

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

*"Provide McKinleyville with safe, adequate and reliable utility, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner."*

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD AT:**

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

**Wednesday, June 12, 2013  
6:00 P.M.**

**AGENDA**

**A.1 CALL TO ORDER**

**A.2 ROLL CALL**

**A.3 PLEDGE OF ALLEGIANCE**

**A.4 ADDITIONS TO AGENDA**

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

**A.5 APPROVAL OF THE AGENDA**

**A.6 CLOSED SESSION DISCUSSION**

**A CLOSED SESSION IS SCHEDULED FOR 6:00PM TO BE FOLLOWED  
BY THE REGULARLY SCHEDULED MEETING AT 6:30PM (APPROXIMATE  
TIME)**

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

**A.6.a CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION.** *Consider initiation of litigation pursuant to subdivision (c) of Section 54956.9: 1 potential case (facts and circumstances not yet known to adverse party).*

**A.7 REPORT OUT OF CLOSED SESSION**

**B. PUBLIC HEARINGS**

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

**B.1 Take Public Comment on Urban Water Management Plan and Approve Plan for Submittal Pg. 4**

**C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

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

**D. CONSENT CALENDAR**

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

D.1 Consider approval of minutes of the Board of Directors' Special Meeting of April 27, 2013. **Pg. 6**

D.2.a Consider approval of minutes of the Board of Directors' Regular Meeting of May 1, 2013. **Pg. 8**

D.2.b Consider approval of minutes of the Board of Directors' Special Meeting of May 20, 2013. **Pg. 12**

D.3 Consider approval of April, 2013 Treasurer's Report **Pg. 13**

D.4 DCV Violations this month. **Pg. 37**

D.5 Approve conveyance for developments related to water and sewer facilities in referenced projects **Pg. 38**

**E. CONTINUED AND NEW BUSINESS**

E.1 Consider Participation in Household Hazardous Waste collection Event to be Held at Pierson Park on Saturday July 22, 2013

- E.2 Final Budget Approval **Pg. 47**  
**Pg. 51**
- E.3 Consider STRATEGIC PLAN (Board to approve prior to July 1, 2013) Further Reviews will be Done Annually **Pg. 91**
- E.4 Decide Parameters for November Board of Directors Election **Pg. 124**
- E.5 Consider Association of California Water Agency (ACWA) Nomination for the 2014-2015 Region 1 Board Term **Pg. 131**
- E.6 Consider Local Agency Formation Commission (LAFCo) Election for District Representative **Pg. 136**
- E.7 Consider Employee Negotiations Regarding Proposed three (3) Year Compensation Contract with District Employees **Pg. 141**
- E.8 Consider Approval of General Manager Contract **Pg. 145**

## **F. REPORTS**

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

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

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

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

- a. Support Services Department (Colleen M.R. Trask) **Pg. 157**
- b. Operations Department (James Henry) **Pg. 158**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 160**
- d. General Manager (Greg Orsini) **Pg. 163**

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

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

### **G. ADJOURNMENT**

**Posted 5:00 pm on June 7, 2013**

**McKinleyville Community Services District**

**BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: B.1 Take Public Comment on Urban Water Management Plan and Approve Plan for Submittal**

**PRESENTED BY: Greg Orsini**

**TYPE OF ACTION: Roll Call Vote**

**Recommendation:**

1. Staff recommends the Board open public hearing, and receive comments on the 2010 Urban Water Management Plan (UWMP).
2. Close public hearing, consider comments, and adopt Resolution No. 2013--14 approving the 2010 Urban Water Management Plan with changes as necessary.
3. Authorize resubmission to Department of Water Resources.

**Discussion:**

The California Legislature enacted Assembly Bill 797 (Water Code Section 10610 et.seq, known as the Urban Water Management Planning Act) in 1984. The Act mandates that every water supplier providing water for municipal purposes to more than 3,000 customers, or more than 3,000 acre-feet of water every year must prepare an Urban Water Management Plan. The Department of Water Resources reviews and approves each plan to ensure conservation and efficient use of water. The plan is updated every 5 years, or as necessary per legislative amendments and department review. Staff has addressed the concerns that were highlighted by the Department of Water Resources. A copy of the draft plan has been available for the public at the District office, 1656 Sutter Road, McKinleyville and a copy is posted at the District's website and notice of this public hearing was advertised in the McKinleyville Press. The UWMP requires the District to make projections out to 2030 for water use, service units and population growth.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

- Maintain eligibility to receive potential future grants.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Resolution No. 2013-14



**Resolution No. 2013-14**

**Resolution of the McKinleyville Community Services District Board of Directors  
Adopting the District's 2010 Urban Water Management Plan**

**Whereas**, the Urban Water Management Planning Act of 1983, as amended (California Water Code Division 6, Part 2.6) requires the preparation and submission to the California Department of Water Resources of an Urban Water Management Plan by all water suppliers that qualify as urban water suppliers as defined by the act; and

**Whereas**, the McKinleyville Community Services District qualifies as an urban water supplier as defined by the Urban Water Management Planning Act; and

**Whereas**, the Urban Water Management Planning Act as amended requires urban water suppliers to address components of the Water Conservation Bill of 2009 (SBX7-7), which sets an overall goal of reducing the state's per capita urban water use by 20% by December 31, 2020; and

**Whereas**, the Urban Water Management Planning Act requires the submission of Urban Water Management Plans in years ending in 5 and 0; and

**Whereas**, the McKinleyville Community Services District last prepared and approved an Urban Water Management Plan in 2005; and

**Whereas**, the McKinleyville Community Services District submitted the Urban Water Management Plan for review by the Department of Water Resources on August 17, 2011; and

**Whereas**, the Department of Water Resources requested additional information and McKinleyville Community Services District made modifications per the comments; and

**Whereas**, the McKinleyville Community Services District has therefore prepared and made available for public review a draft of the Urban Water Management Plan, and a properly noticed public meeting regarding the Plan was held by the Board of Directors on May1, 2013.

**Now therefore be it resolved**, that the Directors of the McKinleyville Community Services District adopts the 2010 Urban Water Management Plan and authorizes its resubmission to the California Department of Water Resources.

**PASSED and ADOPTED at a Regular Meeting of the Board of Directors** of the McKinleyville Community Services District this 12<sup>th</sup> day of June, 2013 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: D.1; D.2.a; D.2.b Consider Approval of Minutes from April 27, 2013 Special Meeting; May 1, 2013 Regular Meeting and May 20, 2013 Special Meeting.**

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

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the April 27, 2013 Special Meeting, May 1, 2013 Regular Meeting and May 20, 2013 Special Meeting, recommend edits and provide staff with direction.

### **Discussion:**

The Draft Minutes are attached for the above listed meetings.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Exhibit - D.1-Draft Minutes from April 27, 2013 Special Meeting
- Exhibit - D.2.a-Draft Minutes from May 1, 2013 Regular Meeting
- Exhibit - D.2.b-Draft Minutes from May 20, 2013 Special Meeting

**Exhibit D.1.**

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON SATURDAY, APRIL 27, 2013 AT 8:30 AM AT THE DISTRICT OFFICE,  
1656 SUTTER ROAD, MCKINLEYVILLE**

The special meeting of the Board of Directors of McKinleyville Community Services District convened at 8:30 am with the following Directors and staff in attendance:

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

Pam Derby, Consultant-Facilitator

**AGENDA ITEM A-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, ADDITIONS TO THE AGENDA:** At 8:30 am President Mayo called the meeting to order. Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present. Director Corbett led the pledge of allegiance. There were no additions to the agenda.

**AGENDA ITEM B-APPROVAL OF THE AGENDA:**

**AGENDA ITEM C-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** Director Mayo opened the floor to the public for public comment. No members of the public were present for comment or written communication.

**AGENDA ITEM D-CLOSED SESSION DISCUSSION:** At 8:35 am President Mayo announced that the board would assemble into closed session for orientation and discussion of the following item:

- D.1** PUBLIC EMPLOYEE APPOINTMENT. Title: General Manager. Conduct Interviews for McKinleyville Community Services District General Manager Position. (Government Code § 54957).

**AGEND ITEM E-REPORT OUT OF CLOSED SESSION:**

**MOTION:** It was moved to offer the position as General Manager to Greg Orsini. Motion by Wennerholm; second by Edwards.

**ROLL CALL VOTE:** Ayes: Couch, Edwards, Corbett, Wennerholm, Mayo

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

**AGENDA ITEM F-ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 3:15pm. Motion by Mayo; second by Edwards.

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

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

Respectfully Submitted,

Kathy Wilson,  
Board Secretary

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, MAY 1, 2013 AT 7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:03pm with the following Directors and staff in attendance:

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

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

**REGULAR MEETING**

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

At 7:02 pm President Mayo called the Regularly Scheduled Meeting to order. Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present. President Mayo led the pledge of allegiance.

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

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

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

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

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

**AGENDA ITEM B – PUBLIC HEARINGS:** McKinleyville Community Services District (MCSD) is required to update the Urban Water Management Plan (UWMP) every 5 years. The previous update was done in 2005. The update being reviewed today was done in 2010. It was reviewed by the Department of Water Resources and was found to have some deficiencies. The corrections have been made and the revised draft UWMP is now being presented to the public for review. Staff will bring the final draft back at the June 12, 2013 Board Meeting for Board approval. President Mayo opened public input and no public input was offered.

**B.1 Take public comment on the revised draft Urban Water Management Plan**

**MOTION:** It was moved to bring the final UWMP draft back at the June 12, 2013 Board Meeting for approval.

Motion by Corbett; second by Edwards

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

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

**AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Mayo opened public input and no public input was offered.

**AGENDA ITEM D – CONSENT CALENDAR:**

**D.1 Consider approval of minutes of the Board of Directors' Regular Board Meeting of April 3, 2013**

**D.2 Consider approval of March 2013 Treasurer's Report**

**D.3 No DCV violations this month**

**D.4 Consider approval of 2012 Consumer Confidence Report**

**D.5 Consider approval of a Mainline Extension agreement for County of Humboldt Hanger Project**

**MOTION:** It was moved to approve the consent calendar items D.1 through D.5. Motion by Corbett; second by Edwards

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

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

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

**E.1 Consider adopting Resolution 2013-09 honoring local Artist Shelly Mortensen for donation of paintings:** Colleen Trask presents Resolution 2013-09 to local artist Shelly Mortensen.

**MOTION:** It was moved to adopt Resolution 2013-09 honoring local Artist Shelly Mortensen. Motion by Edwards; second by Corbett

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, Mayo

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

**E.2 Consider variance for customer Ray Christie regarding water leak adjustment:** Greg Orsini reported to the Board the information gathered regarding potential alternatives as to a water leak adjustment. Staff recommended that the Board enforce the water leak adjustment policy. President Mayo opened public input and resident Ray Christie addressed the Board.

**MOTION:** It was moved to settle the claim for \$2,500.00. Motion by Corbett; second by Edwards

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

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

The District will amortize the \$2,500.00 amount over the next 12 months. President Mayo requested staff bring the water leak adjustment policy back to the Board for review of the language in the policy.

**E.3 Consider nomination of Gregory Orsini for election to the California Special District Association Board of Directors (CSDA) for Region 1, Seat B; discuss nominations for Special District Risk Management Authority (SDRMA) and discuss nominations for Local Agency Formation Commission (LAFCo):**

- Consider nomination of Gregory Orsini for election to the California Special District Association Board of Directors (CSDA) for Region 1, Seat B and adopt Resolution 2013-10.

**MOTION:** It was moved to adopt Resolution 2013-10 nominating Greg Orsini for the election to the California Special District Association Board of Directors, Region 1, Seat B. Motion by Edwards; second by Corbett

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, Mayo

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

- Discuss nominations for Special District Risk Management Authority (SDRMA) and adopt Resolution 2013-11.

**MOTION:** It was moved to adopt Resolution 2013-11 nominating Director Dennis Mayo for election to the Special District Risk Management Authority Board of Directors. Motion by Wennerholm second my Edwards

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, Wennerholm, Mayo

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

- Discuss nominations for Local Agency Formation Commission (LAFCo).

**MOTION:** It was moved to nominate Director Bill Wennerholm to serve on the Humboldt Local Agency Formation Commission. Motion by Corbett; second by Couch

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

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

**E.4 Modify the Board Policy Manual (BPM) to include a process for General Manager Performance evaluation by Board of Directors and Department Heads (360 Degree) to be conducted annually:** Greg Orsini presents the General Manager 360 Performance Evaluation process to evaluate the General Manager's performance to be completed by the Board of Directors and Department Heads. Discussion took place regarding maintaining file integrity and staff was directed to follow up with a process. President Mayo opened public input and a member of the public spoke.

**MOTION:** It was moved to modify the Board Policy Manual to include a process for General Manager Performance evaluation by Board of Directors and Department Heads (360 Degree) to be conducted annually. Motion by Corbett; second by Edwards

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

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

**E.5 Water/Sewer/Streetlights Operating Budget:** Colleen Trask presents to the Board the draft Operating Budget for Water, Sewer and Streetlights Fund. The finalized budget will be presented to the Board for formal approval in June.

**INFORMATIONAL ITEM:** No action required

**Recess:** 8:05 pm

**Reconvene:** 8:15 pm

**E.6 Consider support letters to secure passage of Senate Constitutional Amendment (SCA) 11 (Hancock) and Assembly Constitutional Amendment (ACA) 8 (Blumenfield):** Greg Orsini presents the information regarding the legislative alert for Board discussion. After discussion it was decided support letters will not be written. President Mayo opened public input and a member of the public spoke.

**MOTION: NO MOTION was made – dead issue**

**MOTION VOTE:**

**MOTION SUMMARY:**

**AGENDA ITEM F-REPORTS:**

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

Did not meet, nothing to report.

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

Did not meet, nothing to report.

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

Nothing to report.

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

Did not meet, nothing to report.

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

Did not meet, Nothing to report.

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

The committee is scheduled to meet May 2, 2013.

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

Nothing to report.

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

Eureka High School sponsored an event to dispose of Drugs and Toxics and it was well attended.

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

Met and discussed the supervisors draft regulation on registering out-door marijuana grows. This item will be brought back next month after the alternatives have been narrowed down by the Board.

**F.2.a - SUPPORT SERVICES DEPARTMENT:** Colleen Trask reports MCSD has received the official loan approval from PG&E for the Streetlights project. In regards to the further investigation of the rate study, a back analysis was done for the rate study. In the rate study that was done they were assuming 2011 usage. We took the 2011 usage, set the new rates to it and analyzed the results. The results were not the percentage of increase that we were led to expect by the rate study if we had held to the 2011 usage. The rate study has been returned to the original author for review. MCSD will continue to research the issue. Further research regarding the decline of water usage reflects it's not limited to McKinleyville, but is seen County-wide.

**F.2.b - OPERATIONS DEPARTMENT:** The first shipment arrived for the first round of streetlight upgrades for Central Avenue run. As soon as the arms arrive MCSD will be able to begin the make-over of Central Avenue.

**F.2.c - PARKS & RECREATION DEPARTMENT:** Nothing to report.

**F.2.d - GENERAL MANAGER:** Greg reviewed the information attached to the back of his report. Specifically HCAOG approved JPA and Special District membership criteria. Review of HCAOG membership will be brought back to our July or August Board Meeting for discussion. Greg pointed out the Legislative Hot Sheet attached in his report that offers a summary of priority legislation that is important to special districts' services. Regarding the rate analysis and lower than expected water revenues. Time and energy has been invested in searching for a reason. In an attempt to truth the water model done for the rate analysis staff was directed to apply the new rates to the actual water consumption for July of 2011. The increase in revenues should have been roughly 20%, but they were only 3% which makes us believe that there is a flaw creating the shortfall in revenue. In reviewing the model it was discovered that the pass through amount should have calculated the entire amount of overhead paid to Humboldt Bay not just the increase amount paid to Humboldt Bay. There was a disconnect with the Consulting Firm, the model was sound, but the engineers report was flawed. Calculations suggest a \$420,000.00 shortfall in revenues. How the 218 process was sent out was flawed because the engineers report was flawed. Greg will continue to work closely with the consultant that conducted the study. Discussion took place regarding McKinleyville Municipal Advisory Committee (MMAC). The MMAC meetings were structured to be scheduled before the MCSD Board meeting since they are only advisory. Items of interest could then be brought to and discussed at the MCSD Board Meeting. The MMAC agenda is available one week prior to their scheduled meeting. If available the MMAC agenda will be attached to the General Managers report. One member of the public spoke. Greg introduced the District Transparency Certificate of Excellence to the Board which he will be implementing.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:** Director Mayo reported on legislative material that he would like Director Corbett to review and give feedback specifically as to AB 142, AB 185, AB 295 and AB 467.

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

Director Mayo reported on the outcome of the interviews conducted on Saturday, April 27, 2013 for the McKinleyville Community Services General Manager. The Board will be making an offer to Mr. Orsini for the General Manager position.

**AGENDA ITEM G- CLOSED SESSION DISCUSSION:** Nothing scheduled

**AGENDA ITEM H - ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 9:07pm. Motion by Mayo; second by Corbett

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

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

Respectfully Submitted,

Kathy Wilson,  
Board Secretary



**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON MONDAY, MAY 20, 2013 AT 6:30 PM AT THE DISTRICT OFFICE,  
1656 SUTTER ROAD, MCKINLEYVILLE**

The special meeting of the Board of Directors of McKinleyville Community Services District convened at 6:30 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
Helen Edwards, Director  
John Corbett, Director  
Bill Wennerholm, Director  
Russell Gans, Legal Counsel  
Paul Brisso, Legal Counsel

Greg Orsini, Interim General Manager  
Colleen Trask, Finance Director  
Kathy Wilson, Board Secretary

**AGENDA ITEM A.1 through A.4-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, ADDITIONS TO THE**

**AGENDA:** At 6:30 pm President Mayo called the meeting to order. Directors Corbett, Edwards, Wennerholm and Mayo were present. Colleen Trask led the pledge of allegiance. There were no additions to the agenda.

**AGENDA ITEM B-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** Director Mayo opened the floor to the public for public comment. No members of the public were present for comment or written communication.

**AGENDA ITEM C-CLOSED SESSION DISCUSSION:** At 6:35 pm President Mayo announced that the board would assemble into closed session for discussion of the following item; Greg Orsini asked if item C.2 could be addressed first:

**1. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT AND NEGOTIATIONS (Government Code 54957):**

Title: General Manager/Interim General Manager—Greg Orsini

**2. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION.** Consider initiation of litigation pursuant to subdivision (c) of Section 54956.9: 1 potential case (facts and circumstances not yet known to adverse party).

**Director Corbett arrived @ 6:40 pm**

**AGENDA ITEM D-REPORT OUT OF CLOSED SESSION:**

**ITEM C.1:** The General Managers contract will be brought back for approval at the next open session meeting.

**ITEM C.2:** The Board authorizes staff and counsel to discuss this matter further with the adverse party and bring a report back to the Board.

**AGENDA ITEM E-ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 7:28pm. Motion by Mayo; second by Corbett

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

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

**NOTE:** Due to technical difficulty no audio was recorded.

Respectfully Submitted,

Kathy Wilson,  
Board Secretary



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

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**McKinleyville Community Services District  
Investments & Cash Flow Report  
As of April 30, 2013**

Petty Cash & Change Funds 940.00

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		342,350.01
<b>Cash Receipts:</b>		
Utility Billings	272,879.00	
Money Market Account Interest	48.94	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	57,954.88	
<b>Total Cash Receipts</b>		330,882.82
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(142,963.44)	
Debt Service	(65,575.09)	
Capital & Other Expenditures	(194,054.46)	
<b>Total Cash Disbursements</b>		(402,592.99)
<b>Operating &amp; Money Market - Ending Balance</b>		270,639.84
<b>Total Cash</b>		271,579.84

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

<b>LAIF - Beginning Balance</b>	127,931.46	
Interest Income	-	
<b>LAIF - Ending Balance</b>		127,931.46
<b>Humboldt Co. #2560 - Beginning Balance</b>	249,926.60	
Property Taxes	308,664.82	
Transfer to Operating Cash	-	
Interest Income	-	
<b>Humboldt Co. #2560 - Ending Balance</b>		558,591.42
<b>Humboldt Co. #4240 - Beginning Balance</b>	4,846,028.53	
Property Taxes		
Transfer to/from Operating Cash	-	
Interest Income	743.28	
<b>Humboldt Co. #4240 - Ending Balance</b>		4,846,771.81
<b>Humboldt Co. #9390 - Beginning Balance</b>	110,584.48	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		110,584.48
<b>USDA Bond Reserve Fund - Beginning Balance</b>	138,322.06	
Bond Reserve Payment	7,897.33	
Debt Service Payment	-	
Interest Adjustment	3.14	
<b>USDA Bond Reserve Fund - Ending Balance</b>		146,222.53
<b>Market Valuation Account</b>		(180.00)

**Total Investments** 5,789,921.70

**Total Cash & Investments - Current Month** 6,061,501.54

**Total Cash & Investments - Prior Month** 5,815,903.04

**Net Change to Cash & Investments This Month** 245,598.50

**Cash & Investment Summary**

Cash & Cash Equivalents	5,160,439.23
Davis-Grunsky Loan Reserve	596,624.45
Waste Water Capital Reserve	98,215.33
USDA Bond Reserve	146,222.53
I-Bank Loan Reserve	60,000.00
<b>Total Cash &amp; Investments</b>	6,061,501.54

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of April 30, 2013**

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 883,361.68	\$ 292,608.06	\$ (59,516.51)	\$ 791,128.50	\$ 3,251,696.79	\$ 5,159,278.52
Accounts receivable	1,089.35	-	3,422.39	117,159.41	166,924.06	288,595.21
Prepaid expenses & other current assets	(4,655.14)	-	723.35	78,861.95	38,742.50	113,672.66
Total Current Assets	879,795.89	292,608.06	(55,370.77)	987,149.86	3,457,363.35	5,561,546.39
Noncurrent Assets						
Restricted cash & cash equivalents	323,180.92	-	-	656,624.45	244,437.86	1,224,243.23
Other noncurrent assets	39,325.43	-	-	9,604.13	30,023.78	78,953.34
Capital assets (net)	-	-	-	6,948,838.94	11,614,367.68	18,563,206.62
Total Noncurrent Assets	362,506.35	-	-	7,615,067.52	11,888,829.32	19,866,403.19
TOTAL ASSETS	\$ 1,242,302.24	\$ 292,608.06	\$ (55,370.77)	\$ 8,602,217.38	\$ 15,346,192.67	\$ 25,427,949.58
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 38,045.73	\$ 115.16	\$ 2,041.20	\$ 218,706.58	\$ 96,711.89	\$ 355,620.56
Accrued payroll & related liabilities	86,078.32	-	-	36,984.95	36,984.95	160,048.22
Total Current Liabilities	124,124.05	115.16	2,041.20	255,691.53	133,696.84	515,668.78
Noncurrent Liabilities						
Long-term debt	-	-	-	3,359,122.45	1,175,616.42	4,534,738.87
Other noncurrent liabilities	39,325.43	-	-	150,802.69	151,646.84	341,774.96
Total Noncurrent Liabilities	39,325.43	-	-	3,509,925.14	1,327,263.26	4,876,513.83
TOTAL LIABILITIES	163,449.48	115.16	2,041.20	3,765,616.67	1,460,960.10	5,392,182.61
Fund Balance/Net Assets						
Fund balance	174,799.76	292,492.90	(57,411.97)	-	-	409,880.69
Net assets	904,053.00	-	-	1,246,884.22	3,446,481.31	5,597,418.53
Investment in capital assets, net of related debt	-	-	-	3,589,716.49	10,438,751.26	14,028,467.75
Total Fund Balance/Net Assets	1,078,852.76	292,492.90	(57,411.97)	4,836,600.71	13,885,232.57	20,035,766.97
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,242,302.24	\$ 292,608.06	\$ (55,370.77)	\$ 8,602,217.38	\$ 15,346,192.67	\$ 25,427,949.58
Investment in General Capital Assets	\$ 3,184,081.42					
General Long-term Liabilities						
OPEB Liability	95,777.23					
Accrued Compensated Absences	7,540.27					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 103,317.50					

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

Department Summaries	April	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	114,860	1,364,091	1,710,992	(346,901)	-20.27%	Overall usage/income remains below rate study predictions
Other Revenues	11,844	249,797	176,643	73,154	41.41%	Capital contributions (non-cash donations of infrastructure) are above estimates
Total Operating Revenues	126,704	1,613,888	1,887,635	(273,747)	-14.50%	
Salaries & Benefits	62,644	613,653	648,403	(34,750)	-5.36%	
Water Purchased	52,940	550,085	587,089	(37,004)	-6.30%	
Other Expenses	25,705	305,944	380,945	(75,001)	-19.69%	Cost savings and reduction of non-vital purchases
Depreciation	24,100	241,000	208,333	32,667	15.68%	Budget based on prior year's depreciable assets
Total Operating Expenses	165,390	1,710,682	1,824,770	(114,088)	-6.25%	
Net Operating Income	(38,686)	(96,794)	62,865	(387,835)		
Interest Income	531	8,939	16,667	(7,728)	-46.37%	Interest income allocated proportionately to net operating gain/loss
Interest Expense	(6,652)	(91,251)	(71,734)	19,517	27.21%	Budget spread evenly across 12 months, but actuals vary w/debt payments
<b>Net Income (Loss)</b>	<b>(44,807)</b>	<b>(179,107)</b>	<b>7,798</b>	<b>(186,905)</b>		
<b><u>Sewer</u></b>						
Sewer Service Charges	117,767	1,243,040	1,370,833	(127,793)	-9.32%	Overall usage/income remains somewhat below rate study predictions
Other Revenues	9,928	281,132	166,083	115,049	69.27%	Capital contributions (non-cash donations of infrastructure) are above estimates
Total Operating Revenues	127,695	1,524,172	1,536,916	(12,744)	-0.83%	
Salaries & Benefits	64,156	630,690	666,483	(35,793)	-5.37%	
Other Expenses	40,510	422,997	505,147	(82,150)	-16.26%	Cost savings and reduction of non-vital purchases
Depreciation	38,400	384,000	340,000	44,000	12.94%	Budget based on prior year's depreciable assets
Total Operating Expenses	143,066	1,437,687	1,511,630	(73,943)	-4.89%	
Net Operating Income	(15,371)	86,485	25,286	61,199		
Interest Income	(1,793)	17,524	25,000	(7,476)	-29.91%	Interest returns remaining lower than expected
Interest Expense	(4,071)	(42,264)	(45,833)	(3,569)	-7.79%	
<b>Net Income (Loss)</b>	<b>(21,235)</b>	<b>61,745</b>	<b>4,453</b>	<b>57,292</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>(66,042)</b>	<b>(117,362)</b>	<b>12,251</b>	<b>(129,613)</b>		

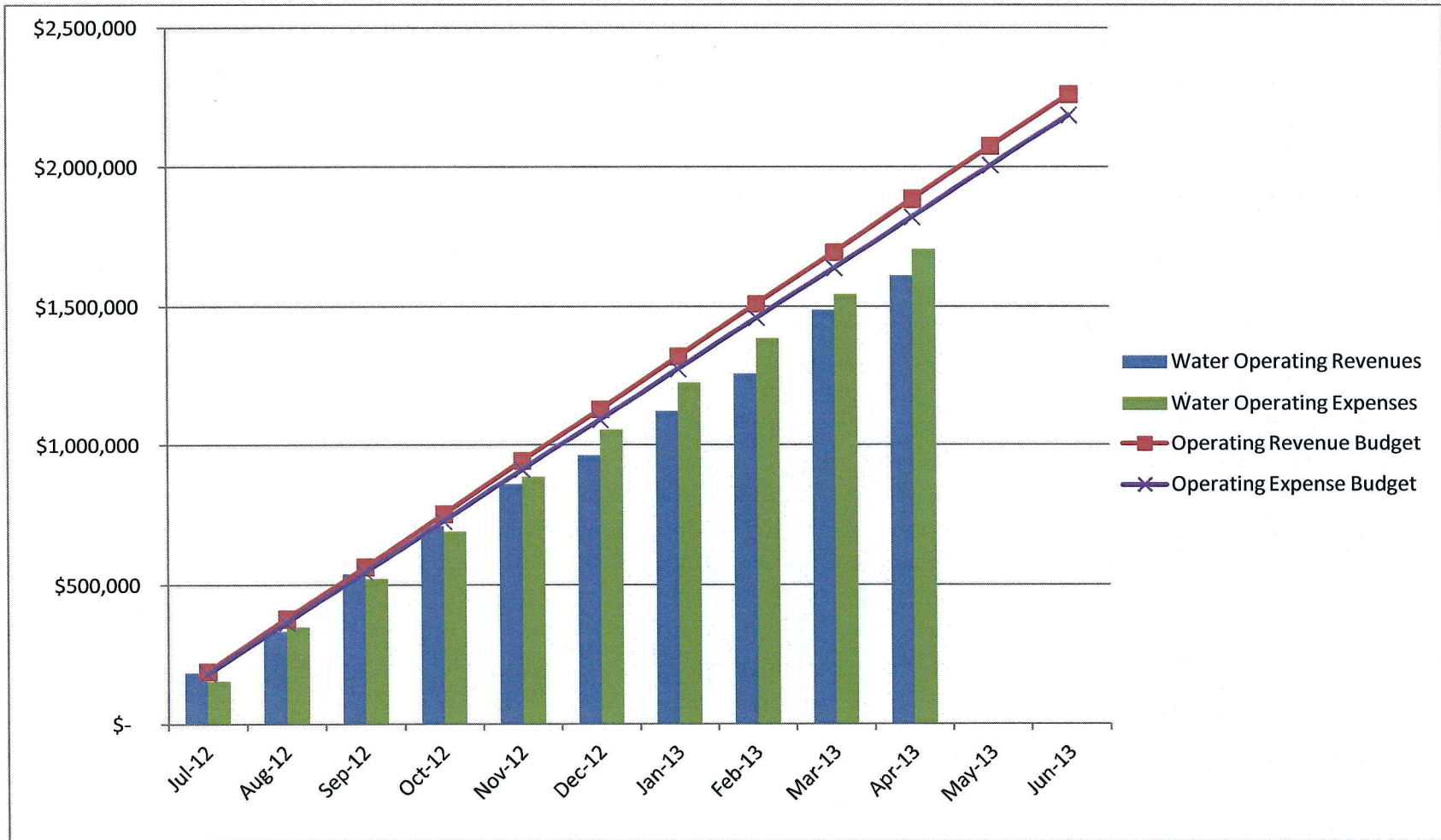
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**April 2013**

Department Summaries	April	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	28,922	263,003	288,167	(25,164)	-8.73%	County Tax remittance scheduled in December and April Quimby Funds reimbursement requested but still not yet received Interest income allocated proportionately to fund balances including gains/losses
Rents & Related Fees	11,345	50,716	44,355	6,361	14.34%	
Property Taxes	225,042	488,369	441,667	46,702	10.57%	
Other Revenues	7,202	81,789	200,463	(118,674)	-59.20%	
Interest Income	(515)	2,124	2,500	(376)	-15.03%	
Total Revenues	271,997	886,000	977,152	(91,152)	-9.33%	
Salaries & Benefits	58,383	657,371	660,992	(3,621)	-0.55%	Expense budget spread evenly across 12 months, but actuals vary w/programs Dec.2012 acquisition of property from Granite Construction
Other Expenditures	25,562	234,598	183,171	51,427	28.08%	
Capital Expenditures	7,240	69,763	131,667	(61,904)	-47.02%	
Total Expenditures	91,185	961,732	975,830	(14,098)	-1.44%	
<b>Excess (Deficit)</b>	<b>180,812</b>	<b>(75,732)</b>	<b>1,322</b>	<b>(77,054)</b>		
<b><u>Measure B Assessment</u></b>						
Total Revenues	83,744	202,704	174,167	28,537	16.38%	County Tax remittance scheduled in December and April
Salaries & Benefits	4,886	4,981	32,500	(27,519)	-84.67%	Teen Center project just getting started
Other Expenditures	115	2,087	2,500	(413)	-16.50%	Teen Center project just getting started
Capital Expenditures	-	8,260	139,167	(130,907)	-94.06%	Teen Center project just getting started
Total Expenditures	5,001	15,328	174,167	(158,839)	-91.20%	
<b>Excess (Deficit)</b>	<b>78,743</b>	<b>187,376</b>	<b>-</b>	<b>187,376</b>		
<b><u>Street Lights</u></b>						
Total Revenues	7,260	70,901	199,024	(128,123)	-64.38%	Budget includes revenues from LED project just started
Salaries & Benefits	2,327	30,170	33,355	(3,185)	-9.55%	Cost savings from Streetlights LED project not yet realized Budget includes expenses from LED project just started
Other Expenditures	4,031	40,889	35,451	5,438	15.34%	
Capital Expenditures	-	114	129,167	(129,053)	-99.91%	
Total Expenditures	6,358	71,172	197,973	(126,801)	-64.05%	
<b>Excess (Deficit)</b>	<b>903</b>	<b>(271)</b>	<b>1,051</b>	<b>1,322</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>260,457</b>	<b>111,373</b>	<b>2,373</b>	<b>109,000</b>		

# McKinleyville Community Services District

## April 2013

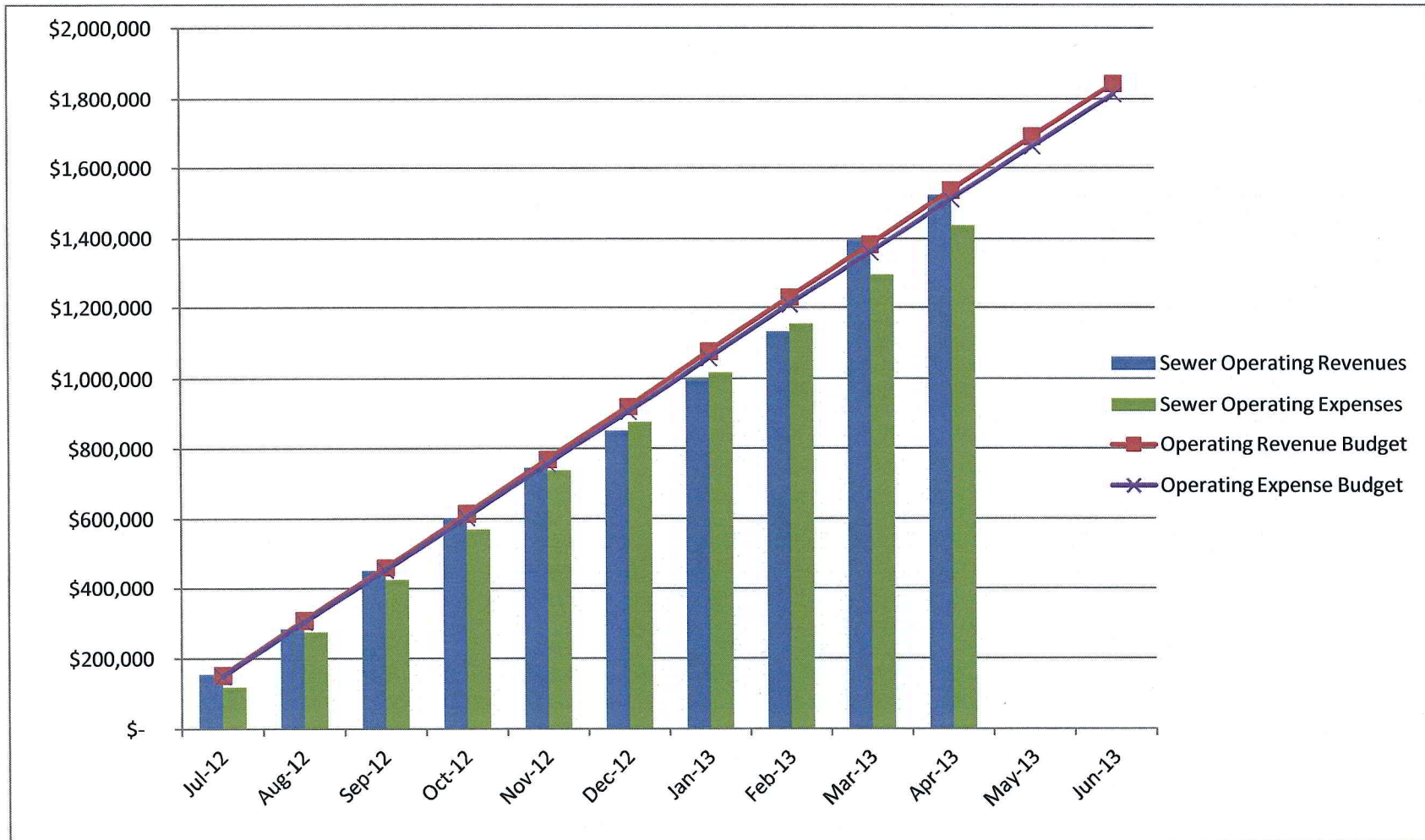
### Comparison of Water Fund Operating Revenues & Expenses to Budget



# McKinleyville Community Services District

## April 2013

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

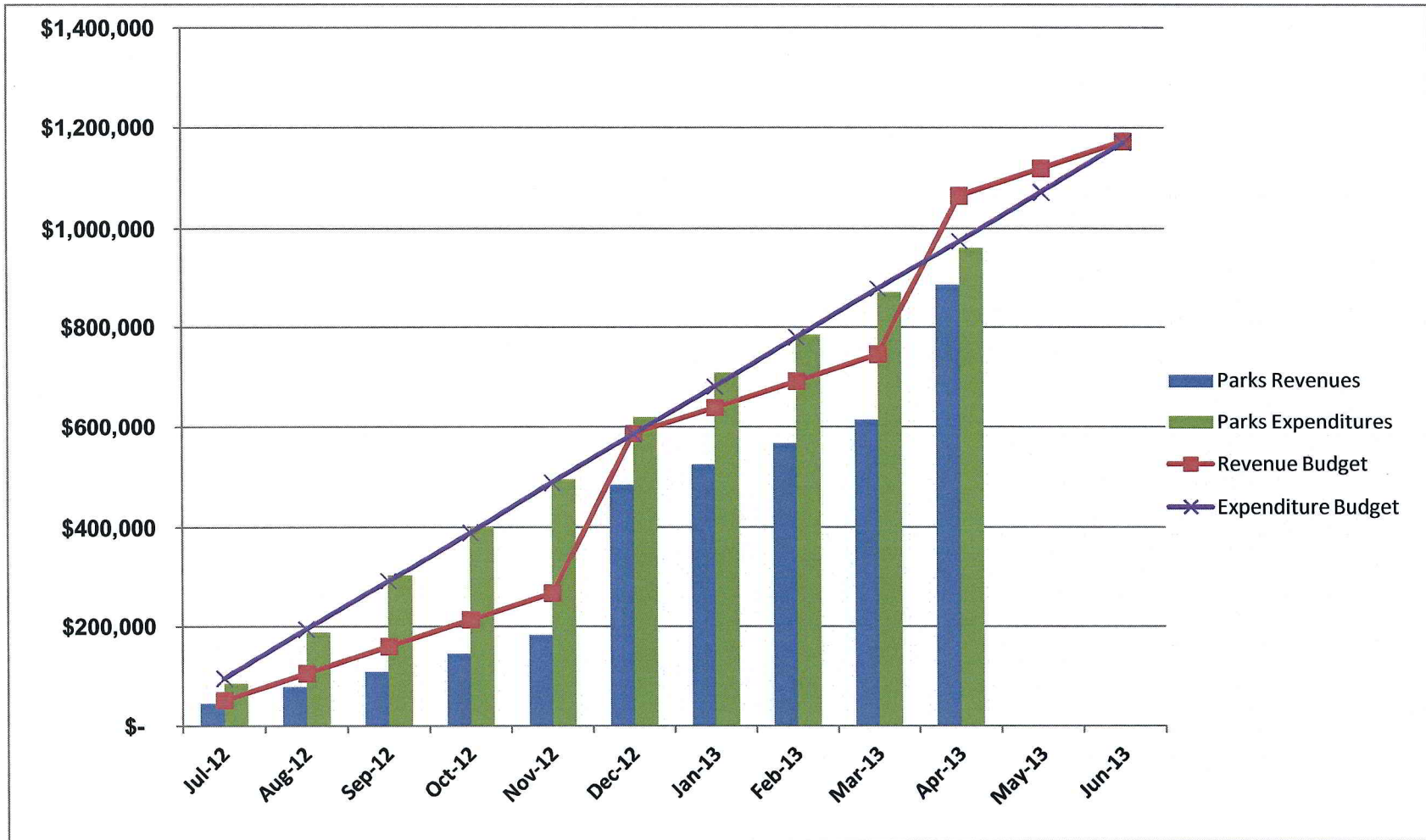




# McKinleyville Community Services District

## April 2013

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

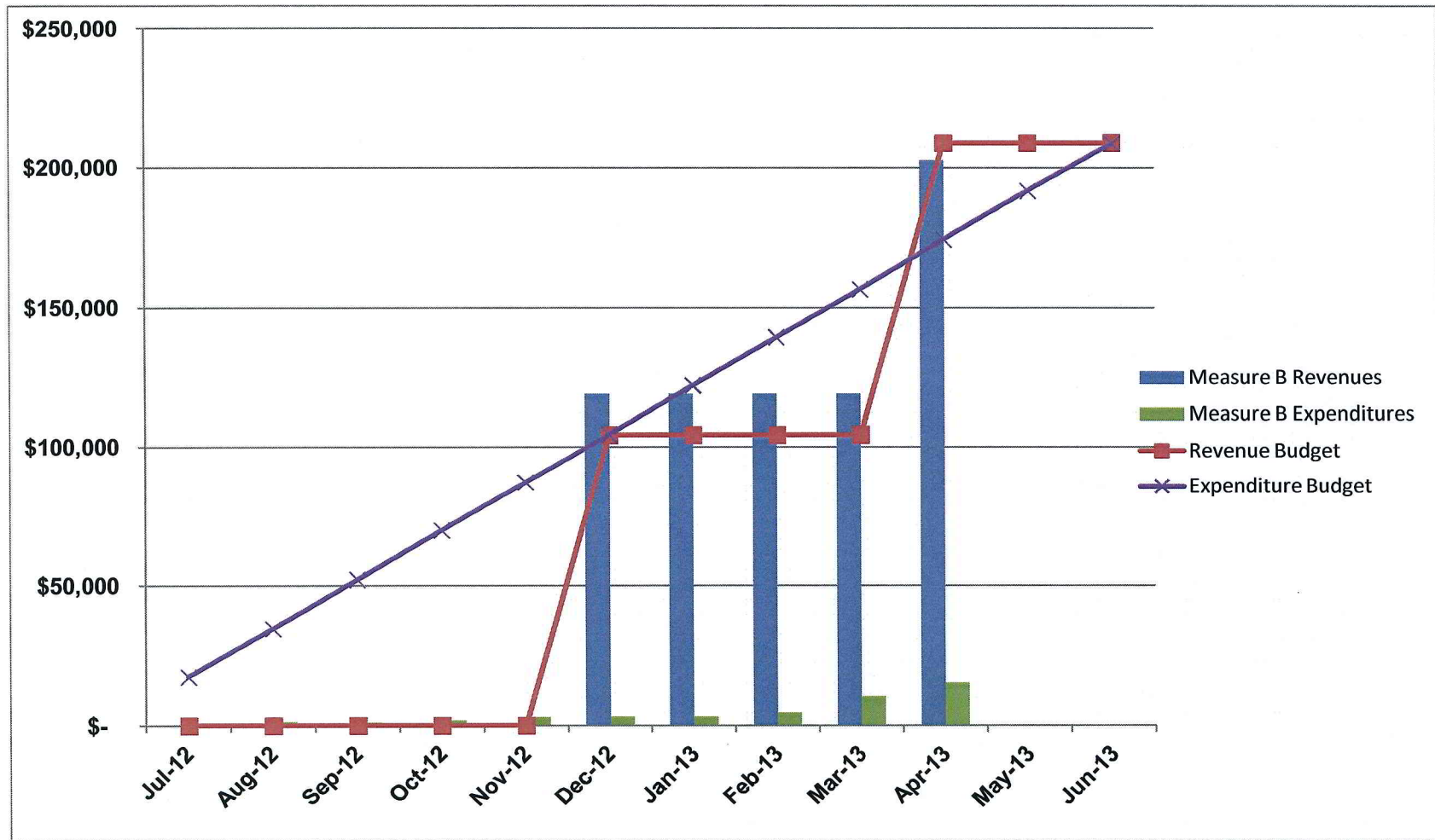




# McKinleyville Community Services District

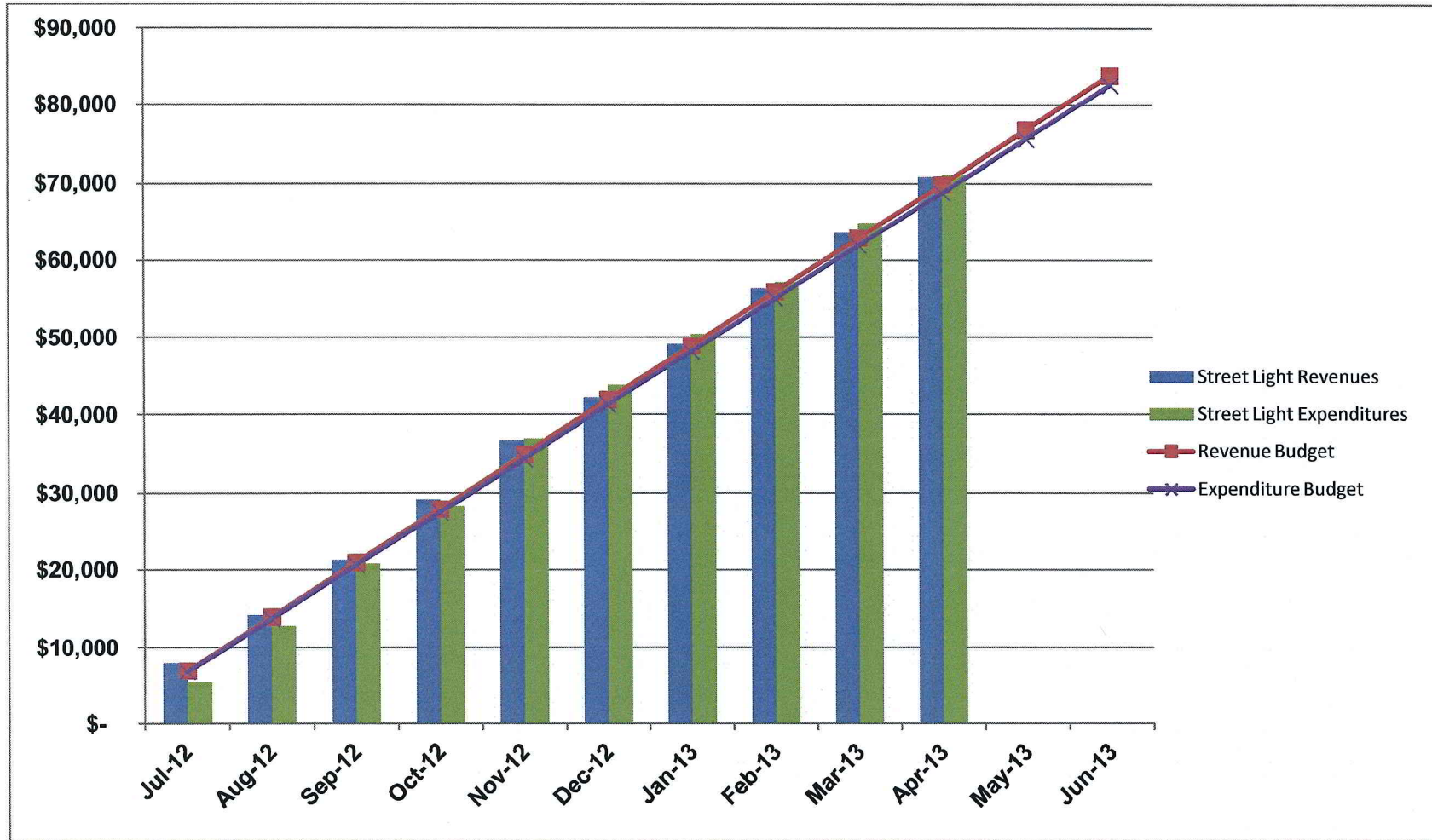
## April 2013

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



## McKinleyville Community Services District April 2013

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



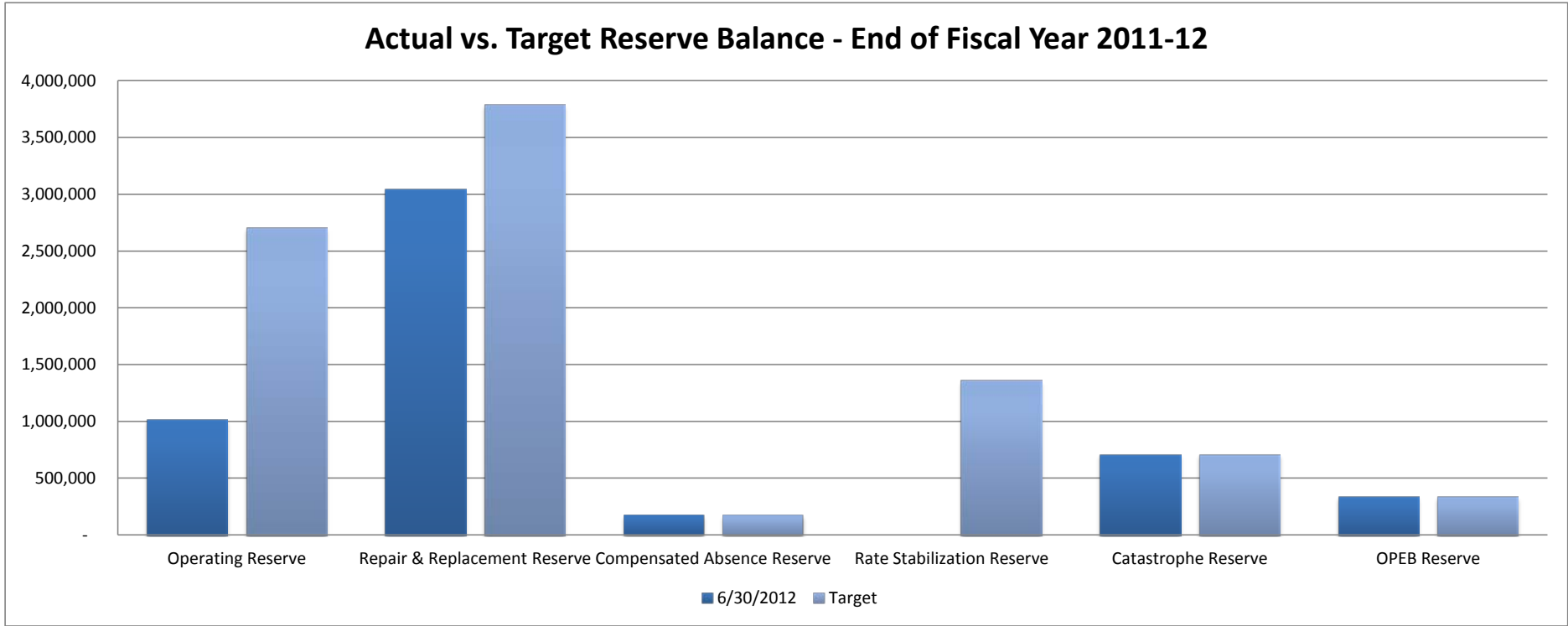
**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of April 30, 2013**

			YTD	FY 13	Remaining		
	March	April	Total	Budget	Budget \$	Budget %	Notes
<b><u>Water Department</u></b>							
Ramey Pump Upgrades		923	10,628	15,000	4,372	29%	Design - Pump Station Roof
Emergency Water Line River Crossing	8,663	4,038	75,718	129,300	53,582	41%	OLA Design - Northern Intertie
Water Tank Upgrade	-	299	19,215	8,000	(11,215)	-140%	
4.5m New Water Tank	-	-	-	3,500,000	3,500,000	100%	
Production Meter Replacements		-	-	-	-	#DIV/0!	
Emergency Water Supply		-	-	-	-	#DIV/0!	
Fire Hydrant System Upgrade	-		-	7,000	7,000	100%	
Customer Meter Replacements	-		1,177	1,300,000	1,298,823	100%	
Radio Telemetry Upgrade	2,897	6	2,904	20,000	17,096	85%	Radio Telemetry upgrade
Meter Reading Equipment Replacement	-	-	-	15,000	15,000	100%	
Water Main Replacement			-	60,000	60,000	100%	
Subtotal	11,561	4,344	109,642	5,054,300	4,944,658	98%	
<b><u>Sewer Department</u></b>							
Sewer Main Rehab & Replacement	-	-	-	50,000	50,000	100%	
WWMF Security Upgrades	-	-	-	4,000	4,000	100%	
WWMF Fencing & Gate			-	2,000	2,000	100%	
Collection System Upgrades		-	-	10,000	10,000	100%	
Irrigation & Pipe Fittings			-	3,000	3,000	100%	
Sewer Main Camera Unit			-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	490	48,283	68,035	750,000	681,965	91%	Project Mgmt - Brown&Caldwell
NPDES Permit/WWMF Engineering Study	108		108	50,000	49,892	100%	
Radio Telemetry Upgrade	2,897	6	2,904	30,000	27,096	90%	Radio Telemetry upgrade
WWMF SO2/Chlorine Injector Controllers			-	-	-	#DIV/0!	
Lift Station Pump Upgrade			-	20,000	20,000	100%	
Property Purchases & Improvements			-	10,000	10,000	100%	
Underground Locator Pipe & Camera			-	-	-	#DIV/0!	
Subtotal	3,495	48,290	71,047	959,000	887,953	93%	
<b><u>Water &amp; Sewer Operations</u></b>							
Heavy Equipment	-		-	100,000	100,000	100%	
Utility Vehicles	-		-	60,000	60,000	100%	
Office, Corporate Yard & Shops	-		6,757	227,000	220,243	97%	
Computers & Software	-	2,322	7,264	35,000	27,736	79%	
Fischer Ranch			-	13,000	13,000	100%	
Small Equipment & Other	-		-	42,000	42,000	100%	
Subtotal	-	2,322	14,021	477,000	462,979	97%	
Enterprise Funds Total	15,056	54,955	194,710	6,490,300	6,295,590	97%	
<b><u>Parks &amp; Recreation Department</u></b>							
Hiller Park & Sports Complex	-	-	1,434	-	(1,434)	#DIV/0!	
Pierson Park Upgrades	300	-	6,222	-	(6,222)	#DIV/0!	
Washington Avenue Park Project	2,500	7,240	14,718	-	(14,718)	#DIV/0!	
McKinleyville Activity Center Upgrades			-	-	-	#DIV/0!	
Law Enforcement Facility Improvements			-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds			37,408	150,000	112,592	75%	
Projects Funded by Measure B Renewal		-	5,856	185,000	179,144	97%	
Other Parks Projects & Equipment		-	1,853	8,000	6,147	77%	
Subtotal	2,800	7,240	67,490	343,000	275,510	80%	
<b><u>Streetlights</u></b>							
LED			-	140,000	140,000	100%	
Pole Replacement	-		-	15,000	15,000	100%	
Subtotal				155,000	155,000	100%	
Governmental Funds Total	2,800	7,240	67,490	498,000	430,510	86%	
All Funds Total	17,856	62,195	262,200	6,988,300	6,726,100	96%	

McKinleyville Community Services District  
Summary of Long-Term Debt Report  
As of April 30, 2013

				Principal Maturities and Scheduled Interest						
				Balance -	Balance -	Remaining for				
				Mar.31, 2013	Apr.30, 2013	FY-13	FY-14	FY-15	FY-16	Thereafter
				%	Maturity Date					
<b>Water Fund:</b>										
I-Bank		8/1/30	P	919,302.71	919,302.71	-	37,969.13	39,248.69	40,571.37	801,513.53
Interest	3.37%		I			15,490.26	30,340.72	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	162,276.88	162,276.88	5,416.26	10,909.36	11,018.72	11,125.84	123,806.70
Interest	1.0%		I			1,007.16	1,541.48	1,432.12	1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,936,845.81	1,936,845.81	-	75,821.96	77,717.50	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	340,697.05	340,697.05	-	17,035.12	17,035.12	17,035.12	289,591.69
Interest	2.5%		I			-	48,421.14	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal				3,359,122.45	3,359,122.45	5,416.26	141,735.57	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest						16,497.42	80,303.34	76,997.32	73,602.49	634,639.07
<b>Total Water Fund</b>				<b>3,359,122.45</b>	<b>3,359,122.45</b>	<b>21,913.68</b>	<b>222,038.91</b>	<b>222,017.35</b>	<b>221,995.26</b>	<b>3,553,196.90</b>
<b>Sewer Fund:</b>										
State of CA WRCB (SCEP I)		4/15/16	P	122,760.30	122,760.30	-	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	-	-	-	
State of CA WRCB (SCEP II)		3/27/18	P	153,178.64	129,254.93	-	24,545.72	25,183.91	25,838.70	53,686.60
Interest	2.6%		I			-	3,360.62	2,722.43	2,067.64	2,102.41
Umpqua Bank		12/4/17	P	232,211.56	228,601.19	24,587.32	44,667.13	47,186.72	49,848.42	79,721.79
Interest	5.5%		I			7,868.73	11,066.63	8,547.04	5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	695,000.00	695,000.00	-	60,000.00	60,000.00	60,000.00	515,000.00
Interest	5.0%		I			17,375.00	33,250.00	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal				1,203,150.50	1,175,616.42	24,587.32	170,132.95	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest						25,243.73	47,677.25	41,519.47	35,202.98	96,483.98
<b>Total Sewer Fund</b>				<b>1,203,150.50</b>	<b>1,175,616.42</b>	<b>49,831.05</b>	<b>217,810.20</b>	<b>214,810.20</b>	<b>211,810.20</b>	<b>744,892.37</b>
Total Principal				4,562,272.95	4,534,738.87	30,003.58	311,868.52	318,310.76	324,999.99	3,566,966.22
Total Interest						41,741.15	127,980.59	118,516.79	108,805.47	731,123.05
<b>Total</b>				<b>4,562,272.95</b>	<b>4,534,738.87</b>	<b>71,744.73</b>	<b>439,849.11</b>	<b>436,827.55</b>	<b>433,805.46</b>	<b>4,298,089.27</b>

McKinleyville Community Services District  
Board Designated Reserve Balances  
As of April 30, 2013



- Utility Accounts Receivable Turnover Days      As of April 30, 2013      10.3 Days

- YTD Breakeven Revenue, Water Fund: 2,866,718.32      - YTD Actual Water Sales: 1,364,090.78

Beg A/R      End A/R      Avg A/R      Net Util Sales      # of Times  
78259.52      #####      89769.58      2607130.73      29.04247441  
501 Ops Exp      501 COG      501 Wtr Sales  
1710682.02      550085      1364090.78

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period April 1 through April 30, 2013**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
26238	4/1/2013	*0001	JANELLE JONES	30.00	B30325	FINGERPRINTING REC PROGRAM
26239	4/1/2013	*0002	QUINN RICE	45.00	B30329	INDEPENDENT CONTRACTOR PA
26240	4/1/2013	*0003	MICHAEL RICE	45.00	B30329	INDEPENDENT CONTRACTOR PA
26241	4/1/2013	*0004	KASEY CATHER	30.00	B30329	FINGERPRINTING REIMBURSEMENT
26242	4/1/2013	ABB03	ABBY SYSTEMS, INC	3,348.00	1165	RADIO TELEMETRY UPGRADE
26243	4/1/2013	AJI01	HAIDER AJINA	45.00	B30329	FUTSAL REFEREE PAYMENT
26244	4/1/2013	ARC02	Arcata Stationers	413.81	B30325	OFFICE SUPPLIES
				178.49	B30329	OFFICE SUPPLIES
			Check Total:	<u>592.30</u>		
26245	4/1/2013	COL05	COLANTUONO & LEVIN, PC	261.00	24948	PROFESSIONAL SERVICES
26246	4/1/2013	COR07	JOHN W. CORBETT	250.00	B30325	DIRECTORS FEES
26247	4/1/2013	COU09	DAVID R. COUCH	250.00	B30325	DIRECTORS FEES
26248	4/1/2013	CRE02	CREATIVE DECORATING	560.00	B30327	REPAIRS/ SUPPLIES
26249	4/1/2013	DOW01	DOWNEY BRAND ATTORNEYS LL	261.00	24948	PROFESSIONAL SERVICES
26250	4/1/2013	EDW01	HELEN L. EDWARDS	250.00	B30325	DIRECTORS FEES
26251	4/1/2013	GUA01	GUARDIAN - APPLETON	4,132.82	B30326	GRP DENTAL INSURANCE
26252	4/1/2013	HAR13	The Hartford - Priority A	690.06	B30326	GRP LIFE INSURANCE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26253	4/1/2013	HUM42	HUMBOLDT OUTFITTERS	1,057.92	7498	REC PROGRAM SUPPLIES
26254	4/1/2013	HUN02	KEVIN HUNTLEY	10.91	B30325	REC PROGRAM SUPPLIES
26255	4/1/2013	MAY02	DENNIS MAYO	250.00	B30325	DIRECTORS FEES
26256	4/1/2013	MIT01	Mitchell, Brisso, Delaney	1,262.69	32210	LEGAL
26257	4/1/2013	NOR40	NorthCoast Employer Advisory Council	30.00	B30326	ANNUAL MEMBERSHIP DUES
26258	4/1/2013	NYL01	NYLEX.NET	336.00	73644	PROFESSIONAL SERVICES
				480.00	73697	PROFESSIONAL SERVICES
			Check Total:	<u>816.00</u>		
26259	4/1/2013	ORI01	ORIENTAL TRADING CO. INC.	338.15	656297744	REC PROGRAM SUPPLIES
26260	4/1/2013	OSC01	OSCAR LARSON & ASSOCIATES	8,663.45	3693	PROFESSIONAL SERVICES
26261	4/1/2013	PGE02	PACIFIC GAS & ELECTRIC	2,523.84	B30326	STREETLIGHTS FOR MARCH 2013
26262	4/1/2013	PRI01	PRICE GEOGRAPHIC CONSULTING	1,760.00	1759	PROFESSIONAL SERVICES
26263	4/1/2013	REM01	REMY, MOOSE AND MANLEY,LLC	2,306.25	95910	PROFESSIONAL SERVICES
26264	4/1/2013	SAF04	SAFEWAY INC. FILE # 72905	59.88	B30327	OFFICE SUPPLIES
26265	4/1/2013	SHN01	SHN ENGINEERING	6,416.25	79007	PROFESSIONAL SERVICES
26266	4/1/2013	THR01	THRIFTY SUPPLY COMPANY	207.83	1338748	SAFETY SUPPLIES
26267	4/1/2013	THR02	THREE G'S HAY & GRAIN	7.26	61248	REPAIRS/ SUPPLIES
26268	4/1/2013	UPS01	UPS	107.07	Y6R493123	LAB SHIPMENT
26269	4/1/2013	USB01	U.S. BANK TRUST N.A.	7,895.83	B30327	SEWER BOND PAYMENT-APRIL
26270	4/1/2013	WEN01	WILLIAM WENNERHOLM, DC	250.00	B30325	DIRECTORS FEES
26271	4/1/2013	\B033	MQ CUSTOMER REFUND FOR BO	74.56	000B30401	MQ CUSTOMER REFUND FOR BO



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26272	4/1/2013	\B034	MQ CUSTOMER REFUND FOR BR	6.79	000B30401	MQ CUSTOMER REFUND FOR BR
26273	4/1/2013	\B035	MQ CUSTOMER REFUND FOR BU	23.79	000B30401	MQ CUSTOMER REFUND FOR BU
26274	4/1/2013	\C010	MQ CUSTOMER REFUND FOR CA	54.55	000B30401	MQ CUSTOMER REFUND FOR CA
26275	4/1/2013	\C011	MQ CUSTOMER REFUND FOR CA	27.56	000B30401	MQ CUSTOMER REFUND FOR CA
26276	4/1/2013	\C012	MQ CUSTOMER REFUND FOR CO	11.23	000B30401	MQ CUSTOMER REFUND FOR CO
26277	4/1/2013	\C013	MQ CUSTOMER REFUND FOR CU	138.62	000B30401	MQ CUSTOMER REFUND FOR CU
26278	4/1/2013	\G018	MQ CUSTOMER REFUND FOR GR	50.68	000B30401	MQ CUSTOMER REFUND FOR GR
26279	4/1/2013	\H009	MQ CUSTOMER REFUND FOR HU	33.09	000B30401	MQ CUSTOMER REFUND FOR HU
26280	4/1/2013	\K003	MQ CUSTOMER REFUND FOR KE	29.07	000B30401	MQ CUSTOMER REFUND FOR KE
26281	4/1/2013	\L005	MQ CUSTOMER REFUND FOR LU	2.44	000B30401	MQ CUSTOMER REFUND FOR LU
26282	4/1/2013	\L018	REISSUE OF VOIDED CHECK PL	40.73	B30325	REISSUE OF VOIDED CHECK
26283	4/1/2013	\M049	MQ CUSTOMER REFUND FOR MI	44.30	000B30401	MQ CUSTOMER REFUND FOR MI
26284	4/1/2013	\M050	MQ CUSTOMER REFUND FOR MO	22.85	000B30401	MQ CUSTOMER REFUND FOR MO
26285	4/1/2013	\O007	MQ CUSTOMER REFUND FOR OR	8.41	000B30401	MQ CUSTOMER REFUND FOR OR
26286	4/1/2013	\S016	MQ CUSTOMER REFUND FOR SC	36.91	000B30401	MQ CUSTOMER REFUND FOR SC
26287	4/1/2013	\S056	MQ CUSTOMER REFUND FOR ST	47.25	000B30401	MQ CUSTOMER REFUND FOR ST
26288	4/1/2013	\S057	MQ CUSTOMER REFUND FOR SU	35.68	000B30401	MQ CUSTOMER REFUND FOR SU
26289	4/1/2013	\W013	MQ CUSTOMER REFUND FOR WA	54.23	000B30401	MQ CUSTOMER REFUND FOR WA
26290	4/1/2013	\W031	MQ CUSTOMER REFUND FOR WA	16.83	000B30401	MQ CUSTOMER REFUND FOR WA
26291	4/1/2013	\W032	MQ CUSTOMER REFUND FOR WH	86.36	000B30401	MQ CUSTOMER REFUND FOR WH



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26292	4/1/2013	\W033	MQ CUSTOMER REFUND FOR WI	22.65	000B30401	MQ CUSTOMER REFUND FOR WI
26293	4/1/2013	\Y004	MQ CUSTOMER REFUND FOR YU	26.34	000B30401	MQ CUSTOMER REFUND FOR YU
26294	4/3/2013	STA04	CWSRF ACCOUNTING OFFICE	27,906.34	B30403P	SRF LOAN PAYMENT
26295	4/8/2013	*0005	J. HENRY	-	B30402	Ck# 026295 Reversed
26296	4/8/2013	*0006	ALISON SMITH	75.00	B30402	INDEPENDENT CONTRACTOR PA
26297	4/8/2013	*0007	FORGET ME NOT PHOTO	400.00	B30403	PHOTO BOOTH REVENUE
26298	4/8/2013	*0008	JAIRSINHO MAGANA	20.00	B30404	REC PROGRAM FINGERPRINTING
26299	4/8/2013	*0009	COURSE CANCELLED-REFUND KC	15.00	B30404	COURSE CANCELLED-REFUND KC
26300	4/8/2013	AGS01	AG SALES	29.84	74667	REPAIRS/ SUPPLIES
26301	4/8/2013	AJI01	HAIDER AJINA	45.00	B30403	CONTRACTED REFEREE
26302	4/8/2013	ARC02	Arcata Stationers	83.09	B30327	OFFICE SUPPLIES
26303	4/8/2013	BLA03	BLANCHARD DATA	2,446.56	3	RADIO TELEMETRY UPGRADE
26304	4/8/2013	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	00B303151	MOM SOFTWARE MAINTENACE
26305	4/8/2013	COS03	COSTCO WHOLESALE	302.59	B30402	SUPPLIES PURCHASED IN MARCH
26306	4/8/2013	DEP02	CAL. DEPT. OF PUBLIC HEALTH	277.20	B30327	WATER SYSTEM FEES
26307	4/8/2013	FED01	FedEx Office	108.21	B30325	WWMF ENGINEERING STUDY
26308	4/8/2013	HEN02	SCOTT HENDRICKSON	15.00	B30403	CONTRACTED REFEREE PAYMENT
26309	4/8/2013	LES01	LES SCHWAB TIRE CENTER	12.75	B30326	VEHICLE REPAIRS
26310	4/8/2013	MCK03	MCKINLEYVILLE OFFICE SUPPLY	38.99	44674	FEDEX SHIPMENT
26311	4/8/2013	POR01	REBECCA PORTNOY	48.90	B30404	REC PROGRAM SUPPLIES REIMB

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26312	4/8/2013	ROU01	ROUND TABLE DEVELOPMENT CORP	106.16	624	REC PROGRAM SUPPLIES
26313	4/8/2013	SIE01	SIERRA FOOTHILL LAB, INC.	515.00	119858	LAB TESTS
26314	4/8/2013	SON01	SONOMA STATE UNIVERSITY	300.00	10459	HISTORICAL RESEARCH-PIERSON PARK
26315	4/8/2013	STA08	SWRCB ACCOUNTING OFFICE	40,920.10	B30305	SRF LOAN PAYMENT
26316	4/8/2013	SUD01	SUDDENLINK	159.90	B30404	INTERNET SERVICES
26317	4/8/2013	THO02	Thomas Home Center	148.24	B30404	REPAIRS/SUPPLY
26318	4/8/2013	THR02	THREE G'S HAY & GRAIN	75.00	62344	SUPPLIES PURCHASED
26319	4/8/2013	UMP03	UMPQUA BANK--VISA	1,356.33	B30404	SUPPLIES PURCHASED IN MAR
26320	4/8/2013	UPS01	UPS	124.86	Y6R493133	LAB SHIPMENT/ REPAIR SHIPMENT
26321	4/8/2013	VER01	VERIZON WIRELESS	140.96	B30404	CELL PHONES FOR MARCH 2013
26322	4/8/2013	WIL09	WILLDAN FINANCIAL SERVICE	5,610.00	010-20181	PROFESSIONAL SERVICES
26323	4/9/2013	*0005	JEREMY HENRY	63.75	B30409P	INDEPENDENT CONTRACTOR PA
26324	4/15/2013	*0010	DEPOSIT REFUND DG	100.00	B30409	DEPOSIT REFUND DG
26325	4/15/2013	*0011	REC PROGRAM REIMBURSEMENT	50.00	B30411	REC PROGRAM REIMBURSEMENT
26326	4/15/2013	*0012	REC PROGRAM REIMBURSEMENT	50.00	B30411	REC PROGRAM REIMBURSEMENT
26327	4/15/2013	APP01	APPLIED INDUST. TECH.	58.95	641952	VEHICLE REPAIRS
26328	4/15/2013	ARC07	ARCATA FIRE PROTECTION DISTRICT	3,726.00	B30322	AFPD ASSESSMENTS FY12/13
26329	4/15/2013	BAY02	BAY WEST SUPPLY, INC.	1,252.36	B30402	JANITORIAL SUPPLIES FOR MARCH
26330	4/15/2013	BHI01	BHI MANAGEMENT CONSULTING	2,250.00	013-25	PROFESSIONAL SERVICES
26331	4/15/2013	CDW01	CDW GOVERNMENT, INC.	848.62	BC00953	COMPUTER FOR PARKS OFFICE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26332	4/15/2013	COA02	COASTAL BUSINESS SYSTEMS	1,944.27	31466	QUARTERLY PAYMENT
26333	4/15/2013	COA04	COASTAL TREE SERVICE	585.00	B30404	SERVICES RENDERED
26334	4/15/2013	COU02	HUMBOLDT COUNTY ASSESSOR	6.30	B30322	MEASURE B MAPS
26335	4/15/2013	CRO03	CROWN TROPHY PETALUMA	678.41	17417	REC PROGRAM SUPPLIES
26336	4/15/2013	EIC01	JENNIFER EICHSTEDT	771.90	B30411	CONTRACTED INSTRUCTOR
26337	4/15/2013	EUR06	EUREKA READY MIX	975.03	69481	REPAIRS/SUPPLY
26338	4/15/2013	FRE02	MICHAEL FREEMAN	21.49	B30411	EMPLOYEE REIMBURSEMENT
26339	4/15/2013	HUC01	DELILAH HUCK	393.25	B30409	CONTRACTED INSTRUCTOR
26340	4/15/2013	HUM01	HUMBOLDT BAY MUNI WATER DISTRICT	53,512.78	B30403	WTR PURCHASED
26341	4/15/2013	HUM08	HUMBOLDT SANITATION	1,013.70	B30403	TRASH SERVICE
26342	4/15/2013	IND01	INDEPENDENT BUS. FORMS	84.10	25608	BUSINESS CARDS
26343	4/15/2013	IND02	Industrial Electric Service	263.90	8572 8583	REPAIRS/SUPPLY
26344	4/15/2013	MCK03	MCKINLEYVILLE OFFICE SUPPLY	32.55	44669	SHIPMENT-UPS OVERNIGHT
26345	4/15/2013	MCK04	MCK ACE HARDWARE	674.23	B30403	REPAIRS/SUPPLY
26346	4/15/2013	MCK21	MCKINLEYVILLE PRESS	25.00	13-222	LEGAL AD
26347	4/15/2013	MIL01	Miller Farms Nursery	2,106.87	B30403	REPAIRS/SUPPLY
26348	4/15/2013	NOR01	NORTH COAST LABORATORIES	2,943.00	B30403	LAB TESTS
26349	4/15/2013	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	80.00	19415	SUBSCRIPTION
26350	4/15/2013	NOR27	NORTH CENTRAL LABS	138.29	318749	LAB TESTING
26351	4/15/2013	NOR35	NORTHERN HUMBOLDT	254.99	ES13-0137	OPEN SPACE MAINTENANCE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
				326.10	ES13-0144	OPEN SPACE MAINTENANCE
			Check Total:	581.09		
26352	4/15/2013	NOR36	NORTH COAST PARTS & SUPPLIES	38.47	B30404	REPAIRS/ SUPPLIES
26353	4/15/2013	ORE01	O'REILLY AUTOMOTIVE, INC.	5.36	B30404	REPAIRS/SUPPLY
26354	4/15/2013	PGE01	PG & E (Office & Field)	10,437.31	B30409	GAS & ELECTRIC
26355	4/15/2013	PRE08	PRECISION INTERMEDIA	902.50	17876	PROFESSIONAL SERVICES
				403.75	17940	PROFESSIONAL SERVICES
				30.00	17970	WEB HOSTING
				71.25	17995	PROFESSIONAL SERVICES
			Check Total:	1,407.50		
26356	4/15/2013	REN01	RENNER PETROLEUM	3,315.56	B30404	GAS/OIL/LUBE
26357	4/15/2013	SIE02	SIERRA CHEMICAL CO.	953.24	247626	CHLORINE/ CONTAINER DEPOSIT
26358	4/15/2013	UMP03	UMPQUA BANK--VISA	330.92	B30409	SUPPLIES PURCHASED IN MARCH
26359	4/15/2013	UPS01	UPS	278.02	Y6R493143	LAB SHIPMENT
26360	4/16/2013	HUM15	HUMBOLDT COUNTY CLERK	43.00	B30416P	NOTARY-DAVE BALDOSSER
26361	4/22/2013	*0013	REISSUEMENT OF CHECK-AZALEA HALL	161.00	B30416	REISSUEMENT OF CHECK-AZALEA HALL
26362	4/22/2013	*0014	REC PROGRAM REFUND	78.00	B30416	REC PROGRAM REFUND
26363	4/22/2013	*0015	DEPOSIT REFUND AZALEA HALL	100.00	B30419	DEPOSIT REFUND AZALEA HALL
26364	4/22/2013	AJI01	HAIDER AJINA	45.00	B30417	CONTRACTED REFEREE
26365	4/22/2013	ARC02	Arcata Stationers	107.67	888701	OFFICE SUPPLIES
				5.08	B30409	OFFICE SUPPLIES
				14.25	B30411	OFFICE SUPPLIES
				97.36	B30422	OFFICE SUPPLIES
			Check Total:	224.36		
26366	4/22/2013	ATT01	AT&T	1,052.76	B30416	PHONE SERVICES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26367	4/22/2013	BAN01	THE BANANA HUT:HAWAIIAN BBQ	207.57	102	EMPLOYEES MEETING
26368	4/22/2013	BLA03	BLANCHARD DATA	445.59	4	PROFESSIONAL SERVICES
26369	4/22/2013	CAS01	CASH	173.33	B30422	SUPPLIES PURCHASED - PETTY CASH
26370	4/22/2013	COL05	COLANTUONO & LEVIN, PC	464.00	25075	PROFESSIONAL SERVICES
26371	4/22/2013	CRO03	CROWN TROPHY PETALUMA	46.33	17304	COMMUNITY BUILDER AWARD
26372	4/22/2013	EDW02	EDWARD SCHILLINGER ENGINE	7,240.00	B30419	PROFESSIONAL SERVICES
26373	4/22/2013	EGG01	LYNN EGGINK	271.05	B30419	CONTRACTED INSTRUCTOR
26374	4/22/2013	EUR05	Eureka Oxygen Co	50.36	64779	SAFETY SUPPLIES
				29.30	A471041	SAFETY SUPPLIES
			Check Total:	<u>79.66</u>		
26375	4/22/2013	FRE03	FRED PRYOR SEMINARS	327.00	B30416	TRAINING
26376	4/22/2013	FRE07	FRESHWATER ENVIRONMENTAL	2,200.00	676	PROFESSIONAL SERVICES
26377	4/22/2013	FRI05	LESLEY FRISBEE	44.97	B30422	OFFICE SUPPLIES REIMB
26378	4/22/2013	HAC01	HACH COMPANY	498.68	8219890	LAB TESTING SUPPLIES
26379	4/22/2013	KEY01	KEY EQUIPMENT FINANCE	312.40	1305	EQUIPMENT LEASE
26380	4/22/2013	MIL03	THE MILL YARD	64.76	268937	SUPPLIES/ REPAIRS
26381	4/22/2013	MIT01	Mitchell, Brisso, Delaney	3,472.38	32366	PROFESSIONAL SERVICES
26382	4/22/2013	NOR23	NORTH COAST SECTION, CWEA	50.00	B30416	TRAINING
26383	4/22/2013	NYL01	NYLEX.NET	432.00	73768	PROFESSIONAL SERVICES
				288.00	73769	PROFESSIONAL SERVICES
				768.00	73834	PROFESSIONAL SERVICES
			Check Total:	<u>1,488.00</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26384	4/22/2013	OCC01	OCCUPATIONAL HEALTH	180.00	523*03-13	PROFESSIONAL SERVICES
26385	4/22/2013	PGE02	PACIFIC GAS & ELECTRIC	2,523.25	B30422	STREETLIGHTS
26386	4/22/2013	POI01	POINTS WEST SURVEYING CO.	793.00	10409	NORTHERN INTERTIE PROJECT
26387	4/22/2013	SIE01	SIERRA FOOTHILL LAB, INC.	165.00	118963	LAB TESTS
				350.00	120530	LAB TESTS
			Check Total:	<u>515.00</u>		
26388	4/22/2013	THO01	THOMAS & ASSOCIATES	1,826.12	26854	REPAIRS/ SUPPLIES
26405	4/29/2013	*0011	KEN SHAPIRO	-	B30424	Ck# 026405 Reversed
26406	4/29/2013	*0018	REC PROGRAM REFUND JH	70.00	B30426	REC PROGRAM REFUND JH
26407	4/29/2013	*0019	REC PROGRAM REFUND SW	24.00	B30426	REC PROGRAM REFUND SW
26408	4/29/2013	A&L02	A & L FEED	9.66	28850	REPAIRS/SUPPLIES
26409	4/29/2013	ARC02	Arcata Stationers	113.78	B30426	OFFICE SUPPLIES
26410	4/29/2013	CHA01	CHARTHOUSE LEARNING	1,359.33	1359.33	REC PROGRAM SUPPLIES
26411	4/29/2013	FRE03	FRED PRYOR SEMINARS	79.00	B30426	EXCEL TRAINING
26412	4/29/2013	HUM42	HUMBOLDT OUTFITTERS	1,081.15	B30426	REC PROGRAM SUPPLIES
26413	4/29/2013	MAY02	DENNIS MAYO	653.07	B30422	TRAVEL:5/5 & 5/6
26414	4/29/2013	MUN02	MUNICIPAL MAINTENANCE	54.46	80659	VAC-CON REPAIRS
26415	4/29/2013	NEC01	NEC FINANCIAL SERVICES,LL	286.59	1604590	PHONE SYSTEMS
26416	4/29/2013	PAR06	PARCEL QUEST	534.60	4/13/4269	SUBSCRIPTION RENEWAL
26417	4/29/2013	RES05	RESERVE ACCOUNT	1,500.00	B30416	POSTAGE MTR
26418	4/29/2013	SEC03	SECURITY LOCK & ALARM	439.80	80604	INSTALL SECURITY CAMERA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26419	4/29/2013	USP02	USPS: ARCATA BMEU	1,500.00	B30416	REFILL PERMIT 202 BULK MA
26437	5/15/2013	IND02	Industrial Electric Serv	(406.91)	S1117992u	Ck# 026437 Reversed
				252,010.83		
<b>Total Disbursements, Accounts Payable:</b>				<b>252,010.83</b>		

**Payroll Related Disbursements**

10985-11012	4/9/2013		Various Employees	13,944.17		EMPLOYEE PAYROLL CHECKS
11013	4/9/2013	CAL12	CalPERS 457 Plan	3,091.55	B30408	RETIREMENT
11014	4/9/2013	DIR01	DIRECT DEPOSIT VENDOR- US	23,004.56	B30408	Direct Deposit
11015	4/9/2013	EMP01	Employment Development	1,168.62	B30408	STATE INCOME TAX
				3.19	1B30401	SDI
				488.28	1B30408	SDI
				113.65	2B30401	STATE INCOME TAX
				17.22	3B30401	SDI
			Check Total:	1,790.96		
11016	4/9/2013	EMP02	Employment Dev Department	10,085.69	B30331	SUI
11017	4/9/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B30401	FEDERAL INCOME TAX
				4,218.41	B30408	FEDERAL INCOME TAX
				39.58	1B30401	FICA
				6,044.80	1B30408	FICA
				9.26	2B30401	MEDICARE
				1,413.74	2B30408	MEDICARE
				430.50	3B30401	FEDERAL INCOME TAX
				213.52	4B30401	FICA
				49.94	5B30401	MEDICARE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
			Check Total:	<u>12,419.75</u>		
11018	4/9/2013	AFL01	AFLAC	43.30	B30331	AFLAC (PRE-TAX)
11019	4/9/2013	PUB01	Public Employees PERS	14,427.21	B30331	PERS PAYROLL REMITTANCE
				<u>56.08</u>	1B30331	PERS CONTRIBUTION
			Check Total:	<u>14,483.29</u>		
11020	4/11/2013		Employee	6,036.00		Vacation Buyout
26389-26404	4/25/2013		Various Employees	43,367.92		EMPLOYEE PAYROLL CHECKS
11051	4/25/2013	CAL12	CalPERS 457 Plan	2,991.72	B30424	RETIREMENT
11052	4/25/2013	EMP01	Employment Development	-	B30411	STATE INCOME TAX
				1,276.01	B30424	STATE INCOME TAX
				65.36	1B30411	SDI
				<u>521.20</u>	1B30424	SDI
			Check Total:	<u>1,862.57</u>		
11053	4/25/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B30411	FEDERAL INCOME TAX
				4,605.52	B30424	FEDERAL INCOME TAX
				810.46	1B30411	FICA
				6,452.96	1B30424	FICA
				189.54	2B30411	MEDICARE
				<u>1,509.14</u>	2B30424	MEDICARE
			Check Total:	<u>13,567.62</u>		
				<u>148,480.06</u>		
			<b>Total Disbursements, Payroll:</b>	<b><u>148,480.06</u></b>		
			<b>Total Check Disbursements:</b>	<b><u>400,490.89</u></b>		



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 12, 2013

TYPE OF ITEM: **Consent Calendar Item**

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

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

**TYPE OF ACTION: Consent Calendar**

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	April 5 & 11, 2013
10 Day Notice	May 29, 2013
Board Meeting	June 12, 2013
Lock	July 15, 2013
<b>ROUTES 6, 7 and 8</b>	

Account #	Address	Model of DCV	Date s/o out
6-020-000	1495 School	Wilkins	
6-250-000	1764 Edeline	Febco	
6-345-000	1111 Hayes	Watts	
6-700-000	1732 Hawkes	Watts	
6-703-000	1712 Hawkes	Febco	
7-090-000	1790 Anderson	Wilkins	5/20/2013
8-660-000	1742 Ocean	Wilkins	5/22/2013

Updated: 5/29/13

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Approve conveyance for developments related to water and sewer facilities in referenced projects**

**PRESENTED BY:**              **Greg Orsini**

**TYPE OF ACTION:**          **Voice Vote**

**Recommendation:**

Adopt acceptance of the facilities as recommended by staff included as attached and listed by name and Assessor's Parcel Number (APN).

Sun Road Mainline Extension	APN 510-301-XXX
McKinleyville Middle School	APN 510-111-056
Fudali Subdivision	APN 510-091-033
Central Estates Phase Subdivision 2A	APN 508-252-001
Van Eaton Subdivision	APN 509-213-004
Almquist Lumber Mainline	APN 507-261-012
Eureka Sand and Gravel Mainline	APN 507-381-004

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 District. These projects are brought to the Board during the application phase for approval prior to 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 at the recordation of the final map.

Staff sends a final letter of approval that starts the date for the one-year period of acceptance. 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.

During the process of reviewing development files staff noted the lack of conveyances for these projects and for the sake of efficiency brought them to the Board as one item.

Staff will develop a process to prevent this from occurring again.

## **Exhibits/Attachments**

### AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF

Attachment 1 Sun Road Mainline Extension	APN 510-301-XXX
Attachment 2 McKinleyville Middle School	APN 510-111-056
Attachment 3 Fudali Subdivision	APN 510-091-033
Attachment 4 Central Estates Phase Subdivision 2A	APN 508-252-001
Attachment 5 Van Eaton Subdivision	APN 509-213-004
Attachment 6 Almquist Lumber Mainline	APN 507-261-012
Attachment 7 Eureka Sand and Gravel Mainline	APN 507-381-004

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
SUN ROAD EXTENSION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and John Pettlon, hereinafter referred to as “Developer”, this 12<sup>th</sup> day of June 2013.

1. Developer hereby grants and conveys to McKinleyville that certain Sun Road Mainline Extension system constructed and owned by Developer which system is described as follows:

Water System:

1247'	6" Water main
1	6" Gate Valve
7	2" Gate Valves
3	Fire Hydrant Assemblies
18	Single Water Services
2	Dual Water Services

and all related appurtenances.

The facilities are located on AP# 510-301-XXX and are more specifically described in the service application dated July 9, 2010.

Together with an easement 20 feet in width in the public right of way 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 system and agrees to maintain and operate it as part of its MCSD Distribution 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

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

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
MCKINLEYVILLE MIDDLE SCHOOL MAINLINE EXTENSION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and McKinleyville Union School District, hereinafter referred to as “Developer”, this 12<sup>th</sup> day of June 2013.

1. Developer hereby grants and conveys to McKinleyville that certain McKinleyville Middle School Mainline Extension system constructed and owned by Developer which system is described as follows:

Water System:

1094'	8" Water main
37'	6" Water main
4	8" Gate Valves
4	6" Gate Valves
1	4" Gate Valve
1	Fire Hydrant Assembly
1	3" Water Service

Sewer System:

1	Sewer Lateral
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and all related appurtenances.

The facilities are located on AP# 510-111-056 and are more specifically described in the service application dated May 6, 2015.

Together with an easement 20 feet in width in the public right of way 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.

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Developer

McKinleyville Community Services District

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Dennis Mayo, Board President

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Kathy Wilson, Board Secretary

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
FUDALI SUBDIVISION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as "McKinleyville", and Fudali, LLC, hereinafter referred to as "Developer", this 12<sup>th</sup> day of June 2013.

1. Developer hereby grants and conveys to McKinleyville that certain Fudali Subdivision system constructed and owned by Developer which system is described as follows:

Water System:

82'	6" Water main
167'	4" Water main
79'	2" Water main
1	6" Gate Valve
5	2" Gate Valves
2	Fire Hydrant Assemblies
2	Fire Services Assemblies
1	2" Blow off assembly
10	Single Water Services

Sewer System:

3	Sewer Laterals
3	Sewer Laterals C.O

and all related appurtenances.

The facilities are located on AP# 510-091-033 and are more specifically described in the service application dated May 5, 2011.

Together with an easement 20 feet in width in a public right of way 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.

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Developer

McKinleyville Community Services District

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Dennis Mayo, Board President

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Kathy Wilson, Board Secretary

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
CENTRAT ESTATES PHASE 2A 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 12<sup>th</sup> day of June 2013.

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

Water System:

906'	8" Water main
272'	6" Water main
5	8" Gate Valves
1	6" Gate Valve
2	Fire Hydrant Assembly
2	2" Blow off assembly
26	Single Water Services

Sewer System:

1506'	6" Sewer Main
9	Sewer Manholes
26	Sewer Laterals
26	Sewer Laterals C.O

and all related appurtenances.

The facilities are located on AP# 508-252-001 and are more specifically described in the service application dated June 6, 2010.

Together with an easement 20 feet in width in the public right of way 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.

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Developer

McKinleyville Community Services District

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Dennis Mayo, Board President

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Kathy Wilson, Board Secretary

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
VAN EATON SUBDIVISION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and Tom Hosford, hereinafter referred to as “Developer”, this 12<sup>th</sup> day of June 2013.

1. Developer hereby grants and conveys to McKinleyville that certain Van Eaton Subdivision system constructed and owned by Developer which system is described as follows:

Water System:

1 Single Water Service

Sewer System:

53' 6" Sewer Main

1 Mainline C.O.

1 Sewer Lateral

1 Sewer Lateral C.O

and all related appurtenances.

The facilities are located on AP# 509-213-004 and are more specifically described in the service application dated March 27, 2008.

Together with an easement 20 feet in width in the public right of way 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.

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Developer

McKinleyville Community Services District

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Dennis Mayo, Board President

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Kathy Wilson, Board Secretary



AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
ALMQUIST MAINLINE SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as "McKinleyville", and Eric Almquist, hereinafter referred to as "Developer", this 12<sup>th</sup> day of June 2013.

1. Developer hereby grants and conveys to McKinleyville that certain Almquist Mainline system constructed and owned by Developer which system is described as follows:

Water System:

323'	6" Water main
1	6" Gate Valve
1	2" Gate Valve
1	Fire Hydrant Assembly
3	Single Water Services

and all related appurtenances.

The facilities are located on AP# 507-261-012 and are more specifically described in the service application dated May 7, 2006.

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.

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Developer

McKinleyville Community Services District

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Dennis Mayo, Board President

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Kathy Wilson, Board Secretary

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
EUREKA SAND AND GRAVEL MAINLINE SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and Eureka Sand and Gravel, hereinafter referred to as “Developer”, this 12<sup>th</sup> Day of June 3013.

1. Developer hereby grants and conveys to McKinleyville that certain Eureka Sand and Gravel Mainline system constructed and owned by Developer which system is described as follows:

Water System:

1450'	8" Water main
273'	6" Water main
364'	4" Water main
3	8" Gate Valves
3	6" Gate Valves
2	4" Gate Valves
2	Fire Hydrant Assemblies
1	2" Blow off assembly
2	Single Water Services
1	Dual Water Service
1	4" Water Service

and all related appurtenances.

The facilities are located on AP# 507-381-004 and are more specifically described in the service application dated May 2, 2006.

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.

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Developer

McKinleyville Community Services District

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Dennis Mayo, Board President

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Kathy Wilson, Board Secretary

## **McKinleyville Community Services District**

### **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider participation in household hazardous waste collection event to be held at Pierson Park on Saturday July 22, 2013**

**PRESENTED BY:**              **Gregory Orsini**

**TYPE OF ACTION:**          **Voice Vote**

**Recommendation:**

Approve participation in the household hazardous waste collection event to be held at Pierson Park on Saturday July 22, 2013 by approving a 30% cost share not to exceed \$10,000 for those households that can be actually identified and verified to be within the MCSD service area.

**Discussion:**

The previous household hazardous collection event held at Pierson Park in July 2012 saw 82% participation by 187 households within the MCSD service area with a participation of 228 vehicles. That previous event was made possible by a cost sharing agreement between MCSD and Humboldt Waste Management Authority (HWMA).

HWMA is planning another event in McKinleyville on Saturday, July 22, 2013 at Pierson Park. Last year McKinleyville contributed \$7,712.52 toward the event. The total cost of the event was \$25,708.

Benefits of this participation included diverting potential hazardous chemicals and medications from the MCSD waste water management facility to an approved disposal facility.

HWMA is requesting that the Board approve a 30% cost share.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action
- Approve an amount less than \$10,000 and/or reduce the maximum percentage cost share

**Fiscal Analysis:**

- The sewer fund would be charged the amount approved by the Board.
- The recently approved budget included an amount not to exceed \$10,000 in anticipation of this event.

**Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

- September 5, 2012 correspondence from Humboldt Waste Management Authority



September 5, 2012

Mr. Norman Shopay  
General Manager  
McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519

Dear Mr. Shopay:

I am writing to discuss the outcome of the successful household hazardous waste collection event held recently in McKinleyville, and request payment of the agreed cost share amount.

The July 14<sup>th</sup> event was once again very successful, due in large measure to the kind assistance of MCSD staff and the convenient location at Pierson Park. Some 228 vehicles were served over five hours, with 187 or 82% indicating that they were residential customers receiving MCSD water services. This level of participation, less than in previous years, matches a trend reflected in our other mobile collection events held throughout the county

The wastes received were characterized, packed, and shipped for disposal in 33 drums and 7 large fiber boxes by PSC Corporation, our contracted hazardous waste shipper. These materials included 1,300 gallons of oil base and latex paints, 600 aerosol cans, 300 pounds of acids, bases, and oxidizers, 800 pounds of toxics, 15 pounds of pharmaceuticals and over-the-counter medications, 30 vehicle batteries, 500 pounds of household batteries, and 150 pounds of fluorescent lighting.

Costs for the collection event included \$21,334 for contractor mobilization and manifested shipping of materials, local logistics such as fork lift (McKinleyville Ace), portable toilets and debris bins (Humboldt Sanitation), and additional labor totaling \$2448, and print and electronic media advertising expending \$ 1,926. Total event costs were \$25,708 with a thirty percent share at \$7,712.52.

The HWMA is respectfully requesting that MCSD forward a co-payment of \$7,712.52 to us as the agreed on cost share contribution. Attached to this letter is a copy of the billing invoice and hazardous waste shipping documents that were generated during the event. Should any additional supporting documentation be required, please let me know and I will have my staff provide it to you.

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

707-268-8680  
FAX 707-268-8927  
[www.hwma.net](http://www.hwma.net)



This event marks the forth year that MCSD customers and other local residents have been afforded an opportunity for appropriate disposal of materials that might have very adversely affected the surface waters of northern Humboldt County. We look forward to continuing this preemptive strategy with MCSD by co-sponsoring annual collection events.

Sincerely,

Brent Whitener  
Programs Manager

Cc: Diane Slone MCSD Accounts Payable

Attach: HWMA Invoice  
PSC billing & manifests for 7/14/2012 HHW event

**Humboldt Waste  
Management  
Authority**  
1059 West Hawthorn Street  
Eureka, California 95501  
  
707-268-8680  
FAX 707-268-8927  
[www.hwma.net](http://www.hwma.net)

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.2. Approve FY2013-14 Budget and Appropriations Limit**

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

**TYPE OF ACTION: Roll Call**

### **Recommendation:**

Staff recommends the Board of Directors review, take public comment and approve the FY2013-14 Budget and approve Resolution 2013-13 Establishing Appropriations Limits for FY13/14

### **Discussion:**

The proposed FY2013-14 Budget differs in some respects, to the draft budget elements presented to, and discussed by, the Board in previous months. It reflects updated assumptions regarding revenue streams, grants, and capital projects. The Budgets, graphs, historical trend analysis, capital projects budgets, and narratives are included, as is the Appropriation Limits calculation.

Appropriation Limits are an annual item required by State law, which limits the amount of property tax revenue that may be spent by local governments, including Special Districts. It is calculated based on population growth and other factors.

The FY2013/14 Budget can be handled as a voice vote but the resolution requires a roll call vote.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

- Budgetary fiscal analysis: see Exhibits 1 - 5 of the Proposed Budget.
- Appropriation Limits fiscal analysis: As the expenditures subject to the Limits are \$640,556 under the limit, no additional analysis is required.

### **Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

- Attachment 1-Budget ending FY2014
- Attachment 2-Budget Resolution 2013-13



# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### **BUDGET**

**For the Fiscal Year Ending June 30, 2014**

Adoption Date: June 12, 2013

### MCSD BOARD OF DIRECTORS

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

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**1656 Sutter Road**  
**McKinleyville, CA 95519**  
**Capital and Operating Budget**

**For the Fiscal Year Ending June 30, 2014**

**INTRODUCTION AND BUDGET GUIDE**

This budget is intended to serve as a management tool for operation of the McKinleyville Community Services District (MCSD) during fiscal year July 1, 2013 through June 30, 2014. The Budget sets forth goals and priorities for staff to accomplish during the year in the four district operating departments. This budget is dynamic in that it can be amended as the Board adds goals and changes priorities.

- Page 2 includes information about McKinleyville and the McKinleyville Community Services District.
- The Board of Directors will adopt a mission statement, a set of goals based on the adopted Strategic Plan, and organization chart for the fiscal year, which is included at Page 5.
- Budgets and accompanying graphs for the Governmental Funds & the Enterprise Funds are shown beginning at Page 9. Detailed line item budgets are available for review by the Board and the public, but are not included in this policy/strategy level document.
- Historical Data is presented beginning at Page 14.
- MCSD's Capital Improvement Program Budgets and Narratives are shown beginning at Page 18.
- The Appropriations Limit calculations required by law for the Fiscal Year 2013-14 are included in Appendix B, starting on Page 26.

## DESCRIPTION OF THE COMMUNITY

McKinleyville is an unincorporated community of Humboldt County in the north coastal region of California 300 miles north of San Francisco. McKinleyville has an approximate population of 15,177 according to 2010 data from the U. S. Census Bureau. It is the third largest community population area in Humboldt County behind Eureka (27,191) and Arcata (17,231). McKinleyville borders the Pacific Ocean and has a mild climate year round with frequent fog and moderate to heavy precipitation mainly between October and April. Because of the combination of coastal, mountain and valley areas, residents have the opportunity for a wide range of recreational activities. Just minutes from McKinleyville, you can surf, fish for salmon and steelhead, hike underneath the world's tallest trees and bike the Pacific Coast Trail.

The original settlers of McKinleyville were the Wiyot Indians who occupied the area for hundreds of years before the first white settlers arrived. Historian Edie Neilson estimates that there were three thousand Wiyots in the vicinity when the first white settlers arrived in the 1850s; by 1900, there were only 150 Wiyots left. Joseph Dow built his cabin in 1862 on the high prairie area near the future site of the Humboldt County Airport. For many years the area from the Mad River to the Little River was known as Dow's Prairie.

Dow's Prairie was isolated from the rest of the north coast communities by the bridgeless rivers to the north and south and the dense forest to the east. When passable, fording the Mad River to get supplies in Arcata was a two-day trip. In 1897, Arcata businessman Isaac Minor built a general store with a post office, a hotel and a creamery here. The general store quickly became the social center for the community and the people decided to call their town Minor in his honor. When President William McKinley was assassinated in 1901, Isaac Minor and the townspeople agreed to change the name of the community to McKinleyville.

The McKinleyville Union School District was founded in 1948 and includes Dow's Prairie School, McKinleyville Middle School and Morris School. MUSD is McKinleyville's largest employer with a payroll of over \$4 million. Graduates of MUSD attend McKinleyville High School, which was opened for the fall 1961 school year. Mack High is one of two high schools in the Northern Humboldt Union High School District.

Opportunities for higher education are nearby. Arcata's Humboldt State University, a four-year college with a full spectrum of curriculum and graduate programs, is a 10-minute drive from McKinleyville. Eureka, located 20 minutes south of McKinleyville, is the largest city and county seat of Humboldt County. The main branch of College of the Redwoods, a community college system offering comprehensive programs in many academic and technical fields, is located in Eureka.

## DESCRIPTION OF THE DISTRICT

McKinleyville Community Services District (MCSD) was created on April 14, 1970 when McKinleyville's residents voted 592 "yes" against 154 "no" to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972 the voters added street lighting powers. In 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library. The District boundaries encompass 12,140 acres ranging from North Bank Road on the south to Patrick Creek on the north. MCSD is an independent governmental unit organized under the Community Services District Law, pursuant to Title 6 Division 3 of the Government Code Section 61000, et seq. A five member Board of Directors elected to four-year rotating terms in odd-numbered years governs the District. The Directors meet on the third Wednesday of each month at Azalea Hall, 1620 Pickett Road to set policy, consider projects and settle disputes. The District office is located at 1656 Sutter Road just east of Central Avenue.

MCSD's principal activities include water, sewer, parks, recreation, street lighting and open space maintenance services. In recent years, the District has dramatically expanded its recreational services by developing approximately 44 acres of community parks (Hiller Park Playground and Picnic Area, Hiller Park Loop Trails, Hiller Sports Complex, Pierson Park and Larissa Park. In addition, the District has constructed three state-of-the-art buildings to provide an indoor sports and recreation facility (McKinleyville Activity Center), a community activities center (Azalea Hall) and a library (a branch of the Humboldt County Library). In 1999, the Mad River Rotary Club completed the fund-raising and construction of a Law Enforcement Facility on District land adjacent to the Library and Azalea Hall. The facility was then donated to the District and is leased to the Humboldt County Sheriff's Department.

MCSD purchases its wholesale water supply from the Humboldt Bay Municipal Water District, which diverts water from its million-gallon tank on Essex Hill under the Mad River to MCSD's Grant A. Ramey Pump Station at North Bank and Azalea Roads. Water is then pumped to storage tanks at McCluski Hill, Cochran Road and Norton Road; MCSD's six storage tanks have a combined capacity of 5.25 million gallons, approximately a 36 hour supply for our 6,705 customers.

All sewage for MCSD's 5,800 customers is treated at the Wastewater Management Facility at Hiller Park. The District recently completed a \$770,000 wetland construction project at Hiller Park to enhance the wastewater treatment process and to prevent stormwater pollution to the Mad River estuary. MCSD maintains approximately 65 miles of sewer mains. MCSD recycles treated wastewater for agricultural irrigation at the Fischer Irrigation Site and at Hiller Park. MCSD is committed to maintaining its sewage collection, treatment and disposal systems as a model for other communities.

Additional information and photographs of MCSD facilities are available on MCSD's website ([www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com)). District staff and Directors can be reached by e-mail at [mcsd@mckinleyvillecsd.com](mailto:mcsd@mckinleyvillecsd.com).

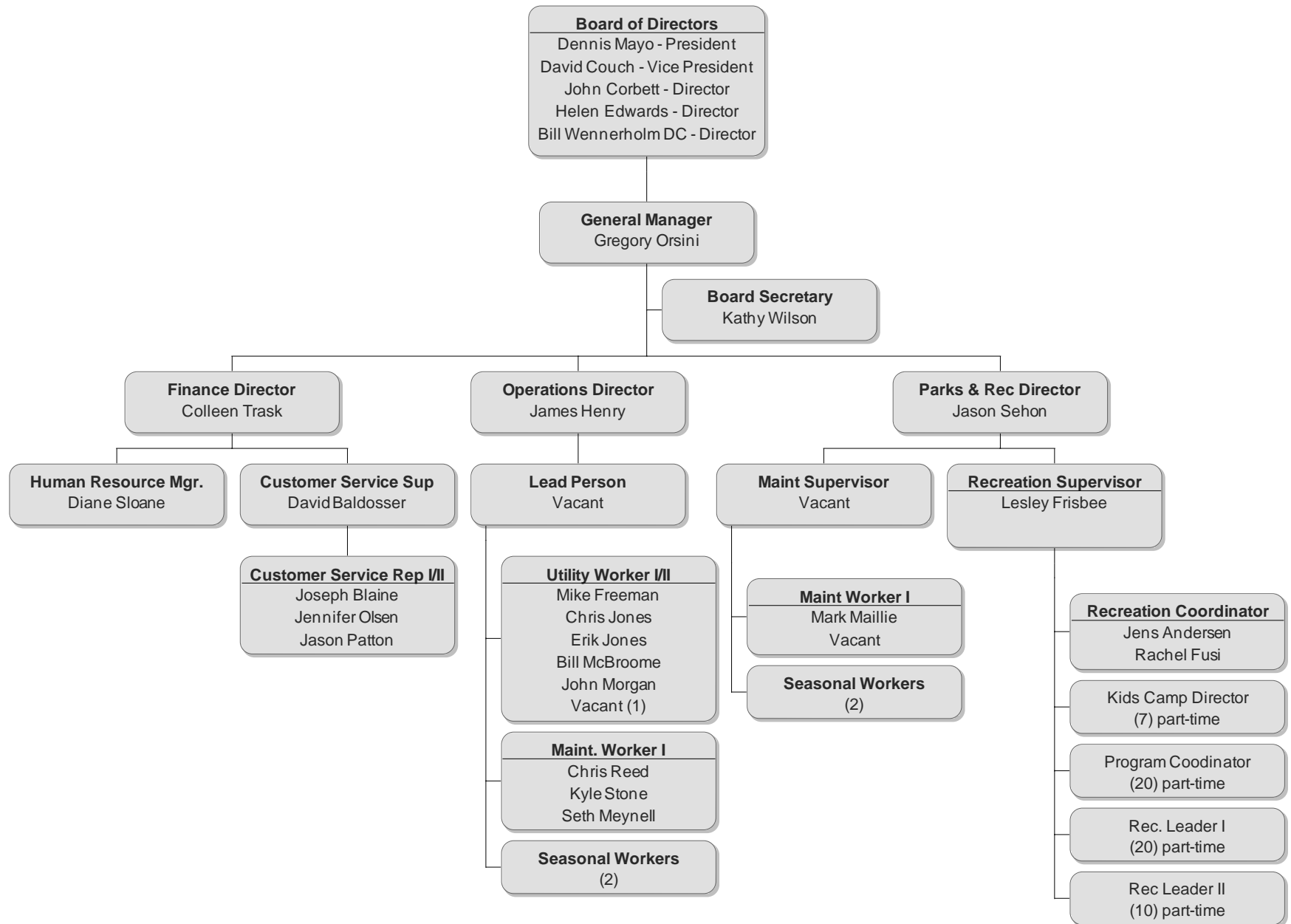
## **MISSION STATEMENT**

Provide McKinleyville with safe, adequate and reliable utility, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.

## **GOALS AND OBJECTIVES**

The District's Goals and Objectives will be derived from the Board-approved Strategic Plan from this year going forward. The Strategic Plan has a five-year planning horizon that will be updated annually by the Board. The Goals and Objectives will be incorporated into the approved Budget by reference (at the pleasure of the Board) upon annual approval. Until then, the Mission Statement, Goals and Objectives are considered to be draft only.

*McKinleyville Community Services District  
Organizational Chart (Fiscal Year 2013/2014)  
Revised (May 17, 2013)*



**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**Full Time Equivalents**  
**For the Fiscal Year ending June 30, 2013**

	<b>Full-Time Benefitted</b>	<b>Part-Time &amp; Seasonal</b>	<b>Total FTEs</b>
<b>General Manager</b>	<b>1</b>		<b>1</b>
<b>Support Services</b>	<b>7</b>	<b>1</b>	<b>7.5</b>
<b>Operations</b>	<b>10</b>	<b>2</b>	<b>11</b>
<b>Parks &amp; Recreation</b>	<b>7</b>	<b>59</b>	<b>13.4</b>
<b>Total</b>	<b>25</b>	<b>62</b>	<b>32.9</b>

# **McKinleyville Community Services District**

## **Exhibits of Financial Information**

**Budget for the year ending June 30, 2014**

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Page 9	Exhibit 1 – Fund Budget Summary and Projected Fund Balance
Page 10	Exhibit 2 – Budget & Graphs, Water Fund
Page 11	Exhibit 3 – Budget & Graphs, Wastewater Fund
Page 12	Exhibit 4 – Budget & Graphs, Streetlights Fund
Page 13	Exhibit 5 – Budget & Graphs, General/Parks & Measure B Funds
Page 14	Exhibit 6-9 – Historical Data
Page 18	Exhibit 10 – 10 Year Capital Improvement Plans
Page 20	Appendix A – Capital Expenditures Overview and Narratives
Page 27	Appendix B – Appropriations Limit Calculations

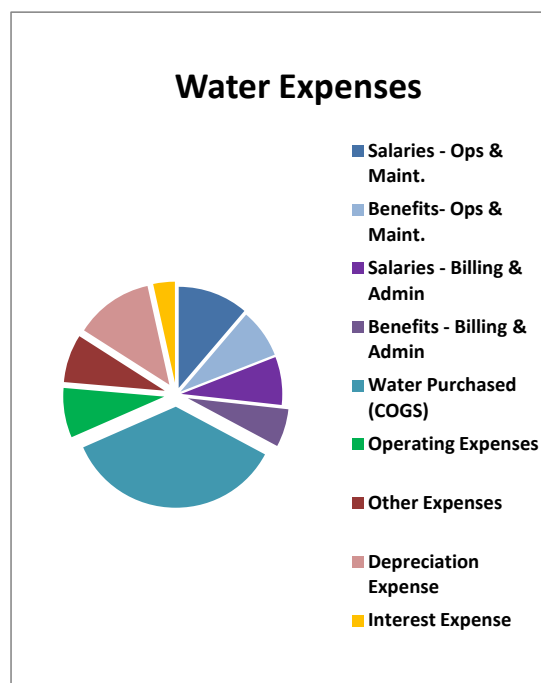
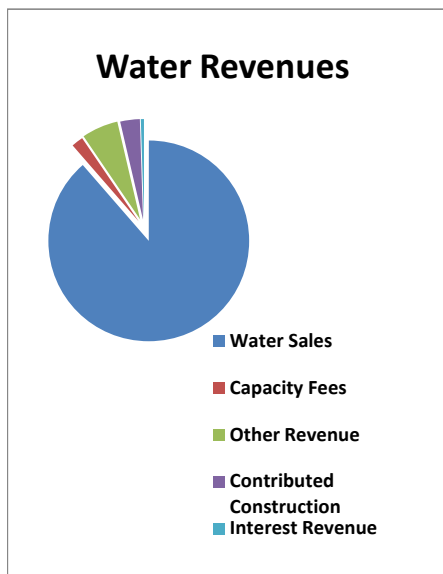


**McKinleyville Community Services District**  
**District Budgets - All Funds**  
**FY 2013-14**

Description	Water Fund	Wastewater Fund	Streetlights Fund	Gen'l/Parks & Meas. B Funds	Total (Memorandum Only)
<b>Revenues</b>					
Water Sales	2,109,089				2,109,089
Sewer Service Charges		1,700,000			1,700,000
Capacity Fees	45,000	120,000			165,000
Streetlight Charges			72,000		72,000
Program Fees	-			334,300	334,300
Facility Fees	-			69,830	69,830
Property Taxes	-			510,000	510,000
Measure B Assessment	-			209,000	209,000
Open Space Fees	-			73,500	73,500
Contributions & Other Program	-			3,600	3,600
Other Revenue	139,050	78,150	16,300	19,800	253,300
Contributed Construction	75,000	100,000		-	175,000
Proceeds from Long Term Debt (Gov't only)			100,000	-	100,000
Quimby Fees/Capital Proj. Grants	-			93,000	93,000
Interest Revenue	12,000	20,000	100	3,275	35,375
<b>Total Revenues</b>	<b>2,380,139</b>	<b>2,018,150</b>	<b>188,400</b>	<b>1,316,305</b>	<b>5,902,994</b>
<b>Expenditures</b>					
Salaries & Benefits - Operations & Maint.	442,200	442,200	5,260		889,660
Salaries & Benefits - Billing & Admin	319,133	321,450	34,539		675,122
Salaries & Benefits - Rec Programs	-			382,756	382,756
Salaries & Benefits- Parks Maintenance	-			404,846	404,846
Salaries & Benefits- Parks&Rec Admin	-			85,477	85,477
Water Purchased (COGS)	826,000				826,000
Water & Electrical Expense		158,188			158,188
Operating Expenses	184,300	230,400	26,335		441,035
Other Expenses	177,995	201,395	17,675		397,065
Other Expenditures - Rec Programs	-			50,120	50,120
Other Expenditures - Parks Maintenance	-			94,520	94,520
Other Expenditures - Parks&Rec Admin	-			90,900	90,900
Depreciation Expense	290,000	463,000			753,000
Interest Expense	80,303	58,744			139,047
Parks/Meas.B Capital Expenditures	-		100,000	206,822	306,822
<b>Total Expenditures</b>	<b>2,319,931</b>	<b>1,875,377</b>	<b>183,809</b>	<b>1,315,442</b>	<b>5,694,559</b>
<b>Excess (Deficit)</b>	<b>60,207</b>	<b>142,773</b>	<b>4,591</b>	<b>863</b>	<b>208,434</b>
 <b>Fund Balance - July 1, 2012</b>	 <b>5,016,168</b>	 <b>13,823,950</b>	 <b>(57,138)</b>	 <b>957,739</b>	 <b>19,740,719</b>
Projected Excess (Deficit) FY2012-13	(231,318)	(27,020)	(1,497)	(40,071)	(299,906)
Debt Principal FY2012-13 (Enterprise only)	(135,978)	(167,126)			(303,104)
New Borrowing FY2012-13(Enterprise only)	-	-			-
Capital Expenditure FY2012-13(Enterprise)	130,351	122,712			253,063
<b>Projected Fund Balance June 30, 2013</b>	<b>4,779,223</b>	<b>13,752,516</b>	<b>(58,635)</b>	<b>917,668</b>	<b>19,390,772</b>
Budgeted Excess (Deficit) FY2013-14	60,207	142,773	4,591	863	208,434
Anticipated Borrowing FY2013-14(Enterprise)	75,000	75,000			150,000
Capital Project grant funding (contingent)	2,000,000	2,015,000			4,015,000
Debt Principal FY2013-14 (Enterprise only)	(141,736)	(170,133)			(311,869)
Capital Expenditure FY2012-13(Enterprise)	(2,210,000)	(2,352,000)			(4,562,000)
<b>Projected Fund Balance June 30, 2014</b>	<b>4,562,694</b>	<b>13,463,156</b>	<b>(54,044)</b>	<b>918,531</b>	<b>18,890,338</b>

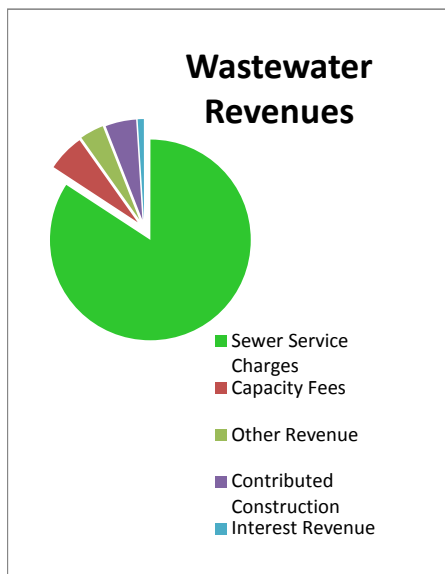
**McKinleyville Community Services District**  
**Enterprise Funds: Water Summary Budget - Draft**  
**FY 2013-14**

Description	Water Fund	
<b>Water Revenues</b>		
Water Sales	2,109,089	89%
Capacity Fees	45,000	2%
Other Revenue	139,050	6%
Contributed Construction	75,000	3%
Interest Revenue	12,000	1%
<b>Total Revenues</b>	<b>2,380,139</b>	<b>100%</b>
<b>Water Expenses</b>		
Salaries - Ops & Maint.	260,607	11%
Benefits- Ops & Maint.	181,593	8%
Salaries - Billing & Admin	178,233	8%
Benefits - Billing & Admin	140,900	6%
Water Purchased (COGS)	826,000	36%
Operating Expenses	184,300	8%
Other Expenses	177,995	8%
Depreciation Expense	290,000	13%
Interest Expense	80,303	3%
<b>Total Expenses</b>	<b>2,319,931</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>60,207</b>	



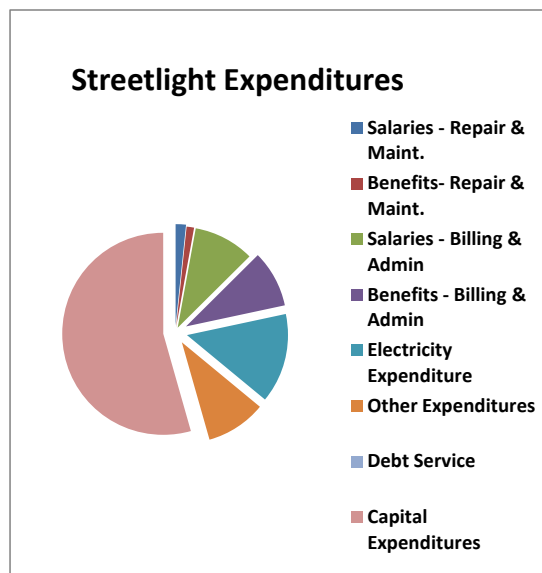
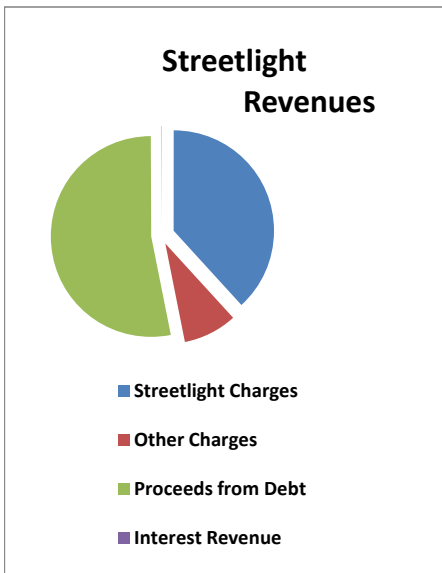
**McKinleyville Community Services District**  
**Enterprise Funds: Wastewater Summary Budget - Draft**  
**FY 2013-14**

Description	Wastewater Fund	
Wastewater Revenues		
Sewer Service Charges	1,700,000	84%
Capacity Fees	120,000	6%
Other Revenue	78,150	4%
Contributed Construction	100,000	5%
Interest Revenue	20,000	1%
Total Revenues	2,018,150	100%
Wastewater Expenses		
Salaries - Ops & Maint.	260,607	14%
Benefits- Ops & Maint.	181,593	10%
Salaries - Billing & Admin	178,233	10%
Benefits - Billing & Admin	143,217	8%
Water & Electrical Expense	158,188	8%
Operating Expenses	230,400	12%
Other Expenses	201,395	11%
Depreciation Expense	463,000	25%
Interest Expense	58,744	3%
Total Expenditures	1,875,377	100%
Excess (Deficit)	142,773	



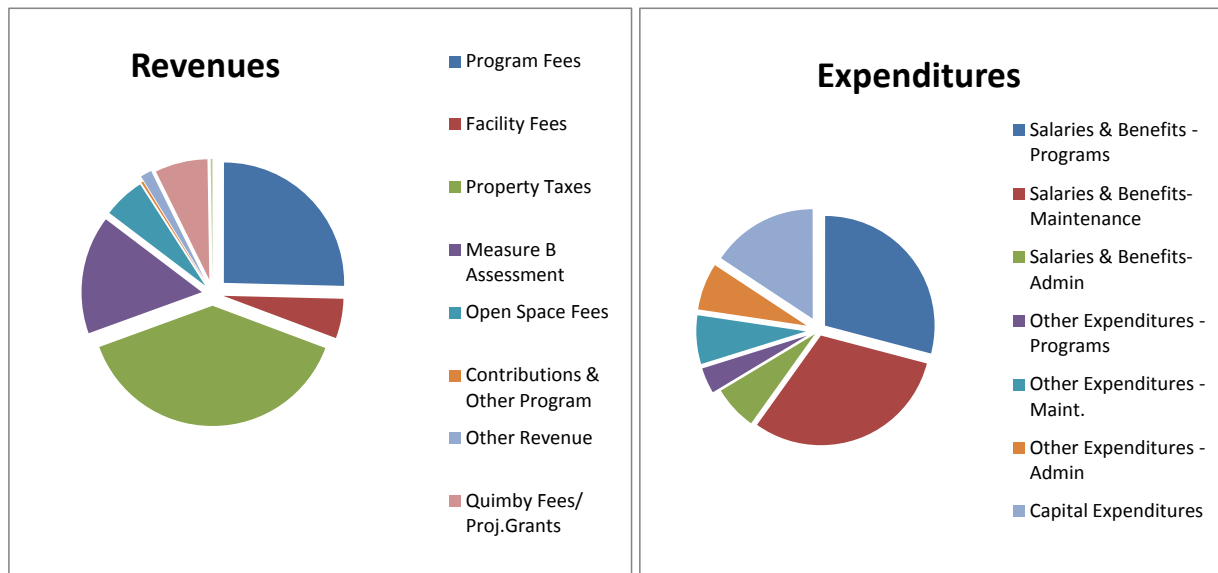
**McKinleyville Community Services District**  
**Governmental Funds: Streetlights Summary Budget - Draft**  
**FY 2013-14**

Description	Streetlights Fund	
<b>Streetlight Revenues</b>		
Streetlight Charges	72,000	38%
Other Charges	16,300	9%
Proceeds from Debt	100,000	-
Interest Revenue	100	0.1%
<b>Total Revenues</b>	<b>188,400</b>	<b>47%</b>
<b>Streetlight Expenditures</b>		
Salaries - Repair & Maint.	3,057	2%
Benefits- Repair & Maint.	2,203	1%
Salaries - Billing & Admin	17,823	10%
Benefits - Billing & Admin	16,716	9%
Electricity Expenditure	26,335	14%
Other Expenditures	17,675	10%
Debt Service	-	0%
Capital Expenditures	100,000	54%
<b>Total Expenditures</b>	<b>183,809</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>4,591</b>	



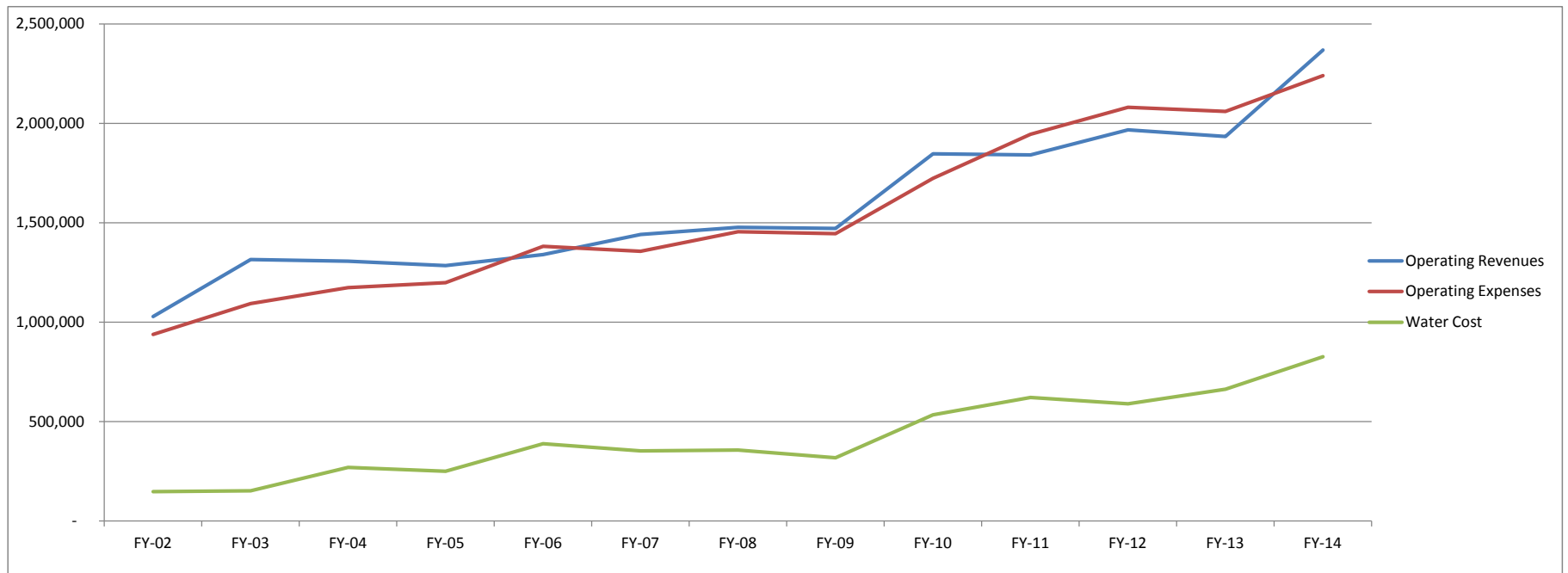
**McKinleyville Community Services District**  
**Governmental Funds Summary Budget**  
**FY 2013-14**

Description	Parks/General Fund		Measure B Assessment Fund		Total (Memorandum Only)	
Revenues						
Program Fees	334,300	30%	-	-	334,300	25%
Facility Fees	69,830	6%			69,830	5%
Property Taxes	510,000	46%	-	-	510,000	39%
Measure B Assessment	-	-	209,000	100%	209,000	16%
Open Space Fees	73,500	7%	-	-	73,500	6%
Contributions & Other Program	3,600	0%	-	-	3,600	0%
Other Revenue	19,800	2%			19,800	2%
Quimby Fees/ Proj.Grants	93,000	8%	-	-	93,000	7%
Interest Revenue	3,150	0.3%	125	0.00	3,275	0.2%
Total Revenues	1,107,180	100%	209,125	100%	1,316,305	100%
Expenditures						
Salaries & Benefits - Programs	382,756	35%	-	0%	382,756	29%
Salaries & Benefits- Maintenance	308,889	28%	95,958		404,846	31%
Salaries & Benefits- Admin	85,477	8%	-		85,477	6%
Other Expenditures - Programs	41,620	4%	8,500	4%	50,120	4%
Other Expenditures - Maint.	94,520	9%	-		94,520	7%
Other Expenditures - Admin	90,900	8%	-		90,900	7%
Capital Expenditures	103,000	9%	103,822	50%	206,822	16%
Total Expenditures	1,107,162	100%	208,280	54%	1,315,442	100%
Excess (Deficit)	18		845		863	



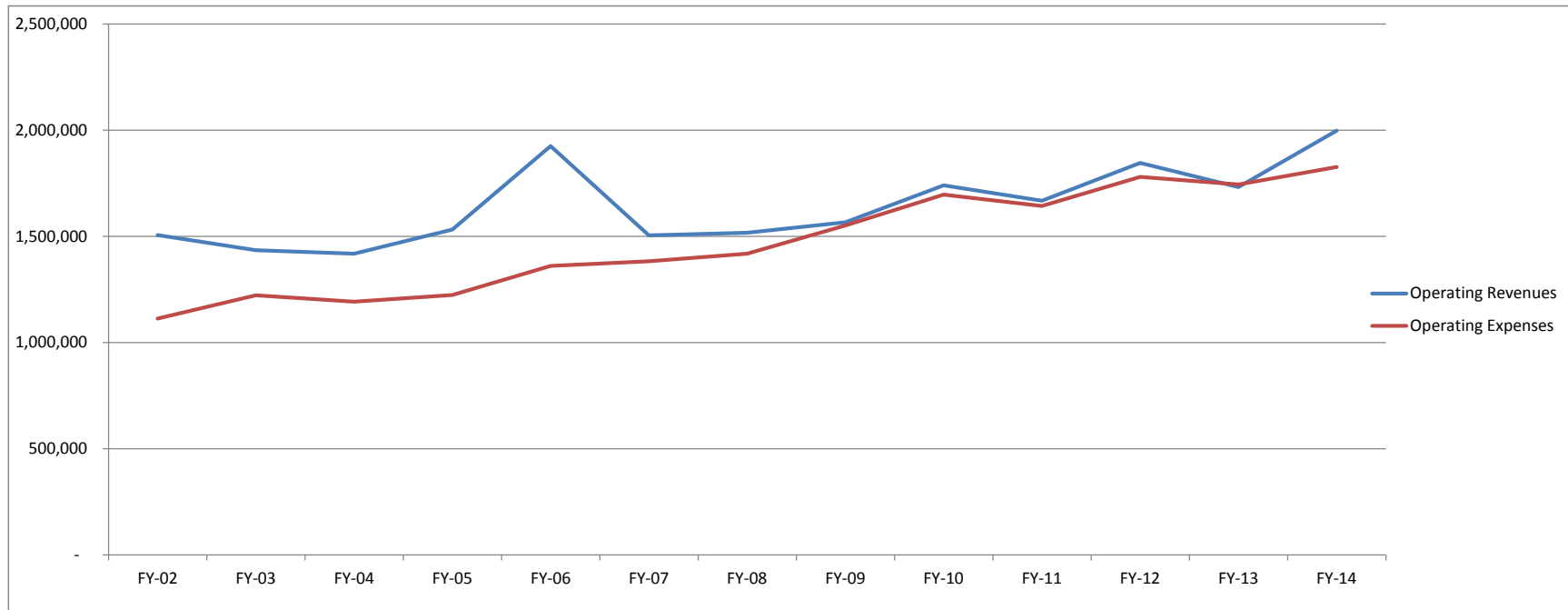
**McKinleyville Community Services District**  
**Water Enterprise Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2002-2014**

	Fiscal Year Ended (Ending) June 30,												
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est	Budget
<b>Operating Revenues</b>													
Water Sales	924,184	1,085,000	1,121,436	1,152,396	1,224,279	1,305,455	1,337,042	1,360,169	1,566,024	1,559,779	1,545,469	1,665,641	2,109,089
Other Water Revenues	104,592	229,237	184,979	132,194	115,568	135,596	139,331	111,300	280,648	281,235	422,166	267,904	259,050
<b>Total Operating Revenues</b>	<b>1,028,775</b>	<b>1,314,236</b>	<b>1,306,414</b>	<b>1,284,590</b>	<b>1,339,847</b>	<b>1,441,051</b>	<b>1,476,373</b>	<b>1,471,469</b>	<b>1,846,672</b>	<b>1,841,014</b>	<b>1,967,635</b>	<b>1,933,546</b>	<b>2,368,139</b>
<b>Operating Expenses</b>													
Salaries & Benefits	392,061	472,929	459,541	499,303	529,427	560,844	594,924	661,031	729,285	737,395	724,139	755,136	754,833
Water Cost	147,114	151,583	269,049	250,212	387,780	352,935	356,842	318,159	533,961	620,952	589,650	662,137	826,000
Other Expenses	208,710	260,953	229,621	235,081	243,424	222,740	282,010	243,853	235,842	322,277	477,803	353,262	368,795
Depreciation	190,917	207,140	215,714	214,546	220,709	219,925	220,727	221,484	224,099	264,365	288,634	289,200	290,000
<b>Total Operating Expenses</b>	<b>938,802</b>	<b>1,092,605</b>	<b>1,173,925</b>	<b>1,199,143</b>	<b>1,381,340</b>	<b>1,356,444</b>	<b>1,454,502</b>	<b>1,444,527</b>	<b>1,723,187</b>	<b>1,944,989</b>	<b>2,080,227</b>	<b>2,059,735</b>	<b>2,239,628</b>
<b>Net Operating Income (Loss)</b>	<b>89,974</b>	<b>221,631</b>	<b>132,489</b>	<b>85,447</b>	<b>(41,492)</b>	<b>84,607</b>	<b>21,870</b>	<b>26,942</b>	<b>123,485</b>	<b>(103,975)</b>	<b>(112,592)</b>	<b>(126,190)</b>	<b>128,511</b>
Interest Income	79,066	67,786	42,801	46,501	63,422	97,279	114,973	76,662	39,897	19,437	17,492	11,210	12,000
Interest Expense	(75,463)	(65,739)	(64,364)	(62,690)	(61,241)	(59,666)	(58,130)	(56,318)	(54,701)	(53,948)	(82,524)	(116,338)	(80,303)
<b>Net Income (Loss)</b>	<b>93,576</b>	<b>223,678</b>	<b>110,926</b>	<b>69,258</b>	<b>(39,311)</b>	<b>122,220</b>	<b>78,713</b>	<b>47,286</b>	<b>108,681</b>	<b>(138,487)</b>	<b>(177,624)</b>	<b>(231,318)</b>	<b>60,208</b>



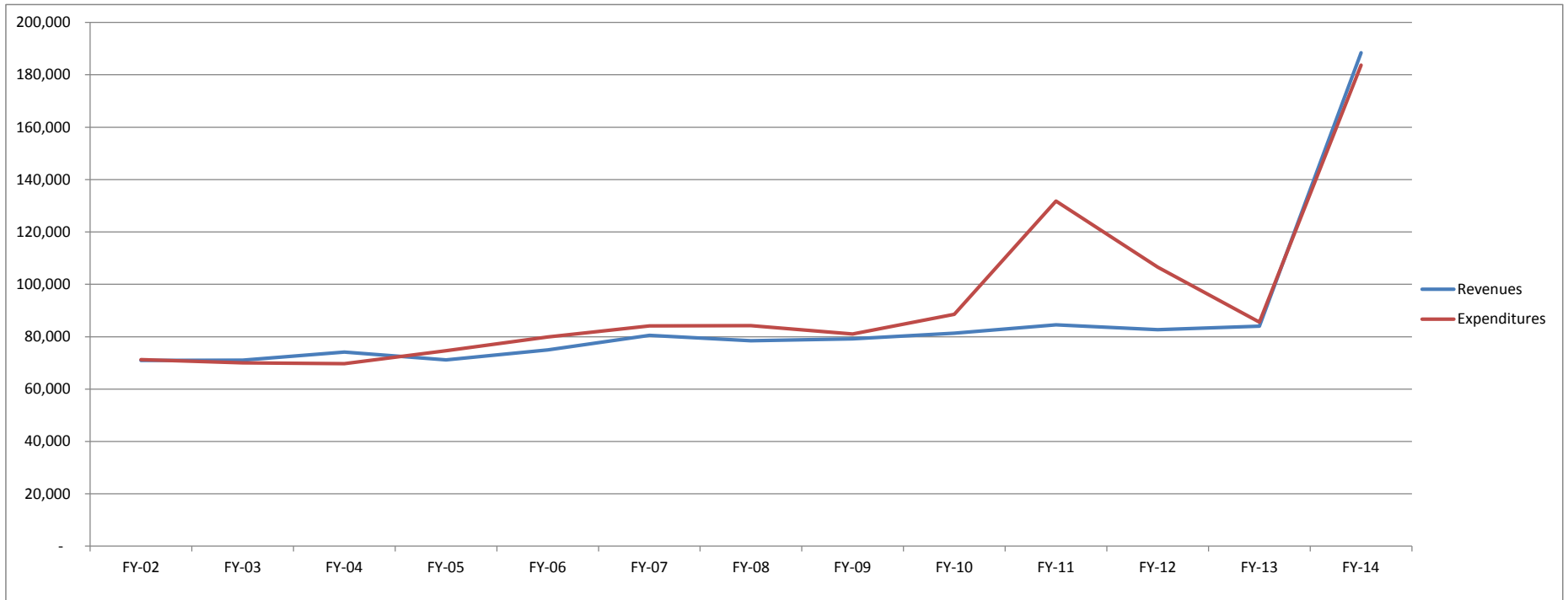
**McKinleyville Community Services District**  
**Sewer Enterprise Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2002-2014**

	Fiscal Year Ended (Ending) June 30,												
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est	Budget
Operating Revenues													
Sewer Service Charges	1,015,604	1,038,351	1,053,676	1,074,665	1,134,167	1,161,794	1,216,130	1,298,515	1,404,897	1,424,263	1,401,100	1,440,682	1,700,000
Other Sewer Revenues	490,711	397,380	365,082	458,496	791,360	343,314	301,106	267,940	336,252	243,841	445,849	292,308	298,150
Total Operating Revenues	1,506,314	1,435,732	1,418,758	1,533,161	1,925,527	1,505,108	1,517,235	1,566,455	1,741,149	1,668,104	1,846,949	1,732,990	1,998,150
Operating Expenses													
Salaries & Benefits	416,737	471,740	456,552	505,750	565,167	605,798	628,773	702,632	755,611	748,348	764,920	777,793	758,650
Other Expenses	361,180	391,751	368,226	351,055	397,018	376,114	390,676	441,707	529,281	447,098	555,245	506,153	606,050
Depreciation	335,976	359,592	367,808	367,795	399,033	401,102	400,055	407,597	412,230	448,174	460,549	460,800	463,000
Total Operating Expenses	1,113,893	1,223,083	1,192,586	1,224,600	1,361,218	1,383,014	1,419,504	1,551,936	1,697,122	1,643,620	1,780,714	1,744,746	1,827,700
Net Operating Income (Loss)	392,421	212,649	226,171	308,561	564,309	122,093	97,732	14,519	44,027	24,484	66,235	(11,756)	170,450
Interest Income	44,270	42,050	32,903	55,004	58,701	112,998	138,349	89,781	46,165	27,485	28,519	26,358	20,000
Interest Expense	(46,367)	(46,221)	(46,682)	(46,855)	(46,855)	(46,855)	(56,232)	(49,915)	-	(64,670)	(50,190)	(41,622)	(47,677)
Net Income (Loss)	390,325	208,478	212,392	316,709	576,154	188,236	179,848	54,386	90,192	(12,701)	44,564	(27,020)	142,773



**McKinleyville Community Services District**  
**Streetlight Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2002-2014**

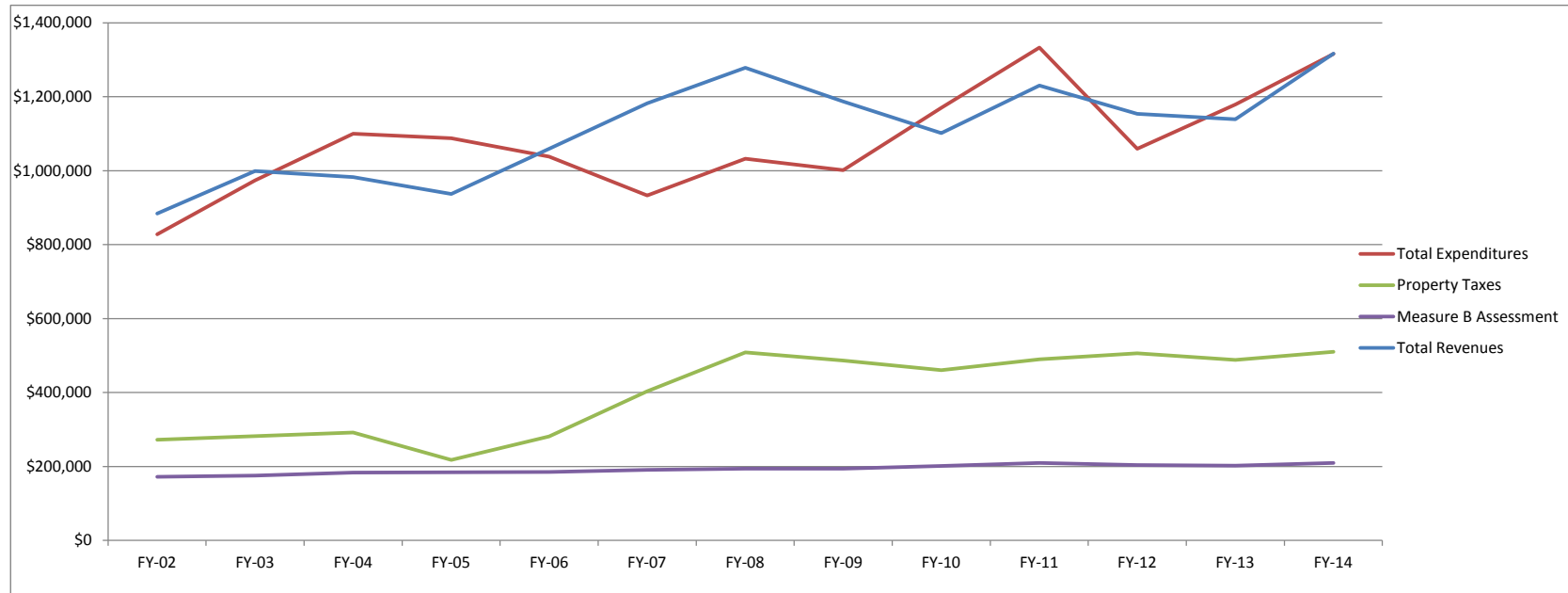
	Fiscal Year Ended (Ending) June 30,												
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est	Budget
Revenues	70,946	71,040	74,138	71,173	74,911	80,560	78,413	79,207	81,317	84,510	82,665	84,065	188,400
Expenditures													
Salaries & Benefits	18,267	19,381	21,422	23,080	24,651	26,088	29,860	28,060	29,290	39,195	32,501	35,667	39,799
Other Expenditures	34,166	31,641	29,276	32,471	36,234	34,937	37,101	36,219	38,663	67,679	53,501	49,395	43,950
Debt Service	18,790	18,984	19,055	19,055	19,055	19,055	17,305	16,746	17,305	23,056	-	-	-
Capital Expenditures	-	-	-	-	-	4,000	-	-	3,271	1,857	20,520	500	100,000
Total Expenditures	71,223	70,006	69,754	74,607	79,940	84,080	84,266	81,025	88,529	131,786	106,523	85,562	183,749
Excess (Deficit)	(277)	1,035	4,385	(3,433)	(5,029)	(3,520)	(5,853)	(1,818)	(7,212)	(47,276)	(23,858)	(1,497)	4,651





**McKinleyville Community Services District**  
**Parks & Recreation, Measure B Assessment, & General Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2002-2014**

	Fiscal Year Ended (Ending) June 30,												
	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual Est.	2014 Budget
<b>Revenues</b>													
Programs	213,377	241,011	234,189	244,304	267,216	266,947	301,191	283,861	265,596	263,409	262,680	287,272	316,300
Rentals	51,344	53,694	59,710	64,572	68,961	76,128	68,175	57,921	56,953	60,974	57,321	48,877	69,830
Property Taxes	272,089	281,973	291,306	217,475	281,141	403,353	508,445	486,297	460,625	489,313	506,315	488,369	510,000
Measure B Assessment	171,707	175,350	182,969	183,832	185,245	190,263	194,044	193,724	201,114	209,068	203,432	202,457	209,125
State Bonds & Grants	-	104,477	131,265	55,312	154,722	126,913	67,983	47,097	-	12,000	-	-	25,000
Other Revenue	145,516	120,879	72,416	158,510	88,180	97,129	103,849	87,824	98,611	189,883	120,948	108,144	182,900
Interest Revenue	29,611	21,330	10,351	13,184	13,617	21,698	34,943	30,308	18,992	5,889	3,047	3,679	3,150
<b>Total Revenues</b>	<b>883,644</b>	<b>998,714</b>	<b>982,206</b>	<b>937,189</b>	<b>1,059,083</b>	<b>1,182,430</b>	<b>1,278,630</b>	<b>1,187,032</b>	<b>1,101,891</b>	<b>1,230,536</b>	<b>1,153,743</b>	<b>1,138,798</b>	<b>1,316,305</b>
<b>Expenditures</b>													
Salaries & Benefits	326,365	380,587	463,148	492,992	481,106	510,737	554,654	624,909	612,125	738,710	764,022	833,795	864,999
Other Expenditures	177,970	164,285	168,953	127,539	126,480	148,624	187,830	165,891	180,202	311,230	273,307	285,352	347,043
Debt Service	222,599	222,172	210,213	210,992	210,992	210,992	210,992	191,609	191,609	255,320	-	-	1,000
Capital Expenditures	100,452	206,460	257,755	256,000	219,503	62,614	79,115	19,138	186,355	27,559	21,902	59,723	103,000
<b>Total Expenditures</b>	<b>827,387</b>	<b>973,504</b>	<b>1,100,070</b>	<b>1,087,524</b>	<b>1,038,082</b>	<b>932,968</b>	<b>1,032,591</b>	<b>1,001,547</b>	<b>1,170,291</b>	<b>1,332,819</b>	<b>1,059,230</b>	<b>1,178,869</b>	<b>1,316,042</b>
<b>Excess (Deficit)</b>	<b>56,258</b>	<b>25,210</b>	<b>(117,864)</b>	<b>(150,336)</b>	<b>21,001</b>	<b>249,462</b>	<b>246,039</b>	<b>185,485</b>	<b>(68,400)</b>	<b>(102,283)</b>	<b>94,513</b>	<b>(40,071)</b>	<b>263</b>



## Exhibit 10

**McKinleyville Community Services District**  
**Enterprise Fund Capital Improvement Projects**  
**For the Fiscal Years Ending June 30, 2014 - 2023**

		1	2	3	4	5	6	7	8	9	10
(All numbers in \$000s)											
		June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
1.	Heavy Equipment										
	Totals:	90	10	0	300	60	0	20	50	80	0
2.	Utility Vehicles										
	Totals:	60	30	61	31	53	54	22	32	32	33
3.	Water System										
	Totals:	2,135	1,384	1,363	4,129	72	27	1,010	400	50	3,600
4.	Sewer System										
	Totals:	1,230	5,375	6,291	737	180	116	331	356	1,300	300
5.	Office, Corporation Yard & Shops										
	Totals:	0	170	150	10	0	10	10	0	400	0
6.	Computers, Software & Equipment										
	Totals:	24	9	138	9	13	9	15	0	0	0
7.	Fischer Ranch										
	Totals:	1,008	0	3	1,500	0	0	0	0	0	0
8.	Small Equipment & Other										
	Totals:	15	15	15	15	35	15	37	0	0	0
<b>Total Planned Expenditures</b>		<b>4,562</b>	<b>6,993</b>	<b>8,021</b>	<b>6,731</b>	<b>413</b>	<b>231</b>	<b>1,445</b>	<b>838</b>	<b>1,862</b>	<b>3,933</b>
<b>Departmental Allocations:</b>											
Water Fund		2,229	1,501	1,545	4,162	153	71	1,062	441	306	3,617
Sewer Fund		2,333	5,492	6,476	2,570	261	160	383	397	1,556	317
<b>Total</b>		<b>4,562</b>	<b>6,993</b>	<b>8,021</b>	<b>6,731</b>	<b>413</b>	<b>231</b>	<b>1,445</b>	<b>838</b>	<b>1,862</b>	<b>3,933</b>

## Exhibit 10

**McKinleyville Community Services District**  
**General Fund (Parks & Recreation) Capital Improvement Projects**  
**For the Fiscal Years Ending June 30, 2014 - 2023**

(All numbers in \$000s)

		1	2	3	4	5	6	7	8	9	10
		June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
1.	Hiller Park & Sports Complex Projects										
	Totals:	0	5	5	5	5	5	6	6	6	6
2.	Pierson Park Projects										
	Totals:	0	0	0	0	0	0	0	0	0	0
3.	Azalea Hall Projects										
	Totals:	5	8	6	0	0	0	0	0	5	5
4.	McKinleyville Activity Center Projects										
	Totals:	5	20	5	5	5	15	10	6	6	6
5.	Other Park Projects & Equipment										
	Totals:	0	139	0	8	36	128	36	28	8	14
6.	Law Enforcement Facility Projects										
	Totals:	0	0	0	5	0	0	0	0	0	5
7.	McKinleyville Library Projects										
	Totals:	0	13	0	0	0	0	0	0	0	0
8.	Projects Funded With Measure B Renewal										
	Totals:	104	100	100	100	0	0	0	0	0	0
9.	Projects Contingent Upon Grant Funding										
	Totals:	25	0	0	0	0	0	0	0	0	0
10.	Projects Funded by Quimby & Other Funds										
	Totals:	68	20	0	0	0	0	0	0	0	0
<b>Total Planned Capital Expenditures</b>		<b>207</b>	<b>305</b>	<b>116</b>	<b>123</b>	<b>46</b>	<b>148</b>	<b>52</b>	<b>40</b>	<b>25</b>	<b>36</b>

***The Capital Improvement Program  
Overview  
Fiscal Year 2013-14***

MCSD's Capital Improvement Program (CIP) is a multi-year plan that identifies capital assets to be purchased or constructed during a 10-year planning horizon. Additionally, the CIP identifies the year in which the capital asset purchase or construction is anticipated as well as the amount of funds expected to be spent.

Capital assets include tangible and intangible assets used in the operations of the District and that have an initial useful life extending beyond one year (i.e. land, improvements to land, easements, buildings, vehicles, machinery, equipment, infrastructure, etc.).

The CIP is updated annually with the first year representing the capital budget for the next fiscal year. A primary goal of the CIP is to provide MCSD with an orderly process for planning and budgeting for capital needs.

Another primary consideration in developing the CIP is to prioritize current and future needs to fit within the anticipated level of financial resources. In this way, the CIP will also assist MCSD in reviewing and evaluating facility rentals and program fees so that MCSD can maintain cash reserves and debt capacity to insure the long-term preservation of District assets. In FY 12/13, some of the previously deferred CIP projects have been started, with costs expected to accumulate over multiple fiscal years.

During FY 11/12 the Board approved a designated funds policy which included a capital asset repair and replacement reserve. The repair and replacement reserve is designed to provide monies for the current and future replacement of existing capital assets as they reach the end of their useful lives. The District recognizes that the repair and replacement reserve will only be sufficient to pay a portion of the full cost of future capital asset replacements and other sources of replacement funding may be needed, such as a bond issuance, conventional financing or grant funding. This fund will also help normalize the impact of the capital asset replacements on future rates.

***The Capital Improvement Program  
Water and Sewer Funds  
Fiscal Year 2013-14***

Water and Sewer Fund capital asset purchases and projects depend largely on grants, loans, and the strategic use of District Reserves. The Board has made a commitment to not defer scheduled maintenance, repair, and replacement of current service delivery systems. This must be balanced against the Board's equal commitment to fiscal responsibility. Under the leadership of the General Manager and Finance Director, staff has taken steps to honor both of these commitments in the budget process by ensuring that the potential financing sources of each project are discussed at the time of project proposal and included with each project's detail notes.

**CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION**

**Heavy Equipment and Utility Vehicles**

In 1998, the Board adopted a Fleet Replacement Plan to insure that MCSD's fleet of heavy equipment and utility vehicles would be replaced in an approximately ten-year cycle. At present, the Operations Funds are planning to replace the dump truck, one utility truck, and the unit 13 car this next fiscal year, with others being replaced later in sequence. The District is looking at leasing these assets rather than purchasing outright, or possibly financing with debt spread over the useful life of the vehicles. The District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in both capital and operating costs.

**Water System**

The largest proposed Water project for FY2013-14 is the Mad River Emergency Water Intertie which will cost approximately \$2 million. The majority of the project is contingent on receiving Prop. 50 grant funds. The design phase, which was budgeted in FY2012-13, and the in-bridge pipeline that was already built are also expected to be reimbursed from that grant. If the grant does not come through as planned, the District will still have a viable design that can be built at a later date as funds become available.

Other projects currently proposed for the Water Fund include upgrades to the radio telemetry system (\$25,000) and continuing work on the changeover to Radio-read meters for our customers (up to \$90,000 this fiscal year). The fire hydrant system is scheduled to be upgraded at a cost of \$16,000; however, the Arcata Fire Protection District is covering half of this cost, so the cost to the District will total only \$8,000. Funding for these projects will come from the Reserves created by the Board for maintenance and replacement of capital infrastructure.

Although the Murray Road site was not viable, management has budgeted \$6,000 to continue looking for alternative locations to fulfill the Board requirement for 5 days emergency storage. Management has set aside \$185,000 over the next two fiscal years for the property purchase. The overall project cost of the new 5 million gallon storage tank is estimated to be a little over \$4 million, with a timeline extending through 2017.

## **Sewer System**

The Waste Water Management Facility (WWMF) Improvement Project design and construction takes the greatest share of the Sewer Fund CIP budget for FY2013-14 through FY15-16. Design scope of work was approved by the Board in January 2013 with design ending and construction beginning in calendar 2015. Various methods of financing the \$10 million total project cost are being pursued, with the main focus on grants or possibly low-interest loans.

An ongoing issue that will require consideration will be the removal of accumulated sludge from the WWMF lagoons and plans for a solids handling program, both of which will be capital intensive projects.

The sewer main camera unit is scheduled for replacement. Other projects totaling about \$223,000 include regularly scheduled repair and replacement of sewer mains, pumps, and generators, and construction of a new roof for the Waste Water Management Facility. Funding for these projects will come from the Reserves created by the Board for maintenance and replacement of capital infrastructure.

## **Office, Corporation Yard, Computers and Software**

While no additional projects are currently budgeted for the Main Office in FY2013-14, Operations is looking at upgrades for GIS, SEMS, and CADD software. There are also funds budgeted for regularly scheduled upgrades of computers and printers.

## **Fischer Ranch**

A disposal site upgrade at Fischer Ranch is proposed as part of the Waste Water Management Facility project, along with some expansion of underground valving and piping.

An alternative to the upgrade might include procurement of more property as a reclamation site. As regulations change, methods for land application will undoubtedly become more stringent and land procurement will be considered if it is feasible and an economically sound alternative.

## **Small Equipment and Other**

The main capital expense in this category is the planned acquisition of a collapsible discharge hose for the Letz Sewer Lift Station.

**Note on Exhibit 10 – Water & Sewer Funds Capital Improvement Program**

Exhibit 10 contains the summaries of the Water and Sewer Funds Capital Improvement Program's planned capital expenditures (in thousands: 10 = \$10,000). The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars, since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

***The Capital Improvement Program  
Streetlights Fund  
Fiscal Year 2013-14***

Streetlights Fund capital asset projects depend largely on grants, loans, and the strategic use of District Reserves. The Board has made a commitment to not defer scheduled maintenance, repair, and replacement of current service delivery systems. This must be balanced against the Board's equal commitment to fiscal responsibility. Under the leadership of the General Manager and Finance Director, staff has taken steps to honor both of these commitments in the budget process by ensuring that the potential financing sources of each project are discussed at the time of project proposal and included with each project's detail notes.

**CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION**

**LED Streetlights Replacement Project**

The Streetlights LED Replacement Project was approved by the Board with the direction to return for Board confirmation once the Central Avenue portion was complete. Having secured financing by PG&E, staff has implemented the project and completed the Central Avenue portion, which will be brought back to the Board for review in July, 2013. This means that completion of the project and the final receipt of PG&E Loan funds will take place in FY2013-14. These final numbers are shown in the Budget Summary, and a separate CIP budget was not created for the Streetlights Fund as no other major capital projects for Streetlights are under consideration at this time.



***The Capital Improvement Program  
Parks and General Fund  
Fiscal Year 2013-14***

General Fund capital asset purchases and projects are significantly dependent upon property tax revenues and assessments. The Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities is being renewed in FY12/13. As Proposition 1A made clear, the State's ability to redirect property tax revenues make that annual revenue source less secure and predictable than previously thought. When the State is again in a deficit position, they are likely to seek more local revenues to balance the State's budget. Local property tax remains one of the few only revenue sources left for this purpose along with redevelopment funds and higher fees.

**CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION**

**Utility Vehicles**

In 1998, the Board adopted a Fleet Replacement Plan to insure that MCSD's aging fleet of service vehicles would be replaced in an approximately ten-year cycle. At present, the Parks Fund is not planning to replace a utility truck this next fiscal year, but will be replacing it, and others, the following year as funds become available. The District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs.

**Building Projects**

With the successful passing of Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, staff has begun the design for construction of a **Teen/Family center** attached to the McKinleyville Activity Center. The facility will include a large space that can be sectioned off, storage, offices, multi-purpose activity room, restrooms, and a commercial kitchen. \$104,422 is the planned budget for the portion of this project expected to be completed in the coming fiscal year.

The aging furnaces at Azalea Hall and at the Library are scheduled to be replaced for \$5,000. Construction of the grant-funded covered picnic pavilion with group BBQ near the bocce ball courts at Pierson Park will proceed in FY2013-14 contingent on grant funding with matching Quimby Funds.

**Parks and Trails Projects**

The implementation of Proposition 1A reduced the General Fund property tax receipts in previous years. This seriously limited the viability of future capital projects. Since

that period the District has been able to build the reserves for matching funds for available parks grants.

Staff proposes to improve parking and river access on the newly acquired property purchased from Granite Construction along North Bank Road. Staff also proposes to create access and remove invasive and non-native plants and shrubs after the completion of the purchase of property at Washington and School Road from the McKinleyville Unified School District. Staff has committed to greater use of MCSD's Quimby Funds, which are held in trust by the County, and is planning to spend \$18,000 in new park improvements with these funds.

The District will continue to pursue additional grant funding for new projects, which may be included in the budget in future years, but are contingent upon successfully receiving grants. If McKinleyville continues to grow as anticipated, other regular acquisitions of new parkland are planned throughout the 10-20 year planning horizon.

### **Small Equipment, Contingency and Other**

Staff is planning on purchasing a new Saber floor scrubber for use at Azalea Hall and the McKinleyville Activity Center for \$5,000. Smaller and less expensive (more than \$500 but less than \$2,000) new equipment and emergency replacement of existing equipment cannot generally be anticipated. These are considered expenditures, rather than capital assets, and will be included in the repairs/maintenance/supplies line of the Parks Budget.

### **Note on Exhibit 10 – Parks & General Fund Capital Improvement Program**

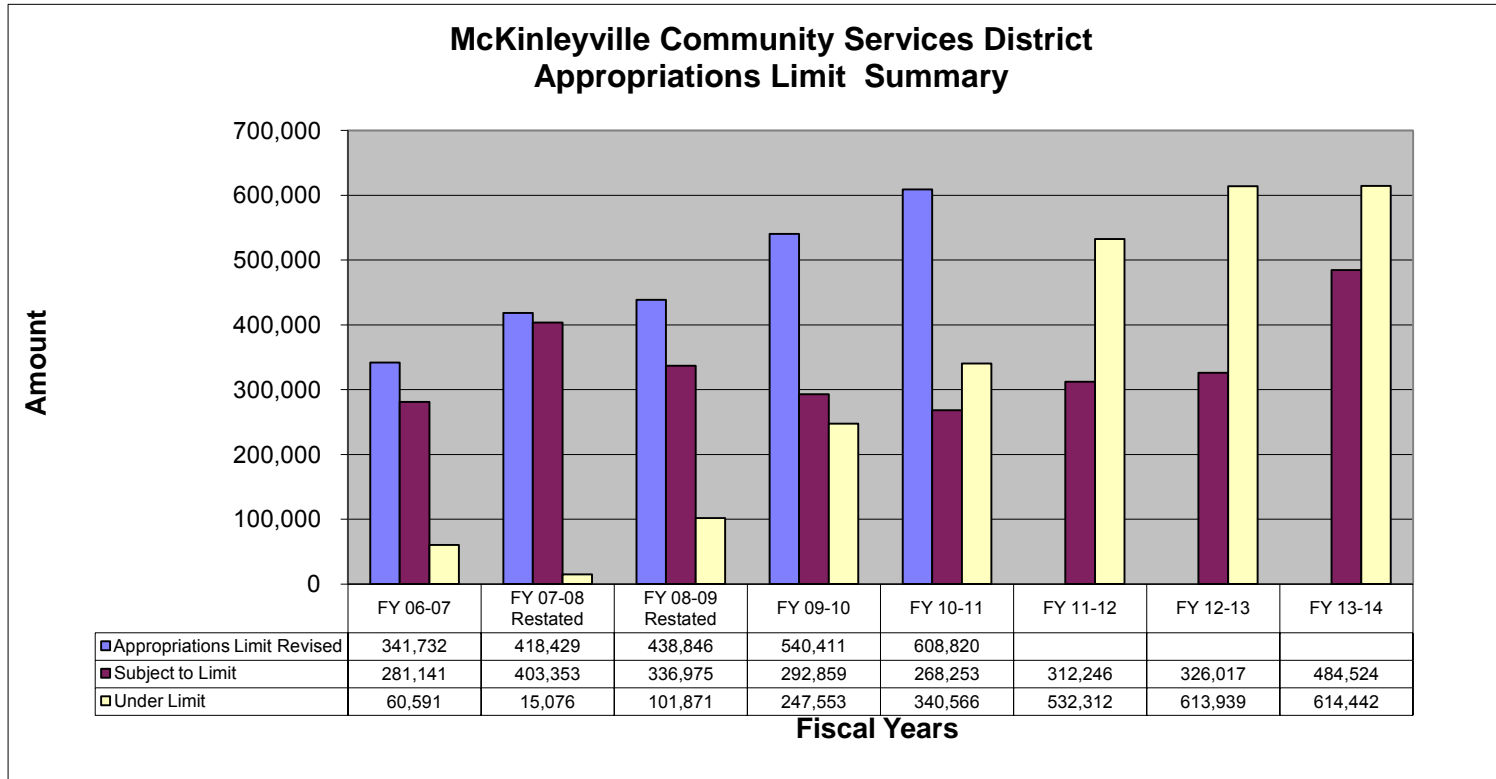
Exhibit 10 contains the summaries of the Parks and General Fund Capital Improvement Program's planned capital expenditures (in thousands: 10 = \$10,000). The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars, since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

# McKinleyville Community Services District

## Appropriations Limit Calculation Summary

### FY 13-14 Budget

<b>Prior Year Final Appropriation Limit</b>		<b>\$ 1,098,967</b>
<b>Allowed Compounded Percentage Increase from Prior Year <sup>(1)</sup></b>		
Non-Residential Assessed Valuation Percent Change	0.020%	
MCSD Unincorporated County Population Percent Change	0.500%	
Compounded Percentage as an Adjustment Factor	0.520%	
Annual Adjustment Amount to Appropriation Limit		<u>5,712</u>
<b>Current Year Appropriation Limit</b>		<b><u>1,104,678</u></b>
<b>Current Year Adopted Budget Appropriations From Proceeds of Taxes <sup>(2)</sup></b>		
Proceeds of Taxes From Adopted Budget <sup>(3)</sup>	511,248	
Less Allowable Exclusion of Certain Appropriations <sup>(3)</sup>	<u>(47,126)</u>	
<b>Current Year Appropriations Subject to Appropriation Limit</b>		<b><u>464,123</u></b>
<b>Current Year Appropriations Under the Appropriation Limit <sup>(3)</sup></b>		<b><u>\$ (640,556)</u></b>
<b>Percentage Under the Limit</b>		<b><u><u>-58%</u></u></b>



(1) From State Department of Finance, as required by State Law

(2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIIIB Appropriations Limit Uniform Guidelines - March 1991. See Worksheets for details.

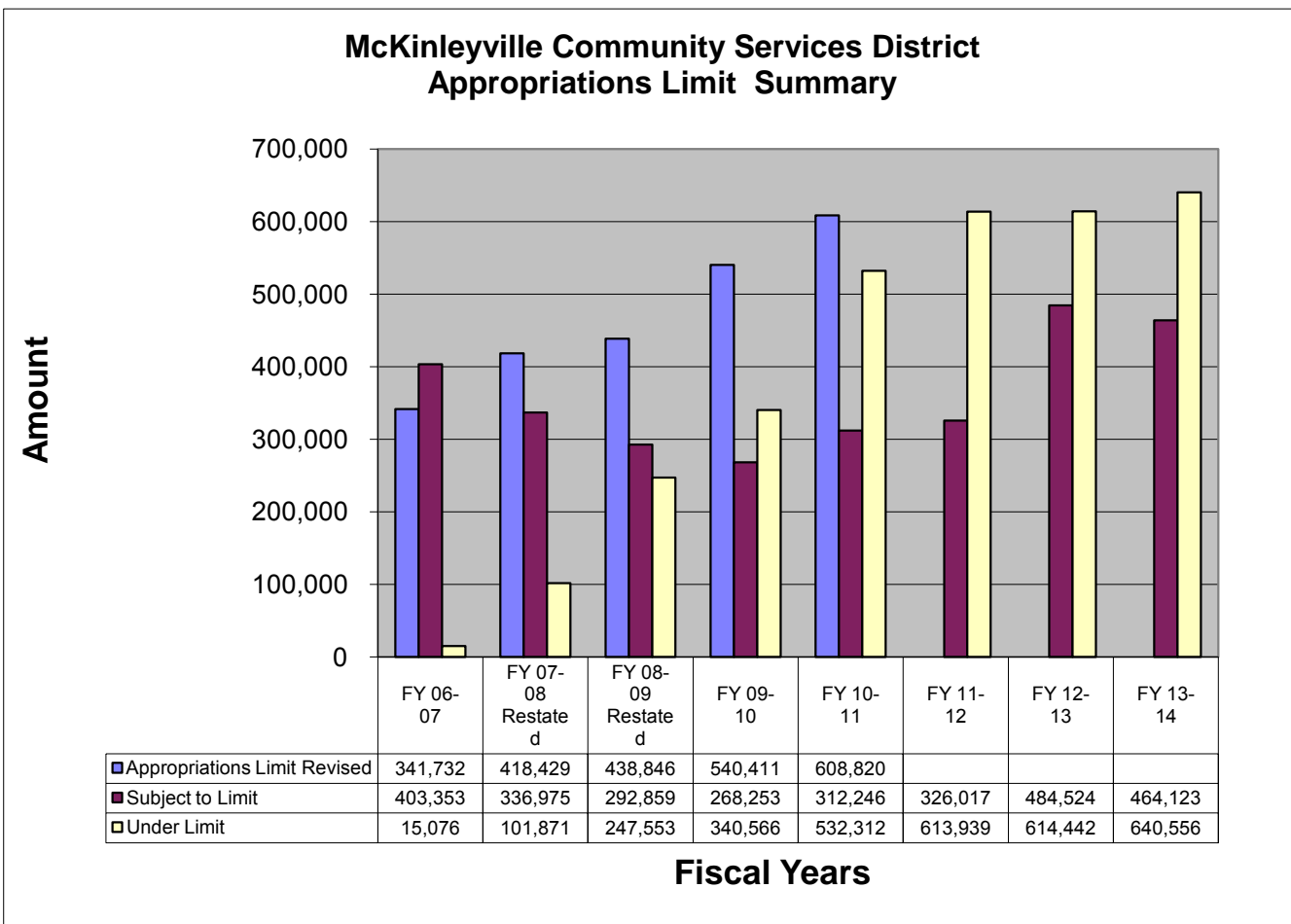
(3) Summary of worksheets for above calculations of Appropriations Limit and Appropriations Subject to Limit.

Summary of Appropriations From Proceeds of Taxes	From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations
General Fund	805,057	511,248	1,316,305
Street Lighting Fund	88,400	-	88,400
Water Fund	2,380,139	-	2,380,139
Wastewater Fund	2,018,150	-	2,018,150
<b>Total Proceeds and Non Proceeds of Taxes</b>	<b>5,291,746</b>	<b>511,248</b>	<b>5,802,994</b>
<b>Summary of Exclusions</b>			
Court Order Costs	-		
Federal Mandates	47,126		
Qualified Capital Equipment	-		
Qualified Debt Service	-		
<b>Total Exclusions to Appropriations Subject to Limit</b>	<b>47,126</b>		

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**

**Summary Charts**

Fiscal Year	Appropriations Limit Revised	Subject to Limit	Under Limit
FY 00-01	262,852	256,052	6,800
FY 01-02	284,654	272,089	12,565
FY 02-03	282,163	281,973	190
FY 03-04	308,121	291,306	16,815
FY 04-05	321,919	217,475	104,444
FY 05-06	341,732	281,141	60,591
FY 06-07	418,429	403,353	15,076
FY 07-08 Restated	438,846	336,975	101,871
FY 08-09 Restated	540,411	292,859	247,553
FY 09-10	608,820	268,253	340,566
FY 10-11	844,558	312,246	532,312
FY 11-12	939,956	326,017	613,939
FY 12-13	1,098,967	484,524	614,442
FY 13-14	1,104,678	464,123	640,556



**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 13-14 Budget**

**User Fees in Excess of Costs Analysis**  
**(Worksheet #1 of Guidelines)**

	Estimated User Fees Revenues & Expenditures	Allocation By Activity			
		Parks	Street Lighting	Water Operations	Wastewater Operations
<b>GENERAL FUND - Parks</b>					
Charges for Services	378,230	378,230			
Miscellaneous Fees & Reimbursements	21,900	21,900			
<b>Total General Fund</b>	<b>400,130</b>	<b>400,130</b>	-	-	-
<b>Street Lighting Fund</b>	88,400		88,400		
<b>Water Operations Fund</b>	2,380,139			2,380,139	
<b>Wastewater Operations Fund</b>	2,018,150				2,018,150
<b>Total Estimate of User Fees</b>	<b>4,886,819</b>	<b>400,130</b>	<b>88,400</b>	<b>2,380,139</b>	<b>2,018,150</b>
<b>Current Year Adopted Budget</b>					
Operations & Equipment	5,594,559	1,315,442	83,809	2,319,931	1,875,377
Allocations for Improvements	-				
<b>User Fees (Under) or in Excess of Costs</b>	<b>(707,740)</b>	<b>(915,312)</b>	<b>4,591</b>	<b>60,208</b>	<b>142,773</b>

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 13-14 Budget**

**Calculation of Proceeds of Taxes and Interest  
Allocation (Worksheets #2 & #3 of Guidelines)**

PROCEEDS AND NON-PROCEEDS OF TAXES REVENUE ANALYSIS	Revenue Estimates (1)	Use of Reserves or Fund Balances (2)	Net of Other Uses or Transfers To Other Funds	Net of Other Sources or Transfers From Other Funds	Total Appropriation of Funds (3)	Appropriations From	
						Non-Proceeds of Taxes	Proceeds of Taxes
<b>General Fund</b>							
Property Tax	510,000				510,000	-	510,000
Special Assessment	209,000				209,000	209,000	-
Charges for Services	378,230				378,230	378,230	-
Grants	52,400				52,400	52,400	-
Development Fees	141,500				141,500	141,500	-
Interest (4)	3,275				3,275	2,027	-
Miscellaneous Fees & Reimbursements	21,900				21,900	21,900	1,248
Other Financing Sources					-	-	-
Other Sources					-	-	-
<b>TOTAL GENERAL FUND REVENUES</b>	<b>1,316,305</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,316,305</b>	<b>805,057</b>	<b>511,248</b>
<b>Street Lighting Fund</b>	88,400	(4,500)				88,400	
<b>Water Fund</b>	2,380,139	(105,927)				2,380,139	
<b>Wastewater Fund</b>	2,018,150	(105,927)				2,018,150	
<b>Debt Service Fund</b>	-					-	
<b>Total All Funds</b>	<b>5,802,994</b>	<b>(216,354)</b>	<b>-</b>	<b>-</b>	<b>1,316,305</b>	<b>5,291,746</b>	<b>511,248</b>

(1) See Worksheet 2.1 for Detail to all Funds

(2) Use of reserves or fund balances are considered non-proceeds of taxes due to prior year appropriation of all fund balances to reserves. A (negative) amount reflects a budgetary increase to reserves or ending fund balance which will be reflected in the final budget appropriations.

(3) Includes all appropriations from all funds to reconcile to adopted budget resolutions.

(4) Interest is allocated between Proceeds and Non-Proceeds on a proportional basis.

**McKinleyville Community Services District**  
**Revenue Estimates Detail**  
**FY 13-14 Budget**

**Proceeds Detail (Worksheet 2.1  
of Guidelines)**

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
<b>General Fund - Parks</b>					
41050	ADMIN FEE	4,500	4,500		Reimbursement for Services
42020	PROC. FEES	1,500	1,500		User Fees for Services
42030	BAD CHECK FEES	100	100		Miscellaneous Fees and Reimbursements
43002	REFUNDS/REBATES	-	-		Miscellaneous Fees and Reimbursements
43195	OTHER OP. REV.	4,000	4,000		Miscellaneous Fees and Reimbursements
43197	LEASE REVENUE	8,100	8,100		Use of Property fees
44000	OPEN SPACE FEES	66,000	66,000		Development Fees
45000	OPEN SPACE FEES	7,500	7,500		Development Fees
47050	MSC PAYROLL REM	-	-		Miscellaneous Fees and Reimbursements
47999	EVENT RENTALS	33,780	33,780		User Fees for Services
48000	COMM. EVENTS	-	-		User Fees for Services
48001	VENDOR CONTRACT	29,000	29,000		User Fees for Services
48002	EVENT SERVICES	4,500	4,500		User Fees for Services
48010	INSURANCE FEES	1,050	1,050		User Fees for Services
48020	AD INCOME	1,500	1,500		User Fees for Services
48040	COMMISSIONS VND	100	100		User Fees for Services
48050	REC. PROGRAMS	316,300	316,300		User Fees for Services
48051	FRF DISCOUNT	(9,500)	(9,500)		User Fees for Services
48055	PROGRAM GRANTS	27,400	27,400		Related to Restricted Grants
48070	SALE OF SCRAP	-	-		Use of Property fees
50001	INT. REVENUE	3,275	2,027	1,248	Allocated
51001	SECURED TAXES	510,000		510,000	
51060	MEASURE B ASSMT	209,000	209,000		Special Assessment Restricted Specific Use
52000	OTHER INCOME	1,600	1,600		Miscellaneous Fees and Reimbursements
53001	CONTRIBUTIONS	3,600	3,600		Donations
53002	QUIMBY FEES	68,000	68,000		Development fees
54001	STATE GRANTS	25,000	25,000		Related to Restricted Grants
56000	GAIN ON DISPOSAL	-	-		Miscellaneous Fees and Reimbursements
<b>Total General Fund</b>		<b>1,316,305</b>	<b>805,057</b>	<b>511,248</b>	

**Street Lighting**

41050	ADMIN FEE	12,800	12,800		
42020	PROC. FEES	3,500	3,500		
47001	ST. LIGHT CHGS	72,000	72,000		
47001	ST. LIGHT CHGS	-	-		
50001	INT. REVENUE	100	100		
<b>Total Street Lighting</b>		<b>88,400</b>	<b>88,400</b>	<b>-</b>	User Fees for Services

**Water Fund**

40000	WATER BASE CHG	780,000	780,000		
40001	MTR. WATER SALE	1,329,089	1,329,089		
41001	NEW SVC. FEES	12,800	12,800		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	3,000	3,000		
42001	PERMIT FEES	3,000	3,000		
42010	CONN. FEES	45,000	45,000		
42020	PROC. FEES	19,700	19,700		
42030	BAD CHECK FEES	450	450		
42040	RECONN. FEES	20,000	20,000		
42050	DCV INSPECTION	20,000	20,000		
43010	REC. BAD DEBTS	700	700		
43190	CELL TOWER REV.	14,500	14,500		
43195	OTHER OP. REV.	22,000	22,000		
43197	LEASE REVENUE	3,600	3,600		



# McKinleyville Community Services District

## Revenue Estimates Detail

### FY 13-14 Budget

#### Proceeds Detail (Worksheet 2.1 of Guidelines)

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
43198	PAVING FEES	2,750	2,750		
43199	SERVICE UPGRADE	-	-		
46000	AFTER HRS CHGS	750	750		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	1,000	1,000		
50001	INT. REVENUE	12,000	12,000		
50005	LATE CHARGES	14,800	14,800		
51011	CONTRIB CONST	75,000	75,000		
56000	GAIN ON DISPOSAL	-	-		
<b>Total Water</b>		<b>2,380,139</b>	<b>2,380,139</b>	<b>0</b>	User Fees for Services

#### Wastewater Fund

40002	SWR SVC CHGS.	1,700,000	1,700,000		
40010	STORM WATER FEE	300	300		
41001	NEW SVC. FEES	14,000	14,000		
41002	INSTALLATION FEES	1,200	1,200		
41020	PL. CK. FEE DEP	1,000	1,000		
41040	SWR CONST PRMT	2,000	2,000		
42001	INSPECTION FEES	-	-		
42010	CONN. FEES	120,000	120,000		
42020	PROC. FEES	-	-		
42030	BAD CHECK FEES	450	450		
42040	RECONN. FEES	-	-		
42050	DCV INSPECTION	-	-		
43010	REC. BAD DEBTS	700	700		
43190	CELL TOWER REV.	14,500	14,500		
43195	OTHER OP. REV.	12,000	12,000		
43197	LEASE REVENUE	18,000	18,000		
43198	PAVING FEES	500	500		
46000	AFTER HRS CHGS	-	-		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	100			
50001	INT. REVENUE	20,000	20,000		
50005	LATE CHARGES	13,400	13,400		
51011	CONTRIB CONST	100,000	100,000		
56000	GAIN ON DISPOSAL	-	-		
<b>Total Wastewater</b>		<b>2,018,150</b>	<b>2,018,050</b>	<b>0</b>	User Fees for Services

#### Debt Service

<b>Total Debt Service</b>	-	-	-	Debt Related
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<b>Total All Funds</b>	<b>5,802,994</b>	<b>5,291,646</b>	<b>511,248</b>
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**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 13-14 Budget**

<b>Calculation of Appropriations Subject to  Limit (Worksheet #4 of Guidelines)</b>
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	<u>Adopted Budget</u>
Total Appropriations From Proceeds of Taxes (From Worksheet # 2)	\$ 511,248
Less Allowed Exclusions (From Worksheet #7)	(47,126)
Current Year Appropriations Subject to Limit	<u>\$ 464,123</u>
Current Year Appropriations Limit (From Worksheet #6)	1,104,678
Current Year Appropriations Over or (Under) Limit	<u>\$ (640,556)</u>
Percentage Over or (Under) Limit	<u><u>-58%</u></u>

# McKinleyville Community Services District

## APPROPRIATIONS LIMIT CALCULATION

### FY 13-14 Budget

## Population and Growth Factors (Worksheet #5 of Guidelines)

	Percent Change Indices		Percent Change in Population [1]		Allowed Annual Percent Growth in Appropriations Limit	Revised Appropriations Limit [2]
	Percent Change in Per Capita Personal Income [3]	Percent Change in Annual Non-Residential Assessed Valuation growth to Total Growth [4]	MCSD (Unincorporated County)	Humboldt County Total		
FY 00-01	4.91	N/A	1.64	1.35	106.63052%	262,852
FY 01-02	7.82	N/A	0.44	0.34	108.29441%	284,654
FY 02-03	-1.27	N/A	0.40	0.33	99.12492%	282,163
FY 03-04	2.31	8.14	0.98	0.77	109.19977%	308,121
FY 04-05	3.28	-0.10	1.16	0.94	104.47805%	321,919
FY 05-06	5.26	-42.46	0.85	0.70	106.15471%	341,732
FY 06-07	3.96	21.98	0.10	0.38	122.44352%	418,429
FY 07-08	4.42	-14.41	0.17	0.44	104.87945%	438,846
FY 08-09	4.29	22.13	0.83	0.64	123.14368%	540,411
FY 09-10	0.62	12.02	0.57	0.45	112.65851%	608,820
FY 10-11	-2.54	37.77	0.69	0.53	138.72061%	844,558
FY 11-12	2.51	10.50	0.72	0.66	111.29560%	939,956
FY 12-13	3.77	16.80	0.10	0.00	116.91680%	1,098,967
FY 13-14	3.10	0.02	0.50	0.40	100.51974%	1,104,678

[1] From State Department of Finance per Article XIII B of the California Constitution every May 1st for following Fiscal Year Appropriations Calculation. A 1991 amendment to Article XIII-B dropped use of the CPI and allowed for revising limit with PCI or Growth in non-residential assessed valuation and City or County population growth factors back to FY 87-88. The MCSD may selection by resolution the growth factors to be used to calculate the annual Appropriations Limit. The **Bold type** indicate Factor used in calculation for the individual Fiscal Year.

[2] Appropriations Limit calculation have been revised to correct factors and mathematical calculations. Previous Appropriations limits and combined percentage growth from June 20, 2007 Board Agenda report.

[3] PCI = Per Capita Personal Income - California 4th Quarter - Calculated by State Department of Finance.

[4] Percent of annual growth in non-residential assessed valuation is from information provided by the Humboldt County Assessor's office on values and property classifications and is calculated as the percent of change in non-residential property valuation to the change in total valuation. Application of the percent change in non-residential valuation is from the prior fiscal year change. For example, the percent change in FY 03-04 of 8.14% was the change in non-residential assessed valuation in FY 02-03 from FY 01-02.

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 13-14 Budget**

<b>Appropriations Limit Calculation (Worksheet #6 of Guidelines)</b>
--

Prior Year Appropriations Limit (From Worksheet #5)	\$	1,098,967
Current Year Growth Factors (From Worksheet #5)		
Non-Residential Assessed Valuation Percent Change		0.02%
MCSD Unincorporated County Population Percent Change		0.50%
Compounded Total Percentage Adjustment Factor		<u>0.520%</u>
Current Year Annual Adjustment Amount	\$	5,712
Other Adjustments to Limit (see detail worksheets)		
Reduction In Limit		
Loss of Responsibility		0
Transfer of Services to Private Sector		0
Transfer of Services to Fees		0
Increase in Limit		
Assumed Responsibility of Services		0
Total Adjustments to Limit	\$	<u>-</u>
Current Year Appropriations Limit	\$	<u><u>1,104,678</u></u>

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 13-14 Budget**

<b>Exclusions to Appropriations Limit (Worksheet #7  from Guidelines)</b>
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	<b>Exclusions</b>
<b>Court Orders</b>	
	-
<b>Federal Mandates</b>	
FICA and Medicare Payments	43,346
Unemployment Payments	3,780
<b>Total Federal Mandates</b>	<b>47,126</b>
<b>Qualified Capital Outlays (Assets of over \$100,000 )</b>	-
<b>Total Qualified Capital Outlays Paid From Proceeds of Taxes</b>	-
<b>Qualified Debt Service</b>	
<b>Total Qualified Debt Service Paid From Proceeds of Taxes</b>	-
<b>Total Exclusions</b>	<b>47,126</b>

**RESOLUTION NO. 2013-13**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013/2014  
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

WHEREAS, PURSUANT TO Article XIII B of the California Constitution, the McKinleyville Community Services District is required to establish, by resolution, the limit to which funds derived from ad valorem taxes may be appropriated during fiscal year 2013/2014; and

WHEREAS, the District staff has obtained from the California Department of Finance a Population Change Estimate for the area within the McKinleyville Community Services District; and

WHEREAS, the results of the Population Change Estimate have been included within the determination of the McKinleyville Community Services District appropriations limit for fiscal year 2013/2014; and

WHEREAS, the McKinleyville Community Services District has determined that such limit should be established at \$1,104,678

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

Section 1. The Board of Directors of the McKinleyville Community Services District hereby establishes the limit to which funds derived from ad valorem taxes may be appropriated during the fiscal year 2013/2014 pursuant to the provisions of Article XIII B of the California constitution as \$1,104,678

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 12<sup>th</sup> of June 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: \_\_\_\_\_  
Dennis Mayo, Board President

Attest:

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

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.3. Consider STRATEGIC PLAN (Board to approve prior to July 1, 2013) further reviews will be done annually**

**PRESENTED BY: Brent Ives, BHI Management Consulting**

**TYPE OF ACTION: Board review, comment and endorsement**

### **Recommendation:**

Staff requests the Board review the proposed implementation plan as provided by staff.

### **Discussion:**

To date in the strategic planning process, the District, through its consulting firm, BHI Management Consulting, has gathered input from the public, employees and individual Board members. The Board also met in workshop session on February 13<sup>th</sup> with BHI to develop the District Mission statement and Vision statement.

Resulting from guidance at the Board workshop, Staff has met with BHI to develop an implementation plan that outlines the approach for meeting the vision and how the vision will be met within the five-year timeframe. Included in the implementation plan are specific projects, actions and initiatives that support meeting the vision, along with anticipated completion dates with each.

Tonight is the Board's "Tone-check" meeting, allowing the Board to review the proposed implementation plan and determine its approach, scope and overall adequacy to determine how well it meets with the Board's understanding and expectations. Elements of the implementation plan can be expected to be reported and present in future Board decisions, agendas, and plans.

### **Alternatives:**

- Review and approve the implementation plan
- Make adjustments to the implementation plan
- Reject the implementation plan

### **Fiscal Analysis:**

This stage of the project is part of the previously approved consulting contract with BHI.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Draft Strategic Plan



*MCSD Strategic Plan*  
*(DRAFT)*  
*4/8/13*

### **Board of Directors**

Dennis Mayo, President

David Couch, Vice President

John Corbett, Director

Helen Edwards, [Director](#)

Bill Wennerholm, [Director](#)

### **District Management Team**

Greg Orsini, General Manager

Colleen Trask, Finance Director

James Henry, Operations Director

Jason Sehon, Parks and Recreation Director

Kathy Wilson, Board Secretary

### **Strategic Plan Consultant – BHI Management Consulting**

Brent H. Ives, Principal



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## **Introduction**

A Strategic Plan is a top level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a rational course of action. This planning process began with an environmental scan of the District's business environment including an objective assessment of the District's strengths, weaknesses, opportunities and threats. Input from various stakeholders was gathered and analyzed. Starting with that information the District's Mission, Core Values, Vision and the overall structure of this Strategic Plan were developed by the Board in workshop settings. Within the framework of that structure and the business environment, strategies and goals were developed to sustain and where appropriate improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

The strategic planning effort has focused on all of the following important areas:

- Ensuring the District's long term financial health and stability;
- Carefully managing the infrastructure needed to fulfill the District's Mission;
- Providing responsible stewardship of the water, wastewater parks & recreation, streetlights and other services with which we are entrusted;
- Sustaining a high performing, motivated and adaptable workforce;
- Sustaining sound management practices and good governance;
- Fostering partnerships when needed to better achieve our Mission; and
- Assuring clear, concise and consistent communications with the community we serve.

## Strategic Planning Definitions

Mission Statement: A declaration of the District's purpose which succinctly describes why the District exists. All activities of the District should be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement is reviewed annually but is intended to be constant over the long term.

Vision Statement: A statement that articulates where the District wants to be over the life of the Strategic Plan. It outlines at the highest level the key changes that must be achieved by the Strategic Plan. The Vision creates and drives strategy and tactics identified elsewhere in the Strategic Plan. The Vision Statement is adopted by the Board of Directors. The Vision Statement will be reviewed annually and will typically change more frequently than the Mission Statement to reflect the direction the Board wants to take the District over the five-year time horizon of the Strategic Plan.

Strategic Elements: The broad and primary areas of District operations, planning, and management that are addressed and supported by the Strategic Plan goals. These essentially serve as the outline and organization of the Strategic Plan. The Strategic Elements are adopted by the Board of Directors. The Strategic Elements are reviewed annually but are intended, absent major new issues to be faced, to be relatively constant over the life of the five year Strategic Plan.

### Objective And Strategy Statement:

A concise statement associated with each Strategic Element that describes the objective of that element. It explains why that element is important to the District's overall strategy and finishes with a statement that describes how the Objective for that Element will be achieved through a strategy.

Strategic Goals: A short statement of desired success. The goal statement is supported by a narrative that more fully explains the nature of the goal and the issues that the goal intends to address. The Strategic Goals are prepared by management and accepted by the Board. The Strategic Goals will change from year-to-year when the annual assessment is made of the progress on each Strategic Element. The Strategic goals straddle the line between policy (Board responsibility) and implementation (management responsibility) and as such are a collaborative effort of both the Board and management.

## **Strategic Plan Development**

In FYE 2012 the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's five-year Strategic Plan. BHI first gathered input from the District employees in a number of meetings so as to allow direct and "ground level" input to the Board during their deliberations on the Strategic Plan. A public meeting was then held to further gain a broad perspective on the future of the District. To prepare for Board workshops the Consultant interviewed the District Board members individually on matters they thought were most relevant to future strategy for the District. The following topics were discussed at all of the input gathering meetings:

- Mission;
- Vision;
- Strengths;
- Weaknesses;
- Opportunities; and
- Threats.

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. Two Board workshops were conducted. At these workshops the Board reviewed all input, revisited and refined the existing Mission Statement of

the District, created a new Vision Statement for the District and discussed Core Values.

A steering committee, consisting of Senior Management and staff, worked with BHI to develop the Strategic Goals that support each Strategic Element. Using this process, along with both external and internal input, the Strategic Plan was assembled in a way that best articulates the Board's Vision and Strategy for the District over the next five years.

### **Continuation Process of the Plan**

A key part of the Strategic Planning process is to conduct an annual review to update the Plan. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and conditional needs of the District. The reviews will be documented and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

## Mission and Vision Statements

### **DISTRICT MISSION**

Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.

### **DISTRICT VISION**

In five years, MCSD will:

- have continued our commitment to infrastructure maintenance
- have explored options for additional emergency water supplies
- have assured water reliability (distribution system)
- have converted customers to all radio read meters
- have secured funding and completed construction of the WWMF improvement project
- be proactive with regulatory compliance
- have converted to all LED streetlights
- have continued our commitment to maintenance of parks, facilities and trails
- have opened and are operating our Teen Center
- have identified funding sources for community forest development and maintenance
- be operating Mad River Park
- have secured funding for park and trails development
- have formalized relationships and collaborations with other governmental agencies
- have maintained a high quality and efficient workforce
- have continued our commitment to ensuring efficient and ethical governance
- have improved communications with the ratepayers and the entire McKinleyville Community.
- will have ensure continued planning and training for emergency operations
- have achieved a “best practices” distinction



- have long-term, financial sustainability in all District programs (debt, reserves, program costs, etc.)

\*\*\*\*\*

## Strategic Elements

Strategic Elements represent the vital areas of the District's operation and management wherein strategy is placed. They assure that the implementation of strategy work to be performed in support of the Mission and Vision are comprehensive in nature and properly cover all areas of the District. Strategic elements are derived from the foundational Mission and Vision statements of the District. They are linked to action and results through the Strategic Goals written in each area and the Strategic Work Plan. The Strategic Work Plan contains the supportive actions and initiatives organized and prioritized by year within the planning period. It presents each Strategic Goal and consolidates s actions in tabular form in **Table 1 - Strategic Plan "At-a-Glance" (pg. 31).**

The Strategic Elements are:

- 1.0 Water
- 2.0 Wastewater
- 3.0 Streetlights
- 4.0 Parks and Recreation
- 5.0 Partnerships
- 6.0 Personnel/Organization
- 7.0 Administrative Management
- 8.0 Financial Sustainability

## 1.0 WATER

**Objective:** The objective is to continue our commitment to supply safe and reliable drinking water to our present and future customers.

**Strategy:** We will do this by keeping replacement, repair and upgrading of our pipes, and pumps at a high level by ensuring adequate funding.

### 1.1 MAINTENANCE PROGRAMS

Maintaining reliable water distribution and storage is the number one priority of MCSD. Through the use of our Preventative Maintenance work order software (SEMS) we will continue planned maintenance of all facilities. Annual and monthly inspections will be conducted on all aspects of the system. Results of these inspections will be used to prioritize and schedule repairs. These facilities include:

- All Booster Pumps and Motors
- Pressure Reducing Valves
- Fire Hydrants and Distribution Valves
- Emergency Chlorination Systems
- Emergency Generators
- Storage Tanks

During this planning period tank maintenance will include the recoating of Tank 1 B at Cochran Road and the replacement of the shingled roof on redwood tank 3 B at McCluski. Monitoring unaccounted for water will indicate potential leaks and initiate the search. At this time our unaccounted for water is within the industry standard, verifying the integrity of our distribution system.

### 1.2 WATER STORAGE TANK PROJECT

MCSD Board has determined the necessity to maintain a 5-day reserve of water due to our single source. We are in the process of negotiating the purchase of property adjacent to Cochran Tank Site. Upon completion of the procurement process a cost

benefit analysis on tank type will be conducted to determine whether the tanks design will be steel or concrete and design completed. Search for grant funding to offset costs.

### **1.3 EMERGENCY WATER CROSSING**

Due to the vulnerability of the MCSD sole water source and the construction of the Highway 101 Bridge, a 12" pipe was installed during that construction. An intertie was then needed to link MCSD to another water source. The intertie design and agreement have been completed. Proposition 50 Grants funds are available due to a regional effort lead by MBMWD.

### **1.4 EMERGENCY WATER SUPPLY**

MCSD is pursuing grant funding to develop a Ground Water Management Plan (GWMP). Due to the vulnerability of one source of water MCSD had determined an emergency ground water source is necessary. Through development of the GWMP, reliable sources of ground water will be developed in the event of an emergency.

### **1.5 RADIO TELEMETRY UPGRADES**

Due to age of existing digital control at tank sites and booster stations MCSD is in the process of updating this equipment. These system upgrades ensures public safety and have supervisory control of remote infrastructure, these systems must perform in a reliable manner.

### **1.6 WATER MAIN REHABILITATION AND REPLACEMENT**

The original MCSD water distribution system is 40 years old. The integrity of the system is still sound but since the rehabilitation of in-the-ground pipe is costly, funds will start being set aside for this particular project.

### **1.7 RADIO READ METERS**

Radio read meter technology has matured to a point where it is now feasible and cost effective to utilize them. MCSD specification requires all new meters be radio read. As meters age to roughly 15 to 18 years they have been replaced in the past. MCSD is in the process of consolidating that process to either retrofit new meters with radio heads or replace older meters with radio meters. That process will be ongoing for the next two to three years.

DRAFT

## 2.0 WASTEWATER

**Objective:** The objective is to continue our commitment to provide safe and reliable collection, treatment, recycling and disposal of wastewater to meet current and future regulatory requirements and community needs.

**Strategy:** We will do this by meeting current community wastewater needs and continuing to monitor proposed future regulatory and capacity requirements and ensuring adequate funding.

### 2.1 20-YEAR FACILITY PLAN

A facility plan was completed and accepted by the MCSD Board of Directors in December of 2011. The three year long process evaluated the collection and treatment systems and the reclamation and discharge facilities. These evaluations were used to determine the adequacy of existing facilities so phasing of upgrade or replacement could be documented. *(Examples of facilities to be replaced herein?)*

**2.2 WWMF IMPROVEMENT PROJECT** – MCSD's existing treatment facility is unable to meet current limitations as set forth in the NPDES permit and upcoming limitations will only become more stringent. An upgrade is necessary to be in compliance with upcoming State nutrient removal requirements and avoid future fines so MCSD is in the process of design with construction of new WWMF to meet current and future discharge limitations scheduled for completion in during this planning period. Utilization of grant options to help offset costs is a priority for this project.

**2.3 COLLECTION SYSTEM UPGRADES** – A sewer model was designed to locate undersized mains in the collection system. Scenarios were run using proposed growth and major rain events. Several locations were identified as being inefficient to handle the flow increase without causing sewer back-ups and possible spills.

Upgrades will be necessary in these areas as development and population increases.

- 2.4 SEWER MAIN IMPROVEMENT AND REHABILITATION** – The Board has prioritized maintaining the sewer mains tight and free of infiltration. Preventing the groundwater from mixing with the sewer saves on pumping and treatment costs. An internal pipe patch repair kit was purchased to make these trenchless repairs. It will not only repair the broken section of the main but also save excavation costs. Replacing AC pipe with SDR 35 as upgrades or repairs occur is also part of the District's improvement strategy.
- 2.5 RADIO TELEMETRY UPGRADES** – Due to age of existing digital control, MCSD is in the process of updating this equipment. In order to ensure public safety and maintain proper supervisory control of remote infrastructure, these systems must perform in a reliable manner. The WWMF controls will be addressed along with the improvement project as well as the sewer lift stations (generators?) are scheduled for this planning period.
- 2.6 SEWER LIFT STATION GENERATOR UPGRADES** – The sewer lift station generators are nearing the end of their service life. There are also emission restrictions on these generators which prevent the needed cycling these generators. The District plans to upgrade the generators to meet emission regulations and to allow for future pump upgrades during this planning period.
- 2.7 PRE-TREATMENT PROGRAM** – A pretreatment program is very important to regulate unwanted discharging into the sewer collection system which can disrupt the treatment process; grease from cooking facilities also plays a major factor in sewer spills. By direction of the Board, discharge permits will be issued to non domestic discharges and customers with grease traps to meet the Food Oil Grease program requirements. This State mandated program will be fully implemented in this planning period.

## **2.8 I&I PREVENTION**

Inflow and Infiltration cost a lot of money to pump and treat. It can also overwhelm a sewer lift station and possibly cause sewer spills. Annual inspections of manholes, smoke testing and flow testing are ways MCSD identify these issues. Keeping the public educated on not pulling cleanouts or connecting drains and downspouts into their sewer laterals is a method of eliminating inflow problems. Gel grouting rehabilitation of manholes and pipe patching will continue to be a priority to eliminate infiltration. MCSD will continue to utilize the camera van and push camera to inspect discrepancies found during inspections. Through the use of multiple media channels new methods of community education will be implemented during this planning period.

### **3.0 STREETLIGHTS**

**Objective:** The objective is to continue our commitment to provide public safety through well-lit streets, intersections and neighborhoods.

**Strategy:** We will do this by implementing the most cost effective and reliable streetlight technology and through adequately funded continuing maintenance programs.

#### **3.1 CONVERTING TO LED LIGHTING**

Due to improvements in technology that reduce carbon impact and costs, the Board has directed staff to proceed with the implementation of the LED streetlight retrofit. Funding and replacement of all streetlights with LED lighting is expected to be completed in this planning period. Through update of District Standards, all new developments will be required to meet the LED fixture specifications.

#### **3.2 MAINTENANCE PROGRAMS**

Through use of a new pole inspection program, poles will be replaced prior to becoming a safety hazard and as needed due to condition or collision. GIS locate new poles as new development occurs.



## 4.0 PARKS AND RECREATION

**Objective:** The objective is to provide safe and high quality parks, facilities, trails and recreation programs for the McKinleyville community.

**Strategy:** We will do this by encouraging community participation to assess recreational needs; deliberately seeking broad funding for the support of parks, facilities, and trails.

### 4.1 TEEN AND COMMUNITY CENTER

Over the course of the last several years, staff gained community feedback and conducted a community survey to consider future needs for the Parks & Recreation Department. The results of this input and the survey showed support of building a Teen Center in McKinleyville. In 2012, the MCSD Board approved Measure B and authorized staff to begin the process to design and construct a Teen and Community Center at Pierson Park. A majority of funding for the construction and a portion of the maintenance for this project has been secured through the successful passing of Measure B. Staff will continue working on fund raising efforts to help furnish the facility.

### 4.2 HEWITT PARK

This park has been identified as a necessary enhancement to the McKinleyville community through a series of Public Meetings held in 2007. Ultimately, the MCSD Board encumbered \$25,000 in Quimby Inland Park Dedication Funds for the project and directed staff to pursue matching grant funding for the park expansion. Based on staff recommendations and public input, the Board approved enhancements to include an interpretive trail system, a disc golf course and small gravel parking lot. Funding options will be developed and brought to the Board for consideration in 2016.

#### **4.3 WASHINGTON AVE PROPERTY**

This 3.10 acre property was purchased in 2013. While there are no immediate plans for park development, the Board has expressed interest in creating access so that it will be available for the community to use as open space.

#### **4.4 COMMUNITY FOREST**

Staff will explore funding avenues for the operation and maintenance of a community forest at two potential locations in McKinleyville.

The McKinleyville Area Plan has identified the importance of a community forest in McKinleyville. Locations and funding will be researched and identified throughout this planning period.

#### **4.5 MAD RIVER PARK**

This property has been identified as having recreational potential and staff will seek funding in the form of grants and donations for future development of this property in line with strategic directives. During this planning period, access and trail systems will be developed.

#### **4.6 MAINTENANCE STANDARDS**

The Board and members of the community have placed a priority on continuing a high standard of maintenance for our parks and facilities. Management will implement this priority by evaluating staffing levels and continuing employee training opportunities.

## **5.0 PARTNERSHIPS**

**Objective:** *Our objective is to foster beneficial relationships to accomplish the broad, long-term strategies of the District.*

**Strategy:** *We will do this by embracing strategic ties with other organizations and agencies, working closely with regulators, supporting a deliberate legislative agenda and participating in professional associations.*

### **5.1 FOSTER REGIONAL COOPERATION**

The infrastructure of the District is dependent on the interties of other agencies, i.e.; the County, surrounding city governments and special districts. It is through a combined effort that the services needed by our community are effectively and economically delivered. These relationships are built on our dependency upon inter-agency cooperation. As MCSD moves forward, the District must maintain and seek out additional areas of cooperation. This is critical to our continued growth and commitment of service. We will continue participating in Humboldt Bay Municipal Water District (HBMWD) Municipal water customer group meetings as well as in the Humboldt County Emergency Operations Plan (EOP) through interoperability and mutual aid agreements. District management will continue to meet with Humboldt County Board of Supervisors and with Humboldt County Sheriff Department and Arcata Fire Protection District. We will work to improve coordination with the Humboldt County Planning and Public Works Departments and foster an environment where elected officials from Arcata and McKinleyville can meet to discuss shared responsibilities. Additionally, we will continue partnerships that benefit MCSD by providing labor and project support, such as with SWAP, California Conservation Corps, Service Clubs, McKinleyville Family Resource Center, Eagle Scouts, etc.

## **5.2 IMPROVE POLITICAL TIES – COUNTY SUPERVISORS, STATE LEGISLATURE, FEDERAL LEGISLATURE –**

The political ties present and available to MCSD are intertwined in the financial resources and support necessary to maintain existing infrastructure and services to the community. As demands are being met, these ties are daily nodes of information about additional resources available on a larger scale. As our political partners become aware of grants, financial resources and other projects beneficial to the District; our relationship gains importance.

It is critical to continue to contact and educate each organization in order to make them aware or enable them to provide valuable information and conduits for access to these resources. We will continue to seek inclusion in Humboldt County Association of Governments (HCAOG) either directly, or through Joint Powers Association (JPA) or through committee membership. Additionally, we will continue to participate with State level organizations, including Special Districts Risk Management Authority (SDRMA), California Special Districts Association (CSDA), California Water Environmental Association (CWEA), Association of California Water Agencies (ACWA) and the California Parks & Recreation Society (CPRS). We will also monitor opportunities for inclusion in other organizations that will increase the Districts political influence.

## **5.3 PARTICIPATE WITH COMMUNITY GROUPS – CHAMBER OF COMMERCE, VOLUNTEER GROUPS, PROFESSIONAL ASSOCIATIONS**

It is important to participate with local groups representing various constituents in order to achieve and deliver services needed or seen as needed by the local community. Our relationships today foster cooperation and maintain links to our community. It is important to embrace these in the future as the community changes and demands different services or approaches to serving its needs. Local leaders provide access to the heartbeat of the community and the District will collaborate and

lead where necessary in leveraging those relationships. They include, but not limited to:

- Humboldt Area Foundation
- McKinleyville Area Fund
- Humboldt Sponsors
- California Conservation Corps
- Moose Lodge
- American Red Cross
- Soroptimist Club
- Other Service Clubs
- Kiwanis Club of McKinleyville
- Mad River Rotary Club
- Boy Scouts/Girl Scouts of America
- Headwaters Fund
- McKinleyville Chamber of Commerce
- Humboldt County Probation Department
- Humboldt Regional Occupation Program (HROP)

## **6.0 PERSONNEL/ORGANIZATION**

**Objective:** The objective is to sustain a motivated, high quality and efficient workforce for an adaptable organization.

**Strategy:** We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth and ensuring a safe and secure workplace.

### **6.1 EMPLOYEE RETENTION**

To ensure the District remains a desirable place to work and is thereby able to recruit and retain a high-performing workforce is a high priority. We will have periodic studies done to determine appropriate staffing levels, compensation and benefit competitiveness relative to local and regional labor markets. We will structure the salary schedule and professional growth opportunities to allow employees to see a clear and attainable career path at MCSD.

In order to attract and retain the best talent, we will provide opportunities for employees to enhance their job skills and knowledge in their career field. It is essential to offer opportunities for employees to be evaluated and recognized for superior job performance and rewarded for submitting valuable suggestions for improving business practices.

### **6.2 TRAINING AND DEVELOPMENT**

Given the size of our District workforce, it is important that our staff be well trained in multiple job duties. Individual Development Plan reviews will continue to be done annually in order to ensure that the District can meet the regulatory requirements and provide excellent customer service. Employees will be encouraged to train in related disciplines that will meet District needs.

Cross training plans will continue to be provided to increase knowledge and skills within each job function, and development of a succession plan will ensure continuity of operation in the event of a staffing crisis.

### **6.3 EMPLOYEE COMMUNICATION**

Effective communication is essential to the functioning of the District and to productive management/employee relations. Maintaining and following a current Organizational Chart; holding regularly scheduled staff and management meetings; maintaining and updating current Personnel Policy Manuals and Employee Handbooks through regular legal and management review; and providing multiple avenues and informal channels of communication in addition to official channels will facilitate improvements in employee communication.

### **6.4 EMPLOYEE SAFETY PROGRAM**

A safe working environment is a number one priority for the District. This will be accomplished by holding regularly scheduled tailgate safety meetings and administrative safety meetings. Participation in SDRMA's annual safety audits; conducting regularly scheduled safety training; monthly safety inspections of all facilities, playgrounds and parks; weekly safety inspections of all equipment and vehicles are all essential elements in providing a safe working environment.

### **6.5 EVALUATION AND PERFORMANCE MANAGEMENT PROGRAM**

High quality and ongoing staff evaluations are key to providing feedback and fostering excellent employee performance. This will be accomplished by requiring Annual Performance Evaluations for all staff and conducting 360 evaluations for the General Manager, Department Heads, and all other supervisory positions.

## **7.0 ADMINISTRATIVE MANAGEMENT**

**Objective:** *The objective is to ensure efficient and ethical governance and sound management of the District.*

**Strategy:** *We will accomplish this by proactively managing organizational knowledge, being responsive, consistent and accountable to our public, following an effective self-assessment policy while adapting the management best practices necessary to support the evolving needs of the organization.*

### **7.1 DISTRICT POLICIES AND PROCEDURES**

The current rules and regulations of the District provide a solid basis of operation. Additional demands of the community we serve, emerging regulations, and/or Board procedural or policy desires will require continued strategic development and maintenance of operating guidelines. These inform, educate and moderate the activities of the staff, community and partners of the District. We will continue the practice of regular review and update of the Rules and Regulations. Additionally, the Board Secretary, who is currently designated to document changes and insure timely and accurate reporting of the changes, will make sure that we comply and are up to date with all required policies and procedures.

### **7.2 RECORDS RETENTION**

Legal requirements for record retention policies are established on a state wide basis. Adherence to these pre-established minimum standards and accepted guidelines is mandatory for record retention.

Implement a document management program to upgrade the retention and storage of those documents identified as critical to operations and infrastructure maintenance. This program under assessment will add a level of technology to our present



retention and filing system. Of primary importance is the ability to identify and retrieve data.

New policies are being developed daily as MCSD grows in service to its citizens and as it coordinates these services with sister districts and agencies. As additional policies are necessary, management will update the rules and regulations manual in place. This responsibility for development lies within each department: yet will be coordinated through administration with proper Board approval. At present, all departments access these rules and regulations through the “P” drive, changes are presented by staff to the Board, approved and updated as required.

### **7.3 CUSTOMER SERVICE**

The District recognizes the importance of customer service and strives to serve all elements to the best of its ability through ongoing training and adaptation to the evolving needs of the community.

As such, MCSD is constantly training staff in updated methods of customer service. This includes identification of service improvements and increased use of technology to deliver service to customers at the highest level. Staff is monitored through HR in their development and training in support of these customer service objectives. Additional activities on to customer feedback, community surveys and opportunities for public comment are part of this focused effort.

### **7.4 BUILD PUBLIC INFORMATION PROGRAM**

The continued use and further development of the Public Information Program is designed to communicate activities to the general populace. These programs bring the community into the business of the District allowing a conduit of information between the District and the public. The District believes strongly in informing citizens of current activities, seeking support for those activities and maintaining the public’s

access to information. The following resources and points of communication are being developed to further these efforts.

- **Website:** Provides an avenue for updating and distributing topical information in an economical and accessible manner.
- **Public Service Announcements (PSA):** Emphasizes important topics and events affecting each individual served in the community.
- **Newsletter:** Highlights events affecting the community and provides input from the community on the heart-beat of the District.
- **Recreational Activity Guide:** Allows for participation of the community in local and MCSD sponsored events throughout the year.
- **Flyers:** Brings awareness to special events affecting and promoting the District.
- **Posting Notices:** Keeps the populace aware of important meetings, events and public meetings which are avenues for communication.
- **Development of social networking resources:** Communicates vital information in a timely manner to a new generation of District customers.

## **7.5 BOARD DEVELOPMENT**

As new members are added to the Board, it is important to familiarize them with the laws governing board management and policies.

Additionally, experienced Board members are encouraged to seek additional training throughout the year to promote ethical and transparent government at the local level. This begins with the mandatory AB1234 training in ethics. Board members will also be encouraged to participate in professional development conferences or other trainings at least bi-annually.

Depending on participation in other agencies Boards and committees, each Board member is active in conference attendance and District representation. New ideas are constantly being brought back from these events increasing and promoting

awareness of new and better methods of providing service to the District. Regular attendance at Board meetings and appointment to other agency's committees is emphasized.

As new members are added to the Board, it is important to familiarize them with the laws governing Board management and policies. These are provided in the Board manual, in training on the Brown Act and Public Records Act. Legal representatives are present to guide and instruct the Board as needed.

## **7.6 ANNUAL REVIEW AND UPDATE OF THE DISTRICT'S STRATEGIC PLAN**

It is important that each year the Board and Sr. Staff work together to review and update this strategic plan. Updating annually assures that the plan remains current, that specific strategies and tactics remain viable, that our prioritization is still on-track and that we together have clarity for our strategy year after year. We will review and update the strategic plan each year in January or February in a workshop format, in conjunction with the annual budgeting process and will do a comprehensive update in five years.

Participation in local Operational Area cooperative group, Humboldt County Hazard Mitigation plan participation Emergency Operations Planning and regularly scheduled training including set-up and "tabletop exercises", NIMS training included in IDPs

## **7.8 ACHIEVE BEST PRACTICES DISTINCTION AWARDS**

During the strategic planning process, the Board recognized the achievement of a best practices award as a goal. There are many types of Excellence Awards available to Special Districts from various regional, state, or national professional groups including financial, management, operational, and others. Over the range of this strategic plan, we will review available awards and position the District to achieve a public acknowledgement of excellence for McKinleyville.

## **8.0 FINANCES**

**Objective:** *Our objective is to manage public funds to assure financial stability, prudent fiscal management and demonstrate responsible stewardship.*

**Strategy:** *The District will ensure that adequate financial resources are available to fund current and future demands, utilizing funds to maximize value to the customer.*

### **8.1 RESERVE POLICY IMPLEMENTATION**

The Board has set a goal to maintain reserve funding according to the 2012 Reserve Policy. To achieve that goal, management will analyze and monitor capital inflows and outflows and will control costs as much as possible in order to run operating surpluses in all Funds sufficient to offset losses accumulated from prior years. The end goal is to have fully funded reserves in all Board designated categories. We will also continue to monitor State policies that might endanger the District's critical strategic reserves and bring Reserve Policy adjustments to the Board for action to mitigate the risk of future State seizures of funding.

### **8.2 BUDGET DEVELOPMENT AND COMMUNICATION**

The budgeting process is one of the most important financial planning tools available to the District. It is the foundation on which our strategy rests. Without adequate budget information and financial feedback, the Board and District management cannot make sound, fiscally responsible decisions about the starting, sequencing, or completion of projects and programs.

**8.2.1** Our budget process will continue to be collaborative, with input from the Board for overall strategy, and from the General Manager and all Department Heads for operational accuracy. It will reflect projects, plans, and actions referenced to this strategic plan.

**8.2.2** Our budget process will continue to incorporate past historical trends, current economic and demographic trends in the community, local and State governmental and regulatory environments, and annual operational forecasts.

**8.2.3** The District budget will be presented to the board in Draft form each year in the months prior to official adoption so the Board can ensure adequate review and alignment with strategic objectives.

### **8.3 FIVE-YEAR CAPITAL BUDGET**

To facilitate long range strategic planning, the rolling 20-year Capital Improvement Plan Budget will be presented annually to the Board with a 10-year horizon for each Fund as part of the annual budgeting process. Each element in the Capital Budget shall have a funding notation – an estimate or assumption about where the funding for that budget item will be found. Some types of items have a generous grant environment, while others will need to be funded with long-term debt, or directly from Reserves or operating funds. This will allow adequate review of operational cash flow impacts and ensure that capital acquisitions are in alignment with strategic objectives.

### **8.4 DEVELOPMENT OF FINANCIAL MANAGEMENT SYSTEM**

While the current financial management system used by the District is robust in some areas like utility billing, it is weak in others such as data collection, trend tracking and reporting. Over the next five years, all components of the system, both manual and computerized, will be reviewed for efficiency and functionality and upgraded, supplemented, or replaced as necessary. Planned replacements of large software components will be included in the Capital Budget for review and approval by the Board.

### **8.5 FINANCIAL AUDIT**

A financial audit will be performed annually after the close of the fiscal year to ensure that District finances are compliant with Generally Accepted Accounting Principles (GAAP), the Government Accounting Standards Board (GASB) and other regulatory requirements, and to provide additional perspective on internal controls and financial processes.

Table 1 –The Strategic Plan “At a Glance”

<b>STRATEGIC ELEMENTS</b>		<b>STRATEGIC GOALS</b>	<b>Estimated Completion Date</b>
			<b>Fiscal Year</b>
<b>1.0 WATER</b>		1.1 Maintenance Programs	2013-2018
		1.2 Water Tank Storage Project	2018
		1.3 Emergency Water Crossing	2014
		1.4 Emergency Water supply	2018
		1.5 Radio Telemetry Upgrades	2014
		1.6 Water Main Rehabilitation and Replacement	2016-2018
		1.7 Radio Read Meters	2013-2016
<b>2.0 WASTEWATER</b>		2.1 20-Year Facility Plan	2013-2018
		2.2 WWMF Improvement Project	2016
		2.3 Collection System Upgrades	2013-2018
		2.4 Sewer Main Improvement and Rehabilitation	2014-2018
		2.5 Radio Telemetry Upgrades	2016
		2.6 Sewer Lift Station Generator Upgrades	2015
		2.7 Pre-treatment Program	2014
		2.8 I&I Prevention	2013-2018
<b>3.0 STREETLIGHTS</b>		3.1 Converting to LED Lighting	2013-2014
		3.2 Maintenance Program	2013-2018
<b>4.0 PARKS AND RECREATION</b>		4.1 Teen and Community Center	2013-2014
		4.2 Hewitt Park	2013-2018
		4.3 Washington Ave Park	2013-2018
		4.4 Community Forest	2013-2018
		4.5 Mad River Park	2013-2018
		4.6 Maintenance Standards	2013-2018

<b>5.0 PARTNERSHIPS</b>	<i>5.1 Foster Regional Cooperation</i>	<i>2013-2018</i>
	<i><u>5.2</u> Improve Political Ties</i>	<i>2013-2018</i>
	<i><u>5.3</u> Participate in Community Groups</i>	<i>2013-2018</i>
<b>6.0 PERSONNEL/ ORGANIZATION</b>	<i>6.1 Employee Retention</i>	<i>2013-2018</i>
	<i><u>6.2</u> Training and Development</i>	<i>2013-2018</i>
	<i><u>6.3</u> Employee Communication</i>	<i>2013-2018</i>
	<i><u>6.4</u> Employee Safety Program</i>	<i>2013-2018</i>
	<i><u>6.5</u> Evaluation and Performance Management Program</i>	<i>2013-2018</i>
<b><u>7.0</u> ADMINISTRATIVE MANAGEMENT</b>	<i><u>7.1</u> District Policies and Procedures</i>	<i>2013-2018</i>
	<i>7.2 Records Retention</i>	<i>2013-2018</i>
	<i>7.3 Customer Service</i>	<i>2013-2018</i>
	<i>7.4 Build Public Information Program</i>	<i>2013-2016</i>
	<i>7.5 Board Development</i>	<i>2013-2018</i>
	<i>7.6 Review/Update Strategic Plan</i>	<i>Annual</i>
	<i>7.7 Emergency Preparedness and Response</i>	<i>2013-2018</i>
	<i>7.8 Achieve Best Practices Awards</i>	<i>2018</i>
<b>8.0 FINANCES</b>	<i>8.1 Reserve Policy Implementation</i>	<i>2013</i>
	<i>8.2 Budget Development and Communication</i>	<i>Annual</i>
	<i>8.3 Five-year Capital Budget</i>	<i>2013</i>
	<i>8.4 Development of Financial Management System</i>	<i>2018</i>
	<i>8.5 Financial Audit</i>	<i>Annual</i>

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.4.                      Decide Parameters for November MCSD General Election**

**PRESENTED BY:              Kathy Wilson**

**TYPE OF ACTION:            Voice Vote**

**Recommendation:**

Staff recommends that candidates pay all publishing costs for the candidate's statement and statements should be limited to 200 words; take public comment and give staff direction.

**Discussion:**

The terms of office for President Mayo, Director Couch and Wennerholm expire December of this year. Attached is the information received from the County Elections office regarding this year's schedule and filing deadline. The County elections office has asked the Board to decide whether the candidates or the District will pay for the publishing costs of their statements and determine the maximum length of the statement. For the last several years the Board decided that the candidates would be responsible for the cost of publishing their statement and set the length of the statement at 200 words.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

- Per County Elections office the minimum cost per candidate for publishing costs if statement is 200 words:
  - a. One Candidate - cost \$606.00
  - b. Two Candidates - cost \$303.00 per person
  - c. Three Candidates – cost \$202.00 per person

**Environmental Requirements:**

Not applicable



### **Exhibits/Attachments**

- Attachment 1 – Letter dated May 1, 2013 RE: November 5, 2013, Uniform District Election
- Attachment 2 – 2013 Election Calendar
- Attachment 3 – Humboldt County Cost Breakdown for Candidate Statement of Qualifications

**COUNTY OF HUMBOLDT**  
**Office of Elections & Voter Registration**  
3033 H Street, Rm 20, Eureka, CA 95501  
707-445-7481 fax 707-445-7204

DATE: May 1, 2013  
TO: **McKinleyville Community Services District**  
FROM: Judi Hedgpeth, Office of Elections  
RE: November 5, 2013, Uniform District Election

The Office of Elections, in preparation for the Uniform District Election (UDEL) to be held on November 5, 2013, requests your assistance.

**By June 6, 2013**

Please provide written confirmation to our office of the number of positions and lengths of term of the governing board positions to be filled in the election. Our records show the following:

Number of Positions	Term Length	Person Currently Holding Office
3	4 years	David Couch Dennis Mayo William Wennerholm

If your records disagree with the information above, please contact our office as soon as possible.

**By July 6, 2013**

Notify our office whether your district or the candidates will pay for Candidate Statements of Qualifications.

Notify our office that the length of Candidate Statements of Qualifications will be either 200 or 400 words maximum in length.

Provide our office with a map showing the boundaries of the district.

I have enclosed an election calendar that I hope will be useful. Please contact the Office of Elections if you have questions.

# Election Calendar for District Candidates

## November 5, 2013

### Uniform District Election

The contents of this calendar and any legal interpretations are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

All references are to the California Elections Code unless noted otherwise.

<b>June 28</b>  (E-130)	<b>Board Vacancies on Ballot</b> Last day that vacancies on governing boards can be placed on the November ballot.  <div style="text-align: right;"><b>Gov Code §1780; Ed Code §5093</b></div>
<b>July 3</b>  (E-125)	<b>Special Districts Deliver Notice of Election</b> Last day for special district secretaries to deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the district to the Office of Elections. Special districts should include in the notice how a tie vote will be resolved.  <div style="text-align: right;"><b>§10509, 10522, 10524, 15651, 10551</b></div>
<b>July 5</b>  (E-123)	<b>Schools to Deliver Specifications of the Election Order – Candidates</b> Last day for a school board conducting a governing board election to deliver a resolution known as “Specifications of the Election Order” and file it with the County Superintendent of Schools and County Elections Official, stating the date and purpose of the election.  <div style="text-align: right;"><b>Ed. Code §5322</b></div> A clause to determine a tie vote is included in the “Specifications of the Elections Order.”  <div style="text-align: right;"><b>Ed. Code §5016</b></div>
<b>July 8 – Aug 7</b>  (E-120 to E-90)	<b>Notice of Election</b> Between these dates the County Elections Official will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of central counting place may be combined with this notice.  <div style="text-align: right;"><b>§12109, 12112</b></div> County Elections Official will forward copies of all published notices to districts.
<b>July 15 – Aug 9</b>  (E-113 to E-88)	<b>Candidate Nomination Period</b> Candidates obtain and file their Declaration of Candidacy for school and special district boards, and, if applicable, file Candidate's Statement of Qualifications. Forms are obtained from and filed with the County Office of Elections, 3033 H Street, Rm 20, Eureka  <div style="text-align: right;"><b>§10510, 13307, 13311</b></div>
<b>August 9</b>  (E-88)	<b>Candidate's Statement</b> By this date, nominees may prepare a statement of qualifications (candidate statement), not to exceed 200 words (or 400 in some cases), to be included in the Voter's Information Pamphlet. The statement shall be filed and paid for at the time it is filed. Obtain cost information from the County Office of Elections, 445-7481.  <div style="text-align: right;"><b>§13307</b></div>

<b>August 10-14</b>  (E-87 to E-83)	<b>Extension of Nomination Period</b> Extension period of 5 days for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Petition if the incumbent did not file by August 9 <sup>th</sup> . This provision does not apply if there is no incumbent eligible to be elected.  <b>§10516, 10604</b>
<b>August 14</b>  (E-83)	<b>Insufficient Number of Nominees</b> <b>Special Districts:</b> If by 5 p.m. on this day, only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the Elections official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. If no person has filed, Board of Supervisors shall appoint any person to the office who is qualified on the date when the election would have been held.  <b>§10225, 10515</b>  <b>Schools/County Boards of Education:</b> If by 5 p.m. on this day only one person has been nominated or there are no nominees for the office(s) to be filled or in the case of members elected at large or by trustee areas, there are fewer than the number to be elected, and no petition is signed by 10% or 50 voters (whichever is the smaller number), an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or if an insufficient number is nominated, the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office.  <b>Ed. Code §5326, 5328, 5328.5</b>
<b>August 15</b>  (E-82)	<b>Randomized Alphabet Drawing</b> Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the ballot.  <b>§13112</b>
<b>September 6</b>  (E-60)	<b>Military/Overseas Ballots</b> The first day the county elections official may process applications for special absent voters' ballots. The application must include the statement that the voter cannot vote a VBM ballot during the normal VBM voting period because of military or other contingencies that preclude normal mail delivery.  <b>§300(b), 3103</b>
<b>Sept 9 – Oct 22</b>  (E-57 to E-14)	<b>Statement of Write-in Candidacy and Nomination Papers</b> During this period write-in candidates must file their Statements of Write-in Candidacy and Nomination Papers with the County Elections Official.  <b>§8601</b>
<b>Oct 7 – 29</b>  (E-29 to E-7)	<b>Vote-by-Mail Ballot Application Period</b> Between these dates voters may apply for a vote-by-mail (VBM) ballot from the elections department.  <b>§3001, 3003</b>
<b>November 5</b>  (E)	<b>General Election Day</b> Polls open at 7 a.m. and close at 8 p.m.  <b>§1000, 14212</b>

<b>Nov 7 – Dec 3</b> (E+2 to E+28)	<b>Official Canvass</b> The official canvass of precinct returns is to be completed during this time. <b>§15301, 15372</b>
<b>December 3</b> (E+28)	<b>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</b> The Elections Official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.  The Board of Supervisors shall declare the winners for each office and the results of each measure under its jurisdiction. The County Elections Official shall make and deliver to each person elected a Certificate of Election. <b>§15372, 15400-15401</b>
<b>December 6</b> (E+31)	<b>Candidates Elected to Special Districts and School Districts Assume Office</b> <b>Special Districts:</b> Officers declared elected or appointed (i.e. as provided in §10515) take office this date at noon after having taken the oath or posted any bond required by the principal act. <b>§10554</b>  <b>School Districts:</b> Officers elected to school office take office this date pursuant to Education Code §5017.
<b>Within 5 Days after Canvass</b>	<b>Recount May Be Requested</b> Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections Official and specifying that candidates and/or measures are to be recounted. The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the election official requires to cover costs. <b>§15620 - 15634</b>

Please visit our website for the full election calendar and other information and links.

<http://co.humboldt.ca.us/election>

**Humboldt County Sample Ballot Booklet**  
Cost Breakdown for Candidate Statement of Qualifications  
NOVEMBER 5, 2013 SPECIAL DISTRICT ELECTION

DISTRICT	R.V. As of 04/15/13	Samples 108%	QTY ORDERED	Set-up Charges	Run Charges	One Candidate Rounded off	Two Candidates	Three Candidates
<b>Community Service Districts</b>								
Big Lagoon CSD	41	44	55	\$ 125.00	\$2	\$136	\$68	\$45
Briceland CSD	40	43	55	\$ 125.00	\$2	\$136	\$68	\$45
Carlotta CSD	469	507	525	\$ 125.00	\$21	\$157	\$78	\$52
Fieldbrook Glendale CSD	1099	1,187	1200	\$ 125.00	\$48	\$186	\$93	\$62
Humboldt CSD	11,754	12,694	12,800	\$ 125.00	\$512	\$683	\$342	\$228
Loleta CSD	318	343	375	\$ 125.00	\$15	\$150	\$75	\$50
Manila CSD	514	555	575	\$ 125.00	\$23	\$159	\$79	\$53
McKinleyville CSD	9221	9,959	11,000	\$ 125.00	\$440	\$606	\$303	\$202
Miranda CSD	213	230	250	\$ 125.00	\$10	\$145	\$72	\$48
Orick CSD	152	164	175	\$ 125.00	\$7	\$142	\$71	\$47
Orleans CSD	147	159	175	\$ 125.00	\$7	\$142	\$71	\$47
Palmer Creek CSD	217	234	250	\$ 125.00	\$10	\$145	\$72	\$48
Patricks Creek CSD	24	26	50	\$ 125.00	\$2	\$136	\$68	\$45
Phillipsville CSD	85	92	100	\$ 125.00	\$4	\$138	\$69	\$46
Redway CSD	731	789	775	\$ 125.00	\$31	\$167	\$84	\$56
Riverside CSD	127	137	150	\$ 125.00	\$6	\$140	\$70	\$47
Ruth Lake CSD	65	70	75	\$ 125.00	\$3	\$137	\$69	\$46
Weott CSD	136	147	150	\$ 125.00	\$6	\$140	\$70	\$47
Westhaven CSD	439	474	475	\$ 125.00	\$19	\$154	\$77	\$51
Willow Creek CSD	910	983	1000	\$ 125.00	\$40	\$177	\$88	\$59
<b>Fire Protection Districts</b>								
Arcata Fire Protection District Div 2	4570	4,936	4900	\$ 125.00	\$196	\$344	\$172	\$115
Arcata Fire Protection District Div 4	5462	5,899	5750	\$ 125.00	\$230	\$381	\$190	\$127
Arcata Fire Protection District Div 5	5200	5,616	5500	\$ 125.00	\$220	\$370	\$185	\$123
Blue Lake Fire Protection District	1513	1,634	1625	\$ 125.00	\$65	\$204	\$102	\$68
Ferndale Fire Protection District	1657	1,790	1750	\$ 125.00	\$70	\$209	\$105	\$70
Garberville Fire Protection District	424	458	475	\$ 125.00	\$19	\$154	\$77	\$51
Humboldt No. 1 Fire Protection District	12869	13,899	13250	\$ 125.00	\$530	\$702	\$351	\$234
Kneeland Fire Protection District	443	478	475	\$ 125.00	\$19	\$154	\$77	\$51
Myers Flat Fire Protection District	66	71	75	\$ 125.00	\$3	\$137	\$69	\$46

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.5. Consider Association of California Water Agency (ACWA) nomination for the 2014-2015 Region 1 Board term**

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

**TYPE OF ACTION: Roll Call Vote**

**Recommendation:**

Staff recommends that the Board select Dennis Mayo as a candidate for the Region 1 Board nominations and consider adopting Resolution 2013-12, take public comment and give staff direction.

**Discussion:**

The Region 1 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 1 for the 2014-2015 terms. The Nominating Committee is currently seeking candidates for the Region 1 Board, which is comprised of Chair, Vice Chair and a five Board Member positions.

The leadership of ACWA's ten geographical regions is vital to the leadership of the Association as a whole. The Chair and Vice Chair of Region 1 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 1. The members of the Region 1 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

Region 1 Nominating Committee will announce their recommended slate the week of August 1, 2013. The elections will be completed by September 30, 2013. On October 4, 2013, election results will be announced. The newly elected Region 1 Board will begin their two-year term of service on January 1, 2014.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

A Region Board Member will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings done telephonically. The expenses incurred to attend the ACWA Conferences as a member of ACWA Region 1 Board shall be borne to the District.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – ACWA/THE ROLE OF THE REGIONS
- Attachment 2 - RESOLUTION 2013-12





## Association of California Water Agencies

Since 1910

Leadership • Advocacy • Information • Service

SECTION \_\_\_\_\_, PAGE NO. \_\_\_\_\_

### THE ROLE OF THE REGIONS

#### Mission:

*ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

#### Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

#### The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist with association membership recruitment at the regional level.
- To take positions recommending specific action to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
  - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

### **GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS**

#### Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
  - Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.

- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.
- Appoints representatives to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

**Region Vice Chair:**

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

**Region Board Member:**

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

**RESOLUTION 2013-12**  
**A RESOLUTION TO THE BOARD OF DIRECTORS OF THE**  
**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**PLACING IN NOMINATION DENNIS MAYO**  
**AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES**  
**REGION 1 BOARD MEMBER**

**WHEREAS:** The Board of Directors of the McKinleyville Community Services District (MCSD) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

**WHEREAS:** President, Dennis Mayo is currently serving on the Board as Alternate Vice-Chair for ACWA Region 1 and Dennis Mayo has indicated a desire to serve as a Board Member of ACWA Region 1. The newly elected Region 1 Board will begin their two-year term of service on January 1, 2014.

**WHEREAS:** MCSD does hereby determine that the expenses incurred with the services of Dennis Mayo in ACWA Region 1 shall be borne to the District.

**BE IT FURTHER RESOLVED:** The Board of Directors of McKinleyville Community Services District hereby:

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 12th day of June, 2013 by the following polled vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

**Attest:**

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.6. Consider Local Agency Formation Commission (LAFCo) Election for District Representative**

**PRESENTED BY: Kathy Wilson**

**TYPE OF ACTION: Roll Call Vote**

**Recommendation:**

Staff recommends voting Director Bill Wennerholm for the special district representation to serve as a regular “voting” member on the Humboldt Local Agency Formation Commission (LAFCo); take public comment and arrive at a consensus.

**Discussion:**

Introduction of Local Agency Formation Commissions and information about LAFCo retrieved from LAFCo website. The Humboldt LAFCo is composed of five regular commissioners: two county supervisorial members, two city council members, two special district members, and one public member. Commission members serve four-year terms. There is also one alternate member for each of the four classifications. The Commission employs its own staff, an Executive Officer and Administrator.

Local Agency Formation Commissions, known as LAFCos, were created in each county by the California State Legislature in 1963 with regulatory and planning responsibilities to coordinate the timely development of local governmental agencies and their services while protecting agricultural and open-space resources. Most notably, this includes managing local government boundary changes by approving or disapproving proposals involving the formation, expansion, or dissolution of cities and special districts.

Special districts serve important roles in California given that they are responsible for providing a range of municipal services such as water, sewer or fire - within particular areas, such as unincorporated communities. Special districts fall into two categories, independent and dependent. Independent special districts have a board of directors elected by the voters that reside within their boundaries. Dependent special districts have a board of directors appointed by other local agencies or whose board members are the board of supervisors or city council.

The Humboldt LAFCo facilitates changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands.

Humboldt LAFCo is soliciting nominations for the open position that will run for the remainder of the now vacant 4-year term, until June 30, 2014. Staff recommends voting Director Bill Wennerholm for the special district representation to serve as a regular “voting” member on the Humboldt Local Agency Formation Commission.

**Alternatives:**

Staff’s analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – Letter dated May 16, 2013 from Humboldt LAFCo; District Member Nominees and Qualifications; and Official Election Ballot



# HUMBOLDT

*Local Agency Formation Commission*

1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521

(707) 445-7508 / (707) 825-9181 fax

[www.humboldtlafo.org](http://www.humboldtlafo.org)

## SPECIAL DISTRICT ELECTION

**DATE:** Thursday, May 16, 2013  
**TO:** Independent Special Districts of Humboldt County  
**FROM:** George Williamson, Executive Officer  
**SUBJECT:** LAFCo Election for District Representative

**McK. C.S.D.**

**MAY 20 2013**

**RECEIVED**

Enclosed is a summary of qualifications and a ballot to be used by the presiding officer or designated member of your District in voting for the special district representative to serve as a regular "voting" member on the Humboldt Local Agency Formation Commission (LAFCo). All ballots must be completed and returned to the LAFCo office on or before Monday, July 1, 2013 at 5:00 p.m.

As mentioned in the April 4, 2013 memo soliciting nominations for this ballot, this position will run for the remainder of the now vacant 4-year term, until June 30, 2014.

One of the nominees, Mike Harvey, currently serves as the alternate district member on LAFCo. If he receives the most votes, the nominee with the second highest votes will be offered the alternate position for the remainder of that term, until June 30, 2014.

Please contact George Williamson at (707) 445-7508 for any additional information about the voting process.

### **Election Schedule:**

Ballots due – July 1

Votes tallied and election results – July 2

New district representative seated at LAFCo's regularly scheduled meeting – July 17



# HUMBOLDT LOCAL AGENCY FORMATION COMMISSION

## District Member Nominees and Qualifications

Nominee	District	Years on Board	Present Occupation	Reasons for Applying	Memberships
Charlie Giannini	Fortuna Cemetery District	1	Heavy Equipment Operator, Wendt Construction, Fortuna	To provide representation to and understanding of LAFCo functions for the Districts he represents as a member	American Legion - Retired U.S. Army Combat Engineers, Native Sons of the Golden West
Mike Harvey	Blue Lake Fire Protection District	11	Insurance agent and owner of Michael A. Harvey Insurance Agency, McKinleyville	To have a LAFCo Board that represents Humboldt County through representation from various areas of the County, including areas north of the Mad River	Current LAFCo Alternate District Member, Mad River Rotary Member
Troy Nicolini	Samoa Peninsula Fire District	10	Warning Coordination Meteorologist for NOAA's National Weather Service, Eureka	To represent the interests of special districts on LAFCo and to bring the benefits of their achievement to the local government of Humboldt County	Pacific Coast Fish, Wildlife, and Wetlands Restoration Association Board
J. Bruce Rupp	Humboldt Bay Municipal Water District	17	Retired Real Estate broker and owner of Rupp and Associates Realty, Eureka	To represent the Water District and community and to continue to serve them both	Rotary, Redwood Region Economic Development Commission, City of Eureka Finance Advisory Committee, Eureka Elks Lodge, KEET Board, ACWA/JPIA Employee Benefits Committee
David Saunderson	Humboldt Community Services District	2	General Building Contractor	To represent HCSD in this important function	Ruth Lake Leaseholders Association, HBWMD Invasive Species Committee, Alternate District Representative for Redwood Region Economic Development Commission
Bill Wennetholm	McKinleyville Community Services District	12	Chiropractor	Believes in public service and that he would be an asset to the LAFCo Commission	Redwood Region Economic Development Commission, McKinleyville Senior Advisory Center Board, McKinleyville Chamber of Commerce Board; Mad River Rotary Board

**OFFICIAL ELECTION BALLOT**  
**SPECIAL DISTRICT MEMBER**  
**HUMBOLDT LOCAL AGENCY FORMATION COMMISSION**

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521, on or before Monday, July 1, 2013 at 5:00 p.m.

- ☐ **Charlie Giannini**  
Fortuna Cemetery District
- ☐ **Mike Harvey**  
Blue Lake Fire Protection District
- ☐ **Troy Nicolini**  
Samoa Peninsula Fire District
- ☐ **J. Bruce Rupp**  
Humboldt Bay Municipal Water District
- ☐ **David Saunderson**  
Humboldt Community Services District
- ☐ **Bill Wennerholm**  
McKinleyville Community Services District

The \_\_\_\_\_ Board hereby selects the above candidate to serve as the special district member on the Humboldt Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

AYES:

NOSE:

ABSENT:

ABSTAIN:

BOARD PRESIDENT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Employee negotiations regarding proposed three (3) year compensation contract with district employees**

**PRESENTED BY:**              **Director Wennerholm Gregory Orsini and Colleen Trask**

**TYPE OF ACTION:**          **Voice Vote**

**Recommendation:**

Staff recommends that the Board discuss the proposal from the MCSD Employee Negotiators, take public comment and consider approving the employee proposal.

General Manager's note: Due to the potential volatility of Public Employee Retirement System employer contributions and unknowns related to healthcare reform legislation I recommend the Board approve this agreement for one (1) year.

**Discussion:**

The Board appointed negotiating committee consisting of Helen Edwards and William Wennerholm met with the MCSD employee negotiating committee consisting of Jens Andersen, David Baldosser, Colleen M. R. Trask, Bill McBroome and Chris Jones to discuss the current employee compensation package that will expire on June 30, 2013. See attached Exhibit 2; Minutes of the May 19, 2010 Board Meeting that reference board action from the previous employee negotiations.

In the meeting, the MCSD Employee Negotiators presented the following offer to the MCSD Board Negotiating Committee:

1. The District will maintain the current employee benefits package for the next three years, including COLAs based on the agreed-upon indices from the last round of negotiations.
2. The District may change the Dental Insurance carrier from Guardian to Delta, which can save the District up to \$21,822 for FY2013-14.
3. The District may change the Life Insurance carrier, from Hartford to ACWA which can save the District up to \$7,530 for FY2013-14.

**Alternatives:**

Staff's analysis includes the following potential alternatives:

- Take no action
- That this agreement be limited to one (1) year, rather than the expected three (3) because of the potential volatility of CalPERS and the uncertainty surrounding the implementation of federal health insurance legislation (See Fiscal Analysis Section.)
- Modify the recommendations from the negotiating committee and continue further negotiations with staff.

**Fiscal Analysis:**

Estimated savings related to employee dental and life insurance benefits will be \$21,822 for dental and \$7,530 for life insurance. The CalPERS rate for the employer's share is expected to remain steady for FY2013-14, but rise steeply in the following year. The impact of federal health insurance legislation on health insurance benefits is unpredictable at this time, but premiums are expected to rise significantly over the next 2-3 fiscal years.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Exhibit 1 – Memo from the 2013 MCSD Employee Negotiators summarizing initial proposal.
- Exhibit 2 – Page 3 of the Minutes of May 19, 2010 Board Meeting.

9 May, 2013

To: Board Members Helen Edwards & Bill Wennerholm

From MCSD Employee Negotiators:

Chris Jones & Bill McBroome, Operations

Jens Andersen, Parks & Recreation

Colleen M. R. Trask & David Baldosser, Support Services

We would like to propose the following for MCSD's current employee benefit package:

1. The District will maintain the current employee benefits package for the next three years, including COLAs based on the agreed-upon indices from the last round of negotiations.
2. The District may change the Dental Insurance carrier from Guardian to Delta, which can save the District up to \$21,822 for FY2013-14. This will be a greater out-of-pocket expense to the employees.
3. The District may change the Life Insurance carrier, from Hartford to ACWA which can save the District up to \$7,530 for FY2013-14.

We understand that the Board will discuss this in a public session and may offer a counter-proposal.

Thank you for meeting with us and we look forward to a successful conclusion of this installment of contract negotiations.

Sincerely,

MCSD Employee Negotiators

On behalf of all District Employees

Director Sehon gave a PowerPoint presentation to show the draft logo design and a tour of the new District website. President Edwards opened public input and David and Penny Elsebusch expressed their concerns with both the logo and new website. Jeff Dunk supported both the logo and website and credited staff for the improvement.

**MOTION:** It was moved to approve the release of the MCSD Website and approve the new logo design as the official logo for the M.C.S.D. Motion by Corbett; second by Mayo.

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

**MOTION SUMMARY:** Motion passed-5 AYES; 0 NAYS.

#### **AGENDA ITEM E.3-EMPLOYEE NEGOTIATIONS REGARDING PROPOSED THREE (3) YEAR CONTRACT**

**WITH EMPLOYEES:** General Manager Shopay reviewed the offer presented to MCSD employees following a series of meetings and discussion between the Board appointed negotiation committee and MCSD employee negotiation committee. Director Corbett thanked both the Board committee and employees for being very practical in these hard times. President Edwards opened public input and David and Penny Elsebusch both expressed their concern with the length of the contract and the PERS retirement program. Jeff Dunk supported the three year contract and the incentive savings program.

**MOTION:** It was moved to approve a three year contract with the employees as follows:

1. Maintain the current benefit package in terms of holidays, vacation, sick time, life, medical and dental insurance in addition to other current general employee benefits
2. Maintain the current longevity pay increase of a 2.5% salary increase at 10, 15 and 20 years of full time (40 hours per week). This would continue to be calculated based on full time employment working 40 hours per week. Persons working who have worked less than 40-hours per week are not considered full time employees for purposes of calculating time worked for this benefit. In addition, this will be calculated based on continuous, uninterrupted employment service with the District.
3. This year's negative 0.2% (zero point two percent) CPI average will be deducted from a future COLA increase. The COLA will continue to use the same indices for the average of the West City CPI-W and the SF/Oakland CPI-W CPI indices.
4. The PERS 457 Plan relate to the District matching contribution will continue as previously approved with the following changes:
 

Fiscal Year 10/11	A total District match of 1.0% (The existing current rate)
Fiscal Year 11/12	A total District match of 1.5%
Fiscal Year 12/13	A total District match of 2.0%

Motion by Corbett; second by Mayo.

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

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

#### **AGENDA ITEM E.4-ORDINANCE CHANGE RELATED TO WATER RATES AND WATER METER SET FEES:**

After a brief Board discussion President Edwards opened public comment and David Elsebusch expressed his concern with rate increase.

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(In accordance w/Robert's Rules of Order, 10<sup>th</sup> edition, Pg. 451, Section 48: "Unless the minutes are to be published, they should contain mainly a record of what was done at the meeting, not what was said by the members".)

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 12, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.8                      Consider Approval of General Manager Contract**

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

**TYPE OF ACTION:              Voice Vote**

### **Recommendation:**

Staff recommends the Board take public comment, discuss in public and consider approval of the Employment Contract with Gregory Orsini retroactive to May 1, 2013; authorizing MCSD Board President Mayo to sign.

### **Discussion:**

The Board has selected and negotiated an Employment Contract with the prospective General Manager (GM) over the past month. The terms of the contract were discussed between the prospective GM and the GM Recruitment Committee, agreed upon by the Board of Directors at a Special Closed Session Meeting held on May 20 for Contract Negotiations and returned to the prospective GM for his acceptance.

The Employment Contract is a standard MCSD GM Employment Contract and was reviewed by District Council and is acceptable.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Annual salary of \$113,500 plus benefits consistent with the District Employee Handbook.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1 General Manager Employment Agreement with Gregory Orsini

## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT GENERAL MANAGER EMPLOYMENT AGREEMENT**

This Employment Agreement ("Agreement") is made and effective as of June 12, 2013, by and between the McKinleyville Community Services District, a local public agency (hereinafter referred to as "District"), and Gregory P. Orsini (hereinafter referred to as "Employee," and also in pertinent part as "General Manager").

### **RECITALS**

WHEREAS, the District desires to employ the services of Employee as General Manager of the McKinleyville Community Services District; and

WHEREAS, Employee has the necessary education, experience, skills and expertise to serve as the General Manager of the District; and

WHEREAS, it is the desire of the Board of Directors of the District ("Board") to provide certain benefits, establish certain conditions of employment, and set working conditions of Employee; and

WHEREAS, Employee desires to accept employment as General Manager of the McKinleyville Community Services District on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the following mutual promises, the foregoing recitals, and the covenants, conditions and agreements contained herein, the parties agree as follows:

1. Employment.

District hereby hires and appoints Employee to serve as its General Manager, upon the terms and conditions as hereinafter set forth. Employee hereby accepts such appointment upon the terms and conditions as hereinafter set forth.

2. Term.

The initial term of this Agreement is five (5) years, commencing MAY 1, 2013, and ending MAY 1, 2018, unless terminated earlier pursuant to Paragraph 9 of this Agreement. This Agreement may be amended and extended as the parties mutually agree in writing.



3. Duties and Responsibilities of the General Manager.

- a. Employee shall be the chief executive officer of the District and be responsible to the Board for the proper administration of the District's affairs.
- b. Employee shall perform all of the duties of the General Manager as set forth in section 61051 of the California Government Code, and District policies and procedures approved by the Board, as may be provided from time to time.
- c. Unless otherwise agreed to by the Board in writing, all services provided under this Agreement shall be rendered by Employee. Such services shall include, but not be limited to, the following:
  - (i) To perform all functions and duties of the General Manager, as set forth in the District codes, ordinances, resolutions, minute orders and written policies, and in state law;
  - (ii) To perform such services on an exclusive full-time basis for the District, and to be available as needed to properly perform such services, including attendance at all regular and special Board meetings and other meetings as needed for the conduct of District business;
  - (iii) To carry out all other legally permissible and proper assignments as the Board from time to time may direct. Employee, in exercising his best professional judgment, shall recommend policies, programs and budgets to the Board which he considers necessary to promote the best interests of the District; and
  - (iv) To keep the Board timely and regularly apprised of the status of operational and project activities of the District.

4. Duties and Responsibilities of Board.

- a. The Board sets policy for the governance and administration of the District, and implements its policies through the General Manager.
- b. The Board recognizes that to meet the challenges facing the District it must exercise decisive policy leadership. As one step in carrying out this leadership responsibility, the Board commits to spending time each year outside of regular District Board meetings to work with Employee and District staff on setting goals and

priorities for the District, and to work on those issues that may be inhibiting the maximal achievement of District goals.

- c. Except for the purposes of inquiry, the Board and its Members shall deal with all subordinate District employees, contractors, and consultants solely through the General Manager or the General Manager's designee, and neither the Board nor any members thereof shall give orders to any subordinates of the General Manager, either publicly or privately.
- d. The Board agrees none of its individual members will order the appointment or removal of any persons to any office or employment under the supervision and control of the General Manager.
- e. The Board agrees that any criticism of any District staff member shall be done privately through the General Manager.
- f. At least annually and as part of the General Manager's evaluation, the Board shall discuss with Employee the working relationships, expectations, goals, objectives, and priorities between Employee and the Board; and evaluate Employee's performance, as provided in Paragraph 8 of this Agreement.
- g. The Board shall provide General Manager with direction at Board meetings and support in implementing Board policies and objectives.

5. Compensation and Benefits.

The District shall pay or provide the following as total compensation to Employee:

- a. The District shall pay Employee for his services rendered pursuant hereto a monthly base salary of \$9,458.33 per month (\$113,500 annual) payable at the same intervals and in the same manner as applicable to full-time employees of the District. Deductions from this base salary will be made for withholding taxes, and any other deductions Employee authorizes in writing and/or that the District may be required to make under state or federal laws and regulations; provided that the District shall pay Employer's share of the FICA taxes on the same terms as it pays for such taxes for other full-time employees of the District.
- b. The District shall provide to Employee the benefits described below. The District may provide other benefits in the discretion of the Board, as are determined to be appropriate by the Board from time to time.



Benefits and benefits accruals will commence upon Employee's first day of employment with the District.

- (i) The District shall pay or provide Employee with a District credit card, which shall be used solely for District business, including travel, meetings, and training programs as are budgeted or approved in advance by the Board, and in accordance with adopted Board policies and procedures.
- (ii) The District shall pay for such institutional dues and service club dues as are budgeted or approved in advance by the Board. In addition, Employee shall be reimbursed for such conference, seminar or other meetings, travel, and subsistence expenses (lodging and meals) and other necessary job affiliated, non-personal expenses incurred in the conduct of District business ("District Business Expenses") as are budgeted or approved in advance by the Board. Meal expenses, not covered in registration fees as part of the meeting or conference, shall be reimbursed consistent with the provisions adopted Board policies and procedures regarding the reimbursement of meal expenses of other officials and employees of the District. Employee's expense reimbursement claims shall be supported by vouchers, receipts, statements or personal affidavits, and shall be submitted in accordance with adopted Board policies and procedures.
- (iii) Except when absent on scheduled vacation or other authorized leave, Employee is on call twenty-four hours per day, and shall be given use consistent with the District's Employee Handbook of a District vehicle selected by Employee from the District's fleet or purchased by the District specifically for the General Manager's use. The General Manager may reassign the vehicle for temporary use to other District staff members for District business purposes, as needed. Employee shall not loan the District vehicle to family members, acquaintances or other persons who are not District employees. Should the vehicle be unavailable, and Employee uses his own vehicle to attend District functions or to attend to other District business, the District shall reimburse use of Employee's personal vehicle at the mileage rate set by the Internal Revenue Service at the time of use. District shall be responsible for obtaining and paying for insurance on the District vehicle, and for the costs of operation, maintenance and repair of said vehicle. Employee shall ensure that maintenance of the District's

vehicle is performed as required to keep said vehicle in proper working order. Employee shall maintain insurance on his personal vehicle and provide proof of such insurance as may be required.

- (iv) The District shall provide Employee and eligible dependents with District paid health and dental insurance benefits, or other benefits on the same terms and conditions that such benefits are provided to other regular employees of the District, consistent with guidelines adopted by the Board and as set forth in the District's Employee Handbook or other personnel policies and regulations approved by the Board.
- (v) The District will provide the Employee term life insurance, and pay the premium on such policy, with coverage in the amount of 1.5 times base salary.
- (vi) Employee shall maintain the existing vacation that has been accrued from the District and shall continue to accrue vacation at a rate consistent with the District's Employee Handbook. Vacation accrual shall not be limited during the term of this Agreement.
- (vii) Employee shall be entitled to accrue and use sick leave and other leaves or benefits not otherwise provided in this Agreement as provided in the District's Employee Handbook.
- (viii) Employee shall receive paid holidays as provided in the District's Employee Handbook.
- (ix) Employee shall be entitled to ten (10) days of paid Administrative Leave per year.
- (x) Employee shall be entitled to participate in the District's retirement program through PERS, on the same basis as other regular employees of the District participate in such program.
- (xi) Employee shall be eligible to participate in the District's Section 457 Deferred Compensation Plan on the same basis as other regular employees of the District participate in such program.
- (xii) Employee shall be entitled to any and all benefits available to a regular full-time employee, consistent with the policies and procedures of the District, including, but not limited to,

any across-the-board annual Cost of Living (COLA) or benefits increases granted to regular full-time employees of the District.

On or about each anniversary date of the effective date of this Agreement, the Board shall consider a salary and/or benefits increase for Employee based on the results of the annual performance evaluation described in Paragraph 8 of this Agreement. The determination regarding whether or not to extend a salary and/or benefits increase to Employee is vested in the discretion of the Board, and may be withheld for any reason, including reasons not directly related to Employee's performance such as budget constraints and other circumstances. Employee shall not be entitled to any compensation other than that set forth in this Paragraph 5.

6. Time at Work.

Employee is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the General Manager's position.

It is recognized that Employee must devote a great deal of time to the business of the District outside the District's customary office hours, and to that end Employee's schedule of work each day and week shall vary in accordance with the work required to be performed. Employee acknowledges that he is a managerial employee who works on a salaried basis and is thus exempt from laws governing payment of overtime, and shall have no rights to accrue or receive overtime compensation. Employee shall spend sufficient hours on site to perform the General Manager's duties; however, Employee has the discretion over Employee's work schedule and work location.

7. Outside Activities.

Employee shall not engage in any activities which conflict with or are otherwise incompatible with his duties and responsibilities as the District's General Manager.

8. Performance Evaluation.

- a. The Board shall review and evaluate Employee's performance at least annually in advance of the anniversary of the effective date of this Agreement. In addition, during the first year of his employment, the Board will evaluate Employee's performance after three (3) months and six (6) months of service. Said reviews and evaluations shall be in accordance with specific criteria developed by the Board, utilizing the performance evaluation procedures established in the board policy manual. Guidelines published by California Special Districts Association (CSDA), International City Management Association (ICMA) or other recognized municipal governance association for evaluating executive level managers may be used where appropriate. The President of the Board shall

provide Employee with a written performance evaluation of the Board and provide an adequate opportunity for Employee to discuss his evaluation with the Board. Failure of the Board to provide an evaluation under this section shall not prevent the District from terminating Employee in accordance with Paragraph 9 of this Agreement.

- b. On or before each anniversary date of the effective date of this Agreement, the Board and Employee shall define in writing such goals and performance objectives as they deem necessary for the proper operation of the District, the attainment of the Board's policy objectives and the development of Employee's knowledge and skills.

9. Termination and Severance Pay, and Voluntary Resignation.

- a. Paragraph 2 of this Agreement provides for a fixed initial term of five (5) years, during which term the Board may terminate this Agreement and Employee's employment with the District as follows:

- i. Termination for "Good Cause." The District may terminate Employee's employment at any time for "good cause" without penalty or obligation to Employee other than payment of all accrued salary and benefits. In the event Employee is terminated for good cause following notice and the opportunity to be heard, the District shall have no obligation to pay any severance pay; provided, however, Employee shall be entitled to any salary and unused vacation and other benefits accruals earned up to the date of termination, consistent with the provisions of this Agreement. For the purposes of this Agreement, "good cause" for employment termination shall include, but not necessarily be limited to, any of the following:

- ai. A material breach of the terms of this Agreement, following notice and a reasonable opportunity to correct any noted deficiency or breach, if correction is feasible or reasonably possible;
- aii. Misfeasance or malfeasance in office, established pursuant to notice and an opportunity for Employee to respond in accordance with reasonable due process procedures and this Agreement; or

- aiii. A conviction of any felony, misdemeanor or other offense involving a violation of Employee's official duties, or any other offense the conviction of which by statute provides for Employee's removal from office or the forfeiture of his position. A criminal conviction entered against Employee which by statute provides for Employee's removal from office and/or forfeiture of his position shall be conclusive evidence of cause for termination of this Agreement, without further notice, hearing or severance pay. A conviction of any misdemeanor crime involving moral turpitude. A conviction of any misdemeanor or felony involving driving a District vehicle under the influence of alcohol, drugs or other intoxicants.
- ii. Termination "Without Cause." Alternatively, the Board may, in its discretion, terminate this Agreement and Employee's employment at any time without cause by paying the Employee severance, which shall constitute employee's exclusive remedy, as hereinafter set forth. The Board may terminate Employee's employment without cause at any time on three (3) months' advance written notice to Employee. Employee shall continue to work and receive his base salary and other compensation during the notice period. At the conclusion of the three (3) month notice period, employee shall receive a single lump sum cash payment equal to three (3) months' base salary (severance pay after notice) and any unused vacation and other benefits accruals accrued up to the last day of employment. In the alternative and at its sole discretion, the Board may terminate Employee's employment immediately, without notice and without cause at any time, in which event the District shall pay Employee a lump sum cash payment equal to six (6) months' base salary (severance pay without notice) and any unused vacation and other benefits accruals accrued up to the date of termination. Notwithstanding the foregoing, Employee's employment shall not be terminated without cause during the one hundred and twenty (120) day period preceding or following any election for membership on the Board of Directors, or during the one hundred and twenty (120) day period following any change in membership of the Board of Directors in the event an interim change occurs without an election.

- b. In the event of voluntary resignation in good standing, Employee shall give the Board three (3) months' advance written notice. During this three-month period, Employee shall, while continuing his management functions, summarize District operations and projects and provide the Board with a written report thereof, including professional observations and recommendations, and provide briefings and training to staff and any chosen successor. Nothing in this paragraph shall prevent the District from having the Employee separate before expiration of the three (3) month notice period, provided the District pays Employee for any remaining portion of the three (3) month period not worked, in addition to the severance pay as provided for hereinabove.

#### 10. Defense and Indemnity.

District agrees to extend to Employee, as to any action or proceeding on account of any act or omission of Employee within the course and scope of services provided to the District pursuant to this Agreement, those rights of indemnification, as provided by law, and the right to provision for defense of actions or proceedings that are granted to employees of a public entity pursuant to the provisions of Part 7, Division 3.6 of Title 1 of the California Government Code.

The Board, in its sole discretion and within the limits of the law, may refuse such defense and indemnity as provided by law, including, but not limited to, where the act or omission in question falls within the purview of Government Code section 995.2 (i.e., not within the scope of employment, fraud, corruption, malice, or conflict of interest), Government Code section 995.4 (District action against Employee), Government Code section 995.6 (administrative proceedings), or Government Code section 995.8 (criminal actions).

#### 11. Entire Agreement.

This Agreement is freely and voluntarily entered into by the parties. This Agreement constitutes the entire agreement between the parties relating to the subject matters hereof. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. The parties, in entering into this Agreement, do not rely on any inducements, promises, or representations made by each other, their representatives, or any other person, other than those inducements, promises, and representations contained in this Agreement. Any amendment to this Agreement shall be of no force and effect unless it is in writing and approved by the Board and General Manager. To the extent any policies or procedures referenced or integrated in this Agreement, Employee acknowledges that the Board retains all rights to amend or modify said policies and procedures, from time to time, and Employee will observe and abide by said policies and procedures, as amended.

12. Waiver of Rights.

Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

13. Remedies Not Exclusive.

The use by either party of any remedies specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

14. Headings.

The paragraph headings used in this Agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of this Agreement.

15. Cooperation.

Each party to this Agreement agrees to do all things that may be necessary, including, without limitation, the execution of all documents which may be required hereunder, in order to implement and effectuate this Agreement.

16. Interpretation.

The parties acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with transactions contemplated by this Agreement.

17. Notices.

Any notice to be given to Employee will be sufficiently served if given to him personally, or if deposited in the United States Mail, regular pre-paid mail, addressed to him at his most recent residence address as shown on the District payroll records. If mailed, notice shall be deemed received two (2) days following the date notice is delivered to and deposited in the custody of the United States Post Office. Any notice to be given to the District will be addressed and delivered or mailed to the District Board of Directors at the District office.

18. Counterparts and Signature.

This Agreement may be executed in counterparts, each of which shall be considered an original and all of which taken together shall constitute one and the same instrument. Facsimile and/or electronically scanned signatures shall be deemed to constitute originals. A party will not be deemed to have consented to this Agreement or be bound by its terms until the party (or its authorized representative) has duly executed a counterpart of this Agreement.

WHEREFORE, the parties hereto have executed this Agreement as follows:

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

By: \_\_\_\_\_  
Dennis Mayo  
President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Secretary of the Board of Directors

**EMPLOYEE**

By: \_\_\_\_\_  
Gregory P. Orsini



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Support Services Department Report  
12 June, 2013

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

**LEGAL UPDATES**

No additional legal updates to report at this time.

**DISTRICT FINANCIAL & BUDGET INFORMATION**

The budget for FY2013-14 is complete and has been presented to the Board for review and approval.

The FY2012-13 audit cycle has begun. Check register numbers for FY2012-13 have been sent to the auditor for sampling and testing is scheduled for June 2013.

**SUPPORT STAFF PROCEDURES & PROJECTS**

Nothing additional to report at this time.

**STAFF DEVELOPMENT & TRAINING**

Our next Emergency Operations table-top exercise is scheduled for June 2013.

**OTHER CURRENT PROJECTS**

Nothing additional to report at this time.

**WATER & SEWER RATE INCREASE**

Nothing additional to report at this time.

## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

### **Board Agenda Background: Department Report**

June 6, 2013

**To:** MCSD Board

**From:** James Henry, Operations Director

**Subject:** Agenda Item: F.2.B. –June 12, 2013 Board Meeting  
Operations Department – April 2013 Report

#### **Water Department:**

##### **◇ Water Statistics:**

The district pumped 39 million gallons of water in April.

Eleven 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 of Routes 7 and 8 were completed in April and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

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

The maximum water usage day was 1.7 million gallons and the average usage per day was 1.3 million gallons.

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

Touch up painting was performed on Tank 2A around vents and bolts.

Station trimming was completed at the Little Pond R.O.W. and Blake Stations.

Fire hydrant pads that were found cracked during the annual hydrant inspection were removed and new pads were formed and poured. This protects the bury and underground connections from damage if the hydrant gets struck by a vehicle, also allowing the break-away bolts to perform as they were designed.

The 11 month warranty paint inspection was conducted on the Norton Tank 2B. The tank was drained and inspected for deficiencies in the coating. A few spots were identified and repaired. Nearby residences were notified by door hangers and the IVR phone system prior to the inspection.

The semi-annual lubing of pumps and motors at all water facilities was completed in April.

Permanent paving was completed on several water leak repair patches.

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

Central Estates, Job has been completed and signed off; Loren Ave Mainline, Paving is completed and this job is signed off and Santos Subdivision, All of the facilities are completed and paving is completed. Main and services were flushed. The main is active and the services are locked. Work will continue when weather clears up.

#### **Sewer Department:**

##### **◇ Waste Water Statistics:**

29.2 million gallons of wastewater was collected and pumped to the W.W.M.F. 32 million gallons of wastewater was treated and discharged to land disposal or reclamation in April.

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

##### **◇ Sewer Station Maintenance:**

The semi-annual lubing of pumps and motors at all water facilities was completed in April to ensure liability of the vital equipment.

Spare pump volute assemblies are being refurbished and assembled to replace pump assemblies that are showing a lot of wear. This will improve pump efficiency and maintenance costs. This project will continue into next month.

A seal water valve was replaced on pump2 at the Fischer Lift Station.

### **Sewer Collection System:**

A manhole lid was repaired on Azalea due to a bad seat which caused the lid to rock each time a vehicle drove over it which was irritating a nearby customer.

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.

Mowing and string trimming was completed at the Hiller irrigation lanes and the Little Pond R.O.W.

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

The Chlorine Contact Chamber was drained and washed with fire hoses.

Laco performed sludge surveying in the ponds to help calculate the amount of sludge accumulated as part of the WWMF upgrade project.

Aerator 5 in Pond B was removed and bearings were replaced due to bearing noise that was identified during the daily routine. The aerator was placed back in service.

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

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

String trimming was completed at the tree farm. The trees were also coated with an egg and water blend to prevent damage from the deer.

#### **◇ Street Light Department:**

Two street lights were reported and repairs were conducted in April.

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

### **Special Notes:**

Barry Sutter from the State of California Department of Public Health conducted the annual water documentation audit and site inspection. During the site visit he inspected all of our water facilities for health related issues. After a four hour inspection, no deficiencies were noted. A report should be received in a month.

Staff removed and chipped small alder trees from the storm water marsh discharge ditch.

The dump truck, tractors and Vac-con were greased. This is done monthly to prevent unnecessary wear and to prolong the life of the equipment. Unit 3, 14, 17, 18 and 19 received service and safety inspection. The hydraulic cooler was replaced in Unit 7.

The semi-annual fit testing was performed on the Operations Utility Workers, Maintenance workers and Parks Maintenance workers. This is done using irritant smoke to ensure that their assigned respirator works properly and that they have a good respirator to face seal.

The annual frequency inspection on all vehicle radios was completed in April.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
June 12, 2013

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

**TEEN & COMMUNITY CENTER UPDATE:**

We have recently met with a group of local chef's and culinary arts experts to discuss the design of the commercial kitchen at the Teen & Community Center. Many great ideas were generated that will improve equipment and the flow of the kitchen. Staff will be forwarding the suggested design changes to LDA Partners so that they can give us an updated design for review. Then we will meet once more with the kitchen people to confirm the design is the best it can be. At that point, we will meet with a group of community leaders and share with them the design changes.

The next step will be to bring the entire facility design back to the teens in our community for their review. After this is accomplished, LDA Partners may have some additional minor revisions before staff brings the design to the Board for review.

Ultimately, staff would like to host a large event where the public is invited so we can unveil the design to members of our community.

**S.H. COWELL FOUNDATION – LEADERSHIP RETREAT:**

As I mentioned in my April 2013 Staff Report, staff and several community members met with representatives from the S.H. Cowell Foundation last on March 20, 2013. The S.H. Cowell Foundation provides funding to communities and works to improve the lives of children living in Poverty in Northern and Central California by providing support to strengthen families and communities. The meeting and tour of McKinleyville was a success and the Foundation invited twelve (12) leaders from the community to attend a Leadership Retreat in Santa Cruz in May.

I attended the Leadership Retreat with my focus being to work with the Boys and Girls Club in order to provide recreation opportunities for youth at the new Teen Center once it's complete. The foundation does not fund municipalities such as MCSD; but we would benefit if they funded the Boys and Girls Club to pay for staff and equipment to support the Teen Center.

The Leadership Retreat proved to be a good experience and we were provided plenty of opportunity to network and engage in conversations with other communities who have been funded by S.H. Cowell.

The entire Leadership Retreat including travel expenses was paid for by the S.H. Cowell Foundation, so there was no cost to MCSD for my attendance.

## **PONY EXPRESS DAYS:**



It was a combined effort of many individuals and organizations to get Pierson Park and the landscaping along Central Ave ready for the parade and other events during Pony Express Days. MCSD Parks staff worked hard for the last several weeks preparing Central Avenue for the parade. We utilized the California Conservation Corps, Sheriff Work Alternative Program Crews, Community Service Workers and Northern Humboldt

Employment Services.

Pierson Park was also a team effort. With a reduced Parks staff in mid May this year, employees from the Operations Department stepped up to help by making repairs and painting the gazebo. Operations crews also pressure washed the exterior of the facilities.



On the day of the parade, the landscaping along Central Ave was in great shape.

For the festival, Pierson Park was freshly mowed and the landscaping looked great.

The event was a huge success once again this year. I would like to thank everyone who worked so hard to make our parks and landscaping look great.

## **BOCCE BALL COURTS AT PIERSON PARK:**

A group of local bocce ball players have been helping staff make improvements to the bocce ball courts at Pierson Park. The court surfaces have been replaced with decomposed granite, which has become a favorite play surface of players over the course of the last few years.

One court was completed by Pony Express Days and the other is estimated to be completed on Friday, June 7, 2013. I would like to commend staff and members of our community for volunteering their time to get these courts up and ready.

## **HILLER SPORTS COMPLEX:**

Baseball and softball seasons have been going very well. We have received numerous compliments on the field renovations that were completed on the two little league fields after the first of the year.

## **CALIFORNIA CONSERVATION CORPS (CCC):**

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

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

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

**COMMUNITY SERVICE WORKERS:**

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

**WORK EXPERIENCE (CalWORKS PROGRAM)**

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

**GRAFFITI & VANDALISM UPDATE:**

No major vandalism to report.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

June 12, 2013

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: None**

**A summary of activity for the month of May, 2013.**

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

- Switched Credit Card Processing to Eureka Payments \$ 350 (avg. monthly)
- FiServe electronic Payments \$ 590 (avg. monthly)
- Office Supplies \$ 1340
- CSDA Refund for board meeting \$ 436
- Negotiated discount for business travel \$ 420
- California Conservation Corps \$10000 (labor)
- SWAP crews: \$ 6000 (labor)
- CalWORKS \$ 5000 (labor)
- Volunteers for Bocce Ball Court Rehab. \$ 1200 (labor)
- In house concrete repairs \$ 4850
- In house replacement of LEDs on Central Ave. \$ 1575
- In House Equipment Fluid and Filter Changes \$ 2500
- Gazebo Repairs at Pierson Park \$ 300

Total cost savings for May is \$34,561

***The cumulative cost saving to the District to date from July 1, 2012 is \$162,867***

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

**Operations Director-** James Henry was appointed to the position of Operations Director in May. James has been with the District for nearly 15 years, starting as a seasonal employee. Through hard work and dedication he was promoted to Leadperson 10 years ago during an open recruitment. James recently accepted the conditional job offer and now holds the title and is meeting the responsibilities of MCSD Operations Director.



**Rate Analysis-** Management is in communication with Willdan and will be forthcoming with information.

**Meeting with Supervisor Lovelace-** Staff and Director Couch met with the Supervisor to discuss issues pertinent the County of Humboldt and MCSD. Major projects on the horizon for MCSD were the main subject. The importance of two way communication was agreed to be a mutual concern. Management will continue to place the highest priority on maintaining communications with local state and federal government officials.

**Prop 50 Grant and Northern Intertie-** All required documentation has been provided to the Department of Public Health (DPH). The next step will be DPH providing us with a funding agreement. At the time we be guaranteed to receive funding. Review of the General Conditions and Specifications was also completed.

**General Manager's Office-** I made my move from the Operations Trailer to the front office. Fifteen years of files and accumulated stuff seemed daunting but with the help of staff and crew it was fairly painless. There was some shuffling of offices in the main office but we are finally settled. I can be found in the southeast corner office.

**Employee Negotiations** – Management and Human Resources met with the Board Negotiating Committee to discuss the information relevant to their discussions with the Staff Negotiating Committee. The Employee and Board Committees met in May and a proposal for an agreement will be presented to the Board during the June meeting.

**Waste Water Management Facility (WWMF) Improvement Project Design** – During the month of May our design consultant has been in the process of surveying and mapping. A responsibility of MCSD's was to secure a Preliminary Title Report which was accomplished in during this time. A draft sludge Sampling Plan was reviewed and comments returned to the consultant. 30% design drawing should be completed in the very near future.

**Budget** – The FY 13/14 budget will be presented to the Board during the June meeting. During the month of May staff continued to fine tune revenue and expenditure forecasts.

**CSDA Legislative Days** – Director Mayo and I spent May 13 through 15 in Sacramento with the California Special District Association attending briefings pertinent to legislation that is relevant to Special Districts. The speakers were either lobbyists or legislators and the information was insightful. We then spent a half a day meeting with legislators or staffers to discuss these and other issues.

**Boyd Road-** Per MCSD Board and City Council of Arcata a meeting was held to discuss the service of water in the Boyd Road area. The meeting was very productive and it is promising that a beneficial remedy will come from the discussions. In the near future we will be meeting again to discuss the possibility of Wheeling Charges and an Intergovernmental Service Agreement much like the agreement between City of Eureka and Humboldt Community Services District.



**Washington Property-** Our attorney will be drafting an indemnity agreement between MCSD and MUSD, whereby MCSD assumes the obligations to construct the improvements required, have MUSD sign the Subdivision Agreement and have it recorded by the County. We will wave MCSD Drainage Fee until the parcel is developed, pay the necessary balance to get the subdivision deposit up to \$2500 (roughly \$800, will have to be calculated after the Agreement is recorded) and the property will finally belong to Parks and Recreation.

**Meetings –** The General Manager attended various meeting in May dealing to MCSD business. They included Phone Conferences with LDA Partners related to the Teen Center Design, various phone conversations with Willdan to discuss the rate analysis, a meeting was held in Arcata to discuss the service of water in the Boyd Road area, meet with the local BMX committee at the Washington property related to feasibility of site and met with to discuss the rezoning information for discussion with the County of Humboldt.

Attachment 1 WWMF Report for March 2013

Attachment 2 Letter to Mr. Peachy allowing the application of fertilizer to the bottom pasture

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



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**PARKS & RECREATION OFFICE:**

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

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

April 30, 2013

**RE: MONTHLY MONITORING REPORT**

Dear Lisa:

Enclosed is the Monthly Monitoring Report for March 2013 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 30 days discharge to Discharge Location 001 Mad River. The required monitoring and water quality constituents that were tested and were reported were in compliance for March.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65% removal for the monthly average and a weekly average limit of 65 mg/L and 873 lbs/day. With five weekly tests in March, that constitutes seven criteria. The BOD results are in compliance.

The requirement for NFR is 83 mg/L, 1108 lbs/day and minimum of 65% removal for the monthly average. With five weekly tests in March, that constitutes three criteria. The NFR results 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 March and was in compliance.

Total Coliform Organisms MPN/100 ml., 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 March are as follows. Median was <1.8 and a Maximum of <1.8. Four samples were collected and were in compliance.

Acute Toxicity testing was conducted in March. The result for Rainbow Trout was 100% survival and the survival of C. dubia was 0%. 3/5/2013 sample had a 100% failure of C dubia. Our permit requires accelerated testing if any test is below 70%. Accelerated testing was performed on 3/19/2013. Test 1 of 2 was collected and sent to the lab. The result of Test 1 Laboratory Control failed to meet TAC. On 3/19/2013 we collected and sent the second Test 1 of 2 for accelerated testing. That test resulted in an 85% survival in the effluent and a 95% in the control resulting in a Toxic unit of  $\leq 1$ . Test 2 of 2 of the accelerated testing was sent on 3/26/2013 which resulted in a 100% survival. Our median was calculated to be a 90% for three March tests.

Monthly River Monitoring R-001 and 002 was conducted in March.

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

**March 2013**

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-008
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.940	1.077	754							0.000	1.0
2	0.994	1.079	756							0.000	1.0
3	1.041	1.082	759							0.000	1.0
4	0.960	1.084	761							0.000	1.0
5	0.965	1.080	759							0.000	1.0
6	1.166	1.063	765							0.000	1.0
7	1.052	1.059	750							0.000	1.0
8	1.014	1.060	748							0.000	1.0
9	1.041	1.059	754							0.000	1.0
10	1.073	1.058	750							0.000	1.0
11	1.011	0.653	744							0.000	0.6
12	0.993	0.001	418							0.000	0.0
13	0.984	0.664	768							0.000	0.6
14	0.980	1.085	764							0.000	1.0
15	0.923	1.083	768							0.000	1.0
16	0.985	1.194	880							0.000	1.2
17	1.035	1.264	887							0.000	1.2
18	0.971	1.270	891							0.000	1.2
19	0.932	1.267	886							0.000	1.2
20	0.998	1.262	886							0.000	1.2
21	0.967	1.162	892							0.000	1.2
22	0.954	1.017	719							0.000	1.0
23	0.993	1.023	726							0.000	1.0
24	1.052	1.022	725							0.000	1.0
25	0.989	1.020	723							0.000	1.0
26	0.967	1.014	717							0.000	1.0
27	0.976	1.005	710							0.000	1.0
28	0.949	0.997	704							0.000	0.9
29	0.938	1.048	799							0.000	1.0
30	0.968	1.142	801							0.000	1.2
31	1.002	1.139	799							0.000	1.2
TOTAL	30.813	32.033		0.000	0.000	0.000	0.000	0.000	0.000	0.000	32.0
AVERAGE	0.994	1.033	767	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.000	1.0
MAXIMUM	1.166	1.270	892	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.2
MINIMUM	0.923	0.001	418	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.0
DAYS	31	31		0	0	0	0	0	0	31	
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
RIVER CFS - EFFLUENT FLOWS -

M-004

RIVER DILUTION

M-005

M-006

MARCH 2013

DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
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1	0.940	1.077	754			1.077	473	3568	795	5947
2	0.994	1.079	756			1.079	385	2909	648	4848
3	1.041	1.082	759			1.082	364	2760	615	4601
4	0.960	1.084	761			1.084	344	2621	584	4369
5	0.965	1.080	759			1.080	325	2464	549	4107
6	1.166	1.063	765			1.063	763	5835	1300	9725
7	1.052	1.059	750			1.059	1424	10683	2380	17805
8	1.014	1.060	748			1.060	1008	7541	1680	12568
9	1.041	1.059	754			1.059	816	6149	1370	10249
10	1.073	1.058	750			1.058	700	5252	1170	8753
11	1.011	0.653	744			0.653	670	4982	1110	8304
12	0.993	0.001	418			0.001	1289	5386	1200	8977
13	0.984	0.664	768			0.664	660	5072	1130	8454
14	0.980	1.085	764			1.085	605	4623	1030	7705
15	0.923	1.083	768			1.083	547	4201	936	7002
16	0.985	1.194	880			1.194	428	3770	840	6284
17	1.035	1.264	887			1.264	390	3456	770	5760
18	0.971	1.270	891			1.270	355	3160	704	5267
19	0.932	1.267	886			1.267	331	2931	653	4885
20	0.998	1.262	886			1.262	336	2980	664	4967
21	0.967	1.162	892			1.162	548	4893	1090	8154
22	0.954	1.017	719			1.017	501	3600	802	6000
23	0.993	1.023	726			1.023	492	3568	795	5947
24	1.052	1.022	725			1.022	458	3322	740	5536
25	0.989	1.020	723			1.020	433	3133	698	5222
26	0.967	1.014	717			1.014	426	3057	681	5095
27	0.976	1.005	710			1.005	434	3084	687	5139
28	0.949	0.997	704			0.997	389	2738	610	4563
29	0.938	1.048	799			1.048	325	2599	579	4331
30	0.968	1.142	801			1.142	313	2509	559	4182
31	1.002	1.139	799			1.139	306	2442	544	4070
TOTAL	30.813	32.033		0.000	0.000	32.033				
AVERAGE	0.994	1.033	767	#DIV/0!	#DIV/0!	1.033	543	4042	900	6736
MAXIMUM	1.166	1.270	892	0.000	0.000	1.270	1424	10683	2380	17805
MINIMUM	0.923	0.001	418	0.000	0.000	0.001	306	2442	544	4070
DAYS	31	31	31	0	0					
DAYS WITH NO DISCHARGE TO THE MAD RIVER = 1										



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

MONTH: DECEMBER

YEAR: 2013

DATE	INFLUENT		EFFLUENT		RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING					3X5 TOTAL COLIFORM	
	FLOW M.G.D.	MAXIMUM GPM	FLOW M.G.D.	MAXIMUM GPM		B.O.D. mg/L	N.F.R. mg/L	PH	(°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA mg/L	CL <sub>2</sub> RES.	SETTLABLE SOLIDS
1	0.940	754	1.077	754	795	290	380	6.8	11.4	27	33	30	0.2	<0.1
2	0.994	756	1.079	756	648			6.8	12.0				0.1	
3	1.041	759	1.082	759	615			6.7	11.5				0.3	
4	0.980	761	1.084	761	584			6.8	10.9			30	1.3	<1.8
5	0.985	759	1.080	759	549			7	10.7			38	2	
6	1.166	765	1.063	765	1300			6.9	10.4			34	4.6	
7	1.052	750	1.059	750	2380			7.0	10.5			34	4.4	
8	1.014	748	1.080	748	1880	170	92	7.2	10.6	25	24	32	3.5	<0.1
9	1.041	754	1.059	754	1370			7.1	10.7				2.8	
10	1.073	750	1.058	750	1170			7.7	10.7				1.7	
11	1.011	744	1.053	744	1110			7.0	10.7			36	1.0	<1.8
12	0.993	418	0.901	418	1200									
13	0.884	768	0.864	768	1130			7	11			34	0.2	
14	0.980	764	1.055	764	1030			6.8	12.3			28	2.2	
15	0.923	768	1.063	768	936	250	240	6.9	11.4	27	13	34	1.8	<0.1
16	0.985	880	1.194	880	840			7.1	11.9				1.2	
17	1.035	887	1.264	887	770			6.8	12.5				0.5	
18	0.971	891	1.270	891	704			6.8	11.3			36	1.3	<1.8
19	0.932	886	1.267	886	653			6.8	11.8			36	1.4	
20	0.998	886	1.262	886	664			6.8	12.2			36	1.4	
21	0.967	892	1.162	892	1090			6.9	11.9			36	0.8	
22	0.954	719	1.017	719	802	210	140	6.8	11.3	18	17	36	2.9	<0.1
23	0.993	726	1.023	726	795			6.9	11.4				3.8	
24	1.052	725	1.022	725	740			6.9	11.5				2.9	
25	0.989	723	1.020	723	698			7.0	11.0			36	2.4	<1.8
26	0.967	717	1.014	717	681			7	11.7			34	2.3	
27	0.976	710	1.005	710	687			7	12.6			32	1.4	
28	0.949	704	0.997	704	610			7.0	13.1			30	1.1	
29	0.938	799	1.048	799	579	260	230	6.9	13.0	20	16	32	1.9	<0.1
30	0.968	801	1.142	801	559			6.8	13.1				0.8	
31	1.002	799	1.139	799	544			6.7	13.4				1.0	

SPILLS:

None to report

DATE	MONTHLY TESTS		
	TDS	AMMONIA	NITRATE
3/6/2013	200	31.0	ND
			BORON
			190

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
Bromodorm		N/A
Chlorodibromomethane		N/A
Chlorodorm		N/A

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
23	207	90	21	182	88

ACUTE TOXICITY

DATE	% Survival
3/5/2013	100%
3/5/2013	0%

Rainbow Trout  
C. dubia

CHRONIC TOXICITY

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

Total Coliform	Monthly	Median	<1.8
Daily	Maximum		<1.8

SIGNATURE:

*Jamie Henry*

Indicates Permit Exceedance

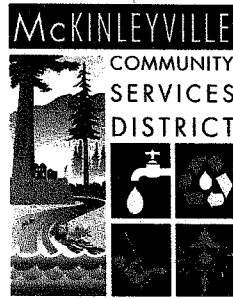
REMARKS: Accelerated testing was performed with the following results: 0%, 85%, 100%.

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P. O. BOX 2037  
McKINLEYVILLE, CA 95519



[mckinleyvillecsd.com](http://mckinleyvillecsd.com)

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

May 16, 2013

Mr. Marvin Peachey  
P. O. Box 715  
Fortuna, CA 95540

Re: Fischer Ranch Request

Dear Marvin;

I am in receipt of your letter dated May 16, 2013 requesting to fertilize a portion of the Fischer Ranch property. Your request to spread the fertilizer on the lower portion of the ranch is approved and authorized. I would request that you proceed on a day when the wind is not blowing and the environment is moist.

Please contact our office to give staff a 48 hours notice prior to application of the fertilizer. The contact person will be James Henry in the Operations Department; he can be reached at (707) 839-3251.

Thank you for your timely notification.

Sincerely,  
  
Gregory Orsini  
General Manager

CC: James Henry, Operations Department