

**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, DECEMBER 7, 2016 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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## **AGENDA**

### **A. CALL TO ORDER**

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

**NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

B.1 Public Hearing for Reformation of the Central Avenue Open Space  
Maintenance Zone No. 6 (Zone #6)

**Pg. 5**

Attachment 1 – Resolution 2016-21 Confirming and Approving the Reformation of Central Avenue Open Space Maintenance Zone #6	<b>Pg. 9</b>
Attachment 2 – Central Ave Open Space Maintenance Zone #6 Engineers Report 2016	<b>Pg. 11</b>
Attachment 3 – Central Ave Open Space Maintenance Zone #6 Cost Estimate Breakdown Sheet	<b>Pg. 35</b>
Attachment 4 – Central Ave Open Space Maintenance Zone #6 Ballot	<b>Pg. 36</b>
Attachment 5 – Central Ave Open Space Maintenance Zone #6 Notice	<b>Pg. 37</b>

## **C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

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

## **D. CONSENT CALENDAR**

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

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on November 2, 2016	<b>Pg. 38</b>
Attachment 1 – Draft Minutes from November 2, 2016	<b>Pg. 39</b>
D.2 Consider approval of October 2016 Treasurer's Report	<b>Pg. 43</b>
D.3 Compliance with State Double Check Valves (DCV) Law – Violations	<b>Pg. 66</b>

## **E. CONTINUED AND NEW BUSINESS**

E.1 2016 California Water Environmental Association (CWEA) Awards Presentation	<b>Pg. 67</b>
Attachment 1 – CWEA Award Nomination Forms	<b>Pg. 68</b>
E.2 Review Redwood Coast Energy Authority's (RCEA) Humboldt County Community Choice Energy Program	<b>Pg. 71</b>
Attachment 1 – RCEA Community Energy PowerPoint Presentation	<b>Pg. 72</b>
Attachment 2 – RCEA Community Energy FAQs	<b>Pg. 76</b>
E.3 Consider Approval of Memorandum of Understanding (MOU) for Emergency Alternate Facility Space Between the McKinleyville Community Services District (MCSD) and the City of Blue Lake	<b>Pg. 80</b>
Attachment 1 – Draft MOU MCSD and City of Blue Lake	<b>Pg. 82</b>

E.4	Review Summary of Information from the Gratitude Gathering and Community Visioning Event co-hosted by MCSD Parks & Recreation Dept. and the McKinleyville Family Resource Center on November 19, 2016 Attachment 1 – Responses Collected at the Gratitude Gathering	<b>Pg. 84</b> <b>Pg. 86</b>
E.5	Consider Authorization for Director Mayo to Attend the Association of California Water Agencies (ACWA) 2017 DC Conference in Washington D.C. February 28th – March 2nd, 2017 Attachment 1 – ACWA 2017 DC Conference Pricing Reference Sheet Attachment 2 – ACWA 2017 DC Conference Terms and Conditions	<b>Pg. 88</b> <b>Pg. 90</b> <b>Pg. 91</b>
E.6	Review and Amend Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects Attachment 1 – Resolution 2016-18 Attachment 2 – Resolution 2016-18A	<b>Pg. 92</b> <b>Pg. 94</b> <b>Pg. 95</b>

## **F. REPORTS**

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

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

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

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

- a. Support Services Department (Colleen M.R. Trask) **Pg. 96**
- b. Operations Department (James Henry) **Pg. 98**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 102**
  - Attachment 1 – RAC Meeting Notes 11-17-16 **Pg. 105**
  - Attachment 2 – DRAFT Community Survey Questionnaire **Pg. 107**
- d. General Manager (Greg Orsini) **Pg. 115**
  - Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 118**

### **F.3 PRESIDENT’S REPORT**

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

## **G. ADJOURNMENT**

## **Posted 5:00 pm on December 2, 2016**

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

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



# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: B.1**                      **Public Hearing for Reformation of the Central Avenue Open Space Maintenance Zone No. 6 (“Zone #6”)**

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

**TYPE OF ACTION:**          **Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board follow the below process related to the Reformation of the Central Avenue Open Space Zone #6.

1. Listen to Staff comments and recommendation to the Board.  
*Please note, due to the pending outcome of the vote, the Board will make a motion once the votes have been tallied.*
2. Open Public Hearing and consider any additional public input.
3. Determine if anyone has a ballot to add or would like to remove their ballot. Board President will say, *“This is your last opportunity to add or remove a ballot for consideration.”*
4. Instruct Staff to open and count the ballots. Board proceedings for this item may continue while the ballots are counted. Upon completion, Staff will present the results.
5. Close Public Hearing
6. Based on the ballot results the Board can take the following actions:
  - If 50% or more of the eligible returned weighted ballot votes indicate “YES” the Board can approve the reformation of Central Avenue Open Space Maintenance Zone #6 by Board Motion to *“adopt Resolution 2016-21 Confirming and Approving the Reformation of Central Avenue Open Space Maintenance Zone #6,”* **Attachment 1** followed by a roll call vote.
  - If 50% or more of the eligible returned weighted ballot votes vote “NO” the Board can take the following actions:

Direct Staff to review cost projections to restructure, redesign and reform the boundaries of the Zone #6 and request another vote by the participants.

Take no action. Resulting in Zone #6 expiring and the maintenance will revert back to the property owners along

Central Avenue. MCSD will no longer be responsible for the maintenance of Zone #6.

### **Discussion:**

Zone #6 is located within the Humboldt County Central Avenue Right of Way which extends 50ft to the east and west of the Central Ave. center line. Central Ave. itself is 71ft across leaving 11 additional feet along the west side and 20 additional feet along the eastern side. This detail of the right of way is significant in the reassessment process this term. Zone #6 is within the right of way on both the east and west sides of Central Ave. The eastern side of Central Ave. contains a 5-foot-wide meandering bridal trail in addition to the sidewalk and landscape areas while the western side contains a sidewalk and landscape areas.

Zone #6 Engineers Report, **Attachment 2**, describes the open space, the process for assessment of the fees and cost related to maintenance and repair, the location of the engineer's report, the process for the protest hearing and voting process, the estimated cost of maintenance including bookkeeping and billing fees, and a list of maintenance activities.

Maintenance Activities:

- Weeding, hedging and tree pruning,
- Planting, mulching, and trail maintenance

### **Assessment**

In previous years (1997- 2010), Zone #6 fees were assessed by calculating how many linear feet of each parcel fronted Central Avenue minus driveways and entry points. This method was applied to all parcels within Zone #6. This method was modified for the 2016 reassessment due to General and Special Benefit considerations.

As of 2016, the method for assessing fees was changed to an area based calculation to account for the difference in open space width along the eastern and western sides of Central Ave. The total assessable square footage of maintenance area was calculated by multiplying the total assessment frontage, by Zone #6 depth, minus driveways, entry points and sidewalks. Zone #6 depth for east Central Avenue is 20feet; the depth for western Central Avenue is 11feet.

The Central Ave. Open Space Zone #6 totals approximately 126,300 square feet of area for both east and west sides of Central Avenue. Of the total area 39,452 square feet are non-assessable sidewalks and driveways resulting in an assessable area of approximately 86,874 square feet. The Zone #6 is divided into approximately 71 assessor's parcels.

### **Reformation**

Zone #6 was originally formed in 1997 and was established with a 5-year "sunset clause". This means every five years Zone #6 is re-assessed to assure the fees reflect all current maintenance and material costs to repair and maintain Zone #6.

Also included in the reformation is an inflation formula to allow for cost of living increases over time.

### **Proposition 218**

In November 1996, California voters passed Proposition 218, the “Right to Vote on Taxes Act”. This constitutional amendment protects taxpayers by limiting the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. This Proposition 218 process requires **voter approval** prior to imposition or increase of general taxes, assessments, and certain user fees and is not a protest voting process.

### **Zone #6 History**

McKinleyville Community Services District formed Zone #6 in June of 1997. Zone #6 extends from Anna Sparks Way at the Ray’s shopping center on the south end of Central Ave. to the intersection of Central Ave. and Bates Rd. to the North.

Zone #6 was established with a five-year “sunset clause” and, in accordance with Proposition 218, was reformed on July 1, 2000. An independent contractor was retained to perform landscape maintenance work along Zone #6 at a cost of \$1,020/month or \$0.15/Linear foot of frontage. No fees were increased and 8.5hrs/week of maintenance was performed.

In January 2005, Zone #6 was again reformed and with the addition of a new maintenance person, MCSD took over all maintenance. A fee increase of .19%, at a cost of \$1,350 per month and estimated 10hrs/week of maintenance.

In 2010, Zone #6 was again reformed, new assessment included banners and insurance cost increases. Zone #6 maintenance fees increased to \$2,202.01 per month.

In 2016, Zone #6 is again being reassessed. During this reassessment the method for assessing fees was revised to maintenance area opposed to linear frontage. Another consideration was maintaining Zone #6 pesticide free, per our Integrated Pest Management Plan and our negotiation with Humboldt County Public Works for contributed labor and \$10,000 per year in cost sharing. Will require MCSD to collect \$2,400 per month.

The Engineer’s Report was published and stamped by Max Schillinger and was made available on the MCSD website and at the business office. The Notice and Ballots, **Attachments 4 and 5** were mailed to all businesses or property owners in Zone #6 dependent on who receives the water bill. This is the Public Hearing for public input prior to the reformation of Zone #6. The votes will be tallied and the Board will have the option to consider reforming Zone #6 at this time.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2016-21 Confirming and Approving the Reformation of Central Avenue Open Space Maintenance Zone #6
- Attachment 2 – Central Ave Open Space Maintenance Zone #6 Engineers Report 2016
- Attachment 3 – Central Ave Open Space Maintenance Zone #6 Cost Estimate Breakdown Sheet
- Attachment 4 – Central Ave Open Space Maintenance Zone #6 Ballot
- Attachment 5 – Central Ave Open Space Maintenance Zone #6 Notice

**RESOLUTION 2016 – 21**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
CONFIRMING AND APPROVING THE LEVY OF ASSESSMENTS IN CONNECTION WITH  
THE CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE # 6**

**Whereas**, In connection with the District's Central Avenue Open Space Maintenance Zone # 6 (the "Zone"), the District funds the maintenance of landscaping improvements on the frontage on Central Avenue through the levy of an assessment (the "Assessment") that is collected on the District's water bill; and

**Whereas**, the District's practice has been to renew the Assessment every five years; and

**Whereas**, the District's existing authorization to levy the Assessment has sunsetted; and

**Whereas**, by its Resolution No 2016-16, the District Board initiated proceedings to renew the Assessment at a revised rate for an additional five years; preliminarily approved an Engineer's Report for the Assessment which is on file in the District's offices and available for public inspection (the "Engineer's Report"); and set December 7, 2016 at Azalea Hall, McKinleyville, CA as the time and place for a public hearing on the proposed assessment (the "Hearing"); and

**Whereas**, notice of the Hearing, along with a mail ballot; was mailed to the billing address, as shown on the District's records, of each person directly liable for payment of the Assessment; and

**Whereas**, at the appointed time and place, the District Board held the Hearing and accepted oral and written testimony from all persons wishing to provide such testimony; and

**Whereas**, the District Board has determined that the number of the number of ballots returned (and not withdrawn) in opposition to the assessment does not exceed the number of ballots returned (and not withdrawn) in support of the assessment (with all ballots weighted based on the proportionate financial obligation of the parcel for which the ballot has been cast); and

**Whereas**, the District Board desires to confirm and approve the Assessment.

**NOW, THEREFORE BE IT RESOLVED** that the Board

1. Finally approves the Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the proposed assessment against parcels in the Zone;

2. Confirms and approves the Assessment, as described in the Engineer's Report through December 2021;
3. MCSD reserves the right to increase charges annually using the Department of Finance adjustments for the open space zone areas and trail system.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 7, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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George Wheeler, Board President

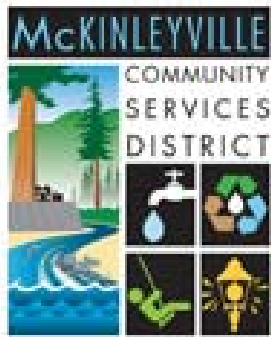
Attest:

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Emily Abfalter, Board Secretary



**Zone Maintained By:**



**McKinleyville Community Services District**  
**1656 Sutter Road**  
**P.O. Box 2037**  
**McKinleyville, CA 95519**  
**(707) 839-3251**

**Maps Drawn by:**

**Brian Anspach at MCSD**

**Documents Reviewed by:**

**Max Schillinger, PE**  
**Schillinger Engineering**  
**(907) 746-4185**  
[\*\*max\\_schillinger@hotmail.com\*\*](mailto:max_schillinger@hotmail.com)





# INTRODUCTION

The purpose of these documents is to outline the basis of assessments for the Central Avenue Open Space Maintenance Zone (MCSD Zone #6) in McKinleyville California. This maintenance zone provides for landscaping along portions of Central Avenue, and for the maintenance of Bridal Trail. The funding is billed by McKinleyville Community Services District (MCSD) as a surcharge on the monthly water bill that customers within the zone pay.

Such that the cost basis of the assessments is clearly outlined, the following documents include:

- **ENGINEERS REPORT - Summary.**  
This report summarizes the basic costs of MCSD Zone#6,
- **EXHIBIT A – Maintenance Zone Maps**  
These maps were created utilizing both 2014 orthoimagery, and Humboldt County Tax Assessment mapping. The “Assessable S.F.” on the maps is the estimated landscape square foot area assessed for the adjoining lot.
- **EXHIBIT B – Maintenance Zone Spreadsheet.**  
This document outlines all of the calculations utilized in the assessment. The furthest right column on the spreadsheet titled “Net per Cust per Month” is the amount per month added to each customer’s water bill for maintenance.
- **Maintenance Zone Definitions and References.**  
This document defines pertinent terminology and references used on the maps and spreadsheet. It is organized in the order of columns of the spreadsheet. The end of the documents provides a list references from past reports and calculations.

**ENGINEER'S REPORT**  
**CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6**

This report outlines the proposed assessment in connection with Central Avenue Open Space Maintenance Zone #6. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto and incorporated herein by reference.

The facilities to be maintained include landscaping along Central Avenue (including bridal trail maintenance).

**Exhibit A – SITE PLAN**

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

**Exhibit B – COST ESTIMATE**

The cost estimate, attached and incorporated herein by reference, details the current estimated costs and expenses for maintenance of the zone.

As shown on the exhibit, costs maintaining landscaped frontage are allocated to each parcel based on the area of the landscaped frontage that fronts the parcel. Each assessed parcel is allocated an equal share of the cost of bridal trail maintenance.

Total Annual Cost of Landscape Maintenance:	\$41,700
Plus 12% Insurance and Contract Fee:	\$ 5,004
Less Annual County Subsidy	(\$10,000)
Less Credit for Swap Crew	<u>(\$11,000)</u>
<b>Total Costs Charged on Frontage</b>	<b>\$25,704</b>

Bridal Trail Maintenance Cost	\$ 2,581
Administrative/Bookkeeping Cost	<u>\$ 564</u>
<b>Total Costs Charged Per Parcel</b>	<b>\$ 3,145</b>

Total Assessable Frontage (Sq. Feet):	86,874
Total Number of Assessed Parcels:	94

Gross Monthly Assessment per Frontage Sq. Foot:	\$0.04
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For additional information, See the Exhibit A and B.

The cost estimate is a determination of the cost of the special benefit to each parcel within the zone from the maintenance of the landscaping shown on the site plan. Landscape maintenance specially benefits the parcels fronting Central Avenue because the landscaping serves as an attractive “front yard” for the parcel.

There is no general benefit from the landscaping because each square foot of landscaping is associated with a specific parcel (or group of parcels) that is assessed for the maintenance costs.

The total assessment per lot per month is estimated in 2016 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning February, 2017, to reflect the change in prices as set forth in the California Department of Finance’s “Price and Population” calculation. However in no event will the assessment per lot be increased higher than the upcoming year’s total expected cost of maintenance, insurance, administrative and inspection, and plant replacement divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 73 of the District.

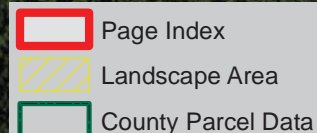
**EXHIBIT A – SITE MAPS**  
**CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6**



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 350 700 Feet



## Central Ave. Landscape Zone Index

**OSMZ #6**

Imagery Captured June 2014  
Map Created August 2015



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

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0 25 50 Feet



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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Page 1

 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

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0 25 50 Feet

SUTHERLAND

51034142  
2640 Assessable S.F.

2600 Square feet of  
landscape shared  
between 25 customers  
on 7 parcels = 78 S.F./Cust

MARGO

51048104  
278 Assessable S.F.

51048101  
278 Assessable S.F.

51048102  
278 Assessable S.F.

51048107  
278 Assessable S.F.

51048105  
278 Assessable S.F.

51048103  
278 Assessable S.F.

51048106  
278 Assessable S.F.

PRIVATE 6

CENTRAL



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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0 25 50 Feet

51012236  
828 Assessable S.F.

51012205  
1068 Assessable S.F.

51034132  
5880 Assessable S.F.

PRIVATE 6

CENTRAL

## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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Page 3

 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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0 25 50 Feet

51013215  
474 Assessable S.F.

51013232  
300 Assessable S.F.

51013207  
564 Assessable S.F.

51034141  
1080 Assessable S.F.

51034117  
3450 Assessable S.F.

CENTRAL

PICKETT

## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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Page 4

 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

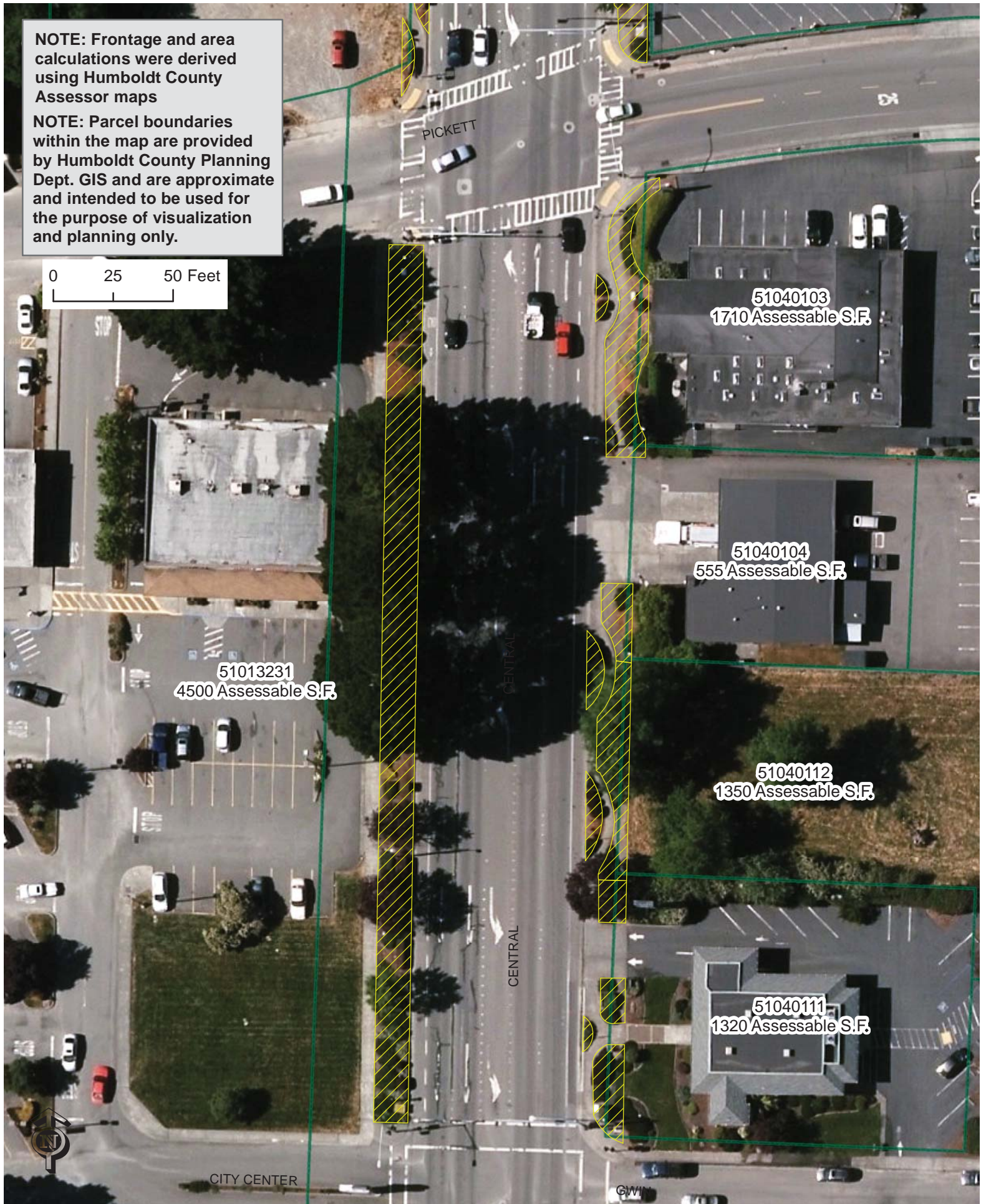
Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet



# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

Landscape Area

County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

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0 25 50 Feet

51013231  
4500 Assessable S.F.

51040106  
1710 Assessable S.F.

51041116  
1065 Assessable S.F.

51041131  
1020 Assessable S.F.

51013306  
426 Assessable S.F.

51041132  
1875 Assessable S.F.

CENTRAL

HILLER

CENTRAL



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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0 25 50 Feet

51013306  
426 Assessable S.F.

51041132  
1875 Assessable S.F.

DAHLIA

50825108  
1122 Assessable S.F.

50926129  
2790 Assessable S.F.

50825123  
378 Assessable S.F.

50926128  
1800 Assessable S.F.

CENTRAL

HOLLY



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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0 25 50 Feet

50926128  
1800 Assessable S.F.

50825125  
78 Assessable S.F.  
50825126  
78 Assessable S.F.  
50825127  
78 Assessable S.F.  
50825128  
78 Assessable S.F.

HOLLY

50825135  
714 Assessable S.F.

50926201  
1800 Assessable S.F.

CENTRAL

50825134  
1122 Assessable S.F.

50923218  
3240 Assessable S.F.



HEARTWOOD

# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



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NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

HEARTWOOD

CENTRAL

50825159  
1074 Assessable S.F.

50923301  
4950 Assessable S.F.

50825105  
468 Assessable S.F.

50825145  
450 Assessable S.F.

50923302  
975 Assessable S.F.



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

25

Page 9

 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50825150  
1068 Assessable S.F.

50824239  
876 Assessable S.F.

50923302  
975 Assessable S.F.

50923306  
315 Assessable S.F.

50923305  
315 Assessable S.F.

50922158  
1695 Assessable S.F.

50922162  
915 Assessable S.F.

CENTRAL

NURSERY



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

26

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50824223  
654 Assessable S.F.

50824224  
1182 Assessable S.F.

50922153  
2175 Assessable S.F.

50922150  
360 Assessable S.F.

50922152  
360 Assessable S.F.

50922151  
360 Assessable S.F.

50922149  
360 Assessable S.F.

50922147  
360 Assessable S.F.

50922144  
1545 Assessable S.F.

CENTRAL

SUTTER



# Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

27

Page 11

 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50824212  
882 Assessable S.F.

50824215  
540 Assessable S.F.

50824229  
1446 Assessable S.F.

50919155  
1800 Assessable S.F.

50919116  
1455 Assessable S.F.

50919122  
525 Assessable S.F.

50919107  
1185 Assessable S.F.

CENTRAL

SUTTER

## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

28

Page 12

 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50824225  
522 Assessable S.F.

50919122  
525 Assessable S.F.

50919107  
1185 Assessable S.F.

50919127  
1230 Assessable S.F.

50919105  
600 Assessable S.F.

50918117  
630 Assessable S.F.

50918153  
3315 Assessable S.F.

CENTRAL

SCHOOL

ANIMARKS



## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

29

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage



NOTE: Frontage and area calculations were derived using Humboldt County Assessor maps

NOTE: Parcel boundaries within the map are provided by Humboldt County Planning Dept. GIS and are approximate and intended to be used for the purpose of visualization and planning only.

0 25 50 Feet

50919105  
600 Assessable S.F.

50918117  
630 Assessable S.F.

50918153  
3315 Assessable S.F.

ANNA SPARKS

CENTRAL

## Central Ave. Landscape Zone

Imagery Captured June 2014  
Map Created August 2015

30

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 Landscape Area

 County Parcel Data

**OSMZ #6**

1 inch = 50 feet

Assessable S.F. = Total Assessable Square Footage

**EXHIBIT B – COST SPREADSHEET  
CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6**





## Definitions and References for the Central Avenue OSMZ#6

[Revised 9/29/16](#)

### Column# Description

0. **Map Page:** This is the map page number that the parcel is shown on. The parcel may show up on more than one page.
1. **Assessed Frontage Length:** This equals the parcel frontage along Central Avenue minus driveways and entry points. Parcel Frontage was derived from Humboldt County Assessor maps. Driveway frontage was derived using aerial imagery and field verification.
2. **Side:** Describes which side of Central Avenue the parcel is on, either East or West side.
3. **Frontage Depth:** The land between the face of curb and the Central Avenue Right of way defines the borders of the maintenance zone. On the East side of Central Avenue the Right of Way extends 20 feet beyond the face of curb. On the West side of the Central Avenue Right of Way extends 11 feet beyond the face of curb.
4. **Total Frontage Area:** The Frontage Depth multiplied by the Assessed Frontage Length.
5. **Sidewalk Depth:** Sidewalks are 5ft wide.
6. **Sidewalk Area:** The Sidewalk Depth multiplied by the Assessed Frontage Length.
7. **Assessed Square Footage:** The Total Frontage Area less the Sidewalk Area, which is the landscape area to be paid by each parcel.
8. **Proposed Base Cost per Month:** Equals, Assessed Square Footage multiplied by the maintenance cost of \$.04/square foot per month.
9. **2% Overhead for Insurance:** The Proposed Base Cost listed in column 8 above is multiplied by 2% for insurance costs.
10. **10% Overhead Contract Fee:** The Proposed Base Cost listed in column 8 above is multiplied by 10% for Overhead and Contract Fees.
11. **\$.50 Cost for Bookkeeping:** A lump sum of \$.50 added to each account for bookkeeping cost.

- 12. Cost for Trail Re-Surfacing:** The cost of re-surfacing and maintaining the gravel Bridal Trail. Re-surfacing will occur every five years:

Bridal Trail Resurfacing Cost Estimates			
Trail Dist. (ft)	4000	Gravel @ \$41/yard	\$7,585
Trail Width (ft)	5	Labor= 96 hrs * \$45/hr	\$4,320
Trail Depth (ft)	0.25	Equipment	\$600
TOTAL AREA	5000ft <sup>3</sup>	Roller Rental	\$400
TOTAL YARDS	185yards	<b>TOTAL COST (5Yr)</b>	<b>\$12,905</b>
		Cost/Year	\$2,581.00
		Cost/Month	\$215.08
		Number of Customers OSMZ	94
		Customer cost/Month	2.288

- 13. \$10,000 County Subsidy:** The County of Humboldt has agreed to subsidize MCSD \$10,000 annually for maintenance of the zone. Thus the monthly subsidy per customer equals: (column 16 individual Gross Cost Per Cust. Per Month) x [(\$10000/12)\*(total gross cost/mo.)]
- 14. Credit for SWAP Crew:** MCSD receives workers from the Sheriffs Work Alternative Program (SWAP) this labor comes to the District at a discounted cost. The value of this benefit is estimated at \$11,000/year. Thus this monthly subsidy per customer equals: (column 16 individual Gross Cost Per Cust. Per Month) x [(\$11000/12)\*(total gross cost/mo.)]
- 15. Total Credits:** The total amount credited back to the customer, equal to the sum of column 13 and 14 credits
- 16. Gross Cost per Cust. per Month:** The amount customers would pay per month without any credits or subsidies, equal the sum of columns 8 through 12.
- 17. Net Cost per Cust. per Month:** The amount customers pay per month, including all fees, subsidies and credits.

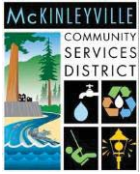
### **References:**

**Engineers Report, Central Avenue Landscape Zone (OSZ #6), June 11, 2010. MCSD.** This document provided the base spreadsheet and initial linear footages from assessor maps.

**Proposed Central Avenue Landscape Maintenance Open Space Zone #6 Engineers Report. March 2000, Dennis M. Ryan.** This document was used to verify consistency with past reports and to verify that all required parcels were included in the current report.

**Maintenance Cost Estimate Central Avenue Open Space Maintenance Zone, MCSD 2010.** This document was used to analyze the adequacy of the cost per square foot of maintenance.

[illegible]



## OFFICIAL ASSESSMENT BALLOT

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT (District)**

**CENTRAL AVENUE LANDSCAPE OPEN SPACE ZONE #6**

The District's Board of Directors will only accept ballots provided by the District and will not accept photocopies, faxes or other forms of the ballot. If a ballot is lost or destroyed, you may request a duplicate ballot from the District. This ballot becomes a public record at the close of the public input portion of the Public Hearing on this matter and is subject to public inspection at that time.

To ensure the privacy of your ballot, please seal it within the enclosed return envelope. Mail or deliver ballot to the District Office at: 1656 Sutter Rd. McKinleyville, CA 95519. Mailed ballots must be *received* in the District Office no later than 4:30 pm on Wednesday, December 7, 2016.

Ballots may also be hand delivered to the District's Board of Directors at the Public Hearing scheduled to be held at 7:00 PM on December 7, 2016 at Azalea Hall located at 1620 Pickett Road, McKinleyville, California. The ballot must be received by the District prior to the time the Board of Directors closes the public input portion of the public hearing on the proposed assessment.

**Customer/Business:**      «First\_Name» «Customer\_Name\_\_\_\_\_»

**Property Address:**      «Serv\_Add\_NameNumber\_\_\_\_\_»

**Current monthly assessment:**      \$«current»

**Proposed monthly assessment:**      \$«proposed»

### PLEASE MARK ONE BOX BELOW:

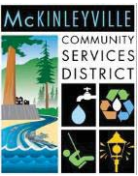
☐ Yes, I support the proposed assessment, including the annual inflation adjustment.

☐ No, I do not support the proposed assessment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ballot must be *received* prior to the close of the public hearing on December 7, 2016 in order to be considered. Mailed ballots must be *received* no later than 4:30 pm on December 7, 2016. Postmarks are not sufficient.**



# McKINLEYVILLE COMMUNITY SERVICES DISTRICT

## NOTICE OF PUBLIC HEARING AND PROPOSED ASSESSMENT

### CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE # 6

On October 5, 2016, by its Resolution No. 2016-16, the Board of Directors of the McKinleyville Community Services District (District) proposed to renew the assessment levied in connection with Central Avenue Open Space Maintenance Zone # 6 ("Zone #6"). The Assessment is collected on the water bills for parcels on the portion of Central Avenue that contain frontage landscaping maintained by the District. You are being provided this notice because the District's records show that you are the billing customer responsible for payment of the assessment.

The purpose of the Zone #6 assessment is to fund the maintenance of the 86,874 square feet of publicly maintained landscaping fronting Central Avenue, as well as resurfacing and maintaining the gravel bridal trail. The assessment was first levied in 1997. The District's practice has been to renew the assessments every five years. The most recent assessment expired in November, 2015. It is proposed to renew the assessment for the period beginning December, 2016 and ending December, 2021.

The District's anticipated annual cost of frontage landscape maintenance is \$28,848.33 (reduced from \$49,848.33 by a \$10,000 county subsidy and a \$11,000 "swap crew" credit). This cost will be assessed to each parcel in proportion to the square feet of frontage landscaping adjacent to the parcel. Annual costs for the bridal trail and administration of the assessment total \$2,518.00. These costs will be assessed with each parcel paying an equal share.

The proposed monthly assessment for each parcel is \$2.29 plus \$0.03053 per square foot of frontage landscaping. This monthly assessment (aside from fifty cents per month that is collected for assessment administration) may be adjusted annually to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However, in no event will the assessment rate exceed the anticipated cost of providing services.

Reference is made to the Engineer's Report for the proposed Zone (which is available on the District's website) for a more complete description of the facilities and landscaping to be maintained and operated, as well as a map of the Zone. Additional information about the Zone can be found at <http://mckinleyvillecsd.com/node/3417>.

### **Public Hearing**

On **December 7, 2016 at 7:00 pm at Azalea Hall, 1620 Pickett Road, McKinleyville, CA** the Board of Directors of the CSD will hold a public hearing on the proposed assessment. At the hearing, the Board will consider oral and written testimony (and written objections and protests) regarding the proposed assessments. The enclosed assessment ballot may be returned to the District at the hearing, or may be mailed or hand delivered to the District prior to the hearing. The Board will not impose the assessment if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots will be weighted according to the proportional financial obligation of the affected property (i.e. the amount of the assessment).

If you have questions about this notice or the proposed assessment, please contact General Manager, Gregory Orsini at (707) 839-3251. Completed Assessment Ballots, as well as written comments and protests for the Board's consideration at the hearing, can be delivered to the District at its offices located at 1656 Sutter Rd, McKinleyville, California.

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 7, 2016

TYPE OF ITEM: **ACTION**

---

**ITEM: D.1**                      **Consider Approval of the Minutes of the Board of Directors Regular Meeting on November 2, 2016**

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

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the November 2, 2016 Regular Board Meeting; recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meeting.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from November 2, 2016

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, NOVEMBER 2, 2016 AT 7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A. CALL TO ORDER**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:02 pm with President Wheeler, Director Corbett, Director Couch and Director Mayo present.

George Wheeler, President  
John Corbett, Director  
David Couch, Director  
Dennis Mayo, Director

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

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

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

**A.4 Approval of the Agenda:**

**Motion:** It was moved to adopt the agenda.

**Motion By:** Director Corbett; Second: Director Couch

There was no comment from the Board or Public.

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

**Motion Summary:** Motion Passed

**A.5 Closed Session Discussion:** No closed session.

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

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Wheeler opened the public comment portion of the meeting and the following members of the public spoke:

Gary Scott of McKinleyville asked about his increased water bill.

**AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting of October 5, 2016

D.2 Consider approval of September 2016 Treasurer's Report

D.3 DCV Violations this Month – No Violations

D.4 Consider Approval of Party Program Fees and Policy Changes

D.5 Consider Approval of Hiller Sport Site Use Fee Changes

**Motion:** It was moved to approve the consent calendar.

**Motion By:** Director Corbett; Second: Director Mayo

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

**Motion Summary:** Motion Passed

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

**E.1 Review Humboldt Bay Municipal Water District's (HBMWD) Proposed Changes to Ordinance 16 and Contract for Supply of Water.** Information item only. Presented by HBMWD's



General Manager, Paul Helliher. Board comments by Corbett, Wheeler, Mayo and Couch. Public comment opened, Sherri Woo, Board Director for HBMWD commented, public comment closed. No action taken.

**E.2 Consider and Adopt Resolution 2016-20 Recognizing, Honoring and Commending Kyle Stone for Ten (10) Years of Service.** Presented by Operations Director James Henry. General Manager Orsini commented. Longevity award presented to Kyle Stone by President Wheeler and General Manager Orsini.

**Motion:** Approve Resolution 2016-20 per staff recommendation.

**Motion By:** Director Corbett; Second: Director Couch

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

**Motion Summary:** Motion Passed

General Manager Orsini requested to address Agenda Item E.4 prior to E.3.

**E.4 Consider New Heart Church's Request to Maintain July 2015 Facility Use Rates for Use of District Facilities in 2017.** Presented by Recreation Director Lesley Frisbee. Board comment by Director Mayo. Public comment opened, Dan Ely spoke on behalf of New Heart Church, public comment closed. No action taken.

**E.3 Review the Strategic Plan (Plan) for FY 2017-18.** Information item only. Presented by General Manager Orsini. Board comments by Corbett, Wheeler, Mayo and Couch. Public comment opened, Charlie Caldwell of McKinleyville commented on future of McKinleyville Skate Park, public comment closed. No action taken.

**E.5 Consider Approval of the Agreement for the Adoption & Maintenance of the Botanical Garden at Hiller Park between the McKinleyville Community Services District and the Rotary Club of Mad River.** Presented by Recreation Director Lesley Frisbee. Public comment opened, no comments, public comment closed.

**Motion:** Approve per staff recommendation.

**Motion By:** Director Corbett; Second: Director Couch

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

**Motion Summary:** Motion Passed

**E.6 Consider Approval of Resolution 2016-19 Naming the Botanical Garden at Hiller Park the "Hiller Park Botanical Peace Garden" as Proposed by the Rotary Club of Mad River.** Presented by Recreation Director Lesley Frisbee. Public comment opened, no comments, public comment closed.

**Motion:** Approve Resolution 2016-19 per staff recommendation.

**Motion By:** Director Corbett; Second: Director Couch

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

**Motion Summary:** Motion Passed

**E.7 Consider and Adopt Resolution 2016-17, intent of the McKinleyville Community Services District to reimburse expenditures of the Project Funds provided by the State of California, acting by and through the State Water Board, and Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects.** Presented by General Manager Orsini. Public comment opened, no comments, public comment closed.

**Motion:** Approve Resolution 2016-17 and Resolution 2016-18 per staff recommendation.

**Motion By:** Director Corbett; Second: Director Couch

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

**Motion Summary:** Motion Passed



**E.8 Consider Approval for Board Secretary to Initiate Process of Election to be Held on March 14, 2017 and Notice of Election to be Mailed to County Clerk.** Presented by Board Secretary Emily Abfalter. Board comments by Wheeler and Corbett. Public comment opened, no comments, public comment closed.

**Motion:** Approve per staff recommendation.

**Motion By:** Director Corbett; Second: Director Mayo

Director Corbett commented that Board Secretary Emily Abfalter is doing a great job in new role.

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

**Motion Summary:** Motion Passed

**E.9 Consider Approval of Auburn Constructors Inc. Contract Change Order No. 4 to Perform Services Related to Pond 1A Biosolids Hauling for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Execute Contract Change Order.** Presented by General Manager Orsini. Public comment opened, no comments, public comment closed. Board comments by Wheeler and Couch.

**Motion:** Approve per staff recommendation.

**Motion By:** Director Corbett; Second: Director Couch

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

**Motion Summary:** Motion Passed

**E.10 Consider Approval of G. Bowes variance request.** Presented by Finance Director Colleen Trask. Comments by General Manager Orsini and Operations Director Henry. Board comments by Corbett and Wheeler. Public comment opened, no comments, public comment closed.

**Motion:** Approve leak adjustment, proposed in Attachment 3, per staff recommendation.

**Motion by:** Director Corbett; Second: Director Mayo

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

**Motion Summary:** Motion Passed

## **AGENDA ITEM F. REPORTS**

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

- a. **Recreation Advisory Committee (Wheeler/Couch):** President Wheeler reported that they did meet and commented that he is impressed with the current committee members.
- b. **Area Fund (John Kulstad):** Not present.
- c. **Redwood Region Economic Development Commission (Mayo/Wheeler):** Director Mayo reported that they met for strategic planning and brainstorming.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Mayo):** President Wheeler reported that they met and commented that while they are financially solvent, the key members have mentioned retiring from the board and has requested the Board to be on the lookout for people who may be interested in serving on the committee.
- e. **Audit (Corbett/Couch):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Nothing to report.
- g. **Water Task Force (Wheeler/Corbett):** Did not meet.

- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch):** Nothing to report.
- i. **McKinleyville Municipal Advisory Committee (Corbett /Wheeler):** Director Corbett reported that they met two times. One meeting was to discuss the proposed Social Services Center and what services would be offered and how that relates to the current homelessness problem. The second meeting was to discuss County Resolutions and Ballot Measures, Direct Corbett reported that he was unable to attend this meeting. Director Mayo commented on his attendance at the meeting regarding the Social Services Center.
- j. **Cornerstone Committee (Couch):** Director Couch reported that they met morning of November 2, 2016, and will meet again November 16, 2016. Director Couch mentioned that they are currently planning an iconic fundraiser for February or March of next year.
- k. **Groundwater Sustainability Committee (Corbett, Mayo):** Nothing to report.

## **F.2 STAFF REPORTS**

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask reviewed her report.
- b. **Operations Department (James Henry):** Operations Director James Henry reviewed his report and wanted to highlight that he has completed the interview process and found a strong candidate for the open GIS Tech position, who is expected to start November 16, 2016. The document request from OSHA has been completed and sent.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee had nothing further to add to the written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini reviewed his report and gave a brief tour of the new website for MCSD.

**F.3 PRESIDENT'S REPORT:** President Wheeler had nothing further to add.

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

**REQUESTS:** No agenda items were requested. Director Mayo discussed his attendance at a recent Little Hoover Commission meeting, the key points presented at meeting and that the Little Hoover Commission is now an advocate for MCSD. Director Mayo also announced that General Manager Orsini is officially the Vice President on the Board of Directors for the CSDA. Director Corbett commented on a California Supreme court case relating to mandate funding of storm water permits. Director Corbett also mentioned that certain marijuana legislation contains waivers of the Clean Water Act, and spoke of news on consolidating special districts.

## **G. ADJOURNMENT: 10:05pm**

Motion to adjourn made by President Wheeler; Second: Director Corbett.

---

Emily Abfalter, Board Secretary

**McKinleyville Community Services District  
Treasurer's Report - DRAFT  
October 2016**

**Table of Contents**

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

**McKinleyville Community Services District**  
**Investments & Cash Flow Report - DRAFT**  
**As of October 31, 2016**

<b>Petty Cash &amp; Change Funds</b>		8,407.40
<b>Cash</b>		
<b>Operating &amp; Money Market - Beginning Balance</b>		1,834,107.04
<b>Cash Receipts:</b>		
Utility Billings & Other Receipts	671,466.34	
Money Market Account Interest	304.79	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	203,360.41	
Other Cash Receipts (incl. WWMF SRF Loan disb#02)	1,020,592.43	
<b>Total Cash Receipts</b>		1,895,723.97
<b>Cash Disbursements:</b>		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(200,691.25)	
Debt Service	(13,987.38)	
Capital & Other Expenditures	(1,499,309.80)	
<b>Total Cash Disbursements</b>		(1,713,988.43)
<b>Operating &amp; Money Market - Ending Balance</b>		2,015,842.58
<b>Total Cash</b>		2,024,249.98
<b>Investments</b>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
<b>LAIF - Beginning Balance</b>	129,288.82	
Interest Income	196.45	
<b>LAIF - Ending Balance</b>		129,485.27
<b>Humboldt Co. #2560 - Beginning Balance</b>	817,771.17	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	688.29	
<b>Humboldt Co. #2560 - Ending Balance</b>		818,459.46
<b>Humboldt Co. #4240 - Beginning Balance</b>	2,824,266.95	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	1,810.82	
<b>Humboldt Co. #4240 - Ending Balance</b>		2,826,077.77
<b>Humboldt Co. #9390 - Beginning Balance</b>	717,187.98	
Reserves Recovery Deposits/Other Bal Withdrawals	24,465.27	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		741,653.25
<b>USDA Bond Reserve Fund - Beginning Balance</b>	115,969.49	
Bond Reserve Payment	7,687.50	
Debt Service Payment, Principal/Interest	-	
Interest Adjustment	9.28	
<b>USDA Bond Reserve Fund - Ending Balance</b>		123,666.27
<b>Market Valuation Account</b>		6,017.48
<b>Meas.B Loan Proceeds, Umpqua - Beginning Balance</b>	203,860.41	
Net Transfer to/from Loan Cash Holding Acct	(203,370.41)	
Interest Income	7.95	
<b>Meas.B Loan Proceeds, Umpqua - Ending Balance</b>		497.95
<b>CalTRUST - Beginning Balance</b>	1,242,352.39	
Net Transfer to/from Meas. B Teen Ctr Funds	-	
Net Transfer to/from Water Fund Capacity Fees Acct	-	
Interest Income/Unrealized Gain/Loss	(1,067.07)	
<b>CalTRUST - Ending Balance</b>		1,241,285.32
<b>Total Investments</b>		5,887,142.77
<b>Total Cash &amp; Investments - Current Month</b>		7,911,392.75
<b>Total Cash &amp; Investments - Prior Month</b>		7,899,229.13
<b>Net Change to Cash &amp; Investments This Month</b>		12,163.62
<b>Cash &amp; Investment Summary</b>		
Cash & Cash Equivalents		7,024,083.31
Davis-Grunsky Loan Reserve		602,212.37
Waste Water Capital Reserve		101,430.80
USDA Bond Reserve		123,666.27
I-Bank Loan Reserve		60,000.00
<b>Total Cash &amp; Investments</b>		7,911,392.75



**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund - DRAFT**  
**As of October 31, 2016**

ASSETS	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>Current Assets</b>						
Unrestricted cash & cash equivalents	\$ 805,767.51	\$ (507,068.96)	\$ (27,367.99)	\$ 3,678,705.69	\$ 3,079,963.36	\$ 7,029,999.61
Accounts receivable	3,004.09	-	4,513.02	273,369.73	256,559.21	537,446.05
Prepaid expenses & other current assets	38,922.49	-	1,712.66	99,702.48	45,992.73	186,330.36
<b>Total Current Assets</b>	<b>847,694.09</b>	<b>(507,068.96)</b>	<b>(21,142.31)</b>	<b>4,051,777.90</b>	<b>3,382,515.30</b>	<b>7,753,776.02</b>
<b>Noncurrent Assets</b>						
Restricted cash & cash equivalents	194,578.92	-	-	662,212.37	225,097.07	1,081,888.36
Other noncurrent assets	-	-	-	38,216.52	41,750.04	79,966.56
Capital assets (net)	-	-	-	7,917,058.11	19,620,458.47	27,537,516.58
<b>Total Noncurrent Assets</b>	<b>194,578.92</b>	<b>-</b>	<b>-</b>	<b>8,617,487.00</b>	<b>19,887,305.58</b>	<b>28,699,371.50</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,042,273.01</b>	<b>\$ (507,068.96)</b>	<b>\$ (21,142.31)</b>	<b>\$ 12,669,264.90</b>	<b>\$ 23,269,820.88</b>	<b>\$ 36,453,147.52</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
<b>Current Liabilities</b>						
Accounts payable & other current liabilities	\$ 67,001.85	\$ 36,508.74	\$ 856.60	\$ 355,530.89	\$ 837,275.70	\$ 1,297,173.78
Accrued payroll & related liabilities	89,039.56	-	-	42,244.94	42,331.93	173,616.43
<b>Total Current Liabilities</b>	<b>156,041.41</b>	<b>36,508.74</b>	<b>856.60</b>	<b>397,775.83</b>	<b>879,607.63</b>	<b>1,470,790.21</b>
<b>Noncurrent Liabilities</b>						
Long-term debt	-	-	-	2,876,619.36	4,942,329.02	7,818,948.38
Other noncurrent liabilities	-	-	-	898,973.99	948,294.66	1,847,268.65
<b>Total Noncurrent Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,775,593.35</b>	<b>5,890,623.68</b>	<b>9,666,217.03</b>
<b>TOTAL LIABILITIES</b>	<b>156,041.41</b>	<b>36,508.74</b>	<b>856.60</b>	<b>4,173,369.18</b>	<b>6,770,231.31</b>	<b>11,137,007.24</b>
<b>Fund Balance/Net Assets</b>						
Fund balance	(145,292.20)	(543,577.70)	(21,998.91)	-	-	(710,868.81)
Net assets	1,031,523.80	-	-	3,455,456.97	1,821,460.12	6,308,440.89
Investment in capital assets, net of related debt	-	-	-	5,040,438.75	14,678,129.45	19,718,568.20
<b>Total Fund Balance/Net Assets</b>	<b>886,231.60</b>	<b>(543,577.70)</b>	<b>(21,998.91)</b>	<b>8,495,895.72</b>	<b>16,499,589.57</b>	<b>25,316,140.28</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,042,273.01</b>	<b>\$ (507,068.96)</b>	<b>\$ (21,142.31)</b>	<b>\$ 12,669,264.90</b>	<b>\$ 23,269,820.88</b>	<b>\$ 36,453,147.52</b>
Difference in Reclass from Cap Assets to Net Assets:						
<b>Investment in General Capital Assets</b>	<b>\$ 3,258,352.83</b>					
<b>General Long-term Liabilities</b>						
PG&E Streetlights Loan	62,835.33					
Meas. B Loan: Teen/Community Center	1,312,046.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	546,024.06					
Accrued Compensated Absences	74,391.78					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 2,379,797.73</b>					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget - DRAFT**  
**October 2016**

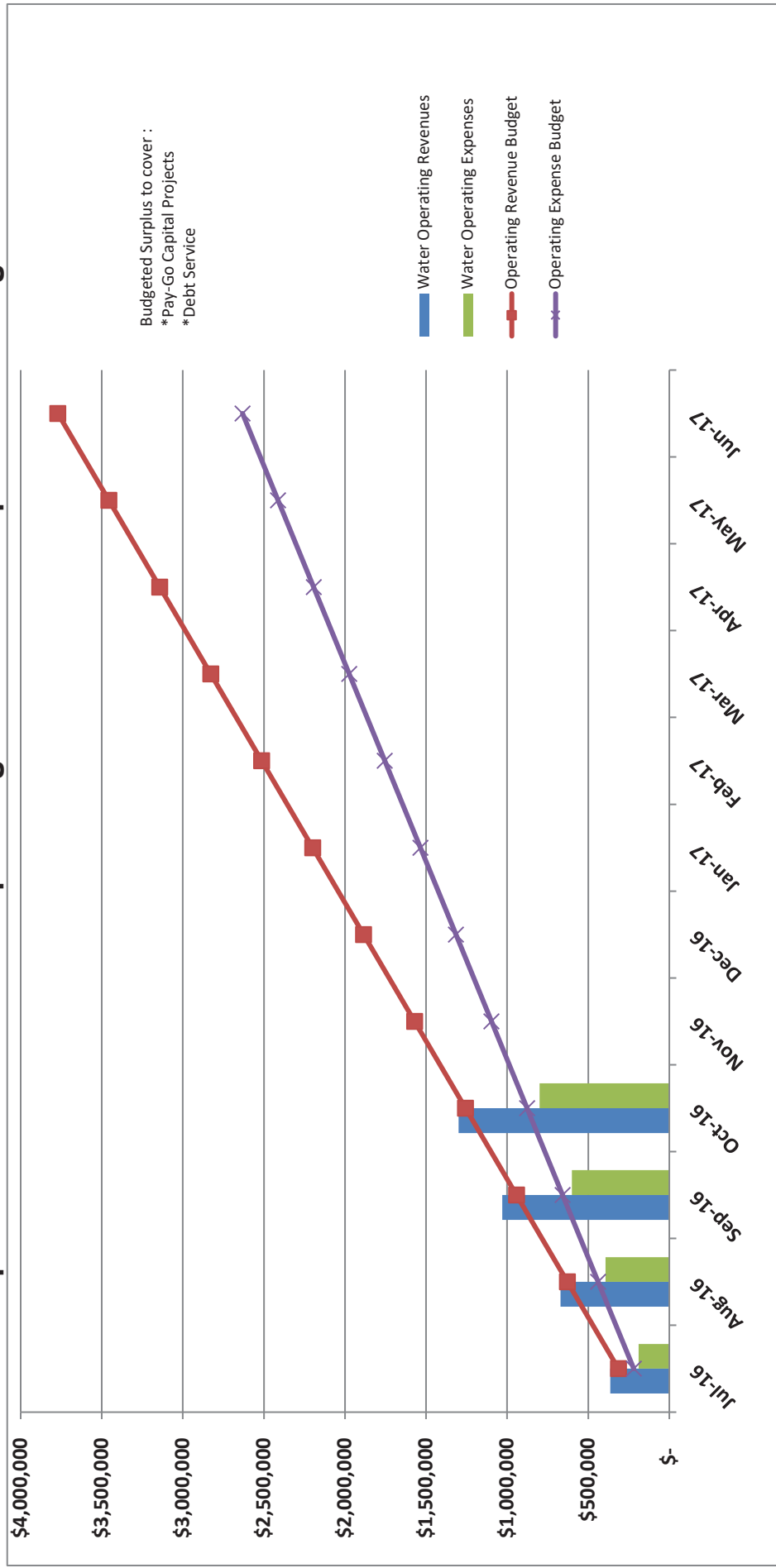
Department Summaries		October	% of Year 33.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales		257,566	1,251,684	1,147,377	104,307	9.09%	Budget is spread evenly across 12 months, but actuals vary by season Includes YTD Capacity Fees of \$69,863.00. No Contrib. Construction at this time
Other Revenues		51,432	118,037	109,513	8,524	7.78%	
Total Operating Revenues		308,998	1,369,721	1,256,890	112,831	8.98%	
Salaries & Benefits		60,559	266,105	290,202	(24,097)	-8.30%	Budget is spread evenly across 12 months, but actuals vary by scheduling
Water Purchased		80,295	316,523	322,412	(5,889)	-1.83%	
Other Expenses		29,498	102,874	147,963	(45,089)	-30.47%	
Depreciation		29,000	114,200	116,667	(2,467)	-2.11%	
Total Operating Expenses		199,352	799,702	877,244	(77,542)	-8.84%	
Net Operating Income		109,646	570,019	379,646	35,289		
Interest Income		1,614	6,564	4,500	2,064	45.87%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Expense		(5,928)	(23,705)	(23,369)	336	1.44%	
<b>Net Income (Loss)</b>		<b>105,333</b>	<b>552,878</b>	<b>360,777</b>	<b>192,101</b>		
<u>Wastewater</u>							
Wastewater Service Charges		246,784	1,055,873	1,017,749	38,124	3.75%	Includes YTD Capacity Fees of \$120,419.00. No Contrib. Construction at this time
Other Revenues		82,326	158,690	149,623	9,067	6.06%	
Total Operating Revenues		329,110	1,214,563	1,167,372	47,191	4.04%	
Salaries & Benefits		69,288	271,069	311,882	(40,813)	-13.09%	Not all seasonal positions filled, GIS position turnover Budget is spread evenly across 12 months, but actuals vary by month
Other Expenses		35,029	149,368	237,163	(87,795)	-37.02%	
Depreciation		40,000	159,150	160,000	(850)	-0.53%	
Total Operating Expenses		144,317	579,587	709,045	(129,458)	-18.26%	
Net Operating Income		184,793	634,976	458,327	176,649		
Interest Income		1,746	6,223	6,667	(444)	-6.66%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Expense		(8,116)	(23,553)	(9,490)	14,063	148.19%	
<b>Net Income (Loss)</b>		<b>178,423</b>	<b>617,646</b>	<b>455,504</b>	<b>162,142</b>		
<b>Enterprise Funds Net Income (Loss)</b>		<b>283,756</b>	<b>1,170,524</b>	<b>816,281</b>	<b>354,243</b>		

Treasurer's Report Page 4



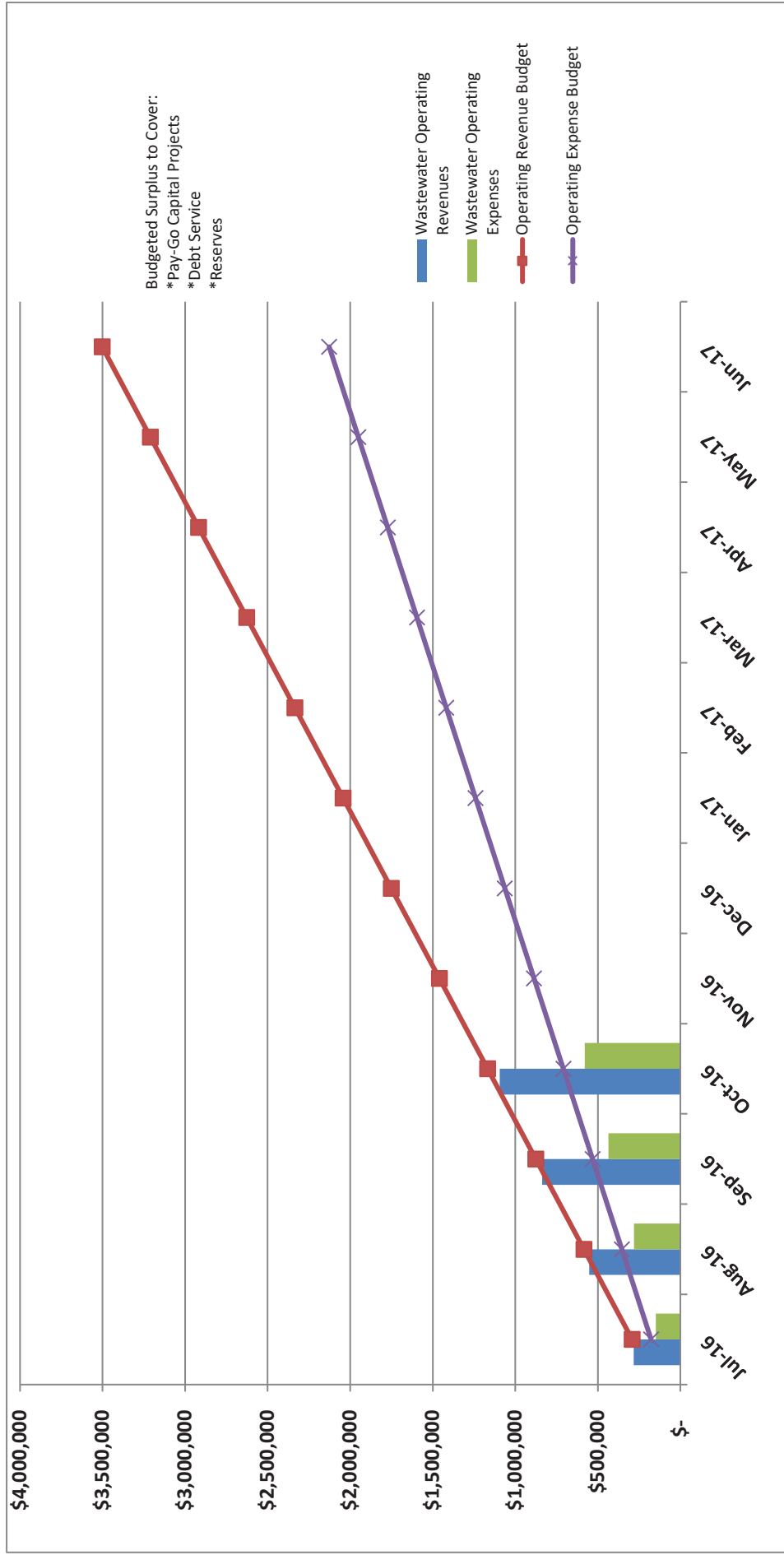
# McKinleyville Community Services District October 2016

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



# McKinleyville Community Services District October 2016

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





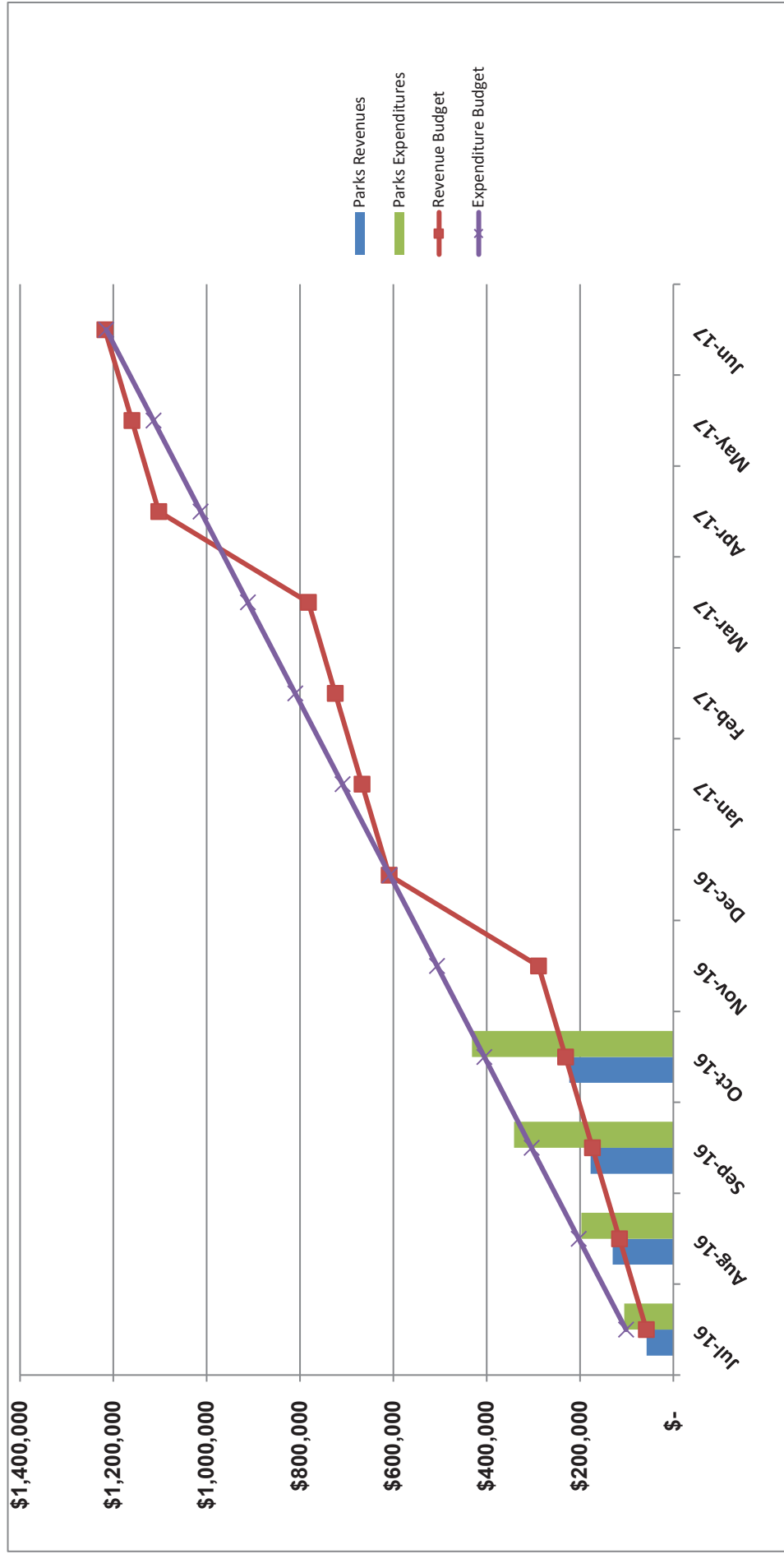
McKinleyville Community Services District  
Activity Summary by Fund, Original Budget - DRAFT  
October 2016

Department Summaries							
Parks & Recreation							
	October	% of Year 33.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes	
Program Fees	30,894	151,058	124,463	26,595	21.37%	Collection of fees for Kid's Club After School program	
Rents & Related Fees	6,187	34,353	36,907	(2,554)	-6.92%		
Property Taxes	-	-	175,000	(175,000)	-100.00%	County Tax remittance April/December	
Other Revenues	8,149	34,626	66,337	(31,711)	-47.80%	Budget is spread evenly across 12 months, but actuals vary by month	
Interest Income	745	3,059	3,333	(274)	-8.21%		
Total Revenues	45,975	223,096	406,040	(182,944)	-45.06%		
Salaries & Benefits	73,914	305,562	304,044	1,518	0.50%		
Other Expenditures	16,220	70,997	86,329	(15,332)	-17.76%	Budget is spread evenly across 12 months, but actuals vary by month	
Capital Expenditures	-	54,843	14,773	40,070	271.24%	Comm'l kitchen fixtures/appliances/installation for Teen Center	
Total Expenditures	90,134	431,401	405,146	26,255	6.48%		
Excess (Deficit)	(44,159)	(208,306)	894	(209,200)			
Measure B Assessment							
Total Revenues	(88)	(1,560)	71,167	(72,727)	-102.19%	Interest & unrealized gains/losses; County Tax remittance April/December	
Salaries & Benefits	1,828	18,104	18,587	(483)	-2.60%		
Other Expenditures	3,247	20,551	10,083	10,468	103.81%	Teen Center interior furnishings moved to supplies	
Capital Expenditures	33,348	37,684	42,484	(4,800)	-11.30%	Teen Center kitchen/interior furnishings/landscaping	
Total Expenditures	38,423	76,339	71,154	5,185	7.29%		
Excess (Deficit)	(38,511)	(77,899)	13	(77,912)			
Street Lights							
Total Revenues	8,398	33,889	31,953	1,936	6.06%		
Salaries & Benefits	2,484	10,535	13,683	(3,148)	-23.01%	Budget is spread evenly across 12 months, but actuals vary by month	
Other Expenditures	2,341	9,226	10,879	(1,653)	-15.19%	Budget is spread evenly across 12 months, but actuals vary by month	
Capital Expenditures/Loan Repayment	1,655	6,622	7,288	(666)	-9.14%	LED Project Debt repayment	
Total Expenditures	6,481	26,383	31,850	(5,467)	-17.17%		
Excess (Deficit)	1,918	7,506	103	(7,403)			
Governmental Funds Excess (Deficit)	(80,753)	(278,698)	1,010	(279,708)			

Treasurer's Report Page 7

# McKinleyville Community Services District October 2016

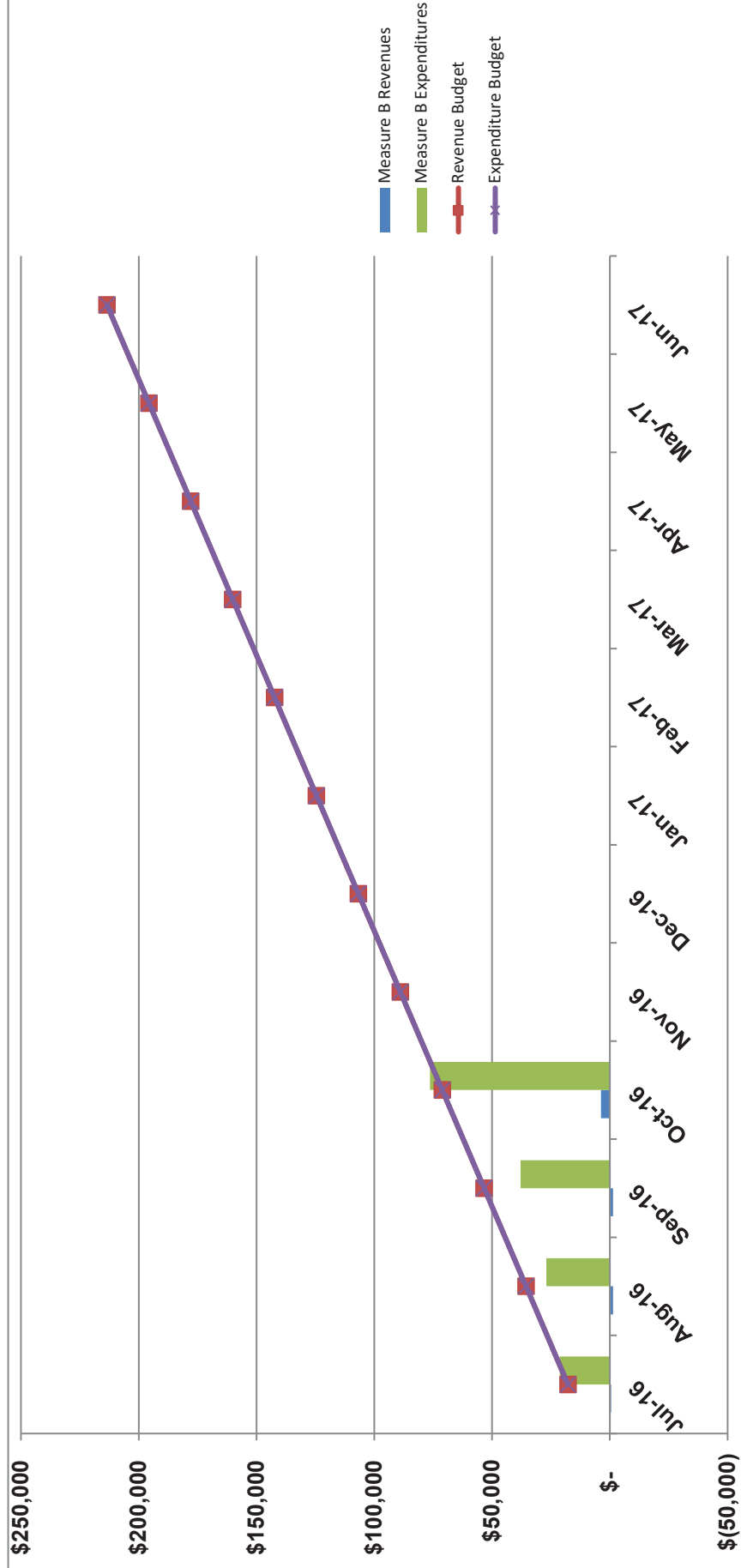
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget





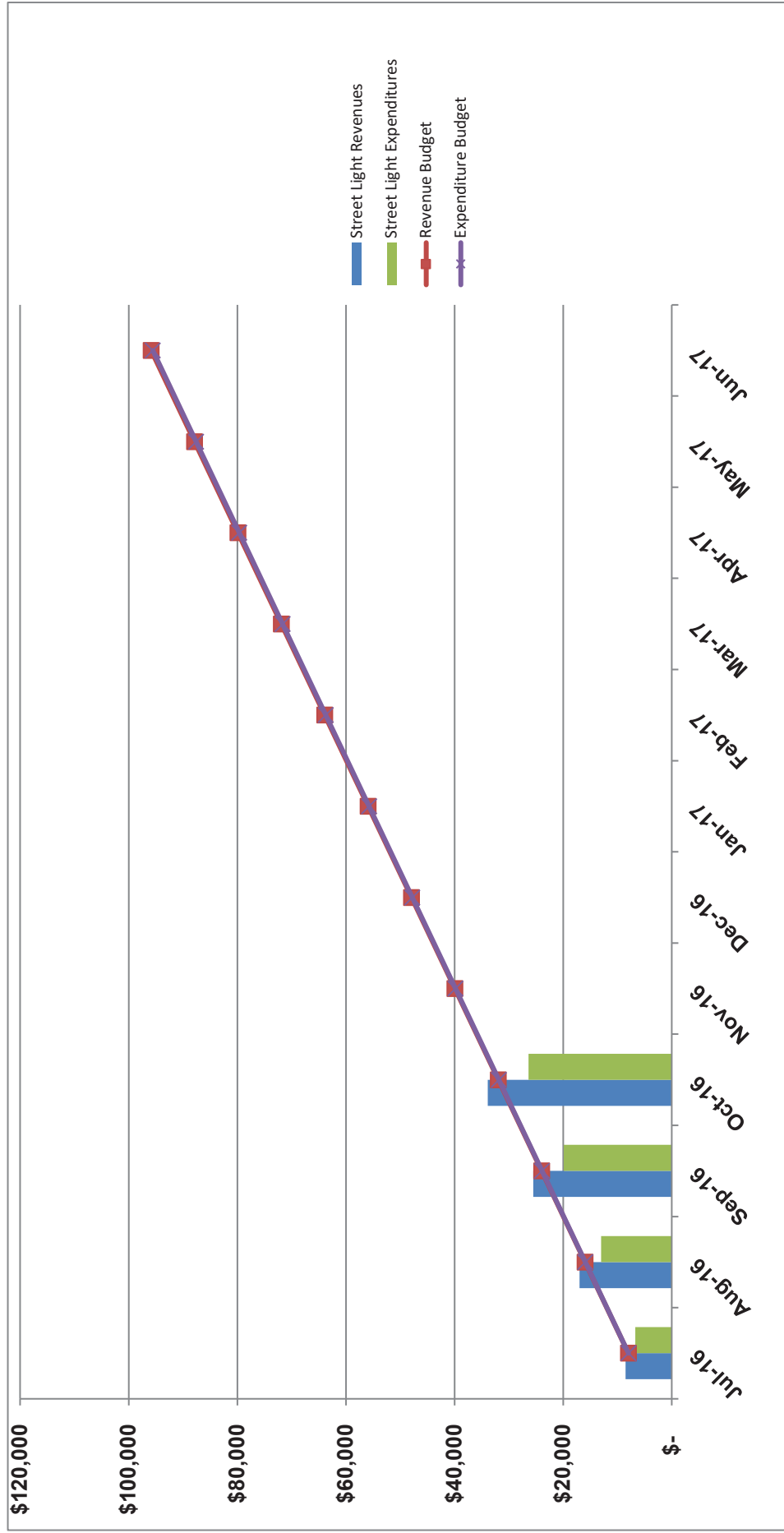
# McKinleyville Community Services District October 2016

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



# McKinleyville Community Services District October 2016

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



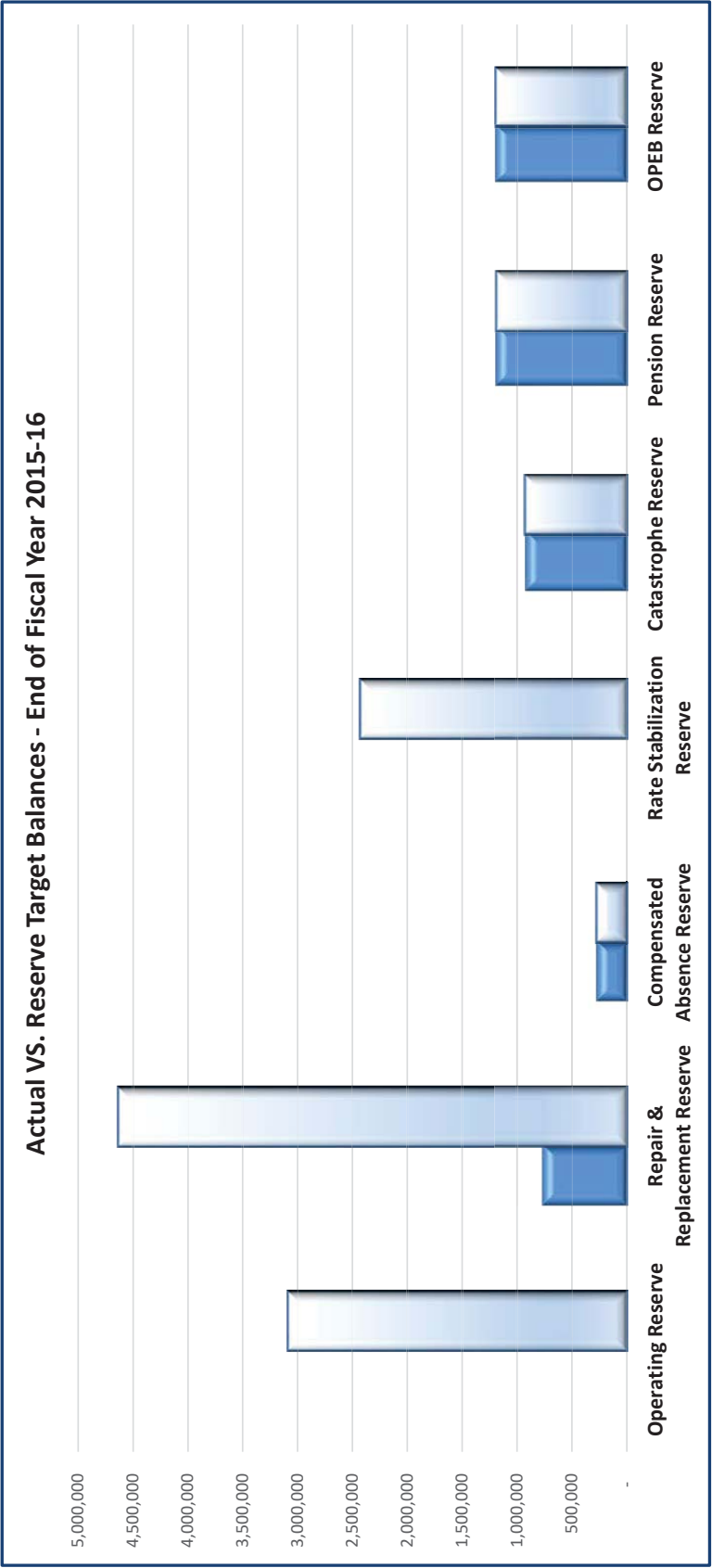
**McKinleyville Community Services District**  
**Capital Expenditure Report - DRAFT**  
**As of October 31, 2016**

	September	October	YTD Total	FY 16-17 Budget	Remaining		
					Budget \$	Budget %	Notes
<b>Water Department</b>							
Ramey Pump Upgrades	-	-	-	-	-	#DIV/0!	
Water Tank Upgrade	1,849	127,067	129,923	350,000	220,077	63%	Tank Painting
4.5m New Water Tank	-	-	-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	-	-	563	40,000	39,438	99%	Emergency Water Supply
Emergency Response Equipment	-	-	-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	-	14,000	14,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	20,395	-	20,513	260,000	239,487	92%	Radio meters purch/install
Radio Telemetry Upgrade	-	-	-	-	-	#DIV/0!	Equipment purchased
Meter Reading Equipment Replacement	-	-	-	-	-	#DIV/0!	Equipment purchased
Water Main Rehab & Replacement	-	-	1,294	100,000	98,706	99%	Water Main Rehab
Property Purchase & Improvements	-	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>22,244</b>	<b>127,067</b>	<b>152,293</b>	<b>1,722,000</b>	<b>1,569,707</b>	<b>91%</b>	
<b>Wastewater Department</b>							
Sewer Main Rehab & Replacement	-	-	-	100,000	100,000	100%	Sewer Main Rehab
WWMF Biosolids Project	-	-	-	240,000	240,000	100%	to County Trust Acct#9390
Fischer Lift Station Generator	-	1,796	2,309	80,000	77,692	97%	Fischer Lift Stn Generator
Sewer Main Camera Unit	-	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	1,037,428	608,509	3,041,252	13,000,000	9,958,748	77%	WWMF construction
Radio Telemetry Upgrade	-	-	-	30,000	30,000	100%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	19,753	-	19,867	260,000	240,133	92%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	-	6,000	6,000	100%	
<b>Subtotal</b>	<b>1,057,181</b>	<b>610,304</b>	<b>3,063,428</b>	<b>13,801,000</b>	<b>10,737,572</b>	<b>78%</b>	
<b>Water &amp; Wastewater Operations</b>							
Heavy Equipment	-	-	-	410,000	410,000	100%	Hydrocleaner; Tractor attachmt
Utility Vehicles	652	-	652	63,000	62,348	99%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	-	10,000	10,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	-	65,000	65,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	-	11,416	5,000	(6,416)	-128%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	1,850	-	1,850	17,000	15,150	89%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	-	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	-	20,000	20,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>652</b>	<b>-</b>	<b>13,919</b>	<b>2,090,000</b>	<b>2,076,081</b>	<b>99%</b>	
<b>Enterprise Funds Total</b>	<b>1,081,927</b>	<b>737,372</b>	<b>3,229,640</b>	<b>17,613,000</b>	<b>14,383,360</b>	<b>82%</b>	
<b>Parks &amp; Recreation Department</b>							
Hiller Park & Sports Complex	-	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	-	-	-	11,000	11,000	100%	PA sys, Parking Lot resurfacing
McKinleyville Activity Center Upgrades	-	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	-	5,000	5,000	100%	Paving/Sealing
Projects Funded by Quimby/Other Funds	-	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	64,865	33,348	110,996	127,000	16,004	13%	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	-	23,000	23,000	100%	Vehicles and Equipment
<b>Subtotal</b>	<b>64,865</b>	<b>33,348</b>	<b>110,996</b>	<b>171,000</b>	<b>60,004</b>	<b>35%</b>	
<b>Streetlights</b>							
Pole Replacement	-	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>64,865</b>	<b>33,348</b>	<b>110,996</b>	<b>173,000</b>	<b>62,004</b>	<b>36%</b>	
<b>All Funds Total</b>	<b>1,146,792</b>	<b>770,720</b>	<b>3,340,635</b>	<b>17,786,000</b>	<b>14,445,365</b>	<b>81%</b>	



**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report - DRAFT**  
**As of October 31, 2016**

Summary of Long-Term Debt Report - DRAFT As of October 31, 2016								Principal Maturities and Scheduled Interest	
	Maturity %	Date	September 30, 2016	Balance - October 31, 2016	FY-17	Thereafter			
<b>Water Fund:</b>									
I-Bank Interest	3.37%	8/1/30	P	759,574.85	759,574.85	-	759,574.90	192,921.18	
State of CA Energy Commission (ARRA) Interest	1.0%	12/22/26	P	123,806.91	123,806.91	11,240.72	112,565.98	5,716.71	
State of CA (Davis Grunsky)		1/1/33	P	1,703,645.91	1,703,645.91	81,651.96	1,621,993.95		
State of CA (Davis Grunsky) Deferred Interest	2.5%	1/1/33	P	289,591.69	289,591.69	17,035.12	272,556.57		
Total Water Fund-Principal				2,876,619.36	2,876,619.36	109,927.80	2,766,691.40		
Total Water Fund-Interest						56,600.10	564,533.47		
<b>Total Water Fund</b>				2,876,619.36	2,876,619.36	166,527.90	3,331,224.87		
<b>Wastewater Fund:</b>									
WWMF SRF Loan Interest	1.6%	7/31/47	P	3,527,493.00	4,380,965.00	-	24,724,009.73		
State of CA WRCB (SCEP II) Interest	2.6%	3/27/18	P	53,686.10	53,686.10	26,510.50	27,176.10	706.57	
Umpqua Bank Interest	5.5%	12/4/17	P	67,018.14	62,677.92	35,436.16	27,061.53	433.07	
USDA (Sewer Bond) Interest	5.0%	8/1/22	P	445,000.00	445,000.00	-	445,000.00	66,875.00	
Total Wastewater Fund-Principal				4,093,197.24	4,942,329.02	61,946.66	25,223,247.36		
Total Wastewater Fund-Interest						14,240.52	68,014.64		
<b>Total Sewer Fund</b>				4,093,197.24	4,942,329.02	76,187.18	25,291,262.00		
<b>Meas. B Fund: Teen/Comm Center Loan</b>									
	3.55%	11/1/29	P	1,352,733.00	1,312,046.00	39,281.00	1,277,225.00		
			I			23,468.10	315,381.41		
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>									
	0.0%		P	64,490.73	62,835.33	14,508.60	49,961.75		
			I			-	-		
Total Principal				8,387,040.33	9,193,829.71	225,664.06	29,317,125.51		
Total Interest						94,308.72	947,929.52		
<b>Total</b>				<b>8,387,040.33</b>	<b>9,193,829.71</b>	<b>319,972.78</b>	<b>30,265,055.03</b>		



- Utility Accounts Receivable Turnover Days      As of October 31, 2016      12.9 Days

- YTD Breakeven Revenue, Water Fund:      646,720.23      - YTD Actual Water Sales:      1,251,683.66

- Days of Cash on Hand - Operations Checking Account      152.3 Days

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period September 1 through September 30, 2016**

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
--------------	------------	---------------	-------------	------------	-----------	-------------

**Accounts Payable Disbursements**

31174	10/25/2016	\R009	Ck# 031174 Reversed	(43.08)	000B60601u	Ck# 031174 Reversed
31633	10/3/2016	*0025	PIERSON PARK REFUND MO	105.00	B60929	PIERSON PARK REFUND MO
31634	10/3/2016	*0026	AZALEA HALL DEPOSIT REFUND TA	100.00	B60929	AZALEA HALL DEPOSIT REFUND TA
31635	10/3/2016	ADA01	ADAMS COMMERCIAL GEN'L CONTR	206,093.85	12	TEEN CENTER CONSTRUCTION
31636	10/3/2016	ADV01	ADVANCED SECURITY SYSTEMS	462.00	352602	SECURITY SYSTEM
31637	10/3/2016	ARC02	Arcata Stationers	106.67	B61003	OFFICE SUPPLIES
31638	10/3/2016	ATT01	AT&T	722.26	B61003	PHONE SERVICES FOR SEPT 2016
31639	10/3/2016	CAM01	CAMPTON ELECTRIC SUPPLY	366.49	2280-4461	REPAIRS/SUPPLY
31640	10/3/2016	COA01	COASTAL BUSINESS SYSTEMS	355.03	19405311	COPIER MONTHLY PMT
31641	10/3/2016	COR01	CORBIN WILLITS SYSTEMS, INC	888.42	B60929	MOMS MONTHL MAINTENANCE
31642	10/3/2016	COR03	JOHN CORBETT	241.00	B60929	2016 CSDA CONFERENCE
31643	10/3/2016	COR07	JOHN W. CORBETT	125.00	B60929	BOARD MTG 9/07/16
31644	10/3/2016	COS02	COSTCO MEMBERSHIP	220.00	B61003	ANNUAL MEMBERSHIP RENEWAL
31645	10/3/2016	COU02	HUMBOLDT COUNTY ASSESSOR	6.50	B60929	MEASURE B MAPS
31646	10/3/2016	COU07	DAVID COUCH	241.00	B60929	2016 CSDA CONFERENCE



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31647	10/3/2016	COU09	DAVID R. COUCH	125.00	B60929	BOARD MTG 9/7/16
31648	10/3/2016	CRO03	CROWN TROPHY PETALUMA	98.15	24736	REC PROGRAM SUPPLIES
31649	10/3/2016	FRI05	LESLEY FRISBEE	59.00	B61003	PACIFIC LEADERSHIP CONF.
31650	10/3/2016	HAR13	The Hartford - Priority A	387.77	B60929	GRP LIFE INSURANCE
31651	10/3/2016	HUM41	HUMBOLDT WASTE MGMT AUTHORITY	2,960.15	B60929	HAZARDOUS WASTE
31652	10/3/2016	KEN02	KENNEDY/JENKS CONSULTANTS	61,419.66	104830	WWMF UPGRADE
31653	10/3/2016	MAY02	DENNIS MAYO	125.00	B60929	BOARD MTG 9/7/16
31654	10/3/2016	MAY03	DENNIS MAYO	241.00	1	2016 CSDA CONFERENCE
31655	10/3/2016	OCC01	OCCUPATIONAL HEALTH	145.00	523*08-16	PROFESSIONAL SERVICES
31656	10/3/2016	ORS01	GREG ORSINI	241.00	B60929	2016 CSDA CONFERENCE
31657	10/3/2016	PIN01	JONATHAN THOMAS PINI	150.00	B60929	CONTRACT FUTSAL REFEREE
31658	10/3/2016	PRE08	PRECISION INTERMEDIA	570.00	16-2548	PROFESSIONAL SERVICES
31659	10/3/2016	SCA01	SCADA SUPPORT GROUP	6,360.00	1609-MCSD	PROFESSIONAL SERVICES-WWMF
31660	10/3/2016	SUD01	SUDDENLINK	134.95	B60929	INTERNET SERVICES FOR SEPT 2016
31661	10/3/2016	USB01	U.S. BANK TRUST N.A.	7,687.50	B60929	SEWER BOND PMT
31662	10/3/2016	USP02	USPS: ARCATA BMEU	1,309.80	B61003	NEWSLETTER POSTAGE
31663	10/3/2016	WHE02	GEORGE A. WHEELER JR.	125.00	B60929	BOARD MTG 9/7/16
31664	10/3/2016	\C031	MQ CUSTOMER REFUND FOR CO	111.17	000B61001	MQ CUSTOMER REFUND FOR CO
31665	10/3/2016	\D006	MQ CUSTOMER REFUND FOR DU	89.76	000B61001	MQ CUSTOMER REFUND FOR DU

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31666	10/3/2016	G006	MQ CUSTOMER REFUND FOR GR	360.27	000B61001	MQ CUSTOMER REFUND FOR GR
31667	10/3/2016	N007	MQ CUSTOMER REFUND FOR NG	55.60	000B61001	MQ CUSTOMER REFUND FOR NG
31668	10/3/2016	R015	MQ CUSTOMER REFUND FOR RE	38.65	000B61001	MQ CUSTOMER REFUND FOR RE
31669	10/3/2016	S031	MQ CUSTOMER REFUND FOR SM	60.97	000B61001	MQ CUSTOMER REFUND FOR SM
31670	10/3/2016	T008	MQ CUSTOMER REFUND FOR TO	49.05	000B61001	MQ CUSTOMER REFUND FOR TO
31671	10/3/2016	W004	MQ CUSTOMER REFUND FOR WA	65.56	000B61001	MQ CUSTOMER REFUND FOR WA
31672	10/11/2016	*0027	REC PROGRAM REFUND GL	168.00	B61007	REC PROGRAM REFUND GL
31673	10/11/2016	AGB01	AGB	1,330.00	M16-1720	PROFESSIONAL SERVICES
31674	10/11/2016	BAN01	BANKCARD CENTER	3,819.74	B61007	PURCHASES MADE IN SEPT 2016
31675	10/11/2016	EUR07	Eureka Rubber Stamp Co.	13.92	A21416	OFFICE SUPPLIES
31676	10/11/2016	FAN01	RODRIGO FANTI	594.75	B61007	CONTRACT INSTRUCTOR PMT
31677	10/11/2016	GRI01	CLAIMS PAYMENT BG	150.00	B61005	CLAIMS PAYMENT BG
31678	10/11/2016	HUB02	HUB INTERNATIONAL INSURANCE	100.18	B61005	SPECIAL EVENT INSURANCE
31679	10/11/2016	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	78,929.01	B61004	WTR PURCHASED
31680	10/11/2016	HUM08	HUMBOLDT SANITATION	972.40	B61004	TRASH SERVICE
31681	10/11/2016	MAY03	DENNIS MAYO	64.00	B60929	STATE LEGISLATIVE COMMITTEE MTG
31682	10/11/2016	MCK02	MCKINLEYVILLE GLASS CO.	18.80	44300	REPAIRS/ SUPPLIES
31683	10/11/2016	MCK03	MCKINLEYVILLE OFFICE SUPPLY	56.25	B61004	POSTAGE
31684	10/11/2016	MCK04	MCK ACE HARDWARE	698.83	B61005	REPAIRS/SUPPLY

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31685	10/11/2016	MEN01	MENDES SUPPLY CO.	547.91	B61004	REPAIRS/SUPPLY
31686	10/11/2016	MIL01	Miller Farms Nursery	533.88	B61004	REPAIRS/SUPPLY
31687	10/11/2016	MUD01	MUDDY WATERS COFFEE CO.,INC	37.50	16944	OFFICE SUPPLIES
31688	10/11/2016	NOR02	NORTH COAST JOURNAL, INC.	75.00	23109	ADVERTISEMENT
				75.00	23110	ADVERTISEMENT
			Check Total:	150.00		
31689	10/11/2016	NOR35	NORTHERN HUMBOLDT EMPL SVCS	890.02	B61004	OPEN SPACE/ CENTRAL AVE MAINT
31690	10/11/2016	PGE01	PG & E (Office & Field)	20,208.45	B61007	GAS & ELECTRIC
31691	10/11/2016	PIT01	PITNEY BOWES	406.07	B61004	POSTAGE METER LEASE
31692	10/11/2016	REN01	RENNER PETROLEUM	2,429.15	B61004	FUEL FOR SEPT 2016
31693	10/11/2016	SIE02	SIERRA CHEMICAL CO.	4,814.70	B61005	CHLORINE/ CONTAINER DEPOSIT
31694	10/11/2016	SMA01	DREW SMALL	194.35	B61005	SAFETY SUPPLIES REIMB
31695	10/11/2016	THO02	Thomas Home Center	752.10	B61005	REPAIRS/SUPPLY
31696	10/11/2016	THR02	THREE G'S HAY & GRAIN	1,923.48	B61006	REPAIRS/SUPPLIES PURCHASE
31697	10/11/2016	VER01	VERIZON WIRELESS	85.30	B61006	CELL PHONES FOR SEPT 2016
31698	10/11/2016	ZEP01	ZEP MANUFACTURING CO.	446.03	900242797	REPAIRS/ SUPPLIES
31699	10/17/2016	*0028	KIDS CLUB REFUND AC	144.00	B61017	KIDS CLUB REFUND AC
31700	10/17/2016	*0029	DEPOSIT REFUND CC	100.00	B61017	DEPOSIT REFUND CC
31701	10/17/2016	*0030	REC PROGRAM REFUND JB	45.00	B61017	REC PROGRAM REFUND JB
31702	10/17/2016	ACW01	CB&T/ACWA-JPIA	4,211.92	B61017	GRP. HEALTH INS



Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
31703	10/17/2016	ATT01	AT&T	709.59	B61017	PHONE SERVICE OCT 2016
31704	10/17/2016	AUB01	AUBURN CONSTRUCTORS, INC.	969,647.90	7	WWMF UPGRADE
31705	10/17/2016	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	850.72	B61004	SUPPLIES PURCHASED
31706	10/17/2016	DEL02	DELFINO, MADDEN, O'MALLEY	262.50	7061	LEGAL SERVICES
31707	10/17/2016	DON01	DON'S RENT-ALL	110.92	149419	REPAIRS/SUPPLY
31708	10/17/2016	FLE01	FLEET PRIDE	19.23	79950926	REPAIRS/SUPPLIES
31709	10/17/2016	HAC01	HACH COMPANY	614.32	10077032	LAB TESTING SUPPLIES
31710	10/17/2016	HEN03	JAMES G. HENRY	64.00	B61017	WASTEWATER Gr.4 EXAM PER DIEM
31711	10/17/2016	HFS01	HF SCIENTIFIC, INC.	105.66	205860	REPAIRS/ SUPPLIES
31712	10/17/2016	IND02	Industrial Electric Service	76.65	IN20941	REPAIRS/SUPPLY
31713	10/17/2016	LES01	LES SCHWAB TIRE CENTER	788.43	B61004	VEHICLE REPAIRS
31714	10/17/2016	MAN03	MANDELL MUNICIPAL COUNSELLING	1,040.00	B61005	LEGAL SERVICES
31715	10/17/2016	MCB02	BILL MCBROOME	64.00	B61017	WASTEWATER Gr.4 EXAM-PER DIEM
31716	10/17/2016	MCK11	MCKINLEYVILLE SENIOR CENTER	32.90	B61017	Parks/Rec SHARE OF INTERNET
31717	10/17/2016	MCS01	MCSD C/O HUMBOLDT COUNTY	24,265.80	B61004	REVENUE RECOVERY AUG 2016
			Check Total:	24,465.27	B61017	REVENUE RECOVERY-SEPT 2016
				48,731.07		
31718	10/17/2016	MIL03	THE MILL YARD	41.79	89124	REPAIRS/ SUPPLIES
31719	10/17/2016	MUD01	MUDDY WATERS COFFEE CO.,INC	75.00	B61017	OFFICE SUPPLIES
31720	10/17/2016	NAT06	NATIONAL METER & AUTOMATION	19,980.00	S1075644	RADIO READ METERS

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
			Check Total:	188.42 1,212.15 19,980.00 <u>41,360.57</u>	S1075723 S1075728 S1076334	RADIO READ METERS REPAIRS/ SUPPLIES RADIO READ METERS
31721	10/17/2016	NEC01	NEC FINANCIAL SERVICES, LLC	375.66	1945976	PHONE LEASE
31722	10/17/2016	NOR01	NORTH COAST LABORATORIES	3,135.00	B61017	LAB TESTING
31723	10/17/2016	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	80.00	B61005	SAFETY TRAINING
31724	10/17/2016	NOR27	NORTH CENTRAL LABS	292.60	379306	LAB TESTING SUPPLIES
31725	10/17/2016	NYL01	NYLEX.NET	262.50	2574	PROFESSIONAL SERVICES
31726	10/17/2016	ORE01	O'REILLY AUTOMOTIVE, INC.	49.08	B61005	REPAIRS/SUPPLY
31727	10/17/2016	PGE10	PGE STREETLIGHTS	3.02	B61017	STREETLIGHTS OCT 2016
31728	10/17/2016	PIN01	JONATHAN THOMAS PINI	90.00	B61017	CONTRACT FUTSAL REFEREE P
31729	10/17/2016	PRE08	PRECISION INTERMEDIA	712.50 47.50 <u>760.00</u>	16-2752 16-2787	PROFESSIONAL SERVICES PROFESSIONAL SERVICES
			Check Total:			
31730	10/17/2016	RES05	RESERVE ACCOUNT	1,500.00	B61017	POSTAGE METER
31731	10/17/2016	ROA01	PAUL L. ROACH	525.00	B61017	CONTRACT SOFTBALL UMPIRE
31732	10/17/2016	ROU01	ROUND TABLE DEVELOPMENT CORP	107.46	126681	REC PROGRAM SUPPLIES
31733	10/17/2016	SAF04	SAFEWAY INC. FILE # 72905	36.04	B61006	SUPPLIES PURCHASED
31734	10/17/2016	SAL01	MICHAEL SALMON	700.00	B61017	CONTRACT SOFTBALL UMPIRE
31735	10/17/2016	SDR01	SDRMA	222.46	B61017	PROPERTY/LIABILITY PROGRA
31736	10/17/2016	STA11	STAPLES CREDIT PLAN	654.53	B61017	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
31737	10/17/2016	STE03	DONALD STEELE	175.00	B61017	CONTRACT SOFTBALL UMPIRE
31738	10/17/2016	STO06	P. KYLE STONE	64.00	B61017	WASTEWATER Gr.4 EXAM-PER DIEM
31739	10/17/2016	TEL01	TELE-WORKS, INC	684.00	8921	PREPAID MINUTES FOR IVR SYS
31740	10/17/2016	UPS01	UPS	42.54	B61017	LAB SHIPMENT
31741	10/17/2016	USP02	USPS: ARCATA BMEU	1,500.00	B61017	REFILL PERMIT 202 BULK MAIL
31742	10/25/2016	*0031	KIDS CLUB REFUND MS	117.00	B61024	KIDS CLUB REFUND MS
31743	10/25/2016	*0032	AZALEA HALL DEPOSIT REFUND SP	100.00	B61024	AZALEA HALL DEPOSIT REFUND SP
31744	10/25/2016	*0033	AZALEA HALL DEPOSIT REFUND RM	100.00	B61024	AZALEA HALL DEPOSIT REFUND RM
31745	10/25/2016	*0034	PIERSON PARK DEPOSIT REFUND JB	53.00	B61024	PIERSON PARK DEPOSIT REFUND JB
31746	10/25/2016	*0035	REC PROGRAM REFUND MH	36.67	B61024	REC PROGRAM REFUND MH
31747	10/25/2016	*0036	PAVING DEPOSIT REFUND JL	1,000.00	B61025	PAVING DEPOSIT REFUND JL
31748	10/25/2016	BAL01	DAVID BALDOSSER	698.82	B61024	FLEX SPENDING REIMB
31749	10/25/2016	BEN01	BEN MEADOWS	383.76	S10293941	REPAIRS/ SUPPLIES
31750	10/25/2016	COA01	COASTAL BUSINESS SYSTEMS	945.07	B61024	COPIER MONTHLY PMT
31751	10/25/2016	COU02	HUMBOLDT COUNTY ASSESSOR	24.50	B61024	MEASURE B MAPS
31752	10/25/2016	CRO03	CROWN TROPHY PETALUMA	80.23	24907	REC PROGRAM SUPPLIES
31753	10/25/2016	DEP05	DEPARTMENT OF JUSTICE	32.00	191302	FINGERPRINTING
31754	10/25/2016	GAN01	GAN CONFERENCING	25.48	B61024	AUDIO CONFERENCES
31755	10/25/2016	HUM08	HUMBOLDT SANITATION	1,429.80	B61024	TRASH SERVICE TEEN CENTER



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31756	10/25/2016	KEN03	KEN'S AUTO PARTS	1,344.34	B61025	VEHICLE REPAIRS
31757	10/25/2016	MAY03	DENNIS MAYO	26.00	1	ACWA BOARD OF DIRECTORS MTG
				81.90	4	2016 CSDA CONFERENCE
			Check Total:	112.00	B61024	LITTLE HOOVER COMMISSION MTG
				219.90		
31758	10/25/2016	MCM01	McMaster-Carr Supply Co.	383.81	81794146	REPAIRS/ SUPPLIES
31759	10/25/2016	MIT01	Mitchell, Brisso, Delaney	2,516.50	38374	LEGAL SERVICES
31760	10/25/2016	ORS01	GREG ORSINI	32.80	B61024	2016 CSDA CONFERENCE
31761	10/25/2016	PGE05	PG&E	1,976.19	B61024	STLT LOAN-AGMT 4190997497
31762	10/25/2016	PGE06	PG&E-STREETLIGHTS	14.70	B61024	STLT OCT 2016-ACCT 3677
31763	10/25/2016	PGE07	PG&E STREETLIGHTS	913.76	B61024	STLT OCT 2016-ACCT 0908
31764	10/25/2016	PGE08	PGE STREETLIGHTS	27.96	B61024	STLT OCT 2016-ACCT 3119
31765	10/25/2016	PGE09	PGE-STREETLIGHTS	71.33	B61024	STLT OCT 2016-ACCT 7040
31766	10/25/2016	SEC03	SECURITY LOCK & ALARM	80.23	O100257	REPAIRS/ SUPPLIES
31767	10/25/2016	THR01	THRIFTY SUPPLY COMPANY	8,827.88	B61025	REPAIRS/ SUPPLIES
31768	10/25/2016	UNI06	UNITED GROCERS	62.28	B61024	REPAIRS/ SUPPLIES
31769	10/25/2016	\R009	UTILITY BILLING REFUND KR	43.08	B61025	UTILITY BILLING REFUND KR
31773	11/2/2016	COU07	DAVID COUCH	(498.95)	B61101u	Ck# 031773 Reversed
31800	11/2/2016	COU07	DAVID COUCH	399.06	B61102P	2016 CSDA CONFERENCE
31822	11/9/2016	PGE01	PG & E (Office & Field)	(18,567.27)	B61108u	Ck# 031822 Reversed

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
31834	11/9/2016	PGE01	PG & E (Office & Field)	18,607.13	B61109P	GAS & ELECTRIC
				<u>1,515,131.09</u>		
<b>Total Disbursements, Accounts Payable:</b>				<b><u>1,515,131.09</u></b>		

## Payroll Related Disbursements

14046-14076	10/7/2016		Various Employees	15,733.47		Payroll Checks
14077	10/7/2016	CAL12	CalPERS 457 Plan	5,892.35	B61006	RETIREMENT
Check Total:				<u>452.47</u>	1B61006	PERS 457 LOAN PMT
				<u>6,344.82</u>		
14078	10/7/2016	DIR01	DIRECT DEPOSIT VENDOR- US	30,536.96	B61006	Direct Deposit
14079	10/7/2016	EMP01	Employment Development	(5.47)	2	STATE INCOME TAX
				(7.27)	3	SDI
				0.41	4	STATE INCOME TAX
				5.20	5	SDI
				1,556.59	B61006	STATE INCOME TAX
				574.12	1B61006	SDI
				-	B609231	STATE INCOME TAX
Check Total:				<u>2,123.58</u>		
14080	10/7/2016	EMP02	Employment Dev Department	3,188.13	B60930	SUI
14081	10/7/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	5,503.50	B61006	FEDERAL INCOME TAX
				7,919.18	1B61006	FICA
				1,852.02	2B61006	MEDICARE
Check Total:				<u>15,274.70</u>		
14082	10/11/2016	ACW01	CB&T/ACWA-JPIA	47,108.48	B60930	MED-DENTAL-EAP INSUR
14083	10/11/2016	PUB01	Public Employees PERS	16,112.42	B60930	PERS PAYROLL REMITTANCE
14084-14109	10/24/2016		Various Employees	14,052.60		Payroll Checks

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
14110	10/24/2016	CAL12	CalPERS 457 Plan	5,755.75	B61024	RETIREMENT
			Check Total:	452.47	1B61024	PERS 457 LOAN PMT
				6,208.22		
14111	10/24/2016	DIR01	DIRECT DEPOSIT VENDOR- US	28,285.28	B61024	Direct Deposit
14112	10/24/2016	EMP01	Employment Development	1,367.89	B61024	STATE INCOME TAX
			Check Total:	479.45	1B61024	SDI
				1,847.34		
14113	10/24/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	4,900.69	B61024	FEDERAL INCOME TAX
			Check Total:	7,273.54	1B61024	FICA
				1,701.02	2B61024	MEDICARE
				13,875.25		
<b>Total Disbursements, Payroll:</b>				<b>200,691.25</b>		
<b>Total Check Disbursements:</b>				<b>1,715,822.34</b>		



# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	October 14, 2016
10 Day Notice	November 23, 2016
Board Meeting	December 7, 2016
Lock	January 9, 2016
<b>ROUTE 16</b>	

Account #	Address	Model of DCV	Date s/o out
16-141-000	1281 Pedroni	Neptune 550	

Updated 11/28/16

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1**                      **2016 California Water Environmental Association (CWEA) Awards Presentation**

**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:**

Each year California Water Environmental Association (CWEA) presents awards at their annual banquet. Nomination forms are submitted by agencies recognizing their staff or facility for the award. A committee then reviews the nominations and chooses a worthy recipient for each category.

This year, the following members of staff received awards, Christopher Jones, Bill McBroome and Mike Freeman. Christopher Jones was honored with the Mechanical Technician of the Year Award due to his expertise in vehicle repairs and pump maintenance activities. Bill McBroome received Electrical/ Instrumentation Person of the Year Award due to his troubleshooting and repair experience along with the classes he teaches. Mike Freeman received Collection System Person of the Year Award due to his attention to detail while conducting inspections at our facilities and maintaining the Districts as-builts.

### **Alternatives:**

Take no action

### **Fiscal Analysis:**

Not applicable


### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1 – CWEA Award Nomination Forms



<b>North Coast Section</b> <b>California Water Environmental Association</b> <b>2016 Awards Nomination Form</b>			
(Make Selection Here)			
<input checked="" type="checkbox"/>	Collection Systems: Person of the Year		
<input checked="" type="checkbox"/>	Collection Systems: System of the Year	Miles of Pipe	
	Electrical/Instrumentation: Person of the Year		
	Engineering Achievement Award		
	Research Achievement Award		
	Laboratory: Person of the Year		
	Mechanical Technician of the Year		
	Operations: Operator of the Year		
	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD	
	Pretreatment Pollution Prevention & Stormwater: Person of the Year		
	Safety: Plant of the Year Award	Number of Employees	
	Supervisor of the Year		
	Public Education: Program of the Year	Budget in Dollars	
<b>Nominations are due by September 28, 2016 to the address below.</b>			
Name of Nominee:		Mike Freeman	
Title:		Facilities Inspector	
Employer:		MCSD	Phone #: 839-3251
Address:		PO Box 2037 McK	
<small>Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible. Attach any supporting information. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact James Henry for more information on the state nomination process.</small>			
<p>I nominate Mike Freeman for this years Collection Systems Person of the year. Mike's dedication and attention to detail while conducting inspections on our infrastructure is an important part of maintaining the integrity of our system. Mike can be counted on to Mike does a great job maintaining District as built's and is our primary technician when we need to camera our lines. Mike's work is greatly appreciated by the District.</p>			
Nominator:		Erik Jones	
Employer:		MCSD	
Address:		PO Box 2037	
Signature:			
Send, email or Fax Applications to:		James Henry at MCSD P.O.Box 2037 McKinleyville, CA 95519 Phone: 839-3251 Fax: 839-8685 jhenry@mckinleyvillecsd.com	



**North Coast Section  
California Water Environmental Association  
2016 Awards Nomination Form**

(Make Selection Here)


<input type="checkbox"/>	Collection Systems: Person of the Year	
<input type="checkbox"/>	Collection Systems: System of the Year	Miles of Pipe
<input checked="" type="checkbox"/>	Electrical/Instrumentation: Person of the Year	
<input type="checkbox"/>	Engineering Achievement Award	
<input type="checkbox"/>	Research Achievement Award	
<input type="checkbox"/>	Laboratory: Person of the Year	
<input type="checkbox"/>	Mechanical Technician of the Year	
<input type="checkbox"/>	Operations: Operator of the Year	
<input type="checkbox"/>	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD
<input type="checkbox"/>	Pretreatment Pollution Prevention & Stormwater: Person of the Year	
<input type="checkbox"/>	Safety: Plant of the Year Award	Number of Employees
<input type="checkbox"/>	Supervisor of the Year	
<input type="checkbox"/>	Public Education: Program of the Year	Budget in Dollars

**Nominations are due by September 28, 2016 to the address below.**

Name of Nominee:	Bill McBroom		
Title:	Utility Person 2		
Employer:	MCSD	Phone #:	839-3251
Address:	P.O. Box 2037		

Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible. Attach any supporting information. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact James Henry for more information on the state nomination process.

Bill McBroom should be in the conversation for this award every year, and this year is no different. Bill does an outstanding job troubleshooting any electrical or control issues at our stations, and has progressed in the fields of telemetry and SCADA control. ~~He has been invaluable~~ His work has been invaluable during our current WWMF upgrade project, providing both the District and engineers with valuable insights into our operation and potential issues that he's discovered during the process. I was one of many that enjoyed his electrical troubleshooting class this year, and I always look forward to learning something new from him.

Nominator:	Erin Jones	Title:	Leadman
Employer:	MCSD	Phone #:	839-3251
Address:	P.O. Box 2037		
Signature:			

**Send, email or Fax Applications to:** James Henry at MCSD  
P.O. Box 2037  
McKinleyville, CA 95519  
Phone: 839-3251  
Fax: 839-8685  
jhenry@mckinleyvillecsd.com



**North Coast Section  
California Water Environmental Association  
2016 Awards Nomination Form**

(Make Selection Here)


<input type="checkbox"/> Collection Systems: Person of the Year	
<input type="checkbox"/> Collection Systems: System of the Year	Miles of Pipe
<input type="checkbox"/> Electrical/Instrumentation: Person of the Year	
<input type="checkbox"/> Engineering Achievement Award	
<input type="checkbox"/> Research Achievement Award	
<input type="checkbox"/> Laboratory: Person of the Year	
<input checked="" type="checkbox"/> Mechanical Technician of the Year	
<input type="checkbox"/> Operations: Operator of the Year	
<input type="checkbox"/> Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD
<input type="checkbox"/> Pretreatment Pollution Prevention & Stormwater: Person of the Year	
<input type="checkbox"/> Safety: Plant of the Year Award	Number of Employees
<input type="checkbox"/> Supervisor of the Year	
<input type="checkbox"/> Public Education: Program of the Year	Budget in Dollars

**Nominations are due by September 28, 2016 to the address below.**

Name of Nominee:	Chris Jones		
Title:	Utility Person I		
Employer:	MCSD	Phone #:	839-3251
Address:	PO Box 2037		

Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible. Attach any supporting information. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact James Henry for more information on the state nomination process.

Chris Jones is my nominee for Mechanical Technician of the year. ~~Chris is very adept at installing and maintaining our~~ Chris is our primary technician during pump maintenance activities, and is adept at all manner of repairs and maintenance. Although not solely dedicated to our wastewater operations, Chris is integral in the maintenance and repair of our Districts vehicles and equipment, and we rely on his expertise to keep us rolling.

Nominator:	Erik Jones	Title:	Leadman
Employer:	MCSD	Phone #:	839-3251
Address:	PO Box 2037		
Signature:			

**Send, email or Fax Applications to:** James Henry at MCSD  
P.O.Box 2037  
McKinleyville, CA 95519  
Phone: 839-3251  
Fax: 839-8685  
jhenry@mckinleyvillecsd.com



# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.2**                      **Review Redwood Coast Energy Authority's (RCEA) Humboldt County Community Choice Energy Program**

**PRESENTED BY:**              **Gregory Orsini, GM and Matthew Marshall, RCEA**

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review information regarding Humboldt County Community Choice Energy Program, as presented by RCEA Executive Director, Matthew Marshall, discuss and take public comment.

### **Discussion:**

RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.

RCEA is currently working to establish a community choice energy program for Humboldt County. This program will bring more local renewable energy and lower energy prices to Humboldt County residents and businesses. Service is scheduled to begin in May 2017.

Since MCSD will be faced with the decision on who we purchase our electricity from early next year, Staff thought it would be beneficial for the Board to have an understanding of the program and an opportunity to discuss.

### **Alternatives:**

Not applicable

### **Fiscal Analysis:**

To be determined

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – RCEA Community Energy PowerPoint Presentation
- Attachment 2 – RCEA Community Energy FAQs

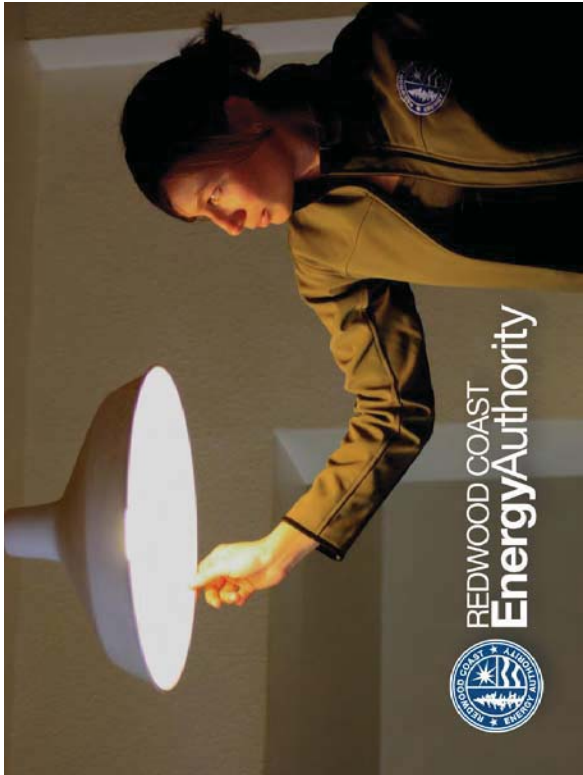


Community Choice Energy:

- What is it
- Benefits
- Local Status



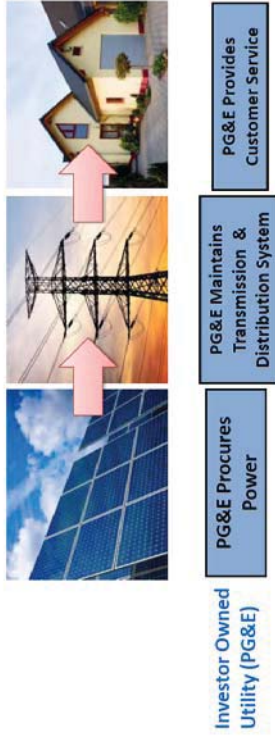
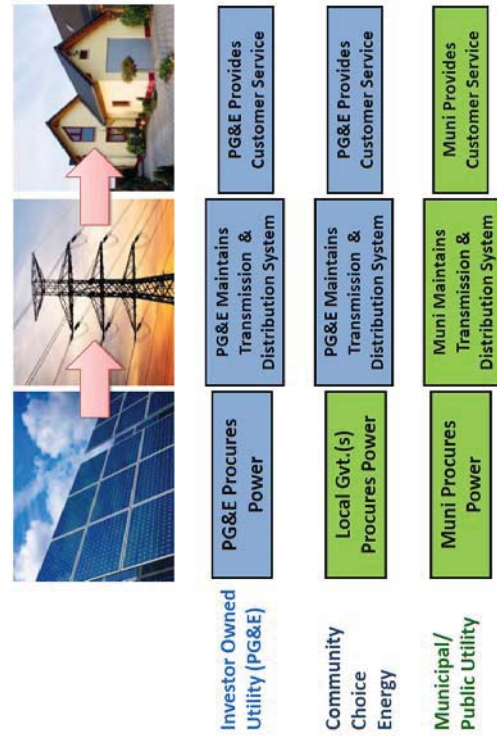
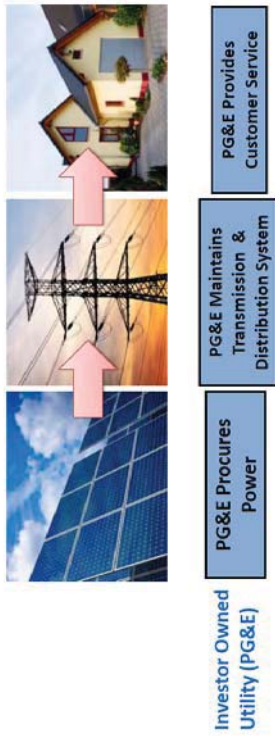
Community Choice Energy



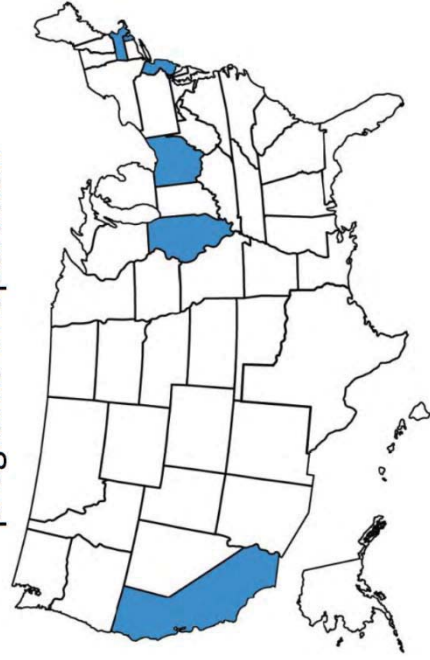
What is a Community Choice Energy Program?

Allows local governments to procure electricity for customers within their boundaries in partnership with the existing utility (PG&E), which continues to provide transmission, distribution, and customer services and programs.

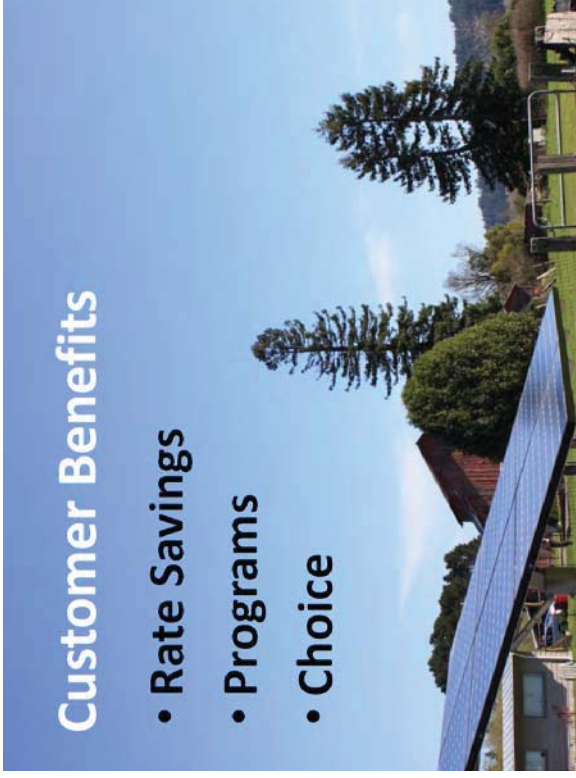




Over 1,000 community choice programs in operation

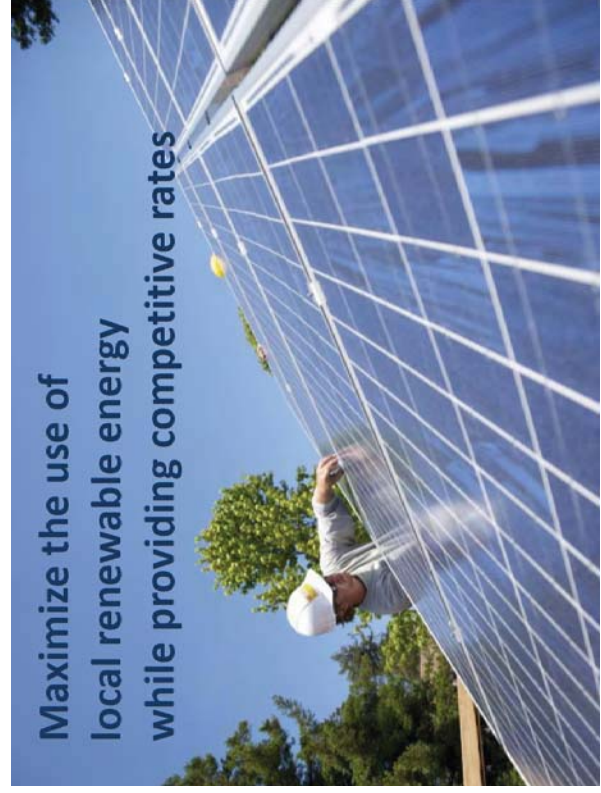






## Customer Benefits

- Rate Savings
- Programs
- Choice



Maximize the use of local renewable energy while providing competitive rates











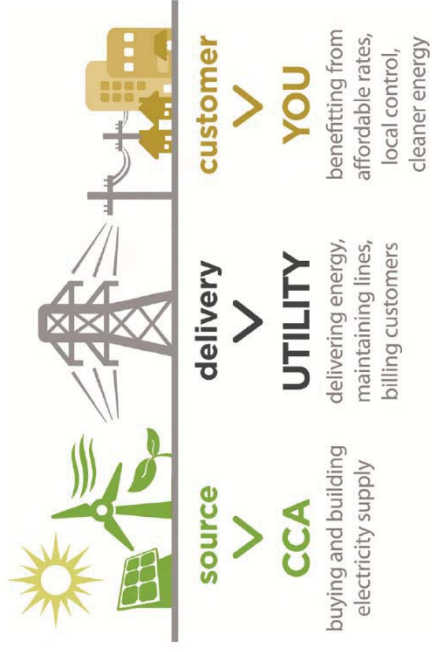
## Community Benefits

- Local control/priorities
- Environmental quality
- Economic development
- Energy independence





**Lower Rates. Local control.  
Same reliable service.**



**Thank You**



# Community Choice Energy in Humboldt County

## Frequently Asked Questions

### What is CCE?

Community Choice Energy (CCE) programs allow city and county governments to pool (or aggregate) the electricity demands of their communities in order to purchase power with higher renewable content, lower greenhouse gas emissions and reinvest in local energy infrastructure. The electricity continues to be distributed and delivered over the existing electricity lines by the incumbent utility, which is Pacific Gas and Electric (PG&E) in Humboldt County.

### What are the benefits of CCE?

The benefits of CCE fall into three general categories: consumer, environmental, and economic. CCEs benefit consumers by offering a choice of energy providers and stable, often lower, electricity rates. By procuring renewable energy and low carbon resources, CCE's have the potential to dramatically reduce the greenhouse gases attributed to the use of fossil fuels such as coal and natural gas. CCEs benefit the local economy by redirecting an existing revenue source (power generation costs) to invest in local energy resources, customer programs and infrastructure, and create new jobs.

### Has this been done in other areas?

There are currently four operational CCEs in California: MCE Clean Energy (MCE) serving Marin, Napa and parts of Contra Costa Counties, Sonoma Clean Power (SCP) in Sonoma County, Lancaster Choice Energy (LCE) in Lancaster, and Clean Power SF in San Francisco. All of these programs are offering customers 20-80% more renewable energy at lower prices than PG&E. There are dozens of other California communities that are in the process of implementing local CCE programs.

### How will CCE be managed in Humboldt County?

The Redwood Coast Energy Authority (RCEA) will administer Humboldt County's CCE program under the name 'Redwood Community Energy' (RCE). RCEA is a local government joint powers authority managed by a Board of Directors comprised of elected officials from the unincorporated county, cities, and the Humboldt Bay Municipal Water District. Decisions regarding electricity supply, rates and other matters will be decided during publicly noticed Board meetings.

### Where will CCE be offered and what is the timeframe?

All municipalities within Humboldt County have the chance to participate in the CCE either now or in the future, but currently only the County of Humboldt and the Cities of Arcata, Eureka, Fortuna, and Trinidad have passed the required ordinance authorizing CCE for their constituents. The elected bodies in the cities of Blue Lake, Ferndale, and Rio Dell are in the process of evaluating whether to authorize CCE for their constituents. RCE is scheduled to launch in May 2017. Enrollment notices will be sent beginning in February.

### How are CCEs funded?

All CCEs, once operational, are completely funded by ratepayer revenues—not taxpayer dollars. Start-up funding and the credit required for initial energy contracts is being provided by the vendors selected to support program implementation and early operations.



**REDWOOD COAST**  
**EnergyAuthority**

## Community Choice Energy in Humboldt – Frequently Asked Questions

### **Why are so many local governments considering CCE formation?**

CCEs offer local control, providing customers and municipalities a choice regarding their electricity: how much is procured from renewable resources, who administers and oversees the program, and how excess revenues are spent. Existing CCEs have also succeeded in significantly reducing greenhouse gas emissions which directly responds to local Climate Action Plans and environmental goals. And because CCEs are locally controlled, energy programs can be developed to suit the specific goals of their communities, typically through innovative energy efficiency programs, the integration of clean technology and local power generation. These types of programs can infuse profits back into the communities they serve and may also stimulate job growth.

### **Will RCE replace PG&E?**

No. CCEs work in partnership with the local utility. While RCE will assume responsibility for procuring and developing power (called electric generation) on behalf of participating customers, PG&E continues to deliver your electricity, maintain the power lines and electrical grid, and handle customer billing.

### **Will PG&E still do repairs for CCE customers?**

Yes, PG&E will continue to perform all power line maintenance and repairs for its utility customers, whether or not they're also CCE customers. If the power goes out, you will still contact PG&E.

### **Will my rates go up when I'm switched over to RCE?**

One of the primary goals of RCE is to procure renewable electricity from local sources at competitive or lower rates than has otherwise been available through PG&E. To date, the operational CCEs in California have succeeded in saving ratepayers millions of dollars while significantly increasing the levels of renewable and carbon free power that their customers consume. RCE's goals are similar.

### **Will my service be interrupted?**

There will be no interruption in service. In fact, you won't even notice the difference when your account is enrolled because you will still receive and pay your bills through PG&E.

### **Is a Smart Meter required to get renewable energy through the CCE?**

Smart Meters are not required in order for you to get electricity from a CCE. Having, or *not* having a Smart Meter is not a factor in any way.

### **How much clean energy will I be getting when I become a CCE customer?**

While each community customizes its program to best serve the goals of its customers, each of the operational CCEs has offered a "default" electricity product ranging from 35% -56% renewable and 65%-80% carbon free, as well as an option for a 100% renewable/zero carbon electricity offered at a slight premium. By comparison, PG&E currently offers a 30% renewable/53% carbon free electric portfolio. Customers can either "opt up" to the 100% renewable product, or "opt out" of the program entirely, if they so choose. Decisions about how much of the energy portfolio will come from renewable or carbon free sources will be made by the RCEA Board of Directors. Check our website for updates on RCE and its product offerings.

### **Are there any new fees or hidden costs for CCE customers?**

There are no hidden costs and no duplicate charges for CCE customers. When the program commences, the electric generation fee currently charged by PG&E will appear on your bill as an electric generation charge from RCE. There is also an exit fee levied on each customer by PG&E called the "Power Charge Indifference Adjustment" or PCIA. This fee pays PG&E for the stranded costs associated with the power it purchased on your behalf and is no longer needed. Although the PCIA is a



separate charge on the customer bill, it will be factored into RCE's rates so that the overall electrical generation charges are below PG&E's generation charges.

In December 2015, the California Public Utilities Commission (CPUC) approved PG&E's request to increase the PCIA which took effect in January 2016. The CCE community is contesting this fee, with a goal of reforming its application and reducing its effects on CCE customer bills in the future.

### **How will RCE procure its electricity?**

In May 2016, the RCEA Board selected The Energy Authority (TEA), a non-profit organization, to represent its interests in the wholesale power market. TEA, on RCEA's behalf, will negotiate long- and short-term power contracts with energy producers, some of which will be local, based on the specific power supply goals developed by the RCEA Board. These contracts are negotiated with the goal of procuring energy that meets the requirements of cost, levels of carbon-free and renewable, use of local resources, reliability, and other factors as defined by the RCEA board and based on input from the community.

### **Do the renewable electrons procured by the CCE actually come into my home or business?**

All the electrons purchased on your behalf are fed into California's electricity grid, thus "greening the grid." Electrons cannot be isolated and sent to specific customers. Your choice to participate in RCE increases the amount of renewable power placed on California's grid which has the effect of reducing greenhouse gas emissions and stimulating new renewable development in our region and State.

### **What is an "opt out" program, and why is a CCE managed as one?**

California legislation stipulates that CCE providers (such as RCEA) shall become the default electricity supplier in their areas and that they shall operate as opt out programs—automatically enrolling all customers within their jurisdictions while affording a choice to leave the program, if desired.

### **How does the opt-out process work?**

When a CCE is launched, all customers within its jurisdiction are sent a minimum of four notices over a period of five months to inform them that their electricity default provider is changing. Anyone can opt out of the program at no charge, via phone, website or letter, at any time.

### **If I have solar panels on my roof, will I still be able to sell excess electricity back into the grid?**

Yes—RCE plans to offer Net Energy Metering (NEM) to all solar customers, just as PG&E has. Existing CCEs have thus far succeeded in developing premium Net Energy Metering programs that increase the amount paid for excess energy generation, along with the ability to "roll over" energy credits from one year to the next, rather than allowing them to expire. Existing solar customers won't have to do anything once RCE begins serving customers; you'll be automatically enrolled in the new NEM program if you're currently in PG&E's NEM program.

### **What is the service territory for RCE?**

Each of the cities that voted to join RCE, along with the unincorporated areas of Humboldt County, will comprise our CCE service territory. If your home or business falls into one of these areas, you'll be automatically enrolled in May 2017. Commercial accounts currently served under Direct Access (such as some large chain grocery stores) will not be enrolled unless they so choose.



**REDWOOD COAST**  
**EnergyAuthority**

## Community Choice Energy in Humboldt – Frequently Asked Questions

### **How do I know RCE won't raise its rates?**

One of the primary goals of a CCE is providing rate stability, with higher levels of renewable power. Thus far, existing CCEs have succeeded in increasing the amount of renewable energy delivered to their communities, while saving their customers money each month. The Redwood Community Energy Board of Directors will set its rates annually with the goal of offering rates below PG&E's generation rates. Rate setting will occur at an RCEA Board meeting which are always open to the public; your input will be welcome.

### **Will my PG&E discounts still apply?**

Yes. The various discount programs offered through PG&E will still apply when you become a CCE customer: CARE, FERA and Medical Baseline programs will not be affected by the addition of Redwood Community Energy.

### **Will I get a separate bill?**

No, you'll still get just one bill from PG&E, which includes electricity procurement from RCE and PG&E's customary delivery, transmission, maintenance and other utility charges. All fees and line items are clearly stated on the bill and there are never any duplicate charges.

### **Where can I learn more?**

Please track our progress and sign up for periodic email notifications at [www.redwoodenergy.org](http://www.redwoodenergy.org).

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Consider Approval of Memorandum of Understanding (MOU) for Emergency Alternate Facility Space Between the McKinleyville Community Services District (MCSD) and the City of Blue Lake**

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

**TYPE OF ACTION:**          **Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board review information provided, discuss, take public comment and authorize General Manager to execute the MOU between MCSD and the City of Blue Lake for emergency alternate facility space.

### **Discussion:**

The City of Blue Lake contacted MCSD regarding their continuity plan and to discuss the use of MCSD as an alternate facility, if there was a need to temporarily relocate due to an emergency.

The City of Blue Lake is looking to establish an alternate facility to in order to resume work under both minor and extreme emergencies. Two examples have been provided and detail what would be expected from MCSD in each scenario.

Most common, simplest scenario (ex: City Hall out of commission due to rat infestation. Other continuity facilities within Blue Lake unavailable):

- Space for up to 4 staff
- Use of phones, computers, copiers, printers
- Use of basic facility for up to 30 days if needed.
- Use of facility within 24 hours of possible need

Worst Case Scenario (ex: mass flooding in the City of Blue Lake, City Hall and other continuity facilities are under 3-4 feet of water for unknown timeframe):

- Space for up to 8 staff members
- Use of phones, computers, copiers, printers
- Possible temporary set up of City of Blue Lake computer network by Blue Lake IT (not to be connected to MCSD network)
- Use of facility within 24 hours of possible need
- Use of facility for up to 30 days if needed, and possibility of longer if agreed upon by both parties
- Possible temporary access by Blue Lake Citizens for basic City needs



The MOU would not be binding but is structured to provide a reciprocal benefit to MCSD.

If the spirit of the MOU changes significantly or the GM has any concerns about the commitment from MCSD he will return to the Board for further instruction.

**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 MOU MCSD and City of Blue Lake

# Memorandum of Understanding Between McKinleyville Community Services District and City of Blue Lake

Memorandum of Understanding for Emergency Alternate Facility Space between the  
McKinleyville Community Services District and the City of Blue Lake  
(Date) \_\_\_\_\_

## I. Purpose

This agreement between the McKinleyville Community Services District and the City of Blue Lake provides a framework for cooperation between the parties in the event an emergency or disaster results in the inability to access city facilities. Pursuant to this agreement, each organization will assist the other with space, furnishings, telecommunications, information technology, security, and administrative support for the Emergency Response Team (e.g., advance team and those that perform essential functions).

## II. Definitions

Host: McKinleyville Community Services District

Guest: City of Blue Lake

## III. Scope of Agreement

- A. This agreement provides, but is not limited to, the identified assistance in cases where the host is not affected by the emergency that precipitates the activation of this agreement.
- B. The time period of time the host support is expected to last is less than thirty (30) business days during which time the guest will seek to acquire other more permanent facilities, or return to their original facility, or negotiate an extended support arrangement with the host.

## IV. Procedures

### A. Availability of Space and Support

1. The parties agree to work cooperatively to identify space, telecommunications, information technology services and equipment, security, and other services necessary to support the temporary relocation of the Emergency Response Team to perform essential functions. Space and other support requirements will be documented in an attachment to this agreement and will be reviewed and updated annually. The attachments may be modified at any time during the activation of the agreement and upon the mutual agreement of the parties.

2. The General Manager or designee of the host will immediately notify the City Manager or designee of the guest of any situation that may reduce the guest's ability or capabilities to support the Continuity of Operations Planning (COOP) plan activation of the guest.

B. Activation of Space/Support

1. The City Manager or designee of the guest will promptly notify the General Manager or designee of the McKinleyville Community Services District that the COOP plan was activated and alternate facilities are required.
2. During the period of COOP plan activation, the host will provide support to the guest based on the requirements outlined in the attachment. However, modifications to those requirements are to be expected based on the particular circumstances of the incident or event.

C. Reimbursement of Costs

1. No exchange of funds in advance of activation of support requirements will take place.
2. The guest is responsible for reimbursing the host for reasonable costs associated with actual COOP operations. Such costs are to be limited to extraordinary expenses of the host organization, such as supplies, equipment, personnel costs above normal salaries and benefits, security, and utilities. The host is to provide

V. Terms

- A. This agreement will be effective on the date of the last signature thereto and will continue until rescinded, upon 30 days written notice, by either party.
- B. The attachments outlining specific space, telecommunications, information management, and other administrative support is to be reviewed and renewed annually on the anniversary date of the agreement by the parties. The City Manager of the City of Blue Lake and the General Manager for the McKinleyville Community Services District shall be responsible for the annual review.

\_\_\_\_\_  
City Manager, City of Blue Lake

\_\_\_\_\_  
General Manager, McKinleyville Community  
Services District

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.4**                      **Review Summary of Information from the Gratitude Gathering and Community Visioning Event co-hosted by MCSD Parks & Recreation Dept. and the McKinleyville Family Resource Center on November 19, 2016**

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

**TYPE OF ACTION:**          **None**

### **Recommendation:**

Staff recommends that the Board review the information provided summarizing the recent Gratitude Gathering and Community Visioning event held at the Teen & Community Center in collaboration with the McKinleyville Family Resource Center, discuss and take public comment.

### **Discussion:**

On Saturday, November 19, 2016 the McKinleyville Family Resource Center and the MCSD Parks & Recreation Department co-hosted a public Gratitude Gathering and Community Visioning session at the McKinleyville Teen & Community Center. Representatives from several local service organizations including, the Arcata Fire Dept., Humboldt County Sheriff's office, McKinleyville Community Health Centers, Humboldt County Dept. of Public Health, Mad River Rotary Club, the Red Cross, the Kunle Center, the McKinleyville Lions Club, Girls Scouts and the Boys & Girls Club of the Redwoods were there providing a wealth of information regarding the services provided in our community.

The event was attended by approximately 40 community members ranging in age from 6-80. Participants were asked to answer two questions during the event and encouraged to connect to others through asking simple curiosity questions provided on cards as participants entered. The questions and the responses can be reviewed in **Attachment 1**.

This event proved to be a great opportunity for the Parks & Recreation Dept. not only make connections to other service providers in the community and learn what the community appreciates about what is currently provided and available in McKinleyville but to also learn what residents want to see provided in the future. It was also a great chance showcase the new Teen & Community Center. Staff answered several questions about the facility and its availability for public use.

This was a very positive event and a great way to gather information from the community as well as create connections and build relationships with other service providers.

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Responses Collected at the Gratitude Gathering

## November 19, 2016 Community Gratitude Gathering and Community Visioning Session

### What are your hopes for McKinleyville?

- Clean up camps and parks
- Lots more community events
- Please invest in an electric sign so you can regularly announce activity center/teen center events.  
I often drive by, see all the cars and wonder what I am missing
- More places for community events
  - Parks
  - Educational trails
  - Gardens
- Designing community spaces and buildings with local native culture and our history in mind
- More parking behind Safeway and make the front our square
- Grocery Outlet
- Community Forest
- Town Center
- Horses have the right of way
- Incorporation
- More opportunity for community members to talk across differences to increase understanding and collaboration
- Create community identity reflective of all perspectives
  - Community workgroups?
- Build side walk with guard rail on east side of Central by airport (parallels to Dows Prairie Rd)
- Help the people with bicycles-GMOB
- Pub-style restaurant
- New Pool
- People, don't litter
- Connect to bus stops and the teen center sidewalks
- River front trail from Hammond Bridge to 101 Bridge
- More public transit service just McKinleyville
- More murals, public art, galleries
- History/culture center for Native American History, railroad history, Ag history
- Clamming
- Improve Salmonid Habitat of Mill Creek, Widow White Creek
- Need a Town Center or Public Plaza
- There are Open Road Side Ditches along Murray and Central. These Ditches are infested with Non Native plants such as blackberry. Id' like to see these ditched recontoured for a more natural appearance with native vegetation
- More night life
- Outreach to neighborhoods to find out what their answers are to these questions (the people that can't or don't show up to these events)



- New Mad River Bridge
- Please put a sidewalk in front of Jacobson Engineering so kids and wheelchair users don't have to go into the street between the bus stop and the teen Center

### **What do you love about McKinleyville?**

- McKinleyville Rodeo Arena
- Parks and Rec Green Spaces
- Good families!
- MCSD
- I love having a bus stop nearby.
- Lots of Accessible open spaces
- Eureka Natural Foods!
- Hammond Trail
- Green Bike Lanes
- Sunshine and Rain
- MCW.org
- Teen Center
- Woods and Trails
- Hiller Park
- The Club @ Mill Creek rebuilding!
- Walkability
- Family Resource Center
- Arts Night and having that grow
- Like riding bike trails Dog Park
- Clam Beach
- Trails
- Community Pride
- McKinleyville Community Health Center (Open Door)
- People who care about the community
- Hiller Park Trail
- Sense of community and appreciation and participation
- McKinleyville Land Trust
- Cha-Gha-Cho Trails and view
- It is a nice place to live

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Consider Authorization for Director Mayo to Attend the Association of California Water Agencies (ACWA) 2017 DC Conference in Washington D.C. February 28<sup>th</sup> – March 2<sup>nd</sup>, 2017**

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

**TYPE OF ACTION:**          **Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board review the information provided for the ACWA DC 2017 Conference, February 28 – March 2, 2017 in Washington D.C.; take public comment and consider authorization for Director Mayo to attend and for the District to pay his conference registration fees and one night stay at the Hyatt Place Washington D.C.

### **Discussion:**

The ACWA 2017 Washington D.C. Conference is set for February 28 – March 2, 2017 at the St. Regis Hotel in Washington D.C. Attendees will learn firsthand the priorities of Congress and the new administration; get the latest on the budget and funding for programs of interest; meet and join fellow Water Agencies to show the importance of California water issues and better develop federal legislative and regulatory strategies.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Regular registration and cancellation deadline is February 10, 2017. The cost for full conference registration and meals package is \$645.

One night stay at the Hyatt Place Washington D.C. is \$179.10/night, with taxes and fees the total is \$205.05. In past years, Director Mayo has paid for all airfare and accommodations out of pocket and is requesting the District pay for one night's stay, February 27<sup>th</sup>, 2016, in Washington D.C.

### **Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – ACWA 2017 DC Conference Pricing Reference Sheet
- Attachment 2 – ACWA 2017 DC Conference Terms and Conditions



## PRICING REFERENCE SHEET

**ACWA DC2017**  
Annual Washington D.C. Conference

February 28 – March 2  
St. Regis Hotel, Washington, D.C.

Register online @ [acwa.com](http://acwa.com)

Regular registration and cancellation deadline is February 10, 2017 • 4:30 p.m. (PST)

### REGISTRATION FEES & OPTIONS

	REGULAR	ONSITE
<b>Advantage</b> (For ACWA public agency members, affiliates & associates ONLY)	(ends 2/10/17)	
Full Conference Registration & Meals Package .....	\$645	Not Avail.
Full Conference Registration Only .....	\$555	\$575
Wednesday (March 1) Conference Registration Only .....	\$320	\$340
Thursday (March 2) Conference Registration Only .....	\$270	\$290
<b>Standard</b> (Applies to non-members of ACWA)		
Full Conference Registration Only .....	\$830	\$840
Wednesday (March 1) Conference Registration Only .....	\$480	\$490
Thursday (March 2) Conference Registration Only .....	\$405	\$415
<b>Guest</b> (Guest registration is not available to anyone with a professional reason to attend.)		
Guest Conference Registration Only .....	\$50	\$50

### MEAL FUNCTIONS

	REGULAR	ONSITE
<b>Tuesday – February 28</b>		
Congressional Reception .....	No Added Charge	No Added Charge
<b>Wednesday – March 1</b>		
Full Breakfast .....	\$55	\$60
Networking Reception .....	No Added Charge	No Added Charge
<b>Thursday – March 2</b>		
Full Breakfast .....	\$55	\$60

### HOTEL INFORMATION

**You must be registered for the ACWA D.C. Conference in order to make hotel reservations at the special room rate.**

#### St. Regis Hotel

923 16th and K Streets, N.W., Washington, DC 20006

Phone: 202-638-2626

**Special Hotel Rate:** \$315 per night + taxes & fees (The cut-off date to receive this special rate is February 6, 2017)

Reservations can be made by calling 202-638-2626 (Please identify yourself as part of ACWA)

Any reservation made after February 6, 2017 is subject to the hotel's regular room rate and based on availability.

**Hotel Questions, Cancellation or Changes:** Contact hotel directly at 202-638-2626.

### PAYMENT METHODS

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

☒ Charge credit card: MasterCard or Visa

For your security, you must call ACWA Accounting at 916-441-4545 and provide your credit card information over the phone.

**Questions?** Contact us at 916.441.4545, toll free 888.666.2292.  
Conference terms and conditions available at [acwa.com](http://acwa.com) in the event section.

## REGISTRATION TERMS & CONDITIONS

### ACWA DC2017 ~ Annual Washington D.C. Conference

February 28-March 2, 2017 | St. Regis Hotel, Washington, D.C.

Register online @ [acwa.com](http://acwa.com)

Regular registration and cancellation deadline is February 10, 2017 • 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 Jennifer Savage at [JenniferS@acwa.com](mailto:JenniferS@acwa.com). For public agency membership, please contact Tiffany Giammona at [TiffanyG@acwa.com](mailto:TiffanyG@acwa.com).

#### CANCELLATIONS & CHANGES

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

#### SUBSTITUTIONS

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

#### SPECIAL REQUESTS & ACCOMMODATIONS

Special requests must be submitted in writing to Teresa Taylor at [TeresaT@acwa.com](mailto:TeresaT@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 Teresa Taylor at [TeresaT@acwa.com](mailto:TeresaT@acwa.com) or call toll free at (888) 666-2292 to discuss your needs.

#### REFUNDS

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

#### MEAL TICKETS

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

#### GUEST REGISTRATION

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

**Questions?** Contact us at 916.441.4545, toll free 888.666.2292.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Review and Amend Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects**

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

**TYPE OF ACTION:**          **Roll Call**

### **Recommendation:**

Staff recommends that the Board review all pertinent information, allow public comment and amend Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects.

### **Discussion:**

Resolution 2016-18 was approved at the November 2, 2016 Board of Director's meeting as a formality required to demonstrate to the State Water Board that MCSD will pledge revenue and funds collected from the sewer enterprise fund to repay the financing of the project by the Clean Water State Revolving Fund.

The State Water Resources Control Board, on behalf of the Clean Water State Revolving Fund, has requested a revision to the wording of Resolution 2016-18. **Attachment 1** shows the word "Reserves" which is to be removed from the original approved Resolution. **Attachment 2** is the amended version, hereby known as Resolution 2016-18A.

Adopting this amended version of the Resolutions is necessary prior to finalization of the funding agreement for the Project.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable



**Exhibits/Attachments:**

- Attachment 1 – Resolution 2016-18
- Attachment 2 – Resolution 2016-18A

**RESOLUTION 2016 – 18**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
TO PLEDGE REVENUES AND FUNDS**

**WHEREAS**, the McKinleyville Community Services District ("District") is pursuing Clean Water State Revolving Funds to fund wastewater system renewable energy and energy efficiency projects.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby dedicate and pledge Net Revenues of Wastewater Enterprise Fund and the Wastewater Enterprise Fund ~~Reserves~~ to payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing for the McKinleyville Community Services District Wastewater System Energy Efficiency and Renewable Energy Project 8221-110 ("Project").

The District commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the District has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the District's pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the District commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).


**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 2, 2016 by the following polled vote:

AYES: Corbett, Couch, Mayo and Wheeler

NOES: None

ABSENT: None

ABSTAIN: None

  
George Wheeler, Board President

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the McKinleyville Community Services District held on November 2, 2016.

Attest:

  
Emily Abfalter, Board Secretary

**RESOLUTION 2016 – 18A**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
TO PLEDGE REVENUES AND FUNDS**

**WHEREAS**, the McKinleyville Community Services District (“District”) is pursuing Clean Water State Revolving Funds to fund wastewater system renewable energy and energy efficiency projects.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby dedicate and pledge Net Revenues of Wastewater Enterprise Fund and the Wastewater Enterprise Fund to payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing for the McKinleyville Community Services District Wastewater System Energy Efficiency and Renewable Energy Project 8221-110 (“Project”).

The District commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the District has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the District’s pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the District commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 7, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
George Wheeler, Board President

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the McKinleyville Community Services District held on December 7, 2016.

Attest:

\_\_\_\_\_  
Emily Abfalter, Board Secretary



## McKinleyville Community Services District

### BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.A**                      **Support Services - November 2016 Report**

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

**TYPE OF ACTION:**            **None**

### **FINANCIAL, AUDIT, & BUDGET INFORMATION**

The District has deposited \$741,653.25 to date into the Trust Account for reserves recovery as of October 31, 2016. This represents 68.1% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$262,248.09 to date in the Trust Account for the next Biosolids Disposal project.

Audit Update: Draft Financial Statements have been completed. Our auditor, Jeff Trump of Hunter, Hunter, & Hunt, is reviewing those statements for accuracy and consistency with the trial balance already tested.

Treasurer's Report Highlights: Water Fund capacity fees collected during October total \$40,056.00 (p.4) Wastewater Fund capacity fees total \$72,749.00. Neither Capital Contributions nor Capacity fees will be included in the income vs. expenses graphs of the Treasurer's Report.

The Balance Sheet shows the assets and liabilities for each major Fund. Assets are listed first, in the order of liquidity. Subtotal lines are provided for the major categories of assets: cash and cash equivalents, accounts receivable, and prepaid expenses. Capital asset totals are listed last. Liabilities are shown in the next section. Current liabilities consist of Accounts Payable and Payroll Payables. Long-term debt and other non-current liabilities are listed for the Water and Wastewater Funds.

Of note is the fact that the governmental funds do not show either non-current assets or non-current liabilities. Generally Accepted Accounting Principles and the Government Accounting Standards Board both require a modified accrual basis of accounting for governmental funds. That means current financial resources are set against current financial requirements, and long-term assets or debt are listed separately. In this case, a net total value for General Capital Assets is shown at the bottom of the Balance Sheet report. General Long-term Liabilities are also shown there.

## **OTHER UPDATES**

The sixth disbursement request to the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility has been generated and sent for review before forwarding to the State Revolving Fund. The fifth disbursement request was received in October. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.B**                      **Operations Department – October 2016 Report**

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

**TYPE OF ACTION:**              **None**

### **Water Department:**

#### **Water Statistics:**

The district pumped 36.6 million gallons of water in October.  
Two water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.  
One new water service was installed.

#### **Double Check Valve Testing:**

Annual routine testing was conducted in Route 17 and 18 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

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

The maximum water usage day was 1.6 million gallons and the average usage per day was 1.2 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1, 3, 4, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. Two services were relocated to make it more accessible for reading. An angle-stop was replaced on Holly due to leak found during the meter replacement. Permanent paving was completed on several water leak trenches. When a leak is repaired, it is covered with cold mix until there are enough trenches on the list to make it cost effective for permanent paving. Valves were exercised as part of the Valve Exercise Program. A report is filled out for each valve when completed. Any issues found in the field are flagged for repairs.

#### **Water Station Maintenance:**

The Cochran Road 1.5 Million Gallon Tank Painting Project is in process. The interior is being sandblasted from the ceiling down. At this point, the ceiling is painted and the contractor is in the process of painting the shell. A painting inspector is on site to verify their work is adequate. Station cleaning and pump painting was completed at the Cochran 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

	<b>2013</b>	<b>2015</b>	<b>% Reduction</b>	<b>2015 Recycled</b>	R- GPCD
<b>September</b>	45.702	41.670	9	15.7	69
<b>October</b>	39.439	37.320	6	12.3	59
<b>November</b>	34.879	28.939	17	9.6	52
<b>December</b>	35.203	29.937	15	5.2	50
	<b>2013</b>	<b>2016</b>	<b>% Reduction</b>	<b>2016 Recycled</b>	R- GPCD
<b>January</b>	38.241	33.054	14	0	49
<b>February</b>	33.751	31.319	9	0	51
<b>March</b>	36.244	33.761	7	0	49
<b>April</b>	39.755	34.892	13	0	51
<b>May</b>	49.407	36.635	26	11.3	53
<b>June</b>	51.337	44.589	14	22	61
<b>July</b>	54.757	47.992	13	14.7	61
<b>August</b>	55.908	46.442	17	16.1	64
<b>September</b>	45.702	45.201	2	6	69
<b>October</b>	39.439	36.613	8	14.7	59

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

### **New Construction Inspections:**

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. Testing will take place after PG&E have completed their underground work. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. Five existing sewer laterals were capped back at the property line and inspected with the push camera. DCV and sampling still remains on the check list.



Fire Department Remodel; 4" Hot tap was installed for the fire service. The flushing and testing will occur when they are ready. Grocery Outlet; A pressure sewer tank and lateral were installed for the remaining house. Existing lateral was capped and will be abandoned when the weather permits.

## **Sewer Department:**

### **Waste Water Statistics:**

26 million gallons of wastewater were collected and pumped to the W.W.M.F. 28.2 million gallons of wastewater were treated and discharged to land disposal or reclamation in October.

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

### **Sewer Station Maintenance:**

The following work was completed at the B Street and Fischer sewer lift stations; Wet wells were cleaned as part of the quarterly program to prevent grease and rags from plugging up the pumps and to reduce hydrogen sulfide build-up. The grit pits were sucked out with the Vac-con along with wiping down the hand rails and lights fixtures. The air relief valves were removed from pump 1 and 2 at the Kelly Station due to not functioning properly. They were cleaned, serviced and put back into operation.

### **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The camera unit was used to drive up the Henry Lane sewer main to look at the amount of grease accumulating from customers connected to the main.

### **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. The air relief was removed, repaired and put back into service. The Pond 4 structure was pumped out due to rain water accumulation in the vault pit.

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

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. The trees are being irrigated weekly using reclaimed wastewater. An irrigation plan is still pending. Wells will be used to monitor the uptake of each tree species. The irrigation pipe was picked up and stored for the winter.

### **Street Light Department:**

No streetlight complaints were reported in October.

### **Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff attended confined space training. Mia completed sexual harassment and defensive driving.

**Special Notes:**

Semi-annual oil changes are being conducted on const. equipment and generators  
Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.  
Monthly river samples were completed.  
Monthly Self Monitoring Reports (DMR/SMR) were submitted.  
Quarterly 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.  
Annual inspection of generator connections was completed.  
IPM group held a couple meetings to work on the Matrix.  
A new led light fixture was installed in the Corp yard to replace a faulty fixture.  
Staff is working on design for the new camera trailer which will be done in house.  
A new Vac-con demo truck was brought in to show new technology.

**WWMF upgrade status:**

The Clarifiers have been water tested and backfilled around the exterior walls. The maintenance building, Vac-con dump area and headworks are under construction. Contractors have been installing a majority of the underground piping. The contractors have been dealing with wet weather and trying to keep the site manageable. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Staff completed the Teen Center landscaping and irrigation system. Top soil will be added along with planting grass seed. A few benches that are located in open space zones were painted due to graffiti.

**GIS:**

I would like to take this time to announce that we have hired Mia Wapner for the GIS position. She will be present at the Board meeting for introductions. She has been in training and getting familiar with the process at MCSD.

**Management Plans:**

Began research for the development of the Respiratory Protection Plan

**Maps Completed:**

Map of MCSD boundaries

Map for parcel and utility locations

Brian Anspach was contracted to come in and meet with Mia to go over document filing, plans and procedures.

Mia has been training on running service orders, vehicle inspections and a tour of the facilities.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATION**

**ITEM: F.2.C Parks & Recreation Director's Report for November 2016**

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

**TYPE OF ACTION: None**

### TEEN & COMMUNITY CENTER:

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

Organization	Amount	Purpose
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
McKinleyville Kiwanis Club	\$2,000	Computer equipment
Legacy Path & Giving Tree donations	\$21,595	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits (Auction only)	\$743	Unrestricted
Umpqua Bank	\$1,200	Landscaping
<b>TOTAL:</b>	<b>\$71,631</b>	

Boys & Girls Club of the Redwoods began programming on August 22, 2016. As of the writing of this report BGCR membership at the McKinleyville Teen Center had reached 160 members. Staff has established a monthly meeting schedule with Boys & Girls Club program staff to discuss programming information and shared facility use.

The Cornerstone committee has met twice this last month and are working on the plan for a fundraising event to take place in March of 2017. Staff have also met with the Executive Director of the BGCR and business consultant Thomas Fumarelli to review the budget and current financial records in preparation for the next grant request from SH Cowell.

The kitchen installation is 95% complete. The hood and fire suppression system is the last thing to be installed and that will be done in December. The fabrication of the hood system took longer than anticipated.

### RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, November 17, 2016. The notes from the meeting are attached as **Attachment 1**.

## RECREATION PROGRAM UPDATES:

- *Kids' Club After School Program*-Continues to run smoothly and at 95% capacity. Staff recently learned that the school district is applying for a 21<sup>st</sup> Century Learning Center grant, which if received will impact the way the program is managed and provided in the 2017-2018 school year. It is unclear at this time, what that impact could be, but MUSD will continue to want Parks & Recreation to provide after school programming and staff will work closely with MUSD to ensure both organizations needs can be met.
- *KinderSports-Soccer* session has come to an end. Due to a variety of factors, staff is not inclined to renew the leisure services contract with the Kinder Sports Independent Contractor. Staff is currently working to develop a new toddler sport program that will be coordinated and run by Park & Rec staff as opposed to an independent contractor.
- *Playgroup*-Continues to meet 3 days per week serving 15-30 families per day. We are currently hiring leaders for this program.
- *Jiu Jitsu*-November 17<sup>th</sup> was the last day for the current Jiu Jitsu session. It will resume in January 2017.
- *Youth Basketball League*-Registration for the 2017 YBB league continues to be accepted. The Deadline is December 3, 2016. Staff is soliciting team sponsors, volunteer coaches and hiring league staff.
- *Drop in Pickleball*-Wednesday mornings and Friday evenings drop-in Pickleball continues to have 10-15 participants per day. On November 19, 2016 two HSU Recreation Administration students successfully implemented a small Pickleball tournament at the Activity Center as their Senior Seminar project. This event was completely volunteer run and raised \$210 for the department.
- *Drop in Basketball*-Continues to have attendance of 25-30 people every Sunday evening.
- *Jr. High School Dance*-the most recent dance was held on Friday, November 18, 2016. This dance was the first dance for which tickets were sold in advance only. No ticket sales at the door. Attendance was 380 students. Pre-sale only tickets improved the experience for participants and staff. All students were in the doors and dancing within 35 minutes of the doors opening. Previous dances took over an hour to get all the students inside. Staff appreciates the new system and are happy to be providing a safer and better experience for everyone.

## OTHER UPDATES:

- Staff is working on a DRAFT Community Survey Questionnaire for the 2017 Parks & Recreation Master Plan Update, and is outlining an implementation plan for conducting the survey as well as hosting a variety of focus group meetings to gather further information for the update. The current draft can be reviewed in **Attachment 2**.
- Staff has continued to fine tune details on the new website.
- Staff has been updating the McKinleyville Parks & Recreation data in the National Park & Recreation Parks Metrics community assessment tool. This tool



allows communities to compare services, amenities and related costs and revenues to other communities within the state and/or across the country.

**Exhibits/Attachments**

- Attachment 1 – RAC Meeting Notes 11-17-16
- Attachment 2 – DRAFT Community Survey Questionnaire

**Thursday, November 17, 2016**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:** John Kulstad, Bill Prescott, George Wheeler, Charlie Caldwell, Mary Burke, Addison O'Hanen, Jeff Dunk, Johnny Calkins, Kevin Collins

**Members Absent:** Chad Sefcik, Greg Moss, David Coelho

**Meeting Notes:**

Communications:

- Lesley Frisbee took the opportunity to let everyone present know that if anyone had any questions concerning the Dept. Health and Human Services and McKinleyville Family Resource Center project in McKinleyville, she was available to answer them.
- Mary Burke provided information regarding the Humboldt County Hammond Trail Bridge project.

Strategic Plan Review:

- Member J. Dunk commented that sections 4.3 and 4.4 of the Strategic Plan should define a stage for "planning" for development of properties.
- Member J. Kulstad suggested that development of a skate park should be in the strategic plan
- Director G. Wheeler stated that he also thinks that development of a skate park should be in the strategic plan and urged the RAC to seriously consider making such a recommendation to the Board of Directors
- Member C. Caldwell asked that the RAC consider his presentation on the Humboldt Skate Park Collective later on the agenda before pushing the board to add skate park development to the strategic plan
- As the Strategic Plan was agendized as an information item, staff suggested if the RAC wishes to make such a recommendation the item could be added to the December agenda as an action item.

Draft Community Survey for the Parks & Recreation Master Plan Update:

- There was a detailed discussion and useful feedback on the DRAFT Community Survey questions. Staff will edit the DRAFT based on suggestions and feedback and bring a second DRAFT to the RAC again in December.

Humboldt Skate Park Collaborative Right of Entry Request:

- Member C. Caldwell gave a summary of his presentation of intent to request a Right of Entry Agreement at the November 2, 2016 MCSD Board of Director meeting.
- C. Caldwell shared images of the existing design and briefed the RAC on the current capacity of the HSPC for committing to fundraising for such a large project.
- He stressed to the RAC that a project of this size and scope will require and rely heavily on community support and buy in and he is not sure he has that at this point. Before the HSPC moves forward with a Right of Entry Request, he wants to do some community outreach and find out what kind of park the community can and will feasibly support.

- He intends to work with Parks & Rec staff in order to find out what the community really wants before moving forward with the Right of Entry request.

#### Recreation Program Updates:

- Staff prepared the following on Recreation Programs, but due to time did not report this information to the RAC during the meeting:
  - *Kids' Club After School Program*-Continues to run smoothly and at 95% capacity. Staff recently learned that the school district is applying for a 21<sup>st</sup> Century Learning Center grant, which if received will impact the way the program is managed and provided in the 2017-2018 school year. It is unclear at this time, what that impact could be, but MUSD will continue to want Parks & Recreation to provide after school programming and staff will work closely with MUSD to ensure both organizations needs can be met.
  - *KinderSports*-Soccer session has come to an end. Due to a variety of factors, staff is not inclined to renew the leisure services contract with the Kinder Sports Independent Contractor. Staff is currently working to develop a new toddler sport program that will be coordinated and run by Park & Rec staff as opposed to an independent contractor.
  - *Playgroup*-Continues to meet 3 days per week serving 15-30 families per day. We are currently hiring leaders for this program.
  - *Jiu Jitsu*-Today is the last day for the current Jiu Jitsu session. It will resume in January 2017.
  - *Youth Basketball League*-Registration for the 2017 YBB league continues to be accepted. The Deadline is December 3, 2016. Staff is soliciting team sponsors, volunteer coaches and hiring league staff.
  - *Drop in Pickleball*-Wednesday mornings and Friday evenings drop-in pickleball continues to have 10-15 participants per day.
  - *Drop in Basketball*-Continues to have attendance of 25-30 people every Sunday evening.
  - *Party Program*-The Board of Directors recently approved a fee increase to the party program, and we have added a new option to our party program, Teen Center parties. Customers can now purchase a two-hour party for up to 20 participants to be held at the teen center where they can play pool, ping-pong, foos ball and Xbox games.

#### Ad Hoc Committee Reports:

- No reports were given.

#### Agenda Topics for November:

- DRAFT Community Survey for Parks & Rec Master Plan Update
- Map of District park, trail and open spaces

#### Adjournment:

- Moved by J. Dunk, second by M. Burke
- Adjourned at 8:06pm

## Community Survey for McKinleyville Parks and Recreation Department:

### Usage:

1. How often would you say you and, if applicable, the members of your household use the following parks and recreation FACILITIES in McKinleyville?

	Daily	Weekly	Monthly	Annually	Never
<b>Hiller Park</b>					
<b>Pierson Park</b>					
<b>Larissa Park</b>					
<b>Hiller Sports Complex</b>					
<b>Trails</b>					

2. How often would you say you and, if applicable, the members of your household use the following parks and recreation PROGRAMS in McKinleyville?

	Daily	Weekly	Monthly	Annually	Never
<b>Toddler Programs</b> (Kinder Sports, Kinder Sports Jr., Playgroup)					
<b>Youth Programs</b> (Youth Sports, Kids Club Afterschool Program, KidsCamp, Breakout Day Camp)					
<b>Teen Programs</b> (Youth Driven, Jr. High School Dances, LIT Programs, 3 on 3 Basketball)					
<b>Adult Programs</b> (Sports League, Drop-In Sports)					
<b>Leisure Classes</b> (Simply Fit Fitness Program, Delilah's Top Dog Puppy & Dog Training Classes, North Coast Agility & Dog Training Classes)					
<b>Party Program</b>					

3. If you rarely or never utilize park or recreation opportunities in McKinleyville what is the main reason you do not take advantage of the parks and recreation opportunities? Circle all that apply.

- a. Nothing of Interest offered
- b. Cost of Participation
- c. Lack of Transportation
- d. Unaware opportunities exist
- e. Other (please describe): \_\_\_\_\_

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4. What are your priority uses for Parks and Recreation? What types of facilities and programs you use most often? Circle your top 2 in **each** category.

Who	What
Children age 0-5	Park-Playgrounds
School Age children 5-12	Sport fields-facilities
Teen age youth 13-18	Nature/Scenery (hiking/biking/trails)
Adults age 18-50	Dog Park
Adults age 50-65	Senior Center
Seniors age 65	Library

5a. Below is a list of leisure activities that you may or may not engage in. Regardless of where you do it, please check those activities that you participated in at least five times during the last year?

Walking or Hiking	Jogging	Bicycling	Swimming
Fishing	Boating	Paddle Boarding	Birdwatching
Basketball	Soccer	Softball/Baseball	Dance
Martial Arts	Volleyball	Surfing	Tennis
Skateboarding	Roller skating	Hunting	Golfing
Bingo	Drawing/painting	Photography	Zumba
Horseback Riding	Gymnastics	Lawn Games	Scrapbooking
Picnics/BBQ's at a park	Gardening	Tai Chi	Disc Golf
Knitting/crocheting	Pickle ball	Yoga/Pilates	Cross Fit
Trips/travel	Live Theater	Live Music	Other:

5b. Are there any activities on the above list that you'd like to do more of if there were adequate opportunities? Please list below

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#### Level of Satisfaction:

Just like in school, use the grading system A, B, C, D, or F for the following questions. ("A" means excellent and "F" means failure.) If you're not sure, that's okay too, select "not applicable" (N/A).

6a. Please assign a grade to the below listed functions/services performed by McKinleyville Community Services District, Parks & Recreation Dept.

Providing places for the enjoyment of active sports	A	B	C	D	F	N/A
Operating parks and facilities that are safe	A	B	C	D	F	N/A
Providing places for indoor recreation and fitness activities	A	B	C	D	F	N/A
Operating parks and facilities that are clean/well maintained	A	B	C	D	F	N/A
Providing recreational programs for youth	A	B	C	D	F	N/A

Providing recreational programs for Adults	A	B	C	D	F	N/A
Providing recreational programs for Seniors	A	B	C	D	F	N/A
Other:	A	B	C	D	F	N/A

6b. If you assigned a poor grade (“D” or “F”) to any of the performances of the functions/services listed above, please share your recommendations for our improvement in the space below.

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7. Please assign a grade to the below listed community qualities and characteristics.

Safe and nurturing environment for families	A	B	C	D	F	N/A
McKinleyville’s Image to outsiders	A	B	C	D	F	N/A
Opportunities for recreation and leisure	A	B	C	D	F	N/A
Attractiveness of neighborhoods	A	B	C	D	F	N/A
Access to nature and wildlife viewing	A	B	C	D	F	N/A
Friendliness amongst and between community members	A	B	C	D	F	N/A
Ease of getting around town	A	B	C	D	F	N/A
Accessibility to open spaces	A	B	C	D	F	N/A
Accessibility to trails	A	B	C	D	F	N/A
Fiscal oversight of public funds by the District	A	B	C	D	F	N/A
Fiscal oversight of public funds by the County	A	B	C	D	F	N/A

8a. MCSD currently owns 3 undeveloped properties that are reserved for park and recreation developments. In your opinion how should the development of these properties be prioritized? Please assign a priority to each property and list what kind of park or recreation opportunity you most wish to see developed at the property.

	HIGH	MED	LOW	What kind of recreation development?
3.1 Acres at School Rd. & Washington Ave.				
33 Acres on North Bank Rd. along the Mad River				
14 Acres of forest land between Cochran Rd. and Bryan Ln.				

8b. Soap Box: If you could see the McKinleyville Parks & Recreation department direct future funding toward one thing, what would it be?

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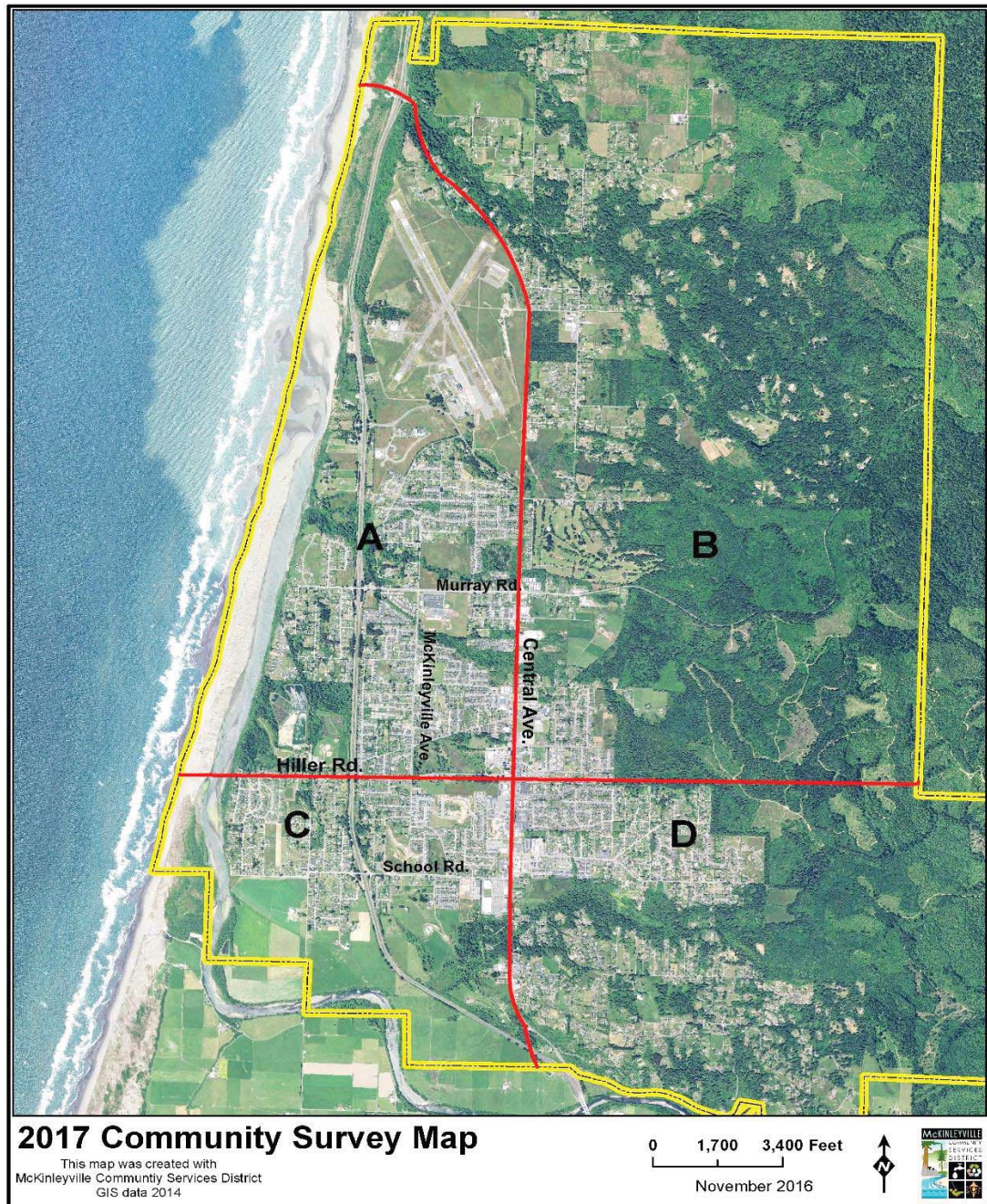


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### Accessibility and Communication:

9. Where in McKinleyville do you live? See the map below that divides McKinleyville into the following areas.

- a. North of Hiller Road and West of Central Avenue
- b. South of Hiller Road and West of Central Avenue
- c. North of Hiller Road and East of Central Avenue
- d. South of Hiller Road and East of Central Avenue





10a. Please rank the following McKinleyville amenities in terms of their accessibility to YOU and those in YOUR household. Just like in school rank your level of access on a letter grade scale where (“A” means easy access and “F” means very difficult to access) If you’re not sure, that’s okay too, select “not applicable” (N/A).

Access to the beach and ocean	A	B	C	D	F	N/A
Access to biking trails	A	B	C	D	F	N/A
Access to parks	A	B	C	D	F	N/A
Access to playgrounds	A	B	C	D	F	N/A
Access to athletic fields	A	B	C	D	F	N/A
Access to dog parks or dog friendly spaces	A	B	C	D	F	N/A
Access to the community center	A	B	C	D	F	N/A

10b. Overall, would you say you have any challenges with access to recreation and leisure activities that are important to you?

☐ Yes

☐ No

10c. If you selected yes, please let us know why – select all that apply

☐ Lack of transportation

☐ Cost

☐ Programs are too far away

☐ No available programs of interest

☐ Unaware of available programs

☐ Other (specify) \_\_\_\_\_

11. Which modes of transportation do you use to get to the events, amenities, and services offered by the McKinleyville Parks & Recreation Department?

☐ Car

☐ Bus

☐ Bicycle

☐ Walking

☐ Other: \_\_\_\_\_



12. Please rank your level of satisfaction with the following elements of the community's parks and recreation program?

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	I don't know
a. Public transportation to McKinleyville Parks & Recreation facilities						
b. Disability access at McKinleyville Parks & Recreation facilities, programs, and events						
c. Availability of information regarding McKinleyville Parks & Recreation Department events, amenities, and services?						
d. The level of public involvement in Parks & Recreation decisions about programs and facilities						

13. Parks and recreation managers would like to know how people learn about programs and services so that they can improve the quality of information. Please choose your top two information sources.

- ( ) Personal experience
- ( ) Friends or relatives
- ( ) Magazine articles
- ( ) Newspaper articles
- ( ) Maps
- ( ) Social Media
- ( ) Community board
- ( ) McKinleyville Community Services District Newsletter and Activity Guide
- ( ) McKinleyville Parks & Recreation Department website
- ( ) Other\_\_\_\_\_

14. How would you like to receive information about events, amenities, and services offered by the McKinleyville Parks & Recreation Department? Choose your top two preferences.

☐ McKinleyville Community Services District Newsletter & Activity Guide via USPS mail

☐ Local newspapers

☐ Facebook

☐ Twitter

☐ Email

☐ In Person

☐ Phone

☐ Website

☐ Mail

☐ Other \_\_\_\_\_

If by email provide email address \_\_\_\_\_

15. How do you feel the public could be more involved in parks and recreation decisions?

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**Demographic Questions:**

16. What is your gender?

☐ Male

☐ Female

☐ Other/Prefer not to answer

17. Please select your age range.

☐ 18-25

☐ 26-35

☐ 36-55

☐ 56-70

☐ 71 or older

18. How long have you lived in McKinleyville?

☐ less than 1 year

☐ 1-5 years

☐ 6-10 years

☐ 11-15 years

☐ greater than 16 years

19. Do you rent or own your current home?

☐ Rent

☐ Own

20. What is your current type of residence?

- ☐ Single-Family
- ☐ Multi-family
- ☐ Apartment

21. Are you a member of any local community organizations?

- ☐ Yes
- ☐ No

If yes, please list the organization(s) in which you participate:

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22. What is your employment status?

- ☐ Employed full-time
- ☐ Employed part-time
- ☐ Unemployed
- ☐ Student
- ☐ Retired

23. What is your race/ethnicity? Check all that apply.

- ☐ White
- ☐ Hispanic or Latino
- ☐ Black or African American
- ☐ American Indian or Alaskan native
- ☐ Asian or Pacific Islander
- ☐ Other \_\_\_\_\_

24. How many children under the age of 18 live in your home?

\_\_\_\_\_

25. How many adults over the age of 18 live in your home?

\_\_\_\_\_

27. What is your individual income level?

- ☐ Less than \$10,000
- ☐ \$10,000- \$30,000
- ☐ \$30,000-\$60,000
- ☐ \$60,000-\$100,000
- ☐ greater than \$100,000

28. What is the highest level of education you completed?

- ☐ Elementary School
- ☐ Middle School
- ☐ High School
- ☐ College
- ☐ Post-graduate

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 7, 2016

TYPE OF ITEM: **INFORMATION**

**ITEM: F.2.D General Manager's Report for December 2016 Meeting**

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

**TYPE OF ACTION: Information Only**

### **A summary of activity for the month of November 2016**

**Cost Savings Related to District Activities** – The following is a review of some of the recent cost savings opportunities District staff identified for the previous month:

• Accountant Discount	\$1,365
• Office Supply Discount	\$67
• Sales Shopping for Program and Concession Supplies	\$133
• Irrigation Pipe Wagon Repairs in house	\$720
• In house automotive painting	\$200
• Miscellaneous electrical repairs	\$160
• SWAP	\$6,490
• Northern Humboldt Employment Services	\$2,340
Total cost savings for <b>November</b> are \$11,475	

***The cumulative cost savings to the District to date from July 1, 2016 is \$91,140***

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.

### **Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility**

**Plan** – Three proposals were received and staff used established methods to determine the most qualified teams to accomplish this project. Since two of the consultants submitting Proposals were determined to be qualified, staff will proceed with in-person interviews. The interviews will be conducted in early December. Staff will then negotiate the costs for effort and return to the Board in January for approval of a professional services agreement.



**Potential Alternative Energy Considerations and WWMF .68 megawatt System** – Staff is now working concurrently on several photovoltaic feasibility projects. The proposed WWMF .68 megawatt system has been shelved until we have some verifiable electrical demand data so design can be completed and the actual electrical need for power determined. Producing electricity beyond our demand would be penalized since buyback of the power by PG&E is only 33% of the wholesale cost of electricity produced above actual use, meaning the money is better off collecting interest in the bank and finally because the connection point has not been constructed. Staff did have a brief update by Villara related to current and future net metering and tariff circumstances now and for the foreseeable future. It appears the tariffs are changing but net metering will be available for the time being. Staff is also exploring another large system that would be located in a central part of McKinleyville and would supply all the power needs for the entire district excluding the WWMF. Two smaller solar projects one at the Teen Center and one for the administrative office are at varying stages. The administrative office proposal is now in the fiscal analysis stage but due to the audit and other time sensitive projects the priority has shifted but could be ready for Board review as early as January.

**Recoating of Tank 1A** – The interior roof section is completed and the painting process has moved to blasting, priming and painting of the interior walls. This section should progress at a faster pace because of the flatness of the surface but due to coating application difficulties the project is behind schedule and may not be completed before the beginning of the new year.

**Integrated Pest Management Plan** – Staff continues to meet for approximately an hour every other week. The three-member committee includes the GM, Operations Director and another staff member. Staff is progressing with this task and has completed the MCSD Reduced Toxicity Pesticide List. The list is a matrix of chemicals categorized by hazard level. Per the MCSD Pesticide Policy approved by the Board of Directors, pesticides will be eliminated where feasible. The list is a guide to be used after mechanical, cultural and biological controls have failed to produce results. MCSD IPM Control Alternatives & Cost Assumptions matrix is under development at this time so the actual fiscal impact to the MCSD ratepayers for our adherence to the Policy can be tracked.

**Teen Center** – The planter and turf areas are nearing completion but due to the weather, delays are unavoidable. The irrigation system piping was installed and topsoil spread prior to seeding. Staff is still waiting for the exhaust hood and fire suppression systems; the supplier has assured us that they will be in before Christmas.

**Central Avenue Open Space Maintenance Zone #6 (OSMZ)** – Ballots have been arriving at one or two a day since the initial rush the week after the notice was sent out. At the time of this writing we have had a 40% response with running average of 70% approval. The public hearing will be held during the Board meeting December 7<sup>th</sup>.

**WWMF Improvements** – Weekly construction meetings are attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. Due to the seasonally high precipitation rates, work has been impacted significantly. The invoicing for October and November total <\$900,000 and should be roughly \$1,000,000 per month. This has the potential to cause the schedule of the project to run long, resulting in increased costs for construction management and inspection. The control building should have been weather tight by now but the roof is still not completed and is scheduled for completion before Christmas. Internal components in Clarifier 1 are being formed and poured at this time, once completed the forms will be stripped and the mechanical components will be set in place. Piping and conduits continue to be installed as weather permits. Offsite communications and Supervisory Control (SCADA) for the new process have been keeping staff busy for the past month and will be a major area of attention for the next few months. The ability to remotely view the systems and onsite SCADA will have a significant impact on the project and the operators control of the systems.

**Meetings** – The General Manager attended various meetings this month including a Mad River Flood Plain status and planning meeting with Humboldt County Public Works. GM also attended the second to last CSDA Board of Directors Meeting for this year in Sacramento.

#### **Exhibits/Attachments**

- Attachment 1 – WWMF Monthly Self Monitoring Report

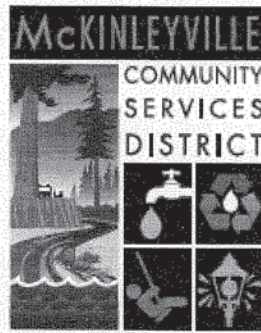


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FAX: (707) 839-5964

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

November 16, 2016

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

Enclosed is the Monthly Monitoring Report for October 2016 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 31 days to Discharge Points 002, 004 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in October.

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

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

Monthly River Monitoring was conducted in October.

WWMF Upgrade Status: Clarifier "A" and "B" were water tested and passed. The headworks and maintenance building are 50% completed. The aeration basins 1 is completed and lined. Aeration basin 2 is still under construction. The biosolids basin is lined. The rain has slowed the project down a little. Backfilling around the clarifiers is in process. Weekly meetings have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by February 2017.

Quarterly sampling was conducted in November.



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

**OCTOBER 2016**

Discharge Monitoring	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	0.766	0.452	324	0.452						0.000	0.000
2	0.864	0.467	333	0.467						0.000	0.000
3	0.797	0.733	995	0.165		0.515		0.053		0.568	0.000
4	0.778	1.087	998			1.087				1.087	0.000
5	0.763	0.999	933			0.453		0.546		0.999	0.000
6	0.772	1.031	930			0.448		0.583		1.031	0.000
7	0.740	0.877	938	0.267		0.579		0.031		0.610	0.000
8	0.775	0.476	342	0.476						0.000	0.000
9	0.831	0.466	332	0.466						0.000	0.000
10	0.789	0.465	334	0.465						0.000	0.000
11	0.765	0.823	1147	0.170		0.620		0.033		0.653	0.000
12	0.754	1.294	1151			1.255		0.039		1.294	0.000
13	0.788	1.247	1127			1.200		0.047		1.247	0.000
14	0.817	1.207	1092	0.495		0.677		0.035		0.712	0.000
15	0.914	0.907	635	0.907						0.000	0.000
16	1.008	0.910	638	0.910						0.000	0.000
17	0.941	0.968	1062	0.325		0.643				0.643	0.000
18	0.858	1.248	1069			1.248				1.248	0.000
19	0.803	1.192	1069			1.192				1.192	0.000
20	0.793	1.195	1053			1.195				1.195	0.000
21	0.783	1.138	1049	0.430		0.708				0.708	0.000
22	0.827	0.778	551	0.778						0.000	0.000
23	0.874	0.784	566	0.784						0.000	0.000
24	0.893	1.007	1113	0.289		0.718				0.718	0.000
25	0.845	1.308	1103			1.308				1.308	0.000
26	0.811	1.234	1090			1.234				1.234	0.000
27	1.093	1.244	1042			1.244				1.244	0.000
28	0.935	1.075	1054	0.371						0.000	0.704
29	0.903	0.677	475	0.677						0.000	0.000
30	1.010	0.684	483	0.684						0.000	0.000
31	0.942	0.266	880	0.246		0.020				0.020	0.000
TOTAL	26.231	28.238		9.824	0.000	16.344	0.000	1.367	0.000	17.711	0.703
AVERAGE	0.846	0.911	836	0.000	0.000	0.860	0.000	0.171	0.000	0.571	0.023
MAXIMUM	1.093	1.308	1151	0.910	0.000	1.308	0.000	0.583	0.000	1.308	0.704
MINIMUM	0.740	0.266	324	0.165	0.000	0.020	0.000	0.031	0.000	0.000	0.000
DAYS	31	31		20	0	19	0	8	0	19	0
DAYS WITH NO DISCHARGE = 0											



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2016

MONTH: OCTOBER

DATE	INFLUENT		EFFLUENT		RIVER CFS	INFLUENT MONITORING		NFR mg/L	EFFLUENT MONITORING		RIVER CL <sub>2</sub> RES	SETTLABLE SOLIDS	3X5 TOTAL COLIFORM
	FLOW MGD	MGD	FLOW MGD	MAXIMUM GPM		B.O.D. mg/L	NFR mg/L		AMMONIA	CL <sub>2</sub> RES.			
1	0.766	0.452	0.452	324									
2	0.864	0.467	0.467	333					30	2.6			<1.8
3	0.797	0.733	0.733	995					30	1.3			
4	0.778	1.087	1.087	998					32	3.2			
5	0.763	0.999	0.999	933					32	3.6			
6	0.772	1.031	1.031	930					30	3.9			
7	0.740	0.877	0.877	938		270	290	39	30		<0.1		
8	0.775	0.476	0.476	342									
9	0.831	0.466	0.466	332									
10	0.789	0.465	0.465	334									
11	0.765	0.823	0.823	1147					32	2.5			
12	0.754	1.294	1.294	1151					32	0.8			<1.8
13	0.788	1.247	1.247	1127					32	3.7			
14	0.817	1.207	1.207	1092		250	220	35	30	4.6	<0.1		
15	0.914	0.907	0.907	635									
16	1.008	0.910	0.910	638									
17	0.941	0.968	0.968	1062					28	2.4			<1.8
18	0.858	1.248	1.248	1069					32	0.9			
19	0.803	1.192	1.192	1069					30	2.2			
20	0.793	1.195	1.195	1053					30	2.4			
21	0.783	1.138	1.138	1049		260	480	37	26	1.8	<0.1		
22	0.827	0.778	0.778	551									
23	0.874	0.784	0.784	566									
24	0.893	1.007	1.007	1113					28	3.0			<1.8
25	0.845	1.308	1.308	1103					32	1.7			
26	0.811	1.234	1.234	1090					28	2.5			
27	1.093	1.244	1.244	1042					28	2.5			
28	0.935	1.075	1.075	1054		200	220	31	28	1.8	<0.1		
29	0.903	0.677	0.677	475									
30	1.010	0.684	0.684	483									
31	0.942	0.266	0.266	880					32	1.9			<1.8

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
10/31/2016	280	28.0	ND	250

SPILLS:			
None to report			

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane		ND
Bromomethane		ND
Chlorodibromomethane		ND
Chloroform		0.93

30 DAY AVERAGE

ACUTE TOXICITY		% Survival
DATE		
Rainbow Trout		N/A
C. dubia		N/A

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

Total Coliform	
Monthly	
MEDIAN	<1.8
Daily	
Maximum	<1.8

SIGNATURE: \_\_\_\_\_

REMARKS: Indicates Permit Exceedance