



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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, FEBRUARY 4, 2015 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of January 7, 2015 **Pg. 5**
Attachment 1 – Draft Minutes from January 7, 2015 **Pg. 6**
- D.2 Consider approval of December 2014 Treasurer's Report **Pg. 12**
- D.3 DCV Violations this Month **Pg. 36**
- D.4 Consider approval of 2015 Spring/Summer Recreation Activity Guide and Recreation Program Fees **Pg. 37**
Attachment 1 – 2015 Spring/Summer Recreation Activity Guide **Pg. 39**
- D.5 Consider approval of Senior Center Management Services and Usage Agreement **Pg. 47**
Attachment 1 – Senior Center Management Services and Usage Agreement **Pg. 49**
Attachment 2 – Schedule for Use of Azalea Hall **Pg. 60**

E. CONTINUED AND NEW BUSINESS

- E.1 Consider adopting Resolutions 2015-02 & 2015-03 initiating proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2015/2016; Declaring Intention to Levy and Collect the Fiscal Year 2015/2016 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and approving the Engineer's Report and setting the Public Hearing **Pg. 61**
Attachment 1 – Resolution 2015-02 **Pg. 63**
Attachment 2 – Resolution 2015-03 **Pg. 65**
Attachment 3 – Annual Engineer's Report for Fiscal Year 2015/16 **Pg. 68**
- E.2 Hold public workshop and consider approval of Sections 1, 2 & 3 of the Integrated Pest Management Policy **Pg. 99**
Attachment 1 – Draft #2 Integrated Pest Management Policy **Pg. 101**
Attachment 2 – Comments received **Pg. 110**
Attachment 3 – Comments Matrix **Pg. 140**
- E.3 Consider Attendance to the Association of California Water Agencies 2015 Legislative Symposium in Sacramento on March 4, 2015 **Pg. 158**
Attachment 1 – Pricing Reference Sheet **Pg. 159**
Attachment 2 – Registration Terms & Conditions **Pg. 160**
Attachment 3 – Preliminary Agenda **Pg. 161**
- E.4 Consider Discussion of the Draft Capital Improvement Plan for the Parks and General Fund, Fiscal Year Ending June 30, 2016 **Pg. 162**

	Attachment 1 – Draft Parks/General Fund Capital Improvement Plan FY2015-16	Pg. 163
	Attachment 2 – Draft Parks/General Fund Capital Improvement Plan Narrative FY2015-16	Pg. 167
E.5	Approve Draft Water Shortage Contingency Plan	Pg. 169
	Attachment 1 – Water Shortage Contingency Plan Draft	Pg. 171
E.6	Consider Approval of the Strategic Plan 2015-2019	Pg. 197
	Attachment 1 – Strategic Plan Final 2015	Pg. 198
E.7	Wastewater Management Facility Improvement Project Open House Report	Pg. 240
	Attachment 1 – Open House Flyer	Pg. 241
	Attachment 2 – Open House Exhibits	Pg. 242

F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 STAFF REPORTS

- | | |
|--|----------------|
| a. Support Services Department (Colleen M.R. Trask) | Pg. 348 |
| b. Operations Department (James Henry) | Pg. 250 |
| c. Parks & Recreation Department (Jason Sehon) | Pg. 254 |
| d. General Manager (Greg Orsini) | Pg. 256 |
| Attachment 1 - WWMF December 2014 Self Monitoring Report | Pg. 258 |

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on January 30, 2015

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

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Minutes from the Board of Directors' January 7, 2015 Regular Meeting Consider...**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from the January 7, 2015 Regular Board Meeting, recommend edits and provide staff with direction.

Discussion:

The Draft Minutes are attached for the above listed meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from January 7, 2015 Board Meeting

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

AGENDA ITEM A CALL TO ORDER

A.1 Roll Call: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with President Corbett, Vice President Wheeler, Directors Couch, Edwards and Mayo present.

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

Gregory Orsini, General Manager
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Jason Sehon, Parks & Recreation Director
Becky Schuette, Board Secretary

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

A.3 Assumption of Board Officer's Positions for Calendar Year: Director John Corbett assumed the position as Chair effective January 1, 2015 and Director Wheeler as Vice Chair, pursuant to Board Policy, rule 3.1, formalized through this agenda item.

A.4 Additions to the Agenda: There were no additions to the agenda.

A.5 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Edwards; Second: Mayo

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

A.6 Closed Session Discussion: There was no closed session scheduled.

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

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Corbett opened public comment and no members of the public spoke.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of December 3, 2014

D.2 Consider approval of November 2014 Treasurer's Report

D.3 No DCV Violations this month

MOTION: It was moved to adopt the consent calendar item D.1 through D.3.

No objections were made and there was no comment by the public.

Motion: Edwards; Second: Couch

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Accept FY2013-14 Audit: The completed annual audit was presented in hard copy by Donna Taylor and Kim Windsor from the accounting office of Hunter, Hunter and Hunt, and distributed to the Board Members by the Board Secretary, Becky Schuette. Donna spoke briefly to the Board, followed by Kim who discussed the report more thoroughly. The sections of the report were explained and several specific “Notes to Financial Statements” were pointed out and explained briefly. There was no public comment and no further discussion from the Board, General Manager or the auditors.

MOTION: It was moved to accept the District’s audited financial material as presented

Motion: Edwards; Second: Wheeler

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.2 McKinleyville Community Services District Employee of the Year Award Presentation to David

Baldosser: General Manager Orsini presented a brief history of Employee of the Year Award that was followed by several comments of appreciation by Finance Director Colleen Trask and several of the Board Directors. This was an informational item only, no action was taken and there were no public comments.

E.3 California Water Environmental Association (CWEA) Awards: Operations Director James Henry presented information on the awards and read the nomination language for Chris Jones, as written by his supervisor. Staff member Christopher Jones was then presented with the Collection System Person of the Year award. Operations Lead Person Erik Jones was present to receive the MCSD award for Collection System of the Year, which has been given to the District four times. Several of the Board members and General Manager Orsini praised Chris and thanked Erik Jones for the dedication of his crew. This was an informational item only, no action was taken and there were no public comments.

E.4 Consider Assignments and Appointments of Committee Chairs by the Board President for the 2015

Calendar Year: After brief discussion by the Board, President Corbett made the following 2015 Committee Appointments:

1. Recreation Advisory Committee
George Wheeler; alternate David Couch
2. McKinleyville Area Fund
John Kulstad
3. Redwood Region Economic Development Commission
Dennis Mayo; alternate Helen Edwards
4. McKinleyville Senior Center Advisory Committee
Helen Edwards; alternate Dennis Mayo
5. Audit
John Corbett and Helen Edwards
6. Employee Negotiations
David Couch and Helen Edwards
7. Water Task Force
George Wheeler; alternate John Corbett
8. AdHoc No Drugs & Toxics Down the Drain
George Wheeler; alternate David Couch
9. McKinleyville Municipal Advisory Committee
Helen Edwards; alternate John Corbett

E.5 Update Board Officer Rotation Schedule: President Corbett led the discussion about the rotation schedule for the Chair and Vice Chair positions in the coming years. There was some discussion about the elections and its effect on the rotation and the understanding that if election results affected the schedule that it could be revisited in the future. There was no public comment.

MOTION: It was moved to appoint Director Edwards as Vice Chair in 2016 and Chair in 2017, with Director Mayo as Vice Chair in 2017.

Motion: Wheeler; Second: Mayo

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.6 Review Recent Teen Center Bid Results. Discuss Alternative and Consider Recommended Path

Forward: General Manager Orsini presented the information on the bids for the construction of an MCSD Teen and Community Center. The lowest responsive bid came in at \$2.115 million, which was significantly over the Architect firm's estimation. General Manager Orsini provided analysis of the bid results explaining the reasons for the high bid. Orsini then presented the Board with three alternative options to continuing with the project, and their respective fiscal impacts, as well as two scenarios. The presentation was followed by a lengthy discussion among Board and Staff, determining that the most suitable option at this point was for Alternative 3, scenario B. Alternative 3 is as follows:

Should the Board choose to rebid, we have discussed and identified several items that may be altered or modified that could be expected to significantly reduce the construction costs. Many of these suggestions could also help reduce long term maintenance costs as well. These items include but are not limited to:

- Overall reduction in square footage – The architect has evaluated several studies which include incorporating the music room into the main building space. This could reduce the facilities square footage by 600 sf. It is anticipated that this move could save up to \$150,000 without significantly altering the overall function or look of the center.
- Use of traditional asphalt/concrete paving in lieu of permeable paving systems. Due to the higher up-front costs of these systems, it may prove cost effective to use traditional paving systems. However, as a trade off, some storm water retention system would have to be enlarged to accommodate excess runoff.
- Modification of some of the interior finishes. These could be modified to reduce the cost of the finishes without compromising the aesthetic integrity or the maintenance aspects of the facility.
- Reduction of items recessed within the floor slab. These are items such as walk-off mats or other finish materials.

This alternative, along with Scenario B:

Revise the drawings to reflect a reduced scope Base Bid (reduced square footage and additional suggestions indicated above). This would be the preferred and better way to provide the most bidding flexibility to the District. In this scenario, the drawings are altered to depict a smaller project, while providing for additive and deductive alternates. We think the best way to do this would be to incorporate the music room into the main structure of the building, which would reduce square footage as well as remove some of the site work from the project. This allows the District the maximum flexibility to know the exact costs of the various parts of the project should we want them to be added or deleted from the project in the future. This could allow the District to custom select the project components they want to build based upon the results on Bid Day. Our architect's experience indicated it is best to limit the amount of alternates to +/- 6 to avoid bidder confusion. Anticipated additional design costs: +/- \$5,000- \$10,000.

A motion was made.

MOTION: It was moved, per staff recommendation, for staff to revise the design to reflect a reduced square footage with addition of other cost saving measures also utilizing additive and deductive alternates to give the highest level of flexibility to control final bid costs with a target cost of less than \$1.7 million.

Motion: Mayo; Second: Wheeler

Prior to the vote, President Corbett opened up public comments. The following member of the public spoke:

Jeff Dunk: Agreed with the motion by the Board

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.7 Consider Approval of Law Enforcement Facility (LEF) Lease Agreement with County of Humboldt:

Parks and Recreation Director Jason Sehon presented this item and the lease, offering an amendment to section Article 4, Rent, Section 4.1 in which the language be changed to remove the words “or decrease” in the following sentence: *Regardless of the CPI percentage change the increase or decrease shall be no more than three percent (3%) annually.* A lengthy discussion followed about the length of the lease, the use of the Sheriff’s Work Alternative Program (SWAP) in relation to the language in section 4.2 and measure Z, as well as consideration for long term maintenance of the building. There was no public comment.

MOTION: It was moved to adopt the Law Enforcement Facility lease as amended by the following changes: the deletion of the words “or decrease” in section 4.1; to edit section 4.2 to read “between 2 and 6” SWAP crew members to Lessor each “week” (instead of Saturday) as participant levels allow; the terms of the lease will be between three and five years based on the negotiations of staff with the County.

Motion: Edwards; Second: Mayo

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.8 Approve Draft Water Shortage Contingency Plan: This item was not presented and will be continued to the February 4th Board Meeting.

E.9 Consider Approval of the Strategic Plan 2015-2019. This item was not presented and will be continued to the February 4th Board Meeting.

E.10 Wastewater Management Facility Improvement Project Open House Report: This item was not presented and will be continued to the February 4th Board Meeting.

E.11 Consider Authorization for Director Mayo to Attend the Association of California Water Agencies (ACWA) DC 2015 Conference in Washington D.C. February 25-26, 2015: Director Mayo had asked that the Board approve his attendance to the conference and that the District pay only his conference registration fees. There was no discussion by the Board and no comments by the public.

MOTION: It was moved to authorize Director Mayo to Attend the ACWA DC Conference and that the District pays his conference registration fees.

Motion: Edwards; Second: Wheeler

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.12 Review of the McKinleyville Community Services District Policy Manual Related to the District of Distinction Application Process and Adopt Resolution 2015-01: A very brief presentation by the Board Secretary Becky Schuette explained why this resolution was needed in order to complete the District of Distinction process in accordance with the Strategic Plan. There was no discussion by the Board and no public comment.

MOTION: It was moved to adopt Resolution 2015-01 to approve without amendments the MCSD Policies and Procedures related to governance, ethics, board conduct, reimbursement/compensation, District finances, and reserves as related to the District of Distinction application process.

Motion: Edwards; Second: Mayo

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.13 Authorize Board President to Sign a Letter of Support for Pursuit of Grant Funds for Salmonid Habitat Restoration and Public Access Project on the Lower Mad River: There was no discussion by the Board and no comments by the public.

MOTION: It was moved to Authorize Board President to Sign a Letter of Support for Pursuit of Grant Funds for Salmonid Habitat Restoration and Public Access Project on the Lower Mad River.

Motion: Mayo; Second: Edwards

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate))**
Nothing to report, did not meet.
- b. **Area Fund (John Kulstad)**
Nothing to report, did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate))**
Director Mayo reported that they were still working on the airport project and that the City of Fortuna had turned them down because they had no money.
- d. **McKinleyville Senior Center Advisory Committee (Edwards)**
Nothing to report, did not meet.
- e. **Audit (Corbett/Edwards)**
The committee met previously to approve the presented audit.
- f. **Employee Negotiations (Couch/Edwards)**
Nothing to report, did not meet
- g. **Water Task Force (Wheeler/Corbett (alternate))**
Nothing to report, did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate))**
Nothing to report, did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))**
Director Edwards reported that the committee met on December 17th and that Sheriff Downey presented plans to expand staffing; a local community watch was present; County Public Works presented the design alternative on Central Avenue which will be brought back in the future; senior mobile home park rent stabilization was also discussed.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reported that the reserves recovery account was currently at \$212,805.
- b. **Operations Department:** Operations Director James Henry had nothing further to report.
- c. **Parks and Recreation Department:** Parks and Recreation Director Jason Sehon reported the floors at Azalea Hall had been redone and the window treatments replaced. Mark Schaffner from Transition Partnership Program, through the Humboldt County Office of Education working

with the California Department of Rehabilitation, spoke briefly to the Board about their relationship with MCSD.

d. General Manager: General Manager Orsini had nothing further to report.

F.3 President's Report: President Corbett stated that he appreciated Director Mayo's funding efforts. He also added that while President he hoped to focus on sewer, solar and grant funding.

F.4 Board comments, announcements, reports and agenda item requests: Director Mayo reported to the Board that the Horses Have the Right-of-Way trail sign had blown down and is requesting the Board and Staff be thinking of a better place to put it.

AGENDA ITEM G ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 9:39 p.m.

Motion: Edwards; Second: Couch

VOICE VOTE: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

Becky Schuette, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
December 2014**

Table of Contents

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Reserves Graph
Page 14	Cash Disbursement Report

McKinleyville Community Services District
Investments & Cash Flow Report
As of December 31, 2014

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance 440,609.23

Cash Receipts:

Utility Billings	452,560.62
Money Market Account Interest	35.22
Transfers from County Funds #2560, #4240	393,951.25
Other Cash Receipts	52,809.66

Total Cash Receipts 899,356.75

Cash Disbursements:

Payroll Related Expenditures	(190,597.40)
Debt Service	(136,472.35)
Capital & Other Expenditures	(601,866.93)

Total Cash Disbursements (928,936.68)

Operating & Money Market - Ending Balance 411,029.30

Total Cash 411,969.30

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

LAIF - Beginning Balance 128,485.66

Interest Income -

LAIF - Ending Balance 128,485.66

Humboldt Co. #2560 - Beginning Balance 987,511.02

Property Taxes and Assessments 383,778.49

Transfer to/from Operating Cash -

Interest Income 770.03

Humboldt Co. #2560 - Ending Balance 1,372,059.54

Humboldt Co. #4240 - Beginning Balance 4,478,154.74

Property Taxes -

Transfer to/from Operating Cash (393,951.25)

Interest Income 5,601.07

Humboldt Co. #4240 - Ending Balance 4,089,804.56

Humboldt Co. #9390 - Beginning Balance 300,306.12

Reserves Recovery Deposits 23,830.26

Interest Income (746.69)

Humboldt Co. #9390 - Ending Balance 323,389.69

USDA Bond Reserve Fund - Beginning Balance 122,687.20

Bond Reserve Payment 7,395.83

Debt Service Payment -

Interest Adjustment 2.96

USDA Bond Reserve Fund - Ending Balance 130,085.99

Market Valuation Account (180.00)

Umpqua Bank Meas.B Loan Proceeds - Beginning Balance 1,402,203.25

Net Transfer to/from Loan Cash Holding Acct -

Interest Income 126.77

Umpqua Bank Meas.B Loan Proceeds - Ending Balance 1,402,330.02

Total Investments 7,445,975.46

Total Cash & Investments - Current Month 7,857,944.76

Total Cash & Investments - Prior Month 7,860,717.22

Net Change to Cash & Investments This Month (2,772.46)

Cash & Investment Summary

Cash & Cash Equivalents 6,969,894.54

Davis-Grunsky Loan Reserve 598,540.46

Waste Water Capital Reserve 99,423.77

USDA Bond Reserve 130,085.99

I-Bank Loan Reserve 60,000.00

Total Cash & Investments 7,857,944.76

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of December 31, 2014

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 857,968.61	\$ 230,976.83	\$ (160,937.73)	\$ 1,588,795.39	\$ 2,997,599.74	\$ 5,514,402.84
Accounts receivable	2,607.80	-	102,206.26	263,355.63	176,855.69	545,025.38
Prepaid expenses & other current assets	15,671.03	-	1,284.01	81,286.31	40,986.79	139,228.14
Total Current Assets	876,247.44	230,976.83	(57,447.46)	1,933,437.33	3,215,442.22	6,198,656.36
Noncurrent Assets						
Restricted cash & cash equivalents	176,826.92	-	-	658,540.46	229,509.76	1,064,877.14
Other noncurrent assets	3,076.00	-	-	-	-	3,076.00
Capital assets (net)	-	-	-	6,861,682.34	12,937,313.76	19,798,996.10
Total Noncurrent Assets	179,902.92	-	-	7,520,222.80	13,166,823.52	20,866,949.24
TOTAL ASSETS	\$ 1,056,150.36	\$ 230,976.83	\$ (57,447.46)	\$ 9,453,660.13	\$ 16,382,265.74	\$ 27,065,605.60
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 67,834.34	\$ 9,862.73	\$ 354.74	\$ 189,483.56	\$ 423,712.25	\$ 691,247.62
Accrued payroll & related liabilities	95,497.68	-	-	35,172.27	35,172.27	165,842.22
Total Current Liabilities	163,332.02	9,862.73	354.74	224,655.83	458,884.52	857,089.84
Noncurrent Liabilities						
Long-term debt	-	-	-	3,072,475.63	915,102.66	3,987,578.29
Other noncurrent liabilities	3,076.00	1,400,000.00	-	279,671.03	281,819.18	1,964,566.21
Total Noncurrent Liabilities	3,076.00	1,400,000.00	-	3,352,146.66	1,196,921.84	5,952,144.50
TOTAL LIABILITIES	166,408.02	1,409,862.73	354.74	3,576,802.49	1,655,806.36	6,809,234.34
Fund Balance/Net Assets						
Fund balance	217,372.72	(1,178,885.90)	(57,802.20)	-	-	(1,019,315.38)
Net assets	672,369.62	-	-	2,087,650.93	2,704,248.28	5,464,268.83
Investment in capital assets, net of related debt	-	-	-	3,789,206.71	12,022,211.10	15,811,417.81
Total Fund Balance/Net Assets	889,742.34	(1,178,885.90)	(57,802.20)	5,876,857.64	14,726,459.38	20,256,371.26
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,056,150.36	\$ 230,976.83	\$ (57,447.46)	\$ 9,453,660.13	\$ 16,382,265.74	\$ 27,065,605.60
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,325,578.91					
General Long-term Liabilities						
PG&E Streetlights Loan	98,180.75					
Meas. B Loan: Teen/Community Center	1,468,929.00					
OPEB Liability	206,637.23					
Accrued Compensated Absences	40,783.04					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 1,814,530.02					

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
December 2014

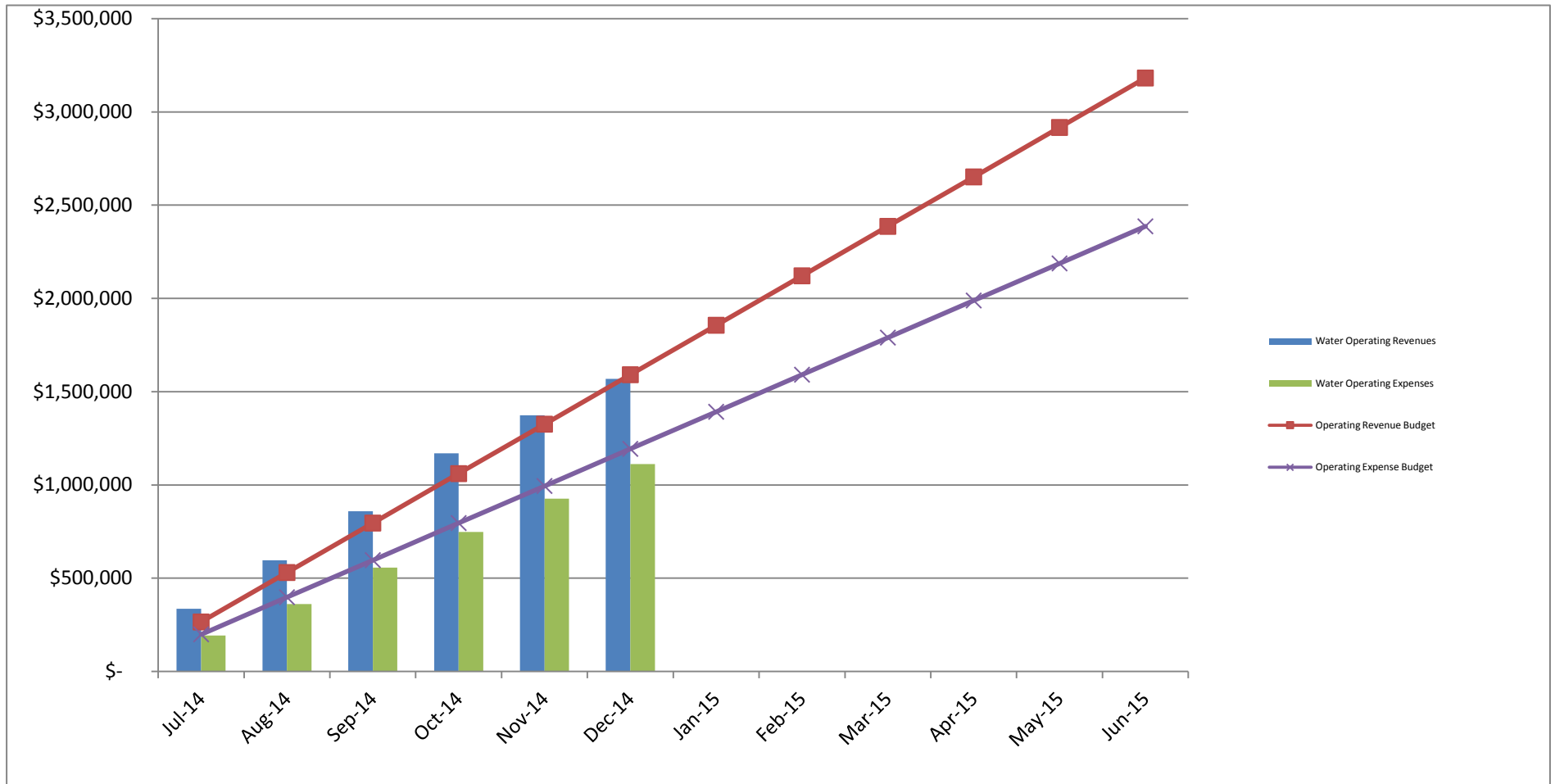
Department Summaries	December	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	192,644	1,445,737	1,466,712	(20,975)	-1.43%	
Other Revenues	6,161	242,567	124,071	118,496	95.51%	Includes YTD Capacity Fees of \$120,350
Total Operating Revenues	198,805	1,688,304	1,590,783	97,521	6.13%	
Salaries & Benefits	63,434	383,294	401,055	(17,761)	-4.43%	
Water Purchased	66,509	405,196	431,884	(26,688)	-6.18%	
Other Expenses	30,529	171,205	195,276	(24,071)	-12.33%	Other variable expenses curtailed with lower customer demand
Depreciation	25,300	151,750	165,000	(13,250)	-8.03%	
Total Operating Expenses	185,772	1,111,445	1,193,215	(81,770)	-6.85%	
Net Operating Income	13,033	576,859	397,568	15,751		
Interest Income	3,552	7,640	2,454	5,186	211.32%	Interest rate higher than originally estimated
Interest Expense	(6,396)	(38,485)	(42,500)	(4,015)	-9.45%	
Net Income (Loss)	10,189	546,014	357,522	188,492		
<u>Sewer</u>						
Sewer Service Charges	159,848	1,028,142	950,000	78,142	8.23%	
Other Revenues	14,973	215,875	147,485	68,390	46.37%	Includes YTD Capacity Fees \$167,321
Total Operating Revenues	174,821	1,244,017	1,097,485	146,532	13.35%	
Salaries & Benefits	72,566	411,249	399,840	11,409	2.85%	
Other Expenses	33,528	216,476	274,775	(58,299)	-21.22%	Other variable expenses curtailed with lower customer demand
Depreciation	38,560	231,350	240,000	(8,650)	-3.60%	
Total Operating Expenses	144,654	859,075	914,615	(55,540)	-6.07%	
Net Operating Income	30,168	384,942	182,870	202,072		
Interest Income	2,749	11,046	10,000	1,046	10.46%	
Interest Expense	(3,259)	(20,034)	(20,760)	(726)	-3.50%	
Net Income (Loss)	29,657	375,954	172,110	203,844		
Enterprise Funds Net Income (Loss)	39,846	921,968	529,632	392,336		

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
December 2014

Department Summaries	December	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	24,369	143,815	196,520	(52,705)	-26.82%	Budget is spread evenly across 12 months, but actuals vary with programs
Rents & Related Fees	3,954	26,430	43,800	(17,370)	-39.66%	Budget is spread evenly across 12 months, but actuals vary with rentals
Property Taxes	261,567	261,567	255,000	6,567	2.58%	County Tax remittance scheduled in December and April
Other Revenues	8,729	54,334	94,900	(40,566)	-42.75%	Budget is spread evenly across 12 months, but actuals vary
Interest Income	785	3,065	1,500	1,565	104.33%	Interest rate higher than originally estimated
Total Revenues	299,404	489,212	591,720	(102,508)	-17.32%	
Salaries & Benefits	64,106	392,473	425,929	(33,456)	-7.85%	
Other Expenditures	14,522	105,959	107,940	(1,981)	-1.83%	
Capital Expenditures	3,769	57,148	57,500	(352)	-0.61%	
Total Expenditures	82,397	555,580	591,369	(35,789)	-6.05%	
Excess (Deficit)	217,007	(66,368)	351	(66,719)		
<u>Measure B Assessment</u>						
Total Revenues	123,468	194,854	107,012	87,842	82.09%	County Tax remittance scheduled in December and April
Salaries & Benefits	7,974	49,345	50,529	(1,184)	-2.34%	
Other Expenditures	4,938	86,565	3,000	83,565	2785.50%	Loan Issuance costs, set against Loan Proceeds Income
Capital Expenditures	-	33,884	52,500	(18,616)	-35.46%	Teen Center - actuals will vary with project progress
Total Expenditures	12,912	169,794	106,029	63,765	60.14%	
Excess (Deficit)	110,556	25,060	983	24,077		
<u>Street Lights</u>						
Total Revenues	7,644	47,847	44,879	2,968	6.61%	
Salaries & Benefits	2,774	17,116	20,786	(3,670)	-17.66%	Lower utility wages required for LED fixtures
Other Expenditures	2,410	16,037	24,035	(7,999)	-33.28%	Lower utility expenses for LED fixtures
Capital Expenditures	-	-	-	-	#DIV/0!	
Total Expenditures	5,184	33,152	44,821	(11,669)	-26.03%	
Excess (Deficit)	2,460	14,695	58	(14,637)		
Governmental Funds Excess (Deficit)	330,024	(26,614)	1,392	(28,006)		

McKinleyville Community Services District December 2014

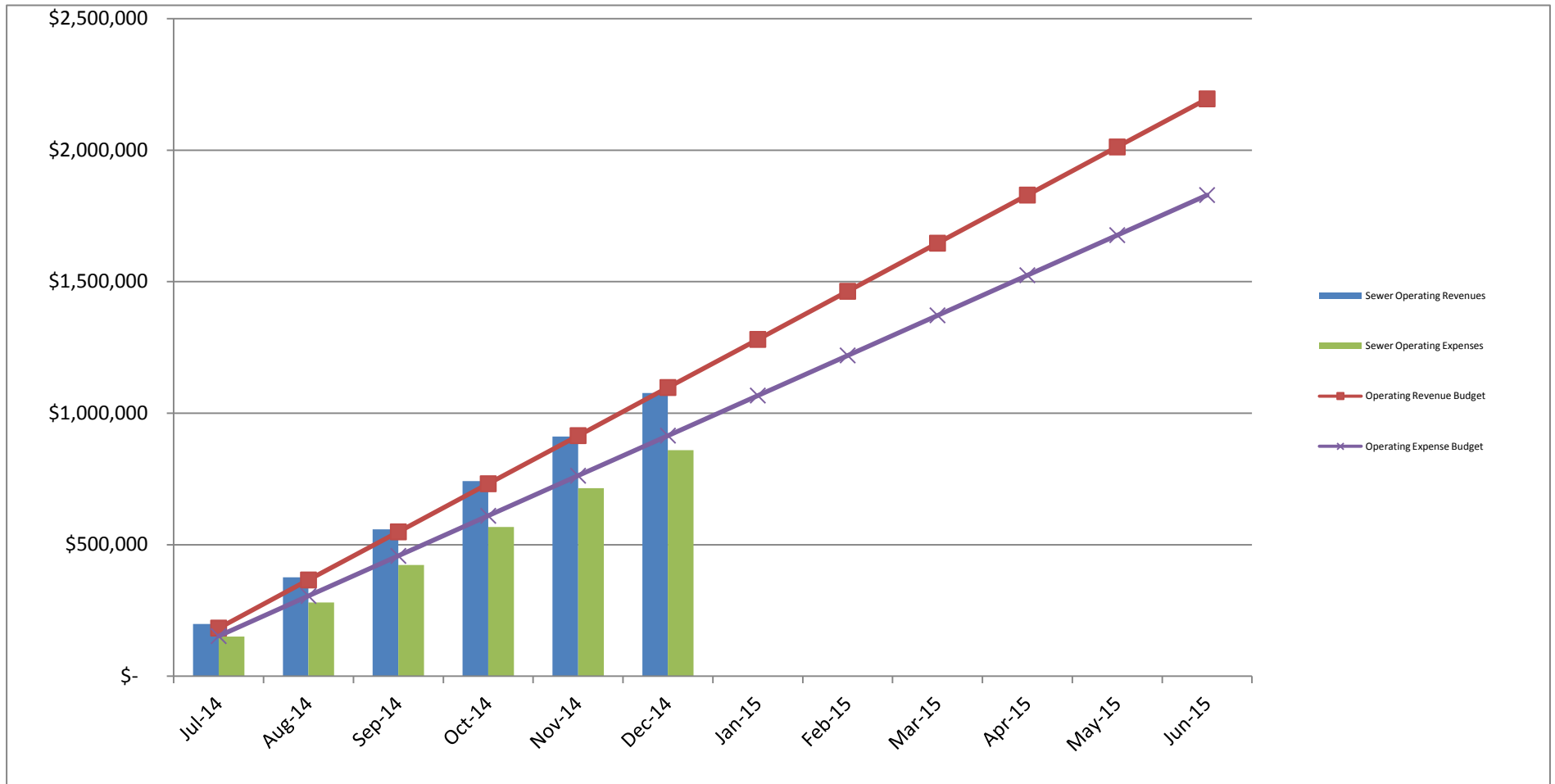
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

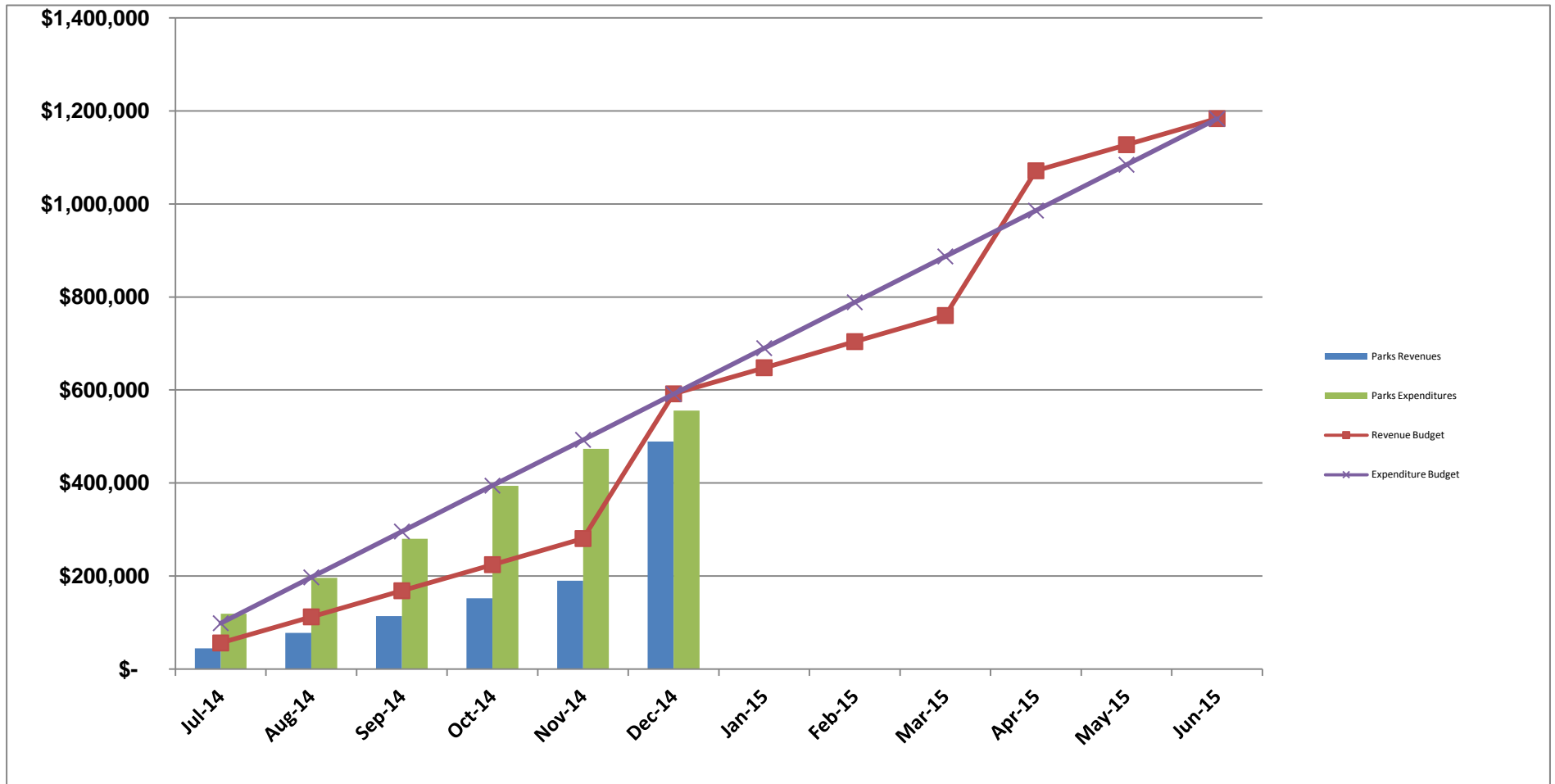
December 2014

Comparison of Sewer Fund Operating Revenues & Expenses to Budget



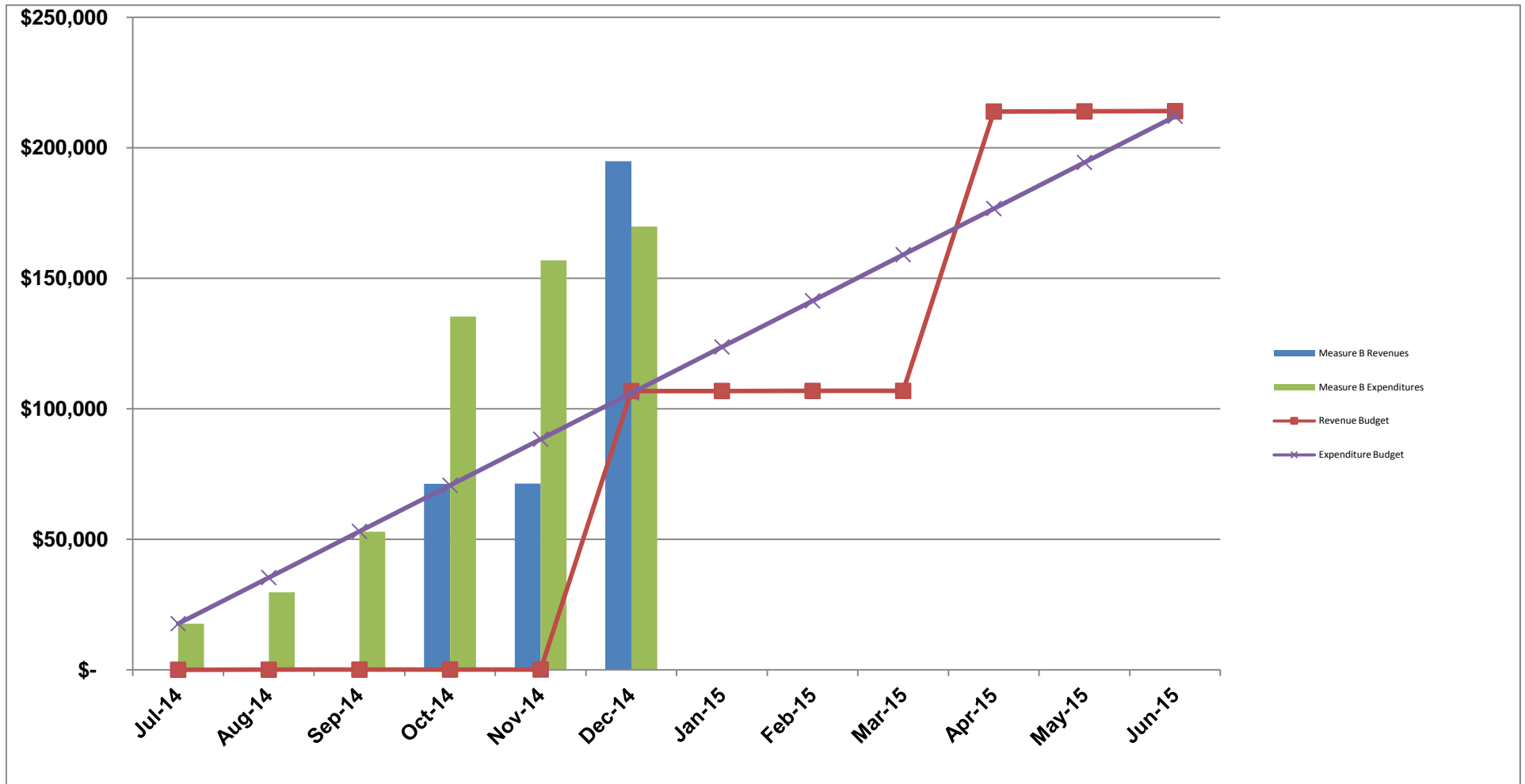
McKinleyville Community Services District December 2014

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



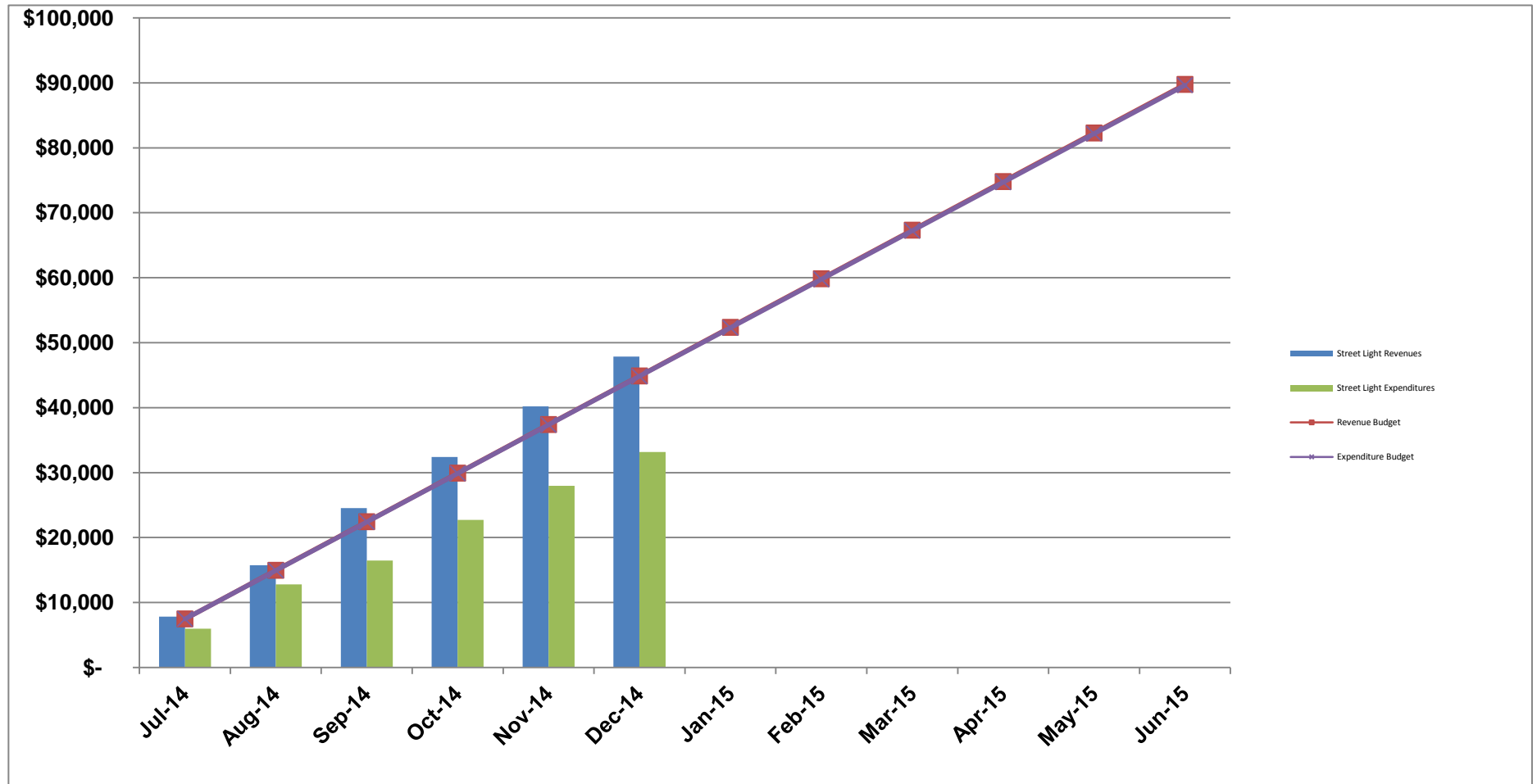
McKinleyville Community Services District December 2014

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District December 2014

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



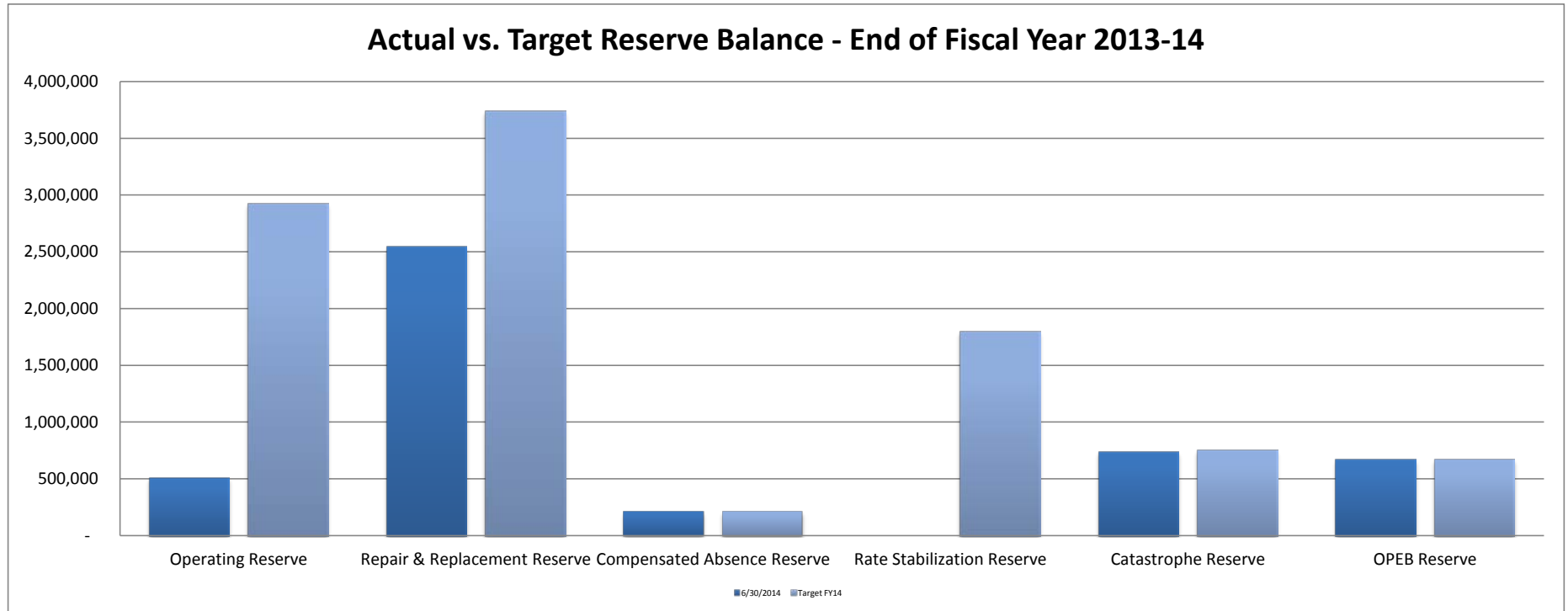
McKinleyville Community Services District
Capital Expenditure Report
As of December 31, 2014

		YTD	FY 14-15	Remaining		
	December	Total	Budget	Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Emergency Water Line River Crossing	-	1,404	150,000	148,596	99%	Emergency Line Intertie Proj
Water Tank Upgrade	-	-	350,000	350,000	100%	Tank Painting
Emergency Water Supply		1,240	100,000	98,760	99%	Emergency Water Supply
Fire Hydrant System Upgrade		-	9,000	9,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements		240	90,000	89,760	100%	Radio meters purch/install
Water Main Rehab & Replacement			20,000	20,000	100%	Water Main Rehab
Property Purchase & Improvements		-	185,000	185,000	100%	Property Purch/Improvements
Subtotal	-	2,884	904,000	901,116	100%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF Biosolids Project	228,765	903,512	900,000	(3,512)	0%	Biosolids Project
WWMF & Fischer Lift Stn Grinder Upgrade		-	20,000	20,000	100%	WWMF/Fischer Lift Stn Grinder
WWMF Upgrade/CEQA/Permitting	166,669	460,759	5,000,000	4,539,241	91%	WWMF design & start construction
Radio Telemetry Upgrade		-	45,000	45,000	100%	Radio Telemetry upgrade
Customer Radio Meter Replacements		-	90,000	90,000	100%	Radio meters purch/install
Underground Locator Pipe & Camera		-	5,000	5,000	100%	
Subtotal	395,434	1,364,272	6,110,000	4,745,728	78%	
<u>Water & Sewer Operations</u>						
Heavy Equipment	-	-	100,000	100,000	100%	Dump Truck, Tractor attachmnts
Utility Vehicles	-	-	60,000	60,000	100%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	20,000	20,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	19,596	14,000	(5,596)	-40%	File Server Upgrade
GIS/SEMS/CADD Equipment/Software	3,376	3,376	10,000	6,624	66%	SCADA, AutoCAD, GIS computers
Fischer Ranch -Disposal Site Upgrade	-	-	1,000,000	1,000,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	20,000	20,000	100%	Ops Office Eq./Emergency Equip
Subtotal	-	22,972	1,224,000	1,201,028	98%	
Enterprise Funds Total	398,810	1,390,128	8,238,000	6,847,872	83%	
<u>Parks & Recreation Department</u>						
Pierson Park Upgrades	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	-	-	-	#DIV/0!	
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	3,769	26,159	75,000	48,841	65%	Covered Picnic Area
Projects Funded by Measure B Renewal	-	36,145	105,000	68,855	66%	Teen Center Project
Other Parks Projects & Equipment	-	23,855	40,000	16,145	40%	New Pk Improvmt, mower,truck
Subtotal	3,769	86,159	220,000	133,841	61%	
<u>Streetlights</u>						
LED	-	-	-	-	#DIV/0!	
Subtotal	-	-	-	-	#DIV/0!	
Governmental Funds Total	3,769	86,159	220,000	133,841	61%	
All Funds Total	402,579	1,476,286	8,458,000	6,981,714	83%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of December 31, 2014

				Principal Maturities and Scheduled Interest				
				Balance - Nov	Balance - Dec 31,			
				30, 2014	2014	FY-15	FY-16	Thereafter
				%	Maturity Date			
Water Fund:								
I-Bank		8/1/30	P	842,084.87	842,084.87	-	40,571.37	801,513.53
Interest	3.37%		I			14,189.13	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	145,951.27	140,457.60	5,471.17	11,125.84	123,806.70
Interest	1.0%		I			693.36	1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,861,023.85	1,783,306.35	-	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	323,661.93	306,626.81	-	17,035.12	289,591.69
Interest	2.5%		I			23,071.60	44,582.66	408,486.72
Total Water Fund-Principal				3,172,721.92	3,072,475.63	5,471.17	148,392.77	2,918,557.83
Total Water Fund-Interest						37,954.09	73,602.49	634,639.07
Total Water Fund				3,172,721.92	3,072,475.63	43,425.26	221,995.26	3,553,196.90
Sewer Fund:								
State of CA WRCB (SCEP I)		4/15/16	P	81,840.20	81,840.20	40,920.10	40,920.10	-
Interest	0.0%		I			-	-	
State of CA WRCB (SCEP II)		3/27/18	P	104,695.51	104,695.51	25,184.26	25,838.70	53,686.60
Interest	2.6%		I			2,722.08	2,067.64	2,102.41
Umpqua Bank		12/4/17	P	157,493.71	153,566.95	23,853.48	49,848.42	79,721.79
Interest	5.5%		I			4,013.40	5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	575,000.00	575,000.00	-	60,000.00	515,000.00
Interest	5.0%		I			15,125.00	27,250.00	90,875.00
Total Sewer Fund-Principal				919,029.42	915,102.66	89,957.84	176,607.22	648,408.39
Total Sewer Fund-Interest						21,860.48	35,202.98	96,483.98
Total Sewer Fund				919,029.42	915,102.66	111,818.32	211,810.20	744,892.37
Meas. B Fund: Teen/Comm Center Loan								
		11/1/29	P	1,468,929.00	1,468,929.00	36,228.00	75,508.00	1,357,193.00
	3.55%		I			29,549.96	50,217.82	362,864.53
Total Principal				5,560,680.34	5,456,507.29	131,657.01	400,507.99	4,924,159.22
Total Interest						89,364.53	159,023.29	1,093,987.58
Total				5,560,680.34	5,456,507.29	221,021.54	559,531.28	6,018,146.80

McKinleyville Community Services District
Board Designated Reserve Balances
As of December 31, 2014



- Utility Accounts Receivable Turnover Days As of December 31, 2014 14.5 Days
- YTD Breakeven Revenue, Water Fund: 981,268.78 - YTD Actual Water Sales: 1,445,737.11
- Days of Cash on Hand - Operations Checking Account 32.0 Days

Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times
240,836.15	157,002.22	198,919.19	2,473,878.79	12.42660228
501 Ops Exp	501 COGS	501 Wtr Sales		
706,249.37	405,196	1,445,737.11		

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
24270	12/15/2014	*0001	Ck# 024270 Reversed EC	(15.00)	B20109u	Ck# 024270 Reversed EC
24402	12/15/2014	\C007	Ck# 024402 Reversed BC	(2.14)	000B20201u	Ck# 024402 Reversed BC
24801	12/15/2014	\B019	Ck# 024801 Reversed RB	(3.76)	000B20501u	Ck# 024801 Reversed RB
25242	12/15/2014	GAM01	Ck# 025242 Reversed GT	(262.30)	810589u	Ck# 025242 Reversed GT
25308	12/15/2014	IND02	Ck# 025308 Reversed IE	(53.04)	6563u	Ck# 025308 Reversed IE
25389	12/15/2014	ADA03	Ck# 025389 Reversed DA	(45.00)	B20924u	Ck# 025389 Reversed DA
25494	12/15/2014	COS02	Ck# 025494 Reversed CM	(275.00)	B21010u	Ck# 025494 Reversed CM
25563	12/15/2014	*0005	Ck# 025563 Reversed MN	(6.88)	B21029u	Ck# 025563 Reversed MN
25579	12/15/2014	ADA03	Ck# 025579 Reversed DA	(60.00)	1u	Ck# 025579 Reversed DA
				(90.00)	B21029u	Ck# 025579 Reversed DA
			Check Total:	<u>(150.00)</u>		
26031	12/15/2014	\S015	Ck# 026031 Reversed SS	(12.07)	000B30201u	Ck# 026031 Reversed SS
26276	12/15/2014	\C012	Ck# 026276 Reversed CR	(11.23)	000B30401u	Ck# 026276 Reversed CR
26281	12/15/2014	\L005	Ck# 026281 Reversed DL	(2.44)	000B30401u	Ck# 026281 Reversed DL
26462	12/15/2014	\B013	Ck# 026462 Reversed GB	(9.52)	000B30501u	Ck# 026462 Reversed GB
26593	12/15/2014	\N001	Ck# 026593 Reversed SN	(14.32)	000B30601u	Ck# 026593 Reversed SN
26622	12/15/2014	IND02	Ck# 026622 Reversed IE	(60.85)	IN9004u	Ck# 026622 Reversed IE
27034	12/15/2014	\W001	Ck# 027034 Reversed WC	(285.00)	000B30901u	Ck# 027034 Reversed WC

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
27135	12/15/2014	\C021	Ck# 027135 Reversed SC	(7.51)	000B31001u	Ck# 027135 Reversed SC
27144	12/15/2014	\S027	Ck# 027144 Reversed YS	(11.21)	000B31001u	Ck# 027144 Reversed YS
27287	12/15/2014	\J017	Ck# 027287 Reversed PJ	(2.05)	000B31101u	Ck# 027287 Reversed PJ
27312	12/15/2014	FRE05	Ck# 027312 Reversed NF	(29.99)	B31104u	Ck# 027312 Reversed NF
27392	12/15/2014	\F008	Ck# 027392 Reversed VF	(34.08)	000B31201u	Ck# 027392 Reversed VF
27402	12/15/2014	ADV01	Ck# 027402 Reversed AS	(123.75)	246546u	Ck# 027402 Reversed AS
27413	12/15/2014	EDW01	Ck# 027413 Reversed HE	(125.00)	B31206u	Ck# 027413 Reversed HE
27488	12/15/2014	COR07	Ck# 027488 Reversed JC	(125.00)	B40102u	Ck# 027488 Reversed JC
27689	12/15/2014	\O003	Ck# 027689 Reversed AO	(80.00)	000B40201u	Ck# 027689 Reversed AO
28198	12/15/2014	\L016	Ck# 028198 Reversed AL	(17.39)	000B40601u	Ck# 028198 Reversed AL
28222	12/15/2014	LES02	Ck# 028222 Reversed AL	(44.00)	B40604u	Ck# 028222 Reversed AL
28362	12/15/2014	HAR13	Ck# 028362 Reversed HP	(1,329.81)	B40702u	Ck# 028362 Reversed
28920	12/1/2014	*0009	AZALEA HALL DEPOSIT REFUND JC	100.00	B41126	AZALEA HALL DEPOSIT REFUND JC
28921	12/1/2014	*0010	AZALEA HALL DEPOSIT REFUND NF	100.00	B41126	AZALEA HALL DEPOSIT REFUND NF
28922	12/1/2014	*0011	JOB A26 PAVING DEPOSIT REFUND PP	564.39	B41201	JOB A26 PAVING DEPOSIT REFUND PP
28923	12/1/2014	*0012	JOB A30 PAVING DEPOSIT REFUND KB	277.76	B41201	JOB A30 PAVING DEPOSIT REFUND KB
28924	12/1/2014	AIR01	AIRGAS USA, LLC.	31.63	903383012	SAFETY SUPPLIES
28925	12/1/2014	CLE05	CLEARCO PRODUCTS CO. INC.	139.41	143178	REPAIRS/ SUPPLIES
28926	12/1/2014	COA02	COASTAL BUSINESS SYSTEMS	915.44	42248	DOCSTAR ANNUAL LICENSE AGRMT

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
28927	12/1/2014	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B411151	MOMS SOFTWARE MONTHLY PMT
28928	12/1/2014	COR07	JOHN W. CORBETT	125.00	B41126	BOARD MTG ON 11/5/2014
28929	12/1/2014	COU02	HUMBOLDT COUNTY ASSESSOR	11.00	B41126	MEASURE B MAPS
28930	12/1/2014	COU09	DAVID R. COUCH	125.00	B41126	BOARD MTG ON 11/05/2014
28931	12/1/2014	E&M01	E & M ELECTRIC	821.70	266276	SUPPORT CONTRACT
28932	12/1/2014	EDW01	HELEN L. EDWARDS	125.00	B41126	BOARD MTG ON 11/5/2014
28933	12/1/2014	EUR06	EUREKA READY MIX	1,011.58	A 10032	REPAIRS/SUPPLY
28934	12/1/2014	FRI05	LESLEY FRISBEE	54.41	B41201	REC PROGRAM SUPPLIES
28935	12/1/2014	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	66,479.27	B41201	WATER PURCHASED
28936	12/1/2014	HUM08	HUMBOLDT SANITATION	976.50	B41201	TRASH SERVICE
28937	12/1/2014	IND01	INDEPENDENT BUS. FORMS	247.19	28954	OFFICE SUPPLIES
28938	12/1/2014	MAY02	DENNIS MAYO	125.00	B41126	BOARD MTG ON 11/05/2014
28939	12/1/2014	MCK03	MCKINLEYVILLE OFFICE SUPPLY	280.58	47524	WWMF UPGRADE-LARGE COPIES
28940	12/1/2014	MIL03	THE MILL YARD	229.18	20972	REPAIRS/ SUPPLIES
28941	12/1/2014	PAT01	GAYLE PATRICE	27.30	B41201	CONTRACT INSTRUCTOR PAYMENT
28942	12/1/2014	PGE02	PACIFIC GAS & ELECTRIC	1,265.57	B41124	STREETLIGHTS NOV 2014
28943	12/1/2014	SUD01	SUDDENLINK	134.95	B41201	INTERNET SERVICES
28944	12/1/2014	USB01	U.S. BANK TRUST N.A.	7,395.83	B41120	SEWER BOND PAYMENT
28945	12/1/2014	VER01	VERIZON WIRELESS	121.50	B41201	CELL PHONES FOR NOV 2014

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
28946	12/1/2014	WHE02	GEORGE A. WHEELER JR.	125.00	B41126	BOARD MTG ON 11/5/2014
28947	12/1/2014	\B002	MQ CUSTOMER REFUND FOR BO	24.05	000B41201	MQ CUSTOMER REFUND FOR BO
28948	12/1/2014	\B009	MQ CUSTOMER REFUND FOR BU	36.69	000B41201	MQ CUSTOMER REFUND FOR BU
28949	12/1/2014	\E006	MQ CUSTOMER REFUND FOR ES	67.68	000B41201	MQ CUSTOMER REFUND FOR ES
28950	12/1/2014	\F014	MQ CUSTOMER REFUND FOR FU	2.04	000B41201	MQ CUSTOMER REFUND FOR FU
28951	12/1/2014	\H008	MQ CUSTOMER REFUND FOR HU	47.40	000B41201	MQ CUSTOMER REFUND FOR HU
28952	12/1/2014	\L003	MQ CUSTOMER REFUND FOR LA	84.61	000B41201	MQ CUSTOMER REFUND FOR LA
28953	12/1/2014	\P008	MQ CUSTOMER REFUND FOR PO	41.52	000B41201	MQ CUSTOMER REFUND FOR PO
28954	12/1/2014	\S012	MQ CUSTOMER REFUND FOR SA	81.79	000B41201	MQ CUSTOMER REFUND FOR SA
28955	12/1/2014	\S013	MQ CUSTOMER REFUND FOR SP	55.96	000B41201	MQ CUSTOMER REFUND FOR SP
28956	12/1/2014	\S020	MQ CUSTOMER REFUND FOR ST	60.24	000B41201	MQ CUSTOMER REFUND FOR ST
28957	12/1/2014	\T002	MQ CUSTOMER REFUND FOR TA	21.38	000B41201	MQ CUSTOMER REFUND FOR TA
28958	12/1/2014	\W006	MQ CUSTOMER REFUND FOR WA	76.29	000B41201	MQ CUSTOMER REFUND FOR WA
28959	12/9/2014	*0013	REC PROGRAM REFUND NM	100.00	B41202	REC PROGRAM REFUND NM
28960	12/9/2014	*0014	AZALEA HALL DEPOSIT REFUND RB	-	B41203u	Ck# 028960 Reversed
28961	12/9/2014	ACW01	CB&T/ACWA-JPIA	8,049.18	B41209	GROUP HEALTH INSURANCE
28962	12/9/2014	ARC02	Arcata Stationers	192.54	B41203	OFFICE SUPPLIES
28963	12/9/2014	BEN02	BENTLEY SYSTEMS, INC.	751.00	40619871	SUBSCRIPTION
28964	12/9/2014	CAM01	CAMPTON ELECTRIC SUPPLY	343.91	B41202	REPAIRS/SUPPLY

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
28965	12/9/2014	CDW01	CDW GOVERNMENT, INC.	247.25	QN24282	COMPUTER SOFTWARE UPGRADE
28966	12/9/2014	COA01	COASTAL BUSINESS SYSTEMS	328.46	16155229	MONTHLY PAYMENT
28967	12/9/2014	COS03	COSTCO WHOLESALE	122.99	B41203	REC PROGRAM SUPPLIES
28968	12/9/2014	CRO03	CROWN TROPHY PETALUMA	47.09	20805	OFFICE SUPPLIES
28969	12/9/2014	DEL02	DELFINO, MADDEN, O'MALLEY	1,050.00	2195	LEGAL SERVICES
28970	12/9/2014	HUB02	HUB INTERNATIONAL INSURANCE	128.04	B41202	SPECIAL EVENT INSURANCE
28971	12/9/2014	HUM46	HUMBOLDT COUNTY PLANNING	2,071.45	B41202	PERMIT APPLICATION FEES WWMF
28972	12/9/2014	IND01	INDEPENDENT BUS. FORMS	181.42	28949	OFFICE SUPPLIES
28973	12/9/2014	LDA01	LDA PARTNERS	350.00	23/635-1-	TEEN CENTER
28974	12/9/2014	LES01	LES SCHWAB TIRE CENTER	28.53	B41204	REPAIRS/ LATE FEE
28975	12/9/2014	MAY03	DENNIS MAYO	-	B41209u	Ck# 028975 Reversed
28976	12/9/2014	MCK04	MCK ACE HARDWARE	855.86	B41204	REPAIRS/SUPPLY
28977	12/9/2014	MEN01	MENDES SUPPLY CO.	980.25	B41202	JANITORIAL SUPPLIES FOR NOVEMBER
28978	12/9/2014	NEC01	NEC FINANCIAL SERVICES,LLC	373.92	1760860	PHONE SYSTEMS
28979	12/9/2014	NOR01	NORTH COAST LABORATORIES	2,288.00	B41204	LAB TESTS
28980	12/9/2014	NOR13	NOR. CAL. SAFETY CONSORTIUM	80.00	20843	SAFETY TRAINING
28981	12/9/2014	NOR36	NORTH COAST PARTS & SUPPLIES	34.17	B41202	REPAIRS/ SUPPLIES
28982	12/9/2014	NOR37	NORTHCOAST UNIFIED AIR QUALITY DISTRICT	53.00	B41202	WWMF UPGRADE
28983	12/9/2014	NYL01	NYLEX.NET	1,539.00 99.99	76217 76270	SECURITY GATEWAY ANNUAL SVC PROFESSIONAL SERVICES

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
			Check Total:	<u>1,638.99</u>		
28984	12/9/2014	ORI01	ORIENTAL TRADING CO. INC.	271.54	668303689	REC PROGRAM SUPPLIES
28985	12/9/2014	PGE01	PG & E (Office & Field)	14,101.24	B41205	GAS & ELECTRIC
28986	12/9/2014	PIT01	PITNEY BOWES	253.06	622640	OFFICE SUPPLIES
28987	12/9/2014	PRO01	PROFESSIONAL CREDIT SERVICE	5.34	B41202	REC. BAD DEBTS
28988	12/9/2014	S&S02	S & S WORLDWIDE, INC.	519.38	8361869	ACTIVITY SUPPLY
28989	12/9/2014	SAF04	SAFEWAY INC. FILE # 72905	54.01	B41203	REC PROGRAM SUPPLIES/ OFFC SUPPLIES
28990	12/9/2014	SIE02	SIERRA CHEMICAL CO.	1,593.28	B41203	CHLORINE/ DEPOSIT
28991	12/9/2014	STA02	STATE OF CALIFORNIA ENERGY DEPT	6,225.42	9233	ARRA LOAN PAYMENT
28992	12/9/2014	SYN01	SYNAGRO-WWT, INC.	393,951.25	03-101565	WWMF UPGRADE - BIOSOLIDS PROJ
28993	12/9/2014	THO02	Thomas Home Center	4,163.49	B41205	REPAIRS/SUPPLY
28994	12/9/2014	UMP03	UMPQUA BANK--VISA	648.00	B41209	TRAVEL MEALS/ TRAINING
				87.35	NOV-02	REPAIRS/ SUPPLIES
				3.00	NOV-03	OFFICE SUPPLIES
			Check Total:	<u>738.35</u>		
28995	12/9/2014	UPS01	UPS	291.53	B41205	LAB SHIPMENT
28996	12/9/2014	USP02	USPS: ARCATA BMEU	1,500.00	B41203	BULK MAIL REFILL, PERMIT
28997	12/10/2014	*0014	AZALEA HALL-2 DEPOSITS REFUND RB	200.00	B41210	AZALEA HALL-2 DEPOSITS REFUND RB
28998	12/10/2014	HAR13	The Hartford - Priority A	396.68	B41202	GRP LIFE INSURANCE
28999	12/10/2014	MAY03	DENNIS MAYO	334.75	B41210	ACWA 2014 FALL CONFERNECE
29000	12/10/2014	ORE01	O'REILLY AUTOMOTIVE, INC.	44.22	B41210	VEHICLE REPAIRS

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29001	12/10/2014	TRA01	COLLEEN TRASK	71.80	B41210	OFFICE SUPPLIES REIMB
29002	12/10/2014	UMP03	UMPQUA BANK--VISA	396.17	B41210	REC PROGRAM SUPPLIES/ TRAINING
				164.34	NOV-04	OFFICE SUPPLIES/ SUBSCRIPTIONS
				47.53	NOV-05	FEE/ TRAINING
			Check Total:	<u>608.04</u>		
29003	12/10/2014	UPS01	UPS	206.60	B41210	LAB SHIPMENT
29004	12/15/2014	*0015	YOUTH SPORTS CANCELLED-REFUND CR	15.00	B41215	YOUTH SPORTS CANCELLED-REFUND CR
29005	12/15/2014	*0016	YOUTH SPORTS CANCELLED-REFUND KM	15.00	B41215	YOUTH SPORTS CANCELLED-REFUND KM
29006	12/15/2014	*0017	YOUTH SPORTS CANCELLED-REFUND DD	15.00	B41215	YOUTH SPORTS CANCELLED-REFUND DD
29007	12/15/2014	ACW02	ASSOC. OF CALIFORNIA	8,685.00	B41126	ANNUAL MEMBERSHIP
29008	12/15/2014	AIR01	AIRGAS USA, LLC.	320.81	B41204	SAFETY SUPPLIES
29009	12/15/2014	ATT01	AT&T	590.76	B41215	PHONE SERVICE FOR DEC 2014
29010	12/15/2014	BAL01	DAVID BALDOSSER	42.61	B41215	AFLAC FLEX SPENDING REIMB
29011	12/15/2014	COA01	COASTAL BUSINESS SYSTEMS	877.10	16229310	SHARP COPIER LEASE PAYMENT
29012	12/15/2014	COR07	REISSUE OF UNCASHED CHECK JC	125.00	B41215	REISSUE OF UNCASHED CHECK JC
29013	12/15/2014	ECI01	ECIVIS, INC. (LOCKBOX)	1,875.00	103668	SUBSCRIPTION
29014	12/15/2014	EUR05	Eureka Oxygen Co	58.05	A500424	SAFETY SUPPLIES
29015	12/15/2014	FRE05	REISSUE OF UNCASHED CHECK NF	29.99	B41215	REISSUE OF UNCASHED CHECK NF
29016	12/15/2014	FRI05	LESLEY FRISBEE	140.00	B41215	BAY AREA REVENUE MGMT-TRAINING
29017	12/15/2014	GHD01	GHD	2,158.85	87010	WWMF UPGRADE

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29018	12/15/2014	IND02	Industrial Electric Service	12.97	IN4139	WWMF UPGRADE
29019	12/15/2014	JAC04	JACKSON & EKLUND, INC.	676.00	180973	PROFESSIONAL SERVICES
29020	12/15/2014	MCK02	MCKINLEYVILLE GLASS CO.	563.00	42551	REPAIRS/ SUPPLIES
29021	12/15/2014	MER03	MERCER, FRASER COMPANY	514.73	47839	REPAIRS/ SUPPLIES
29022	12/15/2014	MIL01	Miller Farms Nursery	205.78	B41202	REPAIRS/SUPPLY
29023	12/15/2014	MIL03	THE MILL YARD	83.20	B41202	P. PARK UPGRADES
29024	12/15/2014	MIT01	Mitchell, Brisso, Delaney	2,523.00	35442	LEGAL SERVICES
29025	12/15/2014	MUN01	Munnell & Sherrill, Inc.	44.94	117917	WWMF UPGRADE
29026	12/15/2014	PGE03	PG&E	5,000.00	7400494	WWMF UPGRADE
29027	12/15/2014	REM01	REMY, MOOSE AND MANLEY,LLC	587.50	99289	LEGAL SERVICES
29028	12/15/2014	REN01	RENNER PETROLEUM	4,779.84	B41203	GAS/OIL/LUBE
29029	12/15/2014	ROU01	ROUND TABLE DEVELOPMENT CORP	106.69	B41205	REC PROGRAM SUPPLIES
29030	12/15/2014	SEQ01	Sequoia Gas Co.	80.83	23396	HILLER SPORTS FUEL
29031	12/15/2014	SHN01	SHN ENGINEERING	1,771.25	83897	PROFESSIONAL SERVICES
29032	12/15/2014	STA03	STATE OF CALIFORNIA	17,035.12	3	DAVIS GRUNSKY LOAN PAYMENT
				101,171.50	B41203	DAVIS GRUNSKY LOAN PAYMENT
			Check Total:	<u>118,206.62</u>		
29033	12/15/2014	STA11	STAPLES CREDIT PLAN	449.58	B41215	OFFICE SUPPLIES
29034	12/15/2014	THR01	THRIFTY SUPPLY COMPANY	5,930.58	B41203	REPAIRS/ SUPPLIES
29035	12/15/2014	TRI02	TRINITY DIESEL INC.	375.30	W21381	VEHICLE REPAIRS

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29036	12/15/2014	\F008	REISSUE OF UNCASHED CHECK VF	34.08	B41215	REISSUE OF UNCASHED CHECK VF
29037	12/15/2014	\L016	REISSUE OF UNCASHED CHECK AL	17.39	B41215	REISSUE OF UNCASHED CHECK AL
29038	12/15/2014	\O003	REISSUE OF UNCASHED CHECK AO	80.00	B41215	REISSUE OF UNCASHED CHECK AO
29039	12/15/2014	\W001	REISSUE OF UNCASHED CHECK WC	285.00	B41215	REISSUE OF UNCASHED CHECK WC
29040	12/18/2014	*0018	AZALEA HALL DEPOSIT REFUND LH	100.00	B41218	AZALEA HALL DEPOSIT REFUND LH
29041	12/18/2014	CAL05	CAL. PARK & REC. SOCIETY	480.00	20128	SUBSCRIPTION RENEWAL
29042	12/18/2014	JLF01	JLF CONSTRUCTION	7,064.00	B41218	OVERPAYMENT-JOB AH3 REFUND
29043	12/18/2014	MCS01	MCSD C/O HUMBOLDT COUNTY	23,830.26	B41218	REVENUE RESERVES RECOVERY
29044	12/18/2014	SDR01	SDRMA	6,894.00	B41218	WORKERS COMP
29045	12/18/2014	UPS01	UPS	63.40	B41218	SHIPMENT
29046	12/29/2014	*0019	PATRICK CLANCY	30.00	B41222	FINGERPRINTING REIMBURSEMENT
29047	12/29/2014	AIR01	AIRGAS USA, LLC	31.63	B41223	REPAIRS/ SUPPLIES
29048	12/29/2014	EUR06	EUREKA READY MIX	1,572.73	B41222	REPAIRS/SUPPLY
29049	12/29/2014	GHD01	GHD	136.00	87770	WWMF UPGRADE
29050	12/29/2014	GOL01	GOLDEN GATE BRIDGE TOLL	7.00	B41222	TRAVEL-BRIDGE TOLL PAYMENT
29051	12/29/2014	MCK03	MCKINLEYVILLE OFFICE SUPPLY	3.85	B41229	OFFICE SUPPLIES
29052	12/29/2014	MIL04	JESSE MILES	-	B41223u	Ck# 029052 Reversed
29053	12/29/2014	NYL01	NYLEX.NET	1,800.00	76402	SERVER UPGRADE
				1,200.00	76403	SERVER UPGRADE
			Check Total:	<u>3,000.00</u>		

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
29054	12/29/2014	PGE02	PACIFIC GAS & ELECTRIC	1,245.35	B41229	STREETLIGHTS
29055	12/29/2014	PIT01	PITNEY BOWES	374.07	B41223	POSTAGE METER LEASE PAYMENT
29056	12/29/2014	SIE02	SIERRA CHEMICAL CO.	2,465.12	B41223	CHLORINE AND DEPOSIT
29057	12/29/2014	USP02	USPS: ARCATA BMEU	220.00	B41229	RENEW PERMIT 239-NEWSLETTER
				730,749.81		
Total Disbursements, Accounts Payable:				730,749.81		

Payroll Related Disbursements

12396-12422	12/10/2014	Various Employees	14,990.37		Payroll Checks
12423	12/5/2014	CAL12	CalPERS 457 Plan	3,991.51	B41205
			311.35	1B41205	RETIREMENT
		Check Total:	4,302.86		PERS 457 LOAN PMT
12424	12/5/2014	DIR01	DIRECT DEPOSIT VENDOR- US	26,328.98	B41205
12425	12/5/2014	EMP01	Employment Development	-	B41125
			1,533.22	B41205	STATE INCOME TAX
12425	12/5/2014	EMP01	Employment Development	1.18	1B41125
			507.80	1B41205	SDI
		Check Total:	2,042.20		
12426	12/5/2014	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B41125
			5,008.74	B41205	FEDERAL INCOME TAX
			14.60	1B41125	FICA
			6,898.80	1B41205	FICA
			3.42	2B41125	MEDICARE
			1,613.42	2B41205	MEDICARE
		Check Total:	13,538.98		
12427	12/5/2014	ACW01	CB&T/ACWA-JPIA	46,211.99	B41130
					MED & DENTAL INSUR

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2014

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
12428	12/5/2014	AFL01	AFLAC	43.30	B41130	AFLAC (PRE-TAX)
12429	12/5/2014	PUB01	Public Employees PERS	17,330.66	B41130	PERS PAYROLL REMITTANCE
12430-12458	12/23/2014		Various Employees	16,936.33		Payroll Checks
12459	12/18/2014	CAL12	CalPERS 457 Plan	4,049.88	B41218	RETIREMENT
				311.35	1B41218	PERS 457 LOAN PMT
			Check Total:	<u>4,361.23</u>		
12460	12/18/2014	DIR01	DIRECT DEPOSIT VENDOR- US	27,656.28	B41218	Direct Deposit
12461	12/18/2014	EMP01	Employment Development	1,684.14	B41218	STATE INCOME TAX
				548.48	1B41218	SDI
			Check Total:	<u>2,232.62</u>		
12462	12/18/2014	HUM29	UMPQUA BANK--PAYROLL DEP.	5,464.13	B41218	FEDERAL INCOME TAX
				7,421.70	1B41218	FICA
				1,735.74	2B41218	MEDICARE
			Check Total:	<u>14,621.57</u>		
12463	12/31/2014		Void PR Ch# 12436, reissue same amount	-		Payroll hand check
			Total Disbursements, Payroll:	<u><u>190,597.37</u></u>		
			Total Check Disbursements:	921,347.18		

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends that 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	December 18, 2014
10 Day Notice	January 19, 2015
Board Meeting	February 4, 2015
Lock	March 9, 2015
ROUTES 17, 18 &19	

Account #	Address	Model of DCV	Date s/o out
17-540-000	3400 Dows Prairie	Febco	
18-370-000	4124 Bush	Febco	
19-565-000	1790 Woody Road	Febco	

Updated 1/19/15

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider approval of 2015 Spring/Summer Recreation Activity Guide and Recreation Program Fees**

PRESENTED BY: **Jason Sehon, Parks & Recreation Director**

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

Recommendation:

Staff recommends that the Board review and approve the 2015 Spring/Summer Recreation Activity Guide and recreation program fees.

Discussion:

At its April 2, 2014 the Board revised the Rules and Regulations, Rule 45.03.d.RECREATION PROGRAM FEES as follows:

Rule 45.03.d. RECREATION PROGRAM FEES. The District shall charge participants program fees based on the direct expenses associated with each individual program. Program fees shall be determined each year and as programs are added to the Department's current services index. ~~Program fees shall be established and adopted by the Board prior to registration being accepted for said programs.~~ **Program fees shall be adopted by the Board within two months of the inception or change of fees.**

Staff prepares a Recreation Activity Guide three (3) times annually. The guide is distributed each February, June and October and is distributed throughout the community as well as with the McKinleyville Newsletter.

After consideration of the revised Rules and Regulations, staff determined the best way for the Board to approve recreation program fees is to ask the Board to approve the Recreation Activity Guide, which includes program fees in the document.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Fees for leisure and recreation programs are designed to cover the cost of the program. Staff routinely audit's recreation program fees to make sure they are set accurately. Staff is recommending some fee increases for summer recreation programs. If the fees for summer programs are decreased from what is listed in

the 2015 Spring/Summer Recreation Activity Guide, some programs will no longer cover their costs.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – 2015 Spring/Summer Recreation Activity Guide

McKinleyville Parks and Recreation

2019 SPRING/SUMMER ACTIVITY GUIDE



LAWN GAMES RETURNING THURSDAY
EVENINGS IN JULY AND AUGUST!!!



I WELCOME TO MCKINLEYVILLE PARKS AND RECREATION

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DEPARTMENT OF PARKS & RECREATION

1656 Sutter Road
McKinleyville CA 95519
Phone: (707) 839-9003
Fax: (707) 839-5964

OFFICE HOURS:

Monday - Friday
9:00 am - 5:00 pm
www.mckinleyvillecsd.com

COVER PHOTO:

Lawn Games at Pierson Park



**Parks
Make
Life
Better!** SM

FACILITIES & RENTALS

We have parks and facilities available to rent for all your special event or meeting needs. For information regarding rental policies and procedures, please contact the Parks and Recreation office at 839-9003, or check out our web site at www.mckinleyvillecsd.com/facility-rentals.

THE FOLLOWING PARKS & FACILITIES
ARE AVAILABLE FOR RENT:



PIERSON PARK



HILLER PARK



AZALEA HALL



HILLER SPORTS
COMPLEX



MCKINLEYVILLE
ACTIVITY CENTER

TABLE OF CONTENTS:

FACILITY RENTALS	1
YOUTH SPORTS	2
YOUTH ACTIVITIES	3
TEEN ACTIVITIES	4
PARTY PROGRAM	5
ADULT RECREATION	5
LEISURE CLASSES	6
PONY EXPRESS DAYS	7
HUMBOLDT HOOPS 3 ON 3	7

Creating Community through People, Parks & Programs

For more information, please call the friendly folks at McKinleyville Parks & Recreation at 839-9003

AMERICANS WITH DISABILITIES ACT

McKinleyville Community Services District makes every effort to comply with the Americans with Disabilities Act. If you require special assistance for participation in our recreation programs, please notify staff at the time of registration or call 839-9003.

ONLINE REGISTRATION AVAILABLE

We have online registration for many of our recreation programs and classes. Follow the links to "Online Registration" from our website or go directly to rec.mckinleyvillecsd.com to register!

KINDERSPORTS SOCCER

Sign your 2-5 year old up for this fantastic program focused on introducing your child to the basic skills of soccer including teamwork and sportsmanship.

DATES: Saturdays, April 11-May 16, 2015

TIMES: 9:30am-10:30am (2-3 years)
11:00am-12:00pm (3-5 years)

WHERE: Morris Elementary School, 2395 McK. Ave

WHO: Boys & Girls 2-5 years old

FEE: \$55/\$60 (non-resident)

NEXT KINDERSPORTS SESSION: T-BALL! Coming in June!



PEE WEE BASKETBALL

The Pee Wee Basketball Program is open to children in Kindergarten through 2nd grade. The program introduces the basic skills and rules of basketball. Registration will open on Monday, February 2, 2015. **Registration DEADLINE is Friday, April 3, 2015 (\$10 late fee).** All games will be played in McKinleyville. Kindergarten players will be in a co-ed division separate from 1st & 2nd graders. First and only weekday evening practice will be during the week of April 13th. All other practices will be on Saturdays before each game. 1st game is April 18. No games on May 23th: Memorial Day Weekend.

DATES: April 18-June 13, 2015

DAYS: Saturdays

WHERE: McK Activity Center

WHO: Boys & Girls in K-2nd grades

FEE: \$65/\$70 (non-resident)



SUMMER YOUTH BASKETBALL PROGRAM

Sign up as early as **April 1, 2015** for this great summer youth basketball opportunity! This is a co-ed program and will take place on Tuesday & Thursday evenings from June 23-August 6, 2015. The program is divided into the following divisions: 3rd-4th Grade, 5th-6th Grade, and 7th-8th Grade. **Registration DEADLINE is Friday, June 12, 2015.** (A \$10 late fee will be applied to all registration received after this date). What a bargain! 7 weeks of basketball for only \$35!

DATES: June 23/25-August 4/6, 2015

TIME: Tuesday & Thursday evenings

WHERE: McK Activity Center

WHO: Boys & Girls in 3rd-8th grades

FEE: \$35/\$40 (non-resident)



YOUTH FLAG FOOTBALL PROGRAM

Join us for a great opportunity to play flag football this Summer! This program will take place on Wednesday afternoons starting in June 2015. The program will kick off with a free skills and drills workshop, where participants will also learn the basics of the sport. The rest of the program will consist of continued skills/drills and pick up games.

DATES: Wednesday Afternoons, Summer 2015

WHERE: Pierson Park

GRADES: (entering in the fall) 3rd - 8th grade boys and girls

FEE: \$48 for the entire session or \$10 drop-in



Contact us for your local
Little League Baseball information!
Check out our website:
www.mckinleyvillelittleleague.com

P.O. Box 2284
McKinleyville, CA 95519
Phone: 707-940-4444
E-mail: mckinleyvillellb@yahoo.com



“ALL STAR” BASKETBALL CAMP

Sign your Pee Wee player up for this motivating camp where each player “Achieves Basketball Excellence” through a progression of skills focusing on shooting, passing and dribbling. Emphasis is on skill development, sportsmanship, participation, and fun! Space is LIMITED, so please register early.

DATE: Saturday, April 11, 2015 **WHERE:** McK Activity Center

TIME: 9:30am-12:00pm **FEES:** \$20 w/Pee Wee reg.

WHO: Boys & Girls
K-2nd grades \$22 Camp only
\$25 Day of Camp

“HOT SHOTS” BASKETBALL COMPETITION

This unique youth basketball game is played by a two player team. Each team has one minute to score as many points as possible from any of 7 different shooting spots, each with a differing point value. Players will be divided by gender and grade. **Pre-Registration Required!**

DIVISIONS	
Girls	Boys
3rd-4th	3rd-4th
5th-6th	5th-6th
7th-8th	7th-8th

DATE: Fri., Feb. 27, 2015 **WHO:** 3rd-8th grade boys & girls

TIME: 6:30pm - 9:30pm **FEE:** \$15 per team

WHERE: McK Activity Center **DEADLINE:** Friday, Feb. 27, 2015



BREAKOUT

Looking for something to keep the kids busy and entertained when school is out of session? Join our staff for a week of fun-filled games, arts & crafts, and sports. Don't miss out! Participants need to bring a lunch, drinks, and two snacks. Space is limited, so please register early!

Pre-registration required!

DATES: President's Week:
February 16-20, 2015
Spring Break Week:
April 6-10, 2015

TIME: 7:30 am - 6:00 pm

WHERE: McK Activity Center

AGES: Ages 6 to 12

FEES*:

All week, full days: \$125

All week, half days: \$90

Per day, full day: \$30

Per day, half day: \$20

**Non-residents add \$5/week or \$1/day*

KIDS' CLUB AFTERSCHOOL PROGRAM

Kids' Club is a unique and dynamic afterschool enrichment program in which participants take part in a variety of activities including homework help, arts and crafts, games, sports, cultural activities, drama and guest presentations. A healthy snack is provided at no additional charge.

DATES: Daily afterschool until 6:00pm

GRADES: Students Grades K - 5th.

FEE: \$13.00 per day (K - 2nd grades)
\$11.00 per day (3rd - 5th grades)

WHERE: Dows Prairie (K - 1st grades)
Morris Elementary School (2nd - 5th grades)

McKINLEYVILLE PLAYGROUP

Playgroup is a great opportunity for children 0-5 years old and their parents to meet new people and make new friends. Playgroup provides a variety of toys and activities for young children and is a great way for parents to incorporate social activities into their weekly routine. Come check it out. You and your child will have a great time!

WHO: Parents and children ages 0 - 5

WHEN: Mondays, Thursdays & Fridays
10:00 am - 12:00 pm

WHERE: McKinleyville Activity Center

FEE: FREE - \$3 daily donation accepted

KIDS' CAMP DAY CAMP

Join McKinleyville Parks & Recreation for a dynamic summer day camp program in which youth ages 6-12 years old will have the opportunity to choose their summer experience. Participants will have a choice between a variety of options for each "Activity" segment of the daily schedule. Summer is a time for fun and freedom, so we like to provide each participant the opportunity for freedom of choice whenever possible. We offer opportunities for free play both indoors and outdoors each day. Roller Skating is a weekly activity. Participants are welcome to bring their own skates or borrow some of ours!

JUNE 15 THROUGH AUGUST 21, 2015

REGISTRATION OPENS MAY 1, 2015

Field trips are each week on Wednesdays. Field trips are available ONLY for Full Day camp participants, fees are included in the Full Day Registration cost.

WEEKLY FULL DAY: \$130 resident/ \$135 non-resident

DAILY FULL DAY (M, T, Th, F): \$30 resident/ \$31 non-resident

DAILY FULL DAY (W): \$35 resident/ \$36 non-resident

WEEKLY HALF DAY: \$90 resident/ \$95 non-resident

DAILY HALF DAY: \$20 resident/ \$21 non-resident

(Half Days are Mornings: 7:30am-12:30pm or Afternoons: 12:30pm-6:00pm)

****Payment for first week of attendance is due in full at time of registration.**

A \$3 per day deposit can be placed on all future dates to reserve your child's spot.

LEADER-IN-TRAINING (LIT) PROGRAM

Get a jumpstart on developing leadership skills in this great volunteer program for teens age 13 and up. LIT's serve at the Kids' Camp Summer Day Camp program as assistants to our Recreation Leaders; helping lead games, teaching arts & crafts, leading song circles, and more. The LIT Program is a great way for teens to gain valuable work experience in a fun and supportive atmosphere. Pre-registration is required.

LIT's must commit to a minimum of 3 weeks of camp, volunteering Monday-Friday for each of the 3 weeks. Full day or half day scheduling is available. LIT's must attend pre-camp training in order to be eligible to be scheduled for shifts.

Service and Leadership look great on resumés and job applications. Several former LIT's have become paid Recreation Leaders at McKinleyville Parks & Recreation. Take advantage of this great learning opportunity.

REGISTRATION DEADLINE: FRIDAY, MAY 29, 2015

WHO: Teens age 13 and older
DATES: June 15-August 21, 2015
TIME: Monday-Friday
WHERE: McKinleyville Activity Center
FEE: FREE!



YOUTH DRIVEN

Youth Driven is an Open Recreation Program for youth in 6th-12th grades every Saturday evening at the McKinleyville Activity Center. Various activity options, board games, gym games, Xbox 360 & Wii, music and more! Bring a friend!

DATES: February 21, 2015
 February 28, 2015
 March 7, 2015
 March 14, 2015
 April 11, 2015
 April 18, 2015
 April 25, 2015
 May 2, 2015
 May 16, 2015
 May 30, 2015
 June 6, 2015
 June 13, 2015

WHEN: Saturdays, 7:00 pm - 9:30 pm
AGES: 6th - 12th Graders
COST: FREE!!

 Check out our facebook page for the most up to date information:
[facebook.com/youthdrivenmcsd](https://www.facebook.com/youthdrivenmcsd)

JUNIOR HIGH DANCES

Join us for an evening of fun and dancing. A student body card and a completed and legible Dance Contract are REQUIRED. Admission fees are collected at the door. Arrive Early, have your ID Ready and bring exact change to help us get you in FASTER!!!

WHEN: Fridays, 7:00 pm - 9:30 pm
 *Doors Open @ 7:00 pm

WHERE: McK Activity Center
FEE: \$10.00 (I.D. Required)
AGES: 6th - 8th Graders

DATES: March 20, 2015
 May 22, 2015

*Don't forget extra \$\$\$ for
 Pizza, Drinks, and Snacks!!!*



McKinleyville's Oil Change Experts since 1997

- OIL & FILTER CHANGE
- LUBRICATION
- VACUUM INTERIOR
- CHECK ALL FLUIDS

Check out our website:

www.lube-central.com

for Coupons!!!

839-2171 1590 Nursery Rd., McKinleyville, CA 95519



Check it Out!

Sundays 8:30am @ Azalea Hall
 and 10:30am @ The Activity Center
 Pierson Park, McKinleyville

(707) 839-8015
www.newheart.com

new heart
 community church

PRIVATE BIRTHDAY PARTIES

Book your child's next birthday party with us! Private parties are scheduled around other programs at the Activity Center. Choose from a roller skating party, basketball, indoor soccer, dodgeball, or Playgroup Toddler Party! Call the Parks & Recreation office at 839-9003 for information on dates and times.

WHERE: McKinleyville Activity Center
FEE: Starting at \$150.00 for 20 Participants

**PARTY IN THE PARK**

Guarantee your spot at Pierson Park or Hiller Park for your party by reserving the Gazebo, Picnic Area, or Pavilion today! Each is equipped with tables and barbecues.

**PIERSON PARK****GAZEBO****\$50 FOR 4 HRS****HILLER PARK****PICNIC AREA****\$50 FOR 4 HRS****PIERSON PARK PAVILION****\$100 FOR 4 HRS**

ADULT RECREATION

HOOP @ NIGHT

WHEN: Sundays
TIME: 7:00 pm - 10:00 pm
WHERE: McK Activity Center
WHO: Adults 18 yrs. and older
FEE: \$3 per player

**DROP-IN
 BASKETBALL
 FOR ADULTS
 ONLY!!!**

ADULT 3 ON 3 BASKETBALL LEAGUE

Join us on Thursday evenings at the McKinleyville Activity Center for this fun and exciting Coed Adult 3 on 3 Basketball League! All games are half court and self-officiated. Team rosters may include 3 to 8 players. **Registration deadline is Monday, March 16, 2015.**

DATES: March 19 - May 14, 2015
DAY: Thursdays
TIME: 6:30 pm - 9:30 pm
WHERE: McK Activity Center
AGES: 16 years & older
FEE: \$80 per team

**“SIMPLY FIT” LO-IMPACT AEROBICS & STRENGTH STRETCH**

Increase your fitness and learn how to do simple movements with lo-tech equipment to strengthen muscles and increase balance in this one hour exercise class. Instructor, Gayle Patrice, P.T., has nearly 30 years of experience in physical therapy, exercise and dance classes.



DAYS: Mondays and Wednesdays
SESSION 1: Feb. 16 - March 25, 2015
SESSION 2: March 30 - May 6, 2015
TIME: 10:00am-11:00am
WHERE: Azalea Hall
AGE: 18 years of age and older
FEE: \$60/(\$65 non-resident)
Drop-ins are welcome (\$6/class)

COED ADULT “FUTSAL” STYLE SOCCER

Join us for this exciting opportunity to play in an adult futsal league this year! Games are on Wednesday evenings at the McKinleyville Activity Center. Get together a team of 6-10 players or sign up individually. Space is limited, sign up early! Drop-ins welcome.

DAYS: Wednesdays
DATES: Jan. 7 - March 18, 2015
 April 22 - June 24, 2015
TIME: 6:00pm-9:30pm
WHERE: McK Activity Center
AGE: 18 years of age and older
FEE: \$50/(\$55 non-resident)
DROP INS: \$10 per player per day

**COMMUNITY GARDEN SPACE AVAILABLE!**

Call us today to see about reserving your very own garden space at the Pierson Park Community Garden. This is a great opportunity to grow your own produce, especially if you don't have a yard of your own.



Cost is \$20 annually for a 3'x 10' plot.



Online Registration is available for many of our recreation programs. Visit our website:

www.rec.mckinleyvillecsd.com

and follow the “Online Registration” link to access or set-up your online account.

NORTH COAST AGILITY & DOG TRAINING INSTRUCTORS: JENNIFER EICHSTEDT & SALLY DUNN

RALLY OBEDIENCE *Tuesdays: 5:30pm-6:30pm*

This course is designed for those who are, or are considering competing in the fun sport of Rally Obedience. The instructor competes in Rally Obedience at the Excellent level and has taught obedience, formal, and "family," for 14+ years. It's a great way to have fun and sharpen your dog's skills in the obedience ring and beyond. Come check out a class!



RALLY SESSIONS:

1. March 3 - April 7, 2015
2. April 28 - June 2, 2015
3. June 16 - July 21, 2015

ALL CLASSES LOCATED:
Azalea Hall

SESSION FEES:
\$75/\$80 resident/non-resident

INTRODUCTION TO RALLY *Tuesdays: 6:30pm-7:30pm*

This course is designed for the those who are looking to get an introduction to the sport of Rally. You and your dog will work on specific practical and fun skills. In this class dogs will practice the basics of Rally skills to prepare them for our Rally Obedience class.

INTRO TO RALLY SESSIONS:

1. March 3 - April 7, 2015
2. April 28 - June 2, 2015
3. June 16 - July 21, 2015

ALL CLASSES LOCATED:
Azalea Hall

SESSION FEES:
\$75/\$80 resident/non-resident



DOGGY FREESTYLE DANCE

This class is for dogs who have a knack for dance! Taught by Sally Dunn, dog and master will learn how to move together in this freestyle dance class.

WHEN: Wednesdays: 6:00-7:00 p.m.

WHERE: Azalea Hall, 1620 Pickett Rd.


DATES: Class is Ongoing*

(*no classes 1st Wednesday of each month)

\$75/\$80 resident/non-resident for 6 week pass



Contact us today to find out about available energy programs, rebates, and free services:
707.269.1700
633 3rd Street, Eureka
www.RedwoodEnergy.org

 **REDWOOD COAST Energy Authority**

DELILAH'S TOP DOG INSTRUCTOR: DELILAH HUCK

PUPPY TRAINING

Join experienced instructor Delilah Huck for a six week course designed to help new owners deal with and understand normal puppy behaviors that can sometimes be overwhelming and frustrating for the inexperienced puppy owner.

Learn the tools for solving problems such as digging, chewing, mouthing and more. Lessons will include teaching your puppy to come, sit down, stand, walk on loose lead, interact with people without jumping, and go to bed.

PRE-REGISTRATION REQUIRED.

BASIC DOG OBEDIENCE

Join experienced instructor Delilah Huck for a six week course designed to teach you how to become the leader in your relationship with your dog and for your dog to view you as such. Once you have accomplished this, your dog will begin to look to you for guidance. Our goal is to teach your dog to listen and respond to you in all situations.

This class will cover heel on a leash, down stay, sit stay, come when called, down in motion, keeping your dog's attention around distractions and how to elicit play behavior from your dog.

PRE-REGISTRATION REQUIRED.

DAY: Mondays

TIMES: Puppy Class: 6:00pm-7:00 pm*

Basic Class: 7:00pm-8:00pm*

DATES: Session 1: March 2 - April 6

Session 2: April 27 - June 1

WHERE: Azalea Hall

FEE: \$75/\$80 resident/ non-resident

**Classes may be combined depending on enrollment.
If combined, class will meet from 6:00pm-7:00pm*

About Instructor, Delilah Huck

Delilah has been teaching people how to train their dogs for over 30 years and has experience in many areas of training from pet training, scent work, AKC competitive obedience, Schutzhund, and more.

BEAD STITCH AND DESIGN INSTRUCTOR: MERIT CAPE

MARCH WORKSHOP: March 7, 2015

In this class we will be learning how to chain link beads with other beads. Participants will create a pair of earrings that they get to take home!

APRIL WORKSHOP: April 25, 2015

Come and learn to embellish fabrics and patterns using beads. Bead embroidering is a great way to embellish your clothing, purse, a throw pillow, or any fabric you want to make special.

MAY WORKSHOP: May 23, 2015

This class teaches Flat Stitch Peyote, a Native American stitch that resembles the pattern of a peyote button. You will learn how to create this pattern with seed beads.



LOCATION: Azalea Hall

TIME: 10:00 am - 12:00 pm

WHO: All ages welcome

FEES: \$20 per class plus a \$5 supply fee

About Instructor, Merit Cape

Merit has been creating beautiful bead art for over 25 years. Her work has been featured in Bead Unique Magazine and has been instructing people for many years.

PONY EXPRESS DAYS

MAY 28 - JUNE 7, 2015

KEEP A LOOKOUT FOR A
SCHEDULE OF COMMUNITY EVENTS
ASSOCIATED WITH PONY EXPRESS

DAYS INCLUDING:

THE BEER/WINE WALK, CHILI COOK
OFF, CHILDREN'S EVENTS, FESTIVAL,
PONY EXPRESS PARADE AND MORE!!!



PONY EXPRESS DAYS
a tradition since 1968

10th ANNUAL 06-'15 HUMBOLDT HOOPS

Youth 3 on 3 Basketball Tournament

A Benefit for Youth Scholarships and Fee Reductions

**EARLY BIRD
REGISTRATION DEADLINE:
MARCH 13, 2015**

CATEGORIES OF COMPETITION

BOYS DIVISIONS:

3RD-4TH GRADE

5TH-6TH GRADE

7TH-8TH GRADE

9TH-10TH GRADE

11TH-12TH GRADE

GIRLS DIVISIONS:

3RD-4TH GRADE

5TH-6TH GRADE

7TH-8TH GRADE

9TH-10TH GRADE

11TH-12TH GRADE

DATES: Friday & Saturday, March 27 & 28, 2015

WHERE: Various Locations in McKinleyville

AGES: Boys & Girls in 3rd - 12th grades

TEAMS: 3 to 5 players per team

FEE: \$125.00/team by March 13th

\$140.00/team after March 13th

ABSOLUTE DEADLINE: MARCH 20, 2015

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Senior Center Management Services and Usage Agreement**

PRESENTED BY: **Jason Sehon, Parks & Recreation Director**

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

Recommendation:

Staff recommends that the Board listen to staff's presentation, air questions, take public comment and approve the Senior Center Management Services and Usage Agreement for a term of One (1) year and authorize the Board President to execute the Agreement.

Discussion:

For the past several years, the District and the McKinleyville Senior Center (MSC) have worked under a Management Services and Usage Agreement for the MSC use of Azalea Hall and the Meeting Room.

Staff is recommending the following additions be added to the Agreement:

- 15.01. DISTRICT Coordination and Staffing: DISTRICT shall designate a Parks & Recreation employee who shall be the primary contact person with the MSC.
- 15.02. MSC Meeting and Coordination Requirements: During the term of this Agreement the MSC shall maintain an active Executive Board of Directors which shall meet no less than quarterly during each year this Agreement is in effect. The District's General Manager and Parks & Recreation Director shall be invited to each meeting of the the MSC Board of Directors, and an item shall be included at the beginning of each MSC meeting agenda to address Azalea Hall and issues pertinent to this Agreement.
- 15.03. District's Board of Directors shall maintain a standing committee, McKinleyville Senior Center Advisory Committee chaired by a District Board Member. This advisory position will attend all MSC executive and regular board meetings and report back to District's Board of Directors to facilitate communications between the two entities.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$450.00 per month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Senior Center Management Services and Usage Agreement
- Attachment 2 – Schedule For Use of Azalea Hall

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Azalea Hall – Senior Center

Management Services and Usage Agreement

This AGREEMENT, made and entered into this 4th day of February, 2015 by and between the McKinleyville Community Services District (DISTRICT), a California Community Services District, and the McKinleyville Senior Center (MSC), a non-profit organization, with reference to the following facts, which are acknowledged as true and correct by each of the parties:

- (a) DISTRICT is the owner of Azalea Hall located at 1620 Pickett Road in McKinleyville.
- (b) MSC desires to occupy and use the Meeting Room at Azalea Hall as its primary base of operations and is willing to provide certain services to DISTRICT in consideration of said use and occupancy; and
- (c) MSC and DISTRICT each desires to secure and enter into an AGREEMENT in accordance with the foregoing; and
- (d) As used in this AGREEMENT, the following terms shall have the following definitions:
 - 1. “AGREEMENT” shall mean the Management Services and Usage Agreement.
 - 2. “DISTRICT” shall mean the McKinleyville Community Services District.
 - 3. “MSC” shall mean the McKinleyville Senior Center.
 - 4. “Azalea Hall” shall mean the DISTRICT owned facility located at 1620 Pickett Road.
 - 5. “Facility Use Guidelines” shall mean those guidelines established in Article IV of the McKinleyville Community Services District Rules and Regulations, contained in the District Facility Use Handbook, and attached as Exhibit A, as well as any amendments to said documents the District may adopt during the term of this Agreement.
 - 6. “Executive Director” shall mean the employee of the McKinleyville Senior Center serving in said capacity.
 - 7. “Parks & Recreation Director” shall mean the employee of the DISTRICT serving in said capacity.

8. "Board of Directors" shall mean the five elected members of the McKinleyville Community Services District Board of Directors.
 9. "Article IV of the McKinleyville Community Services District Rules and Regulations" shall mean the then current portion of the document containing the Rules and Regulations of the DISTRICT as adopted by the Board of Directors.
- (e) The documents which are part of the AGREEMENT, and each of which are incorporated herein by this reference as though set forth in full, are the following:
1. Exhibit A: Article IV of the MCSD Rules and Regulations
 2. Attachment 1: McKinleyville Senior Center Schedule for Use of Azalea Hall

NOW, THEREFORE, in consideration of their mutual covenants and promises set forth herein, the parties hereto agree to as follows:

Section 1. Grant of Facility Use

- 1.01. DISTRICT grants MSC use of Azalea Hall as specifically described in Attachment 1. Facility use is subject to modification as a result of the provisions described in Section 20.
- 1.02. MSC shall adhere to the most current facility usage guidelines as adopted by DISTRICT and attached as Exhibit A. The District's Board of Directors shall have the right to modify the guidelines, from time to time, in its sole discretion and any modifications shall become binding on MSC immediately after adoption.

Section 2. Required MSC Services

- 2.01. During the term of this Agreement, the District may request MSC to provide certain services to the District. MSC will not assume any obligation to provide any services in excess of those stated in this Agreement unless a written amendment to this Agreement is executed by both parties.

Section 3. Maintenance

- 3.01. DISTRICT shall maintain Azalea Hall and provide repairs as needed.
- 3.02. MSC shall insure that any portion of Azalea Hall used by MSC shall be kept clean and well maintained on a daily basis, so that Azalea Hall is, at all times, in suitable condition for use by others.

Section 4. Utilities

- 4.01. MSC shall be responsible for the payment of telephone charges incurred by MSC in its usage of Azalea Hall.
- 4.02. DISTRICT shall pay all utility charges incurred to provide heat, water, electricity, and telephone services to Azalea Hall except those utilities specifically agreed to be paid by MSC as outlined in this section.

Section 5. Equipment and Supplies Storage

- 5.01. Storage of MSC's equipment at Azalea Hall shall be at MSC's sole risk and DISTRICT shall not warrant security of stored materials.

Section 6. Facility Use and Access

- 6.01. MSC agrees to comply with DISTRICT's established facility use guidelines, as defined in Article IV of the McKinleyville Community Services District Rules and Regulations, and attached as Exhibit A and incorporated by reference herein.
- 6.02. MSC will sign for facility access keys; maintain custody of all keys during the term of this AGREEMENT; and return all keys upon completion of the term of this AGREEMENT. MSC shall not duplicate any keys or provide security codes to any other party. MSC will follow the procedures established by DISTRICT in opening building and closing building including activation and deactivation of alarm system. MSC will pay any charges levied resulting from false alarms caused by MSC's failure to comply with DISTRICT's security procedures. MSC will pay DISTRICT's actual cost to re-key Azalea Hall should MSC lose any key.
- 6.03. Should this AGREEMENT be terminated, MSC will surrender to DISTRICT, MSC's keys on or before the last day the AGREEMENT is still valid. Should this AGREEMENT be terminated, MSC also acknowledges that MSC's security codes will expire at Midnight on the last full day the Agreement is valid.

Section 7. Use of Equipment

- 7.01. MSC agrees not to use equipment owned by those other than MSC and DISTRICT and stored at Azalea Hall without first obtaining written approval from the owner of said equipment. A copy of written approval must be provided to the DISTRICT.

Section 8. Entry by DISTRICT

- 8.01. MSC shall permit DISTRICT, and DISTRICT's agents and assigns, at all reasonable times, to enter Azalea Hall (and those portions occupied by MSC), for the purposes of inspection, compliance with the terms of this

AGREEMENT, exercise of all rights under this AGREEMENT, posting notices, and all other lawful purposes.

Section 9. Use Compatibility

- 9.01. MSC agrees that all use of Azalea Hall by MSC shall be conducted in a manner within the intended use of Azalea Hall and compatible with respect to the surrounding neighborhood and community.

Section 10. Site Improvements

- 10.01. Should MSC desire to have specific site improvements installed at Azalea Hall, MSC must first obtain written approval from the DISTRICT for such improvements and pay for all costs related to any pre-approved improvements.
- 10.02. It is understood and agreed between the parties that all installations, additions, and improvements erected or installed at any time at Azalea Hall during the term of this AGREEMENT shall immediately become the property of and belong to the DISTRICT upon such erection or installation.

Section 11. Prohibited Actions

- 11.01. MSC shall not:
- 11.01.a Use Azalea Hall for any purpose other than as authorized in this AGREEMENT and described in Attachment 1 and authorized by DISTRICT; and
- 11.01.c Do or permit to be done anything which may interfere with the effectiveness and accessibility of Azalea Hall; nor do or permit to be done anything which may interfere with free access and passage in Azalea Hall or the public areas adjacent thereto; or hinder police, fire fighting, or other emergency personnel in the discharge of their duties; and
- 11.01.d Rent, sell, lease, or offer any space for any articles whatsoever within or on Azalea Hall without the prior written consent of the DISTRICT; and
- 11.01.e Place any additional lock of any kind upon any door, cabinet, or storage space, unless a key therefore is provided to the DISTRICT, and, upon expiration or termination of this AGREEMENT, to surrender to DISTRICT any and all keys, and in the event of loss of any keys furnished by DISTRICT, MSC shall pay DISTRICT the cost for replacement thereof; and

- 11.01.f Use or allow Azalea Hall to be used for any improper purposes or for purposes in violation of Article IV of the McKinleyville Community Services District Rules and Regulations, as the same may be modified from time to time by the District.

Section 12. Equal Opportunity and Non-Discrimination Clause

- 12.01. MSC shall not discriminate in its offering of programs and use of Azalea Hall and all duties related to such offering and use on the basis of race, color, national origin, religious creed, ancestry, sex, age, or physical handicap and shall comply with all applicable state and federal statutes and regulations pertaining to such matters.

Section 13. Americans with Disabilities Act Compliance

- 13.01. DISTRICT shall indemnify, defend, and hold harmless MSC from any fines or penalties which may be imposed on MSC pursuant to the Americans with Disabilities Act as a result of DISTRICT's failure to make any required improvements to the premises as required by the Americans with Disabilities Act.
- 13.02. MSC shall be responsible for compliance with any and all requirements of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible. MSC shall indemnify, defend, and hold harmless DISTRICT from any fines or penalties which may be imposed upon it pursuant to the Americans with Disabilities Act as a result of MSC's failure to comply with any requirement of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible.

Section 14. Compliance with Law

- 14.01. MSC shall comply with and conform to all laws and regulations, state, and federal, and any and all requirements and orders of any state, or federal board or authority, present or future, in any way relating to the condition or use of Azalea Hall throughout the entire term of this AGREEMENT.

Section 15. Coordination, MSC Board and Staffing Requirements

- 15.01. DISTRICT Coordination and Staffing: DISTRICT shall designate a Parks & Recreation employee who shall be the primary contact person with the MSC.
- 15.02. MSC Meeting and Coordination Requirements: During the term of this Agreement the MSC shall maintain an active Executive Board of Directors which shall meet no less than quarterly during each year this Agreement is in effect. The District's General Manager and Parks & Recreation Director shall be invited to each meeting of the the MSC Board of

Directors, and an item shall be included at the beginning of each MSC meeting agenda to address Azalea Hall and issues pertinent to this Agreement.

- 15.03. District's Board of Directors shall maintain a standing committee, McKinleyville Senior Center Advisory Committee chaired by a District Board Member. This advisory position will attend all MSC executive and regular board meetings and report back to District's Board of Directors to facilitate communications between the two entities.

Section 16. Compensation

- 16.01. MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$450.00 per month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.
- 16.02. Additional facility use fees to be paid by MSC shall be outlined on Attachment 1.
- 16.03. Payment Procedure
 - 16.03.a. MSC shall pay DISTRICT all sums required under this Agreement within thirty (30) days after receipt by MSC of payment statement for each month (or partial month) for which payments are due.
- 16.04. Delinquent Payment
 - 16.04.a. In the event MSC shall be delinquent by more than fifteen (15) days in the payment of any sums due under the terms of this Section, such shall be considered to be a breach of this AGREEMENT.

Section 17. Insurance

- 17.01. Minimum Scope
 - 17.01.a. MSC shall obtain and maintain throughout the term of this AGREEMENT, at MSC's cost, comprehensive general public liability insurance issued by an admitted carrier with a Best Company Rating of no less than A and acceptable to DISTRICT, which shall provide coverage for MSC's actions in performing this AGREEMENT and use of Azalea Hall and insuring DISTRICT against loss or liability caused by or connected with MSC's occupation and use of Azalea Hall under this AGREEMENT in amounts of not less than \$1,000,000.00 per occurrence. DISTRICT, its officers, agents, assigns, and

employees shall be designated as additional insureds pursuant to said policy.

17.02. Proof of Insurance

17.02.a. MSC shall cause DISTRICT to be given written notification, prior to the commencement of this AGREEMENT, from the insurance carrier of the existence of such policies and shall provide a certificate of insurance and separate endorsement in the amounts listed in 17.01. prior to the inception of the term which shall provide that coverage provided by the policy shall not be canceled or amended until the DISTRICT is first provided with at least thirty (30) days written notice concerning such cancellation or notice.

Section 18. Indemnity

18.01. Hold Harmless

18.01.a. Except for the active negligence or willful misconduct of DISTRICT, MSC undertakes and agrees to defend, indemnify, and hold harmless DISTRICT and all its officers, agents, assigns, and employees from and against any and all suits, actions, and causes of action, claims, liens, demands, obligations, proceedings, loss or liability of every kind and nature in connection with or arising directly or indirectly out of this AGREEMENT whatsoever, for death or injury to any person including DISTRICT's officers, agents, assigns, and employees, or damage or destruction of any property of either party hereto or of third parties arising out of or in any manner by reason of, or incident to, the performance of this AGREEMENT on part of MSC, its officers, agents, assigns, and employees of any tier.

Section 19. Unavoidable Delays

19.01. The provisions of this Section shall be applicable if there shall occur, during the term of this AGREEMENT, any (a) inability to obtain labor or materials, or reasonable substitutes (other than lack of funds); or (b) acts of God, governmental restriction, regulations or controls, enemy or hostile government, civil commotion, fire, or other casualty; or (c) other conditions similar to those enumerated in this Section beyond reasonable control of the party obligated to perform (other than lack of funds). If DISTRICT or MSC shall, as the result of any of the above-described events, fail to provide or perform any obligation on its part under this AGREEMENT, then upon written notification to the other within ten (10) days of such event, such failure shall be excused and not be a breach of this AGREEMENT by the party claiming unavoidable delay, but only to the extent occasioned by such event. Notwithstanding anything contained herein to the contrary, this Section shall not be applicable to the

obligation of the DISTRICT or MSC to pay any sums, monies, costs, charges, or expenses required paid pursuant to the terms of this AGREEMENT.

Section 20. Amendments and Assignments

- 20.01. This AGREEMENT contains the complete and final AGREEMENT between the DISTRICT and the MSC. No AGREEMENT or other understanding in any way purporting to modify, add to, or superseded the terms and conditions hereof shall be binding upon either party unless made in writing and duly executed by authorized representatives. This provision shall not limit or restrict the District's right to modify the Facility Use Guidelines, from time to time during the term of this Agreement, in its discretion.
- 20.02. This AGREEMENT may not be assigned or transferred, in whole or in part, by MSC without first obtaining the written consent of DISTRICT which may be withheld, for any reason, in the DISTRICT's sole discretion.
- 20.03. This AGREEMENT may not be assigned or transferred, in whole or in part, by DISTRICT without first obtaining written consent of MSC and approval by MSC's Executive Director and Executive Board of Directors which may be withheld, for any reason, in the MSC's sole discretion.
- 20.04. Furthermore, the DISTRICT agrees that proposals for amendments and assignments to this AGREEMENT shall not be submitted in any DISTRICT Board or Committee meeting packet, given to any Board or Committee member, or otherwise posted unless such amendments and assignments have been presented in writing to MSC's Executive Board of Directors.

Section 21. Taxes

- 21.01. MSC shall be solely responsible for the payment when due for any possessory interest or other unsecured tax levied by any governmental authority with respect to the use and occupancy of Azalea Hall by MSC.

Section 22. Resolution of Disputes

- 22.01. Process for Resolution
- 22.01.a. Any dispute arising under the terms of this AGREEMENT, which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and the MSC shall be brought to the attention of the District General Manager (or designated representative) of the DISTRICT and the Board President (or designated representative) of the MSC for joint resolution of the dispute through these means is pursued without success, either party may seek resolution employing whatever remedies exist in

law or equity beyond this AGREEMENT. Despite an unresolved dispute, the DISTRICT and MSC hereto shall continue without delay to perform its obligations under this AGREEMENT.

22.02. Attorney's Fee's

22.02.a. In the event of any litigation arising between the parties regarding the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

Section 23. Law Governing

23.01 The AGREEMENT shall be governed exclusively by the provisions hereof and by the laws of the State of California.

Section 24. Notices

24.01 Any notice, demand, or communication under, or in connection with, this AGREEMENT, may be served upon DISTRICT by personal service, or by mailing the same by certified mail in the United States Post Office, postage prepaid, and directed to the DISTRICT as follows:

Parks & Recreation Director
McKinleyville Community Services District
1656 Sutter Road / P.O. Box 2037
McKinleyville CA 95519

And may likewise be served on MSC by personal service or by so mailing the same addressed to MSC as follows:

Executive Director
McKinleyville Senior Center
1620 Pickett Road
McKinleyville CA 95519

Either DISTRICT or MSC may change such address by notifying the other party in writing as to such new address as DISTRICT or MSC may desire used and which address shall continue as the address until further written notice.

Section 25. Term and Extensions

25.01 Term and Extensions

25.01.a. Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall commence on the date herein and shall continue through and including the 28th day of February 2016.

Opportunities shall be made for DISTRICT and MSC to review this AGREEMENT on a yearly basis to enact amendments and assignments to this AGREEMENT as provided in Section 20 of this AGREEMENT.

25.02. Termination by DISTRICT

25.02.a. Notwithstanding the foregoing, DISTRICT, in the case of MSC's breaches, may terminate this AGREEMENT by giving MSC written notice to the address herein set forth which notice shall identify MSC's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, MSC has not cured the deficiency in performance, DISTRICT may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

In the event this AGREEMENT is so terminated, it shall be lawful for DISTRICT immediately hereafter to remove all persons and property from the premises.

25.03. Termination by MSC

25.03.a. Notwithstanding the foregoing, MSC, in the case of DISTRICT's breaches, may terminate this AGREEMENT by giving DISTRICT written notice to the address herein set forth which notice shall identify DISTRICT's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, DISTRICT has not cured the deficiency in performance, MSC may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

25.04. Obligations Upon Expiration or Termination

25.04.a. Upon the expiration or termination of this AGREEMENT for any reason whatsoever, MSC shall promptly deliver the following to the DISTRICT's appointed agent:

All access keys and codes to Azalea Hall.

25.05. Disposition of Certain Property

25.05.a. MSC hereby acknowledges and agrees that any and all equipment not directly owned by MSC and all DISTRICT-owned equipment and materials used in connection with Azalea Hall shall remain the property of the DISTRICT, and MSC acknowledges that it shall not be entitled to remove such property from Azalea Hall upon the expiration or termination of this AGREEMENT, regardless of reason.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

McKinleyville Community Services District

McKinleyville Senior Center

By:_____

By:_____

John Corbett President,
MCSD Board of Directors

Chairman, MSC Board of Directors

Date:_____

Date:_____

Attest:

By:_____

Becky Schuette, Secretary to the Board of Directors

McKINLEYVILLE SENIOR CENTER Schedule For Use of Azalea Hall

1. The McKinleyville Senior Center (MSC) shall have exclusive use of the Meeting Room located in Azalea Hall as follows:

Monday through Friday	8:00 am – 4:00 pm
Saturdays	12:30 pm – 3:30 pm
Sundays	6:00 pm – 10:00 pm

Additional Use: MSC shall have exclusive use on the third Wednesday of July, October, January, and April from 4:00 pm – 7:00 pm.

2. MSC shall have exclusive use of the Hewitt Room and Kitchen in Azalea Hall for nine (9) hours per month as per scheduled and approved by the Parks & Recreation Director. Furthermore, the MSC agrees to pay DISTRICT \$12.00 per hour for any use in the Azalea Hall Kitchen that exceeds nine (9) hours per month.
3. MSC may use Azalea Hall during other unreserved times for any normal operation or activity; whether spontaneous, scheduled, or ongoing at no charge to MSC.
4. MSC shall have exclusive use of the Azalea Hall Office Monday through Friday, from 9:00 am – 1:00 pm. The District shall have exclusive use of the Azalea Hall Office Monday through Friday, from 1:00 pm – 5:00 pm, evenings, and weekends.
5. MSC agrees to inform DISTRICT of scheduled or ongoing use so DISTRICT may include such events on the Azalea Hall facility use calendar. However, if DISTRICT, a DISTRICT-approved vendor, special event, or recreation program require use of the Hewitt Room during those times, except times granted to MSC in number 1 above, such use shall have priority over use of the Hewitt Room by MSC. Furthermore, MSC agrees to reschedule, move, or make alternative arrangements for any cancellation resulting from such use at no cost to DISTRICT.
6. Acknowledging that the participants in MSC programs are a viable and important part of the community, DISTRICT shall consider, respect, and adhere to MSC's scheduled and ongoing use of the Hewitt Room when scheduling and planning recreation programs for the community. Furthermore, DISTRICT agrees that all such scheduling of the Hewitt Room for DISTRICT's recreation programs shall result in consultation with the Executive Director of the MSC and DISTRICT's Parks and Recreation Director.
7. MSC shall not charge a usage fee to any group or organization for the use of Azalea Hall Kitchen or Hewitt Room without gaining prior authorization from the Parks & Recreation Director.
8. MSC shall pay for the use of Azalea Hall Hewitt Room and/or Kitchen for any profitable fee based class or event held outside of the allotted times listed in #1 & #2 above.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider adopting Resolutions 2015-02 & 2015-03 initiating proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2015/2016; Declaring Intention to Levy and Collect the Fiscal Year 2015/2016 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and approving the Engineer's Report and setting the Public Hearing**

PRESENTED BY: **Jason Sehon, Parks & Recreation Director**

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends the Board adopt Resolution 2015-02 & 2015-03:

A resolution initiating proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2015/2016;

A resolution of Intention that declares the Board's intention to levy and collect the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual assessments for Fiscal Year 2015/2016, accepts and approves the Engineer's Report regarding the assessments and sets the Public Hearing for March 4, 2015.

Discussion:

In 1992, McKinleyville voters approved the Measure B Assessment District with a 20-year duration for the purpose of funding the development and maintenance of public recreation facilities including the McKinleyville Activity Center, Azalea Hall and Hiller Sports Site. The Board authorized collection of the assessments in each year beginning in Fiscal Year 1992/1993.

In 2011, a property owner protest ballot proceeding was conducted pursuant to the provisions of the California Constitution Article XIID for the levy of annual assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities which would replace and extend for another 20-year duration the assessments previously approved by voters in 1992. The proposed assessments were approved by the property owners (55.9%

in favor, 45.1% opposed) and the new assessments were levied on the Humboldt County tax rolls for Fiscal Year 2011/2012 (first year's assessment)

In accordance with the provisions of the Landscaping and Lighting Act of 1972 (Streets and Highway Code), the Board in addition to conducting a Public Hearing, must annually adopt a resolution Initiating Proceedings; and a resolution Declaring its Intention to levy assessments for the upcoming fiscal year.

The resolution Initiating Proceedings generally describes any proposed new improvements or any substantial changes in existing improvements and orders the engineer to prepare and to file a report.

The resolution of Intention basically includes the Board's approval of the report, either as filed or as modified; declares the intention of the Board to levy and collect assessments within the assessment district for the fiscal year stated in the report; and, give notice of the time and the place for the public hearing on the levy of the proposed assessment.

The 2015/16 Preliminary tax roll is available for review at the District Office, located at 1656 Sutter Road in McKinleyville.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Fiscal Year 2015/2016 Engineer's Report anticipates that Measure B collections from the existing 5,556 taxable parcels in the assessment district that benefit from the improvements and based on a proposed assessment rate of \$30.00 per equivalent benefit unit (unchanged from last year), the assessment revenue to be levied and collected on the tax rolls will be approximately \$208,253. This assessment revenue represents approximately 37% of the total estimated \$551,500 budgeted for Fiscal Year 2015/2016 to fund the operation and maintenance of MCSD's parks and recreation facilities and begin construction of the new Teen & Community Center.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2015-02
- Attachment 2 – Resolution 2015-03
- Attachment 3 – Annual Engineer's Report for Fiscal Year 2015/16

RESOLUTION 2015 - 02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT — RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2015/2016.

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

Section 1: The Board of Directors through previous resolutions has formed and levied annual assessments for the “**Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities**” (the “Assessment District”), pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et. seq.*) (the “Act”), that provides for the collection of assessments by the County of Humboldt on behalf of the McKinleyville Community Services District (“MCSD”) to pay for the operation, maintenance, servicing, acquisition and construction of local parks, trails, open space and recreational facilities related thereto that provide special benefits to properties located in the Assessment District.

Section 2: The Board of Directors desires to initiate proceedings for the levy and collection of annual assessments for Fiscal Year 2015/2016 to fund in whole or in part the improvements and services that provide special benefit to the properties within the Assessment District pursuant to the provisions of the Act.

Section 3: MCSD has retained Willdan Financial Services (the “Engineer”) as Engineer of Work for the purpose of assisting with the Levy of the Assessment District for Fiscal Year 2015/2016.

Section 4: Pursuant to Section 22622 of the Act, the Board of Directors of MCSD hereby orders the Engineer to prepare and file with the Board Secretary the Report in accordance with Article 4 (commencing with Section 22565) of Chapter 1 of the Act, concerning the levy of assessments for the Assessment District for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016

Section 5: The proposed improvements may include all improvements, services and activities authorized by the Act for ongoing operation, maintenance, servicing, acquisition, construction, and installation and incidental expenses related to the parks, trails, open space and recreational facilities associated with the Assessment District.

Section 6: The territory within the proposed District shall consist of the lots, parcels and subdivisions of land within the boundaries of MCSD that will receive special benefits from the improvements.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District Board of Directors approve Resolution 2015-02 initiating proceedings for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2015/2016

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 4th day of February 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Corbett, Board President

Attest:

Becky Schuette, Board Secretary

RESOLUTION 2015 - 03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DECLARING ITS INTENTION TO LEVY AND COLLECT THE ANNUAL ASSESSMENTS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT — RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES FOR FISCAL YEAR 2015/2016; ACCEPTING AND APPROVING THE ENGINEER'S REPORT PREPARED IN CONNECTION THERETO; AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS.

Section 1: By prior resolution, the Board of Directors (the "Board") of the McKinleyville Community Services District ("MCSD"), pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et. seq.*) (the "Act") did by previous resolution, order the preparation of an Engineer's Report (the "Report") for the annual levy and collection of assessments for the district known and designated as the **"Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities"** (the "Assessment District") for fiscal year 2015/2016.

Section 2: Whereas, the Board proposes to levy and collect assessments against lots and parcels of land within the Assessment District to pay the annual costs and expenses of the improvements and services described in Section 6 of this resolution that provide special benefits to such lots and parcels of land, and hereby declares its intention to levy such assessments on the County tax rolls for fiscal year 2015/2064 pursuant to the Act.

Section 3: The Assessment Engineer of Work (the "Engineer") has prepared and filed with the Board Secretary an Engineer's Report (the "Report") in connection with the Assessment District and the levy of assessments for Fiscal Year 2015/2016 pursuant to Section 22623 of the Act and in accordance with Chapter 1, Article 4 of the Act and the provisions of the California State Constitution, Article XIID.

Section 4: The Board has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the Assessment District, each and all of the budget items and documents as set forth therein, and is satisfied that the proposed annual assessments have been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed within the Assessment District, and that the Assessment District consists of all parcels that receive such special benefits, as set forth in said Report.

Section 5: The Report is hereby accepted and approved as submitted and ordered to be filed in the offices of the MCSD as a permanent record and to remain open to public inspection.

Section 6: The proposed improvements may include all improvements, services and activities authorized by the Act for the ongoing operation, maintenance, servicing, acquisition, construction, and installation and incidental expenses, including any debt service issued to finance capital improvements, related to the parks, trails, open space and recreational facilities associated with the Assessment District. The Board of Directors states that it intends that, in future proceedings, it may issue bonds to fund work ordered in those proceedings. Such bonds will be issued pursuant to the Improvement Bond Act of 1915 (Streets & Highways Code Section 8500 *et seq.*) and shall bear a rate of interest not in excess of that permitted by law. MCSD will not obligate itself to advance available funds from MCSD's general fund to cure any deficiency which may occur in the bond redemption fund. The Report prepared in connection with these proceedings provides a more detailed description of the improvements and by reference is made part of this Resolution.

Section 7: The boundaries of the Assessment District shall be coextensive with those of MCSD.

Section 8: The Board of Directors hereby declares its intention to levy and collect an assessment against the lots and parcels of land within the Assessment District for Fiscal Year 2015/2016 at the same assessment rate applied in the previous fiscal year as more fully described in the Report.

Section 9: Notice is hereby given that a public hearing on these matters will be held by the Board on **Wednesday, March 4, 2015**, beginning at **7:00 P.M.**, or as soon thereafter as feasible, at the MCSD Office Conference Room, located at 1656 Sutter Road, McKinleyville, California. At the Public Hearing, all interested persons shall be afforded the opportunity to hear and be heard.

Section 10: Pursuant to Section 22626(a) of the Act, the Board directs that the Board Secretary shall give notice of the time and place of the Public Hearing by causing the publishing of this resolution once in the local newspaper not less than ten (10) days before the date of the public hearing, and by posting a copy of this resolution on the official bulletin board customarily used by the Board for the posting of notices. For fiscal year 2015/2016, no new or increased assessments are proposed and a mailing of a notice and ballot to property owners is not required.

Section 11: The Board Secretary shall certify to the passage and adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District Board of Directors has reviewed and approved, and approve Resolution 2015-03 declaring its intention to levy and collect the annual assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities For Fiscal Year 2015/2016; accepting and approving the Engineer's Report prepared in connection thereto; and setting a time and place for the Public Hearing on these matters.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 4th Day of February 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Corbett, Board President

Attest:

Becky Schuette, Board Secretary



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

MEASURE B MAINTENANCE ASSESSMENT DISTRICT (RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES)

2015/2016 PRELIMINARY ENGINEER'S ANNUAL LEVY REPORT

Intent Meeting: February 4, 2015

Public Hearing: March 4, 2015

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510

www.willdan.com/financial



**McKinleyville Community Services District
Measure B Maintenance Assessment District — Renewal for
Parks, Open Space, and Recreational Facilities**

Fiscal Year 2015/2016

County of Humboldt, State of California

This Report and the enclosed descriptions, budgets and diagram outline the proposed improvements and assessments associated with the McKinleyville Community Services District Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2015/2016. Said District includes each lot, parcel, and subdivision of land within the boundaries of the McKinleyville Community Services District, as they existed at the time this Report was prepared and the passage of the Resolution of Intention. Reference is hereby made to the Humboldt County Assessor's maps for a detailed description of the lines and dimensions of parcels within the McKinleyville Community Services District Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities. The undersigned respectfully submits the enclosed Report as directed by the McKinleyville Community Services District Board of Directors.

Dated this _____ day of _____, 2015.

Willdan Financial Services

Assessment Engineer

On Behalf of the McKinleyville Community Services District

By: _____

Jose Ometeotl
Project Manager

By: _____

Richard Kopecky
R. C. E. # 16742

TABLE OF CONTENT

<i>I. INTRODUCTION.....</i>	<i>1</i>
<i>PART I — PLANS AND SPECIFICATIONS.....</i>	<i>5</i>
Improvements Authorized by the 1972 Act	5
District Improvements.....	6
<i>PART II — METHOD OF APPORTIONMENT.....</i>	<i>9</i>
Proposition 218 Benefit Analysis	9
General Benefits	10
Special Benefit	12
Assessment Methodology	13
<i>PART III — BUDGET.....</i>	<i>17</i>
Description of Budget Items.....	17
Expenditures:.....	17
Revenues:	17
District Budget	18
Assessment Calculations	19
<i>PART IV — DISTRICT DIAGRAM.....</i>	<i>21</i>
<i>PART V — ASSESSMENT ROLL</i>	<i>23</i>
<i>APPENDIX A: TOTAL PROGRAM BUDGET DETAIL.....</i>	<i>24</i>
<i>APPENDIX B: PROPOSED ANNUAL ASSESSMENTS.....</i>	<i>25</i>

I. Introduction

The McKinleyville Community Services District (hereafter referred to as “CSD”), in the County of Humboldt, was established on April 14, 1970, pursuant to the Community Services District Law (California Government Code Section 61000 et seq.) (“CSD Law”), to provide water and sewer services. The services of the CSD were expanded in 1972 to include street and lighting; again in 1985 to include park and recreation; and then in 1995 to include the construction of the McKinleyville Library. The boundaries of the CSD include approximately 12,140 acres from North Bank Road to Patrick Creek.

In 1991, Measure B was passed by voters, authorizing the CSD to collect annual assessments in order to construct a new community center, to purchase land for sports fields and to provide for the maintenance and operation of park and recreational facilities. The 1991 Measure B Assessment District was formed to levy and collect annual assessments on the County tax rolls pursuant to the Landscape and Lighting Act of 1972 (California Streets and Highways Code §22500 et seq.) (hereafter referred to as “1972 Act”) for a period of twenty (20) years. With the original Measure B Assessment District and assessments set to expire (sunset) in 2012 (the end of Fiscal Year 2011/2012), the continued operation and maintenance of the park and recreational improvements and facilities provided to the community by the CSD including the McKinleyville Activity Center, Hiller Sports Complex and Azalea Hall, would be jeopardized.

Therefore in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the:

McKinleyville Community Services District Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities

for the purpose of providing and continuing a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the CSD park and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements. The Board of Directors proposed to form (reestablish) the Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities (“District”) for another twenty (20) year period, and to levy and collect annual assessments on the County tax rolls to fund in whole or in part the improvements including related debt service on bonds that may be issued or loan agreements to finance the authorized improvements.

Pursuant to the requirements of the California Constitution, Article XIID Section 4 and the provisions of the 1972 Act, the Board of Directors called for an Engineer’s Report to be prepared regarding the proposed formation of the District and conducted a property owner protest ballot proceeding for the proposed levy of the new assessments. In conjunction with this ballot proceeding, a noticed public hearing was held on March 16, 2011 to consider public testimonies, comments and written protests regarding the formation of the District and the levy of assessments. Upon conclusion of the public hearing, protest ballots received were opened and tabulated to determine whether majority protest existed (with ballots weighted based on

proportional assessment amounts), and the Board of Directors confirmed the results of that ballot tabulation, with approximately 54.9% of the weighted ballots being in favor of the assessments and 45.1% being opposed. Finding that majority protest did not exist, the Board approved and adopted the formation of the District and order the levy and collection of assessments for Fiscal Year 2011/2012 (first year's annual assessments).

The assessment rate and method of apportionment established in the Engineer's Report at the time of formation of the District and as described herein, became effective commencing in Fiscal Year 2011/2012 and may be levied annually pursuant to the provisions of the 1972 Act for up to twenty (20) years (through Fiscal Year 2031/2032). The annual assessments each fiscal year are based on the estimated revenues needed to support the ongoing operational and maintenance costs of the Improvements (collectively referred to as "maintenance"); the long term repairs, renovations and rehabilitation costs associated with the improvements as well as possible acquisitions, expansion or construction of new improvements or facilities including a new Teen/Family Center (collectively referred to as "capital improvements"); and estimated incidental expenses associated with the administration of the assessments and of bonds or loans issued to finance improvements and facilities.

The authorized improvements may include, but are not limited to, operation, maintenance, acquisitions, upgrades and construction of existing and/or new facilities to enhance or expand the McKinleyville CSD park and recreational system, facilities and activities that will provide special benefits to properties within the District that would otherwise be reduced, postponed or abandoned due to limited funding sources. The improvements and annual District assessments for Fiscal Year 2015/2016 as outlined herein, have been established in accordance with the 1972 Act which may include the issuance of bonds pursuant to the Improvement Bond Act of 1915 (California Streets and Highways Code §8500 et seq.) ("1915 Act") and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID ("California Constitution" or "Article XIID"). This Engineer's Report ("Report") has been prepared in connection with the proposed levy and collection of District assessments for Fiscal Year 2015/2016, pursuant to Chapter 2 Article 1 Sections §22585 and §22586 in accordance with Chapter 1, Article 4 beginning with §22565 of the 1972 Act.

The District includes all lots and parcels of land within the McKinleyville CSD as identified by the Humboldt County Assessor's Office at the time this Report was prepared. The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and a specified Fund Number to identify properties to be assessed on the tax roll for the special benefit assessments described herein.

This Report describes the District; identifies the improvements including any proposed changes to such improvements to be provided; the estimated expenditures; and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2015/2016. The total annual assessments presented herein is based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and have been identified as essential recreational and conservation objectives which property owners and residents of the CSD have supported.

While the revenues generated by the annual assessments are currently being used primarily to fund the annual operation and maintenance of the existing park and recreational improvements within the CSD, a portion of the annual assessments (both now and in the future) may also be

utilized and pledged to pay debt service and related costs associated with the issuance of bonds or other loans to finance capital improvement projects for the upgrade or renovation of existing improvements and facilities, or the acquisition and/or construction of new park and recreational improvements or facilities for the special benefit of properties within the District. The allocation of assessment revenue funds amongst the various improvements, services and activities to be provided will be prioritized by the McKinleyville CSD staff based on available assessment revenues generated by the District, the total funding needed for each authorized improvement and projects, the impact each improvement will have on the overall park and recreational system that benefit properties in the District, and the timing of any outside revenues that may become available to offset the cost of such improvements or projects.

This Report pursuant to Chapter 1, Article 4 of the 1972 Act, consists of five (5) parts:

Part I

Plans and Specifications: A description of the District boundaries and the proposed improvements associated with the District. Generally the District improvements consist of each of the park and recreational improvements and facilities in McKinleyville CSD.

Part II

The Method of Apportionment: A discussion of the general and special benefits associated with the overall park and recreational improvements to be provided within the CSD (Proposition 218 Benefit Analysis). This part also includes a discussion of the proportional costs of the special benefits upon which the assessments are determined and separation of costs considered to be of general benefit (and therefore not assessed). This section of the Report also outlines the method of calculating each property's proportional special benefit and annual assessment utilizing a weighted benefit comparison and proportionality among the different property types within the District.

Part III

Estimate of Improvement Costs: An estimate of the annual cost to fund the improvements for Fiscal Year 2015/2016. The District assessments are intended and will fund only a portion of the costs needed to provide the various improvements, and are not designated to fully fund any specific improvement. This estimate of the improvement costs (budget) includes an estimate of the total annual maintenance and operation costs for the existing park and recreational improvements within the CSD; an estimate of annual funding collected for planned capital improvement expenditures to fund expansion, enhancement, renovation or rehabilitation of the parks, trails and related recreational facilities within the CSD (including acquisitions and new construction); and authorized incidental expenses including, but not limited to county fees, professional services related to administration of the District and/or bonds. The estimated expenditures and assessment rate identified in this Report budget and the resulting parcel assessments for Fiscal Year 2015/2016 are based on the estimated net annual cost to fund the improvements and activities for the year (Balance to be Levied), and the method of apportionment established for the District, and such assessments shall not exceed the maximum assessment (Rate per Equivalent Benefit Unit) established when the District was formed.

Part IV

District Diagram: A Diagram showing the exterior boundaries of the District is provided in this Report and includes all parcels that will receive special benefits from the improvements. These boundaries are coterminous with the boundaries of the McKinleyville CSD. Parcel identification, the lines and dimensions of each lot, parcel and subdivision of land within the District, are inclusive of all parcels within the CSD as shown on the Humboldt County Assessor's Parcel Maps as they existed at the time this Report was presented to the Board of Directors for the adoption of the Resolution of Intention, and shall include all subsequent subdivisions, lot-line adjustments or parcel changes therein. Reference is hereby made to the Humboldt County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

Part V

Assessment Roll: A listing of the proposed assessment amount to be levied and collected for each parcel within the District for Fiscal Year 2015/2016. The assessment amount for each parcel is based on the parcel's calculated proportional special benefit as outlined in the method of apportionment and the assessment rate established in the budget for Fiscal Year 2015/2016.

Part I — Plans and specifications

The boundaries of the District are coterminous with the McKinleyville CSD boundaries. The purpose of this District is to provide a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the McKinleyville CSD park and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements.

Improvements Authorized by the 1972 Act

The 1972 Act permits assessments proceeds to be spent on the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, all of the following:
 - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
 - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - Compensation payable to the County for collection of assessments;

- Compensation of any engineer or attorney employed to render services;
 - Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
 - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
- Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements.
 - Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments.
 - Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

District Improvements

The District assessments will fully or partially fund various improvements and activities that specially benefit properties within the District. It is the goal and intent for this District to provide a stable revenue source that will allow the McKinleyville CSD to partially fund the on-going maintenance of the various park and recreational facilities for the community and endeavors to improve the overall park and recreational system that directly affect the properties and quality of life for residents, tenants, employees and owners of properties within the CSD. To the full extent permitted by the 1972 Act, the improvements, projects and expenditures to be funded by the assessments may include:

- **Operation and Maintenance:** operation and maintenance of park and recreational improvements throughout the District.
- **Acquisitions:** The acquisition of land or facilities for park or recreational purposes.
- **Resource Development:** The construction, installation and/or expansion of various park sites, trails, open spaces, halls/activity centers ("community centers") and related recreational facilities within the District.
- **Facility Enhancements/Rehabilitation:** Periodic repairs and renovations of recreational sites and facilities (parks, trails, community centers) including but not limited signage, playground and tot-lot equipment; sports field fencing; portable soccer goals; ball fields; tennis courts; basketball courts; sports facility lighting; parking facilities; restrooms, kitchens and related equipment and amenities such electrical, irrigation and drainage systems, tables benches, etc.

- **Capital Improvements:** Major repairs of recreational buildings and facilities that may include repair or replacement roofs, interior building repairs, replacement of permanent fixtures, structural repairs, internal building remodels, as well as the construction and installation of new facilities.

Based on current facility needs and planned capital improvement projects (park and recreational enhancements), an estimated annual budget for Fiscal Year 2015/2016 has been developed for the overall McKinleyville CSD park and recreation improvement program, which has been prioritized based on the overall impact each improvement or facility will have on the overall park and recreational system within the CSD, and the timing and availability of any outside revenues that may be utilized to offset certain costs. Based on this budget, revenues collected through the annual assessments will be apportioned approximately twenty-three percent (23%) for park and sports complex maintenance; sixteen percent (16%) for hall/activity center operation and maintenance; six percent (6%) for trail and open space maintenance; fifty percent (50%) for capital improvement projects; and five percent (5%) for incidental expenses including administration and fees. However, it is likely this apportionment of assessment revenues may be altered over the proposed twenty-year duration of the District and may even be adjusted during the course of Fiscal Year 2015/2016 based on changing needs.

A summary of the improvements that have been identified by the CSD as planned park and recreational maintenance and/or enhancements that will be funded in whole or in part through the District assessments is provided below, as well as in Appendix A. Specific details regarding these improvements and projects are on file in the Office of the McKinleyville CSD District Manager and by reference these documents are made part of this Report.

Improvements to be maintained in whole or in part by District assessments for Fiscal Year 2015/2016 may include, but are not limited to:

- Maintenance, servicing and operation of existing parks and park facilities, including:
 - Landscape Maintenance of approximately 91,571 square feet of irrigated turf in Pierson Park, 75,000 square feet within Hiller Park West, and 498,112 square feet within the Hiller Sports Complex.
 - Landscape Maintenance of approximately thirty-five (35) acres of non-irrigated/natural vegetation within Hiller Park West.
 - Maintenance of eight (8) sports fields within the Hiller Sports Complex.
 - Maintenance of approximately 17,157 square feet of parking lot area within Pierson Park, 9,770 square feet within Hiller Park West, and 35,000 square feet within the Hiller Sports Complex.
 - Maintenance and operation of approximately 2 restroom facilities each, within Pierson Park, Hiller Park West, and the Hiller Sports Complex.
 - Maintenance of 4 playground structures within Pierson Park, and 3 playground structures within Hiller Park West.
- Operation, servicing and maintenance of existing halls/activity centers including:
 - Azalea Hall: including maintenance of approximately 200 square feet of landscaping area; 13,800 square feet of parking lot area maintenance; and operation and

maintenance of an approximately 9,500 square foot hall, including men and women restroom facilities, commercial sized-kitchen, 3,000 square foot hall available as reception area, stage, storage for social events. Azalea Hall is located along Pickett Road, within Pierson Park.

- McKinleyville Activity Center (“MAC”): including maintenance of approximately 19,174 square feet of landscaping and parking lot areas; operation and maintenance of an approximately 10,000 square foot hall, including men and women restroom facilities; and operation and maintenance of a 7,000 square foot gym, office, and storage space. MAC is located along Gwin Road within Pierson Park.
- Maintenance of existing trails:
 - Landscaping and trail maintenance of approximately 7,000 feet of trails, including maintenance/repairs to trails, benches, and asphalt.
- Maintenance of existing open space, including:
 - Hewitt Ranch: Landscaping and maintenance of open space area.
- Acquisition and/or development and construction of a Teen/Family Center.
- Operation and maintenance of future park and recreational facilities, including the Teen/Family Center and other park or recreational facilities that may be acquired or developed over the duration of the District assessments.

The improvements listed above are inclusive of the improvements and facilities identified in the Engineer’s Report prepared in connection with the formation of the District, and no significant changes are proposed or anticipated for Fiscal Year 2015/2016.

Part II — METHOD OF APPORTIONMENT

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of park and recreational facilities. The 1972 Act requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and is the same method of apportionment utilized and established when the District was formed. The formulas used for calculating assessments reflect the composition of parcels within the District and the improvements and activities to be provided, and have been designed to fairly apportion costs based on a determination of the proportional special benefits to each parcel, consistent with the requirements of the 1972 Act and the provisions of Article XIII D of the California Constitution.

Proposition 218 Benefit Analysis

The costs of the proposed improvements have been identified and allocated to properties within the District based on special benefit. The improvements to be provided by this District and for which properties will be assessed have been identified as essential recreational objectives for the CSD, which the property owners and residents have expressed a high level of support.

The District was formed to provide an overall park and recreational enhancement program that affects and will directly benefit all parcels to be assessed within the District. The assessments and method of apportionment is based on the premise that the assessments will be used for the annual maintenance, as well as expansion and enhancement of the CSD’s park and recreation system, and the revenues generated over the duration of the District will be used for park and recreational facilities throughout the District.

In conjunction with the provisions of the 1972 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2d defines District as follows:

“District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service”;

Article XIID Section 2i defines Special Benefit as follows:

“Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit.”

Article XIID Section 4a defines proportional special benefit assessments as follows:

“An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

The method of apportionment (method of assessment) set forth in the Report is based on the premise that each assessed property receives special benefits from local park and recreational improvements that are funded by the assessments, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District. The various public improvements and the associated costs have been identified as either “general benefit” (not assessed) or “special benefit”.

General Benefits

Assessments are established on the basis of calculated proportional special benefit to properties within a district. Because general benefits are not assessable, the general benefit costs are excluded from the assessment calculation. With respect to this District, although the various McKinleyville CSD park and recreational improvements including designated parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities that will be maintained, expanded and/or enhanced through the District's assessment revenues are located throughout the CSD and clearly provide a special benefit to properties within the District, it is also recognized that these are public facilities that will occasionally be utilized by the general public and may even be in proximity to some properties outside the District boundaries that are not assessed. The fact that these improvements and facilities are available to the general public would suggest that at least a portion of the cost to provide the improvements is of general benefit.

When the District was formed in Fiscal Year 2011/2012 a detailed review and analysis of the improvements and surrounding properties revealed that all properties within the District boundaries were located within two and a half miles (2½ miles) of an existing park, wilderness parkland, open space, trail, sports facility, recreation and activity center and other facilities provided by the CSD, which is well within the broader 3-4 mile sphere of influence commonly associated with such improvements. This analysis revealed that properties within the broader 3-4 mile area, but outside the 2½ mile service area associated with District parcels was predominately undeveloped land consisting of agricultural, timber, mining and open space properties. So, based on this information, it was reasonable to conclude that the improvements and facilities serve primarily the 2½ mile service area.

Within the 2½ mile service area, there were approximately 6,715 parcels of which, 5,638 parcels or eighty-four percent (84%) were identified in Fiscal Year 2011/2012 as being within the boundaries of the District, comprising roughly 12,140 acres of land. The remaining parcels (those parcels outside the District) represented approximately forty-two percent (42%) of the total acreage within the identified 2½ mile service area (approximately 8,800 acres of land). However, this area outside the District boundaries, but within the 2½ mile service area is, largely comprised of agricultural, timber production and gravel mining properties (approximately 6,835 acres or 78% of that total area) and these properties clearly have very limited direct utilization or need for the District improvements. In addition, approximately 575 acres, (6.5% of the total acreage outside the District, but within the 2½ mile service area), is identified as open space/public areas which offer similar recreational opportunities to the properties outside the District. The remaining developed properties (residential and non-residential) located outside of the District boundaries (approximately 1,390 acres) represent the equivalent of approximately six percent (6%) of the total developed residential and non-residential properties within the overall 2½ mile service area. While many of these parcels are likely served more directly by park and recreational facilities outside of the CSD, these properties have proximity to the improvements associated with the District and it can be assumed that the owners, residents and employees of these parcels may occasionally utilize or reasonably have access to the improvements within the CSD. These overall statistics have not changed significantly since Fiscal Year 2011/2012 and therefore, it was and still is, reasonable to assume that six percent (6%) of the total cost to provide the improvements is non-assessable and of general benefit.

In quantifying other general benefit considerations, it is more difficult to quantify benefits to people living and working outside of the 2½ mile service area (benefits to the general public). While the parks, trails and open space areas, and, to a lesser extent the community centers, are certainly available and may be utilized by the general public, the overall McKinleyville CSD area is clearly considered a rural area and not typically a destination point for tourism and travel. This observation is supported by the limited amount of non-residential development (commercial enterprises) in the area, comprising less than three percent (3%) of the parcels within the District and represents less than 4% of the acreage, of which less than 10% have been identified as travel related business (i.e. hotels, motels and service stations). As such, it is reasonable to conclude that the District improvements provide very limited general benefit to the public at large, statistically, less than 0.4% of the total acreage (10% of the 4%) and less than 0.3% of the total parcels (10% of the 3%). Based on this analysis, conservatively, the general benefit to the public at large is certainly no greater than four percent (4%) of the cost to provide the improvements. Therefore based on the preceding analysis, collectively, the benefit to properties outside the District and to the public at large represents no more than ten percent (10%) of the total cost to provide the improvements.

As noted above, the District improvements clearly provide some measure of general benefit to properties outside the District and to the public at large, but it is also recognized that park and recreational improvements inherently provide general benefit to properties and people within the District. While much of the benefits to people are more directly tied to Recreational Programs (which are not part of the funding provided by the District or contemplated by this Report), the park and recreational facilities themselves provide general benefits to properties and people within the District such as:

- ❖ Health, social and self-improvement benefits derived from utilizing the facilities;

- ❖ Increased social opportunities and active involvement for children, teens and senior citizens;
- ❖ Group participation, character building, mentoring, and coaching for the youth in the community, that provides a positive atmosphere and reduces idle time that might otherwise result in criminal activities;
- ❖ Family and group activities that help to strengthen family value and reduce ethnic and social tensions.

These indirect benefits may be considered more general than special, but are difficult to measure quantitatively. The need for, and the utility of, park and recreational improvements is created by the development of residential and non-residential land uses. The facilities extend the utility of concentrated land development, such as occurs in the McKinleyville CSD (which is an island of developed land uses largely surrounded by large areas of undeveloped land). Benefits to people are largely secondary benefits created by the primary benefits of increased recreational access of more concentrated developments and conservatively, it is estimated that no more than one-third (33%) of the cost to provide and maintain such improvements is attributable or considered a general benefit to properties and people within the District.

Based on the preceding discussion, collectively, it has been determined that approximately forty-three percent (43%) of the costs to provide the District improvements is attributable to general benefit, but for purposes of establishing proportional special benefit costs, it was established at the time of the District formation in Fiscal Year 2011/2012 and this Report assumes a more conservative approximation of general benefit to be fifty percent (50%) or half of the total annual cost to provide the improvements.

Special Benefit

McKinleyville CSD's recreational system (parks, wilderness parkland, trails, community centers, and recreational facilities and equipment) provide properties within the District the special benefit of nearby access to recreational facilities and spaces which are too specialized and/or large to be maintained within the individual properties and would be cost prohibitive to include within individual property development, including:

- ❖ Exercise facilities/space such as sports complexes, parkland areas and trails not typically found on individual parcels.
- ❖ Substantial outdoor areas increase the available recreational space and outdoor facilities, (picnic areas, playground equipment, open turf areas, sports fields and full size courts, etc.), that are typically limited on individual parcels.
- ❖ Facilities (activity centers, parks) available for large gatherings, meetings and community events that could otherwise not be accommodated by the individual properties.

These facilities expand the use of each property within the CSD by providing these properties with access to desirable recreational facilities beyond those that can conveniently be included on a home or businesses lot. The common-use development of these facilities by the CSD, frees property-owners from the burden of having to provide extensive privately owned recreation facilities or having a property that lacks access to such facilities. The

availability and proximity of the facilities is a distinct special benefit to the assessed parcels because the assessed parcels, unlike most parcels outside the District are within the immediate service area of the facilities and can easily use the facilities as a substitute for (and enhancement of) recreational facilities that would otherwise need to be provided on the parcel (or simply foregone). Because each assessed parcel is within the service area of the improvements and facilities offered by the McKinleyville CSD, these park and recreation improvements are like an extension of the front and back lawns of the parcels. They are not remote, but available for frequent and everyday use with minimal travel. We estimate this special benefit to represent at least half (1/2) of the total benefits created by the facilities.

Assessment Methodology

The method of apportionment (method of assessment) developed for this District is based on the premise that each of the property to be assessed receives a direct and special benefit from the improvements and recreational facilities to be financed by the District assessments.

To assess benefits equitably it is necessary to calculate each property's relative share of the special benefits conferred by the funded service. The method of apportionment for this District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development. All costs associated with the improvements are distributed among the parcels based upon a calculation of the proportional special benefit received by each parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the use and relative characteristics of each property as compared to other parcels that benefit from those specific improvements.

The Equivalent Benefit Unit (EBU) method of assessment apportionment establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of the basic unit.

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the funded programs and facilities by a single family residential parcel or unit. Thus, the "benchmark" property (the single family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property's specific development to that of the benchmark property (single-family residential unit). This proportional weighting may be based on several factors that may include, but are not limited to: the type and status of development (land use), size of the property, development plans or restrictions, typical development densities, population densities or other property related factors. Generally for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

Based on an overall evaluation of the properties within the District and the proposed annual cost of providing the improvements, it has been determined that several key property related factors should be considered in the determination of the proportional special benefit of each parcel. These factors include: the various land uses within the District and the relative size (units or acreage) of each parcel. The following discussion provides a summary of these factors and basis upon which each property's proportional special benefit and EBU has been determined.

Residential Property (Developed) — This land use is defined as fully developed residential property which includes single-family residential properties, mobile/manufactured residential properties, apartments, duplexes, and triplexes or other multi-family residential developments. For purposes of establishing equivalent benefit units for all other land uses in this District, the residential land use is designated as the basic unit of assessment and is assigned a land use benefit of 1.0 EBU per residential unit. Convalescent and long term-care facilities (of which there is currently one in the District), will be classified as residential land use, however, this unique residential property will be assigned 0.5 EBU per bed to reflect the quasi-residential nature/use of the property and the fact that a bed represents a smaller increment of measure (both in size and population) than a residential unit.

Non-Residential/Commercial Property (Developed) — This land use is defined as a developed property with structures that are used or may be used for non-residential purposes, whether those structures are occupied or not. This land use does not include parcels for which the primary use of the property is considered residential. This land use classification includes all types of non-residential uses and commercial enterprises including but not limited to, commercial retail; food services; shopping centers; office buildings, and professional buildings, churches, as well as industrial properties including warehousing and manufacturing. This land use classification also includes any parcel that may incorporate a single residential unit, but is also used in whole or in part for commercial purposes.

Based on the average development densities for residential properties in the District, (the average single-family residential property being approximately 1.06 units per Acre), it is reasonable to assume that non-residential properties if developed as residential, would have resulted in approximately 1.00 benefit unit per Acre. Therefore, it has been determined that assigning this land use classification 1.0 EBU per gross acre provides a proportional representation of benefit for this land use type with some limitations:

- ❖ Because each non-residential parcel typically represents a separate and independent commercial enterprise or business, parcels less than one acre shall be assigned 1.0 EBU (minimum EBU).
- ❖ It is also recognized that larger non-residential properties typically have portions of the property that have less intense use/development (such as parking areas, private landscaped areas, outdoor storage, areas with development restrictions etc.) and it is reasonable to assume that the benefit derived from the Improvements does not necessarily increase by the same proportion as the size of property.

As such, parcels identified as Non-Residential Property shall be assigned 1.00 EBU for the first two (2) acres with a minimum of 1.00 EBU assignment; 0.5 EBU per Acre for the next two (2) acres (acreage between 2 and 4 Acres); 0.25 EBU per Acre for the following two (2) acres (acreage between 4 and 6 acres), 0.125 EBU per Acre for the next two (2) acres (acreage between 6 and 8 acres), and 0.00 EBU per Acre for acreage above eight (8) acres. Further, for commercial properties providing private recreation, such as golf properties, the acreage of outdoor recreation space (such as the golf course itself) will be excluded from the calculation of assessable acreage.

Vacant Property — This land use is defined as undeveloped property. Such parcels benefit from the existence of the funded facilities because park and recreational

improvements improve the potential development of such parcels. Recognizing this benefit to property, but also its immediate need for such improvements, each Vacant Property is assigned 1/3 of an EBU per parcel (\$10.00 per parcel).

Exempt Property — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

- ❖ Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- ❖ Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide similar or other public services or benefits to private properties within the District; and
- ❖ Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

Because these properties either provide a public service that is comparable to public recreation or are dependent on another property or development, these types of parcels have no direct need for public recreational facilities and are considered to receive little or no special benefit from the improvements. Therefore these properties are exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status.

Government owned properties, quasi-government entity owned properties, or public properties (collectively referred to as “Public Property”) are not necessarily exempt properties and will be allocated special benefit unless the parcel otherwise qualifies for exempt status. The proportional special benefit and resulting assessment obligation for such parcels will be calculated as if the parcel were not Public Property. However, because Public Property, often is identified by the County as non-taxable (tax bills are not generated on the regular tax rolls), the McKinleyville CSD will provide a contribution from other available revenue sources to pay those assessments.

The following table provides a summary of each land use described above and related EBU's. The determination of each parcel's land use and property characteristics shall be based on the data available from the most recent Humboldt County Assessor's Secured Roll, or as identified by the McKinleyville CSD, if the information is different than that provided by the Humboldt County Assessor's Office.

Land Use Description	Assessment Formula	No. of Parcels	EBU Units
Residential	1.000 EBU per Unit	4,919	6,619.00
	0.500 EBU per Bed ⁽¹⁾	1	36.00
	Residential Total	4,920	6,655.00
Non-Residential/Commercial	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	134	184.11
Vacant	(1/3) EBU per Parcel (0.333 EBU)	518	170.94
Exempt	0.000 EBU per Parcel	115	53.64
Totals ⁽²⁾		5,687	7,063.69

(1) For Fiscal Year 2015/2016 there is one parcel in the District identified as a Convalescent/long term-care facility, and this residential property although classified as a Residential Property, is assigned 0.5 EBU per bed for a total of 36.00 EBU (refer to method of apportionment).

(2) Of the total 5,687 parcels in the District representing a total of 7,063.69 EBU, in addition to the 115 parcels identified above as exempt representing 53.64 EBU (which are non-taxable parcels generally owned by government agencies) there are 16 parcels representing 70 EBU's (being assessed for park and recreational improvements through another revenue source) that are currently identified as properties that will not be assessed on the County tax rolls. The proportional special benefit obligation for these parcels will not be collected on the tax rolls, the CSD will annually pay from its general fund an amount equal to the assessment obligation that would otherwise accrue to these parcels. Therefore, there are currently a total of 5,556 parcels representing 6,940.05 EBUS that are proposed to be applied to the tax rolls for Fiscal Year 2015/2016.

The total assessment amount for each parcel in the District will be collected on the County tax rolls pursuant to the 1972 Act. The amount that may be collected annually cannot exceed the amount that may be levied at the Maximum Assessment Rate, which was presented to property owners of record in a balloting process.

Part III — BUDGET

Description of Budget Items

The following provides a brief description of the line items on the District Budget that follows:

Expenditures:

Operation and Maintenance: The estimated annual costs associated with the operation and maintenance of the improvements, including, maintenance wages and supplies.

Capital Improvements: An estimate of funds required annually for costs associated with the design, construction of the Teen/Family Center, as well as costs of major rehabilitation projects of existing facilities. These funds may be used for debt service or to build a reserve for projects to occur over the life of the assessment.

Incidental Expenses: The estimated annual costs related to administration of the assessment, such as contracting with professionals to provide legal, or engineering services for preparation of the annual report and resolutions; conducting noticing or balloting; creation and submission of the annual levy; County Fees for the collection of assessments; and similar administrative costs.

Revenues:

General Benefit Funding: These are funds to be contributed by the McKinleyville CSD for the portion of the District Budget determined to be General Benefit. These funds are from revenue sources available to the CSD other than the Measure B Maintenance Assessment District assessments.

Additional Funding From Sources Other Than Assessment: Additional funds contributed by the McKinleyville CSD from other available revenue sources that are necessary to meet the difference between the annual expenditures and revenues supported by the General Benefit Obligation and the Measure B assessments.

Measure B Special Benefit Assessments: The proportional special benefit obligation and proposed annual assessment revenue calculated for the Measure B Maintenance Assessment District. This amount divided by the Total Equivalent Benefit Units calculated for all benefiting parcels (7,063.69 EBU) establishes the proposed maximum annual assessment rate ("Assessment Rate per EBU") of \$30.00.

Non-Taxable Property Adjustment: Funds to be contributed by the McKinleyville CSD from other revenue sources to pay the calculated assessment obligation for benefiting non-taxable parcels. As noted previously, 115 parcels representing 53.64 EBU are currently identified as non-taxable parcels and the assessments for these parcels (\$3,709.20) cannot be collected on the tax rolls. Therefore, in addition to other contributions, the CSD will annually pay the assessment obligation for the identified non-taxable parcels that receive special benefits.

Fund Balance (Capital/Rehabilitation Improvements):

Provides a summary of District funds being collected and/or spent for capital improvement projects, major rehabilitation projects or to build a reserve for such projects over the life of the assessments. These fund balances incorporate and include the

amount of any surplus or deficit in the improvement fund to be carried over from a previous fiscal year.

District Budget

The following Budget shows the full estimated annual cost of the improvements and facilities for Fiscal Year 2015/2016 that will be partially funded with the assessment. The total special benefit assessment amount to be collected for the improvements is based on the following budget information and results in a total annual assessment obligation of approximately \$211,962.00 at an assessment rate of \$30.00 per Equivalent Benefit Unit based on 7,063.69 EBU, of which approximately \$208,253 (6,940.05 EBU) is proposed to be collected on the County tax rolls based on current property information:

Mckinleyville CSD FY1516 District Budget

Expenditures:

Operation and Maintenance:

Pierson Park	\$ 52,850
Hiller Park West	39,300
Hiller Sports Complex	87,000
Larissa Park	-
Azalea Hall	78,500
McKinleyville Activity Center	79,000
Trails	51,000
Open Space	9,500
Future Parks & Facilities (including Teen/Family Center) ⁽¹⁾	11,000

Operation and Maintenance Sub-total: **\$ 408,150**

Capital Improvements ⁽²⁾ **126,500**

Total Program Budget **\$ 534,650**

Incidental Expenses **16,850**

Total Annual Expenditures: **\$ 551,500**

Revenues:

General Benefit Obligation **\$275,750**

Additional Non-Assessed Funding ⁽³⁾ **63,788**

Non-Assessment Revenue Sub-total: **\$ 339,538**

Non-Taxable Special Benefit Assessment Revenue ⁽⁴⁾ **\$ 3,709**

Taxable Special Benefit Assessment Revenue(Collected on Tax Rolls) **\$ 208,253**

Total Measure B Special Benefit Assessments **\$ 211,962**

Total Annual Revenues: **\$ 551,500**

Fund Balance (Capital/Rehabilitation Improvements):

Estimated Beginning Fund Balance (As of 07/01/2015) **\$131,870**

Estimated Fund Collection ⁽²⁾ **\$126,500**

Estimated Expenditures **\$0**

Estimated Ending Fund Balance **\$258,370**

(1) The annual maintenance & operation of the Teen/Family Center is estimated to be approximately \$33,000 per year. However, since construction of the facility is anticipated to be completed in the fall of 2015, the amount budgeted for maintenance & operation reflects an estimate of the expenses for only a portion of the fiscal year. Any maintenance funding surplus or deficit will be applied to the funds collected for Capital Improvements.

(2) The amount budgeted and collected for Capital Improvements includes funds collected for future Renovations/Rehabilitation Projects as well as funding for the design, acquisition, construction of the Teen/Family Center or other future District facilities, including, but not limited to the repayment of any future debt service issued and/or loan(s).

(3) Additional Funding from sources other than assessments, necessary to fund the annual expenses above those identified as General Benefit funding.

(4) Contribution from MCSD general fund to cover amount that would otherwise be assessed against 115 non-taxable parcels and 16 parcels already being assessed for park and recreational improvements through another revenue source, which that collectively represent approximately 123.64 EBU's.

Assessment Calculations

Applying the method of apportionment outlined in Part II of this Report and the budget estimates for Fiscal Year 2015/2016 results in the following calculation of assessments:

$$\text{\$211,962.14} \div \text{7,063.69 EBU's} = \text{\$30.00 per EBU}$$

Therefore, a single benefit unit or the Annual Assessment Rate for Fiscal Year 2015/2016 (Applicable to a typical Residential Dwelling Unit) will be \$30.00.

Assessment Summary

Total Measure B Special Benefit Assessments	\$ 211,962.00
Total Equivalent Benefit Units	÷ \$ 7,063.69
Assessment Rate per EBU	\$ 30.00

Assessment Breakdown of Non-Taxable Properties

EBU of Non-Taxable Properties	123.64
Assessment Rate per EBU	x \$ 30.00
Non-Taxable Property Adjustment ⁽¹⁾	\$ 3,709.20

⁽¹⁾ This amount represents the calculated special benefit assessment for the parcels identified as non-taxable. This amount shall be paid by a contribution from MCSD general fund.

Assessment Breakdown of Taxable Properties

Total Equivalent Benefit Units	7,063.69
EBU of Non-Taxable Properties ⁽¹⁾	- 123.64
Equivalent Benefit Units Levied on Tax Rolls	6,940.05
Balance to be collected on Tax Rolls ⁽²⁾	208,253.14
Equivalent Benefit Units Levied on Tax Rolls	÷ 6,940.05
Assessment Rate per EBU	30.00

⁽¹⁾ This number represents the combined total EBU that will not be assessed on the County tax rolls. In addition, 115 parcels representing 53.64 EBU's (which are non-taxable parcels generally owned by government agencies) and 16 parcels representing 70 EBU's (being assessed for park and recreational improvements through another revenue source) currently identified as properties that will not be assessed on the County tax rolls. Because the proportional special benefit obligation for these parcels will not be collected on the tax rolls, the CSD will annually pay from its general fund an amount equal to the assessment obligation that would otherwise accrue to these parcels.

⁽²⁾ Difference due to rounding.

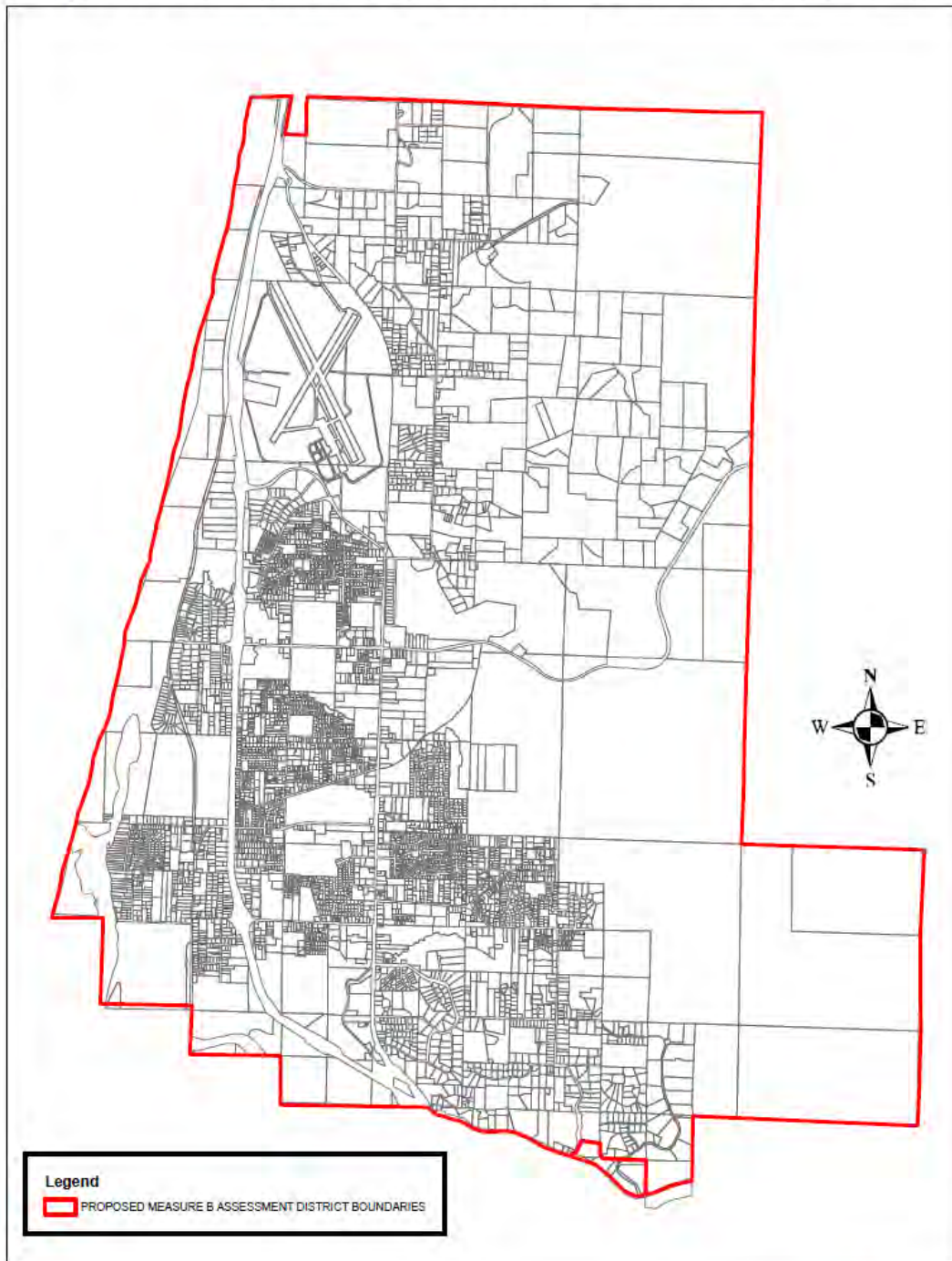
Therefore, the anticipated annual assessment revenue to be collected on the tax rolls is approximately \$208,253.14.

Part IV — DISTRICT DIAGRAM

The following is a Diagram showing the boundaries of the McKinleyville Community Services District Measure B Maintenance Assessment District — Renewal for Parks, Open Space, and Recreational Facilities, which is coterminous with the McKinleyville CSD boundaries. The dimensions of all lots, parcels and subdivisions of land within the District are the same as the lines and dimensions of the parcels shown on the Humboldt County Assessor's Parcel Maps (APN Maps) and by reference these Maps are made part of this Report and Assessment Diagram as they existed at the time of the passage of the Resolution of Intention. Each of the subdivisions of land, parcels, or lots on the Assessment Diagram subject to the annual assessment are identified by an Assessor's parcel Number (APN) by the Humboldt County Assessor's and these APN's corresponds with the assessment number shown on the Assessment Roll (Part V of this Report).

The Boundary Map and Assessment Diagram in a reduced-scale format follows.

McKinleyville CSD Proposed Boundaries of Measure B Assessment District



Part V — ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District, shall be the parcel as shown on the Humboldt County Secured Roll for the year in which the Report is prepared and reflective of the Assessor's Parcel Maps. A complete listing of the parcels within this District, along with each parcel's assessment amount to be levied for Fiscal Year 2015/2016 is provided under Appendix B ("Proposed Annual Assessments").

These assessments will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2015/2016. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

APPENDIX A: TOTAL PROGRAM BUDGET DETAIL

Below is the Total Program Budget, a portion of which will be funded by the Measure B Assessment District assessments, with the remainder being funded by other revenue sources.

	Maintenance Wages	Maintenance Supplies	Planned Capital Improvement Funding	Totals
PARK ENHANCEMENTS				
Pierson Park	\$ 46,000	\$ 6,850	\$ -	\$ 52,850
Hiller Park West	35,000	4,300	-	39,300
Hiller Sports Complex	80,000	7,000	-	87,000
Larissa Park	-	-	-	-
<i>subtotal:</i>	\$ 161,000	\$ 18,150	\$ -	\$ 179,150
HALLS/ACTIVITY CENTERS				
Azalea Hall	\$ 73,000	\$ 5,500	\$ -	\$ 78,500
McKinleyville Activity Center	77,000	2,000	-	79,000
<i>subtotal:</i>	\$ 150,000	\$ 7,500	\$ -	\$ 157,500
TRAILS				
School Road Trail	\$ -	\$ -	\$ -	\$ -
Hiller Loop Trail	40,000	1,000	-	41,000
Other Trails	10,000	-	-	10,000
<i>subtotal:</i>	\$ 50,000	\$ 1,000	\$ -	\$ 51,000
OPEN SPACE				
Hewitt Ranch	\$ 8,000	\$ 1,500	\$ -	\$ 9,500
<i>subtotal:</i>	\$ 8,000	\$ 1,500	\$ -	\$ 9,500
FUTURE PARKS & FACILITIES ⁽¹⁾				
Renovations/Rehabilitation Projects	\$ -	\$ -	\$ -	-
Teen/Family Center ⁽²⁾	10,000	1,000	126,500	137,500
<i>subtotal:</i>	\$ 10,000	\$ 1,000	\$ 126,500	\$ 137,500
Grand Totals:	\$ 379,000	\$ 29,150	\$ 126,500	\$ 534,650

(1) Future Parks & Facilities includes funds being collected for future Renovations/Rehabilitation Projects as well as funding for the design, acquisition, construction, operation and maintenance (wages and/or supplies) of future District facilities, including, but not limited to the Teen/Family Center. These expenses may include repayment of any future debt service issued and/or loan(s) utilized to finance such improvements.

(2) It is anticipated that the annual maintenance & operation of the Teen/Family Center will be approximately \$33,000 per year. However, construction of the facility is anticipated to be completed in the fall of 2015 and the amount budgeted for maintenance & operation reflects expenses for only a portion of a full fiscal year. Any maintenance funding surplus or deficit will be applied to the funds collected for Capital Improvements.

APPENDIX B: Proposed Annual Assessments

The following proposed assessments for each parcel within the District will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2015/2016. If any parcel listed herein for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

Assessor's Parcel Number	EBU	LandUse	Special Benefit Assessment ⁽¹⁾	Applied Charge
507-061-007-000	0.33	8000	\$10.00	\$0.00
507-141-001-000	0.33	8000	10.00	0.00
507-141-033-000	0.33	8000	10.00	0.00
507-141-034-000	0.33	8000	10.00	0.00
508-021-006-000	0.33	8000	10.00	0.00
508-021-007-000	0.33	8000	10.00	0.00
508-041-006-000	0.33	8000	10.00	0.00
508-051-010-000	0.33	8000	10.00	0.00
508-091-038-000	0.33	8000	10.00	0.00
508-211-051-000	0.33	8000	10.00	0.00
508-211-055-000	0.33	8000	10.00	0.00
508-211-057-000	0.33	8000	10.00	0.00
508-224-036-000	0.33	8000	10.00	0.00
508-224-038-000	0.33	8000	10.00	0.00
508-224-039-000	0.33	8000	10.00	0.00
508-224-048-000	0.33	8000	10.00	0.00
508-242-008-000	0.33	8000	10.00	0.00
508-242-043-000	0.33	8000	10.00	0.00
508-242-044-000	0.33	8000	10.00	0.00
508-371-009-000	0.33	8000	10.00	0.00
508-371-027-000	0.33	8000	10.00	0.00
509-021-046-000	0.33	8000	10.00	0.00
509-021-047-000	0.33	8000	10.00	0.00
509-021-054-000	0.33	8000	10.00	0.00
509-171-061-000	0.33	8000	10.00	0.00
509-191-031-000	0.33	8000	10.00	0.00
509-191-047-000	0.33	8000	10.00	0.00
510-091-039-000	4.00	9921	120.00	0.00
510-091-040-000	4.00	9921	120.00	0.00
510-091-041-000	4.00	9921	120.00	0.00
510-091-042-000	4.00	9921	120.00	0.00

Assessor's Parcel Number	EBU	LandUse	Special Benefit Assessment ⁽¹⁾	Applied Charge
510-091-043-000	4.00	9921	120.00	0.00
510-091-044-000	4.00	9921	120.00	0.00
510-091-045-000	6.00	2120	180.00	0.00
510-091-046-000	4.00	9921	120.00	0.00
510-091-047-000	4.00	9921	120.00	0.00
510-091-048-000	0.33	8000	10.00	0.00
510-091-049-000	4.00	9921	120.00	0.00
510-091-050-000	4.00	9921	120.00	0.00
510-091-051-000	4.00	2120	120.00	0.00
510-091-052-000	4.00	9921	120.00	0.00
510-091-053-000	4.00	2120	120.00	0.00
510-091-054-000	6.00	9922	180.00	0.00
510-091-055-000	6.00	9922	180.00	0.00
510-101-079-000	0.33	8000	10.00	0.00
510-101-080-000	0.33	8000	10.00	0.00
510-161-002-000	0.33	8000	10.00	0.00
510-161-003-000	0.33	8000	10.00	0.00
510-211-079-000	0.33	8000	10.00	0.00
510-211-081-000	0.33	8000	10.00	0.00
510-221-002-000	0.33	8000	10.00	0.00
510-271-015-000	0.33	8000	10.00	0.00
510-271-077-000	0.33	8000	10.00	0.00
510-271-079-000	0.33	8000	10.00	0.00
510-281-023-000	0.33	8000	10.00	0.00
510-341-031-000	0.33	8000	10.00	0.00
510-341-032-000	0.33	8000	10.00	0.00
510-341-034-000	0.33	8000	10.00	0.00
510-372-005-000	0.33	8000	10.00	0.00
510-401-004-000	0.33	8000	10.00	0.00
510-401-012-000	0.33	8000	10.00	0.00
510-401-013-000	0.33	8000	10.00	0.00
510-401-015-000	0.33	8000	10.00	0.00
510-401-017-000	0.33	8000	10.00	0.00
510-401-019-000	0.33	8000	10.00	0.00
510-401-020-000	0.33	8000	10.00	0.00
510-401-021-000	0.33	8000	10.00	0.00
510-401-025-000	0.33	8000	10.00	0.00
510-451-043-000	0.33	8000	10.00	0.00
510-461-052-000	0.33	8000	10.00	0.00
510-461-053-000	0.33	8000	10.00	0.00
510-461-054-000	0.33	8000	10.00	0.00
511-011-001-000	0.33	8000	10.00	0.00

Assessor's Parcel Number	EBU	LandUse	Special Benefit Assessment ⁽¹⁾	Applied Charge
511-011-003-000	0.33	8000	10.00	0.00
511-011-005-000	0.33	8000	10.00	0.00
511-011-008-000	0.33	8000	10.00	0.00
511-011-015-000	0.33	8000	10.00	0.00
511-011-016-000	0.33	8000	10.00	0.00
511-061-001-000	0.33	8000	10.00	0.00
511-061-005-000	0.33	8000	10.00	0.00
511-071-005-000	3.75	8000	112.50	0.00
511-082-003-000	0.33	8000	10.00	0.00
511-082-004-000	1.00	8000	30.00	0.00
511-082-007-000	0.33	8000	10.00	0.00
511-082-008-000	0.33	8000	10.00	0.00
511-082-009-000	0.33	8000	10.00	0.00
511-082-010-000	0.33	8000	10.00	0.00
511-084-002-000	0.33	8000	10.00	0.00
511-084-003-000	0.33	8000	10.00	0.00
511-111-023-000	0.33	8000	10.00	0.00
511-111-025-000	0.33	8000	10.00	0.00
511-111-060-000	0.33	8000	10.00	0.00
511-121-001-000	0.33	8000	10.00	0.00
511-121-002-000	3.75	8000	112.50	0.00
511-202-001-000	0.33	8000	10.00	0.00
511-241-008-000	0.33	8000	10.00	0.00
511-241-022-000	1.00	8000	30.00	0.00
511-251-017-000	1.00	8000	30.00	0.00
511-261-003-000	0.33	8000	10.00	0.00
511-291-015-000	0.33	8000	10.00	0.00
511-291-016-000	0.33	8000	10.00	0.00
511-291-017-000	0.33	8000	10.00	0.00
511-291-024-000	0.33	8000	10.00	0.00
511-291-025-000	0.33	8000	10.00	0.00
511-291-026-000	0.33	8000	10.00	0.00
511-291-036-000	0.33	8000	10.00	0.00
511-291-038-000	0.33	8000	10.00	0.00
511-301-001-000	0.33	8000	10.00	0.00
511-301-018-000	0.33	8000	10.00	0.00
511-301-019-000	0.33	8000	10.00	0.00
511-301-020-000	0.33	8000	10.00	0.00
511-331-001-000	0.33	8000	10.00	0.00
511-331-002-000	0.33	8000	10.00	0.00
511-331-004-000	0.33	8000	10.00	0.00
511-331-005-000	0.33	8000	10.00	0.00

Assessor's Parcel Number	EBU	LandUse	Special Benefit Assessment ⁽¹⁾	Applied Charge
511-341-001-000	0.33	8000	10.00	0.00
511-341-002-000	0.33	8000	10.00	0.00
511-341-004-000	0.33	8000	10.00	0.00
511-341-007-000	0.33	8000	10.00	0.00
511-341-040-000	0.33	8000	10.00	0.00
511-341-041-000	0.33	8000	10.00	0.00
511-351-001-000	0.33	8000	10.00	0.00
511-351-002-000	0.33	8000	10.00	0.00
511-351-005-000	0.33	8000	10.00	0.00
511-351-007-000	0.33	8000	10.00	0.00
511-351-009-000	3.75	8000	112.50	0.00
511-351-010-000	3.75	8000	112.50	0.00
511-381-025-000	0.33	8000	10.00	0.00
511-441-041-000	0.33	8000	10.00	0.00
511-443-008-000	0.33	8000	10.00	0.00
511-450-030-000	0.33	8000	10.00	0.00
Total	123.64		\$3,720.00	\$0.00
Parcel Count				131

(1) These assessments amounts represent the calculated special benefit assessment for the parcels identified as non-taxable or otherwise assessed. These assessment amounts shall be paid by a contribution from Mckinleyville CSD general fund and collectively represent \$3,709.20. Difference is due to rounding.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Hold public workshop and consider approval of Sections 1, 2 & 3 of the Integrated Pest Management Policy**

PRESENTED BY: **Greg Orsini/Jason Sehon**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that the Board listen to staff's presentation, participate in the workshop, air questions, take public comment and approve Sections 1, 2 & 3 of the Draft #2 Integrated Pest Management Policy with accepted changes.

Discussion:

In June of 2014 the MCSD Board of Directors directed staff to develop a District wide Integrated Pest Management (IPM) Policy, develop a public access program to allow website comments to be included in the Board packet and to bring each section of the plan to the Board in workshop format to allow maximum public comment and Board review and discussion.

In July staff launched a website for review of the draft IPM Policy and created a unique email address for comments, the website and email address are:

<http://mckinleyvillecsd.com/integrated-pest-management-plan>

ipm@mckinleyvillecsd.com

At that time we requested interested citizens of McKinleyville submit suggestions of examples of IPM Plans from other agencies.

Staff reviewed many plans when considering a format for our IPM Policy and determined Attachment 1 the most useful to MCSD.

In December of 2014 the MCSD Board of Directors held a public workshop including public input, on the Draft #1 of the IPM. At the workshop members of the public were asked to provide comments in writing via the IPM email or on the 3x5 cards provided at the meeting included as Attachment 2.

Staff recommends continuing to work on the IPM Policy section by section to facilitate a more deliberate process. We feel by focusing on individual sections, it will create a much smoother progression moving forward.

Staff edited in track changes and incorporated many of the comments received for Sections 1, 2 & 3 noted in Attachment 1.

The Comment Matrix (Attachment 3) contains all the email correspondences collated by line number to track comments and staff's actions. During the workshop at this meeting, we will review and discuss comments about Sections 1, 2 & 3 and the process for accepting or rejecting the comments. Any recommendations proposing changes during the workshop will be handled using a straw poll.

The next step in the process will involve asking members of the public who have not submitted comments previously to only comment on Sections 4 and 5 for the Draft #3 IPM. Comments previously received on Sections 4 and 5 will also be reviewed at that time.

Alternatives:

Staff analysis consists of the following potential alternative

- Take Action

Fiscal Analysis:

Not determined at this time. Fiscal impact will be a component of the process as it has the potential to be significant, mainly due to the increase in staffing requirement to supplement non- pesticide techniques.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Draft #2 Integrated Pest Management Policy
- Attachment 2 - Comments received
- Attachment 3 - Comment Matrix



Integrated Pest Management ~~Plan~~Policy

Effective Date: **Date here**

1. SCOPE AND APPLICATION

This Integrated Pest Management (IPM) policy shall apply to all pest control activities and pesticide use in buildings and related facilities; grounds and open space; and other property owned or managed by the McKinleyville Community Services District (MCSD). ~~and conducted by MCSD staff or contractors.~~ MCSD Board Members, employees, lessees and

24 ~~and contractors are required to follow will receive a copy of and are required to follow this~~
25 ~~policy. Departments that have employees monitoring or treating pest problems or~~
26 ~~managing any contractors who monitor and/or treat pest problems will receive a copy of the~~
27 ~~Integrated Pest Management policy. All pest control contractors will receive a copy of this~~
28 ~~policy. This policy supersedes all previous policies covering the same or similar topics.~~

30 2. PURPOSE

31
32 This policy is intended to provide a basis for pest and vegetation management that will
33 protect public health, the environment and the aesthetic value of MCSD's facilities
34 ~~health, as well as water quality, federal endangered and threatened species, and state,~~
35 ~~county and local species of concern.~~ The goal of MCSD's IPM policy is to utilize the most
36 environmentally sound approaches to pest management, and to reduce and eliminate,
37 where possible, the volume and toxicity of chemical pest control treatments.

Formatted: Highlight

38 The objectives of this policy are to require planning and development of an IPM program
40 for ~~all departments~~ MCSD as well as to provide procedural guidelines for implementation.

42 3. DEFINITIONS

43
44 **A. Integrated Pest Management:** A decision making process which selects,
45 integrates, and implements pest control strategies to prevent or control pest
46 populations. Integrated Pest Management uses a "whole systems approach",
47 looking at the target species as it relates to the entire ecosystem. The following are
48 considered in choosing control strategies: minimal impacts to human health, the
49 environment, and non-target organisms ~~are considered.~~

50
51 **~~B. Pest:~~** Any form of plant or animal life which the Administrator of the United States
52 Environmental Protection Agency (US EPA) declares to be a pest pursuant to
53 Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act [7 USC §
54 136w(c)(1)]. Any insect, rodent, nematode, fungus, weed, or any other form of
55 terrestrial or aquatic plant or animal life or virus, bacteria, or other micro-organism
56 (except viruses, bacteria, or other micro-organisms on or in living man or other living
57 animals) which the Administrator of the EPA declares to be pest under section
58 25(e)(1) [7 USCA 136w(e)(1)].

59 ~~G.B.~~

60 **~~D.C.~~ Pesticide:** Any substance or mixture of substances intended for destroying or
61 repelling any pest. This includes without limitation fungicides, insecticides,
62 nematocides, herbicides, and rodenticides and any substance or mixture of
63 substances intended for use as a plant regulator, defoliant, or desiccant.

64
65 The following products are not pesticides:

- 66
- 67 1. Deodorizers, bleaching agents, disinfectants and substances for which no
- 68 pesticidal claim is made in the sale or distribution thereof, and
- 69 2. Fertilizers and plant nutrients.
- 70

D. Reasonable Alternative: a feasible option for pest control which takes into account the economic, social, and environmental costs and benefits of the proposed choices.

E. Emergency: A pest outbreak that poses an immediate threat to public health or will cause significant economic or environmental damage.

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Font: Not Bold, Highlight

Formatted: Highlight

4. MCSD IPM COORDINATOR

The General Manager shall designate an MCSD staff member as the IPM Coordinator, whose responsibilities shall include, but are not limited to, the following items:

- Coordination with MCSD departments, contractors and lessees on weed and pest control issues
- Publication of the annual IPM report
- Coordination of the Interdepartmental IPM Review Group
- ~~Development of an MCSD weed management plan, in accordance with state law~~
- Coordination of the development-implementation of the IPM in accordance with state law
- Recommendations on IPM strategies
- Assist MCSD departments with staff training needs
- Outreach to citizens regarding IPM

A. Annual IPM Report. The MCSD IPM Coordinator will compile data from all participating MCSD departments and submit an annual report to the MCSD General Manager and Board of Directors. The report will detail the previous year's IPM efforts and shall contain information listed in Section 5, Departmental Obligations. Each department using pest control methods shall submit their information to the MCSD IPM Coordinator. The report will include a review of new IPM strategies as well as trends in IPM techniques over time.

B. Interdepartmental IPM Review Group. This group will be coordinated by the MCSD IPM Coordinator and will include designated MCSD staff. The Group shall meet at least semi-~~annually~~ and meetings will include development of annual MCSD IPM goals, review and evaluation of the plan, as well as opportunities for information exchange, education and cooperation. The Interdepartmental IPM Review Group shall also review interdepartmental issues and make policy recommendations to the General Manager to present to the Board that advance the objectives of the IPM policy and reduce reliance on chemical pest control.

5. DEPARTMENTAL OBLIGATIONS

The following departments conduct pest control operations that use or potentially use pesticides:

- Parks & Recreation Department
- Operations Department

- Support Department

A. Integrated Pest Management Plan. Each of these departments and any others using pest control methods in the future, shall use the ~~procedures—guidance provided by~~outlined in this policy. This plan shall be submitted to the MCSD IPM Coordinator by November 1. ~~The plan will be reviewed and updated as necessary, to incorporate adaptive management changes consistent with the MCSD IMP Policy or at least every five years. Plans will be reviewed annually and updated at least every five years.~~ The General Manager may designate at least one staff member from each department as a representative to the Interdepartmental IPM Review Group.

B. Record-keeping and Evaluation. Each department shall keep accurate records of all Integrated Pest Management treatments used and the results. Information on all treatments (including non-chemical ones) shall include how, when, where and why the treatment was applied and the name of the applicator. This information will be submitted to the MCSD IPM Coordinator yearly, as the basis for the Annual IPM Report. It should also be available for review at the Interdepartmental IPM Review Group meetings. The MCSD IPM Coordinator will review pest management treatments with MCSD departments to evaluate the successes and failures of the IPM program, and to plan more efficient and effective pest management strategies.

The following information shall be maintained:

1. Target pest
2. Pest population levels or injury thresholds for treatment
3. Treatment selection criteria with final treatment decision (IPM hierarchy checklist)
4. Area treated (including type of location and size of area)
5. Pesticide (including product trade name, active ingredient and EPA toxicity category)
6. Quantity of product used
7. Treatment method used (i.e. bait, injection)
8. Location of application, time, date and type of noticing provided (physical sign, web posting, newspaper, etc).
9. Time and date of pesticide application
10. Name(s) and license number(s) of Pesticide Applicator(s)
11. Name of the department contact authorizing work
12. Safety Data Sheets (SDS) and labels for all pesticides used

Application records shall be made available to the public upon request in accordance with MCSD's Records Retention Policy and all applicable state laws governing public access to information.

C. Contractor Notification. Every department bidding out contractual work for pest management must inform all bidders that MCSD has an IPMt Policy and include its guidelines in bid specifics. Contractors are encouraged to submit bids that include nonchemical pest control methods.

D. MCSD will inform pest management contractors of MCSD's IPM Policy and provide a written copy of this policy and other documents as appropriate (i.e. departmental procedures or Best Management Practices). The General Manager shall approve all pest management treatments.

6. INTEGRATED PEST MANAGEMENT (IPM) PROCEDURE

MCSD assumes that all pesticides are *potentially* hazardous to human and environmental health. Therefore, reasonable non-pesticide alternatives shall be given preference over chemical controls by following the IPM procedure. MCSD staff will evaluate alternatives to chemical treatment including the cost-effectiveness of the treatments. When chemical application is being considered, the IPM procedure outlined below shall be followed.

A. Initial Data Collection, Mapping and Monitoring. Each department considering pest control measures shall collect baseline data on the pest ecosystem(s) to determine pest population(s) occurrence, size, density and presence of any natural enemy population(s); gather information on pest biology and different control techniques available; and document sensitive areas and conditions that may limit control options. Data shall be collected in a standardized manner that is repeatable. This information may be included in departmental IPM plans.

Ranking, inventory, mapping, monitoring and evaluation are methods used for determining pest management priorities. Maps and inventories depict infestations in terms of pest species, size, location and threats to resources. Departments shall monitor infestations or pest populations and evaluate treatments over time to assess the effectiveness of various treatment strategies and their effects on target and non-target organisms.

All monitoring methods and data shall be specified in the departmental IPM plan, systematically recorded, and available for review at the Interdepartmental IPM Review Group meetings. Departments shall coordinate and utilize standardized pest mapping protocols.

B. Establishing Threshold Levels. To determine if treatment is warranted, an acceptable threshold level of treatment for each target pest and site should be established. The IPM will contain the threshold levels for common pests, determined by individual work groups, in conjunction with the MCSD IPM Coordinator. In some instances, treatment may be required by federal or state laws or County . The assessment will be based on the following:

1. The tolerable level of environmental, aesthetic and economic damage as a result of the pest population(s) and the tolerable level of risk to human health as a result of the pest population(s);

OR

- 214 2. The size or density of the pest population that must be present to cause
215 unacceptable environmental, aesthetic and/or economic damage; and the size,
216 density and type of pest population that must be present to create a human
217 health risk.

218
219 **C. Treatment Selection Criteria.** Upon determining that treatment is necessary, the
220 following criteria in descending order should be used to help select the appropriate
221 IPM treatment strategy:

- 222
223 1. Least-disruptive of natural controls
224 2. Least-hazardous to human health
225 3. Least-toxic to non-target organisms
226 4. Least-damaging to the general environment
227 5. Most likely to produce a permanent reduction in the environment's ability to
228 support target pests
229 6. Cost-effectiveness in the short- and long-term

230
231 **D. Treatment Strategies.**

232 Each department in consultation with the MCSD IPM Coordinator, shall make its
233 own determination about appropriate and effective treatments, based on site-
234 specific requirements. Commitment to the most environmentally sound approach is
235 expected, with non-chemical methods considered first.

236
237 Prevention, cultural control, mechanical control, biological control and chemical
238 control are the techniques used in integrated pest management. In general, a
239 combination of treatments is more effective than a single approach. Departments
240 are encouraged to seek out and experiment with innovative IPM treatments (and
241 combinations of treatments) and share this information at the **Interdepartmental IPM**
242 **Review Group meetings**. The following treatments are listed in the order in which
243 they should be executed:

244
245 **D.1 Prevention.** This is the most effective pest management strategy. By reducing
246 the capacity of the ecosystem to support target pest populations through
247 design and appropriate management, the opportunities for pest establishment
248 can be reduced or eliminated.

- 249
250 a. Use strategies that reduce the preferred harborage, food, water or other
251 essential requirements of pests.
252 b. Use weed-free materials for trail construction and maintenance.
253 c. Use landscape and structural design that is appropriate to the specific
254 habitat, climate and maintenance the area will receive.
255 d. When designing projects, consider the potential impacts of pests and
256 mitigate through the use of appropriate landscape design (water
257 requirements, weed barriers, etc).

258
259 **D.2 Cultural.** Cultural control is the use of management activities that prevent
260 pests from developing due to enhancement of desired conditions. Specific
261 examples are the following:

- a. Selection and placement of materials that provide life-support mechanisms for pest enemies and competitors.
- b. Modification of pest habitat by reducing pest harborage, food supply and other life support requirements.
- c. Vegetation management including irrigation, mulching, fertilization, aeration, seeding, pruning and thinning.
- d. Waste management and proper food storage.
- e. Barriers and traps.
- f. Heat, cold, humidity, desiccation or light applied to affected regions.
- g. Prescribed grazing.

D.3 Mechanical. Mechanical control is accomplished by using physical methods or mechanical equipment to control pest infestations.

- a. Mowing or weed-whipping
- b. Burning
- c. Hand-pulling of weeds
- d. Hand-removal of insect egg masses

D.4 Biological. Biological controls include the introduction or enhancement of natural enemy populations to target pests. Introduction of non-indigenous organisms has an associated risk factor and should be thoroughly evaluated prior to implementation. Biological methods include:

- a. Conservation and augmentation of the pest's natural enemies
- b. Introduction of host-specific enemy organisms

D.5 Chemical. Chemical control of pests is accomplished by using chemical compounds registered as pesticides. All pesticides shall be assumed to be *potentially* hazardous to human and environmental health.

- a. The type, methods and timing of chemical treatment shall be determined **after** consideration has been given to protection of public health and the environment, ~~non-target organisms (including threatened or endangered species), protection of water quality, pest biology, soil types, anticipated adverse weather (winds, precipitation, etc) and temperature.~~
- b. Initial review of potential chemicals shall begin with the least toxic compounds, i.e. chemicals in EPA Toxicity Categories III and IV. The use of compounds in EPA Toxicity Categories I and II shall be avoided if possible or used in situations where exposure to the active ingredient is limited (i.e. baits or soil/trunk injections).
- c. If, after a thorough evaluation of alternatives, the only effective or practical chemical control is an EPA Toxicity Category I or II compound, the MCSD IPM Coordinator, and, if practical, the Interdepartmental IPM Review Group, will review the decision-making process and make a recommendation to the General Manager for approval. This may be done

on a yearly basis for specific pest treatments. The decision-making process and lack of alternatives shall be documented.

- d. Staff will review the information available on potential chemicals for persistence in the soil and the potential impacts from persistence. These factors will be considered along with the potential for more frequent application of chemicals that do not persist in the environment.
- e. If chemical treatment is warranted in a riparian area, applications will generally be plant specific and limited to wick applications. If broader applications are needed, the MCSD IPM coordinator shall confer with the Interdepartmental IPM Review Group, to review the decision-making process and make a recommendation to the General Manager for approval. This may be done on a yearly basis.
- f. Potential chemical approaches
 - 1. pheromones and other attractants to confuse pests and/or act as bait
 - 2. insecticidal soaps
 - 3. juvenile hormones that arrest pest development
 - 4. repellants
 - 5. allelopathins
 - 6. sterilants or contraceptives to reduce breeding
 - 7. contact, stomach or other poisons
 - 8. fumigants
 - 9. combinations of above (baits with poisons)
 - 10. herbicides, insecticides
- g. All pesticides shall be applied in conformance with label specifications and all applicable federal, state and municipal laws, regulations and ordinances.
- h. All pesticide applications shall comply with the appropriate pre and post notification requirements, according to MCSD's IPM. For all MCSD pesticide applications, notification will be posted at least 24 hours in advance, unless there is an extreme public safety concern.. This includes soil and trunk injections, spot spraying, hand-wicking and broadcast spraying on all MCSD lands or property open to the public

E. Education. Education is a critical component of an IPM program. The MCSD IPM Coordinator will include IPM information on the MCSD website. Information will include the Annual IPM Report and other pertinent material. Individual departments and work groups may conduct additional specific educational activities.

7. CONTRACTOR-/LESSEE RESPONSIBILITIES & REQUIREMENTS

All contractors working for MCSD are required to abide by MCSD's IPM Policy. The contractor will return a signed statement to the appropriate Department Head certifying they have read and understand the policy prior to any work being done for MCSD. The contractor shall maintain records as listed in **Section V, B.**

MCSD may periodically enter into contracts that authorize pest management, such as for building maintenance, project construction and maintenance, and weed and insect control.

When MCSD signs a new contract or extends the term of an existing contract with a contractor or lessee that may include or authorize the application of pesticides, the department shall review its IPM plan with the MCSD IPM Coordinator and update the plan to include the pesticide usage by the contractor or lessee.

Contractors/lessees who apply pesticides on MCSD owned or managed property shall submit a procedure to the appropriate MCSD department and the MCSD IPM Coordinator if the department has not provided a procedure. Their procedure ~~shall~~ include the following:

- Information addressing all the elements listed in **Section VI** of the IPM
- Types and estimated rates, to the extent possible, of the pesticides that the contractor may need to apply to MCSD property during its contract
- An outline of the actions the contractor will take to meet the MCSD IPM policy
- The primary IPM contact for the contractor

Contractors/lessees will provide background information on the decision-making process for treatment methods to MCSD upon request. The department and MCSD IPM Coordinator shall approve the plan before any chemical applications are made. Contractors/lessees shall notify their departmental contact when any biological or chemical treatments are conducted. The contractors/lessees shall comply with appropriate pre and post notification requirements, according to MCSD IPM and relevant internal MCSD protocols.

8. INTERPRETATION

Employees or contractors who have questions concerning possible conflict between their interests and those of MCSD, or the interpretation and application of any of these rules, should direct their inquiries to their Department Director. The Department Director shall refer the matter to the General Manager for final resolution.

9. ~~EXCEPTIONS~~MODIFICATIONS/CHANGES

~~This policy supersedes all previous policies covering the same or similar topics. Any exception modification~~ to this policy may be granted only by the Board of Directors with the recommendation of the General Manager. This policy may be reviewed and changed at any time.

Notes:

- Add a section that discusses MCSD staff certifications.

From: [Colin Fiske](#)
To: [ipm](#)
Subject: Additional Comments on Draft 1
Date: Monday, January 12, 2015 7:34:50 PM

Greg et al,

I've been thinking more about the draft IPM plan, and particularly about the proposal - which I believe I first heard at the December Board meeting - to require a public hearing before the use of toxic pesticides (except in emergency situations). The more I think about it, the more I think this is a good idea. I am writing to add to my previous Draft 1 comments by putting my support for this proposal on the record.

In brief, here is why I think it would be a good idea to require a public hearing before the use of a toxic pesticide:

- Although public hearings are not generally required for most other actions by District staff, pest management is different from other core District functions, and deserves its own approach.
- Pesticide use is inherently risky, so there should be a high bar for approval.
- Pesticide use by MCSD is already rare, so a high bar for approval would not be hard to implement.
- All else being equal, more public involvement in local government is a good thing!
- If the public hearing requirement turns out to be prohibitively difficult to implement, it can be changed. The IPM Plan will, by its nature and by its design, change over time. It's important to have a plan and to follow it, but we're not locked in forever to what we choose now.

I would also like to register my support for the idea that certain areas - particularly areas with high levels of use by children and other members of the public - should be off limits for chemical pesticide spraying altogether, except in an emergency.

Thank you for your continued hard work on developing this plan - everyone in McKinleyville will benefit from it in the long run!

Colin Fiske
1440 Anderson Ave.
McKinleyville, CA 95519
707-633-5603

Comments to MCSD Integrated Pest Management Plan

11/30/2014

Submitted by Jennifer Wheeler, 1807 Cliff Avenue, McKinleyville, CA. 95519
(707)498-4581

I very much appreciate the opportunity to comment. Thank you.

Line(s) 6 -7

Title suggests this document is a Plan, but it is not. In reading the document, there are many references to this document being a policy (lines 23, 34, 134, 179, 180, 415) and further this document directs development of departmental plans (line 42). The document reads more like a framework or a guiding policy. Perhaps change the title to Integrated Pest Management District Framework or Policy to resolve confusion.

Line 42

The objectives of this policy are to “* require planning and development of an IMP program for all departments”, thus, to reiterate, the TITLE of this document should be IMP Policy or Framework, since it seems to direct development of detailed plans using these policy guidelines. This document really not a plan - a plan would detail what pests are being managed for, and how they are being managed, using these policy guidelines.

Line 83

Suggest change to ...”with MCSD departments, contractors and lessees...”

Line(s) 86 and 87

Combine these two lines into one bullet, as they seem a bit redundant. Also, it again advises to develop and IPM plan, so, the title of this document can’t be that this is an IPM plan. It’s a policy/framework.

Lines 101-109

Complements on the Interdepartmental IPM review group. I like the semi-annual department review of goals, IPM plans, etc, and annual goal setting. I like the information exchange, and that the intent is to make any policy recommendations that advance the objectives of this IPM policy document to reduce reliance on chemical pest control. This is great language and positive intent. Do make sure that the policy recommendations are clarified to be made to the General Manager for forwarding to the Board of Directors for consideration.

Line 132

Title. Maybe include an (s) on the title, since there would be more than one Plan, as there are multiple departments.

Line 133-4

Suggest change to “...shall use the guidance provided by this policy” and KEEP to develop a department or divisional Integrated Pest Management Plan. (So that Line 135 makes sense).

Line 135-6

This plan shall be submitted...by NEED A DATE.

Line 136-7

As stated in the Interdepartmental IPM review group section (Lines 104-105), departmental plans will be reviewed semi-annually. Here, it says they will be reviewed annually. There should be consistency between the two sections.

Line 137

Suggest change to “reviewed and updated, as necessary, to incorporate adaptive management changes consistent with the MCSD IMP Policy/Framework, or at least every five years.”

Lines 141-150 Record Keeping Section

Include mention of how long MCSD will retain application records.

Line 168

Add item 13. Date of advance public notice posted and form of posting (physical sign, web posting, newspaper, etc.). (While this may or may not be legally required depending upon the chemical applied, it is out of courtesy, safety and respect to the public you serve that they should be made aware of any application in an area they may be visiting).

Line 243

Cost effectiveness as an equally-weighted criteria relative to the other 5 criteria is a serious concern as it can trump all the other five, well-intended criteria. As a policy, I think it is risky to declare cost effectiveness with equal decision making weight as cost effectiveness will almost always direct decisions toward the least expensive treatment(s), i.e., use of chemical control. Alternative treatments with often increased costs may indeed require more innovative funding or labor generation efforts, but would pay off with similar results, local economic stimulation often involving young adult jobs, greater community stewardship and awareness, and a biologically and ecologically healthier environment. Perhaps, weight the other five criteria over cost.

Lines 315-316

Include a table describing the EPA Toxicity Categories...otherwise the Board, or public reader, has no idea what sections b and c are really saying.

Lines 319-339

The sequence of procedures described through sections c through e are confusing. Need to better define.

Current sequence

Section C- Staff believes use of more toxic poison necessary... make recommendation to GM for approval to use

Section D - ...then staff again reviews the information available on impacts to soil and persistence... the overall analysis and authorization request?)

Section E – riparian area wick application versus broader application need/review/analysis.

SUGGESTION – Reorder sequence to:

Sections D and E should come BEFORE Section C. AND THEN, once a recommendation is made to the GM for approval to use an EPA Toxicity Category 1 or 2 poison, potential policy could be that the Final Authorization for this should come before the Board. If not, the criteria to permit the use of an EPA Toxicity Category 1 or 2 poison could be clearly defined in the guiding policy, to the satisfaction of the general public. MCSD has an opportunity to not only meet legal requirements, but also go one step further to demonstrate safety, courtesy and respect to the public it serves and the environment it works within.

Line 347

7. contact, stomach or other poisons Huh? What are these?

Lines 355-356

State that “all ...applications shall comply with ...notification requirements, according to MCSD’s IPM.” MCSD’s IPM what??? Plan or Policy? It does not say if the notification requirements are expected to be described within a departmental PLAN or in this POLICY document. I think it should be described within this POLICY document because this is the level of public involvement. The Board represents the public, who elected them. Board develops policy, thus it make sense that this document warrants good public involvement. As long as the IPM plans are consistent with approved Board IPM policy, the public ought not to be functionally more involved. I would suggest that MCSD public notice requirements go above and beyond label requirements out of courtesy, safety, and respect to the local public you serve.

Line 369.

Suggest modification to: Contractor/Lessee responsibilities and requirements

Line 371

Suggest change to ...All contractors and lessees in binding agreements with MCSD...

Line 413

Strike ‘Exceptions/Change’ and rename ‘Modifications’

Line 414. Move “This policy supersedes all previous policies covering the same or similar topics” to the Scope and Application section at the beginning of this document, Section 1.

Line 414-416

Change second sentence and strike third sentence. Suggest change to: “Any modification(s) to this policy may be granted only by the Board of Directors with recommendation by the General Manager.”

FYI

Gregory P. Orsini
General Manager
mcsdgm@mckinleyvillecsd.com
p 707.839.3251 c 707.616.3176

www.mckinleyvillecsd.com

-----Original Message-----

From: George Wheeler [<mailto:wheelerg@suddenlink.net>]
Sent: Sunday, December 21, 2014 10:32 PM
To: Greg Orsini
Subject: When you have the time

No hurries on this.

Some thoughts I'd like to share.

I am Ccing myself because I'm thinking with my fingers here and will probably want to revisit these thoughts, as our discussions continue.

I can imagine a matrix model that has two axis "Zone" and "Possible/Potential Pests" with Best Management Practices detailed in the boxes. Select the "Pierson Park" zone and "Gophers" and in that intersection, will be links/reference to information on all the possible responses of our District, to a gopher problem in Pierson Park:

Thresholds for action. Actions ranked in order of application. Down to and including poison and we could end that drill down with, "We don't use gopher poisons in Pierson Park".

There are two formats I can imagine our IPM might take:

1) Written, so a citizen or a contractor or lessee could come in off the street, sit down in the conference room and find exactly what they are looking for, in the binders in front of them. The good, the bad, and the ugly in those binders ... no need to corral our General Manger and say, "How do you handle" The information is in the binder, right in front of us. I am imagining the written binder would be, basically, screen captures of web pages, referenced by page number, instead of hypertext links.

2) The other format could be web based. Begin our research on a pest in a zone, for example, see a word that interests ... hover on it and a pop up box appears, with in depth detail, want action thresholds, hover on the words: We get a pop up box. Possible poisons, hover on the word, acute and chronic toxicity? Hover on the words and the latest thinking on toxicity pops up. How about order of action? Ditto.

We could have another matrix, using the same hierarchy, that captures historical information about Pierson Park and gophers.

This could be an important tool for our staff, a legacy of information that those who come after us; looking back at what worked and what didn't.

Director Wheeler

I. Matrices

As discussed briefly during Workshop I, matrices and appendices (tables, charts) are the best ways to depict the specific characteristics of usage & vegetation sites, pest & weeds, and chemicals, in association with BMPs and thresholds that are in the draft.

Since IPM policies are anticipatory, they rely on systematic classifications of management areas based on usage, vegetation, soils, proximity to water, and other factors. Incremental measures to contend appropriately with pests associated with all these variables can then be graphically represented for all to see and understand, and implemented applying a clearly stated hierarchy of BMPs.

These graphic checklists help staff and the public monitor results for adaptive management, and convey to the public and contractors a lot of information in an accessible way.

Thresholds for pesticide use can then be clearly represented, anticipated, and avoided.

II. Board Approval of Pesticide Use

I suggest changing the wording of MCSD IPM to express the following POLICY:

•305-338: *Since IPM is an anticipatory document, and since it is the intention of the MCSD Board to develop a policy that uses IPM as a tool to avoid pesticides, that prior to the use of any pesticide it (or they) be approved by the MCSD Board in a noticed Public Hearing at a regularly scheduled Board meeting.*

Since pesticides are used so rarely, this policy would impose no significant hardship on staff or Board.

Although current staff avoids pesticide use, this POLICY will guide future administrations too, and because we have such a sterling staff, now is a good time to perfect this approach.

Avoiding pesticide use has been a national priority (in theory) since at least 1992*, so it seems worth creating as much incentive as possible to do so.

*In 1992, IPM was adopted as a policy by USDA and the EPA. The explicit goal was the reduction of pesticides nationally, with recognition of the *"increased risks for cancer, neurological disorders, endocrine and immune system dysfunction, pollution of our water supplies, and harm to fish and wildlife."* <http://www.gao.gov/products/GAO-01-815>

Board approval creates a compelling incentive to make IPM work without pesticides, and affords the public, and Board, the opportunity to learn from staff, and contribute relevant information and potential alternatives not considered by staff. A hearing involves the community in helping develop this IPM plan, and communicates a commitment to avoid toxins, which sets a beneficial example for all of us. And a hearing respects the public's rightfully growing concerns over

pesticide use in general, especially where kids and pets play and within such proximity to precious habitat.

Advance notice of such a hearing may result in a member of the public offering a non-toxic option, thereby obviating the need for the pesticide and the hearing.

Dealing with the rare emergency, and more routine urgencies, such as a wasp nest, is already included in the IPM management process (see **182**).

2. Purpose

34-35: protect public health...AIR & water quality, PETS, ...

40-43: Objectives: Add something like:

“The IPM policy will simplify public participation and education by virtue of timely disclosures, understandable planning, adaptive management, and outreach to community. Sharing the positive benefits of MCSD’s IPM plan with the community can reduce the potential for chemical contamination in our local environment.” (see Education)

3. Definitions:

52: Change “considered” to critical

D. Alternatives (cost-benefit)

71-73: Please see **189-91** below

4A. Annual Report. Is there a deadline for this, eg “by 2nd MCSD Board Meeting of the Year?”

132-139: It is not clear whether each department will create its own IPM plan based on a unified format, or if there will be one main Plan. I can imagine benefits to both, but a single Plan that is sufficiently agile to allow each department appropriate flexibility seems preferable. Zones and Appendices aid such flexibility.

5B. Record-keeping

145-6 & 169-171: It might be more useful to have this information accessible more frequently than yearly or semi-annually, or on request. Could it be posted to the web under IPM?

5C. Contractor

176-7: Please re-instate preference for non-chemical approaches in any bid, ***and add the intent to consult first with a Contractor who can avoid toxic pesticides.*** This can result in contractors developing more non-toxic tools in order to remain competitive. Cultivating specific go-to consultants for input before using pesticides, and making consultations with respective experts part of the BMP hierarchy, would be worth considering as additions to this Plan.

182-83: In accordance with this IPM policy, any intent to use pesticides shall be brought to the MCSD Board for approval. If, after consulting appropriate expert(s), the GM determines that a

situation requires urgent intervention that requires the use of a pesticide, and there is no time to wait for a Board meeting, an exception to Board approval is appropriate.

6. IPM procedure

189-91 (and 243): Please elaborate a bit on cost-effectiveness/benefit to conform with Director Wheeler's hierarchy, in which monetary costs are not predominant:

“Conducting a cost-benefit analysis of proposed IPM strategies is not based solely, (or even primarily, KM), on the monetary costs. It is based on four main parameters: monetary, environmental/ecological health and function, aesthetic benefits, and human health protection.”
(From national IPM model) IPM should save money over time with fewer contractors and expensive chemicals, as well as potential health effects on workers.
(see **D 71-73** above).

191: Why change from “For all pest control activities” to “When chemical application...?” Isn't the IPM applicable to pest management in general? I prefer the phrase that has been deleted.

194 A. Data: Graphing Zones

215-31: Hierarchy of actions, including thresholds

Graphics can organize and represent data, BMPs and thresholds in ways that are readily tailored to the MCSD IPM Plan, and make the IPM transparent and adaptable. For example, from Davis:

“It could be said that if risk reduction is the destination, then IPM would be a vehicle used to move towards it. The Pesticide Hazard and Reduction Zones [PHAER] Zone System would be the map providing guidance and gauging progress towards the goal.”

<http://ipm.cityofdavis.org/phaer-zone-maps>

The following comments pertain to creating matrices that graphically document with specificity the information contained in this section. The liberal use of Appendices, the contents of which can be updated easily and regularly without changing the Plan, also seems like a good idea. The Cities of Davis and Eugene IPM, and many others, use this format because it is so user friendly.

Parks & Recreation, Operations, and Support Departments would develop and map **Zones** of their assets to be managed, based on selected factors, such as vegetation type, use, proximity to water, pets, neighbors or activities, etc.

Three types of matrices that would include information currently in **DRAFT 215-361** include:

I. Zones or sites:

- Zones representing uses (Playground, sports field, walking, facility, etc), or with similar features, ie vegetation, topography, proximity to water, traffic, etc

II. Vegetation

- For each zone, specify the characteristics of the vegetation

III. Pests and Weeds

- Associated with the other matrices, for each potential pest or weed, a brief description of characteristics, location(s), including life cycle and management strategies based on BMPs

245: Treatment Strategies: *Add “No Pesticide Zones”*

305-338: This entire section would be changed to reflect Board approval, and generally moved to Pesticide Appendices and graphed

314-6: Aside from EPA categories of acute toxicity and MSDS, please include information from other sources to capture chronic toxicity and susceptibility of vulnerable populations.

CHEMICAL INVENTORY

This would be a regularly updated list of all pesticides and other IPM agents that are in the MCSD inventory, their characteristics graphed in matrix formats. In this way, the generalities in the DRAFT are replaced with specific data and proposed hierarchies of action matched to zones of activities, vegetation and pests.

For each chemical, all the characteristics listed in the DRAFT IPM, would be included: **309-331**, incorporating breakdown products and their toxicity, half-lives and environmental fate. *(Please see attached Excel spreadsheets for examples of graphing characteristics of some common pesticides in a readily understood format.)*

Based on the above matrices, chemical use could be categorized into four broad categories, Appendices A, B, C, D., for example:

A: Least toxic, persistent, mobile, drift:

- Agents included in **341-346**, includes mechanical or biological tools
- The McKinleyville School District IPM relies on Products consisting solely of active and inert ("other") ingredients on the FIFRA's 25(b) list (40 CFR part 152.24(g)(1) as listed on the Federal Registration (PR) Notice 2000-6;

B: Limited Use Chemicals: Use Requires MCSD Board Approval

- See McK School District IPM for pesticide use (These require approval by Governing Board)

C. Banned Use Products

Pesticides with the following health risks will not be used:

Those linked to **cancer**, (US EPA Class A, B and C carcinogens and Proposition 65); **birth defects, reproductive or developmental harm** (US EPA or Proposition 65 as reproductive or developmental toxins); interfere with human hormones; **Neurotoxic pesticides; Foggers, bombs, fumigants or sprays** that contain pesticides identified by the state of California as potentially hazardous to human health (CFR 6198.5); ingredients with moderate or high probability of **leaching, drift or volatilization**, or with a **prolonged soil half-life**; Wildlife warnings: Any chemical with specific labeled precautionary statements including **'toxic' to bees, birds, fish, aquatic invertebrates, wildlife or other non-target organisms**;

Groundwater contaminants (Section 6800(a) and (b) of CCR; Any chemical with contaminants and metabolites that are toxic and/or persistent.

- Combinations such as **Weed n Feed (Weed-B-Gon, Kilprop)** which combines nitrogen with three poisons, **2,4 D, Dicamba, Mecoprop**, so dangerous it has been banned in Canada. Aside from its poisonous effects, it results in nitrogen induced algae blooms when it leaches into water, birds eat the grit, and it tracks indoors exposing pets, kids, pregnant women.

363: EDUCATION

367: Over time, MCSD could publicize methods developed in this IPM plan that might help McKinleyville residents reduce our own pesticide use, thereby decreasing the total pesticide burden in our surface, ground and treated waters.

The City of Davis has successfully implemented “Our Water Our World (OWOW) Program”

“This program provides “Less Toxic” fact sheets and shelf tags set adjacent to pesticides. In addition to the written materials, store employees are given training regarding what products are environmentally conscience alternatives for pest control.”

“All the stores cooperate in this enthusiastically. Trainings have been conducted for the staff at Ace, which is done after hours and employees are trained on an annual basis. The redwood barn and CVS pharmacy employees get updates on current pests and pesticides of concern and the least toxic way to manage them when the OWOW coordinator comes to town.”

- Our MCSD IPM could qualify for **Bee/Insect Friendly** status, similar to Bee friendly farming (“**Partners for Sustainable Pollination (PFSP) in Santa Rosa**).

<http://pfspbees.org/sites/pfspbees.org/files/news-pdfs/bee-friendly-article-acres-u.s.a.pdf>

7. Contractor Responsibilities

400-403, 182-3, 319-27: If our IPM policy requires a Board Hearing prior to pesticide use by MCSD, that requirement should apply to Contractors as well.

176-7 see **5C. Contractor above:** Please re-instate preference for non-chemical approaches in any bid. Add the intent to consult first with a Contractor who can avoid registered pesticides. This can result in contractors developing more non-toxic tools in order to remain competitive.

Cultivating specific go-to consultants for input before using pesticides would be a good addition to this Plan.”

Respectfully submitted 12/22/2014,

Ken Miller 1658 Ocean Drive, McKinleyville, C 95519

References for cited information available

Hi George, thanks for keeping me in the loop on the MCSD IPM development. If I had more hours in the day it would be great to have participated in drafting this policy.

You, the other board members and staff are to be commended for an excellent IPM policy. It's clear and logical, the step-wise actions are well considered and it appears would be easy to follow.

However, it falls short of what I would term a "model IPM strategy" mainly because the decision to use a toxic pesticide could be made away from direct public involvement.

Here's what CATs worked out with Arcata in its IPM policy. First, the City basically named the pesticides that could be used as determined by staff. These are exempted from California's registration requirements. For more information see www.cdpr.ca.gov click on "A-Z Index," then, "Section 25b - Exempted pesticide products." Any pesticide of higher toxicity staff believes should be used must be voted on by the city council at a noticed council meeting. The thought is that the public would then have advance notice and opportunity for consideration of objections or support rather than learning after the fact that a decision to use pesticides was made by staff. As far as I know, the Arcata City Council has never had to vote for pesticide use. If I missed this in your policy, please let me know.

Another objection is to the definition of a pesticide. Clorox, a common bleaching agent, and others with the same active ingredient, don't advertise nor are sold as a pesticide but are registered pesticides. You can see the registration information on the bleach label. So the language stating that if a bleaching agent is not sold as a pesticide it isn't consistent with the state of California's definition. Dept of Pesticide Regulation has a helpful fact sheet at <http://www.cdpr.ca.gov/docs/dept/factshts/what2.pdf>

Regarding use of toxicity category i and ii pesticides, inserting the phrase "shall be avoided If POSSIBLE" (my emphasis) is weak. It should be that these chemicals cannot be used by the district. Further, it should be understood that EPA toxicity categories are limited in scope regarding toxic impacts. The categories refer to ACUTE--i.e. immediate or short term--toxicity and do not take into account sub-clinical or chronic exposures which may be equally devastating. Roundup, for example, has a toxicity iii classification. Garlon is classified as toxicity category iii or iv. Our observations of the activity of these pesticide formulations in the environment do not indicate that they are almost non-toxic, as this classification would indicate. Again, if all non-exempt pesticides are banned for use by MCSD and the use of any others to be voted on by the board at a regular meeting, the possibility is that future staff--unknown at this time and not part of the current process--may mistakenly use a chemical many would consider too toxic for McKinleyville neighborhoods and parks.

Thanks for the opportunity to respond. If you'd like, I can send these comments directly to the District board and staff. If there is a meeting where it would make sense for me to deliver my critique and be available for questions (or attack! for weighing in so late in the process) please let me know when. At this point it seems fair to send to you first.

Patty Clary

From: [Ken Miller](#)
To: [ipm](#)
Subject: IPM comments 2
Date: Wednesday, December 03, 2014 9:32:37 PM

Dear IPM Staff

1. Lines 357-8:

I revise my request for a public notice to include a public MCSD Board hearing if any Class 1&2 pesticide use is contemplated.

2. Our MCSD IPM could endeavor to qualify for Bee Friendly status, similar to Bee friendly farming

"Partners for Sustainable Pollination (PFSP). Since 2007 this volunteer- run nonprofit based in Santa Rosa, California, has worked with farmers across the nation on how they and consumers can become part of the solution in promoting healthy honeybee and native pollinator populations."

<http://pfspbees.org/sites/pfspbees.org/files/news-pdfs/bee-friendly-article-acres-u.s.a.pdf>

3. Any signage should include:

the trade and chemical names of the pesticide product to be applied, the date of pesticide application, the specific area(s) in which the pesticide will be/has been applied (e.g., along fence lines or around tree wells), and the contact number for the supervisor of the responsible POS crew.

4. Will there be pesticide free zones, except for emergencies?

Thank you

Thank you for the IPM, which could be a model.

<http://mckinleyvillecsd.com/integrated-pest-management-plan>

1. Lines 357-8 call for public notice 24 hrs in advance of any chemical applications. Since it is rare for any emergent applications, and since there are accommodations for emergencies, I request that there be a 10-day window for public notice to afford opportunities for the public to recommend non-toxic or other options in time for staff to consider. The 10-day window also allows for timing publication in the MRU, for effective public notice. This is less onerous, and less public, than Arcata, which requires a public hearing. Perhaps the 10-day window could apply only to Classes B&C (see below).

2. Lines 314-327 describes chemical use. I request that appendices be added to the IPM which name all potential pesticides that MCSD might use. For example, Appendix A would be the most benign, like soaps and hormones, with the subsequent 2 appendices listing Class 3&4 in Appendix B, Classes 1&2 in Appendix C. For each compound that could be used by MCSD, please include mechanism of action, environmental fate, acute and chronic toxicities, relying not just on EPA but other credible sources as well. The public benefits from this knowledge, and may have serious concerns regarding some, and useful information regarding others. This specificity is important, instead of the universe of possible poisons referred to in this draft.

3. Lines 415-16 provides no public process for changing the IPM once adopted. Seems there should be.

Thank you,

Ken

Chemical	Family	MoA	Use	Toxicity		T.5	Leach	Soil	Air/drift	Breakdown Products: Fate, toxicity	Inerts	EPA Class	Names
2,4D	Phenoxy	Auxin	Broadleaf, Post-emergent	Eye, K, L, GI, B, N, Endo, Repro, Ca, adrenal, breast milk	Insects, spiders, shellfish, earthworms, amphibians, salmonids, birds	anaerobic 231d, aerobic 6d, anaerobic soil 6d, anaerobic water 45d, 80-1900 d in groundwater	Mobile	Mobile	volatilizes	Breakdown= 2,4-dichlorophenol=15x > 2,4D toxic	Morpholine, 8-OHquinoline SO ₄ , methyl carbitol, hexylene glycol, quartz silica		
MCP	Phenoxy	Auxin	Broadleaf, Post-emergent	Skin, Eye, GI, N, Resp, L, K, R, C, I	Diatoms, Insects, Mycorrhizae	aerobic 31d, anaerobic XX, soil	High	High mobility					
Dicamba	Phenoxy	Auxin	Broadleaf, systemic, anticholinesterase, inhibits liver enzymes	Skin, L, K, Resp, N, Repro, M, C	Various fish, coho, crustaceans	1->6 weeks-13 mon., longer in cold & dry	High	High	High				Banvel, Trimec and Weed n Feed with 2,4D & MCP
Dithiopyr			Pre-emergent, Suppresses all seeds		Fish, aquatics, bees (sl)	aerobic soil 871d, >2 years, anaerobic soil 21,700d (>50 years)	High						Dimension

Chemical	Family	MoA	Use	Toxicity		T.5	Leach	Soil	Air/drift	Breakdown Products: Fate, toxicity	Inerts	EPA Class	Names
Fenoxyp p ethyl	Phenoxy- propionate	Inhibits fatty acids	Post- emergent, Sel ective, crabgr ass	Skin, eye, Resp, L, N, Dev	Daphnia, fish , oysters, shri mp		Slight	Adsorbs, low mobility	Toxic vapors				Acclaim, Whi p, Fusion
Siduron	Urea				Fish, Aquatics	aerobic 895d , anaerobic 3 770 (10 years)							Tupersan
Pyrethrin	Permethrins		Insects	Anemia, eye s, Thyroid, C, EnEndo, R, N euro	Bees, fish, Aq uatics, Birds, Insects	Hours-3mo.							Home Defense MAX
Ortho Tree & Shrub Control	Imidacloprid: Neonicotinoid, neurotoxin	Sticks to leaves	Insects	R, M	Insects, Bees, Birds	>1 year	High						

Chemical	Family	MoA	Use	Toxicity		T.5	Leach	Soil	Air/drift	Breakdown Products: Fate, toxicity	Inerts	EPA Class	Names
Glyphosate	Blocks amino acids, chelates minerals		Nonselective Systemic Chelates minerals(1st patent as chelator) shikimate pathway, blocks aromatic amino acids	Eye,skin,GI, resp.,liver,p ancreas,thyroid, mutagen,rep roductive,cancer, endocrine	Soil microbes, Frogs, Birds, Fish, Spiders, amphibianse arthworms mycorhizzal fungi, insects	2 to215 days in soil; 2-91 days in water; AMPA 60-240d. Formaldehy de	High	High, adsorbs	High	AMPA to Formaldehy de, PO4,NH4	Surfactant POEA, and many other toxins		Round-up, Rodeo

Chemical	Family	MoA	Use	Toxicity		T.5	Leach	Soil	Air/drift	Breakdown Products: Fate, toxicity	Inerts	EPA Class	Names
Bt	Caterpillars, mosquito, flies, beetles, nematodes, mites, flatworms, and protozoa.	Spore crystal, delta endotoxin, infection	Selective, many strains vs insects	Delta endotoxin, alpha & beta exotoxins, No testing of B.t. for carcinogenicity, mutagenicity, or chronic toxicity.	Non-selectively kills beneficial insects and their predators (birds, etc)	Aerobic, sun=1-2d; shade=7-10d; soil=9d-8mo. Persists after spray on nasal mucosa		Strong adsorption, immobile	Drifts > 3000 m,				Dipel, Foray, Thuricide Vectobac, Mosquito Attack), and M-Trak, Foil

All references obtained from the following sources for peer reviewed published information:

- DPR and Extension Toxicology Network
- Pesticide Research Institute Pesticide Product Evaluator https://www.pesticideresearch.com/site/?page_id=467
- CATS: http://www.alternatives2toxics.org/tox_profiles.htm
- NACP: info@pesticide.org
- PANNA: <http://www.pesticideinfo.org> & <http://www.pesticideinfo.org/Alternatives.html> which has a database for pest-specific non-toxic options
- Beyond Pesticides: <http://www.beyondpesticides.org/alternatives/factsheets/>
- USGS, especially for water contamination & drift information
- EPA

Sources	Comments
2,4-D Human Health Risk Assessment DP No. D389455 EPA	Persistence in wastewater treatment plants is a concern because the effluent from these plants is typically discharged into rivers or oceans. A Canadian study found that 2,4-D is “refractory” to treatment in wastewater plants, meaning that most 2,4-D is not biodegraded but is released in the effluent. ⁴⁹ Additionally, 2,4-D is toxic to many of the bacteria that purify water in a wastewater plant. ⁵⁰
	Weed n Feed, etc. are banned in Canada. Grit eaten by birds, Nitrogen leaches

Sources	Comments
	(http://www.epa.gov/pesticides/chem_search/cleared_reviews/csr_PC-128701_11-Jul-88_067.pdf)

Sources	Comments
13 "superweeds" and counting	<p>•Pest Manag Sci. 2012 Jan;68(1):16-30. doi: 10.1002/ps.2212. Epub 2011 Jun 16. "Fate and transport of glyphosate and aminomethylphosphonic acid in surface waters of agricultural basins."</p> <p>Coupe RH1, Kalkhoff SJ, Capel PD, Gregoire C.</p> <p>•Environ Toxicol Chem. 2011 Mar;30(3):548-55. doi: 10.1002/etc.431. Epub 2011 Jan 19.</p> <p>"Occurrence and fate of the herbicide glyphosate and its degradate aminomethylphosphonic acid in the atmosphere."</p> <p>Chang FC1, Simcik MF, Capel PD.</p> <p>•"Glyphosate Formulations Induce Apoptosis and Necrosis in Human Umbilical, Embryonic, and Placental Cells</p> <p>Nora Benachour, and Gilles-Eric Se#ralini</p> <p>Chem. Res. Toxicol., 2009, 22 (1), 97-105 • DOI: 10.1021/tx800218n • Publication Date (Web): 23 December 2008 http://pubs.acs.org on February 2, 2009</p> <p>•"Glyphosate and Its Degradation Product AMPA Occur Frequently and Widely in U.S. Soils, Surface Water, Groundwater, and Precipitation"</p> <p>© 2014 American Water Resources Association. This article is a U.S. Government work and is in the public domain in the USA</p> <p>JAWRA Journal of the American Water Resources Association Vol 50, 2, pp 275–290, April 2014</p> <p>"Urban glyphosate use can result in contamination of areas downstream from wastewater treatment plants (WWTPs) or storm sewers (Kolpin et al., 2006; Botta et al., 2009; Hanke et al., 2010). Although pesticide application amounts in urban areas are generally less than in agricultural regions, those applications are frequently on or near impervious surfaces and can result in substantial pesticide inputs to urban drainage systems (Blanchoud et al., 2007; Wittmer et al., 2011)."</p>

Sources	Comments
Resistance a big problem	<ul style="list-style-type: none">•Standard water treatment processes are not adequate to destroy B.t.k. spores.Menon, A.S. and J. De Mestral. 1985. "Survival of Bacillus thuringiensis var. kurstaki. Water, Air Soil Pollut." 25:265-274.•Closely related to anthrax and B. cereus, Drobniewski, F.A. 1994. "A Review: The safety of Bacillus species as insect vector control agents." J. Appl. Bacteriol. 76:101-109.•Bennett, R.W. and S.M. Harmon. 1990. "Bacillus cereus Food Poisoning." Chapter 8. In Balows, A. et al. (eds.). Laboratory diagnosis of infectious diseases: Principles and practice. Volume 1: Bacterial, mycotic, and parasitic diseases. New York: Springer-Verlag.

From: [Ken Miller](#)
To: [ipm](#)
Subject: IPM comments
Date: Monday, December 01, 2014 8:34:35 AM

I sent this initially to Greg O

Greg, et al

Thank you for the IPM, which could be a model.

<http://mckinleyvillecsd.com/integrated-pest-management-plan>

1. Lines 357-8 call for public notice 24 hrs in advance of any chemical applications. Since it is rare for any emergent applications, and since there are accommodations for emergencies, I request that there be a 10-day window for public notice to afford opportunities for the public to recommend non-toxic or other options in time for staff to consider. The 10-day window also allows for timing publication in the MRU, for effective public notice. This is less onerous, and less public, than Arcata, which requires a public hearing. Perhaps the 10-day window could apply only to Classes B&C (see below).
2. Lines 314-327 describes chemical use. I request that appendices be added to the IPM which name all potential pesticides that MCSD might use. For example, Appendix A would be the most benign, like soaps and hormones, with the subsequent 2 appendices listing Class 3&4 in Appendix B, Classes 1&2 in Appendix C. For each compound that could be used by MCSD, please include mechanism of action, environmental fate, acute and chronic toxicities, relying not just on EPA but other credible sources as well. The public benefits from this knowledge, and may have serious concerns regarding some, and useful information regarding others. This specificity is important, instead of the universe of possible poisons referred to in this draft.
3. Lines 415-16 provides no public process for changing the IPM once adopted. Seems there should be.

Thank you,

Ken

From: [Jennifer Kalt](#)
To: [ipm](#)
Subject: MCSD Draft Integrated Pest Management Plan
Date: Thursday, December 18, 2014 10:34:17 AM

To the MCSD Board and Staff:

I appreciate MCSD's work to develop an Integrated Pest Management Plan, and would like to see a formal requirement for a public hearing before the use of any pesticides. McKinleyville residents encompass a wide range of knowledge that can be drawn upon in the case of any pest problem, so long as the public has a chance to comment. In addition, pesticides should never be used in areas that are publicly-accessible such as Hiller Park and the ball fields without public notice for those of us to wish to avoid exposure for ourselves, our children, and our dogs. Pesticides should also not be used in or near water - I mention this because a prior MCSD General Manager said once in a meeting about the wastewater ponds that he sprayed Roundup to kill an aquatic plant that he regarded as a pest. This practice is not only unacceptable due to the impacts to aquatic species, but it is illegal since Roundup is not approved for use in or near water. He put the district at risk having such a cavalier attitude about dangerous chemicals.

I am thankful that this is all in the past and I thank you for taking this important step to protect the District and residents from the misuse of poisons.

Respectfully,
Jennifer Kalt
McKinleyville

1 December 2014

McKinleyville Community Services District
1656 Sutter Rd.
McKinleyville, CA 95519

Comments on MCSD Integrated Pest Management Plan, Draft 1

Dear Board Members and Staff,

As a resident of McKinleyville, I'd like to thank you for initiating the process of adopting a plan to consider the human and environmental impacts of pest management activities and to reduce the use of chemical pesticides. The draft Integrated Pest Management Plan you have proposed demonstrates a real commitment to improving our community through the use of appropriate, well-considered decision making when it comes to the use of toxic substances and otherwise potentially hazardous or damaging pest control activities. I applaud you for your initiative in this regard.

I have read the draft Plan, and I am happy and impressed with the direction it is taking. However, I do feel that there is some room for improvement. Therefore, I appreciate the opportunity to provide detailed feedback. My comments and suggestions are grouped below by general subject matter, and I have provided line number references to the draft Plan as requested.

Broadening the Consideration of Impacts

(35-6): I suggest including "air quality" in the list of targets for protection, as well as including all non-target species rather than just those considered legally at risk. Alternatively, the language could be broadened to simply state the goal of protecting "public health and the environment," or it could be clarified that the list is non-exclusive. Similar comments apply to lines 311-13.

(60-1, 67-8 & 306): A substance should be considered a pesticide if it is used for destroying or repelling a pest, not just if it is "intended" for that purpose. Similarly, at lines 67-8, these substances should be exempt only if they are used for the advertised purpose; they should not be exempt if they are used as a pesticide, regardless of the "claim made in the sale or distribution thereof." Alternately, it should be explicitly stated that MCSD personnel or contractors will never use for pesticidal purposes a chemical or mixture of chemicals which is not labeled and registered for that use. This could be added in an explicit manner at line 354, for example.

(167): An item should be added to the record-keeping checklist requiring detailed descriptions of non-chemical treatments, in addition to the records kept for chemical treatments.

(187-8 & 307): It would be appropriate to expand these precautionary statements to state that in addition to being *potentially* dangerous to human health, pesticides should be assumed to be *definitely* dangerous to the ecosystem in which they are applied. No matter the class of pesticide, it can always kill not only the target organism(s), but also non-pest native species or otherwise desirable organisms.

(298-300): The warning regarding introduction of non-native biological controls is important. It may even be appropriate to strengthen the warning to emphasize the importance of extreme caution, as a

new species, once introduced, is very often impossible to completely remove from an ecosystem at a later date. Also, similar warnings should be provided for prevention, cultural and mechanical controls. It is quite possible to decimate an ecosystem using non-chemical methods to destroy pests or make the environment less hospitable for them!

(315-6): The EPA Toxicity Categories are based on tests of acute toxicity. This is important. However, it is also very important to consider chronic toxicity, carcinogenicity, endocrine disruption potential, and other long-term effects of substances in determining their priority of use. Similarly, it is important to consider factors in addition to human health, most notably the potential for environmental disruption.

(329): The language should be broadened to allow for consideration of persistence of chemicals not just in the soil, but also in other parts of the environment, such as air, water, or other physical or (living) biological media.

(382, 386 & 402-3): Requirements should apply to contractors who conduct any pest control activities, not just those applying chemical pesticides and/or biological controls.

Implementation & Practical Issues

(71-3): It may be wise to reserve the right not just to consider reasonable alternatives, but in extreme cases to ban the use of certain pesticides or pest control strategies entirely.

(77-90): Will the IPM Coordinator be a new full-time hire? An existing employee with other responsibilities as well? How will this be determined?

(92-9): It might be wise to set a deadline for when the report must be filed each year.

(145-6): It should be clarified that departments must provide relevant records to the IPM Coordinator at any time upon reasonable request, not just once a year. Such records will doubtless be important in allowing the Coordinator to do his/her job effectively throughout the year.

(176-7): Why is the bid preference language deleted? This is a potentially important tool in allowing the MCSD discretion to select contractors who will willingly comply with the letter and spirit of the IPM Plan.

(215-31): Threshold levels make sense for some pests but perhaps not for all. The idea of a threshold level assumes relatively stable or slowly changing population sizes. However, many pests exhibit large, rapid fluctuations in population size, or may exhibit extremely fast population growth or decline. It would be a good idea to develop a standard protocol for dealing with these types of situations as well.

(252-3): It is hard to support this general directive stating that a combination of approaches is always most effective. It should be modified to simply advise that a combination of approaches “may be” most effective.

(357-9): 24 hours’ notice is not sufficient to allow for public users of MCSD land or neighboring or nearby residents or property owners to modify their plans if required, or to object or provide additional input if appropriate. At least a week’s notice should be provided, except in cases of emergency. Furthermore, the exception provided for “extreme public safety concern” is unclear. How will notification procedures

change under these circumstances? Does the “concern” cited pertain to the pests or the pesticides? There is also a reference to these unspecified notification requirements at lines 403-5.

(414-6): Sufficient flexibility is built into the IPM approach generally, and this IPM Plan specifically, to allow for almost any eventuality. The Plan requires a procedure but does not absolutely restrict or proscribe specific actions or outcomes. Exceptions to the Plan would thus be exemptions from the IPM decision making process, and the possibility of granting such exceptions undermines the purpose of implementing this process in the first place. Therefore, the General Manager should not be empowered to grant exceptions to the policy, nor should the policy be subject to change at any time except following review and approval by the Board.

Clarifying the Draft Plan’s Language

(51-2): The phrase “minimal impacts...are considered” is not a clear or strong statement of the goal of IPM. In particular, the word “considered” should be changed. The goal of the Plan is not to simply consider these impacts, but to minimize them.

(54-8): The citation to federal law is incomplete. It should say “Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act.” The citation to US Code also contains a typo: it reads “7 USCA 136w(c)(1)” and should read “7 USC 136w(c)(1)” or “7 USC § 136w(c)(1).” Finally, it is enough to adopt this definition by reference, rather than paraphrasing it as well. The paraphrasing simply creates confusion. So, for example, the definition could simply read: “Any form of plant or animal life which the Administrator of the United States Environmental Protection Agency (US EPA) declares to be a pest pursuant to Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act [7 USC § 136w(c)(1)].”

(71-3): The definition of “Reasonable Alternative” should be clarified. “Takes into account” is not clear – the apparent intent is that the alternative “strives to minimize” these impacts, and this should be explicitly stated.

(95 & 142): At several places in the draft Plan, including the line numbers listed, the wording conveys that only “IPM efforts” or “IPM treatments” are covered by the rules. However, since this is the IPM plan, intended to regulate pest control activities, this wording is somewhat circular. It should be clarified that the annual report will contain not just information on “IPM efforts,” but information on all pest control activities. Similarly, “Integrated Pest Management treatments” at line 142 should be, more generally, “pest management activities.” Any action on its own doesn’t constitute IPM; IPM is the policy and procedure for decision making, not the actual activity.

(134-5): It appears to be the intent to require each department to develop a plan, but the phrase “to develop a...Plan” at lines 134-5 has been deleted, leaving it unclear what plan is referred to later in the paragraph. Other apparent references to departmental plans still exist in the document, e.g., lines 42 & 200-1.

(217): The statement that “the IPM [Plan] will contain the threshold levels” is confusing, as this document is the IPM Plan, and it does not contain threshold levels.

(203): It would be helpful to provide specific definitions of these terms as they apply to this IPM Plan.

(237-43): It should be clarified whether the treatment selection criteria are listed in ranked order of importance, or if they should all be given equal weight, or if the relative importance of each criterion should be determined on a case-by-case basis. (There are strengths and weaknesses to each of these possible approaches.)

(320, 325, 334 & 338): The language should be modified slightly to allow the IPM Coordinator & Review Group to make a recommendation against approval, or to recommend instead another alternative, based on the results of their review. As it is currently worded, the Plan appears to require a recommendation of approval. This defeats the purpose of the review.

(357): The draft language states that notice will be in accordance with MCSD's "IPM [Plan]." Yet the document itself is the IPM Plan, and nowhere else in the document is specific guidance provided for notice procedures and requirements. For example, when is signage sufficient, and when should active outreach to public land users and neighboring properties be required? What type of signage shall be deemed sufficient?

Thank you for the opportunity to comment on the draft IPM Plan. Please don't hesitate to contact me if you have questions or concerns about any of my comments or suggestions above, or if you would like to discuss them further.

Sincerely,

Colin Fiske
1440 Anderson Ave.
McKinleyville, CA 95519
707-633-5603
colin.fiske@gmail.com

Comments re IPM

12/3/14

① 3. Definitions B. Pest (Lines 54-58)
a list of common local pests
would be helpful, both plant and
animal. Language needs to be more
specific.

② Humboldt Beekeepers will be
happy to help with swarms so
that bees do not get destroyed.
Emelia Berol

Meighan O'Brien

Please add an annual review
of the IPM.

Thanks!

363

E. Education

consider being very
specific about educating the
public. We will learn from
the district how to manage our
own properties - to not use poisons
plant helpful vegetation etc

Name	Received	Line # (s)	Comments	Incorporated?/notes
Emelia Berol	12/03/14	54-58	3. Definitions B. Pest: A list of common local pests would be helpful, both plant and animal. Language needs to be more specific.	For inclusion in matrix.
Emelia Berol	12/03/14	363	Consider being very specific about educating the public. We will learn from the district how to manage our own properties - to not use poisons plant helpful vegetation, etc.	This not an educational document. This is a policy document for staff to execute Board policy.
Jennifer Wheeler	11/30/14	6-7	Title suggests this document is a Plan, but it is not. In reading the document, there are many references to this document being a policy (lines 23, 34, 134, 179, 180, 415) and further this document directs development of departmental plans (line 42). The document reads more like a framework or a guiding policy. Perhaps change the title to Integrated Pest Management District Framework or Policy to resolve confusion.	Changed title to Integrated Pest Management Policy.
Jennifer Wheeler	11/30/14	42	The objectives of this policy are to “* require planning and development of an IMP program for all departments”, thus, to reiterate, the TITLE of this document should be IMP Policy or Framework, since it seems to direct development of detailed plans using these policy guidelines. This document really not a plan - a plan would detail what pests are being managed for, and how they are being managed, using these policy guidelines.	See comment above.
Jennifer Wheeler	11/30/14	83	Suggest change to ...”with MCSD departments, contractors and lessees...”	Comment accepted.
Jennifer Wheeler	11/30/14	86-87	Combine these two lines into one bullet, as they seem a bit redundant. Also, it again advises to develop and IPM plan, so, the title of this document can’t be that this is an IPM plan. It’s a policy/framework.	Partially accepted
Jennifer Wheeler	11/30/14	101-109	Complements on the Interdepartmental IPM review group. I like the semi-annual department review of goals, IPM plans, etc, and annual goal setting. I like the information exchange, and that the intent is to make any policy recommendations that advance the objectives of this IPM policy document to reduce reliance on chemical pest control. This is great language and positive intent. Do make sure that the policy recommendations are clarified to be made to the General Manager for forwarding to the Board of Directors for consideration.	Accepted, we added" to the General Manager to present to the Board ."
Jennifer Wheeler	11/30/14	132	Title. Maybe include an (s) on the title, since there would be more than one Plan, as there are multiple departments.	Not accepted, (1) policy will cover all departments.
Jennifer Wheeler	11/30/14	133-134	Suggest change to “...shall use the guidance provided by this policy” and KEEP to develop a department or divisional Integrated Pest Management Plan. (So that Line 135 makes sense).	Partially accepted.
Jennifer Wheeler	11/30/14	135-136	This plan shall be submitted...by NEED A DATE.	Already exists (November 1).

Jennifer Wheeler	11/30/14	136-137	As stated in the Interdepartmental IPM review group section (Lines 104-105), departmental plans will be reviewed semi-annually. Here, it says they will be reviewed annually. There should be consistency between the two sections.	Interdepartmental IPM Review Group meets semi-annually. Review of IPM Policy will be annually.
Jennifer Wheeler	11/30/14	137	Suggest change to “reviewed and updated, as necessary, to incorporate adaptive management changes consistent with the MCSD IMP Policy/Framework, or at least every five years.”	Accepted.
Jennifer Wheeler	11/30/14	141-150	Include mention of how long MCSD will retain application records.	Application records will be retained consistent with MCSD's Record Retention Policy.
Jennifer Wheeler	11/30/14	168	Add item 13. Date of advance public notice posted and form of posting (physical sign, web posting, newspaper, etc.). (While this may or may not be legally required depending upon the chemical applied, it is out of courtesy, safety and respect to the public you serve that they should be made aware of any application in an area they may be visiting).	Accepted & modified in # 8.
Jennifer Wheeler	11/30/14	243	Cost effectiveness as an equally-weighted criteria relative to the other 5 criteria is a serious concern as it can trump all the other five, well-intended criteria. As a policy, I think it is risky to declare cost effectiveness with equal decision making weight as cost effectiveness will almost always direct decisions toward the least expensive treatment(s), i.e., use of chemical control. Alternative treatments with often increased costs may indeed require more innovative funding or labor generation efforts, but would pay off with similar results, local economic stimulation often involving young adult jobs, greater community stewardship and awareness, and a biologically and ecologically healthier environment. Perhaps, weight the other five criteria over cost.	This is a decision that the Board will have to make.
Jennifer Wheeler	11/30/14	315-316	Include a table describing the EPA Toxicity Categories...otherwise the Board, or public reader, has no idea what sections b and c are really saying.	This will be a table that will be added as an appendix.

Jennifer Wheeler	11/30/14	319-339	<p>The sequence of procedures described through sections c through e are confusing. Need to better define.</p> <p>Current sequence</p> <p>Section C- Staff believes use of more toxic poison necessary... make recommendation to GM for approval to use</p> <p>Section D - ...then staff again reviews the information available on impacts to soil and persistence... the overall analysis and authorization request?)</p> <p>Section E – riparian area wick application versus broader application need/review/analysis.</p> <p>SUGGESTION – Reorder sequence to:</p> <p>Sections D and E should come BEFORE Section C. AND THEN, once a recommendation is made to the GM for approval to use an EPA Toxicity Category 1 or 2 poison, potential policy could be that the Final Authorization for this should come before the Board. If not, the criteria to permit the use of an EPA Toxicity Category 1 or 2 poison could be clearly defined in the guiding policy, to the satisfaction of the general public. MCSD has an opportunity to not only meet legal requirements, but also go one step further to demonstrate safety, courtesy and respect to the public it serves and the environment it works within.</p>	This will be a policy consideration that the Board will have to make after the toxicity categories and acceptable chemicals are determined.
Jennifer Wheeler	11/30/14	347	7. contact, stomach or other poisons Huh? What are these?	It's a type of poison.
Jennifer Wheeler	11/30/14	355-356	State that “all ...applications shall comply with ...notification requirements, according to MCSD’s IPM.” MCSD’s IPM what??? Plan or Policy? It does not say if the notification requirements are expected to be described within a departmental PLAN or in this POLICY document. I think it should be described within this POLICY document because this is the level of public involvement. The Board represents the public, who elected them. Board develops policy, thus it make sense that this document warrants good public involvement. As long as the IPM plans are consistent with approved Board IPM policy, the public ought not to be functionally more involved. I would suggest that MCSD public notice requirements go above and beyond label requirements out of courtesy, safety, and respect to the local public you serve.	Procedures for notification will be identified during the classification and acceptable chemical list.
Jennifer Wheeler	11/30/14	369	Suggest modification to: Contractor/Lessee responsibilities and requirements	Accepted.
Jennifer Wheeler	11/30/14	371	Suggest change to ...All contractors and lessees in binding agreements with MCSD...	Accepted.
Jennifer Wheeler	11/30/14	413	Strike ‘Exceptions/Change’ and rename ‘Modifications’	Accepted.
Jennifer Wheeler	11/30/14	414	Move “This policy supersedes all previous policies covering the same or similar topics” to the Scope and Application section at the beginning of this document, Section 1.	Accepted.

Jennifer Wheeler	11/30/14	414-416	Change second sentence and strike third sentence. Suggest change to: “Any modification(s) to this policy may be granted only by the Board of Directors with recommendation by the General Manager.”	Accepted.
Colin Fiske	12/01/14	35-36	I suggest including “air quality” in the list of targets for protection, as well as including all non-target species rather than just those considered legally at risk. Alternatively, the language could be broadened to simply state the goal of protecting “public health and the environment,” or it could be clarified that the list is non-exclusive. Similar comments apply to lines 311-13.	Accepted.
Colin Fiske	12/01/14	51-52	The phrase “minimal impacts...are considered” is not a clear or strong statement of the goal of IPM. In particular, the word “considered” should be changed. The goal of the Plan is not to simply consider these impacts, but to minimize them.	Revised section for better understanding
Colin Fiske	12/01/14	54-58	The citation to federal law is incomplete. It should say “Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act.” The citation to US Code also contains a typo: it reads “7 USCA 136w(c)(1)” and should read “7 USC 136w(c)(1)” or “7 USC § 136w(c)(1).” Finally, it is enough to adopt this definition by reference, rather than paraphrasing it as well. The paraphrasing simply creates confusion. So, for example, the definition could simply read: “Any form of plant or animal life which the Administrator of the United States Environmental Protection Agency (US EPA) declares to be a pest pursuant to Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act [7 USC § 136w(c)(1)].”	Accepted.
Colin Fiske	12/01/14	60-61, 67-68 & 306	A substance should be considered a pesticide if it is used for destroying or repelling a pest, not just if it is “intended” for that purpose. Similarly, at lines 67-8, these substances should be exempt only if they are used for the advertised purpose; they should not be exempt if they are used as a pesticide, regardless of the “claim made in the sale or distribution thereof.” Alternately, it should be explicitly stated that MCSD personnel or contractors will never use for pesticidal purposes a chemical or mixture of chemicals which is not labeled and registered for that use. This could be added in an explicit manner at line 354, for example.	Group doesn't recommend any of this because it would limit our ability to use alternative approaches to pest management. This policy would prohibit, for example, the use of rabbit urine to control gophers or the egg & water formula we use to repel deer.
Colin Fiske	12/01/14	71-73	The definition of “Reasonable Alternative” should be clarified. “Takes into account” is not clear – the apparent intent is that the alternative “strives to minimize” these impacts, and this should be explicitly stated.	Group prefers "Takes into account."
Colin Fiske	12/01/14	71-73	It may be wise to reserve the right not just to consider reasonable alternatives, but in extreme cases to ban the use of certain pesticides or pest control strategies entirely.	Group doesn't recommend this as it may limit options.

Colin Fiske	12/01/14	77-90	Will the IPM Coordinator be a new full-time hire? An existing employee with other responsibilities as well? How will this be determined?	Determined by the General Manager
Colin Fiske	12/01/14	92-99	It might be wise to set a deadline for when the report must be filed each year.	
Colin Fiske	12/01/14	95 & 142	At several places in the draft Plan, including the line numbers listed, the wording conveys that only “IPM efforts” or “IPM treatments” are covered by the rules. However, since this is the IPM plan, intended to regulate pest control activities, this wording is somewhat circular. It should be clarified that the annual report will contain not just information on “IPM efforts,” but information on all pest control activities. Similarly, “Integrated Pest Management treatments” at line 142 should be, more generally, “pest management activities.” Any action on its own doesn’t constitute IPM; IPM is the policy and procedure for decision making, not the actual activity.	
Colin Fiske	12/01/14	134-135	At several places in the draft Plan, including the line numbers listed, the wording conveys that only “IPM efforts” or “IPM treatments” are covered by the rules. However, since this is the IPM plan, intended to regulate pest control activities, this wording is somewhat circular. It should be clarified that the annual report will contain not just information on “IPM efforts,” but information on all pest control activities. Similarly, “Integrated Pest Management treatments” at line 142 should be, more generally, “pest management activities.” Any action on its own doesn’t constitute IPM; IPM is the policy and procedure for decision making, not the actual activity.	
Colin Fiske	12/01/14	134-135	It appears to be the intent to require each department to develop a plan, but the phrase “to develop a...Plan” at lines 134-5 has been deleted, leaving it unclear what plan is referred to later in the paragraph. Other apparent references to departmental plans still exist in the document, e.g., lines 42 & 200-1.	
Colin Fiske	12/01/14	145-146	It should be clarified that departments must provide relevant records to the IPM Coordinator at any time upon reasonable request, not just once a year. Such records will doubtless be important in allowing the Coordinator to do his/her job effectively throughout the year.	
Colin Fiske	12/01/14	167	An item should be added to the record-keeping checklist requiring detailed descriptions of non-chemical treatments, in addition to the records kept for chemical treatments.	
Colin Fiske	12/01/14	176-177	Why is the bid preference language deleted? This is a potentially important tool in allowing the MCSD discretion to select contractors who will willingly comply with the letter and spirit of the IPM Plan.	

Colin Fiske	12/01/14	187-188 & 307	It would be appropriate to expand these precautionary statements to state that in addition to being potentially dangerous to human health, pesticides should be assumed to be definitely dangerous to the ecosystem in which they are applied. No matter the class of pesticide, it can always kill not only the target organism(s), but also non-pest native species or otherwise desirable organisms.	
Colin Fiske	12/01/14	203	It would be helpful to provide specific definitions of these terms as they apply to this IPM Plan.	
Colin Fiske	12/01/14	215-231	Threshold levels make sense for some pests but perhaps not for all. The idea of a threshold level assumes relatively stable or slowly changing population sizes. However, many pests exhibit large, rapid fluctuations in population size, or may exhibit extremely fast population growth or decline. It would be a good idea to develop a standard protocol for dealing with these types of situations as well.	
Colin Fiske	12/01/14	217	The statement that “the IPM [Plan] will contain the threshold levels” is confusing, as this document is the IPM Plan, and it does not contain threshold levels.	
Colin Fiske	12/01/14	237-243	It should be clarified whether the treatment selection criteria are listed in ranked order of importance, or if they should all be given equal weight, or if the relative importance of each criterion should be determined on a case-by-case basis. (There are strengths and weaknesses to each of these possible approaches.)	
Colin Fiske	12/01/14	252-253	It is hard to support this general directive stating that a combination of approaches is always most effective. It should be modified to simply advise that a combination of approaches “may be” most effective.	
Colin Fiske	12/01/14	298-300	The warning regarding introduction of non-native biological controls is important. It may even be appropriate to strengthen the warning to emphasize the importance of extreme caution, as a new species, once introduced, is very often impossible to completely remove from an ecosystem at a later date. Also, similar warnings should be provided for prevention, cultural and mechanical controls. It is quite possible to decimate an ecosystem using non-chemical methods to destroy pests or make the environment less hospitable for them!	
Colin Fiske	12/01/14	315-316	The EPA Toxicity Categories are based on tests of acute toxicity. This is important. However, it is also very important to consider chronic toxicity, carcinogenicity, endocrine disruption potential, and other long-term effects of substances in determining their priority of use. Similarly, it is important to consider factors in addition to human health, most notably the potential for environmental disruption.	

Colin Fiske	12/01/14	320, 325, 334, & 338	The language should be modified slightly to allow the IPM Coordinator & Review Group to make a recommendation against approval, or to recommend instead another alternative, based on the results of their review. As it is currently worded, the Plan appears to require a recommendation of approval. This defeats the purpose of the review.	
Colin Fiske	12/01/14	329	The language should be broadened to allow for consideration of persistence of chemicals not just in the soil, but also in other parts of the environment, such as air, water, or other physical or (living) biological media.	
Colin Fiske	12/01/14	357	The draft language states that notice will be in accordance with MCSD's "IPM [Plan]." Yet the document itself is the IPM Plan, and nowhere else in the document is specific guidance provided for notice procedures and requirements. For example, when is signage sufficient, and when should active outreach to public land users and neighboring properties be required? What type of signage shall be deemed sufficient?	
Colin Fiske	12/01/14	382, 386, & 402-403	Requirements should apply to contractors who conduct any pest control activities, not just those applying chemical pesticides and/or biological controls.	
Colin Fiske	12/01/14	414-416	Sufficient flexibility is built into the IPM approach generally, and this IPM Plan specifically, to allow for almost any eventuality. The Plan requires a procedure but does not absolutely restrict or proscribe specific actions or outcomes. Exceptions to the Plan would thus be exemptions from the IPM decision making process, and the possibility of granting such exceptions undermines the purpose of implementing this process in the first place. Therefore, the General Manager should not be empowered to grant exceptions to the policy, nor should the policy be subject to change at any time except following review and approval by the Board.	
Ken Miller	12/12/14	34-35	protect public health...AIR & water quality, PETS, ...	Changed to Public Health and environment.
Ken Miller	12/12/14	40-43	Objectives: Add something like: "The IPM policy will simplify public participation and education by virtue of timely disclosures, understandable planning, adaptive management, and outreach to community. Sharing the positive benefits of MCSD's IPM plan with the community can reduce the potential for chemical contamination in our local environment." (see Education)	These comments are handled throughout the IPM and are not considered objectives.
Ken Miller	12/12/14	52	Change "considered" to critical	This section was revised and this comment is no longer pertinent.

Ken Miller	12/12/14	71-73: Please see 189-191	NOTE: Refer to Ken's email dated 12/12/14 for clarification.	These are definitions, staff's recommendation is to not mix procedures with definitions. We will consider these comments in Section 6.
Ken Miller	12/12/14	132-139	It is not clear whether each department will create its own IPM plan based on a unified format, or if there will be one main Plan. I can imagine benefits to both, but a single Plan that is sufficiently agile to allow each department appropriate flexibility seems preferable. Zones and Appendices aid such flexibility.	
Ken Miller	12/12/14	145-146 & 169-171	It might be more useful to have this information accessible more frequently than yearly or semi-annually, or on request. Could it be posted to the web under IPM?	
Ken Miller	12/12/14	176-177	see 5C. Contractor above: Please re-instate preference for non-chemical approaches in any bid. Add the intent to consult first with a Contractor who can avoid registered pesticides. This can result in contractors developing more non-toxic tools in order to remain competitive. Cultivating specific go-to consultants for input before using pesticides would be a good addition to this Plan."	
Ken Miller	12/12/14	176-177	Please re-instate preference for non-chemical approaches in any bid, and add the intent to consult first with a Contractor who can avoid toxic pesticides. This can result in contractors developing more non-toxic tools in order to remain competitive. Cultivating specific go-to consultants for input before using pesticides, and making consultations with respective experts part of the BMP hierarchy, would be worth considering as additions to this Plan.	
Ken Miller	12/12/14	182-183	In accordance with this IPM policy, any intent to use pesticides shall be brought to the MCSD Board for approval. If, after consulting appropriate expert(s), the GM determines that a situation requires urgent intervention that requires the use of a pesticide, and there is no time to wait for a Board meeting, an exception to Board approval is appropriate.	

Ken Miller	12/12/14	189-191 (And 243)	<p>Please elaborate a bit on cost-effectiveness/benefit to conform with Director Wheeler’s hierarchy, in which monetary costs are not predominant:</p> <p>“Conducting a cost-benefit analysis of proposed IPM strategies is not based solely, (or even primarily, KM), on the monetary costs. It is based on four main parameters: monetary, environmental/ecological health and function, aesthetic benefits, and human health protection.”</p> <p>(From national IPM model) IPM should save money over time with fewer contractors and expensive chemicals, as well as potential health effects on workers.</p> <p>(see D 71-73 above).</p>	
Ken Miller	12/12/14	191	<p>Why change from “For all pest control activities” to “When chemical application...?” Isn’t the IPM applicable to pest management in general? I prefer the phrase that has been deleted.</p>	
Ken Miller	12/12/14	194A	Data: Graphing Zones	
Ken Miller	12/12/14	215-231	<p><u>Heirarchy of actions, including thresholds</u> Graphics can organize and represent data, BMPs and thresholds in ways that are readily tailored to the MCSD IPM Plan, and make the IPM transparent and adaptable. For example, from Davis:</p> <p>“It could be said that if risk reduction is the destination, then IPM would be a vehicle used to move towards it. The Pesticide Hazard and Reduction Zones [PHAER] Zone System would be the map providing guidance and gauging progress towards the goal.” http://ipm.cityofdavis.org/phaer-zone-maps</p> <p>The following comments pertain to creating matrices that graphically document with specificity the information contained in this section. The liberal use of Appendices, the contents of which can be updated easily and regularly without changing the Plan, also seems like a good idea.</p> <p>The Cities of Davis and Eugene IPM, and many others, use this format because it is so user friendly.</p>	
Ken Miller	12/12/14	215-231	<p>Parks & Recreation, Operations, and Support Departments would develop and map Zones of their assets to be managed, based on selected factors, such as vegetation type, use, proximity to water, pets, neighbors or activities, etc.</p> <p>Three types of matrices that would include information currently in DRAFT 215-361 include:</p> <p>I. Zones or sites:</p> <ul style="list-style-type: none"> •Zones representing uses (Playground, sports field, walking, facility, etc), or with similar features, ie vegetation, topography, proximity to water, traffic, etc 	

Ken Miller	12/12/14	215-231	<p>II. Vegetation</p> <ul style="list-style-type: none"> •For each zone, specify the characteristics of the vegetation <p>III.Pests and Weeds</p> <ul style="list-style-type: none"> •Associated with the other matrices, for each potential pest or weed, a brief description of characteristics, location(s), including life cycle and management strategies based on BMPs 	
Ken Miller	12/12/14	245	Treatment Strategies: Add “No Pesticide Zones”	
Ken Miller	12/12/14	305-338	This entire section would be changed to reflect Board approval, and generally moved to Pesticide Appendices and graphed	
Ken Miller	12/12/14	305-338	<p>Since IPM is an anticipatory document, and since it is the intention of the MCSD Board to develop a policy that uses IPM as a tool to avoid pesticides, that prior to the use of any pesticide it (or they) be approved by the MCSD Board in a noticed Public Hearing at a regularly scheduled Board meeting. Since pesticides are used so rarely, this policy would impose no significant hardship on staff or Board. Although current staff avoids pesticide use, this POLICY will guide future administrations too, and because we have such a sterling staff, now is a good time to perfect this approach. Avoiding pesticide use has been a national priority (in theory) since at least 1992*, so it seems worth creating as much incentive as possible to do so.</p>	
Ken Miller	12/12/14	305-338	<p>*In 1992, IPM was adopted as a policy by USDA and the EPA. The explicit goal was the reduction of pesticides nationally, with recognition of the "increased risks for cancer, neurological disorders, endocrine and immune system dysfunction, pollution of our water supplies, and harm to fish and wildlife." http://www.gao.gov/products/GAO-01-815</p> <p>Board approval creates a compelling incentive to make IPM work without pesticides, and affords the public, and Board, the opportunity to learn from staff, and contribute relevant information and potential alternatives not considered by staff. A hearing involves the community in helping develop this IPM plan, and communicates a commitment to avoid toxins, which sets a beneficial example for all of us. And a hearing respects the public’s rightfully growing concerns over pesticide use in general, especially where kids and pets play and within such proximity to precious habitat.</p>	

Ken Miller	12/12/14	305-338	Advance notice of such a hearing may result in a member of the public offering a non-toxic option, thereby obviating the need for the pesticide and the hearing. Dealing with the rare emergency, and more routine u	
Ken Miller	12/22/14	309-331	This would be a regularly updated list of all pesticides and other IPM agents that are in the MCSD inventory, their characteristics graphed in matrix formats. In this way, the generalities in the DRAFT are replaced with specific data and proposed hierarchies of action matched to zones of activities, vegetation and pests. CHEMICAL INVENTORY For each chemical, all the characteristics listed in the DRAFT IPM, would be included: 309-331, incorporating breakdown products and their toxicity, half-lives and environmental fate. (Please see attached Excel spreadsheets for examples of graphing characteristics of some common pesticides in a readily understood format. Based on the above matrices, chemical use could be categorized into four broad categories, Appendices A, B, C, D., for example:)	
Ken Miller	12/12/14	314-316	Aside from EPA categories of acute toxicity and MSDS, please include information from other sources to capture chronic toxicity and susceptibility of vulnerable populations.	
Ken Miller	12/03/14	314-327	2. Lines 314-327 describes chemical use. I request that appendices be added to the IPM which name all potential pesticides that MCSD might use. For example, Appendix A would be the most benign, like soaps and hormones, with the subsequent 2 appendices listing Class 3&4 in Appendix B, Classes 1&2 in Appendix C. For each compound that could be used by MCSD, please include mechanism of action, environmental fate, acute and chronic toxicities, relying not just on EPA but other credible sources as well. The public benefits from this knowledge, and may have serious concerns regarding some, and useful information regarding others. This specificity is important, instead of the universe of possible poisons referred to in this draft.	
Ken Miller	12/03/14	357-358	1. Lines 357-8 call for public notice 24 hrs in advance of any chemical applications. Since it is rare for any emergent applications, and since there are accommodations for emergencies, I request that there be a 10-day window for public notice to afford opportunities for the public to recommend non-toxic or other options in time for staff to consider. The 10-day window also allows for timing publication in the MRU, for effective public notice. This is less onerous, and less public, than Arcata, which requires a public hearing. Perhaps the 10-day window could apply only to Classes B&C (see below).	

Ken Miller	12/22/14	341-346	<p>Based on the above matrices, chemical use could be categorized into four broad categories, Appendices A, B, C, D., for example:)</p> <p>A: Least toxic, persistent, mobile, drift:</p> <ul style="list-style-type: none"> •Agents included in 341-346, includes mechanical or biological tools •The McKinleyville School District IPM relies on Products consisting solely of active and inert ("other") ingredients on the FIFRA's 25(b) list (40 CFR part 152.24(g)(1) as listed on the Federal Registration (PR) Notice 2000-6; <p>B: Limited Use Chemicals: Use Requires MCSD Board Approval</p> <ul style="list-style-type: none"> • See Mck School District IPM for pesticide use (These require approval by Governing Board) 	
Ken Miller	12/03/14	357-358	<p>1. Lines 357-8: I revise my request for a public notice to include a public MCSD Board hearing if any Class 1&2 pesticide use is contemplated.</p> <p>2. Our MCSD IPM could endeavor to qualify for Bee Friendly status, similar to Bee friendly farming "Partners for Sustainable Pollination (PFSP). Since 2007 this volunteer- run nonprofit based in Santa Rosa, California, has worked with farmers across the nation on how they and consumers can become part of the solution in promoting healthy hon- eybee and native pollinator populations." http://pfspbees.org/sites/pfspbees.org/files/news-pdfs/bee-friendly-articleacres-u.s.a.pdf</p>	
Ken Miller	12/03/14	357-358	<p>3. Any signage should include: the trade and chemical names of the pesticide product to be applied, the date of pesticide application, the specific area(s) in which the pesticide will be/has been applied (e.g., along fence lines or around tree wells), and the contact number for the supervisor of the responsible POS crew.</p> <p>4. Will there be pesticide free zones, except for emergencies?</p>	

Ken Miller	12/12/14	367	Over time, MCSD could publicize methods developed in this IPM plan that might help McKinleyville residents reduce our own pesticide use, thereby decreasing the total pesticide burden in our surface, ground and treated waters. The City of Davis has successfully implemented “Our Water Our World (OWOW) Program” “This program provides “Less Toxic” fact sheets and shelf tags set adjacent to pesticides. In addition to the written materials, store employees are given training regarding what products are environmentally conscience alternatives for pest control.” “All the stores cooperate in this enthusiastically. Trainings have been conducted for the staff at Ace, which is done after hours and employees are trained on an annual basis. The redwood barn and CVS pharmacy employees get updates on current pests and pesticides of concern and the least toxic way to manage them when the OWOW coordinator comes to town.”	
Ken Miller	12/12/14	367	•Our MCSD IPM could qualify for Bee/Insect Friendly status, similar to Bee friendly farming ("Partners for Sustainable Pollination (PFSP) in Santa Rosa). http://pfspsbees.org/sites/pfspsbees.org/files/news-pdfs/bee-friendly-article-acres-u.s.a.pdf	
Ken Miller	12/12/14	400-403, 182-183, 319-327	If our IPM policy requires a Board Hearing prior to pesticide use by MCSD, that requirement should apply to Contractors as well.	
Ken Miller	12/03/14	415-416	3. Lines 415-16 provides no public process for changing the IPM once adopted. Seems there should be.	
Additional Comments (with no line #'s) or where there's confusion:				
Amelia Berol	12/03/14		Humboldt Beekeepers will be happy to help with swarms so that bees do not get destroyed.	
Megan O'Brien	12/03/14		Please add an annual review of the IPM.	

Patty Clary	12/05/14		<p>However, it falls short of what I would term a "model IPM strategy" mainly because the decision to use a toxic pesticide could be made away from direct public involvement.</p> <p>Here's what CATs worked out with Arcata in its IPM policy. First, the City basically named the pesticides that could be used as determined by staff. These are exempted from California's registration requirements. For more information see www.cdpr.ca.gov click on "A-Z Index," then, "Section 25b - Exempted pesticide products." Any pesticide of higher toxicity staff believes should be used must be voted on by the city council at a noticed council meeting. The thought is that the public would then have advance notice and opportunity for consideration of objections or support rather than learning after the fact that a decision to use pesticides was made by staff. As far as I know, the Arcata City Council has never had to vote for pesticide use. If I missed this in your policy, please let me know.</p>	
-------------	----------	--	---	--

Patty Clary	12/05/14		<p>Another objection is to the definition of a pesticide. Clorox, a common bleaching agent, and others with the same active ingredient, don't advertise nor are sold as a pesticide but are registered pesticides. You can see the registration information on the bleach label. So the language stating that if a bleaching agent is not sold as a pesticide it isn't consistent with the state of California's definition. Dept of Pesticide Regulation has a helpful fact sheet at http://www.cdpr.ca.gov/docs/dept/factshts/what2.pdf</p> <p>Regarding use of toxicity category i and ii pesticides, inserting the phrase "shall be avoided If POSSIBLE" (my emphasis) is weak. It should be that these chemicals cannot be used by the district. Further, it should be understood that EPA toxicity categories are limited in scope regarding toxic impacts. The categories refer to ACUTE--i.e. immediate or short term--toxicity and do not take into account sub-clinical or chronic exposures which may be equally devastating. Roundup, for example, has a toxicity iii classification. Garlon is classified as toxicity category iii or iv. Our observations of the activity of these pesticide formulations in the environment do not indicate that they are almost non-toxic, as this classification would indicate. Again, if all non-exempt pesticides are banned for use by MCSD and the use of any others to be voted on by the board at a regular meeting, the possibility is that future staff--unknown at this time and not part of the current process--may mistakenly use a chemical many would consider too toxic for McKinleyville neighborhoods and parks.</p>	
Patty Clary	12/05/14		<p>Thanks for the opportunity to respond. If you'd like, I can send these comments directly to the District board and staff. If there is a meeting where it would make sense for me to deliver my critique and be available for questions (or attack! for weighing in so late in the process) please let me know when. At this point it seems fair to send to you first.</p>	

George Wheeler	12/22/14		<p>I can imagine a matrix model that has two axis "Zone" and "Possible/Potential Pests" with Best Management Practices detailed in the boxes. Select the "Pierson Park" zone and "Gophers" and in that intersection, will be links/reference to information on all the possible responses of our District, to a gopher problem in Pierson Park:</p> <p>Thresholds for action. Actions ranked in order of application. Down to and including poison and we could end that drill down with, "We don't use gopher poisons in Pierson Park".</p> <p>There are two formats I can imagine our IPM might take:</p> <p>1) Written, so a citizen or a contractor or lessee could come in off the street, sit down in the conference room and find exactly what they are looking for, in the binders in front of them. The good, the bad, and the ugly in those binders ... no need to corral our General Manger and say, "How do you handle" The information is in the binder, right in front of us. I am imagining the written binder would be, basically, screen captures of web pages, referenced by page number, instead of hypertext links.</p> <p>2) The other format could be web based. Begin our research on a pest in a zone, for example, see a word that interests ... hover on it and a pop up box appears, with in depth detail, want action thresholds, hover on the words: We get a pop up box. Possible poisons, hover on the word, acute and chronic toxicity? Hover on the words and the latest thinking on toxicity pops up. How about order of action? Ditto.</p>	
George Wheeler	12/22/14		<p>We could have another matrix, using the same hierarchy, that captures historical information about Pierson Park and gophers.</p> <p>This could be an important tool for our staff, a legacy of information that those who come after us; looking back at what worked and what didn't.</p> <p>Director Wheeler</p>	
Ken Miller	12/22/14	4A. Annual Report	Is there a deadline for this, eg “by 2nd MCSD Board Meeting of the Year?”	

Ken Miller	12/22/14		<p>C. Banned Use Products</p> <p>Pesticides with the following health risks will not be used:</p> <p>Those linked to cancer, (US EPA Class A, B and C carcinogens and Proposition 65); birth defects, reproductive or developmental harm (US EPA or Proposition 65 as reproductive or developmental toxins); interfere with human hormones; Neurotoxic pesticides; Foggers, bombs, fumigants or sprays that contain pesticides identified by the state of California as potentially hazardous to human health (CFR 6198.5); ingredients with moderate or high probability of leaching, drift or volatilization, or with a prolonged soil half-life; Wildlife warnings: Any chemical with specific labeled precautionary statements including 'toxic' to bees, birds, fish, aquatic invertebrates, wildlife or other non-target organisms;</p>	
Ken Miller	12/22/14		<p>Groundwater contaminants (Section 6800(a) and (b) of CCR; Any chemical with contaminants and metabolites that are toxic and/or persistent.</p> <ul style="list-style-type: none"> •Combinations such as Weed n Feed (Weed-B-Gon, Kilprop) which combines nitrogen with three poisons, 2,4 D, Dicamba, Mecoprop, so dangerous it has been banned in Canada. Aside from its poisonous effects, it results in nitrogen induced algae blooms when it leaches into water, birds eat the grit, and it tracks indoors exposing pets, kids, pregnant women. 	
Colin Fiske	01/13/15		<p>Greg et al,</p> <p>I've been thinking more about the draft IPM plan, and particularly about the proposal - which I believe I first heard at the December Board meeting - to require a public hearing before the use of toxic pesticides (except in emergency situations). The more I think about it, the more I think this is a good idea. I am writing to add to my previous Draft 1 comments by putting my support for this proposal on the record.</p> <p>In brief, here is why I think it would be a good idea to require a public hearing before the use of a toxic pesticide:</p>	

Colin Fiske	01/13/15		<p>Although public hearings are not generally required for most other actions by District staff, pest management is different from other core District functions, and deserves its own approach.</p> <ul style="list-style-type: none"> -Pesticide use is inherently risky, so there should be a high bar for approval. -Pesticide use by MCSD is already rare, so a high bar for approval would not be hard to implement. -All else being equal, more public involvement in local government is a good thing! -If the public hearing requirement turns out to be prohibitively difficult to implement, it can be changed. The IPM Plan will, by its nature and by its design, change over time. It's important to have a plan and to follow it, but we're not locked in forever to what we choose now. 	
Colin Fiske	01/13/15		<p>I would also like to register my support for the idea that certain areas - particularly areas with high levels of use by children and other members of the public - should be off limits for chemical pesticide spraying altogether, except in an emergency.</p> <p>Thank you for your continued hard work on developing this plan - everyone in McKinleyville will benefit from it in the long run!</p>	

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Attendance to Association of California Water Agencies (ACWA) 2015 Legislative Symposium in Sacramento on March 4, 2015**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that the Board review the information, allow public comment and consider attendance to the Association of California Water Agencies Legislative Symposium on March 4, 2015 in Sacramento for interested Board members.

Discussion:

The Association of California Water Agencies (ACWA) 2015 Legislative Symposium will be held on March 4, 2015 at the Sacramento Convention Center. This annual event, popular with ACWA members throughout the state, includes two informative panel discussions exploring the issues and challenges of adjudicating groundwater basins in the context of the Sustainable Groundwater Management Act (SGMA) as well as the changes ahead related to Proposition 218. There will be a panel luncheon discussing what to expect from the legislature in 2015 followed by the opportunity to schedule a meeting with our own State Senator or State Assembly member in their Sacramento offices.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Registration cost is \$225 per attendee. An overnight stay at the Hyatt Regency Sacramento is approximately \$179, excluding taxes if registration is made prior to February 10th. A second night may be necessary if attendees are unable to return home after the symposium ends. Per Diem is \$122 per person for two days and the District car can be utilized for interested attendees. An approximate total cost for each attendee will be between \$520-\$650.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Event Pricing Reference Sheet
- Attachment 2 – Registration Terms & Conditions
- Attachment 3 – Preliminary Agenda



2015 LEGISLATIVE SYMPOSIUM

March 4, 2015 • Sacramento Convention Center

Register Online at www.acwa.com

REGISTRATION & CANCELLATION DEADLINE IS FEBRUARY 20, 2015

PRICING REFERENCE SHEET

REGISTRATION FEES

Advantage (For ACWA public agency members, affiliates & associates ONLY)

\$225

\$245

Standard (Applies to non-members of ACWA)

\$335

\$355

Your registration fee includes: continental breakfast, refreshment breaks, lunch and handout materials.

HOTEL INFORMATION

You must be registered for the ACWA Legislative Symposium in order to make hotel reservations at the special room rate.

Hyatt Regency Sacramento

1209 L Street, Sacramento, CA

800-223-1234

Special Hotel Rate: \$179 per night (The cut-off date to receive the \$179 per night special rate is February 10, 2015)

Reservations can be made by one of the following ways:

ONLINE: <https://resweb.passkey.com/go/2015CWA5>

PHONE: Call 888-421-1442 (Please identify yourself as part of the Association of California Water Agencies)

Any reservation made after February 10, 2015 is subject to the hotel's regular room rate and based on availability.

Hotel Questions, Cancellation or Changes: Contact hotel directly at 888-421-1442

PAYMENT INFORMATION

☒ Check payable to ACWA – 910 K Street, Ste. 100 • Sacramento, CA 95814

☒ Bill me

☒ Charge credit card: MasterCard or Visa

If you select check or bill me payment option, to expedite the check-in process onsite, ACWA must receive payment two weeks prior to the event.

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

REGISTRATION TERMS & CONDITIONS

ACWA 2015 Legislative Symposium

Sacramento Convention Center

MAR
4
2015

Register online @ acwa.com

Regular registration and cancellation deadline is February 20, 2015 • 4:30 p.m. (PST)

WHO IS ELIGIBLE FOR “ACWA ADVANTAGE” PRICING?

ACWA Advantage pricing is available to the following registrants:

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

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

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

CANCELLATIONS & CHANGES

All registration changes and cancellations must be made in writing by the event registration deadline. Valid cancellation requests will receive a refund of any registration fees paid minus a \$50 processing charge. For payments originally made by credit card, refunds can be issued back onto the credit card within 60 days. Otherwise, a refund will be issued by check. No refunds or registration changes will be granted after the registration deadline. Submit request in writing to Avon Alfaro at avona@acwa.com.

SUBSTITUTIONS

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

SPECIAL REQUESTS & ACCOMMODATIONS

Special requests must be submitted in writing to Avon Alfaro at avona@acwa.com. Participants are encouraged to submit changes and special requests as soon as possible.

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

REFUNDS

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

NONATTENDANCE

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



2015 LEGISLATIVE SYMPOSIUM

March 4, 2015 • Sacramento Convention Center

Preliminary Agenda

9:00–9:30 AM

Registration and Continental Breakfast

9:30–9:40 AM

Welcome Remarks

Kathleen Tiegs, ACWA Vice President

9:40–9:45 AM

Outreach Task Force

Jo Lynne Russo-Pereyra, Chair of ACWA Outreach Task Force

9:45–10:45 AM

To Adjudicate or Not to Adjudicate? That is the Question!

Governor Brown's signing message for the Sustainable Groundwater Management Act (SGMA) indicated a desire to enact legislation that would streamline the adjudication process during this legislative session. Within the Legislature, Senator Pavley promised to explore streamlined adjudication and has held one legislative hearing already to learn from stakeholders about the pros and cons of expediting adjudications. This panel will explore the issues and challenges of adjudicating groundwater basins in the context of the Act and why anyone might, or might not, want to go the adjudication route.

10:45–11:00 AM

Break

11:00 AM–NOON

Proposition 218: Stormwater and Disadvantaged Community Changes Headed Our Way?

A coalition is moving forward to introduce legislation to amend Proposition 218 this year to allow fees and charges for stormwater to work in the same manner as water and wastewater currently operate in California. There is similar interest by the environmental justice community to amend Prop. 218 to allow subsidization of low-income, disadvantaged community customer water rates which is now prohibited. What are the chances that one, or both, of these changes will materialize and why are these changes so important for proponents this legislative session?

NOON–1:30 PM

Lunch Panel: What to Expect in 2015

Hear a lively, bipartisan discussion with the Chair and Vice-Chair of the Assembly Water, Parks, and Wildlife Committee on their perspective of what the State Legislature will attempt, and what they will accomplish, on the issue of water in 2015.

1:30–4:30 PM

Outreach Opportunity

Here's your chance to participate in grassroots outreach by scheduling a meeting with your own local State Senator and/or State Assembly member in their Sacramento offices in advance across the street in the Capitol, after the Symposium concludes that afternoon. ACWA will provide brief talking points for this purpose. The start of a new two-year legislative session is the perfect time to meet your local legislators, introduce yourselves, and provide them some basic information about your water agency operations.

REGISTER ONLINE!

www.acwa.com

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Consider discussion of the Draft Capital Improvement Plan for the Parks & General Fund, FY 2015-16**

PRESENTED BY: **Colleen M. R. Trask, Finance Director and Jason Sehon, Parks Director**

TYPE OF ACTION: **None, Information Only**

Recommendation:

Staff recommends that the Board review and discuss the Draft Capital Improvement Plan for the Parks and General Fund

Discussion:

The Draft of the Fiscal Year 2015-16 Capital Improvement Plan (CIP) is attached, covering the next ten fiscal years. The majority of budgeted expenditures for the Parks and General Fund are anticipated to be covered by assessments and user fees. The smaller projects are anticipated to be paid from operating funds. This will allow a structured approach to future user fees as these projects are undertaken.

The attached Narrative further explains the underlying details. The final CIP will be brought back to the Board for review and approval with the complete Fiscal Year 2015-16 Budget document in June 2015.

Alternatives:

Take Action

Fiscal Analysis:

See attachments

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2016-2025 for the Parks and General Fund.
- Attachment 2 - Draft Capital Improvement Plan Narrative for Fiscal Year 2015-16.

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Plan
For the Fiscal Years Ending June 30, 2016 - 2025

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025
1. Hiller Park & Sports Complex Projects										
Park landscaping & signage										
Other Park equipment & signage	5	5	5	5	6	6	6	6	6	7
Totals:	5	5	5	5	6	6	6	6	6	7
2. Pierson Park Projects										
Park landscaping & signage										
Other Park equipment & signage	5									
Totals:	5	0	0	0	0	0	0	0	0	0
3. Azalea Hall Projects										
Furnace replacement							6			
Replace flooring										
Miscellaneous equipment	5	5	5	5	5	5	5	5	5	5
Roof replacement										
Parking lot resurfacing										
Roof replacement										
Hot water Heater				6						
Kitchen equipment replacement							5			
Replace tables & chairs										
P/A system and microphones			7							
Floor scrubber										
Totals:	5	5	12	11	5	5	16	5	5	5

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Plan
For the Fiscal Years Ending June 30, 2016 - 2025

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025
4. McKinleyville Activity Center Projects										
Park landscaping & signage										
Flooring replacement										
Roof replacement										
Misc. equipment replacement	5	5	5	5	5	6	6	6	6	6
Parking lot resurfacing										
Bleacher replacement						11				
Hot water heater					6					
Tables & chairs										
Furnace replacement								6		
Saber floor scrubber										
Totals:	5	5	5	5	11	17	6	12	6	6
5. Other Park Projects & Equipment										
Computers & software & copiers								5	5	5
Playground equipment replacement										
Mower & landscaping equipment								16		
Light duty utility truck/van/car	8		9		10		10		11	
Mobile Radio Upgrade										
Emergency response equipment/supplies										
Miscellaneous/replacement equipment	8	8	8	8	8	8	8	9	9	9
Land Acquisition				120						
Totals:	16	8	17	128	18	8	18	30	25	14

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Plan
For the Fiscal Years Ending June 30, 2016 - 2025

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025
6. Law Enforcement Facility Projects										
Furnace replacement										6
Hot water heater						6				
Roof replacement										
LEF/Library sealing/paving		5						5		
Totals:	0	5	0	0	0	6	0	5	0	6
7. McKinleyville Library Projects										
Carpet replacement		8								
Furnace replacement									6	
Hot water heater replacement										
Roof replacement										
Totals:	0	8	0	0	0	0	0	0	6	0
8. Projects Funded With Measure B Renewal										
Facilities Design and Improvements - Teen Ctr	115	115	115	115	115	115	115	115	115	115
Other Measure B projects + O&M										
Totals:	115	115	115	115	115	115	115	115	115	115
9. Projects Contingent Upon Grant Funding										
Covered Picnic Area at Pierson Park										
Totals:	0	0	0	0	0	0	0	0	0	0

Attachment 01

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Plan
For the Fiscal Years Ending June 30, 2016 - 2025

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025
10. Projects Funded by Quimby & Other Funds										
Library expansion project										
Hiller dog park										
Playground equipment replacement										
Pole Barn										
Skate park										
Hewitt Ranch improvements										
New Park Improvements	18									
Playground equipment replacement										
Covered Picnic Area at Pierson Park										
Land acquisition										
Totals:	18	0	0	0	0	0	0	0	0	0
Total Planned Capital Expenditures	169	151	154	264	155	157	161	173	163	153

***The Capital Improvement Program
Parks and General Fund
Fiscal Year 2015-16***

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 was renewed in FY2012-13 for 20 years.

CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION

Utility Vehicles and Equipment

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. The Parks & General Fund is planning to replace a utility truck this next fiscal year by purchasing a truck from the Operations Department. 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

The **Teen & Community Center**, which will be located adjacent to the McKinleyville Activity Center, is the main building project for the Parks Department this year. The design of the facility is complete, and will include two (2) classrooms, storage, an office, multi-purpose activity room, restrooms, lounge and a commercial kitchen. A portion of the Measure B Maintenance Assessment District - Renewal has been pledged to pay the Teen Center's construction loan. \$115,000 is the planned budget for the portion of this project expected to be repaid in the coming fiscal year.

Parks and Trails Projects

Staff is planning on purchasing miscellaneous equipment for Hiller Sports Complex, Pierson Park, Azalea Hall and the McKinleyville Activity Center. The cost for this equipment is estimated to be less than \$5,000 each, and therefore is reflected in the operating budget.

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 Board of Directors has encumbered \$25,000 in Quimby Funds for Hewitt Ranch improvements, contingent upon matching grant funding.

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

Smaller and less expensive (more than \$500 but less than \$5,000) 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 & General Fund Operating 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

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Draft Water Shortage Contingency Plan**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that the Board review the information provided, air questions, take public comment and accept the Draft Water Shortage Contingency Plan as the MCSD Water Shortage Contingency Plan.

Discussion:

On July 15, 2014, the State Water Resources Control Board adopted Resolution No. 2014-0038 "Adopting An Emergency Regulation for Statewide Urban Water Conservation". The State Water Resources Control Board required water suppliers to implement Water Shortage Contingency Plans to limit outdoor irrigation of ornamental landscapes or turf with potable water. The existing MCSD Water Shortage Contingency Plan did not meet current State Water Code requirements and did not meet the current needs of the District.

During the August 6, 2014 Board Meeting the Board approved resolution 2014-23, a resolution of the McKinleyville Community Services District Board of Directors approving amendments to Ordinance No. 10 and declaring water shortage emergency conditions. The first response to the current statewide water conservation regulations was to update Chapter 10 to provide the specific regulatory framework for the District's new Water Shortage Contingency Plan.

Since the approval of modified Ordinance 10, staff has prepared a draft Water Shortage Contingency Plan as a response to California State Water Resources Control Board's Resolution 2014-0038, Emergency Regulation for Statewide Water Conservation, to prepare for potential future local, regional, and State water shortage conditions, and to fulfill a requirement of the 2015 Urban Water Management Planning Act.

This draft contingency plan gives the Board the ability to proclaim the appropriate stages as it applies to a specific water shortage emergency and the draft plan defines specific prohibitions for each stage as well as enforcement action related to non-compliance.

The draft plan is attached for the Board's review, edits and approval.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Water Shortage Contingency Draft Plan

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
WATER SHORTAGE CONTINGENCY PLAN**

Prepared for:
Mr. Greg Orsini
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, California 95519

November, 2014

Prepared by:
Orrin Plocher and Stan Thiesen
of



Freshwater Environmental Services

78 Sunny Brae Center
Arcata, California 95521
Phone (707) 839-0091

TABLE OF CONTENTS

LIST OF APPENDICES	ii
1.0 INTRODUCTION	1
1.1 Purpose	1
1.2 State Regulations and Planning Requirements	1
2.0 MCSD WATER SUPPLY	2
3.0 MCSD WATER DEMAND	3
4.0 ESTIMATED MINIMUM WATER SUPPLY FOR THE NEXT THREE YEARS	3
5.0 CATASTROPHIC INTERRUPTION OF WATER SUPPLY	4
6.0 STAGES OF ACTION FOR DEMAND REDUCTION	4
6.1 Rationing Stages and Demand Reduction Goals	4
6.2 Prohibitions on Water Use	5
6.3 Violations of Water Use Restrictions	6
7.0 ANALYSIS OF REVENUE AND EXPENDITURES IMPACTS	6
8.0 MONITORING PROCEDURES	7
9.0 WATER FEATURE INVENTORY	8

LIST OF APPENDICES

APPENDIX A	CALIFORNIA WATER CODE SECTION 350-359
APPENDIX B	CALIFORNIA WATER CODE SECTION 10632
APPENDIX C	WATER SHORTAGE CONTINGENCY ORDINANCE (MCSD ORDINANCE 10)

DRAFT

1.0 INTRODUCTION

McKinleyville Community Services District (MCSD, or the District) was created on April 7, 1970 when McKinleyville voters voted 589 "yes" votes against 151 "no" votes 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 boundary encompasses 12,140 acres ranging from North Bank Road on the south to Patrick's Creek on the north. The District is an independent, special district governed by a five member Board of Directors elected by McKinleyville voters. The Board meets monthly on the first Wednesday of each month to set policy, consider projects and resolve disputes. The Board's directives are implemented by the District's 23 full-time and 42 part-time employees. The District office is located at 1656 Sutter Road; just east of Central Avenue. McKinleyville is the third largest community in Humboldt County after Eureka and Arcata with a population of 16,401 (2011). The MCSD currently have over 5,300 active water services. MCSD is proud of its record of solving problems. The Board has summed up its philosophy by adopting the following Mission Statement: "Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner".

1.1 Purpose

MCSD has prepared this Water Shortage Contingency Plan as a response to California State Water Resources Control Board's Resolution 2014-0038, Emergency Regulation for Statewide Water Conservation, to prepare for potential future local, regional, and State water shortage conditions, and to fulfill a requirement of the Urban Water Management Planning Act.

1.2 State Regulations and Planning Requirements

The California Water Code contains two provisions for California water supplies related to water shortage contingency planning.

California Water Code Section 350-359 provides the authority for a governing body to declare water shortage emergencies (Appendix A). Upon the declaration of a water shortage emergency, the local agency is provided with broad powers to implement and enforce regulations and restrictions for managing water shortage conditions. Priority is given to water needed for domestic, sanitation and fire protection purposes. Discrimination is not allowed between water users using water for the same purpose or purposes.

The Urban Water Management Planning (UWMP) Act requires urban water suppliers to perform an urban water shortage contingency analysis that includes several elements (California Water Code §10632, contained in Appendix B). This Water Shortage Contingency Plan addresses each of the required elements in the urban water shortage contingency analysis.

2.0 MCSD WATER SUPPLY

The McKinleyville Community Services District has one source of water. The sole source of MCSD water is purchased from The Humboldt Bay Municipal Water District (HBMWD). The water delivered from the HBMWD to the MCSD is through a single transmission main under the Mad River. A waterline intertie with the City of Arcata water system under the Highway 101 bridge is maintained as an emergency connection. The City of Arcata also purchases water from HBMWD.

The water distributed by HBMWD is from Ruth Lake, which is located in Trinity County. The Mad River R.W. Matthews Dam, located at river mile 79, impounds water in Ruth Lake. The HBMWD manages releases from the dam to ensure sufficient supplies downstream throughout the year.

At HBMWD's Essex Operations Center located just northeast of Arcata, water is diverted and pumped to meet demand. Municipal water is pumped from an aquifer beneath the Mad River by four wells, called Ranney wells, situated within the riverbed at depths ranging from approximately 60 to 90 feet. Industrial water is diverted by a surface diversion facility.

HBMWD has appropriate water rights permits from the State Water Resources Control Board through the year 2029 for surface water storage and diversion. Diversion is accomplished in different ways for different uses as mentioned earlier.

HBMWD water rights permits allow it to store and divert a combined 75 million gallons a day (MGD) from the Mad River. This totals 84,000 Acre feet per year (AFY), which represents 8.5% of the average annual runoff (982,600 AFY) of the Mad River Basin for the period from 1963 to 2010 (average annual runoff data provided by USGS at Gage Station 1148100 on the Mad River near Arcata, CA).

The HBMWD operates Ruth Reservoir, a 48,000 acre foot reservoir about 79 miles east of the coastal areas. This reservoir impounds only about 3% of the watershed and fills at a very rapid rate in normal rainfall years. Approximately 11 MGD is delivered to the municipal/district customers and entitlement is limited by actions taken during water shortage emergencies. Of the delivered water, a peak flow rate of 2.8 MGD is committed to serve the MCSD customers.

The MCSD receives the water delivery at the North Bank Pump Station having a bank of three pumps. Standby disinfection is available at this site should the chlorine residual from delivered water drop below 0.2 parts per million. The District has two 1.5 Million gallons tanks, two 1.0 million gallon tanks, a 100,000 and 150,000 gallon tank and three booster stations throughout the distribution system.

3.0 MCSD WATER DEMAND

Based on 2013 data, the percent of sales volume by sector is indicated in the table below:

Sector	Demand Percent by Volume
Single family	67
Multi-family	18
Commercial	8
Industrial	
Institutional/governmental	
Landscape	
Other	6

Based on production and sales records, past, current and future water demand for the MCSD is approximately 520 million gallons of water a year to supply water to the McKinleyville CSD service area.

4.0 ESTIMATED MINIMUM WATER SUPPLY FOR THE NEXT THREE YEARS

According to the MCSD 2010 Urban Water Management Plan, the North Coast is one of the only areas in California with an abundance of water. Droughts, while severe climatically, have not resulted in the level of water supply shortfalls that other areas of California routinely experience. The drought of 1976/1977 was the only declared water emergency on the North Coast. During that event, Ruth Lake storage was 52% of normal average volume and rainfall in the Ruth Lake area was 42% of historical average. The drought came to an end with heavy rains during November 1977. Even during the only declared water emergency on the North Coast MCSD did not experience water supply restrictions. During this drought the MCSD supplies were sufficient to meet normal demand without restrictions.

The MCSD 2010 Urban Water Management Plan indicates that the driest three-year period was 1990, 1991, and 1992. During this period of time conditions requiring implementation of water shortage emergency did not exist, there were no restrictions on water supplied by the HBMWD and MCSD supplies were sufficient to meet normal demand without restrictions.

Based on the above historical information, MCSD projects that if the minimum water supply was available during each of the next three water years (based on the driest three-year historic sequence) there would be sufficient supply to meet normal demand without implementing water use restrictions.

5.0 CATASTROPHIC INTERRUPTION OF WATER SUPPLY

The California Safe Drinking Water Act mandates in Section 4029 that every public water system includes a Disaster Response Plan as part of their Emergency Notification Plan. This plan will outline the steps to be taken to maintain or return water service to the District's customers after a major disaster.

MCSD has prepared an Emergency Response Plan (ERP) dated December 19, 2011, which describes the actions the District will take during a catastrophic interruption of water supplies.

The water distribution system is susceptible to two types of emergency situations, earthquakes and contamination.

In the event of a major earthquake or groundwater contamination, a water shortage contingency plan would be implemented, which would include rationing of the water storage reservoirs. However, if an earthquake were substantial enough to damage the well casing, pumping system, distribution system, and reservoirs, the water supply would be decreased. In this case, another temporary water supply would need to be used including the Arcata intertie if Arcata is unaffected. Another option is to have water transported by truck from a nearby municipality.

6.0 STAGES OF ACTION FOR DEMAND REDUCTION

6.1 Rationing Stages and Demand Reduction Goals

MCSD's Water Shortage Contingency Plan consists of the following stages of rationing and demand reduction goals:

Stage	Demand Reduction Goals
Stage 1-Voluntary Conservation	20%
Stage 2-Mandatory Conservation	20-30%
Stage 3-Emergency Water Shortage	30-50%
Stage 4-Critical Water Shortage Emergency	>50%

The declaration of a specific stage of water shortage emergency will depend on several variables including:

- Statewide drought conditions;
- Local drought conditions;
- Allocation reductions from HBMWD; and
- State regulations, notices and orders.

Declaration of a Stage 4 water shortage emergency may also be triggered by a major catastrophic event that affects the ability of the District to meet anticipated demands. The decision regarding declaration of a specific Stage of water shortage emergency will

be based on conditions at the time, therefore the triggers are general to accommodate to a broad range of conditions.

6.2 Prohibitions on Water Use

During a Stage 1 water shortage voluntary water conservation is requested of all customers including the specific voluntary measures below:

- Use water efficient indoor devices.
- Use of hose-end shutoff nozzles on all garden and utility hoses.
- Refrain from washing cars, boats, trailers, or other vehicles except by hose with shutoff nozzle and bucket.
- Installation of low-flow shower heads, low-flush toilets, and faucet aerators.
- Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.

During a Stage 2 water shortage water use as indicated in the table below are nonessential and are restricted:

Unattended automatic watering of any lawn, garden, landscaped area, tree, shrub or other plant except between the hours of 12:00 AM and 4:00 AM.
Washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by public agency for the purpose of public safety.
Application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.
Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system.
Watering any portion of a golf course other than the tees and greens except where private well or recycled water supply is used.
Fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses including storm drain maintenance, and street sweeping purposes. Water/sewer flushing and fire flow testing are authorized only if coordinated and performed at the same time.
The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose, except where the hose is fitted with a shutoff nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.

During a Stage 3 water shortage emergency, in addition to the restricted water uses in earlier Stages, water uses indicated below are nonessential and are prohibited:

Outdoor irrigation is prohibited unless total water use is reduced by 50 % from the same billing period from the previous calendar year (prior to declaration of the most recent water shortage emergency).
Bulk water sales.

Any leaks that are not repaired within 24 hours after discovery.
Automated commercial car washes without a water recycling system.
Street cleaning or dust control with potable water.
Filling or to top off any swimming pools, outdoor spas, wading pools, and ornamental water features.
Use of water from a fire hydrant except for fighting fires and human consumption.
Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of March 1, through September 30, when a Stage 3 is in progress.
Planting any new landscaping, except for designated drought resistant landscaping approved by the District.
Operating a hotel, motel or other commercial lodging establishment without offering patrons the option to forego the daily laundering of towels, sheets and linens.
Use of water for any outdoor washing purpose including commercial car washing, window washing, and paint preparation.
Washing of cars, boats, trailers, or other vehicles.

During a Stage 4 water shortage emergency, in addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are prohibited:

Agricultural irrigation.
Outdoor irrigation.
Any leaks that are not repaired immediately.

6.3 Violations of Water Use Restrictions

Fines and penalties and enforcement are established in Section 11 and Section 12 MCSD Ordinance 10 (Appendix C).

7.0 ANALYSIS OF REVENUE AND EXPENDITURES IMPACTS

During the implementation of the various water shortage emergency stages, there will be an impact on revenue and expenses for the District due to the anticipated demand reduction. The table below indicates the net impact on revenue given the various demand reduction scenarios. This is intended to be a general analysis of revenue impact and is based on the 2013-2014 annual budget.

2014-2015	FY 2014-2015	20%Volumetric Reduction	30%Volumetric Reduction	50%Volumetric Reduction
Revenue				
Annual Base Rate Revenue	\$ 1,005,194	\$ 1,005,194	\$ 1,005,194	\$ 1,005,194
Other Revenue	\$ 253,049	\$ 253,049	\$ 253,049	\$ 253,049
Annual Volumetric Revenue	\$ 1,928,230	\$ 1,542,584	\$ 1,349,761	\$ 964,115
Total Annual Revenue	\$ 3,186,473	\$ 2,800,827	\$ 2,608,004	\$ 2,222,358

Expenses	FY 2014-2015	20%Volumetric Reduction	30%Volumetric Reduction	50%Volumetric Reduction
Fixed Expenses (T&D and Admin)	\$ 813,518	\$ 813,518	\$ 813,518	\$ 813,518
Cost of Water	\$ 863,768	\$ 691,014	\$ 604,638	\$ 431,884
Power (3% of Total Expenses)	\$ 74,143	\$ 59,314	\$ 51,900	\$ 37,071
CIP Reserve	\$ 720,000	\$ 720,000	\$ 720,000	\$ 720,000
Total Annual Expense	\$ 2,471,429	\$ 2,283,847	\$ 2,190,056	\$ 2,002,474

Excess	\$ 715,044	\$ -	\$ -	\$ -
Anticipated Short Fall (12-months)	\$ -	\$ 198,064	\$ 297,096	\$ 495,160
Anticipated Short Fall (6-months)	\$ -	\$ 99,032	\$ 148,548	\$ 247,580
Anticipated Short Fall (3-months)	\$ -	\$ 49,516	\$ 74,274	\$ 123,790

The net impact on revenue depends on the stage of water shortage emergency and the duration of the water shortage event. The worst case scenario that is presented above is a 50% reduction in volumetric sales for a 12-month duration resulting in a \$495,160 shortfall. The more likely scenario is a 20% demand reduction for a three to six month duration resulting in a net reduction in revenue between \$49,516 and \$99,032.

The District has several options it can consider for handling the anticipated revenue impact including:

- Reduce funds allocated for the Capitol Improvements Funds (CIP) reserve, thereby reducing the CIP reserve fund and delaying implementation of CIP projects;
- During the next rate study develop a water shortage surcharge (rate structure) that automatically goes into effect upon declaration of a specific stage of water shortage emergency; or
- During the next rate study include the establishment of a water shortage emergency fund that will be available in the event of a water shortage emergency.

8.0 MONITORING PROCEDURES

During a declared water shortage emergency water production volumes will be reviewed monthly, including a calculation of Gallons Per Capita per Day (GPCD), and comparison to the same month of the year just prior to the declaration of a water shortage emergency.

9.0 WATER FEATURE INVENTORY

The District will initiate a survey that will inventory water features, and determine if any water features use potable water without a recirculation system. This section of the contingency plan will be updated when this data becomes available prior to the submittal of the 2015 Urban Water Management Plan as required.

DRAFT

APPENDIX A
CALIFORNIA WATER CODE SECTION 350-359

DRAFT

WATER CODE
SECTION 350-359

350. The governing body of a distributor of a public water supply, whether publicly or privately owned and including a mutual water company, may declare a water shortage emergency condition to prevail within the area served by such distributor whenever it finds and determines that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the distributor to the extent that there would be insufficient water for human consumption, sanitation, and fire protection.

351. Excepting in event of a breakage or failure of a dam, pump, pipe line or conduit causing an immediate emergency, the declaration shall be made only after a public hearing at which consumers of such water supply shall have an opportunity to be heard to protest against the declaration and to present their respective needs to said governing board.

352. Notice of the time and place of hearing shall be published pursuant to Section 6061 of the Government Code at least seven days prior to the date of hearing in a newspaper printed, published, and circulated within the area in which the water supply is distributed, or if there is no such newspaper, in any newspaper printed, published, and circulated in the county in which the area is located.

353. When the governing body has so determined and declared the existence of an emergency condition of water shortage within its service area, it shall thereupon adopt such regulations and restrictions on the delivery of water and the consumption within said area of water supplied for public use as will in the sound discretion of such governing body conserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection.

354. After allocating and setting aside the amount of water which in the opinion of the governing body will be necessary to supply water needed for domestic use, sanitation, and fire protection, the regulations may establish priorities in the use of water for other purposes and provide for the allocation, distribution, and delivery of water for such other purposes, without discrimination between consumers using water for the same purpose or purposes.

355. The regulations and restrictions shall thereafter be and remain in full force and effect during the period of the emergency and until the supply of water available for distribution within such area has been replenished or augmented.

356. The regulations and restrictions may include the right to deny applications for new or additional service connections, and provision for their enforcement by discontinuing service to consumers wilfully violating the regulations and restrictions.

357. If the regulations and restrictions on delivery and consumption of water adopted pursuant to this chapter conflict with any law establishing the rights of individual consumers to receive either specific or proportionate amounts of the water supply available for distribution within such service area, the regulations and restrictions adopted pursuant to this chapter shall prevail over the provisions of such laws relating to water rights for the duration of the period of emergency; provided, however, that any distributor of water which is subject to regulation by the State Public Utilities Commission shall before making such regulations and restrictions effective secure the approval thereof by the Public Utilities Commission.

358. Nothing in this chapter shall be construed to prohibit or prevent review by any court of competent jurisdiction of any finding or determination by a governing board of the existence of an emergency or of regulations or restrictions adopted by such board, pursuant to this chapter, on the ground that any such action is fraudulent, arbitrary, or capricious.

359. (a) Notwithstanding any other provision of law that requires an election for the purpose of authorizing a contract with the United States, or for incurring the obligation to repay loans from the United States, and except as otherwise limited or prohibited by the California Constitution, a public water agency, as an alternative procedure to submitting the proposal to an election, upon affirmative vote of four-fifths of the members of the governing body thereof, may apply for, accept, provide for the repayment together with interest thereon, and use funds made available by the federal government pursuant to Public Law 95-18, pursuant to any other federal act subsequently enacted during 1977 that specifically provides emergency drought relief financing, or pursuant to existing federal relief programs receiving budget augmentations in 1977 for drought assistance, and may enter into contracts that are required to obtain those federal funds pursuant to the provisions of those federal acts if the following conditions exist:

(1) The project is undertaken by a state, regional, or local governmental agency.

(2) As a result of the severe drought now existing in many parts of the state, the agency has insufficient water supply needed to meet necessary agricultural, domestic, industrial, recreational, and fish and wildlife needs within the service area or area of jurisdiction of the agency.

(3) The project will develop or conserve water before October 31, 1978, and will assist in mitigating the impacts of the drought.

(4) The agency affirms that it will comply, if applicable, with Sections 1602, 1603, and 1605 of the Fish and Game Code.

(5) The project will be completed on or before the completion date, if any, required under the federal act providing the funding, but not later than March 1, 1978.

(b) Any obligation to repay loans shall be expressly limited to revenues of the system improved by the proceeds of the contract.

(c) No application for federal funds pursuant to this section shall be made on or after March 1, 1978.

(d) Notwithstanding the provisions of this section, a public agency shall not be exempt from any provision of law that requires the submission of a proposal to an election if a petition requesting such an election signed by 10 percent of the registered voters within the public agency is presented to the governing board within 30 days following the submission of an application for federal funds.

(e) Notwithstanding the provisions of this section, a public water agency that applied for federal funds for a project before January 1, 1978, may make application to the Director of the Drought Emergency Task Force for extension of the required completion date

specified in paragraph (5) of subdivision (b). Following receipt of an application for extension, the Director of the Drought Emergency Task Force may extend the required completion date specified in paragraph (5) of subdivision (b) to a date not later than September 30, 1978, if the director finds that the project has been delayed by factors not controllable by the public water agency. If the Drought Emergency Task Force is dissolved, the Director of Water Resources shall exercise the authority vested in the Director of the Drought Emergency Task Force pursuant to this section.

(f) For the purposes of this section, "public water agency" means a city, district, agency, authority, or any other political subdivision of the state, except the state, that distributes water to the inhabitants thereof, is otherwise authorized by law to enter into contracts or agreements with the federal government for a water supply or for financing facilities for a water supply, and is otherwise required by law to submit those agreements or contracts or any other project involving long-term debt to an election within that public water agency.

APPENDIX B
CALIFORNIA WATER CODE SECTION 10632

WATER CODE SECTION 10632

10632. (a) The plan shall provide an urban water shortage contingency analysis that includes each of the following elements that are within the authority of the urban water supplier:

(1) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50 percent reduction in water supply, and an outline of specific water supply conditions that are applicable to each stage.

(2) An estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency's water supply.

(3) Actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies including, but not limited to, a regional power outage, an earthquake, or other disaster.

(4) Additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning.

(5) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.

(6) Penalties or charges for excessive use, where applicable.

(7) An analysis of the impacts of each of the actions and conditions described in paragraphs (1) to (6), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.

(8) A draft water shortage contingency resolution or ordinance.

(9) A mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency analysis.

(b) Commencing with the urban water management plan update due December 31, 2015, for purposes of developing the water shortage contingency analysis pursuant to subdivision (a), the urban water supplier shall analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas, as defined in subdivision (a) of Section 115921 of the Health and Safety Code.

APPENDIX C
WATER SHORTAGE CONTINGENCY ORDINANC
(MCSD ORDINANCE 10)

ORDINANCE NO. 10

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF

WHEREAS, Article X, Section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Government Code section 61100, subdivision (a) incorporates Water Code sections 71000 et seq., including section 71640, into the Community Service District Law; and

WHEREAS, California Water Code section 71610.5 authorizes the District to undertake a water conservation program to reduce water use and may require, as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use; and

WHEREAS, pursuant to Water Code section 71640, municipal water districts may restrict the use of district water during a drought emergency or other water shortage condition and may prohibit the wastage of district water or the nonessential use of district water during such periods for any purpose other than household uses or other restricted uses as the District determines to be necessary; and

WHEREAS, pursuant to Water Code section 71641 and Government Code section 6061, the District must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code section 71640 within 10 days after its adoption, even though the ordinance is effective upon adoption; and

WHEREAS, Water Code section 71644 establishes that, from the publication of an ordinance pursuant to section 71641 until the repeal of the ordinance or end of the

emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine of up to \$600 for any person to use or apply water from the District contrary to or in violation of any restriction or prohibition; and

WHEREAS, the adoption and enforcement of a comprehensive water conservation program will allow the District to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.

BE IT ORDAINED BY the Board of Directors of the McKinleyville Community Services District as follows:

Section 1. Declaration of Water Shortage Emergency.

This ordinance is effective immediately upon adoption. The provisions of this chapter shall take effect whenever the District General Manager, upon engineering analysis of District water supplies, information received from the wholesale water provider, Humboldt Bay Municipal Water District (HBMWD), or due to regulatory requirements, notices, or orders, finds and determines that a water shortage emergency exists or is imminent within the MCSD water service area and a declaration of a water shortage is made by a resolution of the MCSD Board of Directors, and they shall remain in effect for the duration of the water shortage set forth in the resolution.

Section 2. Publication.

Within ten (10) days of adoption the District will publish in a newspaper of general circulation this ordinance setting forth the restrictions, prohibitions, and exclusions determined by the District to be necessary.

Section 3. Definitions.

For the purpose of this Ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular number. The word "shall" is always mandatory and not merely directory.

- a. "District" is McKinleyville Community Services District.
- b. "Board of Directors" is the elected Board of Directors of the McKinleyville Community Services District.
- c. "Customer" is any person using water supplied by the McKinleyville Community Services District.
- d. "Manager" is the General Manager of the McKinleyville Community Services District.
- e. "Person" is any person, firm, partnership, association, corporation, company, or organization of any kind.
- f. "Water" is water from the McKinleyville Community Services District.
- g. "Outdoor surface" is any patio, porch, veranda, driveway, or sidewalk.

Section 4. Application.

The provisions of this Ordinance shall apply to all customers using water both in and outside the McKinleyville Community Services District, regardless of whether any customer using water shall have a contract for water service with the McKinleyville Community Services District.

Section 5. Determination of Stage of Action Necessary.

This ordinance establishes regulations to be implemented during times of declared water shortages, or declared water shortage emergencies. It establishes four levels of response actions to be implemented in times of shortage, as set forth in Section 7, below, with increasing restrictions on water use in response to worsening drought conditions or decreasing available supplies. The MCSD Board of Directors, upon recommendation by the Manager, shall determine and declare by resolution the stage of response action necessary. Notice of such determination shall be published in a newspaper of general circulation and shall be effective within five (5) days from the date the declaration is made.

Section 6. Waste of Water Prohibited

No water furnished by the District shall be wasted. Waste of water includes, but is not limited to, the following:

- a. Permitting water to escape (run to waste) down a gutter, ditch, surface drain, or otherwise;
- b. Failure to repair a controllable leak of water; and
- c. Failure to put to reasonable beneficial use any water withdrawn from the District's system.

Section 7. Prohibition of Non-Essential Use of Water

No water furnished by the District shall be used for any purpose declared to be non-essential by this Ordinance for the following stages of action as determined by the Board of Directors after considering specific triggers consistent with the Water Shortage Contingency Plan for the MCSD Service Area.

Stage 1 - Voluntary Conservation (up to 20% reduction). Achieve up to 20% reduction in water usage compared to the corresponding billing period in the previous calendar year (prior to declaration of the most recent water shortage emergency) by encouraging voluntary conservation, enforcement of water wasting regulations and water conservation regulations, requesting customers to make conscious efforts to conserve water, request restaurants to serve water only upon request, encourage private sector to use alternate source and encourage night irrigation. Voluntary actions include:

Water conservation is requested of all customers.
Installation and use of water efficient indoor devices.
Use of hose-end shutoff nozzles on all garden and utility hoses.

Refrain from washing cars, boats, trailers, or other vehicles except by hose with shutoff nozzle and bucket.
Installation of low-flow shower heads, low flush water closets, and faucet aerators.
Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.

Stage 2 - Mandatory Conservation (up to 30% reduction)

d. From and after the date that the Board of Directors, by resolution, determines that Stage 2, Mandatory Conservation actions are to be implemented, in addition to the voluntary action is Stage 1, the following uses are declared to be non-essential:

Unattended automatic watering of any lawn, garden, landscaped area, tree, shrub or other plant except between the hours of 12:00 AM and 4:00 AM.
Washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by public agency for the purpose of public safety.
Application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.
Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system.
Watering any portion of a golf course other than the tees and greens except where private well or recycled water supply is used.
Fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses including storm drain maintenance, and street sweeping purposes. Water/sewer flushing and fire flow testing are authorized only if coordinated and performed at the same time.
The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose, except where the hose is fitted with a shutoff nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.

Stage 3 – Emergency Water Shortage (up to 50% reduction)

e. From and after the date that the Board of Directors, by resolution, determines that Stage 3, Emergency Water Shortage actions are to be implemented, the following additional uses are declared to be non-essential:

Outdoor irrigation is prohibited unless total water use is reduced by 50 % from the same billing period from the previous calendar year (prior to declaration of the most recent water shortage emergency).
Any leak that are not repaired within 24 hours after discovery.

Automated commercial car washes without a water recycling system.
Street cleaning or dust control with potable water.
Filling or to top off any swimming pools, outdoor spas, wading pools, and ornamental water features.
Use of water from a fire hydrant except for fighting fires and human consumption.
Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of March 1, through September 30, when a Stage 3 is in progress.
Planting any new landscaping, except for designated drought resistant landscaping approved by the District.
Operating a hotel, motel or other commercial lodging establishment without offering patrons the option to forego the daily laundering of towels, sheets and linens.
Use of water for any outdoor washing purpose including commercial car washing, window washing, and paint preparation.
Washing of cars, boats, trailers, or other vehicles.

Stage 4 – Critical Water Shortage Emergency Mandatory Rationing (> 50% reduction)

f. From and after the date that the Board of Directors, by resolution, determines that Stage 4, Critical Water Shortage Emergency actions are to be implemented, the following additional uses are declared to be non-essential:

Agricultural irrigation.
Outdoor irrigation.
Any leaks that are not repaired immediately.
Bulk water sales.

g. The percentages stipulated in Stage 2 and Stage 3 may be increased by the General Manager for any class of customer if the General Manager determines that such increase is necessary to protect the public health, safety and welfare or to spread equitably among the water users of the District the burdens imposed by the drought and the shortage in the District's water supply.

Section 8. Variances

Applications for a variance from the provisions of Section 7 of this Ordinance may be made to the General Manager. The General Manager may grant a variance to permit a use of water otherwise prohibited by Section 7 if the General Manager determines that the variance is reasonably necessary to protect the public health and safety and/or economic viability of commercial operation. Any decision of the General Manager under this section may be appealed to the Board of Directors.

Section 9. Suspension of New Connections to the District's Water System

a. From the date the Board of Directors, by resolution, determines that Stage 2 (Moderate Mandatory) or Stage 3, (Severe Mandatory) Stage 4, (Rationing), actions are to be implemented, until, the Board of Directors by resolution declares that the water shortage has ended, which period is hereinafter referred to as the suspension period, the General Manager may prohibit new or enlarged connections to the District's water system except the following:

- (1) connection pursuant to the terms of connection agreements which prior to the date Stage 2, or Stage 3 are implemented, had been executed or had been authorized by the Board of Directors to be executed;
- (2) connections of fire hydrants;
- (3) connections of property previously supplied with water from a well which runs dry.
- (4) connection of property for which the Applicant agrees to defer landscape installation until after the suspension period.
- (5) Recycled Water connections.

b. During the suspension period applications for water service will be processed only if the Applicant acknowledges in writing that such processing shall be at the risk and expense of the Applicant and that if the application is approved in accordance with the District's regulations, such approval shall confer no right upon the Applicant or anyone else until the suspension period has expired, and that the Applicant releases the District from all claims of damage arising out of or in any manner connected with the suspension of connections.

c. Upon the expiration of the suspension period, the District will make connections to its water system in accordance with its regulations and the terms of connection agreements for all said applications approved during the suspension period. The water supply then available to the District will be apportioned equitably among all the customers then being served by the District without discrimination against services approved during the suspension period.

d. Nothing herein shall prohibit or restrict any modification, relocation or replacement of a connection to the District's system if the General Manager determines that the demand upon the District's water supply will not be increased thereby.

Section 10. Limits on Individual Consumption.

Manager may limit the amount of water delivered to customers, whenever the Manager determines the water available to the McKinleyville Community Services District is insufficient to meet the demands of customers of the District and that all water available to said District should be used solely for human consumption, sanitation and fire protection, he may order limits be imposed on individual consumption as determined and specified by resolution of the Board of Directors including penalties in addition to those specified in Section 11 of this Ordinance.

a. While this Ordinance is in effect, no additional water use by a customer, shall be permitted unless the Manager determines that the health, safety, or welfare of the public might be endangered.

Section 11. Fines and Penalties.

Except as otherwise provided herein, violations of any provision of this Ordinance shall be punished as follows:

- a. An administrative fine of up to \$500.00 may be levied for each violation of a provision of this ordinance in accordance with Water Code Section 71590.
- b. Each violation of this ordinance may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days or by a fine not exceeding \$600, or both as provided in Water Code Section 71644. The manager shall forthwith direct and cause disconnection of the water service of any person or customer cited for a misdemeanor under this section. Such service shall be restored only upon payment of any turn-on charge fixed by the Board of Directors.
- c. Each day any violation of this Ordinance is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

Section 12. Enforcement.

The Manager and all employees of the McKinleyville Community Services District have the duty and are authorized to enforce the provisions of this Ordinance and shall have all the powers and authority contained in California Penal Code Section 836.5, including the power to issue written notice of violation.

Section 13. Signs on Land Supplied from Private Wells or Recycled Water.

The owner or occupant of any land within the MCSD water service area that is supplied with water from a private well or with recycled water shall post and maintain in a conspicuous place thereon a sign furnished by the District at cost giving public notice of such supply.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider Approval of the Strategic Plan 2015-2019**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends the Board of Directors review, take public comment and approve the proposed five (5) year Strategic Plan for publication with recommended modifications.

Discussion:

The McKinleyville Community Services District Strategic Plan (SP) process began in August of 2012, with Board approval.

The Strategic Plan was returned to the Board On December 4, 2013 where it received the final approval of the MCSD Board.

Staff continues to update the strategic plan by meeting regularly to reflect continued progress that MCSD makes with projects, finances and improvement programs. This plan is foundational to the District's long term financial health and stability yet provides annual reviews to stay grounded in the current and mid-term needs of the community we serve.

Tonight in a workshop format we would encourage the Board to discuss, add and modify policy related issues to provide staff and management direction for the coming 5 Years.

The Strategic Plan will continue to be presented to the Board on a calendar year basis for approval.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Strategic Plan 2015 Final

Strategic Plan

2015-2019

McKinleyville

Community Services District

Mission Statement:

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



Board of Directors

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

District Management Team

Greg Orsini, General Manager
Colleen Trask, Finance Director
James Henry, Operations Director
Jason Sehon, Parks and Recreation Director
Becky Schuette, Board Secretary

Strategic Plan Consultant – *BHI Management Consulting*

Brent H. Ives, Principal



Table of Contents

Plan Development Team	2
Introduction	4
Strategic Plan Definitions	5
Strategic Plan Development	6
Continuation Process of the Plan	7
Mission and Vision	8
Strategic Elements	9
1.0 Water	10
2.0 Wastewater	13
3.0 Streetlights	17
4.0 Parks and Recreation	18
5.0 Partnerships	22
6.0 Personnel/Organization	25
7.0 Administrative Management	27
8.0 Finances	33
Table 1- The Strategic Plan “ <i>Matrix</i> ”	36

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 continue 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 then entire McKinleyville Community*
- *have ensured 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 actions in tabular form in **Table 1 - Strategic Plan “Matrix” (pg. 36).**

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. Staff will also complete the removal of the old pumps and motors at the Northbank Station. 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

The 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. Geo Tech was performed on the prospective parcel.

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 connection between MCSD and Arcata is completed. Standard Operating Procedures will be jointly written between MCSD and Arcata to cover maintenance and operation. Proposition 50 Grants funds were utilized due to a regional effort lead by Humboldt Bay Municipal Water District (HBMWD).

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. Locations are being developed where the potential for groundwater can be explored.

1.5 RADIO TELEMETRY UPGRADES

Due to age of existing digital control at tank sites and booster stations MCSD has completed updating this equipment. These system upgrades ensure 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. Replacing valves and AC pipe with C900 as upgrades or repairs occur is also part of the District's improvement strategy.

A Technical Memorandum will be completed for rehabilitation and replacement strategies.

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. This process will be ongoing for the next three years.

1.8 FIRE HYDRANT UPGRADE AND INSTALLATION

MCSD has agreed to “cost share” with the Arcata Fire Protection District to install fire hydrants where needed in commercial and residential areas. The fire department will cover 50% of the time and material cost to install new fire hydrants.

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 Board 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.

- WWMF
- Wastewater reclamation sites
- Collection system
- Lift stations

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 to avoid future fines, so MCSD is in the process of design with construction of a new WWMF to meet current and future discharge limitations scheduled for completion during this planning period. Utilization of grant options to help offset costs is a priority for this project. Environmental work related to CEQA and 100% design will be completed along with starting construction in FY 14/15.

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 inadequate to handle the flow increase without causing sewer back-ups and possible spills. A Technical Memorandum will be completed for the proposed Thiel crossing along with collecting flow data. The Board has determined Thiel will be the crossing upgraded with the other two crossings not needing an upgrade in the CIP horizon.

2.4 SEWER MAIN IMPROVEMENT AND REHABILITATION

The Board has made the prevention of infiltration a priority. Preventing 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. During the planning period the District will pursue the conception of a Sewer Mainline Replacement Plan and adopt methods to assess the condition of the pressure sewer mains at the sewer lift stations.

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 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 of these generators. The District plans to upgrade the generators to meet emission

regulations and to allow for future pump upgrades during this planning period. An engineer will be contracted to design the generator size and installation to meet future needs.

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 can play a major factor in sewer spills. By direction of the Board, the sewer use ordinance was updated and discharge permits were issued to non-domestic discharges. Customers with grease traps will be issued permits in FY 14/15 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 is costly 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 identifies these issues. Keeping the public educated on not pulling cleanouts or connecting storm 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.

2.9 RECLAMATION SITE EXPANSION

Staff is researching ways to expand the District's reclamation area to meet future demand. Crop species are being studied along with purchasing property within the NPDES permit boundaries. Irrigation infrastructure will be installed in areas that will benefit from the reclaimed water.

2.10 PERCOLATION SITE DECOMMISSIONING

Due to ongoing restrictions and regulatory pressures MCSD has determined it is effective and efficient to decommission our percolation ponds west of the Fischer Property adjacent to the lower pasture as noted in the MCSD Wastewater Facilities Plan approved by the Board in December of 2011. At this time access to grant funding is being explored to convert the ponds into salmonid habitat.

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 directed staff to proceed with the implementation of the LED streetlight retrofit. All District streetlights have been converted to LED. Reimbursement is scheduled for 2015. Through update of District Standards, all new developments will be required to meet the LED fixture and pole 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 locations of new poles will be collected 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 to consider future needs for the Parks & Recreation Department. The results of this survey showed support for building a Teen Center in McKinleyville. In 2012, the 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.

The design was completed in FY 2013/14. The project went out to bid in October 2014 with bid opening on Thursday, November 20, 2014. We received three bids. The lowest responsive bid was \$264,000 above the Architect's estimate of construction cost of \$1,850,000. Management will be working with the Architect and exploring possible alternatives. Management will be bringing potential options to the Board for consideration.

Staff has been working with the Boys & Girls Club of the Redwoods (BGCR) to develop a partnership and an MOU for the operation of the teen center once it's built.

4.2 HEWITT RANCH PROPERTY

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.

The development of this property is dependent upon access, which would be contingent on the purchase of the property adjacent to the Cochran tanks Site.

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.

Invasive Scotch broom plants have been removed. Parks staff continues to keep the property mowed on an approximately quarterly basis.

Staff will be working with the BMX community and USA BMX to evaluate the feasibility of building a BMX Bike Track at the location. If the location is suitable for a BMX Bike Track, staff will ask the Recreation Advisory Committee to make a recommendation to the Board.

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.

Potential sites for a community forest may be pursued through negotiations with Green Diamond Enterprises.

4.5 MAD RIVER PROPERTIES

This property has been identified as having recreational potential and staff will seek funding in the form of grants and donations for future development in line with strategic directives. Discussions with Humboldt County continue in order to provide access via North Bank Road.

4.6 STANDARDS & SPECIFICATIONS: OSMZ/PARKS

Staff has worked to develop Standards and Specifications for parks, facilities and open space maintenance zones. The goal for completion is in FY 2014/15.

Staff continues to meet weekly and with the General Manager monthly for review until it is completed.

Once the document is completed, it will be brought to the Board for approval.

4.7 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.

Staff will begin meeting to discuss Maintenance Standards and continue training.

4.8 MOU WITH HUMBOLDT COUNTY FOR CENTRAL AVENUE LANDSCAPING

Staff has met with Humboldt County to discuss developing an MOU for the maintenance of Central Avenue Landscaping. Once complete, it will be brought to the Board for approval.

4.9 COVERED PICNIC AREA

Staff has begun construction on the Pierson Park covered picnic area project. Funding is coming from a Land & Water Conservation Fund Grant (\$25,000) and Quimby Inland Parkland Dedication Funds (\$50,000). Most of the project will be completed in house in order to cut costs.

The project is expected to be completed in FY 2014/15.

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 or other projects that are beneficial to the District, our relationships with them 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.

In addition to maintaining and nurturing ties with associations and groups, it is also important to continue to work closely with our local, state and federal government representatives. We will maintain those relationships with current positions and reach out to foster new relationships with newly elected officials. It is our goal to meet with these officials, at minimum, bi-annually or as opportunities present themselves, more frequently.

5.3 PARTICIPATE WITH COMMUNITY GROUPS, VOLUNTEER GROUPS AND 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 are not limited to:

- Humboldt Area Foundation
- Kiwanis Club of McKinleyville
- McKinleyville Area Fund
- Mad River Rotary Club
- Humboldt Sponsors
- Boy Scouts/Girl Scouts of America
- California Conservation Corps
- Headwaters Fund
- Moose Lodge
- McKinleyville Chamber of Commerce
- American Red Cross
- Humboldt County Probation Department
- Soroptimist Club
- Humboldt Regional Occupation Program
- McKinleyville Organizing Committee
- McKinleyville Family Resource Center
- Youth Advisory Council
- Boys & Girls Club of the Redwoods
- McKinleyville Land Trust

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 statewide basis. Adherence to these pre-established minimum standards and accepted guidelines is mandatory for record retention. Records retention policy will be reviewed by District legal counsel on a regular basis to maintain compliance.

Document management software has been installed, staff has been trained and historical records are being scanned. Current documents are being scanned in as they are created. This program has added a level of technology to our present

retention and filing system. The ability to identify and retrieve data remains of primary importance.

New policies are being developed 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 heartbeat 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 including new Board member orientation procedures.

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.

- Formalized Board/General Manager communication plan
- Periodically update the new Board Member Orientation Manual

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

It is important that each year the Board and Management 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.

7.7 EMERGENCY PREPAREDNESS AND RESPONSE

Participation in local Operational Area cooperative group, Humboldt County Hazard Mitigation Plan, MCSD's Emergency Operations Plan, regularly scheduled training including set-up and "tabletop exercises" and National Incident Management Systems training included in Individual Development Plans.

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. In October of 2013, MCSD was awarded the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF). The District will be working towards re-certification of this Certificate early in FY 2015/16 as it will expire in September of 2015. By early spring, all required trainings and processes will have been completed in order for MCSD to apply for the SDLF District of Distinction accreditation and that certificate should also be awarded by early in FY 2015/16.

7.9 EXPLORE OPTIONS FOR INCREASES IN ENERGY EFFICIENCY AND ALTERNATIVE ENERGY SOURCES

The Board and staff recognize the necessity of exploring alternative energy sources and reducing District energy consumption. This is important to minimize rates and reduce our carbon footprint.

This can be accomplished through energy efficiency audits and updating equipment with new efficient technologies.

7.10 PLANNING AND LATENT POWERS

In an effort to continue to provide services within MCSD's sphere of influence the District will review the potential annexation of areas that are currently provided water or are within a natural boundary. Annual reviews of MCSD's boundaries would be encouraged. Efforts to maintain continuity with the requirements of LAFCo will take precedence.

7.11 INTEGRATED PEST MANAGEMENT PLAN (IPM)

Staff has been working to develop an IPM for the past two years. Information was posted on the MCSD website asking community members to provide input.

A team of staff was formed to review and incorporate comments from the community. Comments are evaluated and a revised draft plan will be presented to the Board in workshop format each month.

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 CAPITAL BUDGET MANAGEMENT

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.

8.6 RESERVES RECOVERY

Part of the most recent study of Water Rates was the inclusion of a surcharge to recover the reserves used as working capital during the period when the water rates were not adequate to cover operating costs. We have been tracking the collection of this surcharge on a monthly basis and depositing the funds in a separate Trust Account with the County of Humboldt. When we have recovered the expended reserves, we will remove the surcharge from customers' bills. Progress is tracked on a graph on the District website and on a manual graph in the front office.

8.7 RATE STUDIES

A rate study is being conducted to verify that projected revenues are sufficient to meet funding requirements for construction, operation and maintenance of the WWMF Improvement Project.

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLE- TION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
1.0 Water											
1.1	Maintenance Programs	JH	\$ 350,000.00	tank 1B recoating/continue creating SOP's/ removing pumps & motors 1 thru 4 at N.Bank	change copper tubing in PRV stations/ create SOP's	tank recoating/create SOP's	valve exercising/fire hydrant insp. and exercise	valve exercising/fire hydrant insp. and exercise			
1.2	Water Tank Storage Proj	JH	\$ 185,000.00	property negotiation	design	pursue grant funding	build	build	2018	5%	Geotech complete and complete negotiations
1.3	Emergency Water Crossing	JH	n/a	construction completed/ finalize SOPs with City of Arcata					2014	95%	SOP's will be written by MCSD and Arcata.
1.4	Emergency Water Supply	GM/JH	\$ 100,000.00	pursuing grant funding and water exploration on Mather and Forest Service property	pursuing grant funding	Groundwater Mgmt Plan	Groundwater Mgmt Plan	Groundwater Mgmt Plan			
1.5	Radio Telemetry Upgrade	JH	n/a	completed/ funded		exploration of new or updated digital control strategy			2013	100%	
1.6	Water Main Rehab/Repl	JH	\$ 20,000.00	technical memorandum for rehab/replacement strategies	build up reserves	build up reserves, prioritize areas of concern	start rehab/replace-ment	start rehab/replace-ment		0%	Reserves will be built up to replace water mains when needed.
1.7	Radio Read Meters	JH	\$ 90,000.00	phase 1 ctd.	phase 2	phase 3	annual replacements	annual replacements	2017	5%	Success of this project is contingent upon a source of financing
1.8	F/H upgrade and installation in commercial area	JH	\$ 8,000.00	install fire hydrants where requested by the fire department.	install fire hydrants where requested by the fire department.				2016	5%	Cost share with Fire Department

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
2.0 Wastewater											
2.1	20-yr Facility Plan	GM & Board	n/a	annual review	annual review	annual review	annual review	annual review		100%	
2.2	WWMF Improvement Proj/Biosolids Maint.	GM & JH	\$ 5,000,000.00	100% design, Pond 1A dredged/draind and CEQA completed	construction	construction completed	Biosolids Mgmt Plan	Biosolids Mgmt Plan	2016	5%	Grant funding and financing are being pursued
2.3	Collection Sys Upgrades	JH		sewer flow analysis memo/ technical memorandum for proposed upgrades of Thiel crossing	monitor capacity of all 3 basin crossings	monitor capacity of all 3 basin crossings	design for Thiel crossing	design for Thiel crossing		5%	This will be scheduled and completed when build-out requires upgrade.
2.4	Sewer Main Rehab/Repl	JH	\$ 50,000.00	adopt method to assess condition of pressure sewer mains at lift stations/ repair I&I when found	repair I&I when found/ memorandum for pipe replacement plan including pressure mains	repair I&I when found contingency for pipe replacement plan	repair I&I when found, prioritize pipe replacement plan	repair I&I when found, prioritize pipe replacement plan			There is no completion date to this maintenance. I&I will be repaired when found and a plan for replacing pipe will be developed
2.5	Radio Telemetry Upgrade	JH	\$ 45,000.00	sewer station digital control strategy.	sewer stations will be upgraded.				2016		Sewer stations will be completed in 2015. WWMF radio will be upgraded during upgrade.
2.6	Sewer Lift Stn Gen. Upgrades	JH	\$ 20,000.00	engineering and design	replace Letz Gen.	replace Fischer Gen.	replace Fischer Gen.	replace Fischer Gen.	2017		
2.7	Pre-Treatment Prog	EJ	n/a	issue grease trap permits.	administering pre-treatment program/ annual testing	administering pre-treatment program/ annual testing	administering pre-treatment program/ annual testing	administering pre-treatment program/ annual testing			
2.8	I&I Prevention	JH	n/a	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows			Inspected and repaired annually
2.9	Reclamation Site Expansion and Upgrade	JH	n/a	expand reclamation area and research crop species with increased water demand	explore purchasing more property	negotiate purchase of more property					
2.10	Percolation site decommissioning	JH/ GM	n/a	pursue grant funding for planning and design to decommission percolation ponds	initiate plan	decommission percolation ponds					

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLE- TION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
3.0 Streetlights											
3.1	Converting to LED	JH	n/a	completed/funded					2014	90%	
3.2	Maintenance Programs	JH	n/a	pole inspections on 10-year rotation, due: FY2022							Poles will be inspected for rot every 10 years. Completed 6/11
4.0 Parks & Recreation											
4.1	Teen & Community Center	JS	to be determined	construction & develop MOU with BGCR	doors open	dunding and program development			2014/15	20%	
4.2	Hewitt Ranch Park	JS	to be determined	pursue access from Cochran Rd.	funding options brought to Board & consider environmental planning	pursue funding	pursue funding	planning for parking area			Staff will be meeting with Par Infinity Disc Golf Club to discuss the club providing funding for a disc golf
4.3	Washington Ave. Property	JS	to be determined	continue mowing quarterly/ work with local BMX group to consider feasibility	consider approaching Board to see if a BMX track is something worth pusuing	possible park developmt (depending on funding)	possible park developmt (depending on funding)	possible park developmt (depending on funding)			Invasives have been removed, staff continues to mow quarterly
4.4	Community Forest	JS	to be determined	continue discussions with local stakeholders	continue discussions with local stakeholders	pursue property acquisition	pursue property acquisition	pursue property acquisition			
4.5	Mad River Property	JS	to be determined	acquire Humb County property	consider environmental requirements, get recommendation from RAC, seek Board approval/create access/pursue funding	upgrade access	develop existing trails	develop existing trails			
4.6	Standards & Specs for OSMZ/Parks	JS	n/a	meet weekly until it is completed/ meet with GM monthly for review/ bring to MCSD Board of Directors for approval	Standards and Sepcifications being used for all parks, facilities and open space maintenance zones	Standards and Sepcifications being used for all parks, facilities and open space maintenance zones	Standards and Sepcifications being used for all parks, facilities and open space maintenance zones	Standards and Sepcifications being used for all parks, facilities and open space maintenance zones	2014/15	50%	

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
4.7	Maintenance Standards	JS	n/a	develop written SOP's	seek Board approval, staff training	staff training	staff training	staff training		25%	
4.8	MOU with Humboldt County for Central Ave Landscaping	JS	n/a	work on MOU with the County, bring to Board					2014/15	50%	
4.9	Covered Picnic Area	JS	n/a	construction completed	promote covered picnic area rentals	promote covered picnic area rentals	promote covered picnic area rentals	promote covered picnic area rentals	31-Dec-14	25%	A majority of the construction is being completed inhouse in order to cut costs. Therefore, it is difficult to estimate a completion date

5.0 Partnerships

5.1	Foster Regional Cooperation	GM & Board	n/a	quarterly meetings with 5th District Supervisor	meet with all five Humboldt County Supervisors	quarterly meetings with 5th District Supervisor	meet with all five Humboldt County Supervisors	meet with all five Humboldt County Supervisors		Ongoing	Continue efforts to gain a seat on the TAC
5.2	Improve Political Ties	GM & Board	n/a	initiate bi-annual meetings w/new State Senator & Assembly person		bi-annual meetings with State Representatives				Ongoing	Monitor the elections and make contact with newly elected representatives
5.3	Participate in Community Groups	GM & JS	n/a	ongoing community outreach	ongoing community outreach	ongoing community outreach	ongoing community outreach	ongoing community outreach		Ongoing	Continue to participate with local groups representing various constituents

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLE- TION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
6.0 Personnel/Organization											
6.1	Employee Retention	Dept. Heads	n/a	continue to foster healthy work environment & mentoring	continue to foster healthy work environment & mentoring	continue to foster healthy work environment & mentoring	next scheduled survey of salary/benefits due in FY 2017/18	continue to foster healthy work environment & mentoring		Ongoing	Next scheduled salary survey due in FY 2017/18
6.2	Training & Development	Dept. Heads	n/a	pursue a formalized succession plan	Succession Plan completed & implemented/Annual Review & Revision	annual review & revision	annual review & revision	annual review & revision		Ongoing	
6.3	Employee Communication	Dept. Heads	n/a	next scheduled reviews of Supervisors Manual & Employee Handbook	next scheduled reviews of Personnel Policy Manual and Employee Handbook	next scheduled reviews of Supervisors Manual & Employee Handbook	next scheduled reviews of Personnel Policy Manual and Employee Handbook	next scheduled reviews of Supervisors Manual & Employee Handbook		Ongoing	
6.4	Employee Safety Prog	Dept. Heads	n/a	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit		Ongoing	
6.5	Eval & Performance Mgmt	Dept. Heads	n/a	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates		Ongoing	

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLE- TION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
7.0 Administrative Management											
7.1	District Policies & Procedures	GM & Board	n/a	annual review	annual review Supervisor's & Board Policy Manual/ development of Benefit Escalation Policy	annual review	annual review	annual review		Ongoing	Annual reviews are done for Conflict of Interest.
7.2	Records Retention	CMRT	n/a	DocStar fully implemented/Review Records Retention Policy	records backlog started	review Records Retention Policy & update	records backlog completed	review/update Records Retention Policy & continue management of current documents	2017	25%	Acct101
7.3	Customer Service	Dept. Heads	n/a	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training		Ongoing	
7.4	Continue to build upon Public Information	JS	n/a	website, newsletter, PSAs, social networking	website, newsletter, PSAs, social networking	website, newsletter, PSAs, social networking	website, newsletter, PSAs, social networking	website, newsletter, PSAs, social networking			
7.5	Board Development Policy	GM & Board	n/a	ongoing annual AB 1234 Ethics training	ongoing annual AB 1234 Ethics training & update	ongoing annual AB 1234 Ethics training	ongoing annual AB 1234 Ethics training	ongoing annual AB 1234 Ethics training		Ongoing	Additional continuing education courses encouraged to
7.6	Review/Update Strategic Plan	GM & Board	n/a	annual review & revision	annual review & revision	annual review & revision	annual review & revision	annual review & revision		Ongoing	When do we think the Board will approve this?
7.7	Emergency Preparedness and Response	GM & Dept. Heads	n/a	conduct full scale table top exercise; review and update EOP	conduct full scale table top exercise; review and update EOP	conduct full scale table top exercise; review and update EOP	conduct full scale table top exercise; review and update EOP	conduct full scale table top exercise; review and update EOP		25%	Still working on information flow
7.8	Achieve Best Practices Awards	GM & Board & Board Secretary	n/a	achieve 6 hours of governance training for Board members, GM and executive staff	apply for the SDLF "District of Distinction" accreditation program & re-apply for Transparency Certificate					10%	Transparency Cert. Awarded in FY 14.
7.9	Explore Alternative Energy Options	GM & Board	n/a	Board review of report & consider prioritization of projects & include in CIP	bring proposal back to Board for implementation				2014	20%	Review and report to Board by end of FY 14

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2015	NEXT 2016	NEXT 2017	NEXT 2018	NEXT 2019	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
7.10	Planning and Latent Powers	GM & Board	n/a	define entire process and associated estimated costs	propose phasing work to allow Board to consider the value of each step related to cost					Ongoing	Review and report to Board by end of FY 14
7.11	Integrated Pest Mgmt Plan	JH & JS	n/a	developed an MCSD team to work on plan/ posted on website for input/held public workshops.	continue working on developing an IPM/ seek Board approval	plan implemented	monitoring	monitoring		Ongoing	
8.0 Finance											
8.1	Reserve Policy Implementation	CT & GM	n/a	review & monitor	review & monitor	review & monitor	review & monitor	review & monitor		Ongoing	
8.2	Budget Development	CT	n/a	completed & approved	information collection started	not yet started	not yet started	not yet started	FY2015-16 @ 5%	Ongoing	
8.3	Capital Budget Mgmt	CT & GM	n/a	completed & approved	information collection started	not yet started	not yet started	not yet started	FY2015-16 @ 5%	Ongoing	
8.4	Development of Financial Mgmt System	CT	n/a	review & evaluate available software	review & evaluate available software	RFP, choose vendor, lay out implementation plan	begin implementation	complete implementation	2017	3%	
8.5	Financial Audit	CT	n/a	sonduct annual audit	sonduct annual audit	3-yr RFP for audit completed	sonduct annual audit	sonduct annual audit	Dec-13	95%	
8.6	Monitor Reserves Recovery	CT	n/a	monitor	monitor	complete			Dec-13	2%	
8.7	Rate Studies	GM & Board	n/a	sewer rate Analysis to support debt requirement for WWMF Improvement Project	RFP for capacity fee review	capacity fee review	water rate analysis	sewer rate analysis	Dec-13	Ongoing	

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.7 **Wastewater Management Facility Improvement Project Open House**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board listen to a presentation, air questions and take public comment.

Discussion:

On December 9, 2014 staff hosted an Open House at Azalea Hall to inform the public and answer questions regarding the Wastewater Management Facility Improvement Project. The Project manager from Kennedy/Jenks was present along with Planwest Partners, Inc. to assist with any questions from the public. Flyers were hung in numerous locations to inform the public about the date, time and location of the Open House.

Six exhibit stations were set up to view the process, from the proposed design to the estimated costs and schedule. Approximately 14 members of the public attended, each with questions and comments. There were questions ranging from how their view of the site will be affected to how the proposed process performed and how many years the treatment process would satisfy the NPDES permit. There were concerns on whether or not the District would need to extend the fence boundaries, the increased power consumption and if there will be an increase in odor. There was a lot of positive feedback and the public appeared satisfied with the direction that the District was going with the upgrade.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Open House Flyer
- Attachment 2 – Exhibits

Open House

MCSD Wastewater Management Facility Improvement Project

Date: Tuesday
December 9, 2014
Time: 4-7pm

Wastewater Management Facility



Learn About:

- Project Area
- Project Improvements
- Water Quality Benefits
- Environmental Compliance
- MCSD Services
- Projects Costs & Schedule

Ask questions and share comments.

Azalea Hall
1620 Pickett Road
McKinleyville

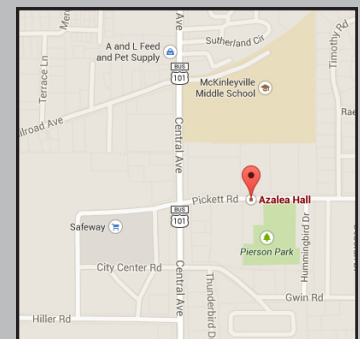


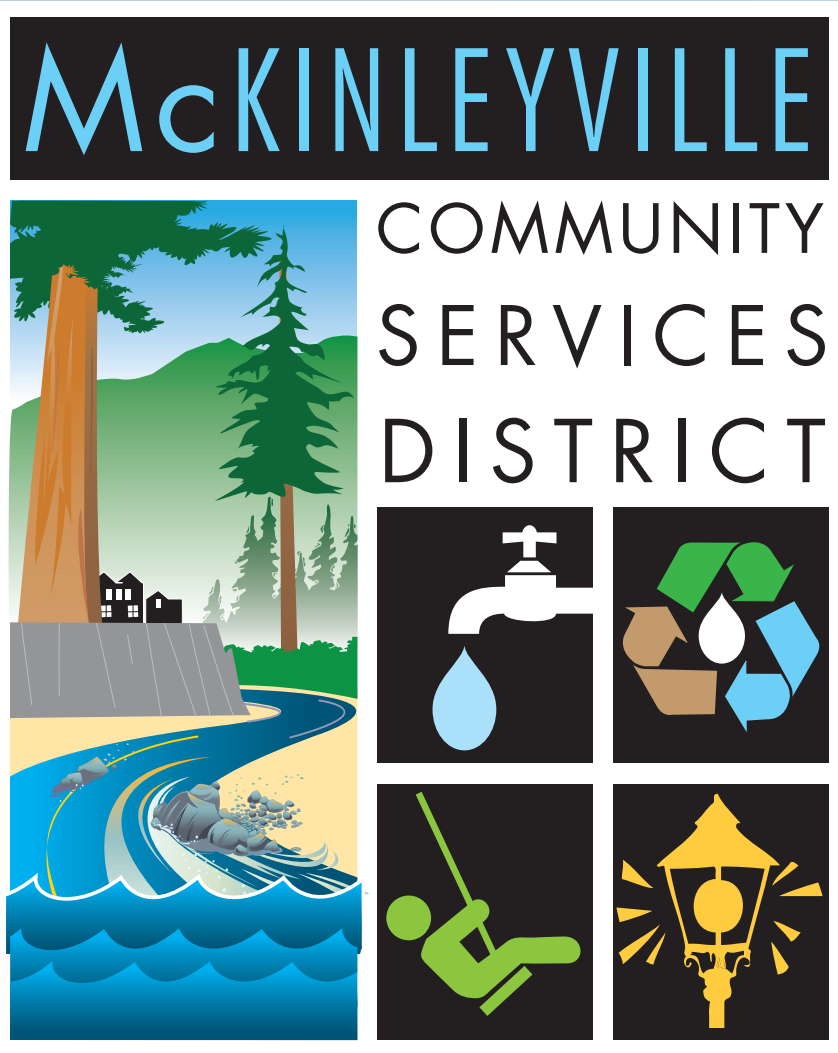
MCSD Contact Information
1656 Sutter Rd.

McKinleyville, CA 95519

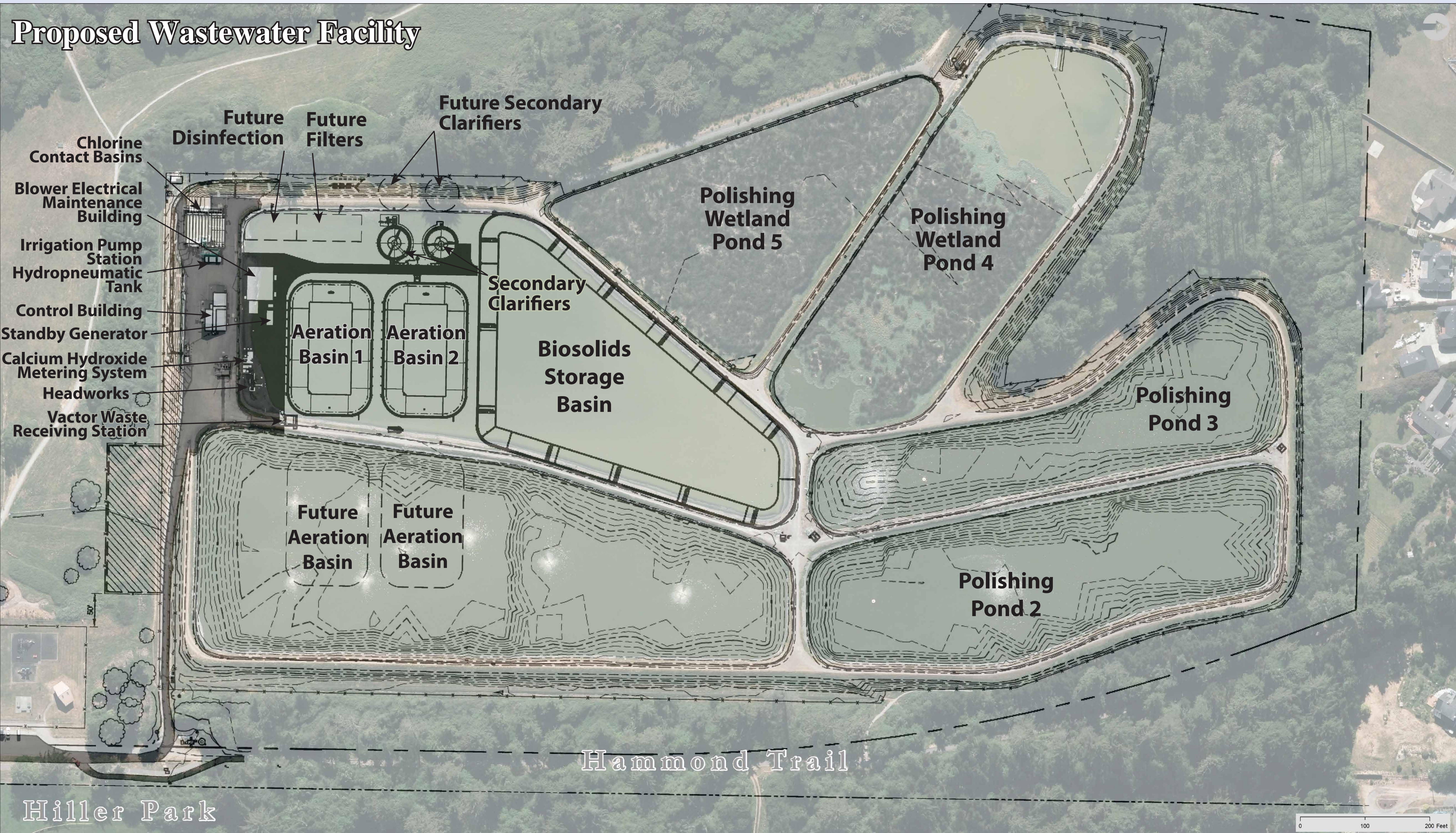
Phone: 707-839-3251

Email: mcsd@mckinleyvillecsd.com





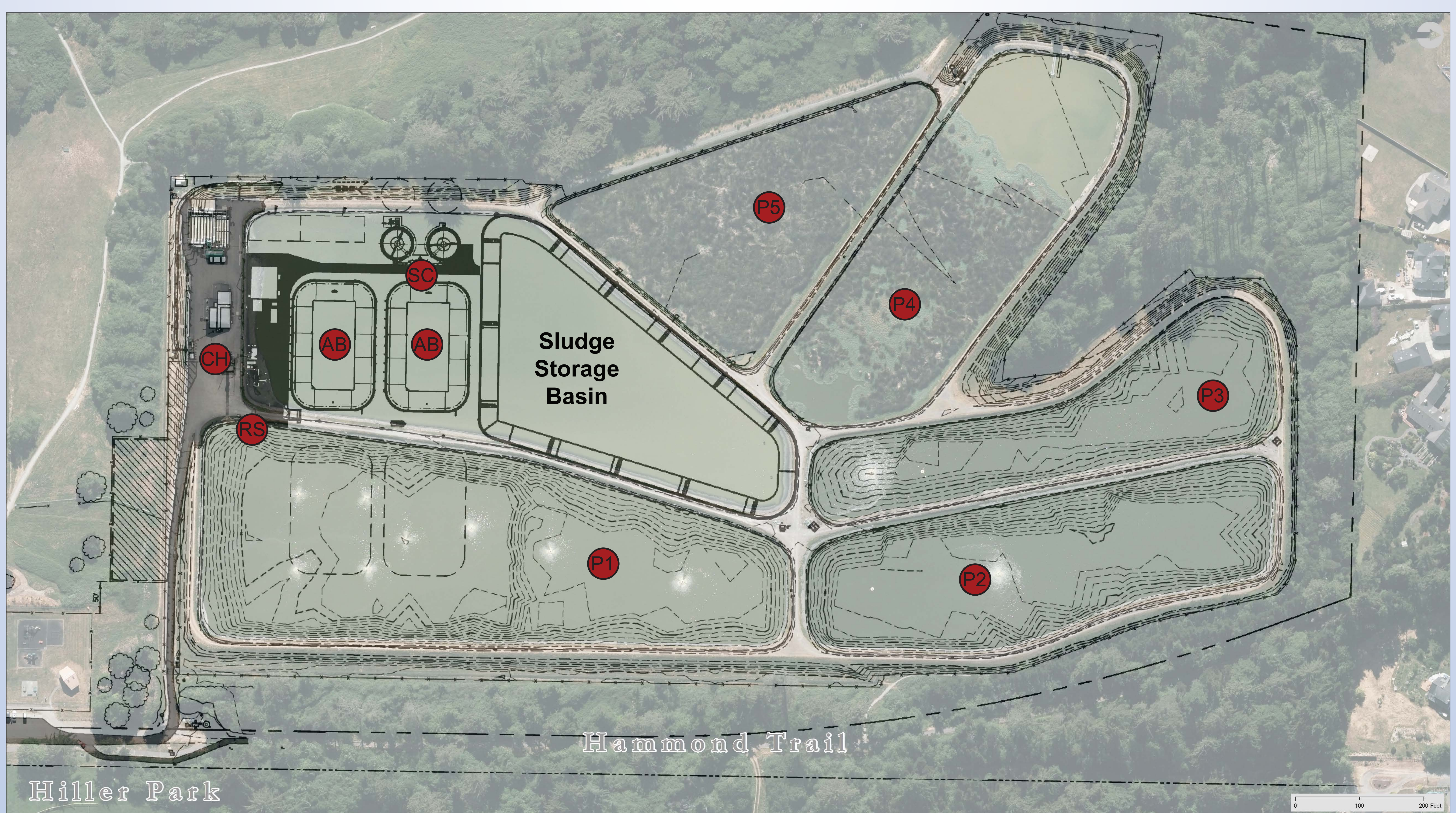
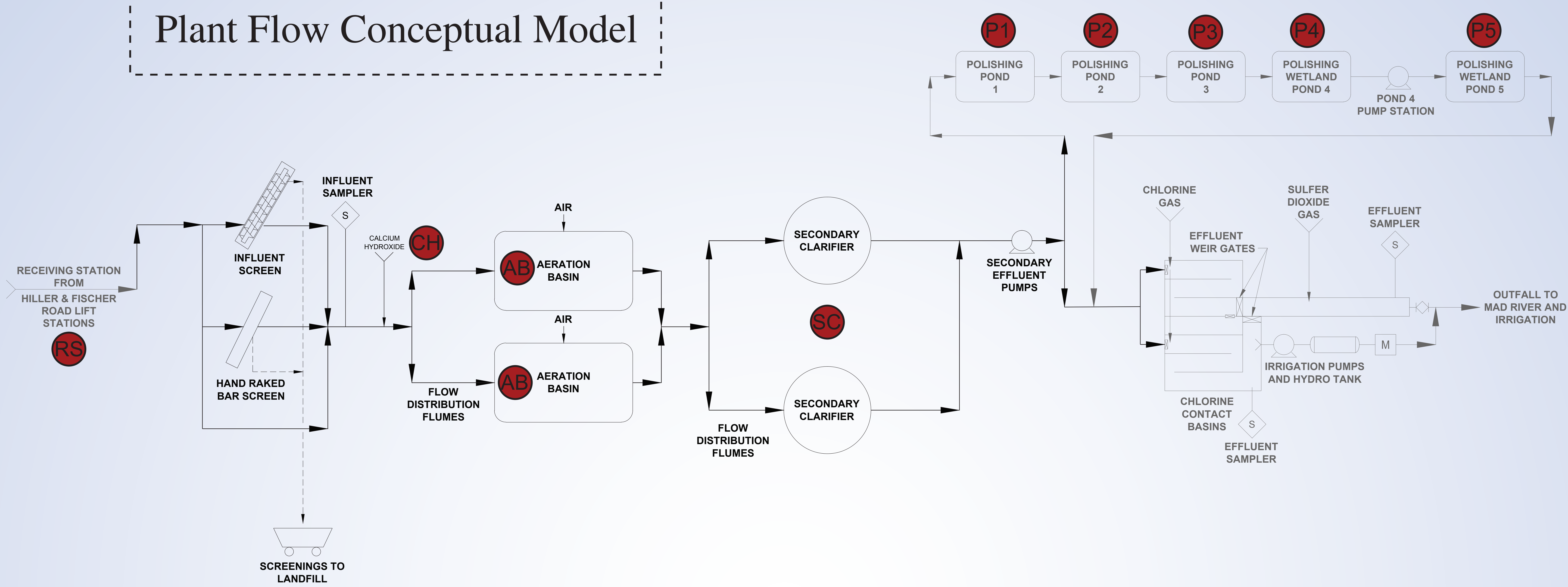
Project Area: Existing & Proposed Project Limits





Project Improvements

Plant Flow Conceptual Model





Water Quality Benefits



Contaminants - The project will:

Reduce ammonia toxicity

Reduce Biochemical Oxygen Demand (BOD) & Total Suspended Solids (TSS)

Reduce nutrient load

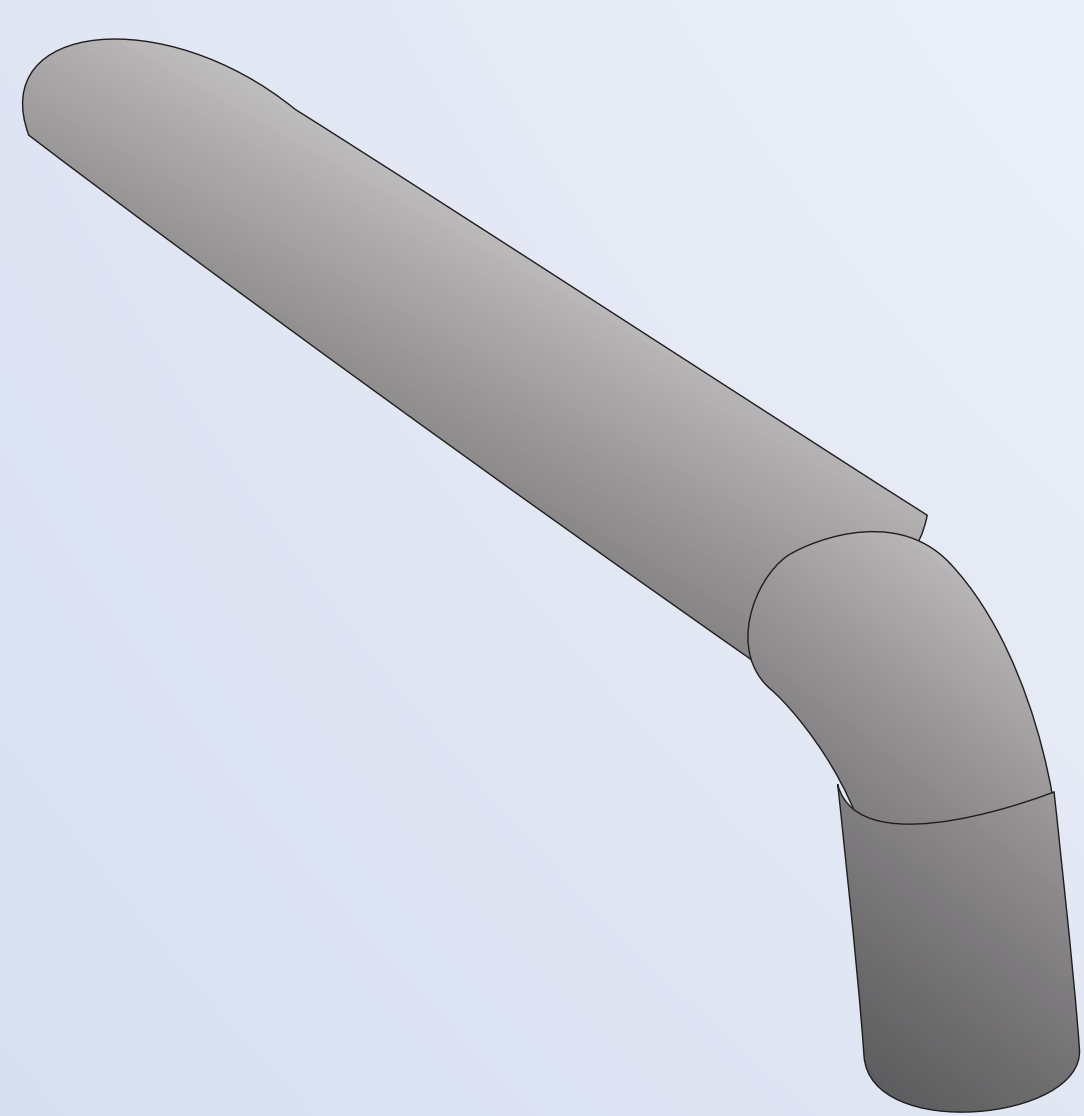
Reduce metals, volatiles, semi volatiles and pesticides

Reduce effect on groundwater quality

Provide enhancement to receiving waters

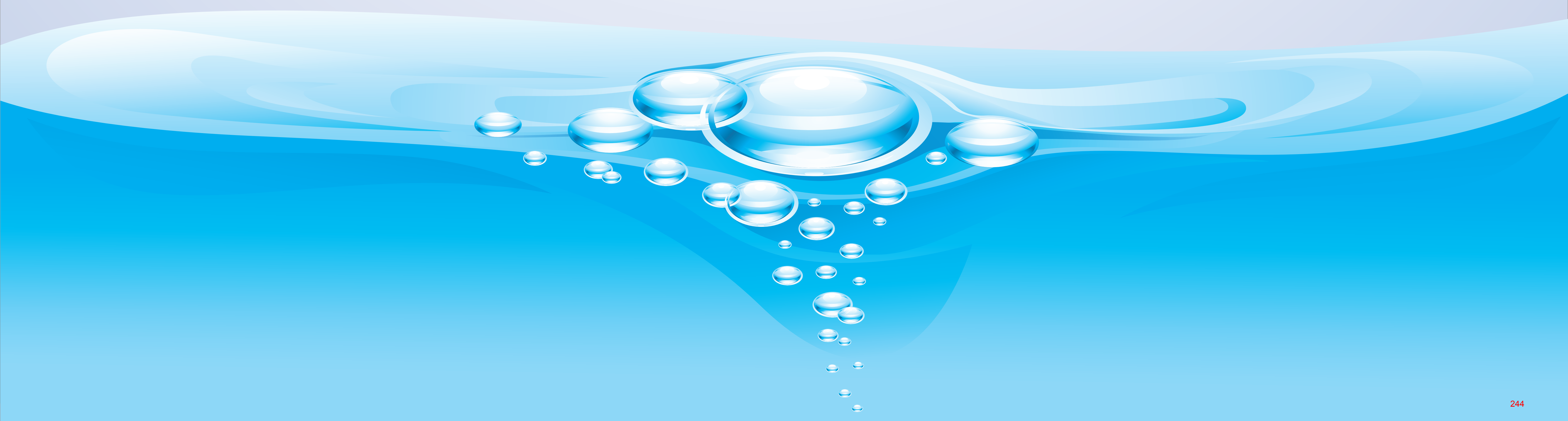
Irrigation

Crop irrigation for hay - especially important during drought. Agriculture users may draw from the treated MCSD water rather than wells or the river.



New Requirements

New more stringent requirements will occur after the current permit expires in 2016. Without the upgrades the new limits cannot be met.





Environmental Compliance & Permitting

The district prepared and adopted an Initial Study/Mitigated Negative Declaration and Mitigation Monitoring & Reporting Program. Potential effects were less than significant for all environmental analysis factors. Geotechnical and cultural resources reports were also completed for the project.

Environmental Analysis Factors

Aesthetics
Agriculture and Forest Resources
Air Quality
Biological Resources
Cultural Resources
Geology and Soils
Greenhouse Gas Emissions
Hazards and Hazardous Materials
Hydrology and Water Quality
Land Use and Planning
Mineral Resources
Noise
Population and Housing
Public Services
Recreation
Transportation/Traffic
Utilities and Service Systems
Mandatory Findings of Significance

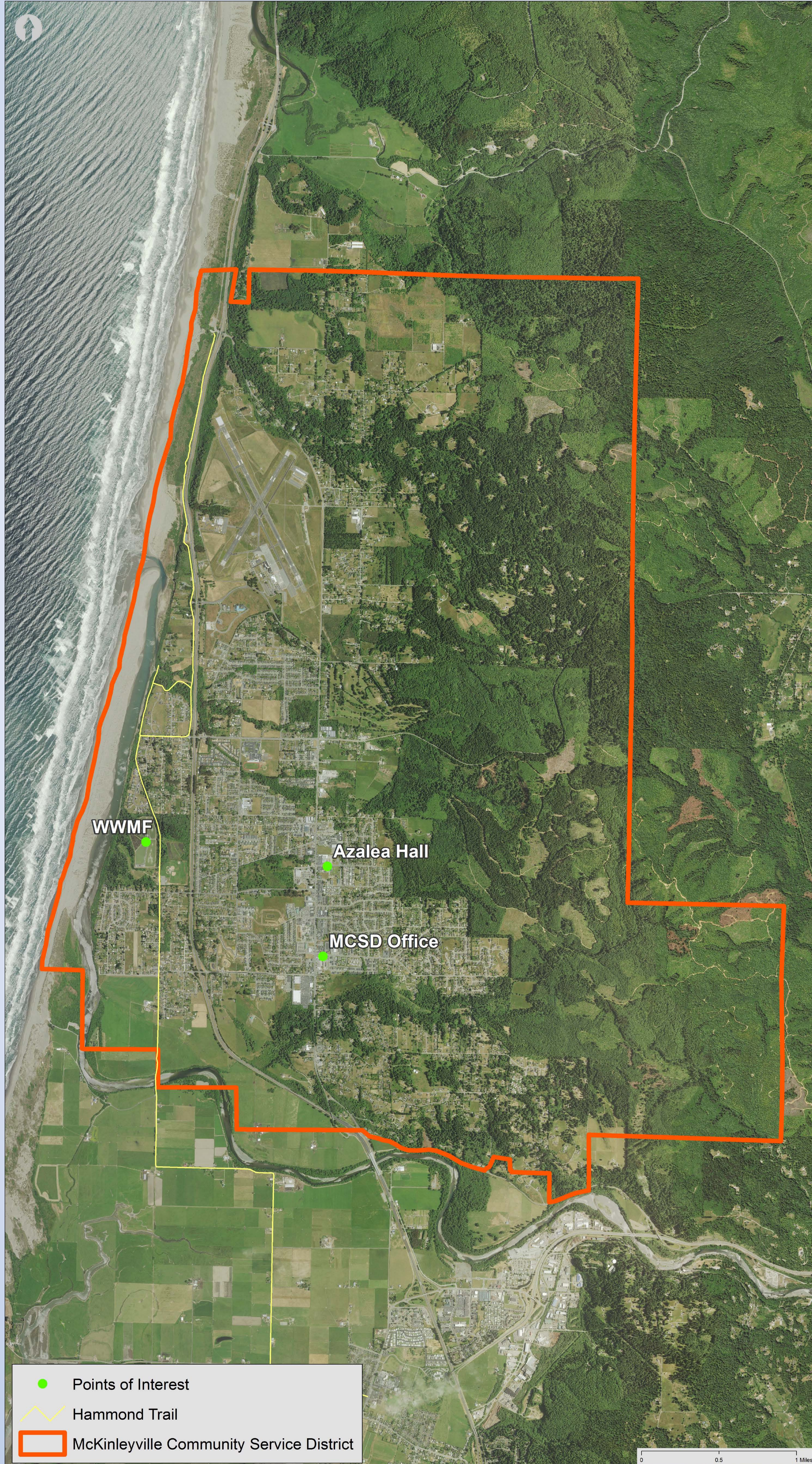


Required Permits

- County Coastal Development Permit
- North Coast Unified Air Quality Management District Permit



MCSD Services & Service Area



MCSD Services Provided

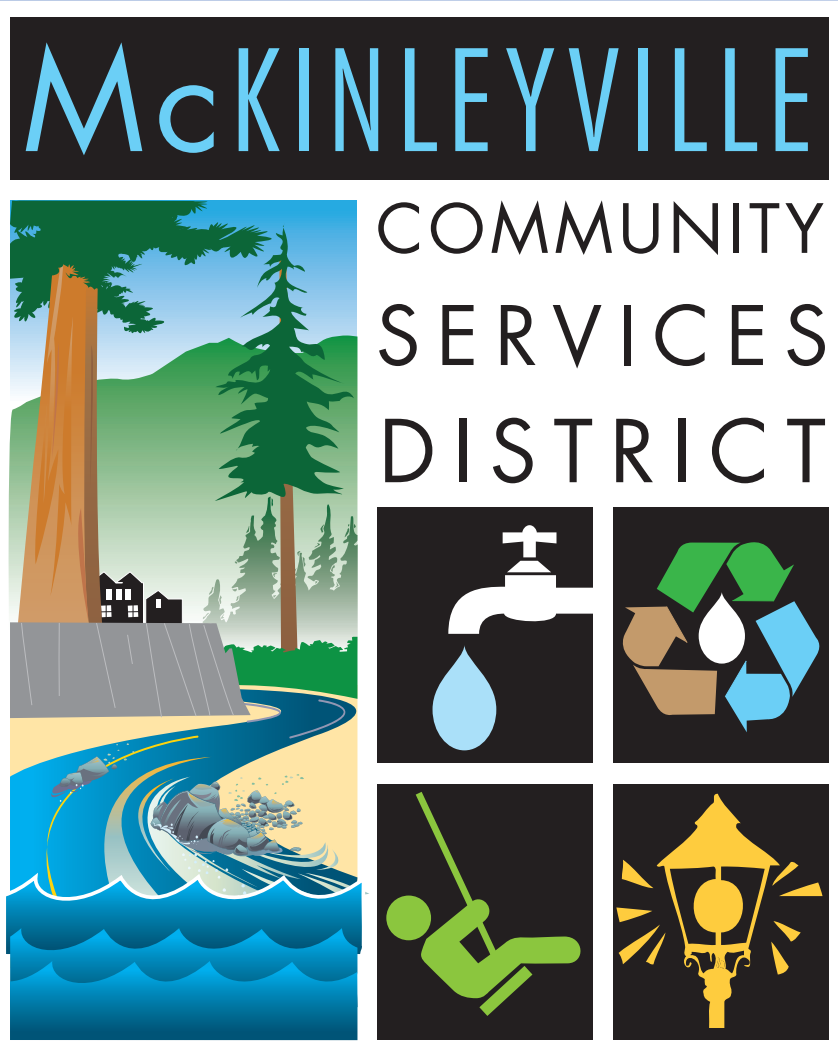
- Safe and reliable water
- Wastewater
- Lighting
- Open Space
- Parks & Recreation
- Library Services

MCSD Serves...

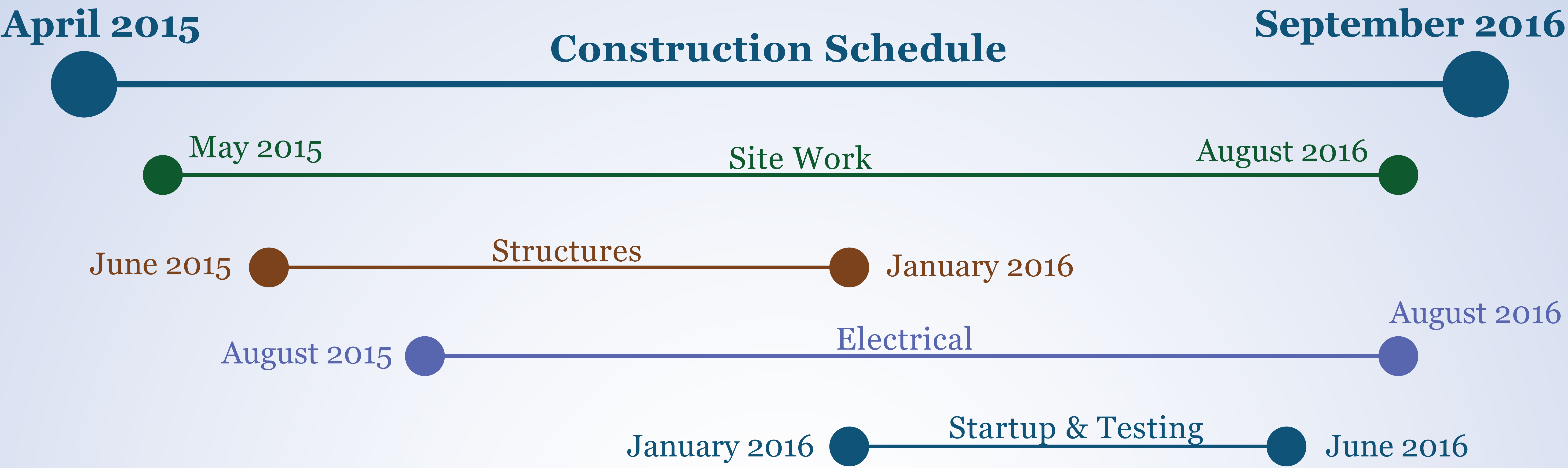
- Over 12,000 acres
- 16,000 residents
- 5,300 water services
- 4,500 sewer connections

Capital Improvement Plan & Goals

- Address immediate permit requirements
- Anticipate future permit and regulatory requirements
- Accommodate anticipated growth and community needs



Project Costs and Schedule



Total Anticipated Project Cost

Component	Total Cost
Facilities Plan	\$250,000
Engineering (Design, Bid)	\$1 M
Engineering (CM Services)	\$1.3 M
WWMF Improvement Project	\$11.3 M
2014 Pond 1A and 1B dredging	\$.9 M
Ponds 1B, 2 and 3 dredging	\$1 M
Construction Change Orders	\$340,000
Contingencies	\$500,000
Estimated Total Project Cost	\$16.6 M

Project Funding

- Low interest loans (State Revolving Fund) primary source
- Possible grant funding
- Potential sewer rate adjustment

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A **Finance Director's Report for December 2014**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$212,805.21 to date into the Trust Account for reserves recovery.

Budget Update: The new budget cycle has begun. Parks has submitted a draft Capital Improvements Plan to the Board this month for review and discussion.

Treasurer's Report Highlights: The December Treasurer's Report revenue includes capacity fees of \$120,350 for the Water Fund and \$167,321 for the Sewer Fund respectively. No capital assets have been received by the Board to date this fiscal year.

The District's first payment of property taxes and assessments (Measure B) was received in December. The next remittance of tax and assessment revenue will occur in April 2015. Historically, about 60% of taxes and assessments due are paid in December.

The final invoice of the Biosolids Project (part of the new Wastewater Facility Upgrade) has been paid. Funds have been transferred from the County Trust Account that holds the Sewer Fund Reserves to cover the payment.

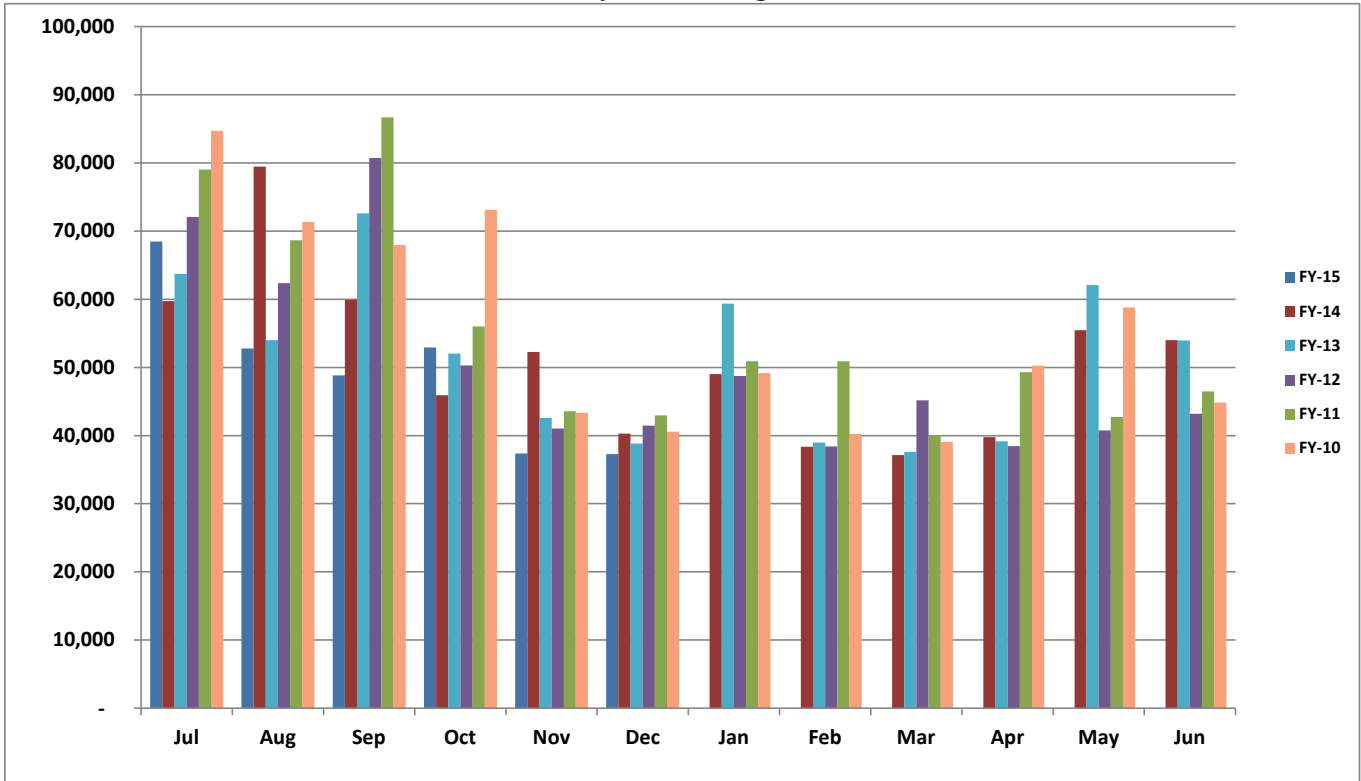
Other Updates:

We are preparing to publish a list of unclaimed checks, per California Government Code § 50050. If the checks remain unclaimed for the time specified in the law, the District will be able to void them and remove them from our books permanently. Since many of these checks are customer refunds, we have not published the customers' names. Instead, we listed the customer ID number and will check the ID of any claimants against the identity listed in our billing system.

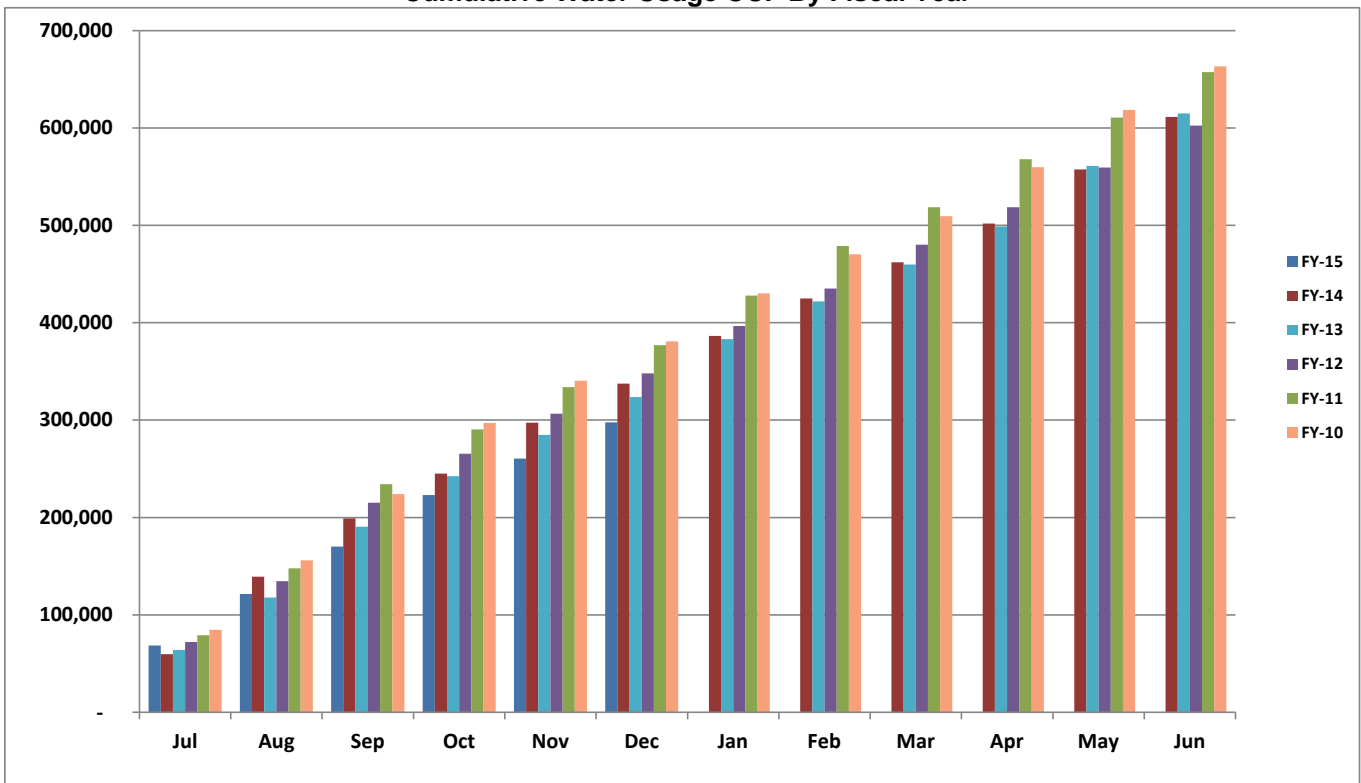
The Emergency Operations Plan is being reviewed for compliance with the National Incident management System (NIMS). The goal is to have the District prepared not only to meet local emergencies within District boundaries, but also to work with other local, State, and Federal agencies in the event of a larger emergency or disaster.

The water-use curtailment requirements implemented by the District in response to the statewide drought have been very effective in McKinleyville. The month of December showed a strong decrease over November, partly because of the rains. The total cumulative water use is still trending down, per the graph on the following page.

Monthly Water Usage - CCF



Cumulative Water Usage CCF By Fiscal Year



McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B **Operations Department – December 2014 Report**

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

TYPE OF ACTION: **None**

Water Department:

◇ **Water Statistics:**

The district pumped 33 million gallons of water in December.
Three water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

◇ **Double Check Valve Testing:**

The DCV test kit was sent in for its routine annual calibration and inspection. When the test kit returned, staff conducted retests from November's failures.

◇ **Average and Maximum Water Usage:**

The maximum water usage day was 1.4 million gallons and the average usage per day was 1.1 million gallons.

◇ **Water Distribution Maintenance:**

Annual Hydrant inspections is 60% completed. Hydrants will be exercised, inspected and documented in the log book. Any discrepancies will be flagged to generate work orders for repairs. 397 meters from the Phase 1 replacement program have been replaced. There are approximately 700 meters left to completing Phase 1. There were four service line leaks that were repaired or replaced that were caused by bad crimping or bedding. Saw cutting and permanent paving was completed at miscellaneous leak repair and new service installation locations.

◇ **Water Station Maintenance:**

The propane tank flex line was replaced at the Cochran Station. New lids were fabricated, painted and installed at the Eucalyptus Pressure Reducing Station. The recently rebuilt pump at the Northbank Station was installed and placed back into service. String trimming and mowing was conducted at the Hewitt Tank Site.

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

Water Usage Comparison in Million Gallons

	2013	2014	% Reduction	2014 Recycled
July	54.757	50.668	7	14.297
August	55.908	46.600	17	13.040
September	45.702	40.619	12	17.434
October	39.439	36.393	8	16.077
November	34.879	30.795	12	13.807
December	35.203	33.146	6	0

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

◇ **New Construction Inspections:**

Central Estates Phase 2C, GRS installed sewer mains, water mains and valves. Testing will be completed after PG&E installs their facilities. CVS; waiting on the contractor's schedule on when they will be conducting the hot tap for the fire service.

Sewer Department:

Waste Water Statistics:

34.5 million gallons of wastewater was collected and pumped to the W.W.M.F. 47.1 million gallons of wastewater was treated and discharged to land disposal or reclamation in December. Daily, weekly and monthly inspections of all sewer facilities were conducted.

◇ **Sewer Station Maintenance:**

Quarterly wet well washing was conducted at the Hiller Sewer Lift Station. This is done to prevent grease and rags from plugging up the pumps. The check valve in Pump 2 at Hiller was repaired due to not functioning properly. Belts were replaced on the B Street Station generator due to cracking along with trimming and mowing the site. The air relief at the Kelly Lift Station was removed, unplugged and put back into service.

◇ **Sewer Collection System:**

Staff responded during the weekend to form several teams to look for I&I that the sewer system was taking in during a heavy rain event. Due to the water table elevation being high, several leaks were found in manholes which were fixed the following week using gel grout. Some inflow was taking place from pulled clean-out etc. and was obvious by looking at the trends, but staff was unable to find the source before the event ended. Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The Hach Sigma flow totalizer was placed in numerous manholes to collect wet weather flow data due to the recent rain events. This information is compared against dry weather flow data to look for I&I in the collection system. A sewer main was inspected with a camera and hydro-cleaned due to grease build up at the

customer's lateral connection. The customer was shown the camera footage and was informed to stop pouring grease down their drain or it may result in heavy fines and maintenance costs.

◇ **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. Hedge trimming and mowing took place at the WWMF. A pump was set up to help separate and remove the remaining water from the sludge in Pond 1A. One CL2 and SO2 vacuum regulator was rebuilt as part of the annual maintenance program.

◇ **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.

◇ **Street Light Department:**

There was one streetlight complaint in December due to a bad photo cell.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. Staff participated in training dealing with procedures for cutting and handling of asbestos pipe.

Special Notes:

Tractors, Dump Truck and Vac-con were greased and lubed to prevent unnecessary wear.

Unit 6 and 7 received their annual DOT safety inspection.

Operations Department continued working on the new park picnic pavilion.

The template was created for the MSDS's in DocStar and staff has transferred the sheets from the binder to a digital copy on the computer.

Monthly river samples were completed.

Monthly Discharge and Self monitoring reports (DMR/SMR) were submitted.

Public Water Monthly Monitoring report was submitted.

Monthly Water Quality report was sent to the Dept. of Health.

Monthly Pesticide applicator report was submitted to Department of Agriculture.

Quarterly well samples were completed as part of the NPDES permit requirements.

Acute and Chronic Toxicity samples were collected and sent to the lab.

Staff met to discuss the Emergency Operations Plan and worked on modifying forms to better fit the District's needs.

Staff is working on the Individual Development Plans (IDP's).

A Grade 4 Wastewater Operator is required for the new plant upgrade. Correspondence courses through Sac State are being completed in order to have the credits to take the exam.

Staff assisted Parks Dept. in relocating Azaleas from the Fire Dept. to Hiller Park. A meeting was conducted to review the steps required to complete the annual Sanitary Sewer Management and the Overflow Emergency Response Plan Audits. A large portion of the audit will be conducted in house.

Staff completed the newsletter entries for the District and CWEA newsletters.

Staff reviewed and incorporated several comments in sections 1, 2 & 3 of the IPM.

Several illegal connections were investigated and letters sent to owners to either correct the violation or pay the fees for a second unit. These are noticed by the staff during meter reading or responding to service orders.

WWMF upgrade status:

90% design was returned to K/J with comments.

Staff is continuing to pump water out of Pond 1A. The Pond is approximately 99% drained. At this time staff is slowly pulling the water out of the remaining sludge. The tractor was used to move some of the sludge around in the pond to allow channels for the water to flow to the pumps suction hose.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: **Jason Sehon, Parks & Recreation Director**

TYPE OF ACTION: **None**

AZALEA HALL:

We recently replaced some of the blinds at Azalea Hall that were damaged. Newheart Church uses Azalea Hall two (2) days a week and they shared the cost by donating \$500.00 towards the blind replacement.

NEWSLETTER & RECREATION ACTIVITY GUIDE:

The 2015 Spring/Summer Newsletter and Recreation Activity Guide are complete. Both are completed by MCSD staff in-house. I would like to commend Kirsten Messmer, Recreation Coordinator for doing a great job on designing the Recreation Activity Guide.

HILLER PARK BOTANICAL GARDEN:

Staff has been working with a Community Service Worker (CSW) to install a split rail fence at the botanical garden at Hiller Park. The CSW provided the equipment and concrete at no cost to the District. The fence is now complete. Estimated cost savings on this project is more than \$1,500.00

JUNIOR HIGH SCHOOL DANCE:

We held a Junior High School Dance on Friday, January 23, 2015 at the McKinleyville Activity Center. More than 400 youth in 6th through 8th grades were in attendance.

HILLER PARK WEST:

Staff has been working with a Community Service Worker (CSW) to replace the fencing between the parking area and the Hammond Trail at Hiller Park. The CSW provided his equipment and labor at no cost to the District. A majority of the labor was completed by the CSW. The fence is now complete. Estimated cost savings on this project is more than \$1,500.00.

RECREATION PROGRAM FEES:

Recreation staff met to discuss potential recreation program fee increases. These increases will be presented to the MCSD Board of Directors in February with the 2015 Spring/Summer Recreation Activity Guide.

PIERSON PARK COVERED PICNIC AREA PROJECT:

A majority of this project is being completed in house. Funding for this project will come from a Land & Water Conservation Fund grant (\$25,000) and Quimby Inland Parkland Dedication Fund (\$50,000). This project is nearing completion.

RHODODENDRONS:

The Arcata Fire Protection District is renovating their fire station in McKinleyville next year. The fire chief contacted us to see if we were interested in digging up the rhododendrons that are located between the station and Central Ave. These rhododendrons were planted some time near the 1950's and they are approximately twenty (20) feet tall.

Staff pruned the Rhododendrons and have re-located them to the botanical garden at Hiller Park.

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 (2) CalWORKS staff members working within the Parks Department. We are still seeking additional individuals interested in working for the park maintenance crew. This is a great program for the workers and for 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 graffiti or vandalism to report.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 4, 2015

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Information Only

A summary of activity for the month of January 2015

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

• Arcata Stationers discounts	\$137
• Accounting services discount	\$82
• Nor-Cal Safety Consortium	\$350
• SWAP Crews	\$4,600
• Northern Humboldt Employment Services	\$600
• Community Service Workers	\$1,500
• CalWORKS employee	\$7,000
• Volunteers	\$1,500
• Major Facility Custodial	\$1,500
• Newheart Church donation for Hewitt Rm. blinds	\$500
• Motor Repair in house for pump at Booster 1	\$1,500
• Paving of Leak Repair Trenches	\$1,900
• In House Emergency Generator Repairs	\$150

Total cost savings for January are \$21,319

The cumulative cost saving to the District to date from July 1, 2014 is \$141,240

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

Street Lights and MCSD – Due to the proliferation of property crime in our community, the subject of street lights and initiation of new street light maintenance zones has become a popular subject on social media lately,. It may be time to reconsider MCSD Policy related to how we handle new streetlights and maneuver the Proposition 218 process.

Prop 50 Grant and MCSD/ City of Arcata Intertie- We are awaiting the reimbursements of expenditures for the project. Calculation of the capitol asset value will be completed for this project and included in depreciation schedule and inventory. Explanations of some minor invoices were provided to the state to facilitate reimbursement.

Teen and Community Center – Our architect is in the process of some minor concept and material changes related to the design. We will have information to provide by the March meeting including a schedule for going back to bid.

Wastewater Management Facility (WWMF) Improvement Project Design – The majority of our effort has been concentrated on funding, financing requirements and rate analysis considering the debt and O&M requirement for the new process now that we have a more definite estimation of the costs. I will be bringing results of the rate analysis back to the Board as early as March.

Integrated Pest Management Plan – A substantial amount of work was produced in January. A small group of concerned citizens from inside and outside our community have provided much input for staff to consider.

Central Ave. Open Space MOU – Work continues on this as time permits. The Open Space Maintenance zone will be renewed later this year. We hope to have the MOU in place prior to an agreement with the property owners.

Emergency Operations (EO) Meeting – select staff and management met for several hours in January to review and discuss organizational and communication objectives of our EO Plan.

Solar Power Analysis – Criteria for the sensitivity analysis were provided to Beutler. We expect this item to be part of the March Board meeting.

Email List Signup – In an effort to maintain transparency and to facilitate the efficient flow of information to our community. MCSD has initiated a means to increase our outreach via email. We now have a place on our website to sign up for email blasts related to specific subjects. If you go to "<http://mckinleyvillecsd.com/newsletter-signup>" and click the green button that says "Sign Up for Email Updates" you will be directed to a form with specific subjects. If you complete the form you will then be included in all email notifications specific to that subject matter. We will be utilizing software to track demographics and response to the email pushes generated by the mailing lists to gauge effectiveness.

Graduate Program at HSU – MCSD will be partnering with HSU to provide real world situations to graduate students for engineering projects in the coming months. Students will be providing necessary information for planning and capital expense estimates for various planned projects. I would expect as part of this process a few Board presentations will also be occurring.

Meetings – The General Manager attended various meetings and a two and a half day "Excellence in Governance" training sponsored by Special District Leadership Foundation with Directors Edwards, Couch and Wheeler.

Exhibits/Attachments

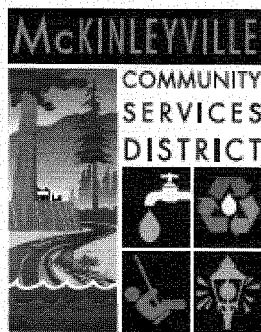
- Attachment 1 – WWMF December 2014 Self Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

January 20, 2014

RE: MONTHLY MONITORING REPORT

Dear Charles:

Enclosed is the Monthly Monitoring Report for December 2014 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 Monitoring Location M-002. The required monitoring and water quality constituents that were tested and reported were in compliance in December.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65 % removal for the monthly average with five weekly tests in December that represent thirteen criteria. The BOD results for December are in compliance.

The requirement for TSS is 83 mg/L, 1108 lbs/day and 65% removal for the monthly average with five weekly tests in December which represent three criteria. The TSS results for December 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 December and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of December are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of December and were in compliance.

Monthly River Monitoring was conducted in December.

Acute testing for December was conducted using Rainbow Trout and C.Dubia. Rainbow Trout had a 100% survival and C.Dubia had an 85% survival. The 2 November follow up testing meeting the 14 day and 21 day deadline which are serving as a dual sample with the December testing have been sent to the lab. The 14 day sample came back with a C.Dubia survival of 85% and a Rainbow Trout survival of 100%. The 21 day sample results came back with a C.Dubia survival rate of 100%. Report has not been mailed yet. Staff conducted a third sample for the November retest and was just notified that the test was voided due to Lab Control failure. Staff is sending another sample in on January 26 to replace the voided sample.

WWMF Upgrade Status: Kennedy/Jenks is working on the final draft. Once completed, the District will review and send back comments. Pond 1A has been 99% drained.

Semi-annual Pollutants of Concern were tested in November and results will be submitted with the December report.

Quarterly testing was conducted in October and results will be submitted with the December report.

"I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED, IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS."

If you have any questions, please contact this office.

GREGORY P. ORSINI, GENERAL MANAGER

ENCLOSURES

FILE

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

DECEMBER 2014

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.889	0.925	1041							0.000	0.925
2	0.867	0.000	0	Washed CCB						0.000	0.000
3	0.908	0.520	967							0.000	0.520
4	0.871	0.723	516							0.000	0.723
5	0.927	1.137	1135							0.000	1.137
6	1.061	1.674	1187							0.000	1.674
7	1.036	1.703	1196							0.000	1.703
8	0.956	1.701	1194							0.000	1.701
9	0.927	1.703	1198							0.000	1.703
10	1.010	1.672	1175							0.000	1.672
11	1.163	1.145	1141							0.000	1.145
12	1.135	0.993	857							0.000	0.993
13	1.086	1.219	863							0.000	1.219
14	1.095	1.220	856							0.000	1.220
15	1.040	1.218	856							0.000	1.218
16	1.006	1.223	860							0.000	1.223
17	1.111	1.327	1003							0.000	1.327
18	1.063	1.220	1005							0.000	1.220
19	1.147	1.432	1215							0.000	1.432
20	1.375	1.716	1215							0.000	1.716
21	1.753	1.779	1361							0.000	1.779
22	1.478	1.934	1356							0.000	1.934
23	1.302	2.106	1767							0.000	2.106
24	1.327	2.500	1772							0.000	2.500
25	1.237	2.441	1727							0.000	2.441
26	1.177	2.479	1852							0.000	2.479
27	1.148	2.341	1699							0.000	2.341
28	1.141	2.222	1585							0.000	2.222
29	1.116	1.496	1451							0.000	1.496
30	1.069	1.553	1592							0.000	1.553
31	1.070	1.778	1303							0.000	1.778
TOTAL	34.491	47.100		0.000	0.000	0.000	0.000	0.000	0.000	0.000	47.100
AVERAGE	1.113	1.519	1192	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.519
MAXIMUM	1.753	2.500	1852	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.500
MINIMUM	0.867	0.000	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DAYS	31	30		0	0	0	0	0	0	0	30
DAYS WITH NO DISCHARGE = 1											

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

M-004

RIVER DILUTION

M-005

M-006

DECEMBER 2014

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
------	--------------------------	--------------------------	----------------------------	-------------------------------	--------------------------	-----------------------	----------------------------	---	-------------------------	-------------------------

1	0.889	0.925	1041			0.925	457	4758	1060	7930
2	0.867	0	0			0.000	0	3456	770	5760
3	0.908	0.520	967			0.520	316	3057	681	5095
4	0.871	0.723	516			0.723	686	3542	789	5903
5	0.927	1.137	1135			1.137	370	4201	936	7002
6	1.061	1.674	1187			1.674	1032	12254	2730	20423
7	1.036	1.703	1196			1.703	631	7541	1680	12568
8	0.956	1.701	1194			1.701	609	7272	1620	12119
9	0.927	1.703	1198			1.703	633	7586	1690	12643
10	1.010	1.672	1175			1.672	458	5386	1200	8977
11	1.163	1.145	1141			1.145	1479	16877	3760	28129
12	1.135	0.993	857			0.993	3457	29625	6600	49375
13	1.086	1.219	863			1.219	2606	22488	5010	37480
14	1.095	1.220	856			1.220	1610	13780	3070	22967
15	1.040	1.218	856			1.218	1159	9920	2210	16533
16	1.006	1.223	860			1.223	1054	9067	2020	15112
17	1.111	1.327	1003			1.327	1190	11940	2660	19899
18	1.063	1.220	1005			1.220	1755	17640	3930	29400
19	1.147	1.432	1215			1.432	1566	19032	4240	31719
20	1.375	1.716	1215			1.716	1784	21680	4830	36133
21	1.753	1.779	1361			1.779	5870	79897	17800	133162
22	1.478	1.934	1356			1.934	3608	48926	10900	81543
23	1.302	2.106	1767			2.106	1557	27515	6130	45859
24	1.327	2.500	1772			2.500	990	17550	3910	29251
25	1.237	2.441	1727			2.441	1021	17640	3930	29400
26	1.177	2.479	1852			2.479	737	13645	3040	22742
27	1.148	2.341	1699			2.341	684	11625	2590	19376
28	1.141	2.222	1585			2.222	600	9516	2120	15860
29	1.116	1.496	1451			1.496	554	8035	1790	13391
30	1.069	1.553	1592			1.553	443	7047	1570	11745
31	1.070	1.778	1303			1.778	427	5566	1240	9276

TOTAL	34.491	47.100		0.000	0.000	47.100				
AVERAGE	1.113	1.519	1192	0.000	0.000	1.519	1269	15421	3436	25702
MAXIMUM	1.753	2.500	1852	0.000	0.000	2.500	5870	79897	17800	133162
MINIMUM	0.867	0.000	0	0.000	0.000	0.000	0	3057	681	5095
DAYS	31	30	30	0	0					

DAYS WITH NO DISCHARGE TO THE MAD RIVER = 1

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA**

MONTH: DECEMBER

YEAR: 2014

DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING		pH	(°C) TEMP	B.O.D. mg/L	NFR mg/L	EFFLUENT MONITORING			SETTLABLE SOLIDS	3X5 TOTAL COLIFORM
					B.O.D. mg/L	N.F.R. mg/L	Washed CCB	Washed CCB					AMMONIA	CL ₂ RES.	CL ₂ RES.		
1	0.889	0.925	1041	1060					7.4	14.5			36	2.1	0.00		<1.8
2	0.867	0.000	0	770													
3	0.908	0.520	967	681					7.1	14.4			32	0.2	0.00		
4	0.871	0.723	516	789					7.1	13.7			36	1.9	0.00		
5	0.927	1.137	1135	936					7.1	14.1	14	7.6	32	3.9	0.00	<0.1	
6	1.061	1.674	1187	2730					7.2	14.7				4.2	0.00		
7	1.036	1.703	1196	1680					7.2	14.3				2.8	0.00		
8	0.956	1.701	1194	1620					7.2	15.1			32	2.8	0.00		<1.8
9	0.927	1.703	1198	1690					7.2	15.4			34	2.1	0.00		
10	1.010	1.672	1175	1200					7.1	14.8			36	2.0	0.00		
11	1.163	1.145	1141	3760					7.3	14.8			32	2.1	0.00		
12	1.135	0.993	857	6600	280	260			7	13.9	11	14	30	2.1	0.00	<0.1	
13	1.086	1.219	863	5010					7.2	13.4				3.7	0.00		
14	1.095	1.220	856	3070					7.2	13.2				1.8	0.00		
15	1.040	1.218	856	2210					7.1	13.3			28	1.9	0.00		<1.8
16	1.006	1.223	860	2020					7.2	13.1			28	1.9	0.00		
17	1.111	1.327	1003	2660					7.2	12.7			26	1.8	0.00		
18	1.063	1.220	1005	3930					7.3	12.5			24	1.6	0.00		
19	1.147	1.432	1215	4240	280	250			7.1	12.4	17	12	30	1.7	0.00	<0.1	
20	1.375	1.716	1215	4830					7.2	12.8				1.6	0.00		
21	1.753	1.779	1361	17800					7.2	13.1				2.0	0.00		
22	1.478	1.934	1356	10900					7.3	14.5			28	1.6	0.00		<1.8
23	1.302	2.106	1767	6130	260	240			7.0	13.0	16	13	32	3.2	0.00	<0.1	
24	1.327	2.500	1772	3910					7.1	14.0				2.6	0.00		
25	1.237	2.441	1727	3930					7.2	12.6				2.4	0.00		
26	1.177	2.479	1852	3040					7.4	11.7			30	2.1	0.00	<0.1	
27	1.148	2.341	1699	2590					7.5	11.7				2.2	0.00		
28	1.141	2.222	1585	2120					7.7	11.5				2.3	0.00		
29	1.116	1.496	1451	1790					7.1	11.6			30	2.1	0.00		<1.8
30	1.069	1.553	1592	1570	320	340			7.1	10.1	14	17	28	3.6	0.00		
31	1.070	1.778	1303	1240					7.5	10.0			28	2.1	0.00		

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
12/31/2014	290	20.0	ND
			BORON
			280

Semi-Annual Tests		Value in ug/l
Bis phthalate		DNQ
alph-BHC		ND
4,4'-DDT		ND
Carbon tetrachloride		DNQ

Quarterly Tests		Value in ug/l
Dichlorobromomethane		0.81
Bromoform		ND
Chlorodibromomethane		DNQ
Chloroform		11.7

ACUTE TOXICITY		
DATE	% Survival	
Rainbow Trout 12/4/2014	100%	
C. dubia 12/4/2014	85%	
C. dubia 12/16/2014	100%	

SIGNATURE: _____

REMARKS:

Indicates Permit Exceedance

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

Total Coliform	
Monthly	MEDIAN
<1.8	
Daily	
Maximum	
<1.8	