo shared the reason for Kevin Collins departure. Item presented by General Manager Orsini. Comment offered by Director Burke. Public comment opened, no comments, public comment closed. No additional Board comments.

Motion: Authorize Staff to announce the vacancy of one regular voting member seat on the Recreation Advisory Committee and two alternate member seats to the public per staff recommendation.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.4 Discuss Venue, Dates, Time and Content for the MCSD Board Retreat. Presented by General Manager Orsini and President Mayo. Board comments and discussion regarding topics, facilitation, venue, potential dates and guest speaker for retreat. General Manager Orsini commented. Public comment opened, none received, public comment closed.

E.5 Recreation Facility, Property and Open Space Site Tour. Presented by General Manager Orsini. Public comment opened, none received, public comment closed. No additional Board comments.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Wheeler):** Director Couch noted that they met, discussed the dog park and to refer to Recreation Director, Lesley Frisbee's notes.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** Did not meet.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Director Burke attended both the regular McKinleyville Senior Center Board meeting and the Executive Committee meeting and discussed the possibility of hiring an Executive Director.
- e. **Audit (Corbett/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **Water Task Force (Wheeler/Burke):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** Director Corbett noted that they met and discussed how to request agenda item topics and race relations in McKinleyville.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Did not meet.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, reviewed her report.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Not present.
- d. **General Manager (Greg Orsini):** General Manager Orsini announced that Monica Rose was hired as the new Executive Director for the Boys & Girls Club of the Redwoods, CSDA is in the process of creating a video spotlighting MCSD and he co-authored an article that was published by the International City/County Management Association.

F.3 PRESIDENT'S REPORT: President Mayo commented that he was interviewed by the auditors and will be in Marin for a tour of the Mount Tam Watershed.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM

REQUESTS: No agenda items were requested. No additional Board comments or announcements.

G. ADJOURNMENT: 9:32pm

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

Emily Abfalter, Board Secretary

**MINUTES OF THE *SPECIAL* MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON MONDAY, AUGUST 14, 2017 AT 1:00PM
MCSD CONFERENCE ROOM 1656 SUTTER ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER: The special meeting of the Board of Directors of McKinleyville Community Services District convened at 1:02 pm with the following Directors and staff in attendance:

Dennis Mayo, President
Mary Burke, Director
John Corbett, Director
David Couch, Director

Gregory Orsini, General Manager
Lesley Frisbee, Recreation Director
Emily Abfalter, Board Secretary

The Pledge of Allegiance was led by President Mayo.

AGENDA ITEM B PUBLIC COMMENT: There was no public comment.

AGENDA ITEM C Recreation Facility, Property and Open Space Site Tour: Recreation Director, Lesley Frisbee, and General Manager, Greg Orsini, led a tour for the Board of Directors and several members of the Recreation Advisory Committee to visit various MCSD properties and open spaces. This was an informational meeting only and no action was taken by the Board.

AGENDA ITEM D ADJOURNMENT: 3:25pm

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

Emily Abfalter, Board Secretary

McKinleyville Community Services District
DRAFT Treasurer's Report
July 2017

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McKinleyville Community Services District
Investments & Cash Flow Report
As of July 31, 2017

Petty Cash & Change Funds 8,892.60

Cash

Operating & Money Market - Beginning Balance 4,097,985.48

Cash Receipts:

Utility Billings & Other Receipts	574,462.59
Money Market Account Interest	789.18
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-
Other Cash Receipts (incl. WWMF SRF Loan disbursements)	-

Total Cash Receipts 575,251.77

Cash Disbursements:

Transfers to County Funds #2560, #4240, CalTRUST	-
Payroll Related Expenditures	(218,434.08)
Debt Service	(72,416.90)
Capital & Other Expenditures	(1,577,320.47)

Total Cash Disbursements (1,868,171.45)

Operating & Money Market - Ending Balance 2,805,065.80

Total Cash 2,813,958.40

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

LAIF - Beginning Balance	129,953.98
Interest Income	299.27

LAIF - Ending Balance 130,253.25

Humboldt Co. #2560 - Beginning Balance	610,446.70
Property Taxes and Assessments	-
Transfer to/from Operating Cash	-
Interest Income (net of adjustments)	620.62

Humboldt Co. #2560 - Ending Balance 611,067.32

Humboldt Co. #4240 - Beginning Balance	2,918,132.81
Transfer to/from Operating Cash	-
Transfer to/from Biosolids Reserve	-
Interest Income	2,253.94

Humboldt Co. #4240 - Ending Balance 2,920,386.75

Humboldt Co. #9390 - Beginning Balance	937,318.68
Reserves Recovery Deposits/Other Bal Withdrawals	-
Interest Income	-

Humboldt Co. #9390 - Ending Balance 937,318.68

USDA Bond Reserve Fund - Beginning Balance	174,179.56
Bond Reserve Payment	7,687.50
Debt Service Payment, Principal/Interest	-
Interest Adjustment	28.08

USDA Bond Reserve Fund - Ending Balance 181,895.14

CalTRUST - Beginning Balance	1,246,267.29
Net Transfer to/from Meas. B Teen Ctr Funds	-
Net Transfer to/from Water Fund Capacity Fees Acct	-
Net: Interest Income/Unrealized Gain/Loss	2,331.54

CalTRUST - Ending Balance 1,248,598.83

Total Investments 6,035,537.45

Total Cash & Investments - Current Month 8,849,495.85

Total Cash & Investments - Prior Month 10,129,194.58

Net Change to Cash & Investments This Month (1,279,698.73)

Cash & Investment Summary

Cash & Cash Equivalents	7,898,353.45
Davis-Grunsky Loan Reserve	606,433.08
Waste Water Capital Reserve	102,814.18
USDA Bond Reserve	181,895.14
I-Bank Loan Reserve	60,000.00

Total Cash & Investments 8,849,495.85

McKinleyville Community Services District
DRAFT Consolidated Balance Sheet by Fund
As of July 31, 2017

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,110,910.76	\$ (549,074.13)	\$ (23,861.37)	\$ 3,660,585.47	\$ 3,759,218.16	\$ 7,957,778.89
Accounts receivable	3,189.18	-	4,512.16	328,050.18	296,077.17	631,828.69
Prepaid expenses & other current assets	56,372.36	-	2,700.19	110,503.09	56,918.20	226,493.84
Total Current Assets	1,170,472.30	(549,074.13)	(16,649.02)	4,099,138.74	4,112,213.53	8,816,101.42
Noncurrent Assets						
Restricted cash & cash equivalents	124,578.92	-	-	666,433.08	284,709.32	1,075,721.32
Other noncurrent assets	-	-	-	38,216.52	41,750.04	79,966.56
Capital assets (net)	-	-	-	8,216,212.42	24,422,101.65	32,638,314.07
Total Noncurrent Assets	124,578.92	-	-	8,920,862.02	24,748,561.01	33,794,001.95
TOTAL ASSETS	\$ 1,295,051.22	\$ (549,074.13)	\$ (16,649.02)	\$ 13,020,000.76	\$ 28,860,774.54	\$ 42,610,103.37
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 67,471.50	\$ 3,243.11	\$ 3,291.97	\$ 224,506.83	\$ 278,476.18	\$ 576,989.59
Accrued payroll & related liabilities	96,416.58	-	-	42,244.94	42,331.93	180,993.45
Total Current Liabilities	163,888.08	3,243.11	3,291.97	266,751.77	320,808.11	757,983.04
Noncurrent Liabilities						
Long-term debt	-	-	-	2,723,339.59	10,107,992.10	12,831,331.69
Other noncurrent liabilities	-	-	-	870,191.19	919,511.86	1,789,703.05
Total Noncurrent Liabilities	-	-	-	3,593,530.78	11,027,503.96	14,621,034.74
TOTAL LIABILITIES	163,888.08	3,243.11	3,291.97	3,860,282.55	11,348,312.07	15,379,017.78
Fund Balance/Net Assets						
Fund balance	99,639.34	(552,317.24)	(19,940.99)	-	-	(472,618.89)
Net assets	1,031,523.80	-	-	3,666,845.38	3,198,352.92	7,896,722.10
Investment in capital assets, net of related debt	-	-	-	5,492,872.83	14,314,109.55	19,806,982.38
Total Fund Balance/Net Assets	1,131,163.14	(552,317.24)	(19,940.99)	9,159,718.21	17,512,462.47	27,231,085.59
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,295,051.22	\$ (549,074.13)	\$ (16,649.02)	\$ 13,020,000.76	\$ 28,860,774.54	\$ 42,610,103.37
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,147,357.23					
General Long-term Liabilities						
PG&E Streetlights Loan	47,936.73					
Meas. B Loan: Teen/Community Center	1,269,902.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	525,363.06					
Accrued Compensated Absences	74,391.78					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,302,094.13					

McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Budget
July 2017

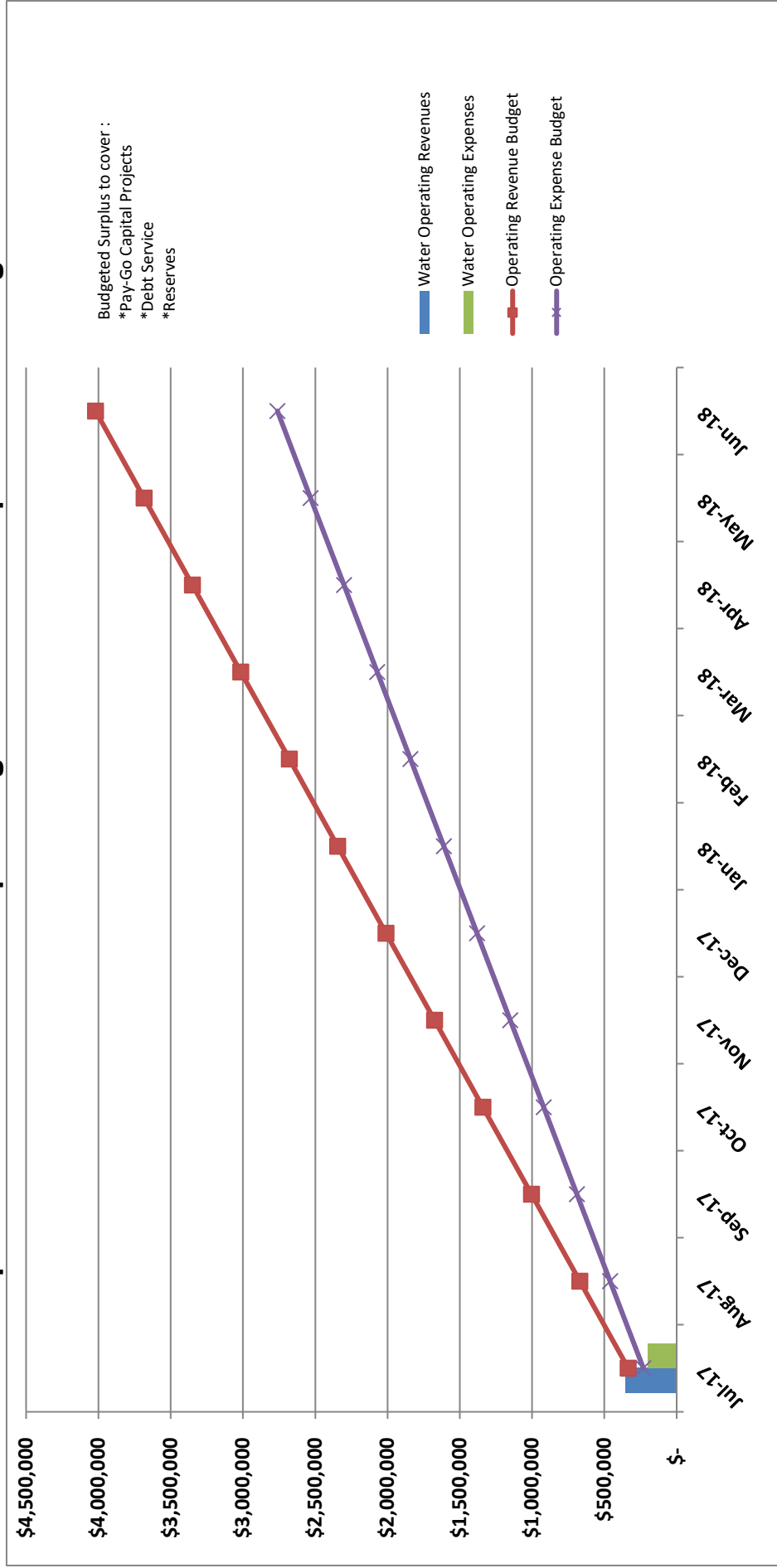
Department Summaries		July	% of Year 8.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales		338,488	338,488	302,761	35,727	11.80%	Budget is spread evenly across 12 months, but actuals vary by month Includes YTD Capacity Fees of \$3,588. No Contrib. Construction at this time
Other Revenues		12,496	12,496	32,196	(19,700)	-61.19%	
Total Operating Revenues		350,983	350,983	334,957	16,026	4.78%	
Salaries & Benefits		71,573	71,573	77,284	(5,711)	-7.39%	Budget is spread evenly across 12 months, but actuals vary by month Budget is spread evenly across 12 months, but actuals vary by month Budget is spread evenly across 12 months, but actuals vary by month 0.11%
Water Purchased		72,666	72,666	83,772	(11,106)	-13.26%	
Other Expenses		26,877	26,877	39,898	(13,021)	-32.64%	
Depreciation		29,200	29,200	29,167	33	0.11%	
Total Operating Expenses		200,317	200,317	230,121	(29,804)	-12.95%	
Net Operating Income		150,666	150,666	104,836	(13,778)		
Interest Income		2,018	2,018	2,083	(65)	-3.13%	
Interest Expense		(5,634)	-	(5,583)	(5,583)	-100.00%	
Net Income (Loss)		147,051	152,684	101,336	51,348		
<u>Wastewater</u>							
Wastewater Service Charges		295,521	295,521	282,680	12,841	4.54%	
Other Revenues		4,518	4,518	34,025	(29,507)	-86.72%	Includes no YTD Capacity Fees yet. No Contrib. Construction at this time
Total Operating Revenues		300,039	300,039	316,705	(16,666)	-5.26%	
Salaries & Benefits		83,892	83,892	82,895	997	1.20%	Budget is spread evenly across 12 months, but actuals vary by month
Other Expenses		40,259	40,259	65,270	(25,011)	-38.32%	
Depreciation		41,250	41,250	41,250	-	0.00%	
Total Operating Expenses		165,400	165,400	189,415	(24,015)	-12.68%	
Net Operating Income		134,639	134,639	127,290	7,349		
Interest Income		2,577	2,577	1,833	744	40.58%	Higher-than-estimated interest rates on the County Trust Account
Interest Expense		-	-	(77,672)	(77,672)	-100.00%	Interest posted on the SRF WWMF loan per loan draw received
Net Income (Loss)		137,216	137,216	51,451	85,765		
Enterprise Funds Net Income (Loss)		284,267	289,900	152,787	137,113		

McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Budget
July 2017

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		43,481	43,481	34,912	8,569	24.55%	Budget is spread evenly across 12 months, but actuals vary by month
Rents & Related Fees		7,990	7,990	9,964	(1,974)	-19.81%	Budget is spread evenly across 12 months, but actuals vary by month
Property Taxes		-	-	43,750	(43,750)	-100.00%	County Tax remittance December/April/June
Other Revenues		18,072	18,072	12,145	5,927	48.80%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Income		815	815	833	(18)	-2.15%	
Total Revenues		70,359	70,359	101,604	(31,245)	-30.75%	
Salaries & Benefits		75,706	75,706	78,349	(2,643)	-3.37%	
Other Expenditures		18,791	18,791	22,741	(3,950)	-17.37%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures		(112)	(112)	3,500	(3,612)	-103.20%	Budget is spread evenly across 12 months, but actuals vary by month
Total Expenditures		94,385	94,385	104,590	(10,205)	-9.76%	
Excess (Deficit)		(24,027)	(24,027)	(2,986)	(21,041)		
<u>Measure B Assessment</u>							
Total Revenues		(122)	(122)	17,889	(18,011)	-100.68%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits		3,941	3,941	4,539	(598)	-13.18%	Budget is spread evenly across 12 months, but actuals vary by month
Other Expenditures		3,243	3,243	2,700	543	20.12%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures/Loan Repayment		-	-	10,621	(10,621)	-100.00%	Budget is spread evenly across 12 months, but actuals vary by month
Total Expenditures		7,184	7,184	17,860	(10,676)	-59.78%	
Excess (Deficit)		(7,306)	(7,306)	29	(7,335)		
<u>Street Lights</u>							
Total Revenues		8,495	8,495	8,438	57	0.68%	
Salaries & Benefits		3,367	3,367	3,629	(262)	-7.22%	
Other Expenditures		2,061	2,061	2,972	(911)	-30.64%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures/Loan Repayment		1,655	1,655	1,822	(167)	-9.14%	
Total Expenditures		7,084	7,084	8,423	(1,339)	-15.90%	
Excess (Deficit)		1,411	1,411	15	(1,396)		
Governmental Funds Excess (Deficit)		(29,921)	(29,921)	(2,942)	(26,979)		

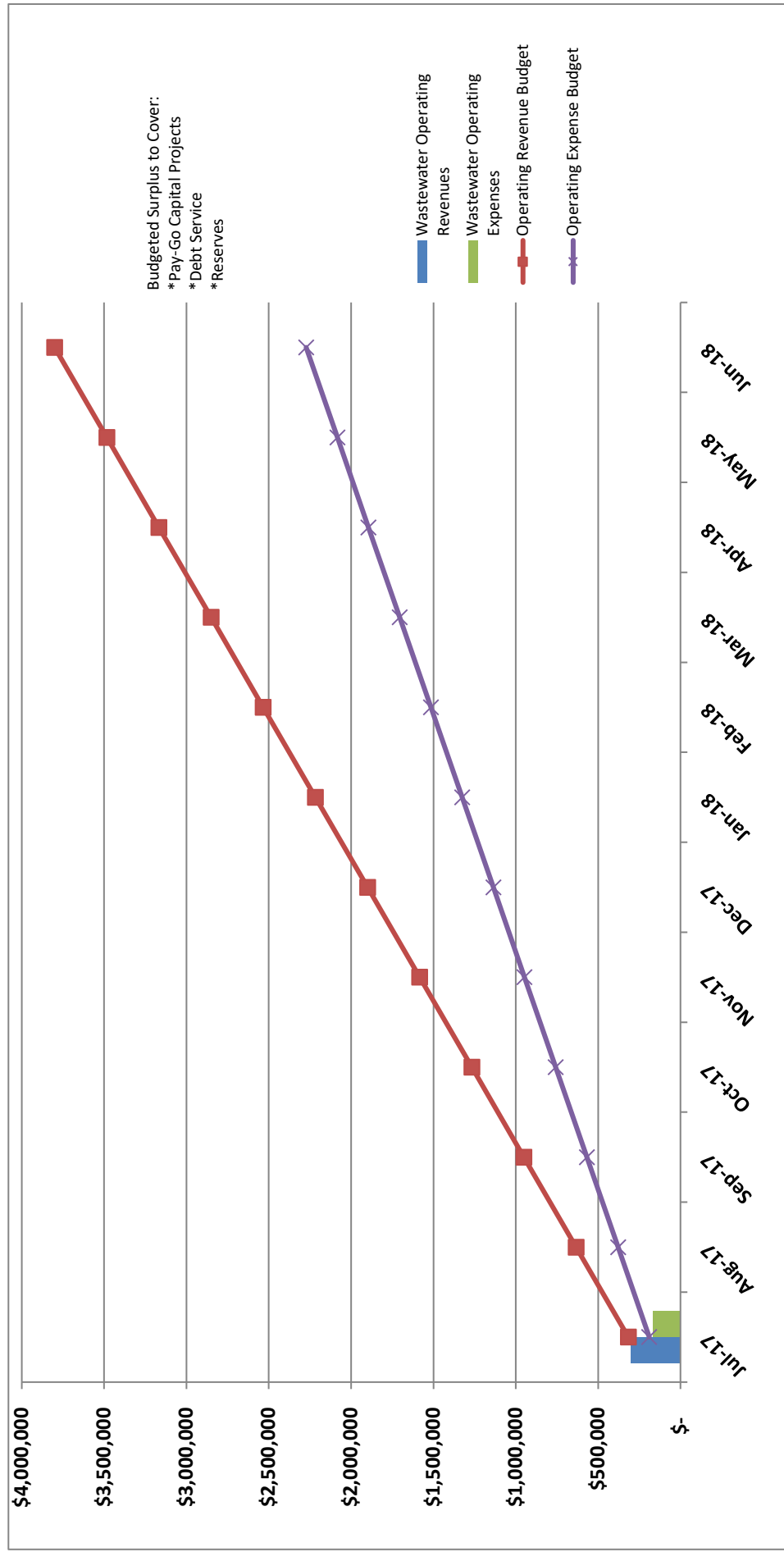
McKinleyville Community Services District July 2017

Comparison of Water Fund Operating Revenues & Expenses to Budget



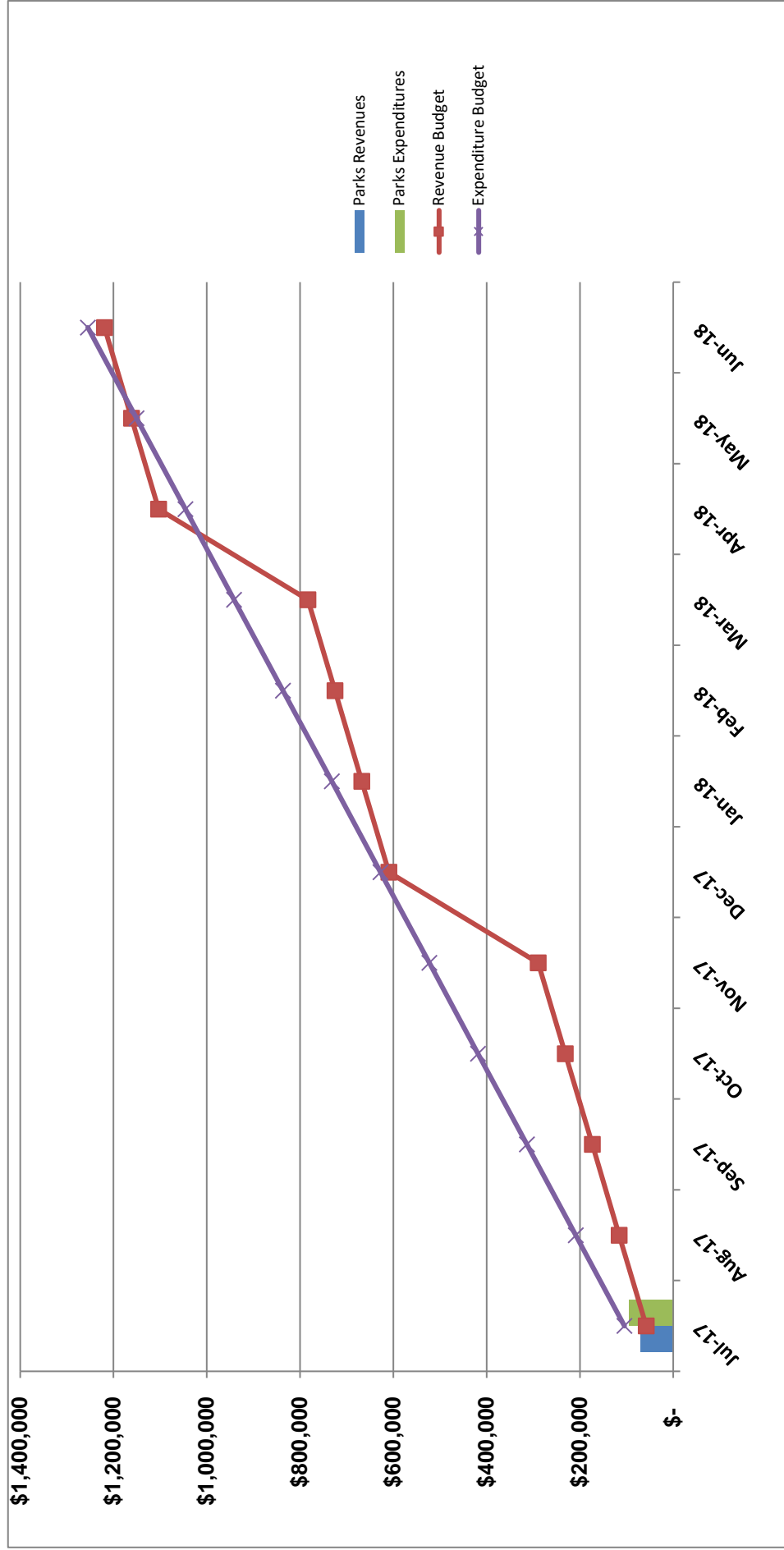
McKinleyville Community Services District July 2017

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



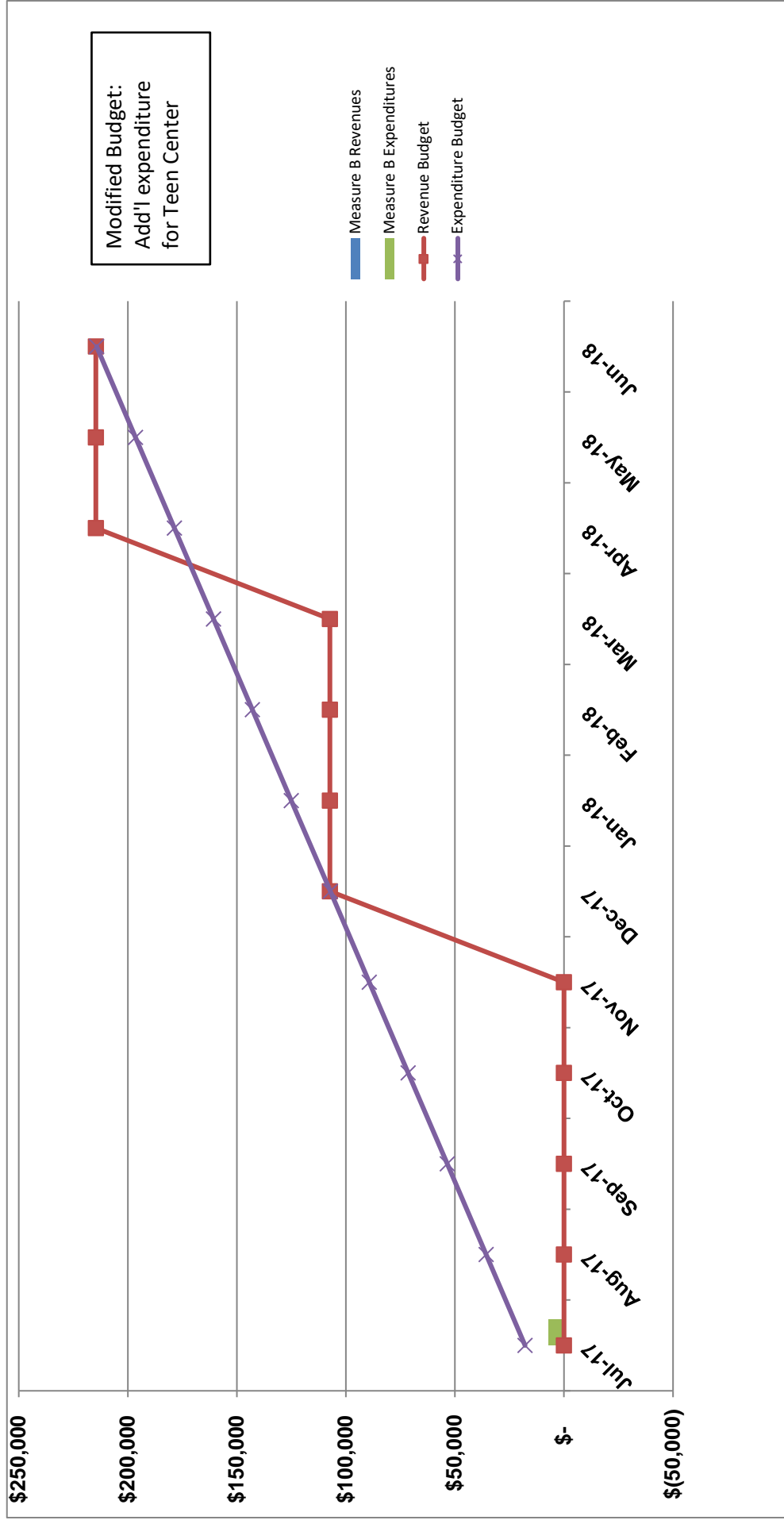
McKinleyville Community Services District July 2017

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



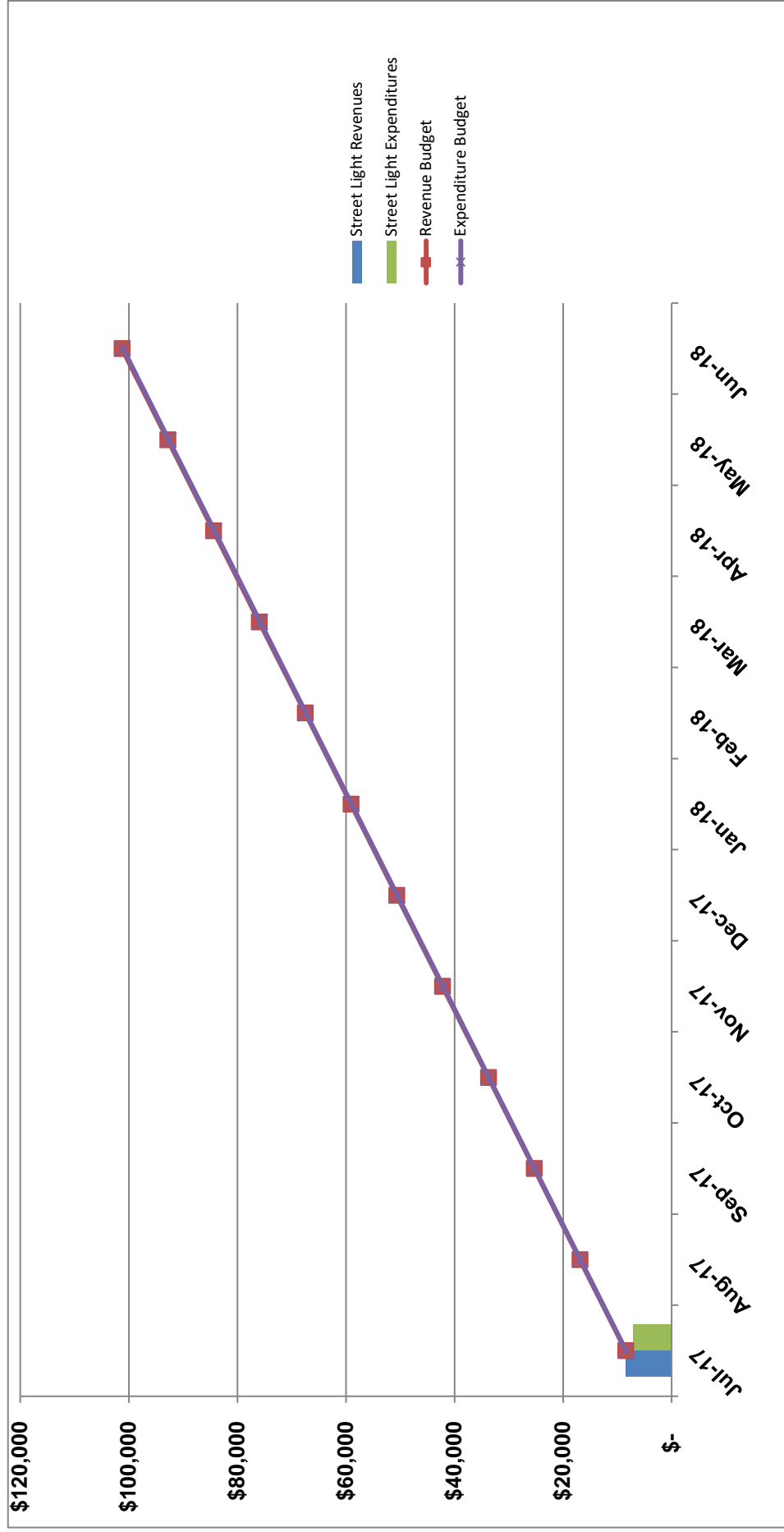
McKinleyville Community Services District July 2017

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District July 2017

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
DRAFT Capital Expenditure Report
As of July 31, 2017

	July	YTD Total	FY 17-18 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades		-	-	-	#DIV/0!	
Water Tank Upgrade	72	72	-	(72)	#DIV/0!	Cochran Tank Repainting
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	-	-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	-	-	50,000	50,000	100%	Emergency Water Supply
Emergency Response Equipment	-	-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	-	200,000	200,000	100%	Radio meters purch/install
Radio Telemetry Upgrade	-	-	150,000	150,000	100%	Radio Telemetry upgrade
Water Main Rehab & Replacement	2,725	2,725	100,000	97,275	97%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
Subtotal	2,796	2,796	1,515,000	1,512,204	100%	
<u>Wastewater Department</u>						
Sewer Main Rehab & Replacement	4,087	4,087	90,000	85,913	95%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	240,000	240,000	100%	Sludge handling/disposal
WWMF/Fischer Lift Stn Grinder Upgrade	-	-	17,000	17,000	100%	Fischer Lift Stn Grinder Upgrade
Alternative Energy Master Plan			50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers			10,000	10,000	100%	Chlorine Injector/Controllers
Collection System Upgrades	-	-	10,000	10,000	100%	Collection System upgrades
Fischer Lift Station Generator	-	-	50,000	50,000	100%	Fischer Lift Stn Generator
WWMF Upgrade/CEQA/Permitting	15,260	15,260	200,000	184,740	92%	WWMF construction
Radio Telemetry Upgrade	-	-	150,000	150,000	100%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	-	-	200,000	200,000	100%	Radio meters purch/install
Sewer Lift Station Other Upgrades	-	-	6,000	6,000	100%	
Subtotal	19,347	19,347	1,073,000	1,053,653	98%	
<u>Water & Wastewater Operations</u>						
Heavy Equipment	-	-	10,000	10,000	100%	Tractor attachmt
Utility Vehicles	-	-	48,000	48,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	69,000	69,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	11,000	11,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	-	30,000	30,000	100%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	2,835	2,835	15,000	12,165	81%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	35,000	35,000	100%	Emergency Eq, GPS Survey Eq
Subtotal	-	2,835	1,718,000	1,715,165	100%	
Enterprise Funds Total	24,979	24,979	4,306,000	4,281,021	99%	
<u>Parks & Recreation Department</u>						
Hiller Park & Sports Complex	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	-	-	27,000	27,000	100%	Flooring, Pkg Lot resurface
McKinleyville Activity Center Upgrades	-	-	2,000	2,000	100%	Roof replacement
Projects Funded by Quimby/Other Funds	-	-	15,000	15,000	100%	Covered Picnic Area
Other Parks Projects & Equipment	-	-	5,000	5,000	100%	Brush&LawnMowers/Trailer
Subtotal	-	-	54,000	54,000	100%	
<u>Streetlights</u>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	-	-	56,000	56,000	100%	
All Funds Total	24,979	24,979	4,362,000	4,337,021	99%	

Principal Maturities and Scheduled Interest

	Maturity		Balance - June		Balance - July 31,		FY-18	Thereafter
	%	Date	30, 2017		2017			
Water Fund: I-Bank Interest State of CA Energy Commission (ARRA) Interest State of CA (Davis Grunsky) State of CA (Davis Grunsky) Deferred Interest Interest Total Water Fund-Principal Total Water Fund-Interest Total Water Fund								
	3.37%	8/1/30	P	759,574.85	716,222.88	-	716,222.94	
			I			12,068.38	168,053.98	
	1.0%	12/22/26	P	112,566.19	112,566.19	11,353.41	101,212.57	
			I			1,097.43	4,619.28	
		1/1/33	P	1,621,993.95	1,621,993.95	83,693.25	1,538,300.70	
		1/1/33	P	272,556.57	272,556.57	17,035.12	255,521.45	
	2.5%		I			40,549.85	325,345.73	
				2,766,691.56	2,723,339.59	112,081.78	2,611,257.66	
						53,715.66	498,018.99	
Wastewater Fund: WWMF SRF Loan Interest State of CA WRCB (SCEP II) Interest Umpqua Bank Interest USDA (Sewer Bond) Interest Total Wastewater Fund-Principal Total Wastewater Fund-Interest Total Sewer Fund								
	1.6%	7/31/47	P	9,613,164.00	9,613,164.00	-	15,110,845.73	
			I			-		
	2.6%	3/27/18	P	27,175.60	27,175.60	27,176.10	-	
			I			706.57	-	
	5.5%	12/4/17	P	27,190.08	22,652.50	22,523.95	-	
			I			326.17	-	
	5.0%	8/1/22	P	445,000.00	445,000.00	70,000.00	375,000.00	
			I			20,500.00	46,375.00	
				10,112,529.68	10,107,992.10	119,700.05	15,485,845.73	
Meas. B Fund: Teen/Comm Center Loan Streetlights Fund: LED Proj Loan, PG&E Total Principal Total Interest Total								
	3.55%	11/1/29	P	1,269,902.00	1,269,902.00	82,831.00	1,194,394.00	
			I			44,619.29	270,762.12	
	0.0%		P	49,592.13	47,936.73	17,909.40	30,396.95	
			I				-	
				14,198,715.37	14,149,170.42	332,522.23	19,321,894.34	
						119,867.69	815,156.11	
				14,198,715.37	14,149,170.42	452,389.92	20,137,050.45	

McKinleyville Community Services District
Cash Disbursement Report
For the Period July 1 through July 31, 2017

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
32756	7/3/2017	BUR01	MARY C. BURKE	125.00	B70703	BOARD MTG 6/7/17
32757	7/3/2017	BUR02	MARY C. BURKE	207.50	B70626	CSDA LEADERSHIP CONFERENCE
32758	7/3/2017	COA01	COASTAL BUSINESS SYSTEMS	368.01	20841593	COPIER LEASE MONTHLY PMT
32759	7/3/2017	COR01	CORBIN WILLITS SYSTEMS, INC	65.00	B70615	PROFESSIONAL SERVICES
			Check Total:	888.42	B70703	MOMS MONTHLY PMT
				953.42		
32760	7/3/2017	DEL05	DELL MARKETING L.P.	2,029.76	101696601	VEHICLE SUPPLIES
32761	7/3/2017	DEP05	DEPARTMENT OF JUSTICE	64.00	B70703	FINGERPRINTING
32762	7/3/2017	MAY02	DENNIS MAYO	125.00	B70703	BOARD MTG 6/7/17
32763	7/3/2017	MCK03	MCKINLEYVILLE OFFICE SUPPLY	81.96	B70703	POSTAGE
32764	7/3/2017	MEY01	SETH MEYNELL	216.99	B70703	SAFETY GEAR REIMB
32765	7/3/2017	NOR03	NO. COAST VETERINARY HOSPITAL	145.00	58906	PROFESSIONAL SERVICES
32766	7/3/2017	OCC01	OCCUPATIONAL HEALTH	145.00	B70703	PROFESSIONAL SERVICES
32767	7/3/2017	PGE05	PG&E	1,976.61	B70703	STLT LOAN AGMT 4190997497
32768	7/3/2017	PGE06	PG&E-STREETLIGHTS	14.41	B70703	STREETLIGHTS
32769	7/3/2017	PGE08	PGE STREETLIGHTS	13.79	B70703	STREETLIGHTS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32770	7/3/2017	PGE09	PGE-STREETLIGHTS	70.25	B70703	STREETLIGHTS
32771	7/3/2017	PGE12	PG&E	177.92	B70703	STREETLIGHTS
32772	7/3/2017	PGE13	PG&E	10.51	B70703	STREETLIGHTS
32773	7/3/2017	SDR01	SDRMA	46,162.14	60260	PREPAID WORKERS COMP FY17-18
			Check Total:	73,641.45	60695	PREPAID PROPERTY/ LIABILITY
				<u>119,803.59</u>		
32774	7/3/2017	STE01	BLAKE STEWART	195.29	B70703	SAFETY GEAR REIMB
32775	7/3/2017	SUD01	SUDDENLINK	332.62	B70703	INTERNET SERVICES
32776	7/3/2017	USB01	U.S. BANK TRUST N.A.	7,687.50	B70703	SEWER BOND PMT
32777	7/3/2017	USP02	USPS: ARCAT A BMEU	225.00	B70531	PERMIT 202 RENEWAL BULK MAIL
			Check Total:	1,500.00	B70703	REFILL PERMIT 202-BULK MAIL
				<u>1,725.00</u>		
32778	7/3/2017	VER01	VERIZON WIRELESS	64.80	B70703	CELL PHONES FOR JUNE 2017
32779	7/3/2017	WEN02	WENNERHOLM CHIROPRACTIC	80.00	B70703	PROFESSIONAL SERVICES
32780	7/3/2017	\B038	MQ CUSTOMER REFUND FOR BR	99.31	000B70701	MQ CUSTOMER REFUND FOR BR
32781	7/3/2017	\C021	MQ CUSTOMER REFUND FOR CR	126.89	000B70701	MQ CUSTOMER REFUND FOR CR
32782	7/3/2017	\D007	MQ CUSTOMER REFUND FOR DE	36.75	000B70701	MQ CUSTOMER REFUND FOR DE
32783	7/3/2017	\F008	MQ CUSTOMER REFUND FOR FO	13.79	000B70701	MQ CUSTOMER REFUND FOR FO
32784	7/3/2017	\G008	MQ CUSTOMER REFUND FOR GI	77.04	000B70701	MQ CUSTOMER REFUND FOR GI
32785	7/3/2017	\H015	MQ CUSTOMER REFUND FOR HO	21.53	000B70701	MQ CUSTOMER REFUND FOR HO
32786	7/3/2017	\J005	MQ CUSTOMER REFUND FOR JE	80.00	000B70701	MQ CUSTOMER REFUND FOR JE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32787	7/3/2017	\016	MQ CUSTOMER REFUND FOR JO	24.26	000B70701	MQ CUSTOMER REFUND FOR JO
32788	7/3/2017	\K009	MQ CUSTOMER REFUND FOR KE	37.79	000B70701	MQ CUSTOMER REFUND FOR KE
32789	7/3/2017	\M005	MQ CUSTOMER REFUND FOR MC	16.62	000B70701	MQ CUSTOMER REFUND FOR MC
32790	7/3/2017	\M011	MQ CUSTOMER REFUND FOR MC	66.91	000B70701	MQ CUSTOMER REFUND FOR MC
32791	7/3/2017	\M012	MQ CUSTOMER REFUND FOR ME	86.35	000B70701	MQ CUSTOMER REFUND FOR ME
32792	7/3/2017	\M013	MQ CUSTOMER REFUND FOR MI	80.02	000B70701	MQ CUSTOMER REFUND FOR MI
32793	7/3/2017	\M031	MQ CUSTOMER REFUND FOR MO	118.42	000B70701	MQ CUSTOMER REFUND FOR MO
32794	7/3/2017	\N009	MQ CUSTOMER REFUND FOR NE	58.76	000B70701	MQ CUSTOMER REFUND FOR NE
32795	7/3/2017	\R011	MQ CUSTOMER REFUND FOR RO	78.63	000B70701	MQ CUSTOMER REFUND FOR RO
32796	7/3/2017	\R019	MQ CUSTOMER REFUND FOR RO	78.39	000B70701	MQ CUSTOMER REFUND FOR RO
32797	7/11/2017	*0001	AZALEA HALL DEPOSIT REFUND SN	100.00	B70707	AZALEA HALL DEPOSIT REFUND SN
32798	7/11/2017	*0002	MAC DEPOSIT REFUND PD	100.00	B70707	MAC DEPOSIT REFUND PD
32799	7/11/2017	*0003	Rec-Program Refund	-	B70707u	Ck# 032799 Reversed
32800	7/11/2017	*0004	REC PROGRAM REFUND BN	75.00	B70707	REC PROGRAM REFUND BN
32801	7/11/2017	*0005	P. PARK DEPOSIT REFUND AP	-	B70707u	Ck# 032801 Reversed
32802	7/11/2017	*0006	REC PROGRAM REFUND AR	65.00	B70707	REC PROGRAM REFUND AR
32803	7/11/2017	*0007	DEPOSIT REFUND JOB AL7 NE	197.30	B70711	DEPOSIT REFUND JOB AL7 NE
32804	7/11/2017	ACW01	CB&T/ACWA-JPIA	12,278.56	B70707	GRP. HEALTH INS
32805	7/11/2017	ADV01	ADVANCED SECURITY SYSTEM	492.00	384845	SECURITY SYSTEM

Check Number	Check Date	Vendor Number	Name	Net		Invoice #	Description
				Amount			
			Check Total:	69.18		B70707	REPAIRS/ SUPPLIES
				561.18			
32806	7/11/2017	ARC02	Arcata Stationers	180.83		B70707	OFFICE SUPPLIES
32807	7/11/2017	BAN01	BANKCARD CENTER	2,502.88		B70711	SUPPLIES PURCHASES, TRAVEL
32808	7/11/2017	COU02	HUMBOLDT COUNTY ASSESSOR	7.40		B70707	MEASURE B MAPS
32809	7/11/2017	DEP05	DEPARTMENT OF JUSTICE	32.00		242003	FINGERPRINTING
32810	7/11/2017	FED02	FEDAK & BROWN LLP	2,500.00		B70710	ACCT. / AUDIT
32811	7/11/2017	HAR13	The Hartford - Priority A	431.23		B70711	GRP LIFE INSURANCE
32812	7/11/2017	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	76,335.53		B70710	WTR PURCHASED
32813	7/11/2017	HUM08	HUMBOLDT SANITATION	1,449.80		B70710	TRASH SERVICE
32814	7/11/2017	IND02	INDUSTRIAL ELECTRIC SERVICE	155.24		B70710	REPAIRS/SUPPLY
32815	7/11/2017	MAD02	MAD RIVER UNION	40.00		B70710	SUBSCRIPTIONS
32816	7/11/2017	MCK04	MCK ACE HARDWARE	416.67		B70710	REPAIRS/SUPPLY
32817	7/11/2017	MEN01	MENDES SUPPLY CO.	1,606.15		B70710	REPAIRS/SUPPLY
32818	7/11/2017	MIL01	Miller Farms Nursery	6,186.51		B70711	REPAIRS/SUPPLY
32819	7/11/2017	NOR02	NORTH COAST JOURNAL, INC.	240.00		B70711	ADVERTISEMENT
32820	7/11/2017	PAC05	PACIFIC ECORISK	1,747.94		13388	LAB TESTING
32821	7/11/2017	PGE07	PG&E STREETLIGHTS	935.57		B70710	STREETLIGHTS JUNE 2017
32822	7/11/2017	PGE11	PG&E STREETLIGHTS	26.44		B70710	STREETLIGHTS
32823	7/11/2017	REN01	RENNER PETROLEUM	2,471.99		B70710	GAS/OIL/LUBE

Check Number	Check Date	Vendor Number	Name		Net Amount	Invoice #	Description
32824	7/11/2017	S&S02	S & S WORLDWIDE, INC.		205.14	B70710	REC PROGRAM SUPPLIES
32825	7/11/2017	SLO01	DIANE SLOANE		231.09	B70710	FLEX SPENDING REIMBURSEMENT
32826	7/11/2017	SMA01	DREW SMALL		167.00	B70707	SAFETY SUPPLIES REIMB
32827	7/11/2017	THO02	Thomas Home Center		878.17	B70711	REPAIRS/SUPPLY
32828	7/11/2017	USA01	USA BLUEBOOK		235.53	B70710	WWMF UPGRADE
32829	7/18/2017	*0008	AZALEA HALL DEPOSIT REFUND RH		100.00	B70712	AZALEA HALL DEPOSIT REFUND RH
32830	7/18/2017	*0009	AZALEA HALL DEPOSIT REFUND GW		100.00	B70712	AZALEA HALL DEPOSIT REFUND GW
32831	7/18/2017	ATT01	AT&T		188.61	B70718	PHONE SERVICES
32832	7/18/2017	ATT04	AT&T		909.98	B70718	SWITCHED ETHERNET SERVICE
32833	7/18/2017	BLA02	BLACK DOG OUTFITTERS		45.36	222	UNIFORMS
32834	7/18/2017	CAB01	CABINETS BY ANDY, INC.		90.00	19139	PROFESSIONAL SERVICES
32835	7/18/2017	CAL04	CALPERS-FINANCIAL REPORTI		71,935.00	14994073	ANNUAL UNFUNDED LIABILITY
			Check Total:		44.00	14994083	ANNUAL UNFUNDED LIABILITY
					71,979.00		
32836	7/18/2017	COA01	COASTAL BUSINESS SYSTEMS		1,048.63	B70710	COPIER LEASE MONTHLY PMT
32837	7/18/2017	COA02	COASTAL BUSINESS SYSTEMS		203.50	140535	PRINTER SERVICES
32838	7/18/2017	COM03	COMING ATTRACTIONS		408.00	M2215	REC PROGRAM FIELD TRIP
32839	7/18/2017	COS03	CAPITAL ONE COMMERCIAL (COSTCO)		236.87	B70707	REC PROGRAM OFFICE SUPPLIES
32840	7/18/2017	CPS01	CPS HUMAN RESOURCE SERVICES		15,940.00	INV356114	PROFESSIONAL SERVICES
32841	7/18/2017	DEV02	DEVELOPED EMPLOYMENT SERVICES		1,224.19	2361	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32842	7/18/2017	DON01	DON'S RENT-ALL	72.97	160847	REPAIRS/SUPPLY
32843	7/18/2017	FRE02	MICHAEL FREEMAN	26.93	B70718	SAFETY SUPPLIES REIMB
32844	7/18/2017	HAR03	HARPER MOTORS CO.	74.36	B70710	VEHICLE REPAIRS
32845	7/18/2017	HUM09	HUMBOLDT COUNTY	22,349.45	B70712	SPECIAL ELECTION
32846	7/18/2017	IBA01	US BANK-GLOBAL CORP TRUST	58,429.51	62430	LOAN PAYMENT
32847	7/18/2017	JAC04	JACKSON & EKLUND, INC.	1,604.00	190019	ACCT. / AUDIT
32848	7/18/2017	KEN02	KENNEDY/JENKS CONSULTANTS	370.00	112291	WWMF UPGRADE
			Check Total:	51,118.44	112292	WWMF UPGRADE
				51,488.44		
32849	7/18/2017	KER01	KERNEN CONSTRUCTION	440.48	26847	REPAIRS/ SUPPLIES
32850	7/18/2017	LES01	LES SCHWAB TIRE CENTER	297.59	616002544	VEHICLE REPAIRS
32851	7/18/2017	LOS01	LOST COAST COMMUNICATIONS	1,500.00	B70718	ADS/MARKETING TEEN/FAM CTR
32852	7/18/2017	MAY03	DENNIS MAYO	160.00	B70710	ACWA BOARD OF DIRECTORS MTG
32853	7/18/2017	MCM01	McMaster-Carr Supply Co.	70.79	33884814	CAMERA TRAILER MATERIALS
32854	7/18/2017	MER03	MERCER, FRASER COMPANY	653.74	54525	REPAIRS/ SUPPLIES
32855	7/18/2017	MUD01	MUDDY WATERS COFFEE CO.,INC	120.00	B70710	OFFICE SUPPLIES
32856	7/18/2017	MUN01	Munnell & Sherrill, Inc.	12,026.97	0119014-I	CAMERA TRAILER
32857	7/18/2017	NAT06	NATIONAL METER & AUTOMATION	93,580.88	B70710	RADIO READ METERS
32858	7/18/2017	NOR01	NORTH COAST LABORATORIES	4,037.00	B70712	LAB TESTS
32859	7/18/2017	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	80.00	23390	SAFETY TRAINING

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32859	7/18/2017	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	80.00	23477	SAFETY TRAINING
			Check Total:	160.00		
32860	7/18/2017	NOR37	N. COAST UNIFIED AIR QUALITY MGMT DISTR	2,318.94	5744	ANNUAL PERMIT RENEWAL
32861	7/18/2017	NYL01	NYLEX.NET	525.00	3614	WWMF UPGRADE
			Check Total:	682.50	3674	WWMF UPGRADE
				1,207.50		
32862	7/18/2017	OCC01	OCCUPATIONAL HEALTH	145.00	523-0517	PROFESSIONAL SERVICES
32863	7/18/2017	RCS01	RC SYSTEMS, INC.	3,575.00	17306	SUBSCRIPTION
32864	7/18/2017	SAF04	SAFEWAY INC. FILE # 72905	45.01	B70718	SUPPLIES PURCHASED
32865	7/18/2017	SEC03	SECURITY LOCK & ALARM	10.85	104337	REPAIRS/ SUPPLIES
32866	7/18/2017	STA01	STATEWIDE TRAFFIC	122.53	9002495	REPAIRS/ SUPPLIES
32867	7/18/2017	STA11	STAPLES CREDIT PLAN	565.93	B70718	OFFICE SUPPLIES
32868	7/18/2017	THR01	THRIFTY SUPPLY COMPANY	572.55	B70711	REPAIRS/ SUPPLIES
32869	7/18/2017	THR02	THREE G'S HAY & GRAIN	132.00	53168	REPAIRS/SUPPLY
32870	7/18/2017	MUN02	MUNICIPAL MAINTENANCE	12,026.97	0119014IN	CAMERA TRAILER
32871	7/18/2017	PGE01	PG & E (Office & Field)	25,327.49	B70718	GAS & ELECTRIC
32872	7/24/2017	*0003	REC PROGRAM REFUND MF	33.75	B70719	REC PROGRAM REFUND MF
32873	7/24/2017	*0005	P.PARK DEPOSIT REFUND AP	51.25	B70719	P.PARK DEPOSIT REFUND AP
32874	7/24/2017	*0010	REC PROGRAM REFUND EO	22.50	B70719	REC PROGRAM REFUND EO
32875	7/24/2017	*0011	REC PROGRAM DEPOSIT REFUND AK	100.00	B70719	REC PROGRAM DEPOSIT REFUND AK
32876	7/24/2017	*0012	REC COURSE CANCELLED RC	75.00	B70719	REC COURSE CANCELLED RC

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32877	7/24/2017	*0013	REC COURSE CANCELLED KS	75.00	B70719	REC COURSE CANCELLED KS
32878	7/24/2017	*0014	AZALEA HALL DEPOSIT REFUND DS	100.00	B70719	AZALEA HALL DEPOSIT REFUND DS
32879	7/24/2017	*0015	REC PROGRAM REFUND JA	91.20	B70724	REC PROGRAM REFUND JA
32880	7/24/2017	*0016	REC PROGRAM REFUND SM	75.00	B70724	REC PROGRAM REFUND SM
32881	7/24/2017	AIR01	AIRGAS USA, LLC.	371.58	906426874	SAFETY SUPPLIES
32882	7/24/2017	AUB01	AUBURN CONSTRUCTORS, INC.	504,567.80	16	WWMF UPGRADE
32883	7/24/2017	BAY01	BAY AREA COATING CONSULTANTS	14,751.98	E06074	TANK COATING PROJECT
32884	7/24/2017	CEN02	CENTRAL RESTAURANT PRODUCTS	2,080.56	30452486	REPAIRS/SUPPLY TEEN/FAM CTR
32885	7/24/2017	CRO03	CROWN TROPHY PETALUMA	69.20	26607	REC PROGRAM SUPPLIES
32886	7/24/2017	DEL05	DELL MARKETING L.P.	262.04	101725541	SUPPLIES PURCHASED FOR TR
32887	7/24/2017	GHD01	GHD	1,773.00	83377	RADIO TELEMETRY UPGRADE
32888	7/24/2017	HOO01	HOOVEN & CO., INC.	15,652.38	16458	LEF & AZALEA HALL - PKG LOT SEAL
32889	7/24/2017	HUM42	HUMBOLDT OUTFITTERS	451.01	B70712	UNIFORM SHIRTS
32890	7/24/2017	ISE01	I-SECURE INC.	39.00	55608	SHREDDING SERVICES
32891	7/24/2017	KEN02	KENNEDY/JENKS CONSULTANTS	1,192.50	113317	WWMF UPGRADE
			Check Total:	60,356.50	113318	WWMF UPGRADE
				61,549.00		
32892	7/24/2017	LES01	LES SCHWAB TIRE CENTER	621.04	B70724	REPAIRS/ SUPPLIES
32893	7/24/2017	MCK03	MCKINLEYVILLE OFFICE SUPPLY	78.96	B70719	POSTAGE
32894	7/24/2017	MCK11	MCKINLEYVILLE SENIOR CENTER	37.89	B70724	PARKS SHARE OF INTERNET SVC

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32895	7/24/2017	MIT01	Mitchell, Brisso, Delaney	2,460.00	39508	LEGAL SERVICES
				1,591.00	39731	LEGAL SERVICES
			Check Total:	4,051.00		
32896	7/24/2017	MUN02	MUNICIPAL MAINTENANCE	380,101.06	0120173IN	VAC-CON PURCHASED
32897	7/24/2017	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	1,161.99	0	CENTRAL AVE/OPEN SPACE MAINT
			Check Total:	1,161.70	B70710	CENTRAL AVE/OPEN SPACE MAINT
				2,323.69		
32898	7/24/2017	NYL01	NYLEX.NET	157.50	3798	PROFESSIONAL SERVICES
32899	7/24/2017	OSC01	OSCAR LARSON & ASSOCIATES	4,211.35	8921	COCHRAN TANK RECOATING
32900	7/24/2017	RED03	REDWOOD MARINE INC.	7,906.59	14021	TRAILER/HITCH
32901	7/24/2017	ROW01	LYNDON ROWELLS	100.00	B70724	CONTRACT FUTSAL REFEREE
32902	7/24/2017	SEQ01	Sequoia Gas Co.	112.73	26266	HILLER SPORTS SITE
32903	7/24/2017	SIE02	SIERRA CHEMICAL CO.	121.74	B70712	CHLORINE/ CONTAINER DEPOSIT
32904	7/31/2017	*0017	AZALEA HALL DEPOSIT REFUND RC	100.00	B70731	AZALEA HALL DEPOSIT REFUND RC
32905	7/31/2017	*0018	AZALEA HALL DEPOSIT REFUND JB	100.00	B70731	AZALEA HALL DEPOSIT REFUND JB
32906	7/31/2017	CWE01	CAL WATER ENVIRONMENT ASSOC	180.00	B70731	MEMBERSHIP RENEWAL
32907	7/31/2017	CWE02	CAL. WATER ENVIRONMENT ASSOC	93.00	B70731	MEMBERSHIP RENEWAL
32908	7/31/2017	MAY03	DENNIS MAYO	111.00	B70731	ACWA MARIN MT TAM WATERSH
32909	7/31/2017	MCK03	MCKINLEYVILLE OFFICE SUPPLY	119.60	B70731	POSTAGE
32910	7/31/2017	OSC01	OSCAR LARSON & ASSOCIATES	4,804.44	8950	COCHRAN TANK RECOATING PR
32911	7/31/2017	PGE10	PGE STREETLIGHTS	2.93	B70731	GAS & ELECTRIC S.L.- ZONE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32912	7/31/2017	PRO01	PROFESSIONAL CREDIT SERVICES	48.66	B70731	REC. BAD DEBTS
D00010	7/3/2017	COR07	JOHN W. CORBETT	125.00	B70703	BOARD MTG 6/7/17
			Check Total:	125.00	B70703	BOARD MTG 6/7/2017
				<u>250.00</u>		
D00011	7/18/2017	SCA01	SCADA SUPPORT GROUP	11,881.04	1707-MCSD	WWMF UPGRADE
				1,655,398.03		
			Total Disbursements, Accounts Payable:	<u>1,655,398.03</u>		

Payroll Related Disbursements

14672-14701	7/6/2017	Various Employees	Payroll Checks	16,636.33		
14702	7/6/2017	CalPERS 457 Plan	RETIREMENT	6,418.44	B70705	
		Check Total:	PERS 457 LOAN PMT	508.70	1B70705	
				<u>6,927.14</u>		
14703	7/6/2017	DIRECT DEPOSIT VENDOR- US	Direct Deposit	31,052.16	B70705	
14704	7/6/2017	Employment Development	STATE INCOME TAX	1,581.77	B70705	
		Check Total:	SDI	597.41	1B70705	
				<u>2,179.18</u>		
14705	7/6/2017	Employment Dev Department	SUI	1,743.23	B70630	
14706	7/6/2017	HEALTH EQUITY, ATTN: CLINT	H.S.A Employee Contributions	92.00	B70705	
14707	7/6/2017	UMPQUA BANK--PAYROLL DEP.	FEDERAL INCOME TAX	5,833.52	B70705	
		Check Total:	FICA	8,240.42	1B70705	
			MEDICARE	1,927.16	2B70705	
				<u>16,001.10</u>		
14708	7/6/2017	CB&T/ACWA-JPIA	MED-DENTAL-EAP INSUR	53,482.48	B70630	
14709	7/6/2017	Public Employees PERS	PERS PAYROLL REMITTANCE	16,982.62	B70630	

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
14710-14711	7/14/2017		Various Employees	1,690.48		Vacation Buyouts
14712-14740	7/20/2017		Various Employees	15,447.96		Payroll Checks
14741	7/20/2017	CAL12	CalPERS 457 Plan	6,385.05	B70720	RETIREMENT
			Check Total:	508.70	1B70720	PERS 457 LOAN PMT
				6,893.75		
14742	7/20/2017	DIR01	DIRECT DEPOSIT VENDOR- US	30,415.00	B70720	Direct Deposit
14743	7/20/2017	EMP01	Employment Development	164.69	B70714	STATE INCOME TAX
				1,527.94	B70720	STATE INCOME TAX
				22.46	1B70714	SDI
				578.70	1B70720	SDI
				-	2B70714	STATE INCOME TAX
			Check Total:	1.70	3B70714	SDI
				2,295.49		
14744	7/20/2017	HEA01	HEALTH EQUITY, ATTN: CLINT	92.00	B70720	HSA
14745	7/20/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	623.84	B70714	FEDERAL INCOME TAX
				5,638.56	B70720	FEDERAL INCOME TAX
				309.42	1B70714	FICA
				7,966.86	1B70720	FICA
				72.36	2B70714	MEDICARE
				1,863.20	2B70720	MEDICARE
				-	3B70714	FEDERAL INCOME TAX
				23.44	4B70714	FICA
			Check Total:	5.48	5B70714	MEDICARE
				16,503.16		
			Total Disbursements, Payroll:	218,434.08		
			Total Check Disbursements:	1,873,832.11		

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.3 **Compliance with State Double Check Valves (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
12 & 13	

Account #	Address	Model of DCV	Date s/o out
13-322-000	2725 Central Avenue	Febco	

Updated:

8/30/2017

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Approve Conveyance of Water, Sewer and Streetlight Facilities Related to Central Estates Phase 2D Development**

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

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

Recommendation:

Adopt conveyance of the facilities as recommended by staff included in **Attachment 1** and listed by name and Assessor's Parcel Number (APN).

Central Estates Phase 2D Subdivision APN 508-252-001

All facilities are the property of the District and will be maintained by District personnel.

Discussion:

All subdivisions that install facilities such as water mains and services, sewer mains and laterals, and street light zones when required, are eventually completed and dedicated to the McKinleyville Community Services District (MCSD). These projects are brought to the Board during the application phase for approval, prior to the start of the project. All facilities are constructed to District Specifications, tested, and inspected, prior to a letter being sent to the County Public Works for approval and the recordation of the final map.

Staff sends a final letter of approval that starts the date for the one-year warranty period. If any defects are in evidence during this first year, it is the responsibility of the developer/contractor to remedy the problem. After a period of one-year the District is responsible to make repairs unless fraud is evident.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

A valuation of all infrastructure included in the conveyance will be added to the MCSD Capitol Asset Inventory.

Environmental Requirements:

Required by developer prior to construction.

Exhibits/Attachments:

- Attachment 1 – Agreement for Conveyance and Acceptance of Central Estates Phase 2D Subdivision System

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF CENTRAL ESTATES PHASE 2D SUBDIVISION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and Jim Furtado, hereinafter referred to as “Developer”, this 6th day of September, 2017.

1. Developer hereby grants and conveys to McKinleyville that certain Central Estates Phase 2D Subdivision mainline extension system constructed and owned by Developer which system is described as follows:

Water System:

801'	6" Water main
2	6" Gate Valves
1	Fire Hydrant Assembly
1	2" Blow off assembly
32	Single 1" Water Services

Sewer System:

791'	6" Sewer Main
2	Sewer Manhole
2	Mainline C.O.
32	Sewer Laterals
32	Sewer Laterals C.O

and all related appurtenances.

Streetlights:

4	41 watt streetlights
---	----------------------

The facilities are located on AP# 508-252-001 and are more specifically described in the service application dated June 28, 2016.

Together with an easement 20 feet in width and the right to lay, construct, reconstruct, install, replace, operate, repair, remove, alter, inspect, and maintain pipes, pipelines, facilities and appurtenances for water, sewer and other public utility services and facilities, together with the free right of ingress and egress thereto, and such other rights and benefits necessary and convenient to GRANTEE'S full use and enjoyment of the rights herein granted.

2. McKinleyville accepts the grant and conveyance from Developer of said Water and Sewer system and agrees to maintain and operate it as part of its MCSD Distribution and Collection system.

IN WITNESS WHEREOF the parties hereto have executed this agreement effective the date first above written.

Developer

McKinleyville Community Services District

Dennis Mayo, Board President

Emily Abfalter, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval to Declare 2000 Chevrolet 2500 Truck and 2002 Vac-Con Surplus**

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

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

Recommendation:

Staff recommends the Board declare the following item surplus, authorize staff to advertise for a closed minimum bid and award the purchase of the following item to the highest bidder:

- 2000 Chevrolet 2500 Truck Unit 9
- 2002 Vac-Con Unit 7

Discussion:

Due to the District Vehicle Replacement Program, the Operations Department has a 2000 Chevrolet 2500 Truck with 66,000 miles that has been used as the District's Utility Vehicle. The truck has been replaced with a Ford F250.

The District also has a 2002 Vac-Con with 16,000 miles that was recently replaced with a new 2017 Vac-Con. The minimum bid for this vehicle will be set at \$65,000.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Since the vehicle is fully depreciated we will do our best to find fair market value for this item. The revenue generated by the sale of this vehicle will be credited to the operating budget.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1 **Annual Board Self-Evaluation Review and Discussion**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the summary of the Board Self-Evaluation worksheets, take public comment and discuss the compiled results.

Discussion:

Members of the Board completed confidential self-evaluation worksheets. The results have been compiled and tabulated for the number of Board Members that chose the rating indicated with a range of the scores and the averages listed below each category.

Alternatives:

Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Summary of Board Self-Evaluation Worksheets

McKinleyville Community Services District SUMMARY - Board of Directors Self-Evaluation Worksheet

Using the below scale, while thinking specifically about **YOU**, circle the number that most accurately describes your perception for each item.

1 = Not Sure 2 = Not Satisfied 3 = Somewhat Satisfied 4 = Satisfied 5 = Very Satisfied

DO YOU or ARE YOU:

Understand the vision and mission of the McKinleyville Community Services District?	1	2	3	4 - 1	5 - 4
---	---	---	---	-------	-------

Range 4 to 5, Average 4.8

Support the vision and mission of MCSD?	1	2	3	4 - 1	5 - 4
---	---	---	---	-------	-------

Range 4 to 5, Average 4.8

Have a good working relationship with the other Board Members?	1	2	3	4 - 3	5 - 2
--	---	---	---	-------	-------

Range 4 to 5, Average 4.4

Have a good working relationship with the General Manager?	1	2	3	4 - 2	5 - 3
--	---	---	---	-------	-------

Range 4 to 5, Average 4.6

Knowledgeable about MCSD's major programs and services?	1	2	3	4 - 2	5 - 3
---	---	---	---	-------	-------

Range 4 to 5, Average 4.6

Follow trends and important developments in the industries and services that MCSD provides?	1	2	3 - 1	4	5 - 4
---	---	---	-------	---	-------

Range 3 to 5, Average 4.6

Read and understand MCSD's financial statements?	1	2	3 - 1	4 - 4	5
--	---	---	-------	-------	---

Range 3 to 4, Average 3.4

Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?	1	2	3	4 - 3	5 - 2
---	---	---	---	-------	-------

Range 4 to 5, Average 4.4

While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?	1	2	3	4 - 2	5 - 3
--	---	---	---	-------	-------

Range 4 to 5, Average 4.6

Recommend qualified individuals with relevant skills and experience as possible nominees for the Board and committees?	1	2	3 - 1	4 - 1	5 - 3
--	---	---	-------	-------	-------

Range 3 to 5, Average 4.4

Prepare for and participate at Board and committee meetings, as well as other MCSD events?	1	2	3	4 - 2	5 - 3
--	---	---	---	-------	-------

Range 4 to 5, Average 4.6

Willingly volunteer and use your special skills to further the MCSD vision and mission?	1	2	3	4 - 2	5 - 3
---	---	---	---	-------	-------

Range 4 to 5, Average 4.6

Complete assignments and responsibilities in a responsible and timely manner?	1	2	3	4 - 2	5 - 3
---	---	---	---	-------	-------

Range 4 to 5, Average 4.6

Speak for the Board or MCSD only when authorized to do so?	1	2	3	4 - 1	5 - 4
--	---	---	---	-------	-------

Range 4 to 5, Average 4.8

Take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?	1	2	3 - 1	4 - 1	5 - 3
---	---	---	-------	-------	-------

Range 3 to 5, Average 4.4

Respectful to all while conducting District business?	1	2	3	4	5 - 5
---	---	---	---	---	-------

Range 5, Average 5

ADDITIONAL COMMENTS:

Being a new board member, many of my scores reflect this new position and my desire to learn more about our programs, second, the elements that go into developing and maintaining these programs. I look forward to completing my first year of service during which I will participate in a cycle of planning and budgeting for our services.

Once I was verbal to another elected and a venue not related to MCSD and represented myself in my private capacity. That reflected however poorly on myself and MCSD. That was a great learning curve for me.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Review Information Regarding the MCSD Board Retreat**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review, discuss and take public comment regarding the information provided pertaining to the planned Board of Directors' retreat.

Discussion:

At the August 2017 Board of Directors meeting, the board discussed potential retreat dates, location, topics and desired objectives and facilitation options. Staff have devised an outline for a Board Retreat to be held on Friday, November 3, 2017 8:30am-4:00pm at Azalea Hall.

The objectives for the retreat are:

- Identify and agree upon a set of shared values, beliefs and desired behaviors amongst the Board of Directors that effectively serve the mission and vision of the District.
- Engage in a preliminary strategic planning process in which the Board will:
 - Assess MCSD's current strengths, weaknesses, opportunities and challenges (SWOC)
 - Gain an understanding of District Staff's SWOC assessment
 - Analyze and discuss the similarities and differences between the Board's and Staff's SWOC assessments, and define actions necessary to bring the two into alignment.
 - Agree upon a complete Strategic Planning Process to be completed in 2018.

Supervisor Ryan Sundberg will serve as the keynote speaker for the retreat. The process for identifying and agreeing upon a set of shared values will take place in the morning half of the day, and will be facilitated by the Recreation Director. Board members will be given a pre-retreat assignment which will be distributed at the October Board of Directors meeting. The strategic planning portion of the retreat will take place after lunch and will be facilitated by Roger James.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Approval of Proposal by Jackson & Eklund to Provide Accounting Support Services for FY2017-18, FY2018-19 and FY2019-20**

PRESENTED BY: **Colleen Trask, Finance Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, take public comment and authorize the General Manager to execute a Professional Services Agreement based on the proposal submitted by Jackson & Eklund, **Attachment 1**, not to exceed \$43,975 with a 10% (\$4,397) contingency totaling \$48,372.

Discussion:

The District's contract for accounting support services ended in June of 2017. It is necessary to obtain the services of an accounting firm for FY2017-18 through FY2019-20 contract period. Seven Requests for Proposals were mailed out at the end of July to the following firms:

- DeMello, McAuley, McReynolds & Holland
- Jackson & Eklund
- Aalfs, Evans & Company
- David L. Moonie & Company
- Hunter, Hunter, & Hunt
- Anderson, Lucas, Somerville & Borges
- J. Corsetti, CPA

Only one proposal was submitted from Jackson & Eklund. Two firms, Aalfs, Evans & Company, and Anderson, Lucas, Somerville & Borges, sent letters of declination. J. Corsetti requested removal from future RFP distributions. The remaining firms were non-responsive.

Alternatives:

Staff analysis consists of the following potential alternatives:

- Take no action

Fiscal Analysis:

Contract amount is \$43,975 plus 10% contingency totaling \$48,372. No Budget amendment is necessary as this amount was included in the proposed Operating

Budget for FY2017-18. However, the total amount over the life of the contract exceeds the General Manager's discretionary spending limit.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Professional Services Agreement
- Attachment 2 – Declination letters from Aalfs, Evans, & Co. and Anderson, Lucas, Somerville, & Borges
- Attachment 3 – Accounting Support Services RFP Distribution List

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

Professional Services Agreement

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

TO: Jackson & Eklund DATE: August 30, 2017
 _____ Agreement No. 2017-11

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

As described in the proposal submitted by Consultant dated August 21, 2017, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described in **Exhibit A**. The scope of work for this project includes the following:

Accounting support services for the years ending June 30, 2018, 2019 and 2020.

Contract price \$ 43,975.00 (not to exceed)

Completion date June 30, 2020

Payment Intervals: Monthly

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

Accepted: McKinleyville CSD

Consultant: Jackson and Eklund

By Gregory Orsini

By _____

Title General Manager

Title _____

Other authorized representative(s):

Other authorized representative(s):

Colleen M. R. Trask

Consultant agrees with McKinleyville Community Services District that:

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

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

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

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

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

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

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

GENE A. EKLUND, CPA
 JO ANN HUNT, CPA
 ROBERT W. SUTTER, CPA
 LARRY E. WOOD, CPA
 BRYAN D. REESER, CPA
 BRADLEY S. WILLIAMSON, CPA
 RAGEN S. TILZEY, CPA
 DAVID K. MONROE, EA
 BETTY J. HUNT, EA
 MELODY J. COOK, EA
 SCOTT D. GORDON, EA
 RACHEL M. DAMME, EA



1680 SUTTER ROAD
 MCKINLEYVILLE, CA 95519
 (707) 822-4835
 FAX (707) 822-6219
 www.jacksonandeklund.com

WILLIAM F. JACKSON, CPA 1919 - 2006

August 21, 2017

Greg Orsini, General Manager
 McKinleyville Community Services District
 1656 Sutter Road
 McKinleyville, CA 95519

We are pleased to submit our proposal to provide accounting support services to the McKinleyville Community Services District for the years ending June 30, 2018, 2019, and 2020. The terms and objectives of our engagement and the nature and limitations of the services we will provide are as follows:

Services to be Provided

For the quarters ended 9/30 and 3/31, we will perform the following procedures:

1. Budget to actual comparison (by fund) for all revenue and expense accounts. Deviations from budget (greater than or equal to \$10,000 and 10%) will be reviewed for reasonableness based upon review of general ledger detail, management inquiry, or source document review.
2. Comparison (by fund) of all asset, liability, and fund balance accounts to the preceding year (would take into consideration expectation of increase, decrease, or no change). Significant changes would be investigated for reasonableness based upon review of general ledger detail, management inquiry, or source document review.
3. Review capital asset related general detail for reasonableness. Inquire of management regarding activity as deemed necessary.
4. Review journal entries for reasonableness based upon the nature and frequency of the journal entry as well as review of supporting documentation as deemed necessary.
5. At the conclusion of our services, meet with the general manager and finance director to discuss the results of our procedures.

For the quarters ended 12/31 and 6/30, we will perform the following procedures:

1. Budget to actual comparison (by fund) for all revenue and expense accounts. Deviations from budget (greater than or equal to \$10,000 and 10%) will be reviewed for reasonableness based upon review of general ledger detail, management inquiry, or source document review.

2. Agree all asset, liability, and fund balance accounts to available account reconciliations. For those accounts without reconciliations, perform procedure #2 above.
3. Review capital asset related general detail for reasonableness. Inquire of management regarding activity as deemed necessary.
4. Review journal entries for reasonableness based upon the nature and frequency of the journal entry as well as review of supporting documentation as deemed necessary.
5. Trace 12/31 trial balance to the 12/31 Treasurer's Report.
6. At the conclusion of our services, meet with the general manager and finance director to discuss the results of our procedures.

Our work in connection with this engagement is not intended to result in the preparation of financial statements for McKinleyville Community Services District as defined by Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Such an engagement, as defined by professional standards, has as its objective to prepare financial statements pursuant to a specified financial reporting framework. By your signature below, you understand that the preparation of financial statements as defined above is outside the scope of this engagement.

Our engagement cannot be relied upon to identify or disclose fraud or any wrongdoing within the entity or noncompliance with laws and regulations.

Firm Background

JACKSON & EKLUND, AN ACCOUNTANCY CORPORATION, has an office located at 1680 Sutter Road, McKinleyville, CA 95519. Our firm has been providing accounting support and audit services to California Special Districts for over 35 years.

Qualifications of Key Personnel Who Will Be Assigned to the Engagement

LARRY E. WOOD, CPA, PARTNER will be the manager in charge of the accounting support services. Mr. Wood is a graduate of Humboldt State University, obtaining a B.S. in Business Administration. Mr. Wood has thirty years of experience in providing accounting support and audit services to California Special Districts. Mr. Wood is involved in continuing education which allows him to maintain his knowledge of the current accounting standards set by the Government Accounting Standards Board (GASB).

SCOTT GORDON, EA will be an audit senior in charge of the single audit. Mr. Gordon is a graduate of Humboldt State University, obtaining a B.S. in Business Administration. Mr. Gordon has fifteen years of experience in providing accounting support and audit services to California Special Districts. Mr. Gordon is involved in continuing education which allows him to maintain his knowledge of the current accounting standards set by the Government Accounting Standards Board (GASB).

References

In addition to providing accounting support services to the McKinleyville Community Services District for the past 5+ years, our firm has also provided accounting support or audit services to the following special districts:

- Arcata Fire Protection District (Justin McDonald, Fire Chief; 707-825-2000)
- Blue Lake Fire Protection District (Ray Stonebarger, Fire Chief; 707-668-5765)
- City of Blue Lake (Amanda Mager, City Manager; 707-668-5655)
- Jacoby Creek Water District (Wayne Palmrose, Board Chair; 707-822-1224)
- North Coast Unified Air Quality Management District (Penny Costa, Finance Director; 707-443-3093)
- Orick Community Services District (Connie Secor, Bookkeeper/Secretary; 707-488-5741)
- Westhaven Community Services District (Richard Swisher, Manager; 707-677-0798)

Fees

Our proposed fixed fee for these services is based upon the estimated number of hours required by the staff assigned to complete the accounting service times our normal hourly rates discounted by 10%. The fixed fee for our services for the years ended June 30, 2018, 2019, and 2020 is as follows:

2017-2018

9/30 Quarterly Accounting Review	\$ 1,800
12/31 Quarterly Accounting Review	3,800
3/31 Quarterly Accounting Review	1,800
6/30 Quarterly Accounting Review	4,750
Monthly Bank Reconciliation Review	1,800
Total	<u>\$ 13,950</u>

2018-2019

9/30 Quarterly Accounting Review	\$ 1,890
12/31 Quarterly Accounting Review	3,990
3/31 Quarterly Accounting Review	1,890
6/30 Quarterly Accounting Review	4,985
Monthly Bank Reconciliation Review	1,890
Total	<u>\$ 14,645</u> + 5%

2019-2020

9/30 Quarterly Accounting Review	\$ 1,985
12/31 Quarterly Accounting Review	4,190
3/31 Quarterly Accounting Review	1,985
6/30 Quarterly Accounting Review	5,235
Monthly Bank Reconciliation Review	1,985
Total	<u>\$ 15,380</u> + 5%


The expected fees for our services have been estimated based on expected availability of information and the assumption that no unforeseen circumstances will be encountered during our engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs. If additional accounting services are required outside the scope of this engagement letter, we will bill at our hourly rates (currently = \$150 - Larry Wood and \$120 - Scott Gordon) discounted by 10%. Our invoices for these services will be rendered each month as work progresses and are payable on presentation (form of payment must be check or credit card).

Additional Information

In accordance with your request for services, we have attached a copy of our professional liability and workers compensation insurance policies as well as our latest external peer review report of our firm.

We appreciate the opportunity to be of service to you and believe that this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If the foregoing terms are in accordance with your understanding, please sign the copy of this letter in the space provided and return it to us.

Respectfully,



Jackson & Eklund, An Accountancy Corporation

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of McKinleyville Community Services District by:

Signature: _____

Title: _____ Date: _____



**CAMICO MUTUAL INSURANCE COMPANY
DECLARATIONS
ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY**

Policy Number: CAL02248-31

Effective Date: 01/01/2017 at 12:01 A.M. Standard time at the address shown below
Expiration Date: 01/01/2018 at 12:01 A.M. Standard time at the address shown below
Retroactive Date: 09/01/1981

Item 1 - Named Insured: Jackson & Eklund, An Accountancy Corporation

Item 2 - Business Address: 1680 Sutter Road

McKinleyville, CA 95519

Item 3 - Limits of Liability: \$1,000,000 Per Claim
\$2,000,000 Policy Aggregate

Item 4 - Deductibles: \$5,000 Per Claim Deductible
\$15,000 Policy Aggregate Deductible

Item 5 - Total Premium: \$19,211

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

PL-1000-A	07/14	Accountants Professional Liability Insurance Policy
PL-2001-A (CA)	07/14	State Endorsement - California
PL-1007-A	07/14	Exclusion - Claims Following Insureds Suit for Fees
PL-1045-A	07/2014	Cyber CPA Endorsement
PL-1049-A	07/2014	Privacy and Client Network Damage Endorsement
PL-1056-A	06/16	Multiple Claims and Related Acts, Errors and Omissions Amendment
PL-1999-A	07/14	Manuscript Endorsement

PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.

CAMICO Mutual Insurance Company

Authorized Representative

**FARMERS INSURANCE EXCHANGE****17744** (An Inter-Insurance Exchange hereinafter Sometimes Referred To As Compar

Members of the Farmers Insurance Group of Companies

Home Office: 6301 Owensmouth Avenue Woodland Hills CA 91367

California - Renewal Agreement**Attach this Certificate to your policy.**

When you pay the premium due, it is agreed that the policy is renewed for the policy period stated below, subject to all its terms and conditions. If you do not wish to renew this policy, please notify our office in writing before the renewal date to avoid the annual minimum premium charge.

The attorney-in-fact (AIF) or management fee for your renewed policy will never exceed 20% of the policy's premiums and will be paid out of the premiums. You may wish to consider this information in deciding whether to accept or decline this offer to renew your policy.

1. Named Insured Mailing Address

JACKSON & EKLUND AN ACCOUNTANCY CORP
DBA JACKSON & EKLUND, A CORPORATION
1680 SUTTER ROAD

MCKINLEYVILLE CA 955194421

Legal Entity: ☐ Individual ☐ Partnership ☒ Corporation
☐ Other _____

20 17	N1910-53-54	17
Policy Year	Policy No.	
PBIBO	N1910-53-54	16
Issuing Office	Renewal of Policy No.	
877-411-4249	F004490154-001-00001	
Issuing Office Telephone No.	Account Number	
96-28-346		
Agent No.	Risk Identification No.	
Identification No.	Unemployment Account No.	
ON FILE		
Federal Identification No.	Federal Identification No.	

Other workplaces not shown above: 1680 SUTTER ROAD
MCKINLEYVILLE CA 95519

2. Policy Period: From 04/01/17 to 04/01/18 12:01 a.m. Standard Time at the insured's mailing address.

3. A. Workers' Compensation Insurance: Part One of this policy applies to the Workers' Compensation Law of the states listed here: CA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3A. The limits of liability under Part Two are:

Bodily Injury by Accident \$ 1,000,000 each accident

Bodily Injury by Disease \$ 1,000,000 each employee

Bodily Injury by Disease \$ 1,000,000 policy limit

C. Other States Insurance. Part Three of the policy applies to the states, if any, listed here: "All states except No. Dakota, Ohio, Washington, and Wyoming, states designated in item 3A of the information "and".

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. The information required below is subject to verification and change by audit.

\$ 0.00 Total Deposit Premium

\$ SEE INVOICE Prior Year's Deposit

\$ SEE INVOICE **Other Credits**

\$ SEE INVOICE **Balance Due**

Classification of Operations

Code No.

Premium Basis
Estimated
Total Annual
Remuneration

Rates
Per \$100
of Remu-
neration

Estimated
Annual
Premium

*see Additional Fee
Information below

SEE CLASSIFICATION OF OPERATIONS SCHEDULE
Your Workers' Compensation premium may be subject to
midterm adjustment, for the unexpired term of your policy,
because the Insurance Commissioner of California has the
authority to disapprove rates.

This Is Not An Invoice

Minimum
Premium \$ 1,431.00

Total Estimated Annual Premium \$ 3,889.00

Expense Constant \$ 250.00

(Included in Total Estimated Annual Premium)

Agent: LINDA SUNDBERG
Agent Phone: 707-822-2421

(WC 00 00 01 A ED. 10-88)

Includes material of National Council on Compensation Insurance. Copyright 1987, used with its permission.

56-6162 3RD EDITION 1-17
56-6162-ED3

Countersigned _____

Authorized Representative



SYSTEM REVIEW REPORT

July 30, 2015

To the Owners of Jackson & Eklund, An Accountancy Corporation
and the Peer Review Committee of the
California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Jackson & Eklund, An Accountancy Corporation (the firm) in effect for the year ended November 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Jackson & Eklund, An Accountancy Corporation, in effect for the year ended November 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Jackson & Eklund has received a peer review rating of *pass*.

DAMORE, HAMRIC & SCHNEIDER, INC.
Certified Public Accountants

1515 River Park Drive, Suite 150
Sacramento, CA 95815-4606
Tel (916) 481-2856
Fax (916) 488-4428
<http://www.dhsepa.com>

MICHAEL L. BOREING, CPA
JON F. STOCUM, CPA
PATTI K. NEEDHAM, CPA
JAY E. REED, CPA
ANTHONY D. STUBBS, CPA

AALFS, EVANS & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

104 'D' STREET • EUREKA, CALIFORNIA
95501-0470

(707) 444-8242
FAX (707) 444-8249
PAYROLL FAX (707) 442-4270
WWW.AALFSEVANS.COM

CHARLES D. AALFS, CPA (RETIRED)
GARY L. EVANS, CPA (RETIRED)
R. JANE COLE, CPA (RETIRED)
SCOTT H. GUILD, CPA (1955-2012)

August 4, 2017

c/o General Manager
McKinleyville Community Services District
PO Box 2037
McKinleyville, CA 95519-2037

RECEIVED

AUG 9 2017

McK. C.S.D.

We are in receipt of your request for a bid proposal. We would like to thank you for your interest in our firm; however, we are not able to submit a proposal at this time due to staffing constraints and other considerations.

We would be interested in hearing from you in regard to any audit and accounting needs that may arise in the future.

Sincerely,

Aalfs, Evans & Company, LLP
Certified Public Accountants



Jay E. Reed, CPA

JER:ls



ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

CERTIFIED PUBLIC ACCOUNTANTS

ART STEWART (1945-1964)
RICHARD RODRIGUE (1950-1985)
DAVID J. SOMERVILLE (1971-1982)
DONALD J. HARRIS (1962-1994)
EUGENE B. LUCAS (1950-2013)
JAMES M. ANDERSON (1964-2001)

1338 MAIN STREET
FORTUNA, CALIFORNIA 95540
(707) 725-4483 & (707) 725-4442
Toll Free: 800-794-1643
FAX: (707) 725-6340
E-mail: team@alsb.com
www.alsb.com

KEITH D. BORGES
BARBARA J. GUEST
RITA CHISM
VANESSA ANDERSON, E.A.
DAVID A. SOMERVILLE, INACTIVE

RECEIVED

AUG - 8 2017

McK. C.S.D.

August 7, 2017

McKinleyville Community Services District
c/o General Manager
P.O. Box 2037
McKinleyville, CA 95519-2037

Dear General Manager:

Thank you for the recent Request to perform certain accounting support services for the McKinleyville Community Services District for the fiscal years ending June 30, 2018, 2019 and 2020. However, given our existing audit commitments, we are not able to submit a bid at this time.

We appreciate being considered for this engagement, and would like to be kept on the list of firms for future audit cycles.

Very truly yours,

ANDERSON, LUCAS, SOMERVILLE & BORGES

Keith Borges
Certified Public Accountant

McKinleyville Community Services District
Accounting Support Services RFP
Local firms for three-year cycle of accounting support services FY2017-18 through FY2019-20

Jackson & Eklund
1680 Sutter Road
McKinleyville, CA 95519

info@jacksonandeklund.com

Aalfs, Evans & Company, LLP
104 D Street
Eureka, California 95501

Jay E. Reed, Partner jay@aalfsevens.com

Hunter, Hunter & Hunt
Certified Public Accountants
1315 Fourth Street
Eureka, California 95501

roberta@hhh-cpa.com

Anderson, Lucas, Somerville & Borges
Certified Public Accountant
1338 Main Street
Fortuna, California 95540

team@alsb.com

~~J. Corsetti, CPA, APAC
Certified Public Accountant
815 7th Street
Eureka, California 95501~~

~~info@corsetticpa.com~~

requested removal from list 07/31/2017

J. Wm McAuley, CPA
DeMello, McAuley, McReynolds & Holland, LLP
351 G Street
Eureka, California 95501

info@dmmh-cpa.com

David L. Moonie & Company, LLP
325 2nd Street, Suite#301
Eureka, California 95501

info@dml-cpa.com

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Review Information Pertaining to Continued Bathroom Concerns at District Owned Facilities**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review, discuss and take public comment regarding the information provided pertaining to the continued bathroom issues at District owned facilities.

Discussion:

Bathroom vandalism has been an ongoing concern with the District. The bathrooms at Hiller Park are unlocked first thing in the morning and locked at sunset. During the time the bathrooms are open, there have been repeated instances of vandalism such as, all the toilet paper taken off the rolls and shoved down the toilet, other items shoved down the toilet, soap theft and debris all over the floor. The cleanup effort takes a lot of staff time that wasn't budgeted for.

The bathrooms at Pierson Park are opened at 8:30 am and closed at 4:30 pm. These bathrooms see some vandalism but not nearly as much as Hiller Park.

Staff has decided to change the Pierson Park bathroom opening time to 9:30 am and close at 4:30 pm, along with Hiller Park opening at 9:30 am and closing at 6:30 pm. There are several reasons behind the change in opening and closing times. First thing in the morning, there are transients who hang out in the park and utilize the bathrooms before anyone else occupies the park. The same goes for later in the afternoon before sunset. Opening the bathrooms at the new time will allow for more population at the park which will help keep eyes out and possibly reduce the vandalism.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Adoption of Resolution 2017-23 in Support of General Manager Orsini's Nomination for California Special District Association (CSDA) Board President**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider supporting the nomination of General Manager Gregory Orsini for election to the CSDA Board President seat; take public comment and approve Resolution 2017-23.

Discussion:

The CSDA Executive Committee is currently accepting nominations for the following positions, President, Vice President, Secretary and Treasurer, for the 2018 term. General Manager Orsini is requesting to be considered for the position of President as he is currently serving as Vice President.

A copy of the Resolution, **Attachment 1**, and the Executive Committee Interest Form, **Attachment 2**, must be received by CSDA no later than September 15, 2017, in order to be considered for position on the Executive Committee.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

No Direct Cost to the District other than General Manager Orsini's time away to attend meetings.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2017-23
- Attachment 2 – 2018 Executive Committee Interest Form

RESOLUTION 2017-23

**A RESOLUTION IN SUPPORT OF GREGORY ORSINI'S NOMINATION FOR
ELECTION TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION
BOARD PRESIDENT SEAT**

WHEREAS, Gregory Orsini provided committed service to the McKinleyville Community Services District (MCSD) from November 26, 1990 to present; and

WHEREAS, through his unique perspective General Manager Orsini can provide insight to the CSDA Board specific to the Northern Network; and

WHEREAS, the MCSD Board of Directors recommended nominating then Interim General Manager Orsini to fill the vacancy on the CSDA Board for the remainder of the 2012-2013 term, via Resolution 2013-02; and

WHEREAS, Gregory Orsini has been serving on the Board of Directors for CSDA since election to his first full term in 2014; and

WHEREAS, the MCSD Board of Directors most recently supported General Manager Orsini's nomination for the CSDA Board for 2017-2019 term, via Resolution 2016-07; and

WHEREAS, Gregory Orsini has served and completed two terms as Treasurer and is currently serving as Vice President on the Board of Directors for CSDA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby support Gregory Orsini in nomination for election to the California Special Districts Association Board President seat.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 6, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Emily Abfalter, Board Secretary



**California Special
Districts Association**
Districts Stronger Together

2018 EXECUTIVE COMMITTEE INTEREST FORM

Name: Gregory Orsini

Telephone: 707.839.3251

E-mail: mcsdgm@mckinleyvillecsd.com

Office you are seeking: CSDA Board President

Supporting statement: Having the honor to serve and complete two terms as the CSDA Board of Directors Treasurer and completing one term as Vice President, I am in a unique position to know the full commitment the President's position requires. A quick scan of the Executive Committee Duties identifies that "subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of the CSDA".

I am willing to commit to those responsibilities and the McKinleyville Community Services District (MCSD) Board of Directors (BOD) have committed their support for me in this endeavor.

Some of my unique qualifications include:

- **Fiduciary for a Community Services District with a >\$7,500,000 budget;**
- **Six years' experience supporting a Community Services District BOD in setting policy and familiarity with Robert's Rules of Order and the protocol and process for managing public meetings;**
- **Successfully completed the CSDA Special District Leadership Academy and received Recognition in Special District Governance;**
- **Three years' experience seated on the Executive Committee, the Audit Committee and Chair of the Fiscal Committee; a year on the Legislative**

Committee and three years on the Alliance Executive Council have offered me a wealth of experience and demonstrates my ability to collaborate with my colleagues;

- Knowledge of CSDA budget and strategic planning process and policies;
- Leading the effort to establish a CSDA Affiliated Chapter in the Northern Network;
- Knowledge of cash flow requirements necessary for sound accounts payable and receivable transactions for the association and
- The integral role the President plays for overall stability of CSDA.

In closing, I would like to express my sincere gratitude for the vote of confidence in previous years to perform the duties of Treasurer for 2015 and 2016, Vice President for 2017 and respectfully request the CSDA Board of Directors' support for the 2018 term as CSDA Board President to further my service to our association.

DEADLINE FOR RECEIVING FORMS – September 15, 2017

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A **Support Services - August 2017 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$937,318.68 to date into the Trust Account for reserves recovery as of July 31, 2017. This represents 86.2% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$326,525.58 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at month-end total \$2,185.50, which represents 0.15% of the annual \$14,500 budget for this sub-item. (GL# 501-62120)

Total Board Travel as of July 31, 2017 is \$2,292.75 which is 12.7% of the approved \$18,000 budget for this item. (GL# 001/005/501/551 62090-888)

Audit Update: Auditors from Fedak and Brown completed their initial onsite visit, August 1-3, reviewing source documents and processes. A draft year-end closing trial balance is in progress.

Treasurer's Report Highlights: Water Fund capacity fees of \$3,588.00 were collected during July. No Wastewater Fund capacity fees were collected in July. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

The Investment & Cash Flow Report

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

OTHER UPDATES

The next disbursement from the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility was received at the beginning of August, and so was not included in the July financial report. Disbursement request #11 has been submitted to the State for payment. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B **Operations Department – July 2017 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 49.1 million gallons of water in July.
Fifteen 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 conducted on Routes 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. The semi-annual well cap inspection was also conducted to verify customers were in compliance. If a well cap is found to be tampered with, the customer is directed to repair the cap or install a double check valve immediately.

Average and Maximum Water Usage:

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

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1, 2,3,4 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. The meter replacement program is in process and is on schedule to finish this year. The entire system is approximately 80% completed. An angle-stop was repaired on Alder due to not shutting off when service was turned off. A fire hydrant was repaired on Central due to being struck by a car. The driver was billed for repairs. Several repair patches were dug out, saw cut and replaced with permanent paving. Staff delays patch repairs until there are enough patches to justify a truck load of asphalt to keep labor and customer costs down.

Water Station Maintenance:

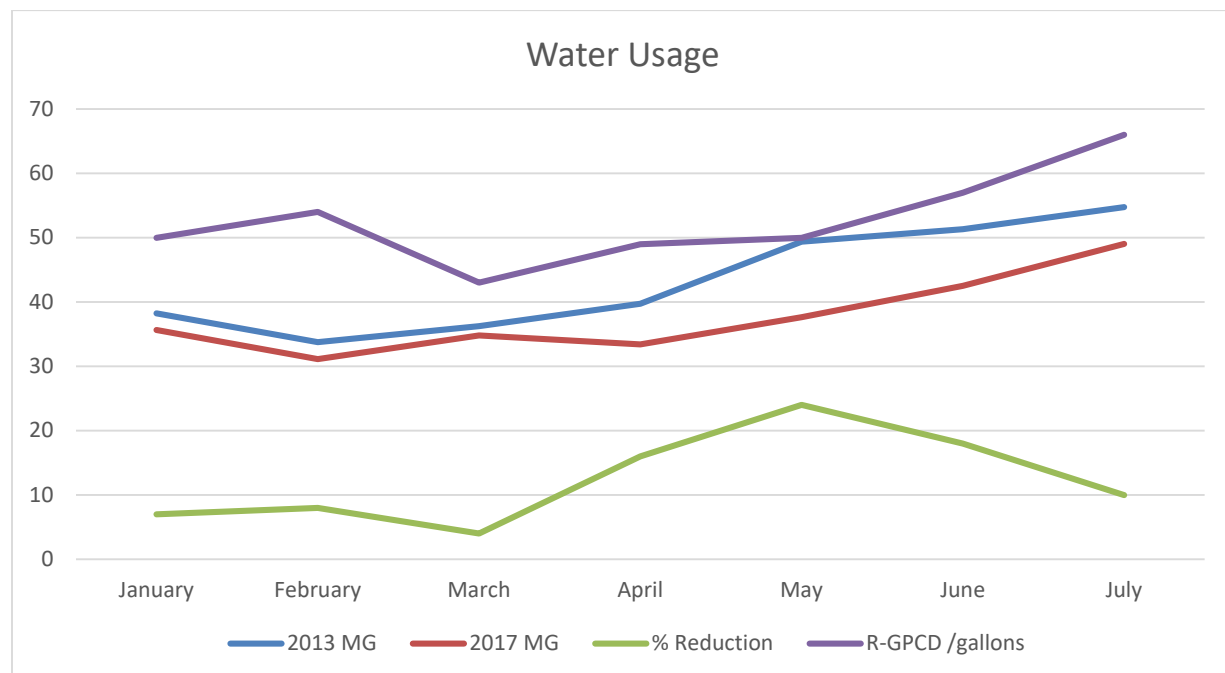
The annual tank cleaning was conducted using a pressure washer. The altitude valve at the Cochran Tank site developed a hole in the diaphragm which was causing the tank to operate outside its parameters. Site mowing and cleaning took place at the North Bank Station, Blake station and Norton Tank site. North Bank pumps were greased during the cleaning as per the specifications. All station expansion joints were inspected for cracks and wear as part of the semi-annual inspections. The annual amp and meg

motor testing was conducted at all water stations. This verifies the motors are balanced and the wires are not corroded.

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.

	2013	2017	% Reduction	2017 Recycled	R-GPCD
January	38.241	35.670	7	0	50
February	33.751	31.146	8	0	54
March	36.244	34.828	4	0	43
April	39.755	33.414	16	0	49
May	49.407	37.628	24	8.7	50
June	51.337	42.539	18	19.2	57
July	54.757	49.038	10	17.8	66

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



New Construction Inspections:

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. Testing has been completed. McKinleyville Grocery Outlet; The water main crossing Central Avenue was completed along with the hydrant install at the property line. Fawn Meadows; dirt work has started and the underground will follow soon.

Sewer Department:**Waste Water Statistics:**

25.7 million gallons of wastewater were collected and pumped to the W.W.M.F. 25.3 million gallons of wastewater were treated and discharged to land disposal or reclamation in July.

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

Sewer Station Maintenance:

Monthly inspections, daily routine and site clearing were conducted on all sewer stations. A pump at the Letz Lift station was noticed to have more hours than usual due to rag build up in the pump. Staff took the pump apart, removed rags and put the pump back into service. A check valve was replaced on the Fischer 100 hp pump due to the old valve coming apart because of wear and tear. An air relief was removed from the B Street Station due to being plugged with debris. Staff unplugged the air relief and reinstalled it. Trimming and site clearing also took place at B Street during the air relief repair. The semi-annual amp and meg motors were conducted at all stations. This verifies the motors are balanced and wires are not corroded.

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. The 3-month (13,000 ft) quarterly hydro-cleaning route along with the semi-annual (8200 ft) route was completed. This is done by using the hose reel on the Vac-con, 3000 psi of water and a spinning nozzle.

Wastewater Management Facility:

Staff removed the aerators from Pond B as part of the upgrade and to allow synagro to remove biosolids. Mowing and string trimming was performed at the treatment plant around the ponds.

Daily Irrigation and Observation of Reclamation Sites:

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. Irrigation pipe was installed in the tree plots. Wells will be used to monitor the uptake of each tree species. Several sprinkler heads and valves were replaced due to not operating properly.

Street Light Department:

No streetlight complaints were reported in July.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff members attended. Staff received several days of WWMF training as new equipment is installed and tested.

Special Notes:

Tractors, Dump Truck and Vac-con received their monthly service.

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.

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

Staff attended the Digital Control Project Kick-off meeting.

WWMF upgrade status:

Aquality has been hired by Auburn to start the new plant process. Seed sludge was hauled in to provide bug growth in the aeration basins. At this time, Aquality is trying to dial in the process to prepare for the 30-day acceptance which is starting at the end of August. The main tie-ins that redirect the pump station flow to the new headworks, have been completed. System integration is in process and will develop as equipment is installed and tested. Staff has been attending training on running the new plant and will continue to train as progress takes place. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

Water and Sewer Mainline Rehabilitation Master Plan:

GHD has completed the needs assessment for both the water distribution and wastewater collections systems. They have developed detailed engineering cost estimates for the replacement of the entire water distribution and wastewater collection systems, as well as discreet portions of the wastewater system. The detailed engineering cost estimates have been sent to Willdan Financial Services. Willdan has largely finished their analysis of the impacts to MCSD rates if these systems were to be replaced in a 50-, 75- or 100-year time frame, with the replacement beginning in approximately 2027. There was one telephone conference with GHD and Willdan to present their rate analysis, and at the end of that call, Willdan requested additional financial information from the District to refine their rate model. The District provided that information to Willdan and Willdan is currently updating their model. There will be one last phone conference with GHD to present the revised model results, before they are finalized in the Master Plan write-up.

GHD has also finished the write-ups of the Master Plan documents, and are simply waiting for the results from the Willdan rate study. As soon as they get the results from the Willdan analysis, they will incorporate this into their document and submit a Draft copy to review. GHD anticipates that they will submit a Draft copy to the District in early September.

Parks:

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Irrigation pipes were repaired at the HSS due to leaks. The parking lots, both at the library and Azalea Hall, were seal coated. Striping was completed for parking lanes. Staff attended the playground inspector recertification training and exam. The storm drain was repaired at the HSS due to crushed pipe and debris in the line. Staff has been conducting interviews for the Parks Maintenance Worker opening.

GIS:

MCSD Plans and Programs

Updated Plans and Programs binder, log, and Emergency Action Plan cover page.
Updated Plans and Programs (PP) binder to reflect added plans to binder and recent safety meeting trainings.

Continued developing Outlook calendar to track necessary reviews, audits, and trainings for MCSD programs/plans.

Reviewed RMS webinar: "Ammonia Accidents: The Importance of RMP/PSM Prevention Elements in Mitigating Hazardous Releases"

Maps Completed/General GIS

Created multiple maps for USAN.

Input Central Estates Phase 2D Sewer and Water Facility Information into MCSD GIS system.

Updated MCSD ArcGIS to 10.5.

Created multiple miscellaneous maps for MCSD (Parcel maps, contractor maps, etc).

Inserted correct sewer lateral locations and station id on Reasor Rd.

Misc. Work Completed

Organized and created spreadsheet for trouble meters.

Weekly Safety meetings.

Vehicle inspections.

Delivered mail to Arcata.

Delivered Board Packets.

Continued researching grants for water, sewer, and/or streetlights.

Switched vehicles around at Harpers.

Service Orders/Lock list.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.C **Parks & Recreation Director's Report for August 2017**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER:

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

Organization	Amount	Purpose
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
McKinleyville Area Fund (2017)	\$3,075	Kitchen Equipment
McKinleyville Lions Club	\$1,000	Kitchen Equipment
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
McKinleyville Kiwanis Club	\$2,000	Computer equipment
Legacy Path & Giving Tree donations	\$22,595	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits	\$743	Unrestricted
Umpqua Bank	\$1,200	Landscaping
TOTAL:	\$76,706	

Staff continues to seek out funding sources to equip and furnish the music and recording studio.

Boys & Girls Club of the Redwoods Teen Club in McKinleyville membership reached 175 in the last quarter of the fiscal year, with a total number of youth served reaching 214. The average daily attendance in the last quarter was reported at 48 youth in the afterschool hours. Summer hours have seen daily attendance fluctuate drastically each day. Some days 25-30 youth are at the Club and others less than 10. BGCR staff have noticed an increase in high school aged youth attending during the summer hours.

Staff continue to meet with the BGCR Teen Club Site members regularly to ensure adequate information sharing and exchange in regard to programs as well as shared facility use. Staff of both organizations also continue to explore collaborative event offerings as well as fundraising opportunities to support teen programs and activities.

Staff from both organizations met this month and have begun planning a Family Laser Tag

night which will take place on Saturday, November 11, 2017 from 6:00pm-9:00pm at the McKinleyville Activity Center and Teen & Community Center. This is the first of three collaborative fundraising events to be hosted in partnership with BGCR.

The McKinleyville Middle School Art students have hung a variety of art works in the Teen & Community Center. The art work will remain up in the facility throughout the summer and a reception for the public will be held in July or August to coincide with McKinleyville's Arts Alive night. The 7th grade ceramics students did create a tree to serve as the donor recognition tree in the Teen & Community Center, unfortunately there was a small issue with the final firing of one of the pieces. It will be installed when it is ready.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, August 17, 2017. The notes from that meeting are attached as Attachment 1.

RECREATION PROGRAM UPDATES:

- *Kids' Camp Summer Day Camp*-Camp ended August 18, 2017. It was a successful summer serving 75-100 kids per week.
- *Playgroup*-has moved out of the summer site and will resumed at the Activity Center starting August 24th.
- *Kids Club After School Program*-Staff have been hired, classrooms are set up. We currently have eighty five K-2nd graders enrolled (up to 70 per day) and thirty eight 3rd-5th graders. Enrollment is expected to increase over the first few weeks of school which began on August 23rd.
- *Jiu Jitsu*-last session ended August 2nd. Next session begins August 29th.
- *Summer Basketball*-ended August 15th, and served 37 youth in 3rd-8th grades
- *Youth Flag Football*-ended August 3rd and served 17 youth in 2nd-6th grades
- *Tot-Letics-TBall* ended August 12th. The program was completely full serving 32 youth ages 3-5 years old. The next session will be basketball beginning Sept. 9th.
- *Drop in Pickleball*-has been running on Friday evenings 6:30-8:30. Wednesday morning drop in 9:00am-12:00pm resumed on August 23rd.
- *Adult Woodbat Softball*- has 9 teams this year. That is one more team than last year.
- *Drop in Basketball*-continues to run on Sunday evenings hosting 20-30 participants per night
- *World Wide Day of Play*-planning for the next WWDOP has begun. The event will run on Saturday, Sept. 23rd. We will host a variety of field and lawn games, encouraging folks to turn off their gadgets and get out and play

OTHER UPDATES:

- Staff continues to work on collecting data to inform the Parks & Recreation Master Plan update.
- Staff has created a campaign to acknowledge and thank responsible dog owners following the rules at the Hiller Dog Park which will be implemented in August.
- Staff submitted a grant request to Coast Central Credit Union for the purchase of a new playground structure for Larissa Park.

Attachments:

- Attachment 1 – RAC Meeting Notes 8-17-17

Thursday, August 17, 2017

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present: Bill Prescott, David Coelho, Johnny Calkins, Jeff Dunk, David Couch,

Members Absent: Charlie Caldwell, Addison O'Hanen, John Kulstad, Chad Sefcik

Guests: Patrick Green, Eric Agliolo

District Staff Present: Greg Orsini, James Henry

Meeting Notes:

Communications:

- Staff reported that applications are currently being accepted for a full time park maintenance worker position

Public Comment:

- Eric Agliolo commented on the odor improvements at Hiller Park

McKinleyville Little League

- Patrick Green spoke on behalf of the MLL Board president, who could not be present. He introduced himself as a newer MLL board member without much knowledge of the history of the relationship between MCSD and MLL. He commented on the change in the relationship this year and the fact that MLL was not allowed to contribute as much to field maintenance (i.e. mowing) and was no longer getting credit for the maintenance they did do.
- P. Green requested more information regarding the maintenance schedule during both the off season and spring/summer/fall seasons. Stated that MLL would like to be more involved in the maintenance of the fields.
- Eric Agliolo, Vice President of MLL Board of Directors, stated that since the initial struggle to get the fields in condition, the mowing schedule and condition of the fields has been excellent, and feels it is a strategy that could work moving forward and make it possible for MLL to sell their mowers. He also stated that he wanted to continue working with MCSD to further improve the relationship between MLL and the District specifically toward the end of making HSS fields the best fields they can possibly be as it benefits both MLL and MCSD to have pristine and beautiful ball fields. He would like more freedom to do improvements to the fields during the off season. And would like MLL to be an ongoing agenda item at RAC meetings to facilitate more open communication.
- J. Dunk commented on the importance of having a maintenance plan that is reliable over time, and MCSD is a permanent entity while MLL has a constantly rotating set of participants which impacts reliability of a volunteer run maintenance plan.
- G. Orsini reviewed the history of mowing maintenance in the 2016 season, and how the lost contract with NHES for mowing impacted the Parks Maintenance crew. He reviewed the meetings held with MLL and other Youth Sport Organization representatives to problem solve the challenges to maintenance and costs associated with it in the fall of 2016, which led to the shift from allowing MLL to mow for credit to MCSD taking over full responsibility of turf maintenance of the fields.
- J. Henry spoke to the effectiveness of having a seasonal employee dedicated to mowing and maintaining the HSS fields from March thru October. This last spring was exceptional due to the inordinate amount of rainfall and severely delayed MCSD's ability to get the fields in ideal condition by the start of MLL Spring season. He outlined the mowing schedule for the Spring-Summer-Fall months as well as the intended schedule

for winter months, stating that wet weather impacts the ability to mow when the turf is so wet that the mower cannot be driven over it without causing damage.

- L. Frisbee spoke to the desire to have freedom to do improvements during the off season, stating that there is a process in place which allows MLL to propose desired improvement projects, and that small requests (i.e. weeding of the infield) can be granted by just making a phone call.
- RAC members agreed to keep MLL as a standing agenda item each month, to allow a forum for MLL have regular communications with the MCSD.

Hiller Dog Park Rule Awareness Strategy:

- Staff passed out “Caught Being Good” cards to RAC members and described the campaign for recognizing responsible dog owners at Hiller Dog Park.
- Staff shared a rules sign that will be posted in the coming weeks at the Dog Park.

Master Plan Update Process:

- Staff shared the NRPA Metrics tool for assessing Park & Recreation Agency performance relative to other communities as well as the California State Parks Community Fact Finder tool for assessing the level of service for parks in the community. Staff intends to use these tools to inform pieces of the Parks & Recreation Master Plan update
- Staff and RAC brainstormed a list of stakeholders for future focus group meetings to gather community input for the Master Plan

Recreation Program Updates:

- *Kids’ Camp Summer Day Camp*-Last week of camp this week. Been a successful summer serving 75-100 kids per week.
- *Playgroup*-has moved out of the summer site and will resume at the Activity Center starting next week.
- *Kids Club After School Program*-Staff have been hired, classrooms are set up. We currently have over fifty K-2nd graders enrolled and fifteen 3rd-5th graders. Enrollment will increase over the next two weeks as school gets started.
- *Jiu Jitsu*-last session ended August 2nd. Next session begins August 29th.
- *Summer Basketball*-ended this week, and served 37 youth in 3rd-8th grades
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- *Adult Woodbat Softball*- has 9 teams this year. That is one more team than last year.
- *Drop in Basketball*-continues to run on Sunday evenings hosting 20-30 participants per night
- *World Wide Day of Play*-planning for the next WWDOP has begun. The event will run on Saturday, Sept. 23rd. We will host a variety of field and lawn games, encouraging folks to turn off their gadgets and get out and play

Review of Actions at Last MCSD Board mtg.:

- *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*
Motion: It was moved to approve the consent calendar.
Motion By: Director Couch; Second: Director Burke

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Couch, Mayo and Wheeler Nays: None Absent: Corbett

Motion Summary: Motion Passed

- *E.3 Acknowledge the Resignation of Recreation Advisory Committee Member, Kevin Collins, and Authorize Staff to Announce Recreation Advisory Committee Vacancies to the Public.*

President Mayo shared the reason for Kevin Collins departure. Item presented by General Manager Orsini. Comment offered by Director Burke. Public comment opened, no comments, public comment closed. No additional Board comments.

Motion: Authorize Staff to announce the vacancy of one regular voting member seat on the Recreation Advisory Committee and two alternate member seats to the public per staff recommendation.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

AdHoc Committee Reports:

- J. Calkins reported that the Fischer Ranch Estuary project team will be presenting the 65% Design at the September MCSD Board meeting. Trail design is lagging and may not be included in that presentation
- Staff reported that the Skate Park ROEA has been revised and sent back to District legal counsel for review.

Agenda Items for September Meeting:

- McKinleyville Little League
- Parks & Recreation Master Plan Update process

Adjournment:

- Moved by J. Calkins, 2nd B. Prescott
- Adjourned at 7:49pm

McKinleyville Community Services District

BOARD OF DIRECTORS

September 6, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D **General Manager's Report for the September 2017 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of August 2017

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:

- | | |
|---|---------|
| • Office Supply Savings | \$116 |
| • Grant for Pee Wee Basketball Hoops | \$4,200 |
| • Field Inspections for Sewer Mainline Replacement | \$480 |
| • In House ArcGIS Update of all Computers | \$630 |
| • Removed Aerators as Part of WWMF Upgrade | \$640 |
| • Remanufacture 6" Check Valve Instead of Replacing | \$4,505 |
| • SWAP | \$3,248 |
| • Community Service Workers | \$1,472 |
| • Northern Humboldt Employment Services | \$3,179 |

Total cost savings for **August** are \$18,470

The cumulative cost savings for the District to date from July 1, 2017 is \$31,433

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, ratepayers, and the community.

MCSD to be featured in a Video for Districts Make the Difference- Staff participated in a video shoot and select staff were interviewed to provide a narration for the video. The shoot was done at various Operations and Park Facilities and open spaces zones. When the production is complete we will provide a link for the Board to view the finished product.

Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan – Recap of monthly activity from consultant is presented in the Operations Director's Report. A phone conference was conducted to review the capital costs and the impact on water and sewer rates were also discussed. Willdan Financial will provide an analysis for the impact on future water and sewer rates to assist the Board in determining replacement/rehabilitation scheduling.

Integrated Pest Management Plan – The MCSD IPM Guide to Reduced Toxicity Pesticides was completed and reviewed at the August Board of Director's Meeting. Staff has drafted and implemented the MCSD Treatment Tracking Form. The form will allow staff to have location specific tracking to document the use of Preventative, Cultural, Mechanical and Biological means for pest control and ultimately if the use of pesticides is necessary, record keeping for that action. Another useful feature of the form will be to track the fiscal impact by tracking the time necessary to implement the new plan.

WWMF Improvements – A weekly meeting is attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. Dredging of biosolids continues into the final pond with dewatering and hauling off site. The 30 day biological testing started on August 30, during this test, the parameters dictated in the design criteria for biological treatment will be monitored and must be maintained throughout the testing period. All concrete flatwork was completed in August and subgrade preparation for blacktopping and overlay are nearing completion. Tie ins for plant water and domestic water are being worked on and the final tie in for the secondary effluent is scheduled to be completed in three weeks. Testing of all controls continues as remaining control wiring is installed and connected.

NPDES Permit Renewal – Staff is working with our consultant to create a scope of work that will be adequate to produce the Title 22 engineer's report. We are reviewing the matrix that will be used to designate what work will be MCSD's and the work that will be the consultant's responsibility. When that is completed, a scope of work and the determination of the effort necessary will be produced. We expect a proposal will be brought to the Board at the October meeting for approval of a professional services agreement.

Digital Control, SCADA and Telemetry Upgrade Project – The notice to proceed was issued and the project is underway. The project kickoff meeting included the consultants visiting all sites that contain digital control and communication hardware. Staff has participated in two weekly status meetings to discuss the schedule and strategy for the design build.

CSDA Chapter Planning Meeting – The Chapter By-laws were completed and forwarded to CSDA for review. During the last Chapter Planning Meeting, the team reviewed the Affiliation Agreement and discussed election of officers.

Off Channel Coho Habitat Project – In August the design team hosted a meeting to review the 65% Design documents. Various agencies were invited to provide comments and attend. Staff arranged to have a status update for the September Board of Directors meeting but the material for the presentation was not available to make the board packet deadline so we should expect the update at the October meeting.

Succession Planning- With outside help, staff will be producing a plan that identifies members of staff that are eligible for retirement now, in the next three years, single position or specialized skills, areas where we lack qualified internal candidates and difficulty recruiting externally. We will review training policies and create a process to augment skills and talent consistent with the findings of the reports generated. We will rely on a consultant to facilitate this function for the GM and Department Heads, then management will work down in the organization to create a comprehensive Succession Plan for the entire organization.

5 Million Gallon Tank at Cochran - Prior to the procurement of property and design, staff is exploring avenues of financing for the project. The GM will continue the preplanning for the eventual construction of this project as it is spelled out in Strategic Plan.

Meetings – The General Manager attended various meetings the month of August including the CSDA Fiscal Committee meeting where we reviewed the draft CSDA annual Budget. The GM also planned and attended the monthly CSDA Chapter Planning meeting in August.

Exhibits/Attachments

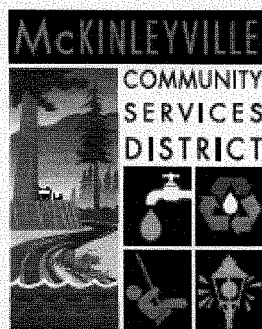
- Attachment 1 – WWMF Monthly Self Monitoring Report

PHYSICAL ADDRESS:

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McKINLEYVILLE, CA 95519

MAILING ADDRESS:

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

August 30, 2017

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for July 2017 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 31 days to Discharge Points 002, 003, 004, 005, 006 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 four weekly tests in July that represent five criteria. The BOD results for July are in compliance.

The requirement for TSS is 83 mg/L, for the monthly average with four 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 26. Five samples were collected in the month of July and were in compliance.

Monthly River Monitoring was conducted in July.

WWMF Upgrade Status: Clarifier "A" and "B" mechanical equipment is installed and running. The headworks and maintenance building are 95% completed. Piping from Mixed liquor to Aeration basin is installed along with running wire. Aquality is working on getting bugs established in aeration basin #1 and #2 while dialing in the plant to prepare for the 30-day acceptance test. Staff training on new equipment is in process. Grading is ongoing and paving should take place next week. Weekly meetings have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They will be running over on the completion date and now have projected to be completed by October 2017.

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

JULY 2017

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	IRRIGATE TOTAL MGD	RIVER MGD
1	0.841	0.811	571		0.811					0.000	0.000
2	0.821	0.796	562		0.796					0.000	0.000
3	0.841	0.742	941		0.303	0.374			0.065	0.439	0.000
4	0.765	1.260	1029			1.191			0.069	1.260	0.000
5	0.783	1.366	1495			1.156	0.210			1.366	0.000
6	0.780	1.297	1276			1.163	0.042	0.030	0.062	1.297	0.000
7	0.776	1.132	1136		0.292	0.681	0.041	0.032	0.086	0.840	0.000
8	0.850	0.541	406		0.541					0.000	0.000
9	0.831	0.626	455		0.626					0.000	0.000
10	0.530	0.881	946		0.246	0.525		0.045	0.065	0.635	0.000
11	0.880	1.170	1076			1.025		0.048	0.097	1.170	0.000
12	0.876	1.311	1173			1.170	0.099	0.042		1.311	0.000
13	0.870	1.160	1167			1.008	0.112	0.040		1.160	0.000
14	0.871	0.874	1125		0.312	0.562				0.562	0.000
15	0.833	0.567	400		0.567					0.000	0.000
16	0.878	0.570	408		0.570					0.000	0.000
17	0.870	0.771	1202		0.208	0.409	0.103	0.051		0.563	0.000
18	1.095	0.884	820			0.746	0.085	0.053		0.884	0.000
19	0.690	0.872	871			0.735	0.088	0.049		0.872	0.000
20	0.842	0.846	876			0.647	0.082	0.050	0.067	0.846	0.000
21	0.841	0.789	770		0.281	0.392		0.044	0.072	0.508	0.000
22	0.843	0.510	360		0.510					0.000	0.000
23	0.846	0.507	357		0.507					0.000	0.000
24	0.849	0.680	1104		0.193	0.307		0.180		0.487	0.000
25	0.841	0.800	876			0.454	0.046	0.300		0.800	0.000
26	0.836	0.765	821			0.401	0.068	0.296		0.765	0.000
27	0.838	0.719	917			0.368	0.059	0.292		0.719	0.000
28	0.839	0.681	1075		0.225	0.239	0.052	0.165		0.456	0.000
29	0.836	0.408	288		0.408					0.000	0.000
30	0.851	0.404	288		0.404					0.000	0.000
31	0.852	0.611	897		0.155	0.336		0.120		0.456	0.000
TOTAL	25.795	25.351		0.000	7.955	13.889	1.087	1.837	0.583	17.396	0.000
AVERAGE	0.832	0.818	829	0.000	0.419	0.661	0.084	0.108	0.000	0.561	0.000
MAXIMUM	1.095	1.366	1495	0.000	0.811	1.191	0.210	0.300	0.097	1.366	0.000
MINIMUM	0.530	0.404	288	0.000	0.155	0.239	0.041	0.030	0.062	0.000	0.000
DAYS	31	31		0	19	21	13	17	8	21	0

DAYS WITH NO DISCHARGE = 0

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2017

MONTH: JULY

DATE	INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING			EFFLUENT MONITORING						3X5 TOTAL COLIFORM	
							B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES		SETTLABLE SOLIDS
1	0.841		0.811		571												
2	0.821		0.796		562												
3	0.841		0.742		941							30	5.1				<1.8
4	0.765		1.260		1029												
5	0.783		1.366		1495							28	2.9				
6	0.780		1.297		1276							30	3.3				
7	0.776		1.132		1136					10	20	32	3.1			<0.1	
8	0.850		0.541		406												
9	0.831		0.626		455												
10	0.530		0.881		946							30	6.7				26
11	0.880		1.170		1076												
12	0.876		1.311		1173							28	5.3				
13	0.870		1.160		1167							30	6.4				
14	0.871		0.874		1125					21	24	28	9.0			<0.1	
15	0.833		0.567		400												
16	0.878		0.570		408												
17	0.870		0.771		1202							34	7.3				<1.8
18	1.095		0.884		820							32	3.1				
19	0.690		0.872		871							28	4				
20	0.842		0.846		876							32	3.6				
21	0.841		0.789		770					10	28	28	3.0			<0.1	
22	0.843		0.510		360												
23	0.846		0.507		357												
24	0.849		0.680		1104							30	7.8				<1.8
25	0.841		0.800		876							30	8.1				
26	0.836		0.765		821							30	4.8				
27	0.838		0.719		917							30	4.4				
28	0.839		0.681		1075					5.3	6.7	26	4.0			<0.1	
29	0.836		0.408		288												
30	0.851		0.404		288												
31	0.852		0.611		897							28	3.6				2

SPLILLS:

None to report

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
7/25/2017	240	28.0	ND	220

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

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

ACUTE TOXICITY

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

Rainbow Trout
C. dubia

CHRONIC TOXICITY

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

SIGNATURE: _____

REMARKS:

Indicates Permit Exceedance

Total Coliform	Monthly	Median	Daily	Maximum
		<1.8		26