

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 AT:**

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

**Wednesday, August 6, 2014
7:00 P.M.**

AGENDA

A.1 CALL TO ORDER

A.2 ROLL CALL

A.3 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

A.4 PLEDGE OF ALLEGIANCE

A.5 ADDITIONS TO AGENDA

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

A.6 APPROVAL OF THE AGENDA

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—Consider and Adopt Resolution No. 2014-23,
Declaring a Drought Emergency, Amending and Implementing
MCSD Ordinance No. 10 and Imposing Water Conservation
Measures and Penalties for Violations Pg. 5
 - Attachment 1 SWRCB Resolution 2014-0038 Pg. 8
 - Attachment 2 Resolution 2014-23 Update to Ordinance
10 w/ EXHIBIT A Updated MCSD Ordinance 10 Pg. 15
 - Attachment 3 Section 71641 CA. Water Code Pg. 24

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- D.1 Consider approval of minutes of the Board of Directors' Regular
Meeting of July 2, 2014 Pg. 25
 - Attachment 1 - Draft Board Minutes from July 2, 2014 Pg. 26
- D.2 Consider approval of June 2014 Treasurer's Report Pg. 32
 - Attachment 1 – June 2014 Treasurer's Report
- D.3 DCV Violations this month. Pg. 55

E. CONTINUED AND NEW BUSINESS

- E.1 Information related to Solar Feasibility Study for select MCSD
sites for potential consideration Pg. 56
 - Attachment 1 MCSD/ Beutler Solar Presentation Pg. 58

E.2	Information related to Teen and Community Center Status Report	Pg. 65
	Attachment 1 - Floor plan	Pg. 67
	Attachment 2 - Exterior elevation	Pg. 71
	Attachment 3 - Perspective – looking north	Pg. 72
	Attachment 4 - Perspective – looking south	Pg. 74
	Attachment 5 - LDA Partners powerpoint presentation	Pg. 76
E.3	Adopt Resolution 2014-21 to accept the MCSD Conflict of Interest Code with no revisions	Pg. 78
	Attachment 1 - 2014 Biennial Notice for Conflict of Interest Codes	Pg. 80
	Attachment 2 - MEMO re Conflict of Interest Code review by Counsel	Pg. 84
	Attachment 3 - Conflict of Interest Code Approved September 5, 2012	Pg. 86
	Attachment 4 - Resolution 2014-21 Conflict of Interest Code Review 2014	Pg. 92
E.4	Central Ave. Landscape Policy	Pg. 93
	Attachment 1 - Central Ave Tree Removal Transcripts- July 2, 2014 meeting audio	Pg. 95
	Attachment 2 – Letter from Humboldt County Sheriff Department	Pg. 100
	Attachment 3 - Letters from Humboldt County	Pg. 101
	Attachment 4 - Documents provided by the County	Pg. 102
E.5	Approve Resolution 2014-22 ACKNOWLEDGING STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2014-0038 TO ADOPT AN EMERGENCY REGULATION FOR STATEWIDE URBAN WATER CONSERVATION AND COMMITMENT BY MCSD TO ENACT APPROPRIATE CONSERVATION MEASURES CONSISTENT WITH STATE EMERGENCY REGULATIONS THROUGH ACTIVATION OF STAGE 2 OF ORDINANCE 10 AND DRAFTING OF A WATER SHORTAGE CONTINGENCY PLAN	PG. 107
	Attachment 1 – Resolution 2014-22 w/ EXH.1	Pg. 117
	Attachment 2 - July 15 Press Release from Water Board after the SWRCB meeting	Pg. 119
	Attachment 3 - Phone, Office and Field Talking Points for Support and Field Staff	Pg. 121
	Attachment 4 FAQ ACWA Water Conservation Emergency Regulations	Pg.122

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

F.2. STAFF REPORTS

- a. Support Services Department (Colleen M.R.Trask) Pg. 125
- b. Operations Department (James Henry) Pg. 126
- c. Parks and Recreation Department (Jason Sehon) Pg. 128
- d. General Manager (Greg Orsini) Pg. 130
- Attachment 1 - WWMF May 2014 Pg. 132

F.3. PRESIDENT'S REPORT

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

H ADJOURNMENT

Posted 5:00 pm on August 1, 2014

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **ACTION**

ITEM: B.1 **Public Hearing—Consider and Adopt Resolution No. 2014-23, Declaring a Drought Emergency, Amending and Implementing MCSD Ordinance No. 10 and Imposing Water Conservation Measures and Penalties for Violations”**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and approve resolution 2014-23, A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS APPROVING AMENDMENTS TO ORDINANCE NO. 10 AND DECLARING WATER SHORTAGE EMERGENCY CONDITION (Attachment 2) to take effect upon adoption pursuant to California Water Code Section 71640 (Attachment 3)

Discussion:

In response to the ongoing severe drought, on July 15, 2014 the State Water Resources Control Board (SWRCB) approved an emergency regulation (Resolution No. 2014-0038 adopting “An Emergency Regulation for Statewide Urban Water Conservation”) (Attachment 1) to ensure water agencies, their customers and state residents increase water conservation in urban settings or face possible fines or other enforcement.

According to the SWRCB, the new conservation regulation is intended to reduce outdoor urban water use. The regulation, adopted by the State Water Board, mandates minimum actions to conserve water supplies both for this year and into 2015. Most Californians use more water outdoors than indoors. In some areas, 50 percent or more of daily water use is for lawns and outdoor landscaping.

Larger water suppliers will be required to activate their Water Shortage Contingency Plan (WSCP) to a level where outdoor irrigation restrictions are mandatory. In communities where no WSCP exists, the regulation requires

that water suppliers either limit outdoor irrigation to twice a week or implement other comparable conservation actions. Finally, large water suppliers must report water use on a monthly basis to track progress to achieve a comparable reduction in water consumption by the people it serves relative to the amount consumed in 2013.

The SWRCB Regulations, which take effect on or about Aug. 1, prohibit Californians from using potable water to do any of the following:

- Wash down sidewalks and driveways
- Water outdoor landscapes in a manner that causes excess runoff
- Wash a motor vehicle with a hose that does not have a shut-off nozzle
- Operate a fountain or decorative water feature, unless the water is part of a recirculation system
- Limit outdoor irrigation to twice per week or implement other comparable conservation actions.

The regulations make an exception for circumstances where the action is necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency.

Ordinance 10 approved by MCSD Board of Directors in response to the 1976-77 drought contains most of necessary statutory authority but due to complexity of the rewrite it was determined by District Legal Counsel to not track changes and just produce the final version.

The major updates are related to implementation of stages, they include:

Stage 1 - Voluntary Conservation (up to 20% reduction).

Stage 2 - Mandatory Conservation (up to 30% reduction)

Stage 3 – Emergency Water Shortage (up to 50% reduction)

Stage 4 – Critical Water Shortage Emergency Mandatory Rationing (> 50% reduction)

Management recommends we approve the update to Ordinance 10 (Attachment 2 EXHIBIT A) granting MCSD the authority by statute to implement a conservation plan appropriate for the conditions in our area and specific to our system and not the one size fits all requirements mandated by the State Water Board.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 SWRCB Resolution 2014-0038
- Attachment 2 Resolution 2014-23 Update to Ordinance 10 w/ EXHIBIT A Updated MCSD Ordinance 10
- Attachment 3 Section 71640 California Water Code

**STATE WATER RESOURCES CONTROL BOARD
RESOLUTION NO. 2014-0038**

**TO ADOPT AN EMERGENCY REGULATION
FOR STATEWIDE URBAN WATER CONSERVATION**

WHEREAS:

1. On April 25, 2014, Governor Edmund G. Brown Jr. issued an [executive order](#) to strengthen the state's ability to manage water and habitat effectively in drought conditions and called on all Californians to redouble their efforts to conserve water. The executive order finds that the continuous severe drought conditions present urgent challenges across the state including water shortages in communities and for agricultural production, increased wildfires, degraded habitat for fish and wildlife, threat of saltwater contamination, and additional water scarcity if drought conditions continue into 2015. The [National Integrated Drought Information System](#) reported that nearly 80% of the state was reported to be under "extreme" drought conditions at the end of June;
2. The executive order refers to the [Governor's Proclamation No. 1-17-2014](#), issued on January 17, 2014, declaring a State of Emergency to exist in California due to severe drought conditions. The January Proclamation notes that the state is experiencing record dry conditions, with 2014 projected to become the driest year on record. Since January, state water officials indicate that reservoirs, rainfall totals and the snowpack remain critically low. This follows two other dry or below average years, leaving reservoir storage at alarmingly low levels. The January Proclamation highlights the State's dry conditions, lack of precipitation and the resulting effects on drinking water supplies, the cultivation of crops, and the survival of animals and plants that rely on California's rivers and streams. The January Proclamation also calls on all Californians to reduce their water usage by 20 percent;
3. There is no guarantee that winter precipitation will alleviate the drought conditions that the executive orders address, which will lead to even more severe impacts across the state if the drought wears on;
4. Water Code section 1058.5 grants the State Water Board the authority to adopt emergency regulations in certain drought years in order to: "prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter's priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports";
5. Over 400,000 acres of farmland are expected to be fallowed, thousands of people may be out of work, communities risk running out of drinking water, and fish and wildlife will suffer.

6. Many Californians have taken bold steps over the years and in this year to reduce water use; nevertheless, the dire nature of the current drought requires additional conservation actions from residents and businesses. Some severely affected communities have implemented water rationing, limiting water use in some cases to only 50 gallons per person per day, foregoing showers, laundry, toilet flushing, and all outdoor watering.
7. Water conservation is the easiest, most efficient and most cost effective way to quickly reduce water demand and extend supplies into the next year, providing flexibility for all California communities. Water saved this summer is water available next year, giving water suppliers the flexibility to manage their systems efficiently. The more water that is conserved now, the less likely it is that a community will experience such dire circumstances that water rationing is required ;
8. Most Californians use more water outdoors than indoors. In many areas, 50 percent or more of daily water use is for lawns and outdoor landscaping. Outdoor water use is generally discretionary, and many irrigated landscapes would not suffer greatly from receiving a decreased amount of water;
9. Public information and awareness is critical to achieving conservation goals and the Save Our Water campaign, run jointly by the Department of Water Resources (DWR) and the Association of California Water Agencies, is an excellent resource for conservation information and messaging that is integral to effective drought response (<http://saveourwater.com>).
10. Enforcement against water waste is a key tool in conservation programs. When conservation becomes a social norm in a community, the need for enforcement is reduced or eliminated;
11. The emergency regulations set a minimum standard requiring only modest lifestyle changes across the state. Many communities are already doing more and have been for years. They should be commended, but can and should do more. Others are not yet doing so and should at least do this, but should do much more given the severity of the drought;
12. On July 8, 2014, the State Water Board issued public notice that the State Water Board would consider the adoption of the regulation at the Board's regularly-scheduled July 15, 2014 public meeting, in accordance with applicable State laws and regulations. The State Water Board also distributed for public review and comment a Finding of Emergency that complies with State laws and regulations;
13. On April 25, 2014, the Governor suspended the California Environmental Quality Act's application to the State Water Board's adoption of emergency regulations pursuant to Water Code section 1058.5 to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion of water, to promote water recycling or water conservation;
14. As discussed above, the State Water Board is adopting the emergency regulation because of emergency drought conditions, the need for prompt action, and current limitations in the existing enforcement process;

15. Disadvantaged communities may require assistance in increasing water conservation and state agencies should look for opportunities to provide assistance in promoting water conservation;
16. Nothing in the regulations or in the enforcement provisions of the regulations, preclude a local agency from exercising its authority to adopt more stringent conservation measures. Moreover, the Water Code does not impose a mandatory penalty for violations of the regulations adopted by this resolution and local agencies retain their enforcement discretion in enforcing the regulations, to the extent authorized, and may develop their own progressive enforcement practices to encourage conservation.

THEREFORE BE IT RESOLVED THAT:

1. The State Water Board adopts California Code of Regulations, title 23, sections 863, 864, and 865, as appended to this resolution as an emergency regulation;
2. The State Water Board staff will submit the regulation to the Office of Administrative Law (OAL) for final approval;
3. If, during the approval process, State Water Board staff, the State Water Board, or OAL determines that minor corrections to the language of the regulation or supporting documentation are needed for clarity or consistency, the State Water Board Executive Director or designee may make such changes;
4. These regulations shall remain in effect for 270 days after filing with the Secretary of State unless the State Water Board determines that it is no longer necessary due to changed conditions, or unless the State Water Board renews the regulations due to continued drought conditions as described in Water Code section 1058.5;
5. The State Water Board directs staff to provide the Board with monthly updates on the implementation of the emergency regulations and their effect;
6. Directs State Water Board staff to condition funding upon compliance with the emergency regulations, to the extent feasible;
7. Directs State Water Board staff to work with the Department of Water Resources and the Save Our Water campaign to disseminate information regarding the emergency regulations; and
8. Directs State Water Board staff in developing an electronic reporting portal to include data fields so that local agencies may provide monthly reporting data on (i) conservation-related implementation measures or enforcement actions taken by the local agency and (ii) substitution during the drought of potable water with recycled water to extend water supplies.

THEREFORE BE IT FURTHER RESOLVED THAT:

9. The State Water Board commends water suppliers that have increased conservation messaging and adopted innovative strategies to enhance customer awareness of water use, such as applications that let customers compare their water use to water use by others; reduce system losses, such as fixing system leaks which can deplete supplies by 10 percent or more; and establish incentives to reduce demand, such as tiered or drought rate structures. The State Water Board also commends all Californians that have already been working to maximize their conservation efforts, both at home and at work;
10. The State Water Board calls upon water suppliers to take the following actions:

Educate customers and employees

- Retail water suppliers should provide notice of the regulations in English and Spanish in one or more of the following ways: newspaper advertisements, bill inserts, website homepage, social media, notices in public libraries;
- Wholesale suppliers should include reference to the regulations in their customer communications;
- All water suppliers should train personnel on the regulations;
- All water suppliers should provide signage where recycled or reclaimed water is being used for activities that the emergency regulations prohibit with the use of potable water, such as operation of fountains and other water features;
- All water suppliers should redouble their efforts to disseminate information regarding opportunities and incentives to upgrade indoor fixtures and appliances;
- All water suppliers should use education and the tools available through the Save Our Water website (<http://saveourwater.com>); and
- All water suppliers should educate and prepare their boards and councils on the drought response actions contained in the emergency regulations and in this resolution, and to make sure that drought response items are placed on agendas as early as possible;

Increasing local supplies

- All water suppliers should accelerate the completion of projects that will conserve potable water by making use of non-potable supplies, such as recycled water, "greywater," and stormwater collection projects;
- All water suppliers should improve their leak reporting and response programs and request that police and fire departments and other local government personnel report leaks and water waste that they encounter during their routine duties/patrols;
- Smaller water suppliers – those with fewer than 3,000 service connections – should take proactive steps to secure their communities' water supplies and educate their customers about water conservation and the status of their supply reserves;
- All water suppliers should conduct water loss audits and make leak detection and repair a top priority for the duration of the drought; and
- All urban water suppliers should evaluate their rate structures and begin to implement needed changes as part of planning for another dry year. Information and assistance on setting and implementing drought rates is available from the Alliance for Water Efficiency. (<http://www.allianceforwaterefficiency.org/>).

11. The State Water Board calls on all Californians to take the following additional actions:
 - Further reduce water demand, whether by using less water in daily routines indoors and out, retrofitting appliances and installing greywater and rainwater catchment systems; and
 - Check residential and business water bills to see if there are high charges that may indicate a leak and to fix the leak, if they are able, or contact their local water utility if they need assistance.
12. The State Water Board encourages its staff, the Department of Water Resources, the Public Utilities Commission, urban water suppliers, and other local agencies to look for opportunities to encourage and promote new technologies that reduce water usage, including through timely access to water usage information and behavioral response.
13. The State Water Board encourages all state and local agencies to look for additional opportunities to minimize potable water use in outdoor spaces.
14. The State Water Board encourages investor-owned utilities to expeditiously submit applications for implementation of the regulations to the California Public Utilities Commission.

CERTIFICATION


The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on July 15, 2014.

AYE: Chair Felicia Marcus
Vice Chair Frances Spivy-Weber
Board Member Steven Moore
Board Member Dorene D'Adamo

NAY: None

ABSENT: Board Member Tam M. Doduc

ABSTAIN: None



Jeanine Townsend
Clerk to the Board

PROPOSED TEXT OF EMERGENCY REGULATIONS

Article 22.5. Drought Emergency Water Conservation

Sec. 863 Findings of Drought Emergency

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(4) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(5) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to further promote conservation.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105.

Sec. 864 Prohibited Activities in Promotion of Water Conservation

(a) To promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

(b) The taking of any action prohibited in subdivision (a) of this section, in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105.

PROPOSED TEXT OF EMERGENCY REGULATIONS

Sec. 865 Mandatory Actions by Water Suppliers

(a) The term “urban water supplier,” when used in this section, refers to a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water.

(2) As an alternative to subdivision (b)(1), an urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation-based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

(c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within thirty (30) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week or shall implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(d) In furtherance of the promotion of water conservation each urban water supplier shall prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. Beginning October 15, 2014, the monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves. In its initial monitoring report, each urban water supplier shall state the number of persons it serves.

(e) To promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, within thirty (30) days, take one or more of the following actions:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2) Implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105; 350; 10617; 10632.

RESOLUTION 2014-23
A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
(MCSD) BOARD OF DIRECTORS APPROVING AMENDMENTS TO ORDINANCE
NO. 10 AND DECLARING WATER SHORTAGE EMERGENCY CONDITION

WHEREAS, Article X, Section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Government Code section 61100, subdivision (a) incorporates Water Code sections 71000 et seq., including section 71640, into the Community Service District Law; and

WHEREAS, California Water Code section 71610.5 authorizes the District to undertake a water conservation program to reduce water use and may require, as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use; and

WHEREAS, pursuant to Water Code section 71640, municipal water districts may restrict the use of district water during a drought emergency or other water shortage condition and may prohibit the wastage of district water or the nonessential use of district water during such periods for any purpose other than household uses or other restricted uses as the District determines to be necessary; and

WHEREAS, pursuant to Water Code section 71641 and Government Code section 6061, the District must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code section 71640 within 10 days after its adoption, even though the ordinance is effective upon adoption; and

WHEREAS, the adoption and enforcement of a comprehensive water conservation program will allow the District to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.; and

WHEREAS, on August 6, 2014, after a duly noticed public hearing, the District found the existence or threat of a local drought emergency or water shortage.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District

1. Pursuant to Water Code section 71640, a drought emergency is hereby declared and MCSD believes restrictions upon the use of district water and prohibitions regarding the wastage of water or the nonessential use of district water should be implemented during said period; and
2. MCSD Ordinance No. 10 his hereby amended and restated to include the additions reflected in the form attached to this Resolution as Exhibit "A"; and
3. A clean copy of Ordinance No. 10, amended and restated to include the additions reflected in the form attached to this Resolution as Exhibit "A", shall be published in accord with Water Code section 71641 and Government Code section 6061 in a newspaper of general circulation; and
4. Staff is directed to implement and enforce Ordinance No. 10, as amended by this Resolution, immediately upon adoption.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the (INSERT DATE) by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David R. Couch, Board President

Attest:

David Baldosser, Acting Board Secretary

ORDINANCE NO. 10

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF

WHEREAS, Article X, Section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Government Code section 61100, subdivision (a) incorporates Water Code sections 71000 et seq., including section 71640, into the Community Service District Law; and

WHEREAS, California Water Code section 71610.5 authorizes the District to undertake a water conservation program to reduce water use and may require, as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use; and

WHEREAS, pursuant to Water Code section 71640, municipal water districts may restrict the use of district water during a drought emergency or other water shortage condition and may prohibit the wastage of district water or the nonessential use of district water during such periods for any purpose other than household uses or other restricted uses as the District determines to be necessary; and

WHEREAS, pursuant to Water Code section 71641 and Government Code section 6061, the District must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code section 71640 within 10 days after its adoption, even though the ordinance is effective upon adoption; and

WHEREAS, Water Code section 71644 establishes that, from the publication of an ordinance pursuant to section 71641 until the repeal of the ordinance or end of the

emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine of up to \$600 for any person to use or apply water from the District contrary to or in violation of any restriction or prohibition; and

WHEREAS, the adoption and enforcement of a comprehensive water conservation program will allow the District to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.

BE IT ORDAINED BY the Board of Directors of the McKinleyville Community Services District as follows:

Section 1. Declaration of Water Shortage Emergency.

This ordinance is effective immediately upon adoption. The provisions of this chapter shall take effect whenever the District General Manager, upon engineering analysis of District water supplies, information received from the wholesale water provider, Humboldt Bay Municipal Water District (HBMWD), or due to regulatory requirements, notices, or orders, finds and determines that a water shortage emergency exists or is imminent within the MCSD water service area and a declaration of a water shortage is made by a resolution of the MCSD Board of Directors, and they shall remain in effect for the duration of the water shortage set forth in the resolution.

Section 2. Publication.

Within ten (10) days of adoption the District will publish in a newspaper of general circulation this ordinance setting forth the restrictions, prohibitions, and exclusions determined by the District to be necessary.

Section 3. Definitions.

For the purpose of this Ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular number. The word "shall" is always mandatory and not merely directory.

- a. "District" is McKinleyville Community Services District.
- b. "Board of Directors" is the elected Board of Directors of the McKinleyville Community Services District.
- c. "Customer" is any person using water supplied by the McKinleyville Community Services District.
- d. "Manager" is the General Manager of the McKinleyville Community Services District.
- e. "Person" is any person, firm, partnership, association, corporation, company, or organization of any kind.
- f. "Water" is water from the McKinleyville Community Services District.
- g. "Outdoor surface" is any patio, porch, veranda, driveway, or sidewalk.

Section 4. Application.

The provisions of this Ordinance shall apply to all customers using water both in and outside the McKinleyville Community Services District, regardless of whether any customer using water shall have a contract for water service with the McKinleyville Community Services District.

Section 5. Determination of Stage of Action Necessary.

This ordinance establishes regulations to be implemented during times of declared water shortages, or declared water shortage emergencies. It establishes four levels of response actions to be implemented in times of shortage, as set forth in Section 7, below, with increasing restrictions on water use in response to worsening drought conditions or decreasing available supplies. The MCSD Board of Directors, upon recommendation by the Manager, shall determine and declare by resolution the stage of response action necessary. Notice of such determination shall be published in a newspaper of general circulation and shall be effective within five (5) days from the date the declaration is made.

Section 6. Waste of Water Prohibited

No water furnished by the District shall be wasted. Waste of water includes, but is not limited to, the following:

- a. Permitting water to escape (run to waste) down a gutter, ditch, surface drain, or otherwise;
- b. Failure to repair a controllable leak of water; and
- c. Failure to put to reasonable beneficial use any water withdrawn from the District's system.

Section 7. Prohibition of Non-Essential Use of Water

No water furnished by the District shall be used for any purpose declared to be non-essential by this Ordinance for the following stages of action as determined by the Board of Directors after considering specific triggers consistent with the Water Shortage Contingency Plan for the MCSD Service Area.

Stage 1 - Voluntary Conservation (up to 20% reduction). Achieve up to 20% reduction in water usage compared to the corresponding billing period in the previous calendar year (prior to declaration of the most recent water shortage emergency) by encouraging voluntary conservation, enforcement of water wasting regulations and water conservation regulations, requesting customers to make conscious efforts to conserve water, request restaurants to serve water only upon request, encourage private sector to use alternate source and encourage night irrigation. Voluntary actions include:

Water conservation is requested of all customers.
Installation and use of water efficient indoor devices.
Use of hose-end shutoff nozzles on all garden and utility hoses.

Refrain from washing cars, boats, trailers, or other vehicles except by hose with shutoff nozzle and bucket.
Installation of low-flow shower heads, low flush water closets, and faucet aerators.
Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.

Stage 2 - Mandatory Conservation (up to 30% reduction)

d. From and after the date that the Board of Directors, by resolution, determines that Stage 2, Mandatory Conservation actions are to be implemented, in addition to the voluntary action is Stage 1, the following uses are declared to be non-essential:

Unattended automatic watering of any lawn, garden, landscaped area, tree, shrub or other plant except between the hours of 12:00 AM and 4:00 AM.
Washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by public agency for the purpose of public safety.
Application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.
Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system.
Watering any portion of a golf course other than the tees and greens except where private well or recycled water supply is used.
Fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses including storm drain maintenance, and street sweeping purposes. Water/sewer flushing and fire flow testing are authorized only if coordinated and performed at the same time.
The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose, except where the hose is fitted with a shutoff nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.

Stage 3 – Emergency Water Shortage (up to 50% reduction)

e. From and after the date that the Board of Directors, by resolution, determines that Stage 3, Emergency Water Shortage actions are to be implemented, the following additional uses are declared to be non-essential:

Outdoor irrigation is prohibited unless total water use is reduced by 50 % from the same billing period from the previous calendar year (prior to declaration of the most recent water shortage emergency).
Any leak that are not repaired within 24 hours after discovery.

Automated commercial car washes without a water recycling system.
Street cleaning or dust control with potable water.
Filling or to top off any swimming pools, outdoor spas, wading pools, and ornamental water features.
Use of water from a fire hydrant except for fighting fires and human consumption.
Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of March 1, through September 30, when a Stage 3 is in progress.
Planting any new landscaping, except for designated drought resistant landscaping approved by the District.
Operating a hotel, motel or other commercial lodging establishment without offering patrons the option to forego the daily laundering of towels, sheets and linens.
Use of water for any outdoor washing purpose including commercial car washing, window washing, and paint preparation.
Washing of cars, boats, trailers, or other vehicles.

Stage 4 – Critical Water Shortage Emergency Mandatory Rationing (> 50% reduction)

f. From and after the date that the Board of Directors, by resolution, determines that Stage 4, Critical Water Shortage Emergency actions are to be implemented, the following additional uses are declared to be non-essential:

Agricultural irrigation.
Outdoor irrigation.
Any leaks that are not repaired immediately.
Bulk water sales.

g. The percentages stipulated in Stage 2 and Stage 3 may be increased by the General Manager for any class of customer if the General Manager determines that such increase is necessary to protect the public health, safety and welfare or to spread equitably among the water users of the District the burdens imposed by the drought and the shortage in the District's water supply.

Section 8. Variances

Applications for a variance from the provisions of Section 7 of this Ordinance may be made to the General Manager. The General Manager may grant a variance to permit a use of water otherwise prohibited by Section 7 if the General Manager determines that the variance is reasonably necessary to protect the public health and safety and/or economic viability of commercial operation. Any decision of the General Manager under this section may be appealed to the Board of Directors.

Section 9. Suspension of New Connections to the District's Water System

a. From the date the Board of Directors, by resolution, determines that Stage 2 (Moderate Mandatory) or Stage 3, (Severe Mandatory) Stage 4, (Rationing), actions are to be implemented, until, the Board of Directors by resolution declares that the water shortage has ended, which period is hereinafter referred to as the suspension period, the General Manager may prohibit new or enlarged connections to the District's water system except the following:

- (1) connection pursuant to the terms of connection agreements which prior to the date Stage 2, or Stage 3 are implemented, had been executed or had been authorized by the Board of Directors to be executed;
- (2) connections of fire hydrants;
- (3) connections of property previously supplied with water from a well which runs dry.
- (4) connection of property for which the Applicant agrees to defer landscape installation until after the suspension period.
- (5) Recycled Water connections.

b. During the suspension period applications for water service will be processed only if the Applicant acknowledges in writing that such processing shall be at the risk and expense of the Applicant and that if the application is approved in accordance with the District's regulations, such approval shall confer no right upon the Applicant or anyone else until the suspension period has expired, and that the Applicant releases the District from all claims of damage arising out of or in any manner connected with the suspension of connections.

c. Upon the expiration of the suspension period, the District will make connections to its water system in accordance with its regulations and the terms of connection agreements for all said applications approved during the suspension period. The water supply then available to the District will be apportioned equitably among all the customers then being served by the District without discrimination against services approved during the suspension period.

d. Nothing herein shall prohibit or restrict any modification, relocation or replacement of a connection to the District's system if the General Manager determines that the demand upon the District's water supply will not be increased thereby.

Section 10. Limits on Individual Consumption.

Manager may limit the amount of water delivered to customers, whenever the Manager determines the water available to the McKinleyville Community Services District is insufficient to meet the demands of customers of the District and that all water available to said District should be used solely for human consumption, sanitation and fire protection, he may order limits be imposed on individual consumption as determined and specified by resolution of the Board of Directors including penalties in addition to those specified in Section 11 of this Ordinance.

a. While this Ordinance is in effect, no additional water use by a customer, shall be permitted unless the Manager determines that the health, safety, or welfare of the public might be endangered.

Section 11. Fines and Penalties.

Except as otherwise provided herein, violations of any provision of this Ordinance shall be punished as follows:

- a. An administrative fine of up to \$500.00 may be levied for each violation of a provision of this ordinance in accordance with Water Code Section 71590.
- b. Each violation of this ordinance may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days or by a fine not exceeding \$600, or both as provided in Water Code Section 71644. The manager shall forthwith direct and cause disconnection of the water service of any person or customer cited for a misdemeanor under this section. Such service shall be restored only upon payment of any turn-on charge fixed by the Board of Directors.
- c. Each day any violation of this Ordinance is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

Section 12. Enforcement.

The Manager and all employees of the McKinleyville Community Services District have the duty and are authorized to enforce the provisions of this Ordinance and shall have all the powers and authority contained in California Penal Code Section 836.5, including the power to issue written notice of violation.

Section 13. Signs on Land Supplied from Private Wells or Recycled Water.

The owner or occupant of any land within the MCSD water service area that is supplied with water from a private well or with recycled water shall post and maintain in a conspicuous place thereon a sign furnished by the District at cost giving public notice of such supply.

Westlaw

West's Ann.Cal.Water Code § 71641

Effective:[See Text Amendments]

West's Annotated California Codes Currentness

Water Code (Refs & Annos)

Division 20. Municipal Water Districts (Refs & Annos)

Part 5. Powers and Purposes (Refs & Annos)

⌕ Chapter 2. Water (Refs & Annos)

⌕ Article 3. Water Shortages (Refs & Annos)

→ → **§ 71641. Ordinance; adoption; publication**

A district may prescribe and define by ordinance the restrictions, prohibitions, and exclusions referred to in Section 71640. Such an ordinance is effective upon adoption; but, within 10 days after its adoption, the ordinance shall be published pursuant to Section 6061 of the Government Code in full in a newspaper of general circulation which is printed, published, and circulated in the district. If there is no such newspaper the ordinance shall be posted within 10 days after its adoption in three public places within the district.

CREDIT(S)

(Added by Stats.1963, c. 156, p. 823, § 1.)

Current with urgency legislation through Ch. 185 of 2014 Reg.Sess., Res. Ch. 1 of 2013-2014 2nd Ex.Sess., and all propositions on the 6/3/2014 ballot

(C) 2014 Thomson Reuters. No Claim to Orig. US Gov. Works.

END OF DOCUMENT

© 2014 Thomson Reuters. No Claim to Orig. US Gov. Works.

McKinleyville Community Services District

BOARD OF DIRECTORS

July 2, 2014

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Minutes from the Board of Directors' July 2, 2014 Regular Meeting.**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from the July 2, 2014 Regular Board Meeting, recommend edits and provide staff with direction.

Discussion:

The Draft Minutes are attached for the above listed meetings.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment D.1-Draft Minutes from July 2, 2014 Board Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, JULY 2, 2014 AT 7:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

AGENDA ITEM A.1 thru A.2 CALL TO ORDER And ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:01pm with Directors Couch, Corbett, Edwards and Mayo Present; Director Wheeler was absent.

David Couch, President
John Corbett, Director
Helen Edwards, Director
Dennis Mayo, Director

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

AGENDA ITEM A.3 CLOSED SESSION DISCUSSION: NO CLOSED SESSION SCHEDULED

AGENDA ITEM A.4 PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by President Couch

AGENDA ITEM A.5 ADDITIONS TO THE AGENDA: There were no additions to the agenda. There was no discussion.

AGENDA ITEM A.6 APPROVAL OF THE AGENDA:

MOTION: It was moved to adopt the agenda.

Motion Corbett; second by Edwards

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM B PUBLIC HEARINGS: NO PUBLIC HEARINGS SCHEDULED

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

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of June 4, 2014

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

D.3 DCV Violations this month

D.4 Consider approval Independent Contractor Agreement for Hiller Park

D.5 Consider Approval of a Memorandum of Understanding with McKinleyville Union School District for the KidsClub Afterschool Program

MOTION: It was moved to adopt the consent calendar item D.1 through D.5. No objections were made.

Motion Corbett; second by Edwards

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Consider developing a policy for requests for removal and replacement of trees along Central Avenue Open Space Maintenance Zone: Prior to discussion, it was announced that there was a revision to this item as to the language after the original agenda publication; the Action item title, recommendation, factors to consider and attachment were modified. Parks and Recreations Director Sehon distributed copies of the modified agenda item to the Board and staff and copies were made available for the public. Attached at the end of the packet is the revised agenda item showing the track changes.

The item now reads: **Consider developing a policy for requests for removal and replacement of trees within any public rights of way that are maintained by MCSD:** Parks & Recreations Director Jason Sehon provided background information and history in regards to Open Space Zones and areas of Central Avenue containing trees and shrubs maintained by MCSD on property owned by businesses with easements by the County. An extensive discussion followed with input from Directors Corbett, Edwards and Mayo as well as General Manager Orsini. Director Corbett would like additional language as to the dates of replacement of trees as well as allowing the General Manager discretion on the tree species. Director Edwards feels the location of replacement needed to be made clearer and if the type of tree needed to be the same. General Manager Orsini indicated that his main concern was that the tree replacement be made in kind and that there should be some latitude with the replacement. Director Corbett spoke of making an amendment "such other trees, shrubs or revised placement, as approved by the General Manager's sole discretion." Director Mayo feels that many residents are not supportive of the trees as to their root encroachment, bridle path accessibility and lack of visibility. He would like a survey of the businesses on Central Avenue. The following members of the public spoke:

1. Matthew Brodhag, Sales Manager for BMW of Humboldt Bay spoke about the problems the trees create for the dealership. He reports that customers miss the entry driveway, flower blooms make a mess in the parking lot and on the cars and bird droppings from the birds that nest in the trees are all causing damage to the vehicles on the lot.
2. Chad Sefcik stated the blooms and uplifted sidewalks are a problem. He requested that the Board not take action tonight and that there be more business owner research first.

Director Corbett wanted to make it clear that MCSD did not mandate the shrubs but just administer the county requirement.

Bob Bronkall, Deputy Director of the Department of Public Works for the County of Humboldt, was also present to speak and provide clarification as to the County's position on this matter. He advised that the County has a public road easement over the top of the private land owner's property and that the private property owners were actually responsible for the sidewalk and its maintenance and the trees are actually the property of the land owner. The county uses the Streets and Highways Code as authority over them and that MCSD just maintains and preserves them. Further discussion continued among the Board Members, the Deputy Director and General Manager Orsini and it was determined that there needed to be more research, review of the agreement between MCSD and the County and clarification be provided by both MCSD and the County on this topic.

MOTION: It was moved to drop the item from the agenda and that the item be brought back to the Board as determined by the General Manager.
Motion Corbett; second by Edwards.

The discussion continued further after the motion was made. Bob Bronkall, members of the Board and General Manager Orsini again offered comment and discussion on the topic. Director Mayo asked who had the ultimate liability with the all of this and the answer was not available. There was agreement that the topic is important and that it not hold up public requests.

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.2 Consider extension of General Manager's Employment Contract: General Manager Orsini advised that his performance evaluation, the terms of his contract and its extension had been discussed in closed session at the previous Board Meeting. The contract reflects no change to his pay and the effective date of July 1, 2014 through June 30, 2019. The new contract had been reviewed by District Counsel and it was acceptable. There was no comment by the public.

MOTION: It was moved to approve the modifications to and extend the General Manager's Employment Contract.
Motion Edwards; second by Corbett

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.3 Consider authorization to attend ACWA Region 1 Program & Tour, North Coast Water Forum July 10th & 11th in Eureka: General Manager Orsini reviewed the upcoming ACWA Region 1 program agenda and requested that the Board approve attendance for all interested Directors. Director Mayo and General Manager Orsini are scheduled to speak; therefore their registration fee would be waived. There was no comment by the public.

MOTION: It was moved to authorize all members of the MCSD Board to attend the ACWA Region 1 Program & Tour, North Coast Water Forum July 10th & 11th in Eureka.

Motion Mayo; second by Corbett

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.4 Consider the Regular Board Meeting Dates, Time and Location for the 2015 Calendar Year: Board Secretary Schuette reviewed the Directors Policy Manual section that specifies the dates and times of MCSD Board Meetings. A 2015 schedule of meeting dates was presented to the Board for their review. Board members were advised that the informational item would be scheduled again for discussion and approval at the September 3, 2014 Board Meeting, but that any conflicting dates be provided to the Board Secretary prior to the next meeting if possible. There was no comment by the public.

INFORMATIONAL ITEM: No action required or taken by the Board

E.5 Consider travel to the CSDA's 2014 Annual Conference & Exhibitor Showcase (September 29 - October 2) in Palms Springs, CA: General Manager Orsini provided information for the CSDA annual conference including its structure and value to the District for those who attended. General Manager Orsini explained the need for specific member authorization in the motion so that each attendee was covered by the liability insurance. He also emphasized the importance of Director Corbett's attendance so that the Governance Training requirement was met in order to move forward with the District of Distinction Goal set by the Board. One member of the public spoke:

1. Jeff Dunk requested that the Board Members who attend the training conferences write something for the consent calendar about the training they attended so that there was documentation of the training for future reference.

MOTION: It was moved to authorize all members of the MCSD Board to attend the CSDA's 2014 Annual Conference & Exhibitor Showcase (September 29 – October 2) in Palm Springs, CA.

Motion Mayo; second by Corbett

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.6 Adopt Resolution 2014-20 to Modify Rules and Regulations: Finance Director Trask reported that the Rules and Regulations currently contained hard coded rules in the text which required that numerous fees be updated separately through Board action. She indicated that as District costs gradually increase, bad debt could result because inadequate deposits were being collected. Finance Director Trask proposed that the Fee Schedule be incorporated into the Rules and Regulations by reference and updated annually after the budget is passed. She also proposed that deposit requirements be adjusted in accordance with Resolution 2009-08 stating that deposits should be two and one-half times the average monthly bill and that failing to do so exposed the District to greater risk of bad debt. There was no comment by the public.

MOTION: It was moved to adopt Resolution 2014-20 to Modify Rules and Regulations so that we can include our district costs appropriately and commensurate with our fees.

Motion Edwards; second by Mayo

ROLL CALL VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.7 Consider Approval to Execute Construction Contract and Construction Management Agreement for Biosolids Removal Project: General Manager Orsini outlined the Biosolids removal project for Pond 1A in order to fill it for construction improvements. He reported that the District had received two bids for the Treatment Pond Dredging and Biosolids Removal Project and that the low and responsible responsive bid was Synagro-WWT, Inc. This bid and the engineers estimate were the closest he had ever seen. MCSD has a protected bid for change orders in the event that more sludge needs to be removed. General Manager Orsini summarized that the project would have on-site construction, inspection and reporting by MCSD staff and that the Kennedy/Jenks consulting firm would provide off-site, in-office construction management resulting in cost savings to the District. General Manager Orsini added that Kennedy/Jenks Consultants was honoring a rate sheet from 2012 for this project resulting in a significant deal for construction management.

Director Edwards requested and was provided information for the discrepancies in the dry ton amounts between the two bids.

Director Corbett stated that there was a safeguard due to the closeness of the bid and the engineers estimate and that he felt staff could be trusted to keep track of the tonnage removal.

MOTION: It was moved to award the bid to Synagro, approve contract to Kennedy/Jenks, include a 10% project contingency of \$94,517 for a total amount \$1,039,687, and authorize the General Manager to execute the documents to allow the award of the contract and the notice to proceed.

Motion Mayo; second by Corbett

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM F REPORTS:

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

Did not meet.

F.1.b Area Fund (John Kulstad)

Director Edwards reported that the committee met on June 11 and awarded two \$1000 scholarships for students participating in the Ag program. There were originally three applicants and only one was going to receive a \$500 scholarship, however, it was discovered that that person did not properly meet the requirements. Because the remaining two applicants were so strong, they decided to award each of them \$1000 each instead.

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

Director Mayo was unable to attend the “show and tell” at the mill; therefore he had nothing to report.

F.1.d McKinleyville Senior Center Advisory Committee (Edwards)

Did not meet.

F.1.e Audit (Corbett/Edwards)

Director Edwards reported that at the last meeting the committee chose Hunter, Hunter & Hunt for the three year auditor contract. The committee meets with the auditors next Tuesday, July 8th at 3:30.

F.1.f Employee Negotiations (Couch/Edwards)

Completed until next year.

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

Nothing to report

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

Nothing to report

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

Director Edwards was out of town for the last meeting forgot to advise Director Corbett to attend. Director Corbett mentioned there may be a tax by the county for police and Director Mayo argued that he would rather have jobs than more taxes and that if there has to be a tax, then the consumption tax is the most honest.

F.2.a SUPPORT SERVICES DEPARTMENT:

Colleen Trask, Finance Director reported that to date, three months of revenue recovery funds have been deposited by the District in the trust account. She reported that Hunter, Hunter & Hunt was chosen by the Audit Committee to perform the District audits over the next three years. A review of the Treasurer's report indicated that actual revenue for water and wastewater services is only slightly over budget. The capacity fees are what have exceeded the budget.

F.2.b OPERATIONS DEPARTMENT: Operations Director Henry distributed copies of the Operations report item to the Board staff. He had nothing further to report.

F.2.c PARKS & RECREATION DEPARTMENT: Nothing to add to the weekly report.

F.2.d GENERAL MANAGER: Nothing to report

AGENDA ITEM F.3 PRESIDENT'S REPORT: Nothing to report

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

Director Edwards looks forward to seeing everyone at the Madaket. Director Mayo reported that he met with Senator McGuire and Congressmen Huffman last week to discuss funding for alternate treatment and is impressed with Congressmen Huffman's concern for the District.

AGENDA ITEM H ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 8:57pm
Motion by Corbett; second by Mayo

MOTION VOTE: Ayes, Corbett, Edwards, Mayo and Couch
Nays; None
Absent; Wheeler
Abstain; None

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

Becky Schuette, Board Secretary

DRAFT

**McKinleyville Community Services District
Treasurer's Report
June 2014 - DRAFT**

Table of Contents

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

McKinleyville Community Services District
Investments & Cash Flow Report
As of June 30, 2014 - DRAFT

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		324,474.15
Cash Receipts:		
Utility Billings	441,144.74	
Money Market Account Interest	36.45	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	94,057.77	
Total Cash Receipts		535,238.96
Cash Disbursements:		
Payroll Related Expenditures	(184,238.24)	
Debt Service	(41,587.33)	
Capital & Other Expenditures	(216,572.36)	
Total Cash Disbursements		(442,397.93)
Operating & Money Market - Ending Balance		417,315.18
Total Cash		418,255.18

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

LAIF - Beginning Balance	128,336.64	
Interest Income	-	
LAIF - Ending Balance		128,336.64
Humboldt Co. #2560 - Beginning Balance	955,237.90	
Property Taxes	29,537.34	
Transfer to/from Operating Cash	-	
Interest Income	-	
Humboldt Co. #2560 - Ending Balance		984,775.24
Humboldt Co. #4240 - Beginning Balance	4,691,627.28	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	2,639.58	
Humboldt Co. #4240 - Ending Balance		4,694,266.86
Humboldt Co. #9390 - Beginning Balance	181,119.01	
Reserves Recovery Deposits	23,568.57	
Interest Income	(90.51)	
Humboldt Co. #9390 - Ending Balance		204,597.07
USDA Bond Reserve Fund - Beginning Balance	160,603.91	
Bond Reserve Payment	-	
Debt Service Payment	-	
Interest Adjustment	213.11	
USDA Bond Reserve Fund - Ending Balance		160,817.02
Market Valuation Account		(180.00)

Total Investments 6,172,612.83

Total Cash & Investments - Current Month 6,590,868.01

Total Cash & Investments - Prior Month 6,434,246.23

Net Change to Cash & Investments This Month 156,621.78

Cash & Investment Summary

Cash & Cash Equivalents	5,673,245.57
Davis-Grunsky Loan Reserve	597,782.63
Waste Water Capital Reserve	99,022.79
USDA Bond Reserve	160,817.02
I-Bank Loan Reserve	60,000.00
Total Cash & Investments	6,590,868.01

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of June 30, 2014 - DRAFT

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 898,780.54	\$ 288,899.52	\$ (170,587.05)	\$ 1,124,977.86	\$ 3,530,917.75	\$ 5,672,988.62
Accounts receivable	17,727.34	-	102,435.92	297,386.12	174,120.02	591,669.40
Prepaid expenses & other current assets	7,499.52	-	-	67,570.47	28,367.87	103,437.86
Total Current Assets	924,007.40	288,899.52	(68,151.13)	1,489,934.45	3,733,405.64	6,368,095.88
Noncurrent Assets						
Restricted cash & cash equivalents	176,826.92	-	-	657,782.63	259,839.81	1,094,449.36
Other noncurrent assets	4,454.00	-	-	-	-	4,454.00
Capital assets (net)	-	-	-	6,942,744.55	11,791,153.08	18,733,897.63
Total Noncurrent Assets	181,280.92	-	-	7,600,527.18	12,050,992.89	19,832,800.99
TOTAL ASSETS	\$ 1,105,288.32	\$ 288,899.52	\$ (68,151.13)	\$ 9,090,461.63	\$ 15,784,398.53	\$ 26,200,896.87
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 84,646.17	\$ 1,684.00	\$ 554.45	\$ 257,803.49	\$ 135,315.48	\$ 480,003.59
Accrued payroll & related liabilities	77,766.74	-	-	36,451.18	36,451.18	150,669.10
Total Current Liabilities	162,412.91	1,684.00	554.45	294,254.67	171,766.66	630,672.69
Noncurrent Liabilities						
Long-term debt	-	-	-	3,211,970.62	998,264.36	4,210,234.98
Other noncurrent liabilities	4,454.00	-	-	204,042.01	205,498.16	413,994.17
Total Noncurrent Liabilities	4,454.00	-	-	3,416,012.63	1,203,762.52	4,624,229.15
TOTAL LIABILITIES	166,866.91	1,684.00	554.45	3,710,267.30	1,375,529.18	5,254,901.84
Fund Balance/Net Assets						
Fund balance	146,525.82	287,215.52	(68,705.58)	-	-	365,035.76
Net assets	791,895.59	-	-	1,649,420.40	3,615,980.63	6,057,296.62
Investment in capital assets, net of related debt	-	-	-	3,730,773.93	10,792,888.72	14,523,662.65
Total Fund Balance/Net Assets	938,421.41	287,215.52	(68,705.58)	5,380,194.33	14,408,869.35	20,945,995.03
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,105,288.32	\$ 288,899.52	\$ (68,151.13)	\$ 9,090,461.63	\$ 15,784,398.53	\$ 26,200,896.87
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,564,864.52					
General Long-term Liabilities						
OPEB Liability	147,783.23					
Accrued Compensated Absences	29,647.36					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 177,430.59					

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
June 2014 - DRAFT

Department Summaries	June	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	249,818	2,218,682	2,109,089	109,593	5.20%	
Other Revenues	25,685	561,962	259,050	302,912	116.93%	YTD Includes Contributed Capital \$181,815 and Capacity Fees \$150,221
Total Operating Revenues	275,503	2,780,643	2,368,139	412,504	17.42%	
Salaries & Benefits	59,119	700,952	754,834	(53,882)	-7.14%	
Water Purchased	65,344	801,270	826,000	(24,730)	-2.99%	
Other Expenses	23,594	325,426	368,795	(43,369)	-11.76%	
Depreciation	25,250	301,850	290,000	11,850	4.09%	
Total Operating Expenses	173,306	2,129,497	2,239,629	(110,132)	-4.92%	
Net Operating Income	102,196	651,146	128,510	302,373		
Interest Income	664	11,079	12,000	(921)	-7.68%	
Interest Expense	(6,440)	(81,588)	(80,303)	1,285	1.60%	
Net Income (Loss)	96,420	580,637	60,207	520,430		
<u>Sewer</u>						
Sewer Service Charges	148,333	1,758,934	1,700,000	58,934	3.47%	
Other Revenues	31,363	536,190	298,150	238,040	79.84%	Includes Contributed Capital \$206,580 and Capacity Fees \$229,271
Total Operating Revenues	179,696	2,295,124	1,998,150	296,974	14.86%	
Salaries & Benefits	63,940	789,725	758,652	31,073	4.10%	
Other Expenses	38,740	426,458	594,983	(168,525)	-28.32%	Held expenses under budget for the year
Depreciation	38,550	462,450	463,000	(550)	-0.12%	
Total Operating Expenses	141,230	1,678,633	1,816,635	(138,002)	-7.60%	
Net Operating Income	38,466	616,491	181,515	434,976		
Interest Income	963	19,833	20,000	(167)	-0.83%	
Interest Expense	(2,724)	(44,471)	(58,744)	(14,273)	-24.30%	
Net Income (Loss)	36,705	591,854	142,771	449,083		
Enterprise Funds Net Income (Loss)	133,125	1,172,490	202,978	969,512		

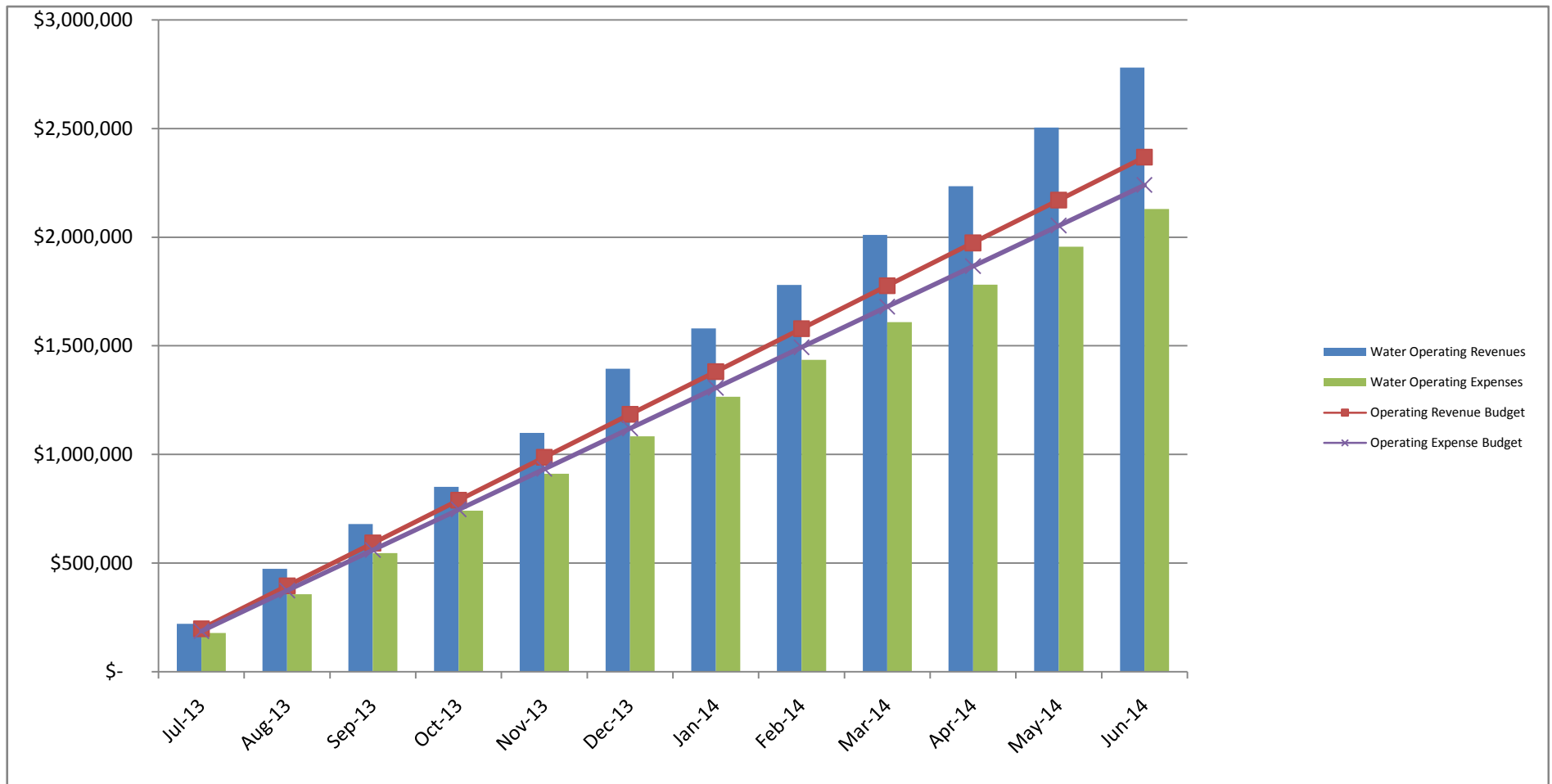
McKinleyville Community Services District
Activity Summary by Fund, Original Budget
June 2014 - DRAFT

Department Summaries	June	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	32,975	336,017	334,300	1,717	0.51%	County Tax remittance scheduled in December and April. 100% now received. Other revenues less than budgeted expectations
Rents & Related Fees	7,438	69,348	76,430	(7,082)	-9.27%	
Property Taxes	27,115	516,221	510,000	6,221	1.22%	
Other Revenues	25,462	112,776	183,300	(70,524)	-38.47%	
Interest Income	2,131	6,420	3,150	3,270	103.81%	
Total Revenues	95,121	1,040,781	1,107,180	(66,399)	-6.00%	
Salaries & Benefits	62,726	765,251	777,127	(11,876)	-1.53%	Other expenses over budgeted expectations See Capital Projects Page - use of reserves to fund certain projects
Other Expenditures	20,493	252,007	227,040	24,967	11.00%	
Capital Expenditures	22,930	193,535	103,000	90,535	87.90%	
Total Expenditures	106,149	1,210,794	1,107,167	103,627	9.36%	
Excess (Deficit)	(11,028)	(170,012)	13	(170,025)		
<u>Measure B Assessment</u>						
Total Revenues	29	209,606	209,125	481	0.23%	County Tax remittance scheduled in December and April. 100% now received.
Salaries & Benefits	7,267	85,221	95,960	(10,739)	-11.19%	Maintenance salary held under budgeted expectations
Other Expenditures	7	3,049	8,500	(5,451)	-64.13%	Other expenses held under budgeted expectations
Capital Expenditures	1,678	107,128	103,822	3,306	3.18%	Teen Center - see Capital Projects page
Total Expenditures	8,951	195,398	208,282	(12,884)	-6.19%	
Excess (Deficit)	(8,922)	14,207	843	13,364		
<u>Street Lights</u>						
Total Revenues	105,776	203,009	188,400	14,609	7.75%	LED project is complete. PG&E Loan Proceeds posted as Receivable
Salaries & Benefits	2,291	45,287	39,799	5,488	13.79%	LED project - fixtures received and installation complete
Other Expenditures	3,754	43,140	44,010	(870)	-1.98%	
Capital Expenditures	3,984	112,177	100,000	12,177	12.18%	LED project - fixtures received and installation complete
Total Expenditures	10,030	200,603	183,809	16,794	9.14%	
Excess (Deficit)	95,746	2,406	4,591	2,185		
Governmental Funds Excess (Deficit)	75,796	(153,399)	5,447	(158,846)		

McKinleyville Community Services District

June 2014 - DRAFT

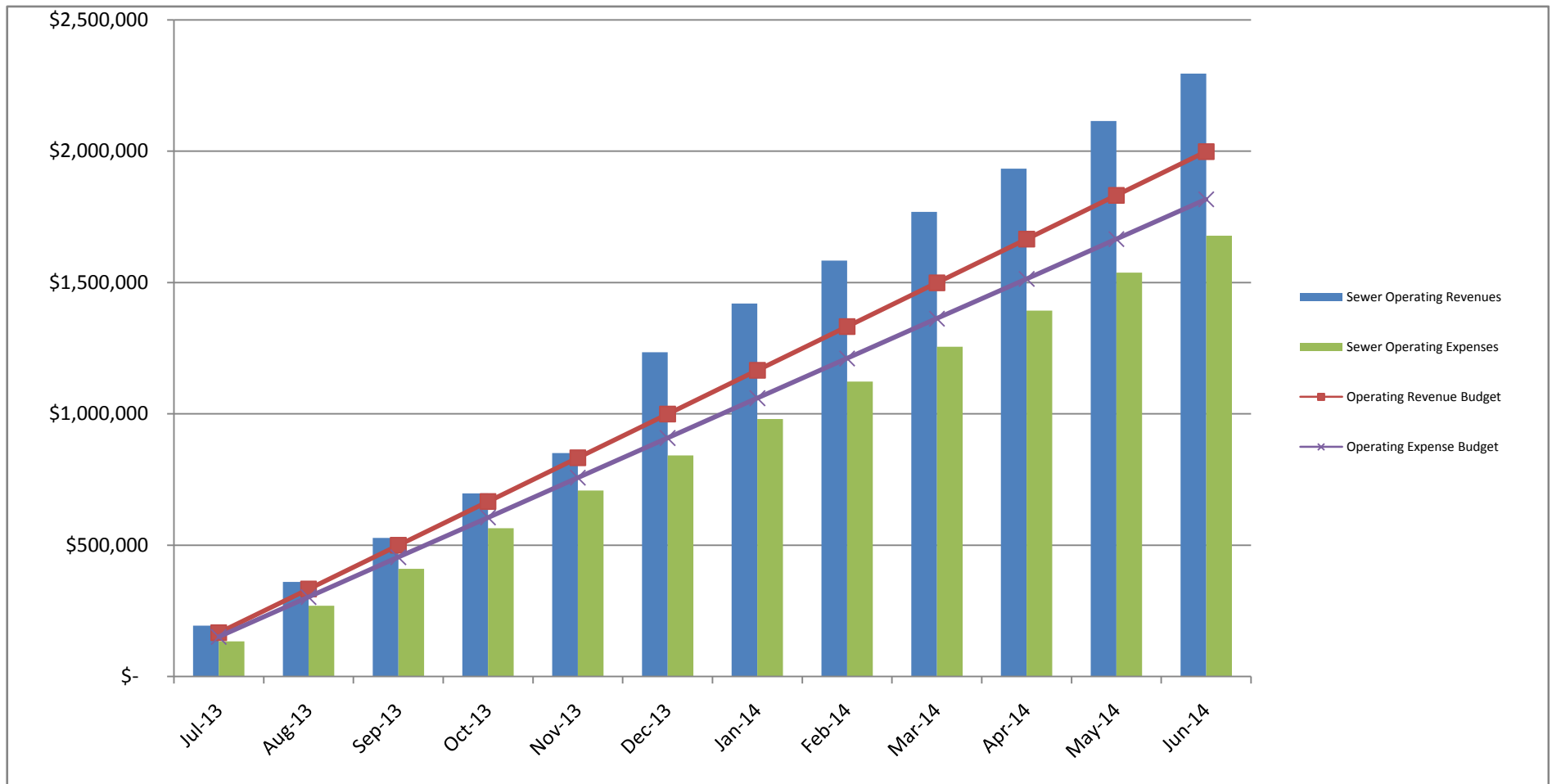
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

June 2014 - DRAFT

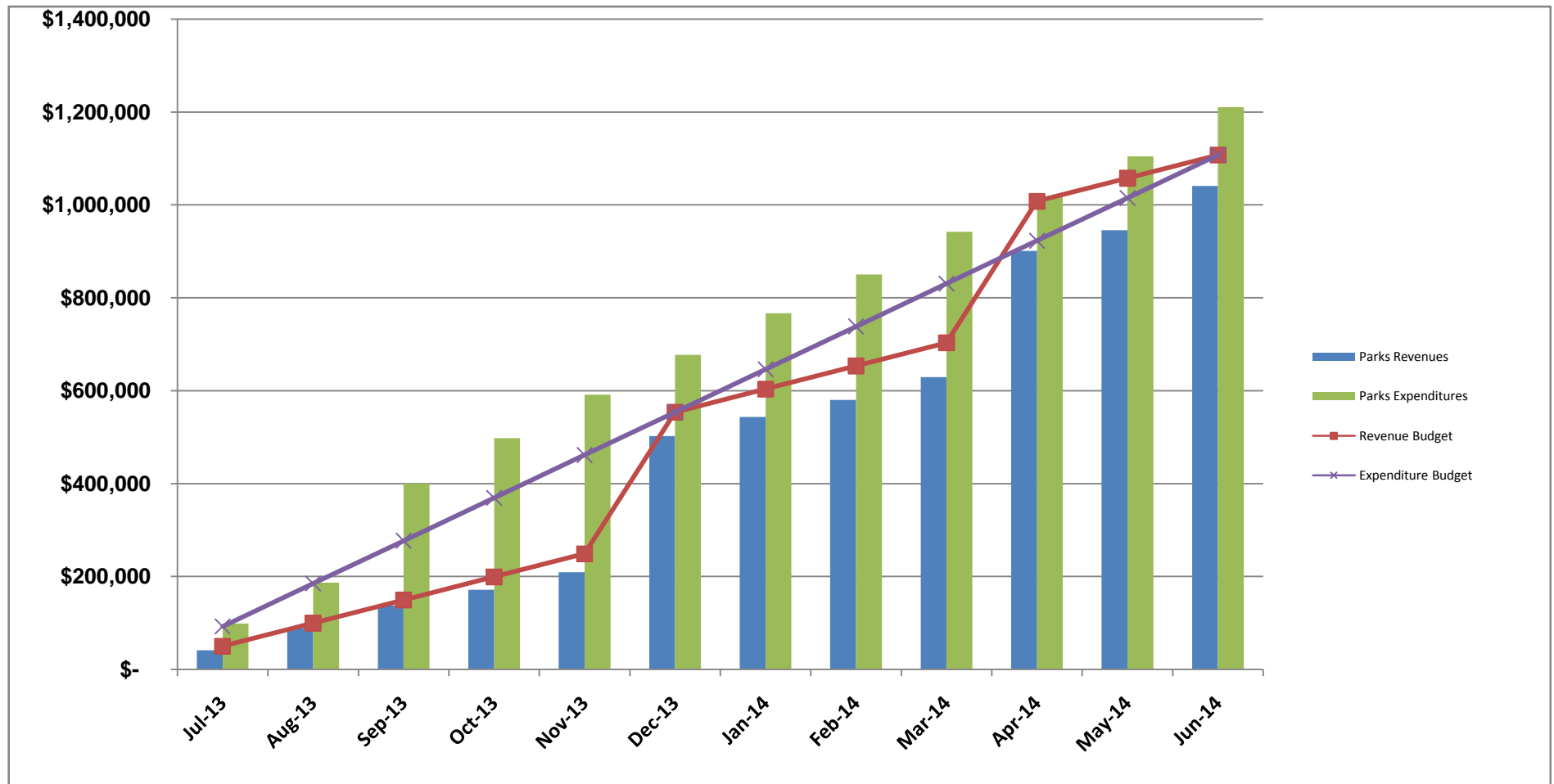
Comparison of Sewer Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

June 2014 - DRAFT

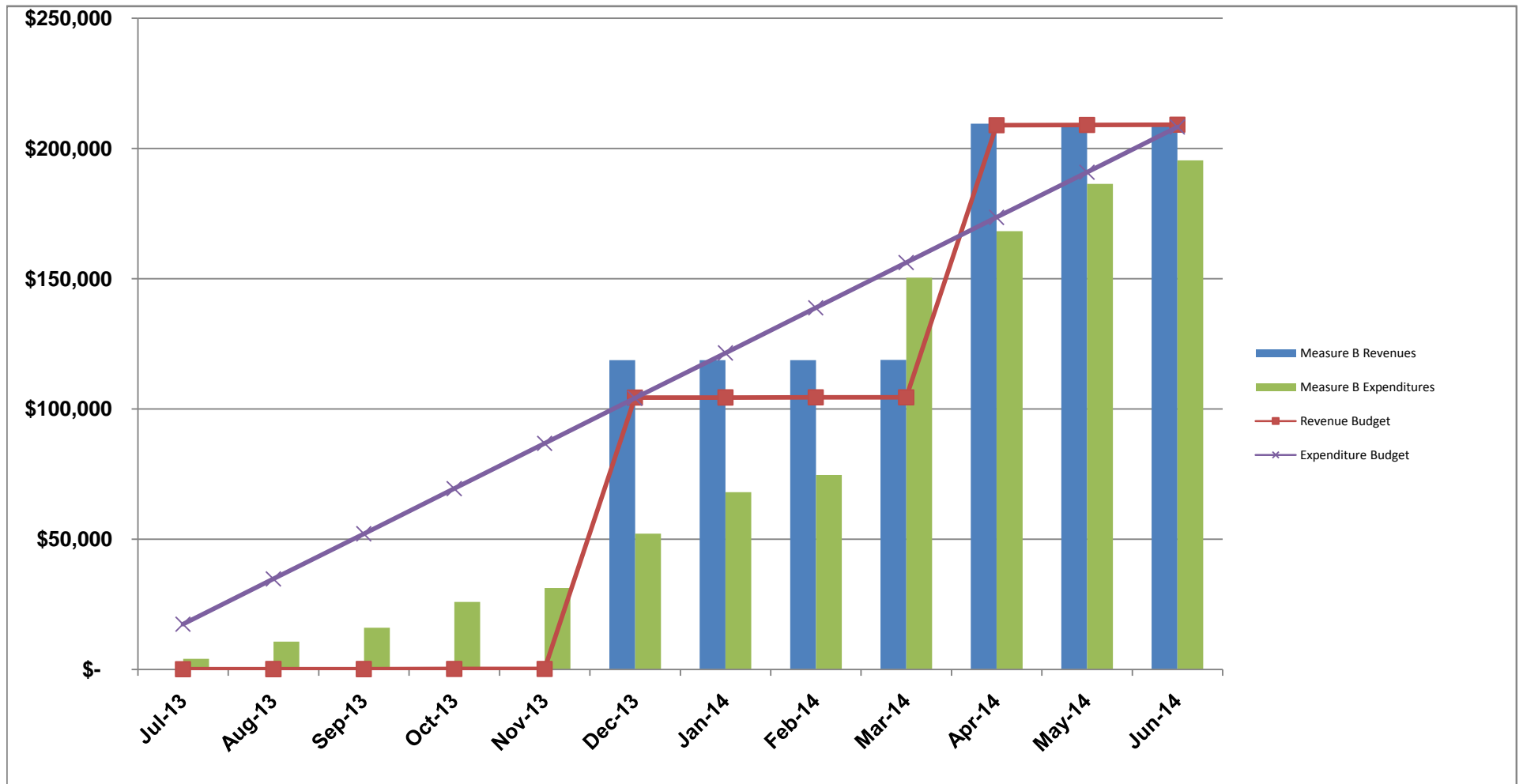
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

June 2014 - DRAFT

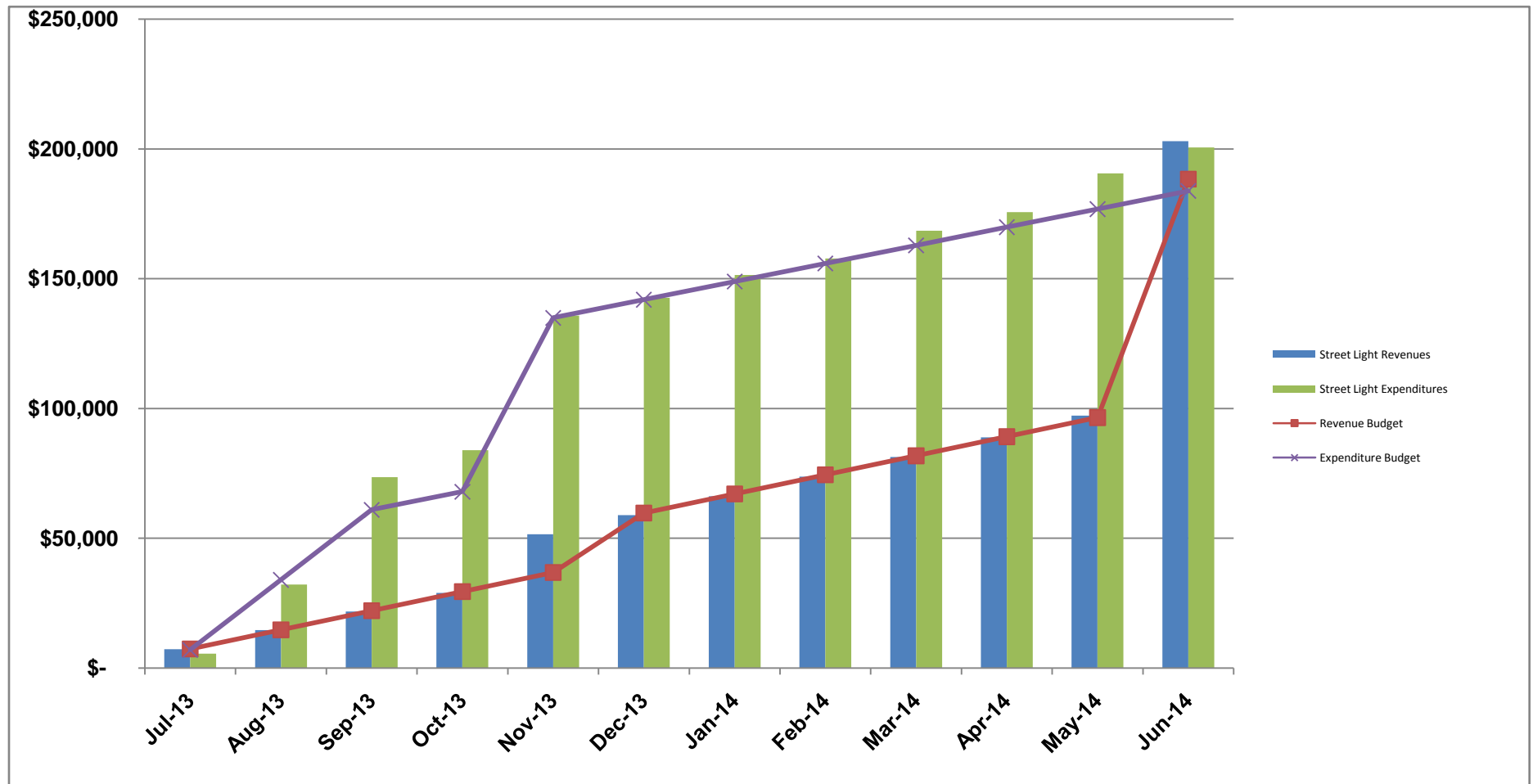
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District

June 2014 - DRAFT

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



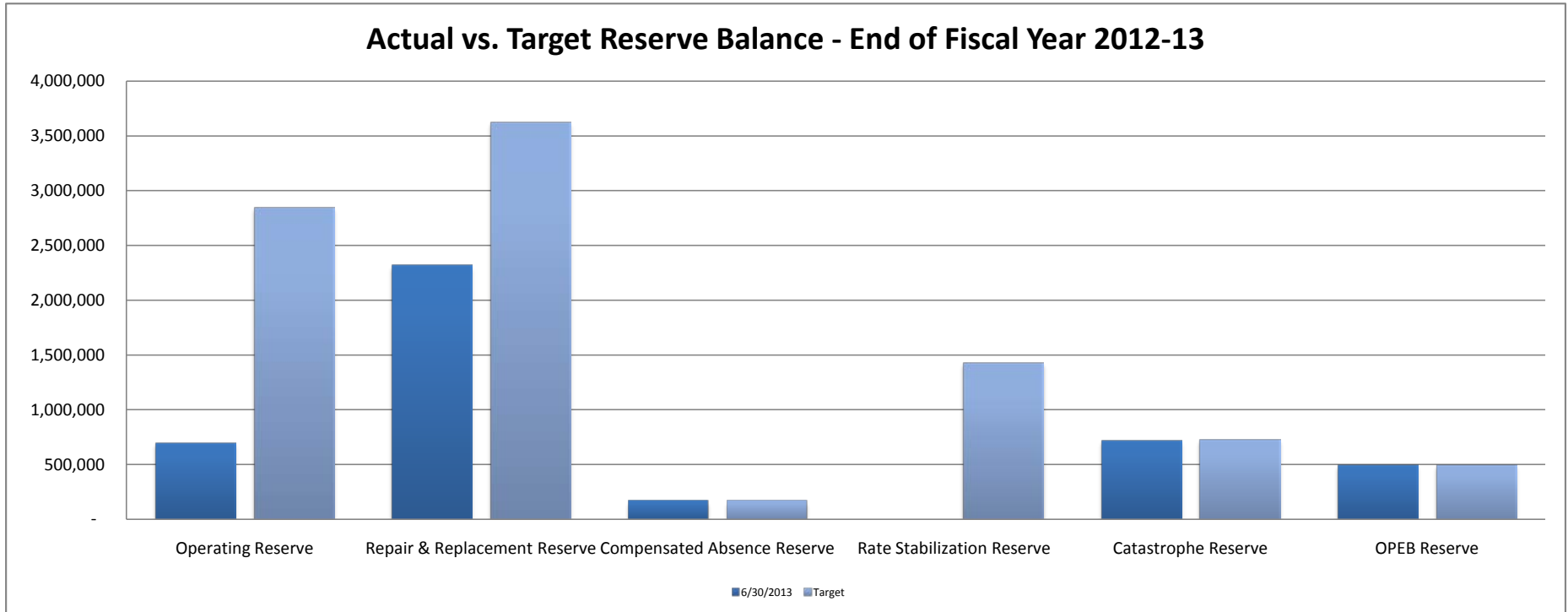
McKinleyville Community Services District
Capital Expenditure Report
As of June 30, 2014 - DRAFT

	June	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Emergency Water Line River Crossing	168	4,262	2,000,000	1,995,738	100%	Engineering & Lab services
Water Tank Upgrade	-	-	-	-	#DIV/0!	
4.5m New Water Tank	-	15,098	-	(15,098)	#DIV/0!	Drilling, LACO Assoc.
Fire Hydrant System Upgrade	-	-	8,000	8,000	100%	
Customer Radio Meter Replacements	20,281	20,281	90,000	69,719	77%	Radio meters purch/install
Radio Telemetry Upgrade	-	17,630	25,000	7,370	29%	Equipment purchased
Meter Reading Equipment Replacement	5,766	5,766	6,000	235	4%	Equipment purchased
Property Purchase & Improvements		-	6,000	6,000	100%	
Subtotal	26,214	63,035	2,135,000	2,071,965	97%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Roof Replacement	8,802	8,802	10,000	1,198	12%	Contractor: Alves, Inc.
WWMF Chlorine Injector/Sontroller	213	1,724	250,000	248,276	99%	Supplies and services for proj
WWMF & Fischer Lift Stn Grinder Upgrade		-	15,000	15,000	100%	
Sewer Main Camera Unit			30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	-	301,416	853,000	551,584	65%	WWMF design & value engr
Radio Telemetry Upgrade	-	-	10,000	10,000	100%	
Sewer Lift Station Other Upgrades	-	3,333	5,000	1,667	33%	
Sewer Lift Station Pump/Gen Upgrades		-	20,000	20,000	100%	
Customer Radio Meter Replacements	19,758	19,758	90,000	70,242	78%	Radio meters purch/install
Subtotal	28,773	335,031	1,333,000	997,969	75%	
<u>Water & Sewer Operations</u>						
Heavy Equipment		-	90,000	90,000	100%	Dump Truck
Utility Vehicles	31,383	31,383	60,000	28,617	48%	Car, 3/4 or 1-ton Pickup Truck
Computers & Software		21,243	20,000	(1,243)	-6%	Document Mgmt system impl
GIS/SEMS/CADD Equipment/Software	8,571	8,571	4,000	(4,571)	-114%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade		-	1,000,000	1,000,000	100%	
Small Equipment & Other		-	15,000	15,000	100%	
Subtotal	31,383	61,197	1,197,000	1,135,803	95%	
Enterprise Funds Total	94,940	459,264	4,665,000	4,205,736	90%	
<u>Parks & Recreation Department</u>						
Pierson Park Upgrades	3,489	32,276	25,000	(7,276)	-29%	Playground Equipment
Azalea Hall Projects		-	5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades		-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds		133,558	68,000	(65,558)	-96%	Washington Ave Parcel, Picnic Area
Projects Funded by Measure B Renewal	21,118	58,716	104,000	45,284	44%	Teen Center Project
Other Parks Projects & Equipment		6,395	-	(6,395)	#DIV/0!	Washington Parcel, Hiller Proj
Subtotal	24,607	230,945	207,000	(23,945)	-12%	
<u>Streetlights</u>						
LED	3,984	107,639	125,000	17,361	14%	LED Streetlights
Subtotal	3,984	107,639	125,000	17,361	14%	
Governmental Funds Total	28,591	338,584	332,000	(6,584)	-2%	
All Funds Total	123,532	797,848	4,997,000	4,199,152	84%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of June 30, 2014 - DRAFT

				Principal Maturities and Scheduled Interest					
				Balance - May	Balance - June	Remaining			
				31, 2014	30, 2014	for FY-14	FY-15	FY-16	Thereafter
				%	Maturity Date				
Water Fund:									
I-Bank		8/1/30	P	881,333.57	881,333.57	-	39,248.69	40,571.37	801,513.53
Interest	3.37%		I			0.00	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	145,951.27	145,951.27	(0.00)	11,018.72	11,125.84	123,806.70
Interest	1.0%		I			0.00	1,432.12	1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,861,023.85	1,861,023.85	-	77,717.50	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	323,661.93	323,661.93	-	17,035.12	17,035.12	289,591.69
Interest	2.5%		I			-	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal				3,211,970.62	3,211,970.62	(0.00)	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest						0.00	76,997.32	73,602.49	634,639.07
Total Water Fund				3,211,970.62	3,211,970.62	0.00	222,017.35	221,995.26	3,553,196.90
Sewer Fund:									
State of CA WRCB (SCEP I)		4/15/16	P	81,840.20	81,840.20	-	40,920.10	40,920.10	-
Interest	0.0%		I			-	-	-	
State of CA WRCB (SCEP II)		3/27/18	P	104,695.85	104,695.85	0.00	25,183.91	25,838.70	53,686.60
Interest	2.6%		I			0.00	2,722.43	2,067.64	2,102.41
Umpqua Bank		12/4/17	P	180,573.11	176,728.31	(0.00)	47,186.72	49,848.42	79,721.79
Interest	5.5%		I			(0.00)	8,547.04	5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	635,000.00	635,000.00	-	60,000.00	60,000.00	515,000.00
Interest	5.0%		I			-	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal				1,002,109.16	998,264.36	(0.00)	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest						(0.00)	41,519.47	35,202.98	96,483.98
Total Sewer Fund				1,002,109.16	998,264.36	(0.00)	214,810.20	211,810.20	744,892.37
Total Principal				4,214,079.78	4,210,234.98	(0.00)	318,310.76	324,999.99	3,566,966.22
Total Interest						0.00	118,516.79	108,805.47	731,123.05
Total				4,214,079.78	4,210,234.98	(0.00)	436,827.55	433,805.46	4,298,089.27

McKinleyville Community Services District
Board Designated Reserve Balances
As of June 30, 2014 - DRAFT



- Utility Accounts Receivable Turnover Days	As of June 30, 2014 - DRAFT	<div style="border: 1px solid black; padding: 2px 10px;">20.4</div> Days
- YTD Breakeven Revenue, Water Fund:	<div style="border: 1px solid black; padding: 2px 10px;">2,079,080.50</div>	- YTD Actual Water Sales: <div style="border: 1px solid black; padding: 2px 10px;">2,218,681.81</div>
- Days of Cash on Hand - Operations Checking Account		<div style="border: 1px solid black; padding: 2px 10px;">34.4</div> Days

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Accounts Payable Disbursements						
28168	6/2/2014	*0027	AZALEA HALL DEPOSIT REFUND LG	100.00	B40527	AZALEA HALL DEPOSIT REFUND LG
28169	6/2/2014	*0028	KIDS CAMP REFUND BH	182.00	B40528	KIDS CAMP REFUND BH
28170	6/2/2014	*0029	AZALEA HALL DEPOSIT REFUND LH	100.00	B40528	AZALEA HALL DEPOSIT REFUND LH
28171	6/2/2014	CAM01	CAMPTON ELECTRIC SUPPLY	4,334.33	407247	LED STREETLIGHT PROJECT
28172	6/2/2014	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B405151	MOMS SOFTWARE MAINTENANCE
28173	6/2/2014	COU02	HUMBOLDT COUNTY ASSESSOR	11.00	B40527	MEASURE B MAPS
28174	6/2/2014	COU09	DAVID R. COUCH	125.00	B40527	DIRECTORS FEES
28175	6/2/2014	DOW01	DOWNEY BRAND ATTORNEYS LLC	315.00	470149	LEGAL SERVICES
28176	6/2/2014	EDW01	HELEN L. EDWARDS	125.00	B40527	DIRECTORS FEES
28177	6/2/2014	EDW03	HELEN EDWARDS	335.60	B40530	CSDA 2014 SPECIAL DISTRICT CONF
28178	6/2/2014	GOL01	GOLDEN GATE BRIDGE TOLL	7.00	I14055405	BRIDGE TOLL
28179	6/2/2014	HUC01	DELILAH HUCK	243.75	B40528	CONTRACTED INSTRUCTOR
28180	6/2/2014	HUM08	HUMBOLDT SANITATION	966.50	B40530	TRASH SERVICE FOR MAY 2014
28181	6/2/2014	MAD02	MAD RIVER UNION	35.00	B40527	SUBSCRIPTION
28182	6/2/2014	PRE08	PRECISION INTERMEDIA	30.00	14-1438	WEB HOSTING
28183	6/2/2014	SHN01	SHN ENGINEERING	326.25	B40527	LEGAL SERVICES

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28184	6/2/2014	STA02	STATE OF CALIFORNIA ENERGY	6,225.42	9102	ARRA LOAN PAYMENT
28185	6/2/2014	SUD01	SUDDENLINK	159.90	B40528	INTERNET SERVICES
28186	6/2/2014	THR01	THRIFTY SUPPLY COMPANY	702.38	1362746	REPAIRS/ SUPPLIES
28187	6/2/2014	USB01	U.S. BANK TRUST N.A.	7,645.83	B40522	SEWER BOND PAYMENT
28188	6/2/2014	USP02	USPS: ARCATA BMEU	1,342.88	B40530	PERMIT 239 NEWSLETTERS
28189	6/2/2014	WHE02	GEORGE A. WHEELER JR.	125.00	B40527	DIRECTORS FEES
28190	6/2/2014	\B016	MQ CUSTOMER REFUND FOR BL	64.33	000B40601	MQ CUSTOMER REFUND FOR BL
28191	6/2/2014	\B017	MQ CUSTOMER REFUND FOR BO	43.02	000B40601	MQ CUSTOMER REFUND FOR BO
28192	6/2/2014	\E003	MQ CUSTOMER REFUND FOR EN	60.42	000B40601	MQ CUSTOMER REFUND FOR EN
28193	6/2/2014	\G027	MQ CUSTOMER REFUND FOR GE	12.53	000B40601	MQ CUSTOMER REFUND FOR GE
28194	6/2/2014	\G028	MQ CUSTOMER REFUND FOR GO	35.98	000B40601	MQ CUSTOMER REFUND FOR GO
28195	6/2/2014	\G029	MQ CUSTOMER REFUND FOR GO	79.30	000B40601	MQ CUSTOMER REFUND FOR GO
28196	6/2/2014	\I002	MQ CUSTOMER REFUND FOR IL	51.44	000B40601	MQ CUSTOMER REFUND FOR IL
28197	6/2/2014	\J012	MQ CUSTOMER REFUND FOR JO	77.89	000B40601	MQ CUSTOMER REFUND FOR JO
28198	6/2/2014	\L016	MQ CUSTOMER REFUND FOR LE	17.39	000B40601	MQ CUSTOMER REFUND FOR LE
28199	6/2/2014	\L017	MQ CUSTOMER REFUND FOR LE	35.71	000B40601	MQ CUSTOMER REFUND FOR LE
28200	6/2/2014	\M030	MQ CUSTOMER REFUND FOR MA	59.31	000B40601	MQ CUSTOMER REFUND FOR MA
28201	6/2/2014	\M031	MQ CUSTOMER REFUND FOR MC	64.66	000B40601	MQ CUSTOMER REFUND FOR MC

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28202	6/2/2014	\P024	MQ CUSTOMER REFUND FOR PE	7.60	000B40601	MQ CUSTOMER REFUND FOR PE
28203	6/2/2014	\P025	MQ CUSTOMER REFUND FOR PO	16.96	000B40601	MQ CUSTOMER REFUND FOR PO
28204	6/2/2014	\S035	MQ CUSTOMER REFUND FOR SC	64.94	000B40601	MQ CUSTOMER REFUND FOR SC
28205	6/2/2014	\S036	MQ CUSTOMER REFUND FOR SM	70.89	000B40601	MQ CUSTOMER REFUND FOR SM
28206	6/2/2014	\T008	MQ CUSTOMER REFUND FOR TH	57.71	000B40601	MQ CUSTOMER REFUND FOR TH
28207	6/2/2014	\W004	MQ CUSTOMER REFUND FOR WI	51.80	000B40601	MQ CUSTOMER REFUND FOR WI
28208	6/2/2014	\Y001	MQ CUSTOMER REFUND FOR YU	40.15	000B40601	MQ CUSTOMER REFUND FOR YU
28209	6/2/2014	\Z002	MQ CUSTOMER REFUND FOR ZI	31.00	000B40601	MQ CUSTOMER REFUND FOR ZI
28210	6/4/2014	REE06	CHRIS REED	200.00	B40604P	PAYROLL ADVANCE
28211	6/9/2014	10102	101 NETLINK	80.00	20140601	MONTHLY SUBSCRIPTION
28212	6/9/2014	ACW01	CB&T/ACWA-JPIA	7,304.31	B40609	GRP. HEALTH INS
28213	6/9/2014	BAY02	BAY WEST SUPPLY, INC.	67.83	B40604	JANITORIAL SUPPLIES FOR MAY
28214	6/9/2014	BOU01	BOUNCE-A-PALOOZA	400.00	B40604	REC PROGRAM FIELD TRIP
28215	6/9/2014	COA01	COASTAL BUSINESS SYSTEMS	328.46	15332117	SHARP COPIER MONTHLY PAYMT
28216	6/9/2014	COU02	HUMBOLDT COUNTY ASSESSOR	322.50	B40604	MEASURE B INFO
28217	6/9/2014	CWE01	CWEA	87.00	B40604	CERT RENEWAL
28218	6/9/2014	HAR13	The Hartford - Priority A	1,261.10	B40604	GROUP LIFE INSURANCE

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28219	6/9/2014	HUM01	HUMB. BAY MUNICIPAL WATER DISTR	65,324.18	B40604	WATER PURCHASED FOR MAY 2014
28220	6/9/2014	IND02	Industrial Electric Service	-	12307	Ck# 028220 Reversed
28221	6/9/2014	JAC04	JACKSON & EKLUND, INC.	47.00	179706	PROFESSIONAL SERVICES
28222	6/9/2014	LES02	AMY LESTER	44.00	B40604	REC PROGRAM SUPPLIES PURCH
28223	6/9/2014	MCS01	MCSD C/O HUMBOLDT COUNTY	23,581.38	B40604	REVENUE RECOVERY
28224	6/9/2014	MIL01	Miller Farms Nursery	3,544.00	B40604	REPAIRS/SUPPLY
28225	6/9/2014	MIL04	JESSE MILES	41.18	B40604	REIMBURSEMENT FOR SUPPLIES
28226	6/9/2014	MOR03	JACOB J. MORRIS	1,440.00	237 245	OPEN SPACE MAINTENANCE
28227	6/9/2014	NEC01	NEC FINANCIAL SERVICES,LLC	373.92	1713130	PHONE SYSTEMS
28228	6/9/2014	NOR13	NOR CAL SAFETY CONSORTIUM	80.00	20472	SAFETY TRAINING
28229	6/9/2014	NOR36	NORTH COAST PARTS & SUPPLIES	251.45	B40604	REPAIRS/ SUPPLIES
28230	6/9/2014	NYL01	NYLEX.NET	240.00	75584	PROFESSIONAL SERVICES
28231	6/9/2014	ORE01	O'REILLY AUTOMOTIVE, INC.	35.10	B40604	REPAIRS/SUPPLY/VEHICLE
28232	6/9/2014	PGE01	PG & E (Office & Field)	15,139.58	B40609	GAS & ELECTRIC
28233	6/9/2014	PIN01	JONATHAN THOMAS PINI	45.00	B40604	FUTSAL REFEREE PAYMENT
				75.00	B40609	CONTRACTED REFEREE
			Check Total:	<u>120.00</u>		
28234	6/9/2014	REN01	RENNER PETROLEUM	4,706.08	B40604	GAS/OIL/LUBE
28235	6/9/2014	ROB01	ROBINSON, STAFFORD & RUDE	3,946.80	14301D-3	WWMF UPGRADE-VALUE ENGR

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28236	6/9/2014	THO02	Thomas Home Center	169.22	B40609	REPAIRS/SUPPLY
28237	6/9/2014	USP02	USPS: ARCATA BMEU	1,500.00	B40522	REFILL PERMIT 202
28238	6/9/2014	VER01	VERIZON WIRELESS	98.48	B40609	CELL PHONES FOR MAY 2014
28239	6/9/2014	WES01	WESTERN WOOD TANK CO. INC	4,513.00	2014-14	PROFESSIONAL SERVICES
28240	6/17/2014	*0030	REC PROGRAM REFUND DH	80.00	B40610	REC PROGRAM REFUND DH
28241	6/17/2014	*0031	REC PROGRAM REFUND JS	75.00	B40610	REC PROGRAM REFUND JS
28242	6/17/2014	*0032	REC PROGRAM REFUND AS	45.00	B40610	REC PROGRAM REFUND AS
28243	6/17/2014	*0033	AZALEA HALL DEPOSIT REFUND PP	100.00	B40616	AZALEA HALL DEPOSIT REFUND PP
28244	6/17/2014	*0034	AZALEA HALL DEPOSIT REFUND PB	100.00	B40616	AZALEA HALL DEPOSIT REFUND PB
28245	6/17/2014	A&L02	A & L FEED	9.66	73127	SUPPLIES PURCHASED
28246	6/17/2014	ACM01	ACME RIGGING & SUPPLY CO.	199.94	263002	REPAIRS/ SUPPLIES
28247	6/17/2014	AND03	JENS M. ANDERSEN	500.00	B40616	PAYROLL ADVANCE
28248	6/17/2014	ATT01	AT&T	563.83	B40616	PHONE SYSTEM FOR JUNE 2014
28249	6/17/2014	CDW01	CDW GOVERNMENT, INC.	160.00	MC13796	COMPUTER MONITOR
28250	6/17/2014	COS03	COSTCO WHOLESALE	166.65	B40604	SUPPLIES PURCHASED IN MAY
28251	6/17/2014	CRO03	CROWN TROPHY PETALUMA	122.97	19580	OFFICE SUPPLIES
28252	6/17/2014	CWE03	CWEA NORTH COAST SECTION	200.00	B40616	VENDOR CKS PAYABLE MCSD-D

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28253	6/17/2014	EUR06	EUREKA READY MIX	1,529.99	B40610	REPAIRS/SUPPLY
28254	6/17/2014	HUM17	HUMBOLDT COUNTY DEPT.	378.00	B40616	TEEN CENTER-PLAN CHECK
28255	6/17/2014	HUM46	HUMBOLDT COUNTY PLANNING	3,125.45	B40616	TEEN CENTER APPLICATION
28256	6/17/2014	IBS01	IBS OF THE REDWOODS	9.83	86669	VEHICLE REPAIRS
28257	6/17/2014	ISE01	I-SECURE INC.	45.00	29934	OFFICE SUPPLIES/ SHREDDING
28258	6/17/2014	LDA01	LDA PARTNERS	10,400.00	18/635 1	TEEN CENTER
28259	6/17/2014	LES01	LES SCHWAB TIRE CENTER	210.00	98937	VEHICLE REPAIRS
28260	6/17/2014	MCK04	MCK ACE HARDWARE	325.92	B40604	REPAIRS/SUPPLY
28261	6/17/2014	NOR01	NORTH COAST LABORATORIES	2,934.00	B40610	LAB TESTS
28262	6/17/2014	SEQ01	Sequoia Gas Co.	108.05	21268	HILLER PARK FUEL
28263	6/17/2014	SIE02	SIERRA CHEMICAL CO.	280.89	B40617	REPAIRS/ SUPPLIES
28264	6/17/2014	STA01	STATEWIDE TRAFFIC	221.40	1905/9	REPAIRS/ SUPPLIES
28265	6/17/2014	STA11	STAPLES CREDIT PLAN	84.52	B40617	OFFICE SUPPLIES
28266	6/17/2014	THR01	THRIFTY SUPPLY COMPANY	264.67	1363137	SMALL TOOL PURCHASE
28267	6/17/2014	UMP03	UMPQUA BANK--VISA	64.19	'MAY02	TRAINING TRAVEL MEALS
				487.82	MAY01	TRAVEL / MEALS/ TRAINING
				7.78	B40617	OFFICE SUPPLIES
				1,019.40	MAY 04	SAFETY SUPPLIES/ TRAINING
				1,019.05	MAY 05	TRAVEL MEALS TRAINING
				86.89	MAY-03	REC PROGRAM SUPPLIES
Check Total:				<u>2,685.13</u>		

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28268	6/17/2014	WAT01	WATER PLANET COMPANY	2,222.45	2449	WWMF UPGRADE
28269	6/23/2014	*0035	AZALEA HALL DEPOSIT REFUND SG	100.00	B40618	AZALEA HALL DEPOSIT REFUND SG
28270	6/23/2014	*0036	AZALEA HALL DEPOSIT REFUND SJ	100.00	B40618	AZALEA HALL DEPOSIT REFUND SJ
28271	6/23/2014	*0037	ROBIN JONES	60.00	B40623	PARTICIPANT WITHDRAWAL
28272	6/23/2014	AGS01	AG SALES	281.99	76545	REPAIRS/ SUPPLIES
28273	6/23/2014	AIR01	AIRGAS USA, LLC.	232.68	902819149	SAFETY SUPPLIES
28274	6/23/2014	ASC02	ASCAP	334.64	5006427	SUBSCRIPTIONS
28275	6/23/2014	CAM01	CAMPTON ELECTRIC SUPPLY	3,984.38	404022	LED STREETLIGHTS
28276	6/23/2014	COA01	COASTAL BUSINESS SYSTEMS	877.10	15404043	SHARP COPIER LEASE PAYMENT
28277	6/23/2014	COA02	COASTAL BUSINESS SYSTEMS	1,495.00	39391	DOCSTAR MAINTENANCE AGREEMT
28278	6/23/2014	CWE03	CWEA NORTH COAST SECTION	70.00	B40623	TRAINING
28279	6/23/2014	DEL02	DELFINO, MADDEN, O'MALLEY	875.00	1127	LEGAL SERVICES
28280	6/23/2014	DIS03	DISCOUNT SCHOOL SUPPLY	647.99	P31477010	REC PROGRAM SUPPLIES
28281	6/23/2014	E&O01	E & O BOWL	225.00	462428	KIDS CAMP FIELD TRIP
28282	6/23/2014	EUR07	Eureka Rubber Stamp Co.	22.71	A14662	OFFICE SUPPLIES
28283	6/23/2014	FED01	FedEx Office	905.33	B40610	WWMF SO2/CHLORINE INJECTORS
28284	6/23/2014	FER04	FERNBRIDGE TRACTOR	71.50	B40623	REPAIRS/ SUPPLIES

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28285	6/23/2014	GHD01	GHD	6,128.25	82769	PROFESSIONAL SERVICES WWMF
28286	6/23/2014	IND01	INDEPENDENT BUS. FORMS	1,531.13	28010	OFFICE SUPPLIES
28287	6/23/2014	IND02	Industrial Electric Service	604.90	2372 1237	WWMF SO2 CHLORINE INJECTORS
28288	6/23/2014	MCK12	MCKINLEYVILLE UNION SCHOOL DISTR	3,107.50	33014	KIDS CLUB SUPPIES
28289	6/23/2014	MIT01	Mitchell, Brisso, Delaney	1,009.00	34560	LEGAL SERVICES
28290	6/23/2014	MUN03	MUNSON PUMP SERVICES	2,676.75	2903	SUPPLIES/ REPAIRS
28291	6/23/2014	NOR03	NO. COAST VETERINARY HOSPITAL	265.00	39819	GOAT CARE/ TREATMENT
28292	6/23/2014	NYL01	NYLEX.NET	144.00	75647	PROFESSIONAL SERVICES
28293	6/23/2014	OCO01	SEAN O'CONNELL	17.98	B40618	REC PROGRAM SUPPLIES/REIMB
28294	6/23/2014	OSC01	OSCAR LARSON & ASSOCIATES	44.25	3963	PROFESSIONAL SERVICES
28295	6/23/2014	PIN01	JONATHAN THOMAS PINI	45.00	B40623	CONTRACT FUTSAL REFEREE
28296	6/23/2014	REM01	REMY, MOOSE AND MANLEY,LLC	2,299.85	98481	PROFESSIONAL SERVICES
28297	6/23/2014	S&S02	S & S WORLDWIDE, INC.	859.44	8135093	REC PROGRAM SUPPLIES
28298	6/23/2014	SEC03	SECURITY LOCK & ALARM	80.00	86450	REPAIRS/ SUPPLIES
28299	6/23/2014	STA03	STATE OF CALIFORNIA	23,071.60	B40605	DAVIS GRUNSKY LOAN PAYMENT
28300	6/23/2014	THR02	THREE G'S HAY & GRAIN	155.88	93303	REPAIRS/ SUPPLIES
28301	6/23/2014	USP01	USPS POSTMASTER	226.00	B40623	P.O. BOX RENEWAL
28302	6/23/2014	WBC01	WBCO ELECTRIC SERVICE CO.	38.70	90124	SAFETY SUPPLIES

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
28303	6/23/2014	APP01	APPLIED INDUST. TECH.	36.77	2302177	REPAIRS/ SUPPLIES
28304	6/23/2014	HAR03	HARVEY M. HARPER CO.	151.88	B40623	VEHICLE REPAIRS
28305	6/23/2014	PGE02	PACIFIC GAS & ELECTRIC	2,184.82	B40623	STREETLIGHTS JUNE 2014
28306	6/23/2014	SEC03	SECURITY LOCK & ALARM	679.86	B40623	REPAIRS/ SUPPLIES
28307	6/25/2014	ALV01	ALVES INC.	8,801.57	27333P	WWMF UPGRADE-ROOF REPLACE
28308	6/30/2014	MAN03	MANDELL MUNICIPAL COUNSELLING	282.00	B40630P	PROFESSIONAL SERVICES-LEGAL
				252,359.66		
Total Disbursements, Accounts Payable:				252,359.66		

Payroll Related Disbursements

11930-11963	6/6/2014	Various Employees	16,723.49		Payroll Checks
11964	6/6/2014	CAL12	CalPERS 457 Plan	3,676.87	B40606 RETIREMENT
11965	6/6/2014	DIR01	DIRECT DEPOSIT VENDOR- US	25,617.42	B40606 Direct Deposit
11966	6/6/2014	EMP01	Employment Development	1,549.83	B40606 STATE INCOME TAX
			570.58	1B40606	SDI
		Check Total:	2,120.41		
11967	6/6/2014	HUM29	UMPQUA BANK--PAYROLL DEP.	5,112.21	B40606 FEDERAL INCOME TAX
11967	6/6/2014	HUM29	UMPQUA BANK--PAYROLL DEP.	7,068.28	1B40606 FICA
			1,653.00	2B40606	MEDICARE
		Check Total:	13,833.49		
11968	6/6/2014	ACW01	CB&T/ACWA-JPIA	46,211.99	B40531 MED & DENTAL INSUR

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2014

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
11969	6/6/2014	AFL01	AFLAC	43.30	B40531	AFLAC (PRE-TAX)
11970	6/6/2014	PUB01	Public Employees PERS	16,891.90	B40531	PERS PAYROLL REMITTANCE
				56.08	1B40531	PERS CONTRIBUTION
			Check Total:	<u>16,947.98</u>		
11971-11974	6/19/2014		Various Employees	778.68		Vacation Buyout
11975-12006	6/27/2014		Various Employees	16,075.79		Payroll Checks
12007	6/27/2014	CAL12	CalPERS 457 Plan	3,715.40	B40624	RETIREMENT
12008	6/27/2014	DIR01	DIRECT DEPOSIT VENDOR- US	23,033.50	B40624	Direct Deposit
12009	6/27/2014	EMP01	Employment Development	84.60	B40619	STATE INCOME TAX
				1,390.19	B40624	STATE INCOME TAX
				12.82	1B40619	SDI
				534.01	1B40624	SDI
			Check Total:	<u>2,021.62</u>		
12010	6/27/2014	HUM29	UMPQUA BANK--PAYROLL DEP.	320.45	B40619	FEDERAL INCOME TAX
				4,759.61	B40624	FEDERAL INCOME TAX
				158.94	1B40619	FICA
				6,615.02	1B40624	FICA
				37.18	2B40619	MEDICARE
				1,547.10	2B40624	MEDICARE
			Check Total:	<u>13,438.30</u>		
				184,238.24		
			Total Disbursements, Payroll:	<u>184,238.24</u>		
			Total Check Disbursements:	<u>436,597.90</u>		

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **ACTION**

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

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: Voice Vote-Consent Calendar

Recommendation:

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

Discussion:

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

1st Notice	June 18, 2014
10 Day Notice	July 23, 2014
Board Meeting	August 6, 2014
Lock	September 8, 2014
Routes 5, 7, 8, 9 and 11	

Account #	Address	Model of DCV	Date s/o out
5-249-986	1550 Heartwood	Wilkins	
7-175-000	1723/1733 Vine	Wilkins	
7-640-000	1515 Steenblock	Febco	
8-480-000	1656 Bird	Febco	
8-570-000	1731 Ocean	Wilkins	
9-710-000	1937 Columbus	Watts	
9-715-000	1945 Columbus	Febco	
11-160-000	1425 Railroad	Febco	
11-450-000	1051 Taylor	Febco	
11-470-000	1030 Taylor	Watts	
11-650-000	1091 Hiller Road	Neptune	

Updated: 7/24/14

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **INFORMATION**

ITEM: E.1 **Information related to Solar Feasibility Study for select MCSD sites for potential consideration**

PRESENTED BY: **Greg Orsini/ David Houseworth, Beutler Corporation**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information and participate in the presentation through questions and discussion and take public comment.

Discussion:

Consistent with MCSD Strategic Plan Section 7.9 EXPLORE OPTIONS FOR INCREASES IN ENERGY EFFICIENCY AND ALTERNATIVE ENERGY SOURCES:

“The Board and staff recognize the necessity of exploring alternative energy sources and reducing District energy consumption. This is important to minimize rates and reduce our carbon footprint.

This can be accomplished through energy efficiency audits and updating equipment with new efficient technologies.”

Staff and Management are continually vigilant to increase energy efficiency of all facilities and infrastructure. This is demonstrated through our energy demand reductions related to demands placed on our system by growth.

As technologies improve we will reevaluate means to generate electricity and energy efficiencies. The cost of photovoltaic (solar power) has dropped significantly and management determined it was time to reconsider this option.

We will be presented information by Beutler Corporation related to evaluation of MCSD sites for solar generation.

Alternatives:

N/A

Fiscal Analysis:

Not applicable at this time

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 MCSD/ Beutler Solar Presentation



Agenda

- Who is Beutler Solar
- What Has Been Done So Far
- MCSD Solar Locations
- Benefits for the MCSD
- Payment Options
- Cost Effective / Simplified Procurement
- Why Beutler and SolarWorld
- Next Steps

Who is Beutler

- 67 Years of Construction Experience
- Recognized Leader in CA and NV
- Residential / Commercial / Multifamily
 - Solar
 - HVAC
 - Plumbing
 - Low Voltage Wiring
- SolarWorld Authorized Installer



Vintage Oaks Senior Apartments
475kW Solar PV
USA Properties
Citrus Heights, CA

Vintage Oaks Senior Apartments

- One of the Largest Multifamily Solar Retrofit Projects in the United States
- 500 kW - 2,640 Panels
- Annual Production 728,941 kWh
- 86% of Community's Electrical Use
- Resident Utility Bills Less Than a Dollar



Sunny PRO Club | A Professional Partnership

Presented to Beutler Corp.
Winner of the Featured Sunny Project Competition
Vintage Oaks Installation
May 2011

Beutler Corp.
Beutler Corp.
SMA America, LLC



Vintage Square
28.5 kW Solar PV and 24 kW Thermal
USA Properties
Roseville, CA



Parkside
51.7 kW
Tower Department
West Sacramento, CA



The White House

Press Release
May 9, 2014

- The White House Announces Commitments and Executive Actions to Advance Solar Deployment and Energy Efficiency
- The U.S. Department of Energy is encouraging state and local governments to lead efforts to save energy
- Beutler Corporation is Recognized in The White House Press Release as a Leader and for its Commitment to Solar



Congresswoman

Matsui

Visits Beutler Corporation
October 2011



Beutler Credentials

- Curt Wylie
 - General Manager Beutler Corp Solar Division
 - Over 40 Years Construction Industry
 - California State Contractors Licenses
 - General Engineering
 - General Building
 - Electrical
 - Started Beutler Solar Division - 2007



Beutler Credentials

- David Houseworth
 - 22 Years Large Account Telecommunications
 - IBM / MCI
 - ST of CADMV / Lottery
 - Wells Fargo Bank
 - Raley's Grocery
 - Sprint
 - 5 Years Solar



Sacramento Bee – September 16, 2009
Executive Order – 33% of Utility Energy From Renewables



What Has Been Done So Far

- Beutler Worked With MCSD Staff
- Identified Suitable Solar Sites
- Analysis of PG&E Billing
 - Before Solar
 - After Solar
- Solar Design for Suitable Sites
- Calculation of Costs / Payback
- Identified Financing Options



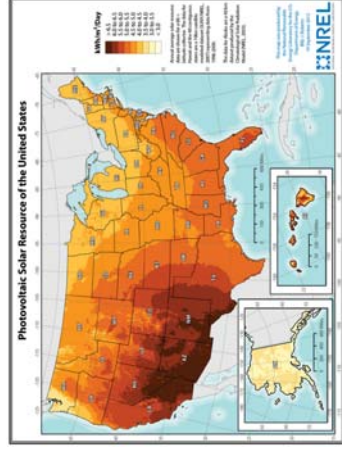
What Has Been Done So Far

- Suitable Solar Site Criteria
 - Sunshine – Lack of Shade
 - Space for Solar Panels
 - Roof
 - Ground



What Has Been Done So Far

- Solar in Humboldt County?



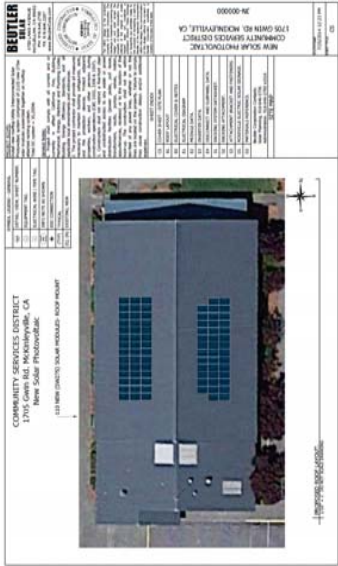
Where the MCSD Could Implement Solar

- Office
- Gymnasium
- Community Center
- Fisher Rd Pump Station
- Wastewater Treatment Plant



Where the MCSD Could Implement Solar

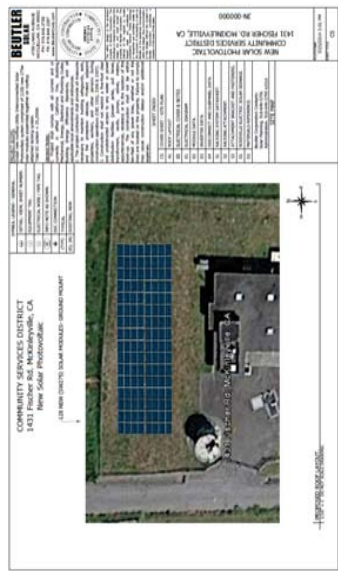
Where the MCSD Could Implement Solar Gymnasium



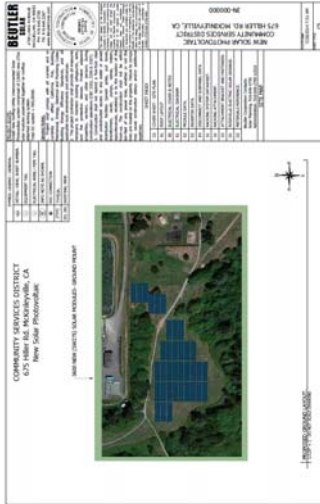
Where the MCSD Could Implement Solar Community Center



Where the MCSD Could Implement Solar Fischer Rd Pump Station



Where the MCSD Could Implement Solar Wastewater Treatment Plant



Benefits to the MCSD With Solar

- Maximize Return to Ratepayers
- Expense Reduction
- Expense Control (Avoid PG&E Rate Increases)
- Improved Planning / Budgeting
- Environmental Stewardship



Benefits to the MCSD With Solar Financial

Site	System Cost	25 Year Savings	Life Cycle Payback
Office	\$66K	\$154K	234%
Pump Station	\$105K	\$172K	163%
Gym	\$91K	\$139K	153%
Comm Center	\$58K	\$136K	235%
Wastewater	\$2.97M	\$3.84M	129%
Total	\$3.29M	\$4.44M	

Benefits to the MCSD With Solar Environmental

Site	Reduced CO2	Car Miles Reduced	Trees Planted
Office	430 Tons	791,636	17,416
Pump Station	712 Tons	1,294,000	28,468
Gym	570 Tons	1,035,818	22,788
Comm Center	377 Tons	685,273	15,076
Wastewater	20,675 Tons	37,591,091	827,004
Total	22,764 Tons	41,397,818	910,752

Financing Options

- Third Party Ownership
 - Power Purchase Agreement / Municipal Lease
 - No Upfront Capital Cost
 - Pay Just for the Electricity Produced / Use of the System



Simplified / Cost Effective Procurement

- Cooperative Purchasing Program – HGAC Buy Texas – Based JPA
- Available to Government Entities:
 - Cities / Counties / Municipalities
 - Special Districts
 - Utility Districts
 - Schools
 - State Agencies
 - Others (Port / Airport / Toll Road)

Simplified / Cost Effective Procurement

- Already Completed Competitive RFP Process
 - Research
 - Specification Development
 - Pre-bid Conferences
 - RFP Development
 - Conduct RFP Process
 - Evaluate RFP Responses
 - Issuing Vendor Contracts
 - Certifying Contract Validity
 - Contract Administration



Simplified / Cost Effective Procurement

- Competitive RFP Awarded to SolarWorld



Simplified / Cost Effective Procurement

- HGAC Utilized by Over 80 Cities / Counties / Districts in California
- HGAC Solar Projects
 - Mendocino Transit Authority
 - City of LA Recreation and Parks
 - Oak Park School District, Oak Park, CA
 - North Kansas City



Simplified / Cost Effective Procurement

- HGAC Summary
- Complete Adherence to Competitive Bidding Requirements
- Volume Pricing
- Faster Procurement
- Fewer Internal Resources Required



Why Beutler & SolarWorld

- Largest US based Solar Panel Manufacturer for the Past 35 Years
- Complete Ownership of Solar Panel Manufacturing Process

- Silicon
- Wafer
- Cell
- Panel



Made in America, Guaranteed Performance

- SolarWorld Testing Goes Beyond Most Stringent US and International Standards
- Satisfies the Strictest Performance and Safety Criteria
- Backed by a 25-Year Warranty



Summary

- Solar Electricity is a Valuable, Fiscally Responsible Tool for the MCSD
 - Maximize Return to Ratepayers
 - Expense Reduction
 - Expense Control (Avoid Rate Increases)
 - Improved Planning and Budgeting
 - Environmental Stewardship
- Beutler / SolarWorld / HGAC
 - Most Cost Effective
 - American Made



What Are the Next Steps?

- Board / Staff Discussion
- Letter of Intent with Beutler
- Detailed Engineering / Design
- Interlocal Agreement with HGAC
- Contract Negotiations
- Project Implementation
- Community Engagement



Experience You Can
Count On.

We have developed
several patented products
and continue to create
new comfort solutions that
will benefit our customers.



McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Information related to Teen & Community Center Status Report**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the attached information and participate in the presentation through questions and discussion and take public comment.

Discussion:

Eric Whole with LDA Partners, the Architect working on the teen & community center design will be in town for the Wednesday, August 6, 2014 Board meeting.

He will be discussing the current status of the design and will give the Board a review and update on the upcoming bid and construction process. He will also be available to answer any questions the Board might have.

The following is a schedule of meetings the Architect will attend.

Wednesday, August 6, 2014.

- 3:30 – 5:00 pm: Meet with staff to review Interior finishes with MCSD
- 7:00 pm: Attend MCSD Board Meeting

Thursday, August 7, 2014

- 9:00 am: Follow up meeting with staff
- 10:30 am: Meet with teens to review the plans

Alternatives:

Staff's analysis includes the following potential alternative:

- Take action

Fiscal Analysis:

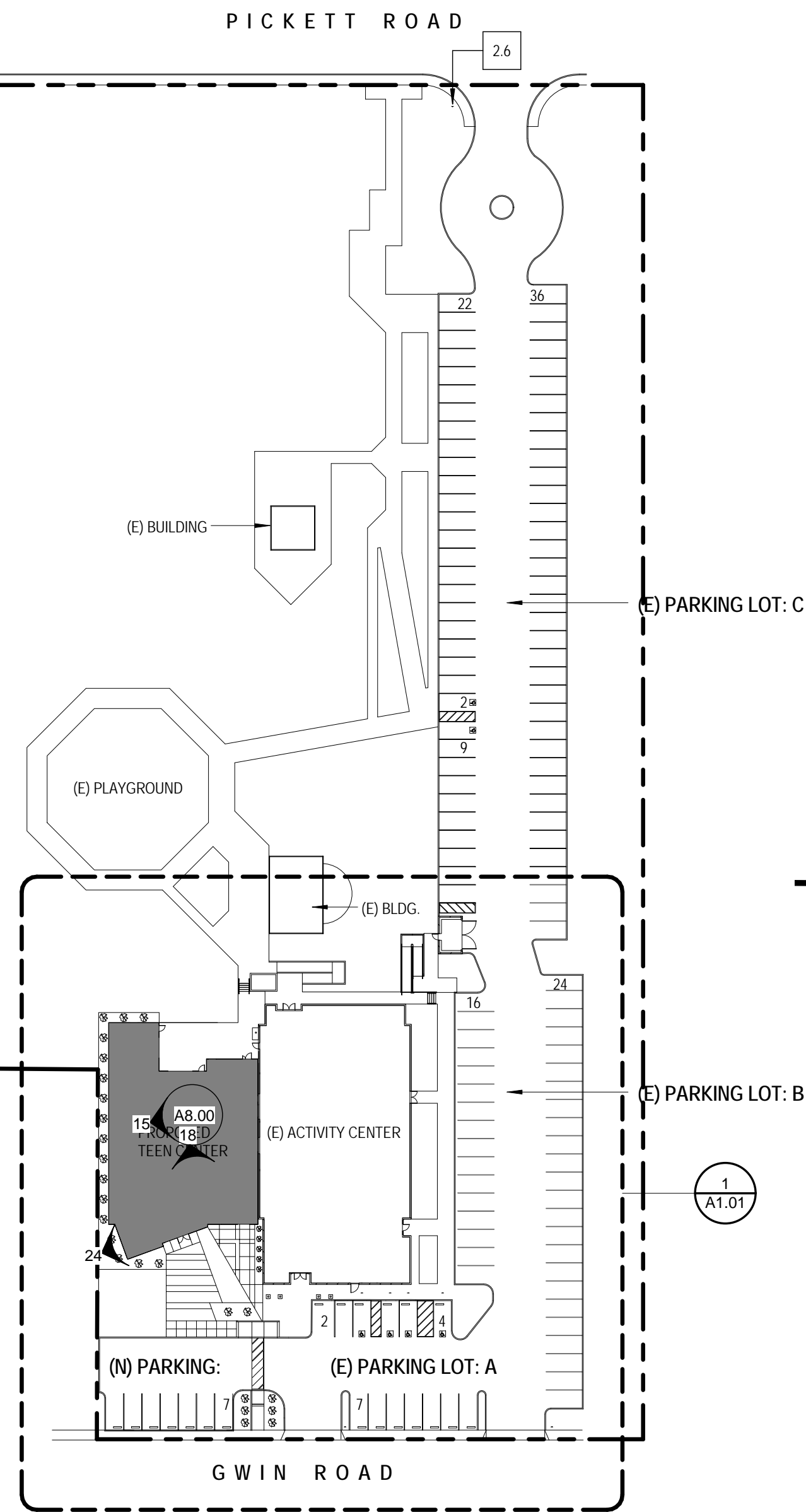
Not applicable

Environmental Requirements:

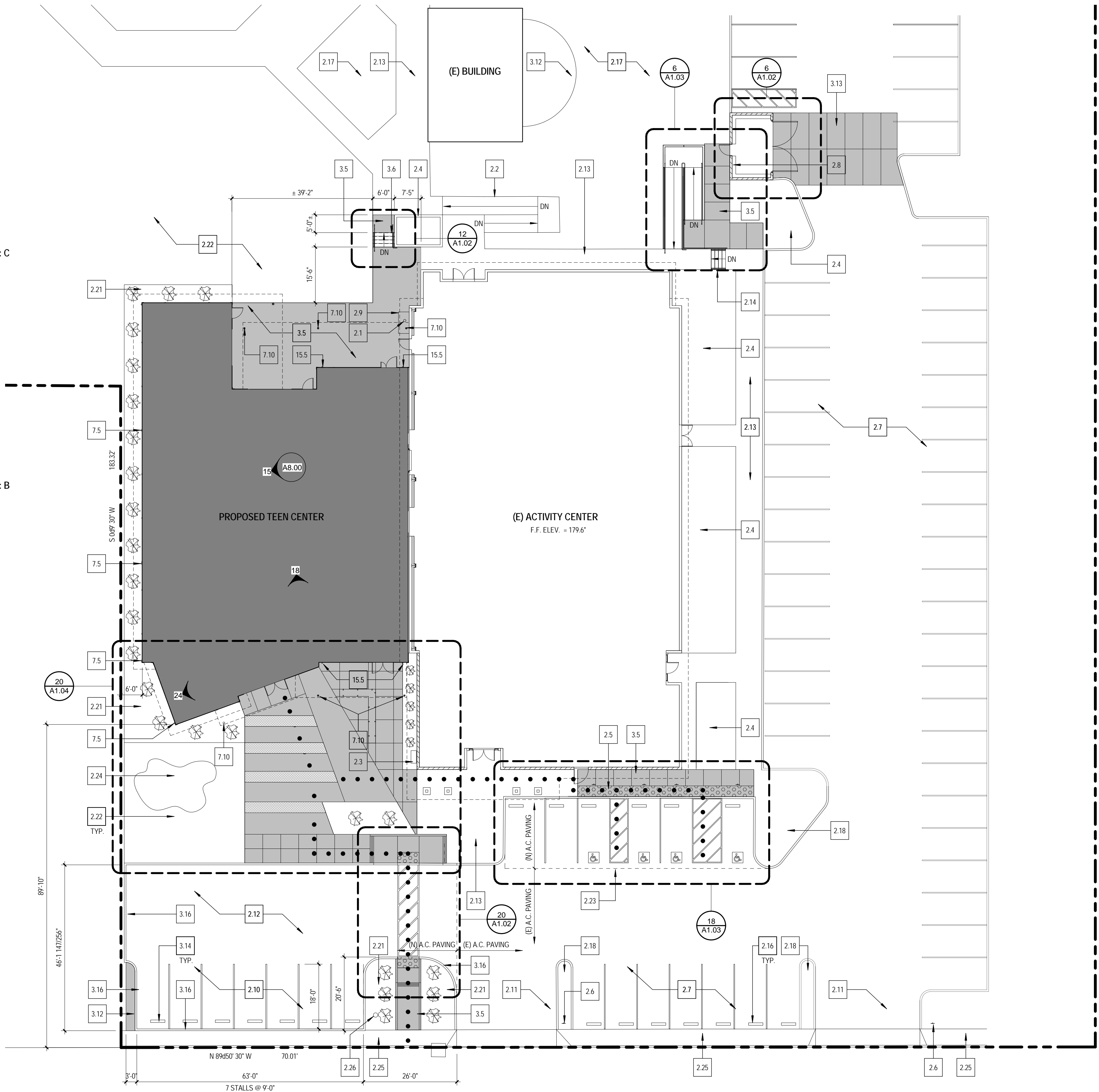
Not applicable

Exhibits/Attachments

- Attachment 1: Floor plan
- Attachment 2: Exterior elevation
- Attachment 3: Perspective – looking north
- Attachment 4: Perspective – looking south
- Attachment 5: LDA Partners powerpoint presentation



2
A1.01
1" = 60'-0"



1
A1.01
1/16" = 1'-0"

LEGEND

- PROPERTY LINE
- TRACE OF STL. CANOPY OR ROOF OVERHANG
- ... PATH OF TRAVEL

GENERAL NOTES

- VERIFY ALL DIMENSIONS, EXISTING CONDITIONS AND METHODS OF CONSTRUCTION PRIOR TO START OF ANY WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES. UNLESS OTHERWISE NOTED OR INDICATED, ALL DIMENSIONS SHOWN ARE TO FACE OF FRAMING, CONC. SLAB AND/OR CMU.
- CONTRACTOR SHALL WORK TOWARD DIMENSIONS WITH TOLERANCES +/- SHOWN.
- PATCH AND REPAIR ALL EXISTING ADJACENT SURFACES AFFECTED BY THE IMPROVEMENTS PROPOSED IN THESE CONTRACT DOCUMENTS. RESTORE FINISHES TO THESE AREAS TO MATCH EXISTING.
- THE PEDESTRIAN PATH OF TRAVEL (P.O.T.) IS INDICATED AS A BARRIER FREE, COMMON ACCESS ROUTE WITHOUT ANY ABRUPT VERTICAL CHANGES EXCEEDING 1/2" BEVELED AT 1:2 MAX. SLOPE, EXCEPT THAT LEVEL CHANGES DO NOT EXCEED 1/4" VERTICAL. THE PATHS SURFACE IS AT LEAST 48" WIDE, SLIP RESISTANT, STABLE, FIRM AND SMOOTH. PASSING SPACES AT LEAST 60"x60" ARE LOCATED NOT MORE THAN 200' APART. PART OF P.O.T. W/ CONTINUOUS GRADIENTS HAVE 60" LEVEL AREAS NOT MORE THAN 400' APART. THE CROSS-SLOPE DOES NOT EXCEED 2% AND THE SLOPES IN THE DIRECTION OF TRAVEL THAT EXCEED 5% ARE CONSTRUCTED AS ACCESSIBLE RAMPS. THE P.O.T. IS FREE OF OVERHEAD OBSTRUCTIONS UP TO 80" MIN. OBJECTS PROJECTING FROM WALLS W/ LEADING EDGES BETWEEN 27" & 80" A.F.F. DO NOT PROTRUDE MORE THAN 4" FROM THE WALL. THE CONTRACTOR SHALL VERIFY THAT ALL BARRIERS IN THE P.O.T. HAVE BEEN OR WILL BE REMOVED UNDER THIS PROJECT AND COMPLIES W/ CBC 11338.7

PARKING COUNT

EXISTING PARKING	
(E) PARKING LOT A:	
TOTAL H.C. STALLS	4
TOTAL REGULAR STALLS	9
TOTAL REGULAR STALLS REMOVED	4
(E) PARKING LOT B:	
TOTAL REGULAR STALLS	40
(E) PARKING LOT C:	
TOTAL H.C. STALLS	2
TOTAL REGULAR STALLS	67
TOTAL REGULAR STALLS REMOVED	3
TOTAL (E) H.C. STALLS:	6
TOTAL (E) REGULAR STALLS:	117
TOTAL (E) STALLS:	123
TOTAL (E) STALLS REMOVED:	6
NEW PARKING	
NEW PARKING:	
TOTAL REGULAR STALLS	7
TOTAL PARKING	
TOTAL (N) + (E) REGULAR STALLS	123
TOTAL HANDICAP STALLS	6

KEY NOTES

- (E) FIRE RISER
- (E) ACCESSIBLE RAMP
- (E) GAS METER
- (E) PLANTER
- DETECTABLE WARNING TRUNCATED DOMES
- ACCESSIBLE ENTRANCE PARKING SIGNAGE - REFER TO DETAIL 1/1A1.02
- (E) PARKING STALLS
- CMU TRASH ENCLOSURE
- FENCE & GATE AT FIRE RISER - REFER TO DETAIL XX/AX.XX
- PARKING STALLS
- DRIVEWAY
- A.C. PAVING - REFER TO CIVIL DWGS
- CONC WALK
- CONC STEPS
- CONC WHEEL STOPS
- (E) TURF
- CONC PAVING
- PLANTER
- TURF
- A.C. PAVING, OVERLAY (E) A.C. PAVING - REFER TO CIVIL DWGS
- WATER DETENTION BASIN - REFER TO CIVIL DWGS
- CONC SIDEWALK
- STREET LIGHT POLE
- CONC WALK - REFER TO DETAIL 3/1A1.02
- CONC STAIR
- CONC PAVING
- CONC APRON
- CONC WHEEL STOP - REFER TO CIVIL DWGS
- CONC CURB - REFER TO CIVIL DWGS
- 3" DIA GALV DOWNSPOUT, PRIME & PAINT, CONC SPLASH BLOCK
- RAIN CHAIN
- ROOF DRAIN & OVERFLOW, DAYLIGHT OVERFLOW THRU WALL @ 9'-0" A.F.G., CONNECT ROOF DRAIN TO S.D. - REFER TO PLUMBING & CIVIL DWGS



Architect:

LDA Partners, LLP
4 South Central Court
Stockton, CA 95204
209.943.0405
www.ldapartners.com

Consultant:

Client:

McKinleyville Community Services
District

Project:

McKinleyville, CA

Teen Center

Project No.: 635-1-12

Drawn By: IMG

Checked By: EW

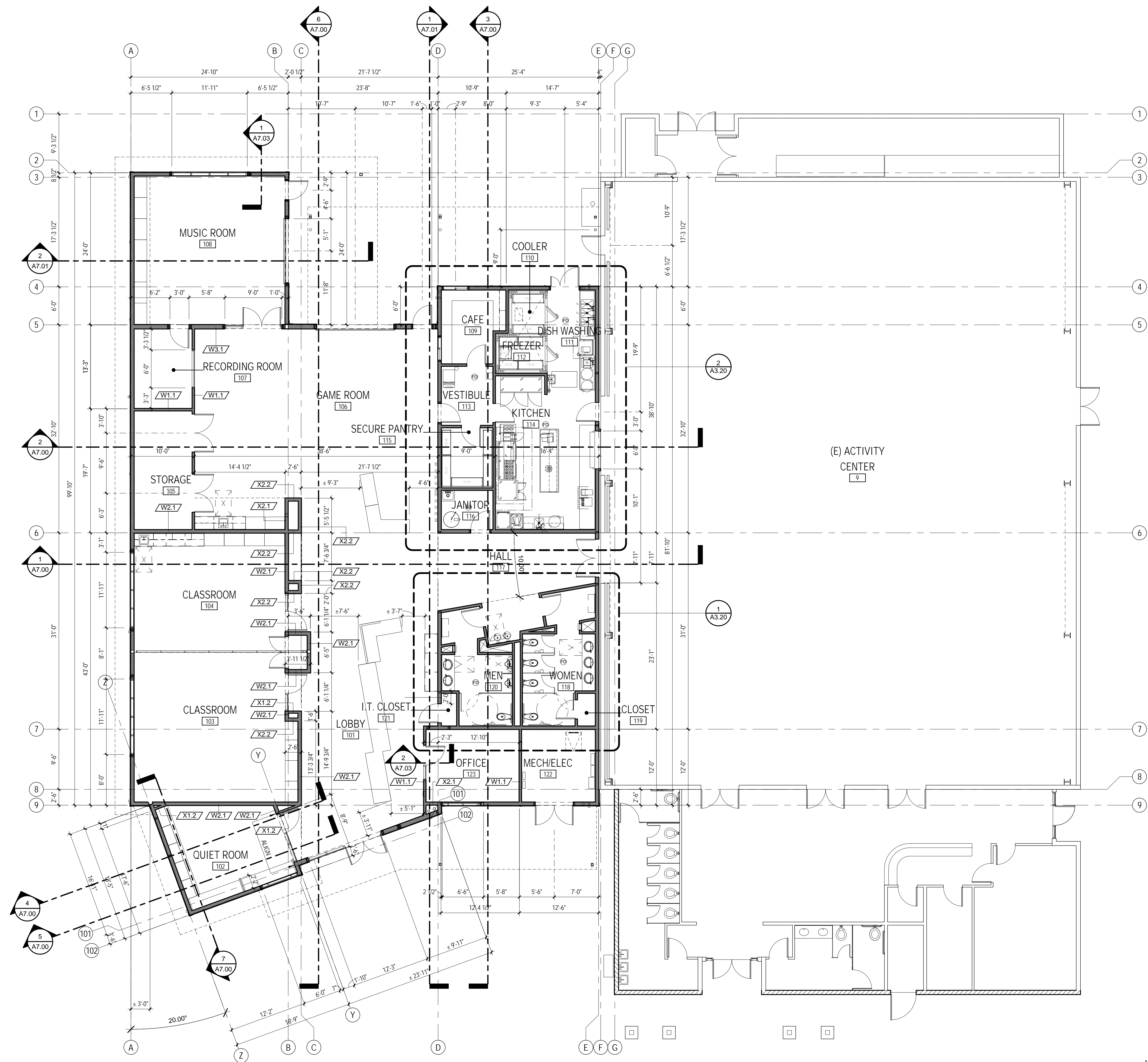
No.	Description	Date	By
-----	-------------	------	----

PLAN CHECK SET

June 27, 2014

SITE PLAN

A1.01



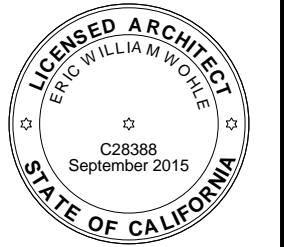
WALL LEGEND

- EXISTING CMU WALL
- EXISTING WALL
- WOOD FRAMED WALL

NO.	DESCRIPTION	F.R.	DTL. REF.
W1.1	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - FULL HEIGHT	-	1/AD.01
W1.2	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - BRACED PARTITION	-	2/AD.01
W2.1	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - FULL HEIGHT	-	1/AD.01
W3.1	2x8 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - FULL HEIGHT	-	1/AD.01
X1.1	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE - FULL HEIGHT	-	1/AD.01
X1.2	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE - BRACED PARTITION	-	2/AD.01
X2.1	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE - FULL HEIGHT	-	1/AD.01
X2.2	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE BRACED PARTITION	-	2/AD.01



Architect:
LDA Partners, LLP
4 South Central Court
Stockton, CA 95204
209.943.0405
www.ldapartners.com



Consultant:
McKinleyville Community Services District

Project:
McKinleyville, CA

Teen Center

Project No.: 635-1-12
Drawn By: IMG
Checked By: EW

No.	Description	Date	By
-----	-------------	------	----

PLAN CHECK SET
June 27, 2014

DIMENSION FLOOR PLAN

A3.00

1
A3.00
1/8" = 1'-0"

Consultant:

Client:
McKinleyville Community Services
District

Project:
McKinleyville, CA

Teen Center

Project No.: 635-1-12
Drawn By: IMG
Checked By: EW

No. Description Date By

PLAN CHECK SET
June 27, 2014

ENLARGED FLOOR PLANS

A3.20

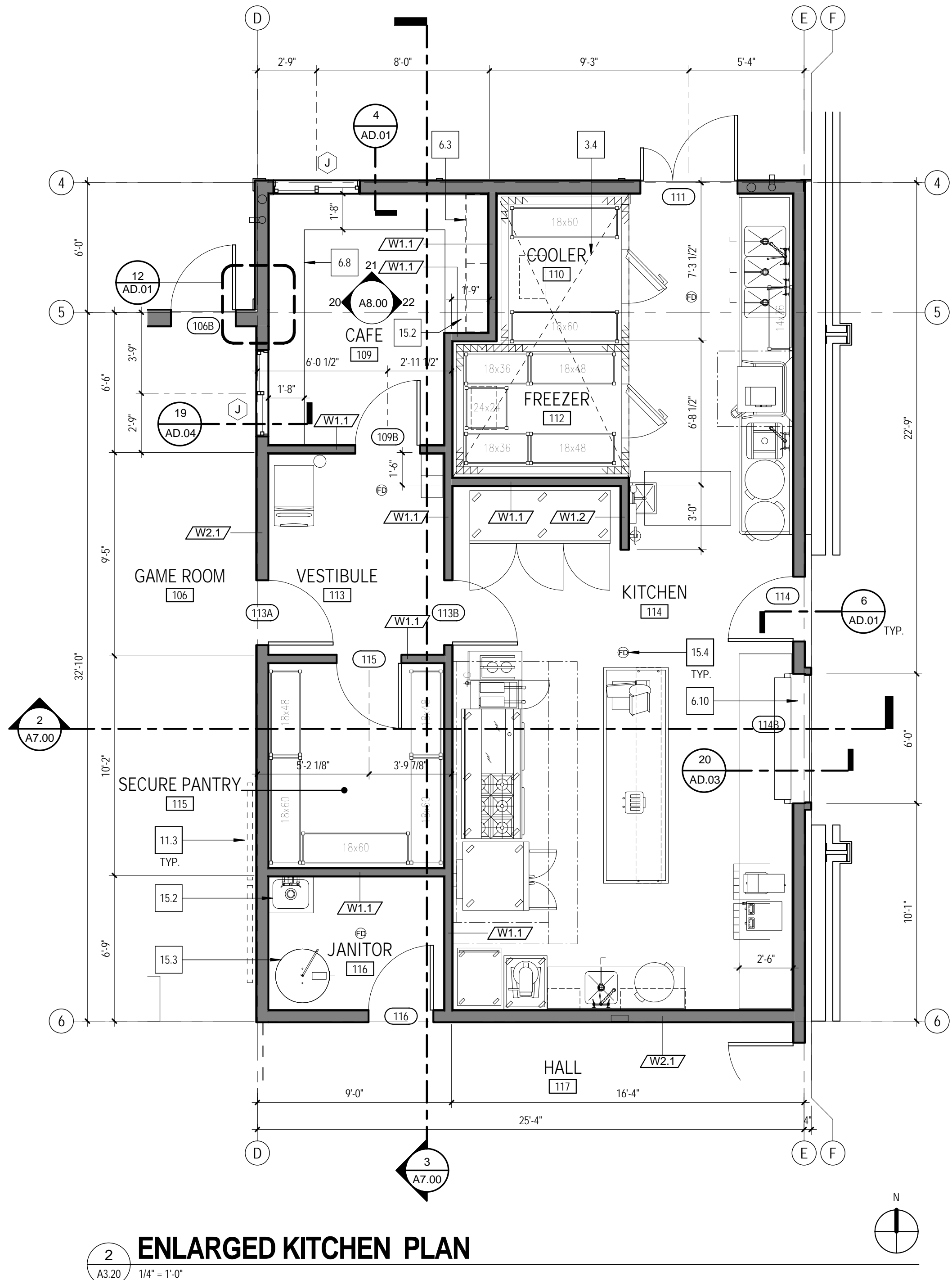
LEGEND

- EXISTING CMU WALL
EXISTING WALL
WOOD FRAMED WALL

NO.	DESCRIPTION	F.R.	DTL. REF.
W1.1	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - FULL HEIGHT	-	1/AD.01
W1.2	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - BRACED PARTITION	-	2/AD.01
W2.1	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - FULL HEIGHT	-	1/AD.01
W3.1	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. EA. SIDE - FULL HEIGHT	-	1/AD.01
X1.1	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE - FULL HEIGHT	-	1/AD.01
X1.2	2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE - BRACED PARTITION	-	2/AD.01
X2.1	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE - FULL HEIGHT	-	1/AD.01
X2.2	2x6 WOOD STUDS @ 16" O.C. W/ 5/8" GYP. BD. ONE SIDE BRACED PARTITION	-	2/AD.01

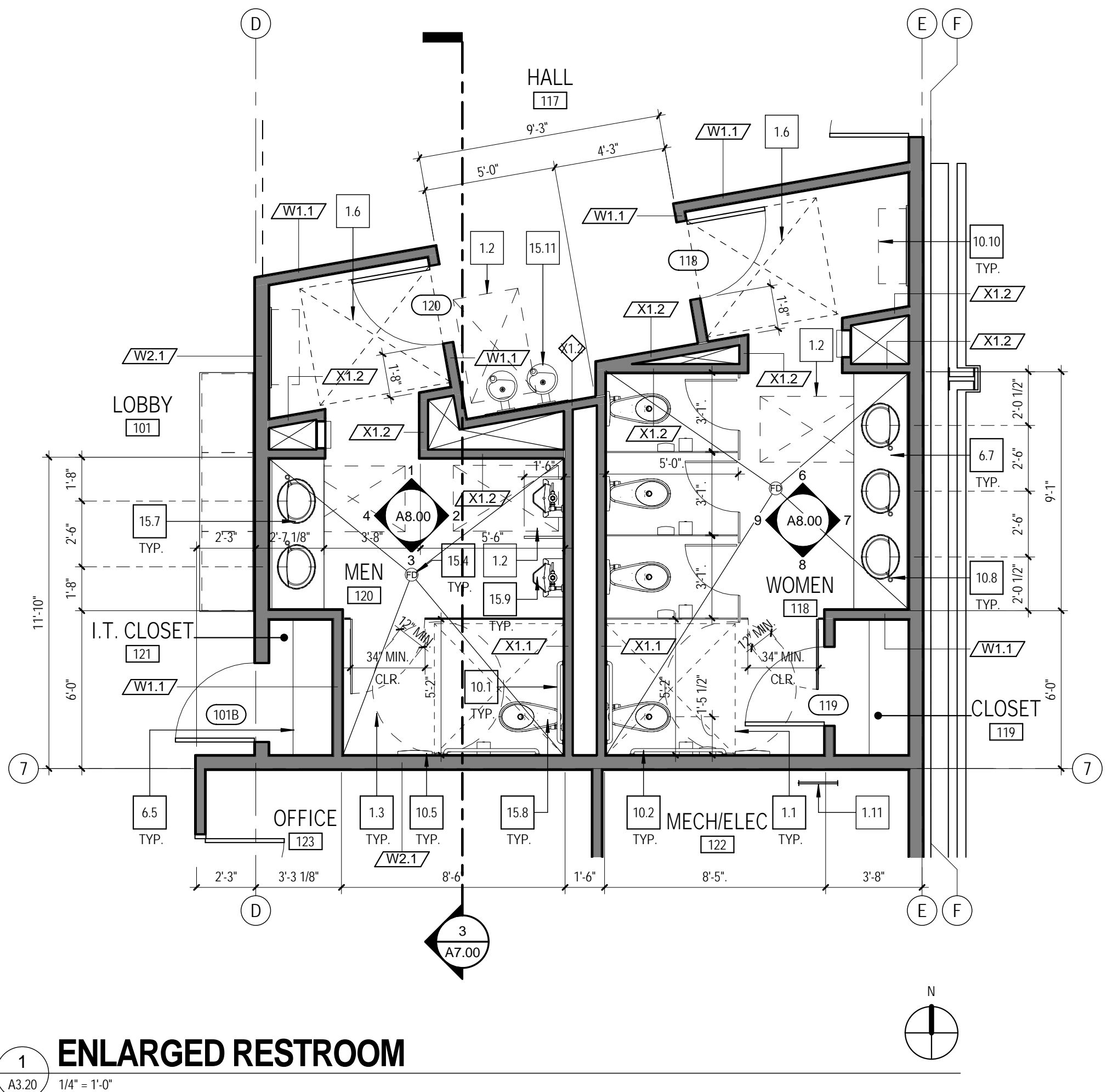
KEYNOTES

- MIN 60"x59" CLR FLOOR SPACE AT ACCESSIBLE TOILET COMPARTMENT
- MIN 30"x48" CLR FLOOR SPACE
- MIN 60" DIA ACCESSIBLE TURNING SPACE
- MIN 60"x54" CLR FLOOR SPACE
- DEPRESSED CONC SLAB FOR WALK-IN FREEZER & COOLER - REFER TO STRUCTURAL DWGS
- PLAM WALL CABINETS W/ ADJ MELAMINE SHELVES
- ADJ MELIMINE SHELVES
- SOLID SURFACE COUNTERTOP W/4" BACKSPASH & APRON, MTL PIPE GUARD
- PLAM OPEN BASE CABINETS W/ADJ PLAM SHELVES, SOLID SURFACE COUNTERTOP W/4" BACKSPASH
- STAINLESS STEEL PASS-THROUGH COUNTERTOP WIDRIP EDGE BOTH SIDES
- 1-1/2" DIA. x 36" LONG STAINLESS STEEL GRAB BAR, TYP AT ALL ACCESSIBLE STALLS
- 1-1/2" DIA. x 42" LONG STAINLESS STEEL GRAB BAR, TYP AT ALL ACCESSIBLE STALLS
- SURFACE-MOUNTED SEAT COVER DISPENSER, TYP AT ALL STALLS
- SOAP DISPENSER, TYP AT ALL LAVS
- BABY CHANGING STATION, TYP AT ALL RESTROOMS
- 2x FLAT BLOCKING FOR FLAT-SCREEN T.V. & WALL MOUNT, AS SELECTED BY OWNER
- MOP SINK - REFER TO PLUMBING DWGS
- WATER HEATER - REFER TO PLUMBING DWGS
- FLOOR DRAIN - REFER TO PLUMBING DWGS
- LAVATORY - REFER TO PLUMBING DWGS
- WATER CLOSET - REFER TO PLUMBING DWGS
- URINAL - REFER TO PLUMBING DWGS
- HI-LOW ELECTRIC WATER COOLER - REFER TO PLUMBING DWGS



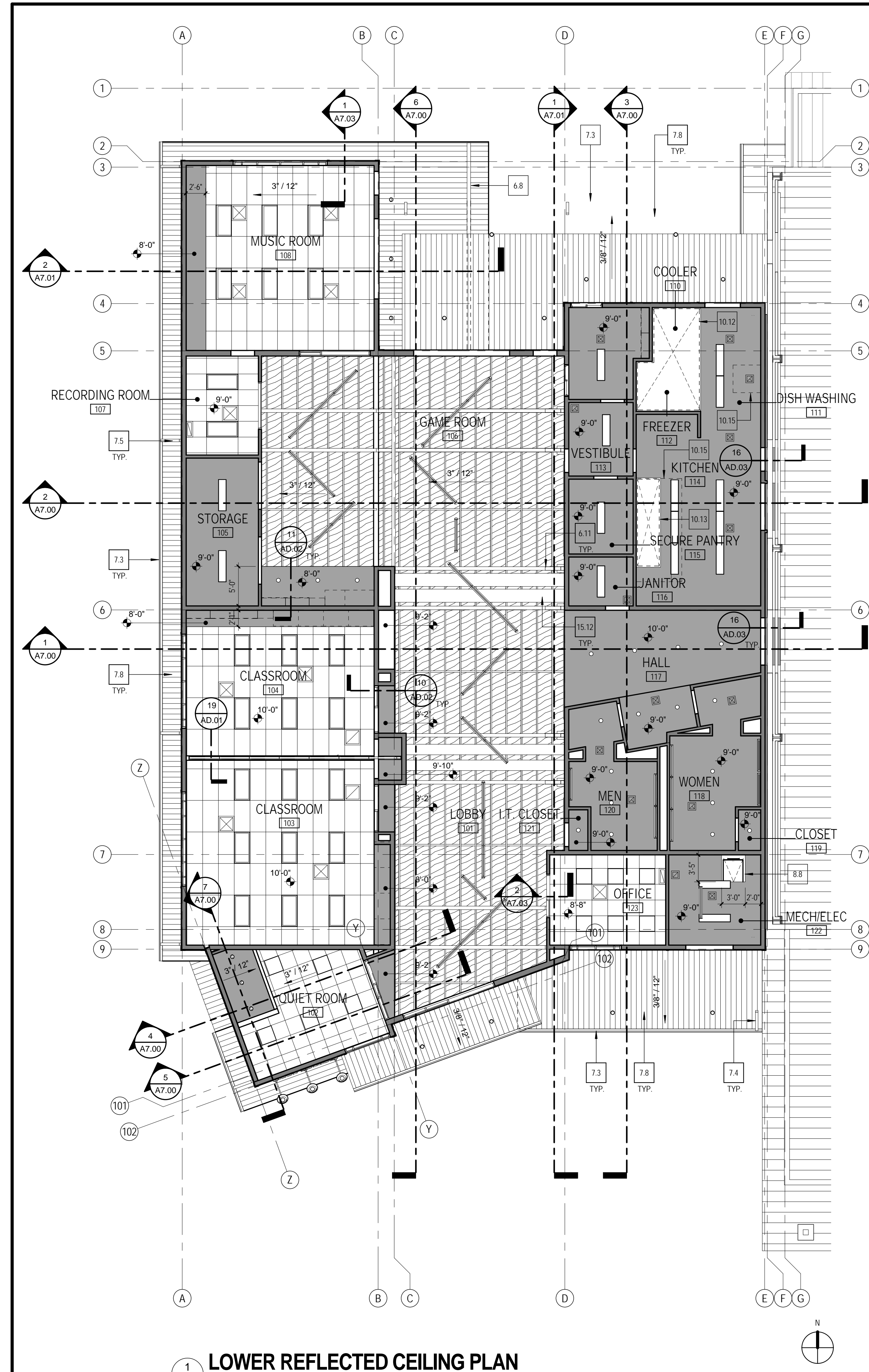
2 ENLARGED KITCHEN PLAN

A3.20 1/4" = 1'-0"

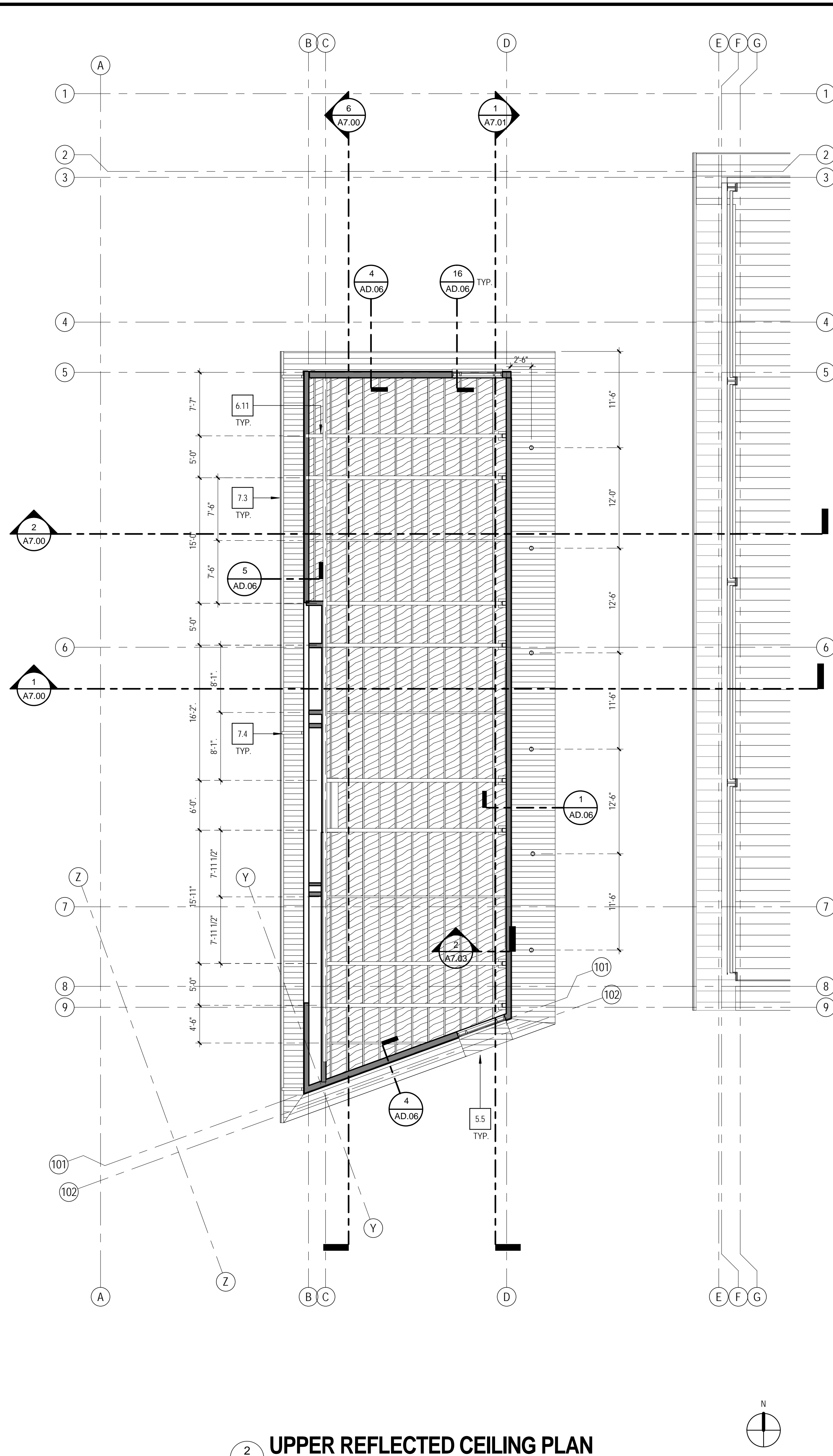


1 ENLARGED RESTROOM

A3.20 1/4" = 1'-0"



1 LOWER REFLECTED CEILING PLAN
1/8" = 1'-0"



2 UPPER REFLECTED CEILING PLAN
1/8" = 1'-0"

LEGEND

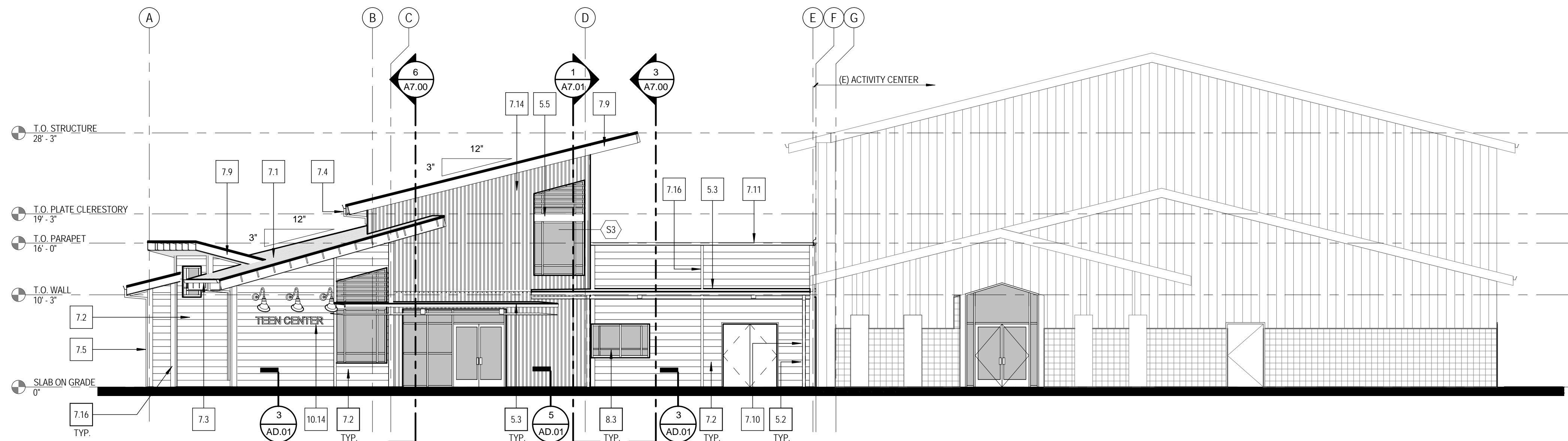
- NO CLG. - UNDERSIDE OF ROOF STRUCTURE EXPOSED
-

KEY NOTES

- 5.5 STL CANOPY, POWDER COAT ALL COMPONENTS
- 6.8 PLUM OPEN BASE CABINETS W/4\"/>

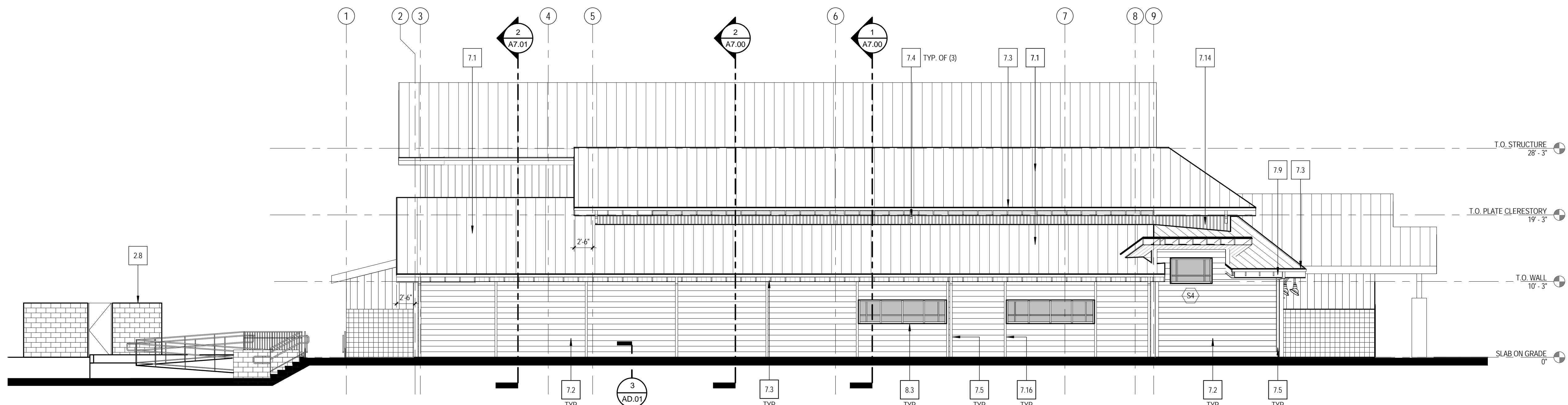
GENERAL NOTES

- 1 CENTER CEILING FIXTURES & MECHANICAL GRILLS WITHIN THE CEILING TILE PATTERN - TYP.
- 2 FOR LIGHT FIXTURES AND MECHANICAL EQUIPMENT NOT REFERENCED REFER TO ELECTRICAL & MECHANICAL DRAWINGS.



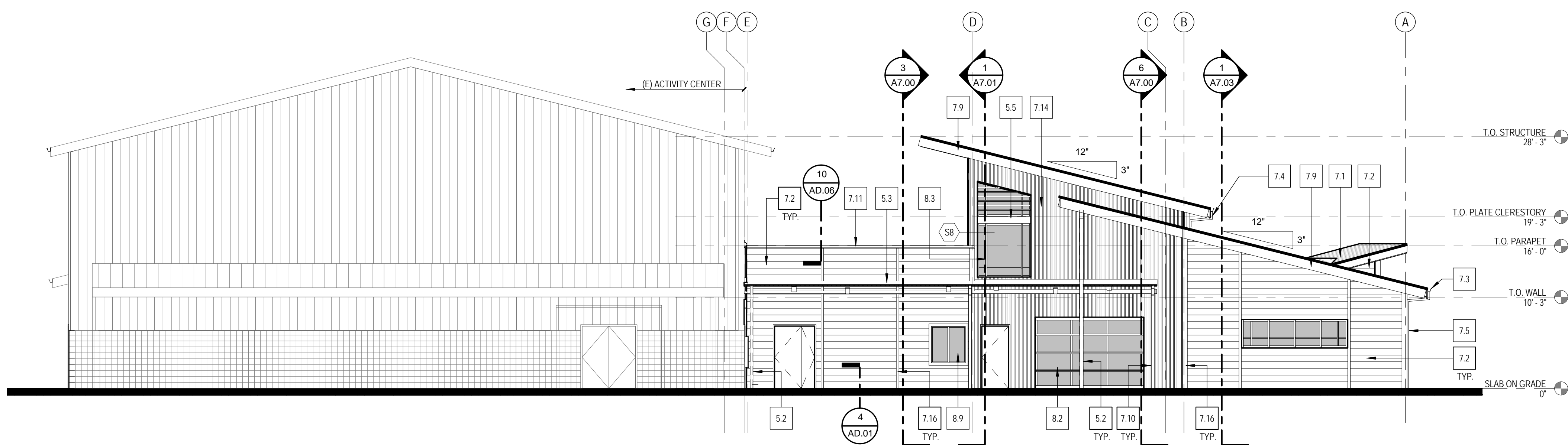
1
A6.00
1/8" = 1'-0"

EXTERIOR ELEVATION - SOUTH



2
A6.00
1/8" = 1'-0"

EXTERIOR ELEVATION - WEST



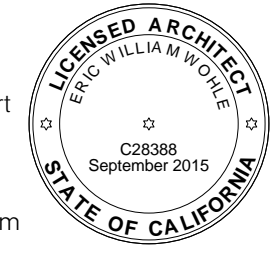
3
A6.00
1/8" = 1'-0"

EXTERIOR ELEVATION - NORTH

- KEYNOTES**
- 2.8 CMU TRASH ENCLOSURE
 - 5.2 H.S.S. COL. PRIME & PAINT - REFER TO STRUCTURAL DWGS
 - 5.3 STL CANOPY, PRIME & PAINT - REFER TO STRUCTURAL DWGS
 - 5.5 STL CANOPY, POWDER COAT ALL COMPONENTS
 - 7.1 24 GA STANDING SEAM METAL ROOFING, EQUAL RIBS AT 16" O.C. COLOR AS SELECTED BY ARCHITECT
 - 7.2 5/16" REINFORCED CEMENT FIBERBOARD LAP-SIDING, COLOR AS SELECTED BY ARCHITECT
 - 7.3 24 GA GALV SHEET METAL GUTTER, MATCH COLOR OF STANDING SEAM MTL ROOFING
 - 7.4 3" DIA GALV DOWNSPOUT, PRIME & PAINT. SPILL TO ROOF BELOW
 - 7.5 3" DIA GALV DOWNSPOUT, PRIME & PAINT, CONC SPLASH BLOCK
 - 7.9 24 GA GALV SHT MTL FASCIA, COLOR TO MATCH STANDING SEAM MTL ROOF PANELS
 - 7.10 RAIN CHAIN
 - 7.11 24 GA PARAPET CAP, PRIME & PAINT
 - 7.14 24 GA GALV SHEET METAL WALL PANELS, COLOR AS SELECTED BY ARCHITECT
 - 7.16 2x4 REINFORCED CEMENT FIBERBOARD BATTENTRIM
 - 8.2 OVERHEAD STEEL SECTIONAL DOOR - REFER TO DOOR SCHEDULE
 - 8.3 ALUM STOREFRONT WINDOW - REFER TO STOREFRONT SCHEDULE
 - 8.9 OPERABLE PASS-THRU WINDOW - REFER TO WINDOW SCHEDULE
 - 10.14 BUILDING SIGNAGE, 10" TALL ALUMINUM LETTERS



Architect:
LDA Partners, LLP
4 South Central Court
Stockton, CA 95204
209.943.0405
www.ldapartners.com



Consultant:

Client:
McKinleyville Community Services District

Project:
McKinleyville, CA

Teen Center

Project No.: 635-1-12
Drawn By: IMG
Checked By: EW

No.	Description	Date	By
-----	-------------	------	----

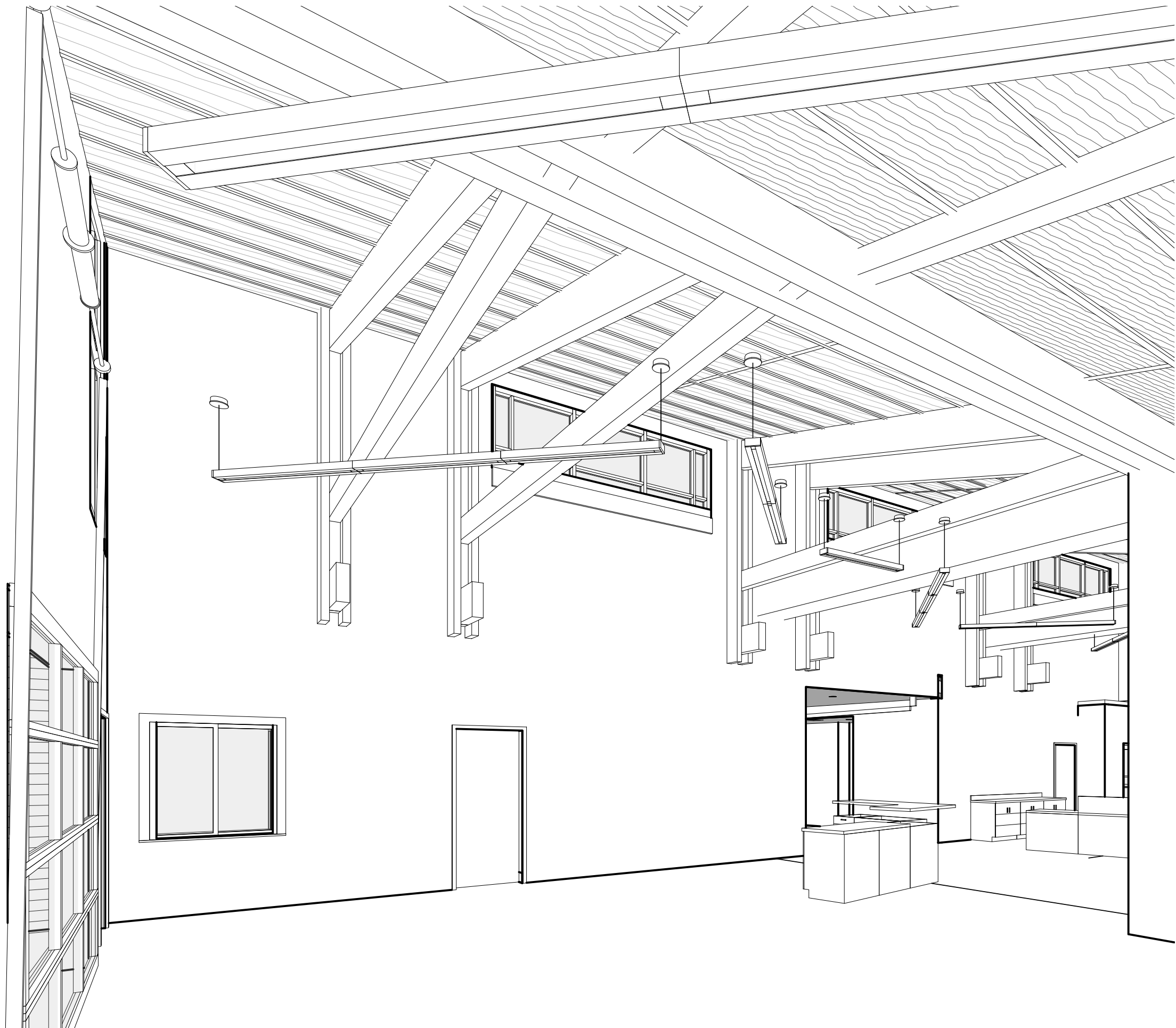
PLAN CHECK SET
June 27, 2014

EXTERIOR ELEVATIONS

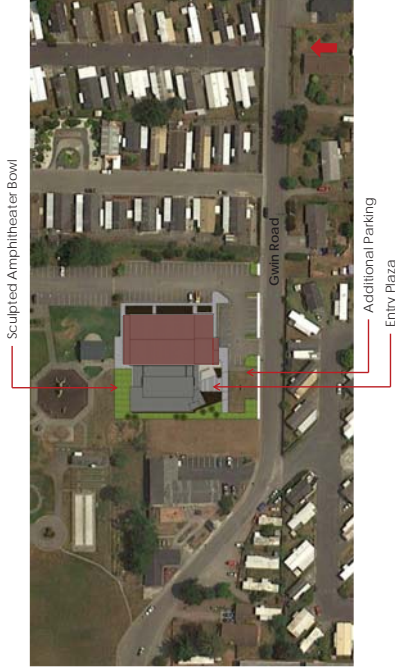
A6.00







Site



Conceptual Floor Plan



- Large classroom – divisible into 2 classroom
- Entry / Plaza
- Community / Quiet / Study
- Reception / Games Area
- Music
- Secure Storage
- Staff Offices
- Commercial Kitchen
- Teen Café
- Covered outdoor performance area
- Mech / Janitor Spaces

- Access to existing Activity Center
- Kitchen centrally located to utilize Activity Center
- Staff station centrally located for visual security

Which Option?

Let the Community Decide

- Placed Options on Facebook for Public Voting
- Placed Options at Teen Dance for Teen Voting

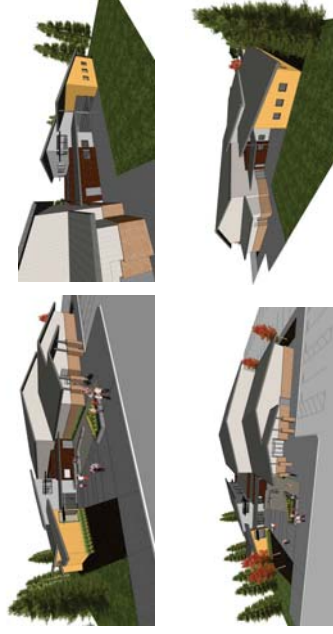
Option A was preferred by Overwhelming Majority!



Option A



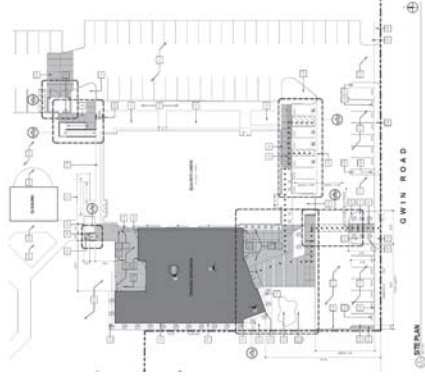
Option A



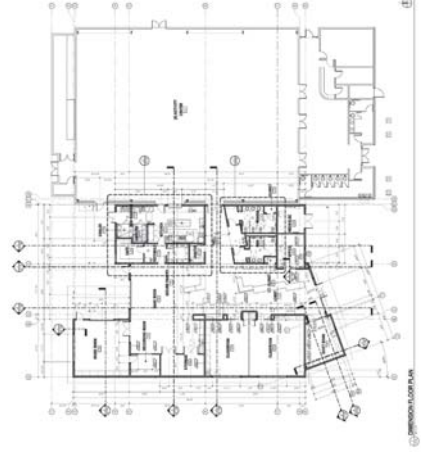
Option A



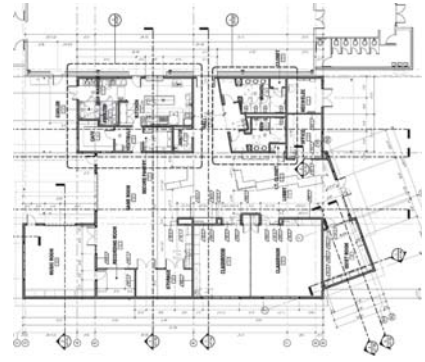
Site Plan



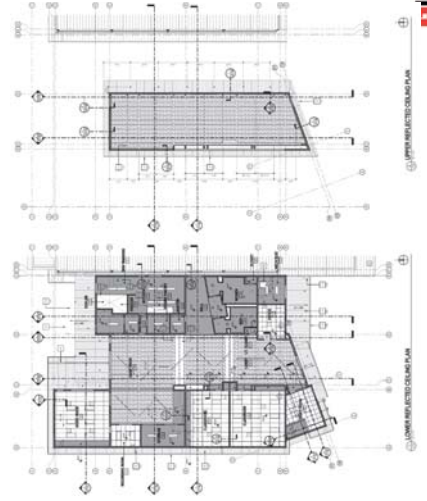
Overall Floor Plan



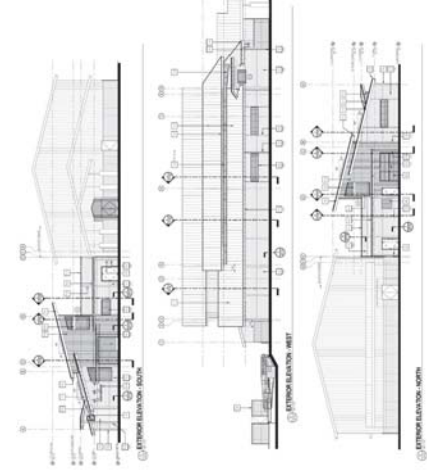
Teen Center Floor Plan



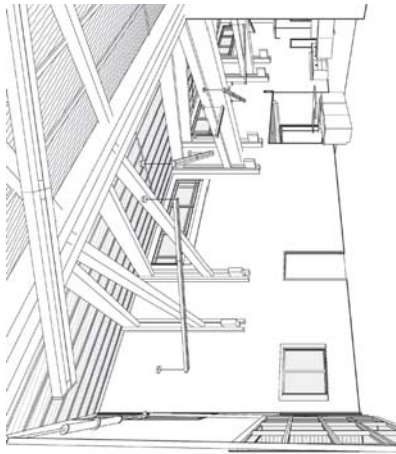
Reflected Ceiling Plan



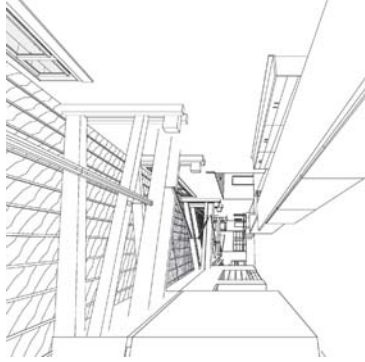
Site Plan



Interior View Looking South



Interior View Looking North



Next Steps

1. Programming	Complete
2. Conceptual Design	Complete
3. Schematic Design	Complete
4. Meetings with Staff	Complete / On-going
5. Community Design Meetings	Complete
6. Construction Documents	Complete
7. Permitting	Expect Building Department Comments by end of Week. Health Department Review Complete
8. Out to Bid	Aug/ Sept 2014
9. Construction	November 2014



McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **ACTION**

**ITEM: E.3 Adopt Resolution 2014-21 to accept the MCSD
Conflict of Interest Code with no revisions**

PRESENTED BY: Gregory P. Orsini, General Manager

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends the Board review, take public comment and adopt Resolution 2014-21 to accept the MCSD Conflict of Interest Code with no revisions.

Discussion:

The Political Reform Act requires local government agencies to review their Conflict of Interest Code biennially to determine whether it is accurate or needs to be amended. MCSD conflict of Interest Code was last reviewed and amended on September 5, 2012.

Staff forwarded the current MCSD conflict of interest code to legal counsel for review which you will find attached. Legal counsel determined no modifications to the existing code were necessary.

The District's Conflict of Interest Code needs to be submitted to the County Elections office no later than September 2, 2014.

Alternatives:

- Take no action

Fiscal Analysis:

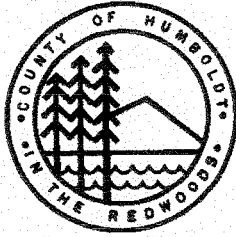
- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- Attachment 1- Biennial Notice for Conflict of Interest Codes
- Attachment 2- Memo from Counsel regarding Conflict of Interest Code
- Attachment 3- Conflict of Interest Code
- Attachment 4- Resolution 2014-21 Adoption of the Conflict of Interest Code with no changes



COUNTY OF HUMBOLDT
Office of Elections
3033 H Street, Rm 20
Eureka, CA 95501
(707)445-7678/FAX (707)445-7204

RECEIVED
JUN 30 2014
McK. C.S.D.

DATE: June 26, 2014
TO: County School and Special Districts' Boards
FROM: Judith Hedgpeth, Humboldt County Office of Elections
RE: **2014 Biennial Notice for Conflict-of-Interest Codes**

The Political Reform Act requires every local government agency to review its conflict-of-interest code every two years. Any changes that need to be made will be reviewed by the County Board of Supervisors. We here at the Office of Elections help by combining all agencies' responses into one item to be reviewed by the Board of Supervisors.

Steps to take:

- Board of Trustees or Directors reviews conflict-of-interest code and determines whether or not any changes need to be made because of changes in state law or district circumstances. (see enclosed "Should You Amend Your Agency's Conflict of Interest Code?")
- Proposed changes are made. (contact the Office of Elections for additional information about how the changes should be presented for review)
- "2014 Local Agency Biennial Notice" is completed.
- Notice and changes are sent to Humboldt County Office of Elections.
- OR
- No changes are needed.
- "2014 Local Agency Biennial Notice" is completed.
- Notice is sent to Humboldt County Office of Elections.

The Office of Elections must receive your material no later than September 2, 2014.

An agency's code is not effective until it has been approved by the Board of Supervisors.

If you have questions about this, please call our office at 707-445-7481.



Should You Amend Your Agency's Conflict of Interest Code?

A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). It is the basis for the transparency that California's Political Reform Act requires of public officials. But how do you know if your agency's code is what it should be? And how do you go about amending it? The information below may help you with these issues.

THINGS TO THINK ABOUT ...

- Is your current code more than five years old?
- Have there been any substantial changes to your agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added to your agency since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you answered yes to any of these questions, your agency's conflict of interest code will likely need to be amended. Each agency must complete the enclosed Biennial Notice and return it to their code reviewing body no later than October 1, 2014. The code reviewing body will provide further instructions on the code amendment and approval process.

If you have any questions, or you are still not sure if you should amend your agency's conflict of interest code, please consider participating in a free webinar or a seminar at the FPPC. For more information, visit <http://www.fppc.ca.gov/index.php?id=359>.

2014 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No: _____

E-Mail: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☐ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

By September 2, 2014 return to

**Office of Elections
3033 H Street, Room 20
Eureka, CA 95501**

MEMORANDUM

TO: Russ
FROM: Ryan
DATE: July 3, 2014

RE: MCSD Conflict of Interest Code review

Question Presented

You have asked for a legal memorandum addressing the following questions:

1. Is the MCSD Board obligated to conduct the biennial review of its Conflict of Interest code or may the agency head review the code?
2. If the Board is required to conduct the review, what procedures must MCSD follow?

Short Answer

Although the precise answer to question 1 above is unclear, I recommend that the Board conduct the review of the Conflict of Interest Code for the following two reasons: 1) the Conflict of Interest Code has the force of law; (Gov't Code § 87300) and 2) the review should be carried out in a manner that “guarantee[s] to officers, employees, members, and consultants of the agency and to residents of the jurisdiction adequate notice and a fair opportunity to present their views.” (Gov't Code § 87311) If after review, the Board determines that no amendments are required, the agency head may submit a written statement to that effect to the County Board of Supervisors. (Gov't Code § 87306.5(b))

The Political Reform Act is silent as to the applicable review procedures. Therefore, MCSD should follow its general procedures for adopting resolutions provided that after review, no changes are necessary or desired.

Discussion

Government Code § 87306.5 requires each “code reviewing body” (as applicable here, the County Board of Supervisors) to no later than July 1 of each even-numbered year direct every local agency to review its Conflict of Interest Code and, if an amendment is necessary because of changed conditions, submit to the code reviewing body an amended code. If upon review, no change in the code is required, “the local agency head shall submit a written statement to that effect to the code reviewing body no later than October 1 of the same year.” (*Id.* at subd. (b).)

Conflict of Interest Codes have the force of law. (Gov't Code § 87300.) As such, “the review and preparation of Conflict of Interest Codes by local government agencies shall be carried out under procedures which guarantee to officers, employees, members, and consultants of the agency and to residents of the jurisdiction adequate notice and a fair opportunity to present their views.” (Gov't Code § 87311.)

In light of the foregoing, the biennial review of the Conflict of Interest Code should be performed by the Board and, if no changes are required, approved by resolution. A proposed resolution is included below.

RESOLUTION 2014-XX

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
APPROVING WITHOUT AMENDMENT THE DISTRICT'S CONFLICT OF
INTEREST CODE AND AUTHORIZING THE GENERAL MANAGER TO SUBMIT A
WRITTEN STATEMENT TO THAT EFFECT TO THE HUMBOLDT COUNTY
OFFICE OF ELECTIONS.**

A. WHEREAS, the California Government Code mandates that public agencies adopt a Conflict of Interest Code; and

B. WHEREAS, on September 5, 2012, the Board adopted the current version of the District's Conflict of Interest Code; and

C. WHEREAS, the Government Code further requires that each local agency perform a biennial review of its Conflict of Interest Code to determine whether changed circumstances require the agency to amend its Conflict of Interest Code; and

C. WHEREAS, after review and on the recommendation of staff, the Board has determined that the current Conflict of Interest Code does not require amendment.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY ADOPT THE RECITALS AND FINDINGS STATED ABOVE AND AUTHORIZES AND DIRECTS THE GENERAL MANAGER TO SUBMIT A WRITTEN STATEMENT TO THE HUMBOLDT COUNTY ELECTIONS OFFICE STATING THAT THE BOARD HAS REVIEWED THE CONFLICT OF INTEREST CODE AND HAS DETERMINED THAT NO AMENDMENT IS REQUIRED.

PASSED, APPROVED AND ADOPTED this X day of [MONTH], 2014 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Couch, Board President

ATTEST:

Board Secretary

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CONFLICT OF INTEREST CODE

Section 1. INTRODUCTION.

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300, et seq., the McKinleyville Community Services District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of this Code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2. DEFINITION OF TERMS.

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.) and any amendments of the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 3. DESIGNATED EMPLOYEES.

The persons holding positions listed in Section 11 are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 4. DISCLOSURE STATEMENTS.

A designated employee shall report income and investments within the disclosure categories set forth in Section 12. It has been determined that the financial interests set forth in the disclosure categories are the types of financial interest which he or she foreseeably can effect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

Section 5. PLACE OF FILING.

All designated employees required to submit a statement of economic interests shall file the original with the Board Secretary who shall be the filing officer for all designated employees including the members of the Board of Directors.

Members of local government agencies, boards, or commissions who manage public investments on behalf of their agency shall file one original with the filing officer of the local agency, board, or commission who shall make and retain a copy and forward the original to the Fair Political Practices Commission which shall be the filing officer. At its discretion, the Fair Political Practices Commission may provide that the original be filed directly with the local government agency, board or commission.

Section 6. TIME OF FILING.

- (a) Initial Statements. All designated employees employed by the agency on the effective date of this Code shall file initial statements within thirty days after the effective date of this Code.
- (b) Assuming Office Statements. All persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file initial statements within thirty (30) days after assuming office.
- (c) Annual Statements. Effective in 1981, all designated employees shall file annual statements no later than April 1 of each year.
- (d) Leaving Office Statements. All persons who leave designated positions shall file leaving office statements within thirty days after leaving office.
- (e) Candidate Statements. All candidates for election to office shall file statements within 5 days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a disclosure statement with the agency within sixty (60) days of filing a nomination petition for candidacy. All candidates who have filed nomination papers prior to the effective date of this Code shall file candidate statements within 30 days after the effective date of this Code.

Section 7. CONTENTS OF STATEMENTS

- (a) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property held on the effective date of the Code.
- (b) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property held during the preceding twelve (12) months.
- (c) Contents of Annual Statements. Annual Statements shall disclose any reportable investments, interests in real property, and income held or received during the previous calendar year provided; however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- (d) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, and income held or received during the period between the closing date of the last statement filed and the date of leaving office.
- (e) Contents of Candidate Statements. Candidate statements shall disclose any reportable investments and interests in real property held during the preceding twelve (12) months.

Section 8. MANNER OF REPORTING

Disclosure statements shall be made on forms supplied by the McKinleyville Community Services District, and shall contain the following information:

- (a) Contents of Investments and Real Property Reports.

When an investment or interest in real property is required to be reported, the statement shall contain the following:¹

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one

¹ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000), or whether it exceeds one million dollars (\$1,000,000).

- (b) Contents of Personal Income Reports. When personal income is required to be reported the statement shall contain:
 - (1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
 - (2) A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);
 - (3) A description of the consideration, if any, for which the income was received;
 - (4) In the case of a gift, the name and address of the donor, a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- (c) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
 - (1) The name, address, and a general description of the business activity of the business entity;
 - (2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
 - (3) When a payment, including an advance or reimbursement, for travel is required to be reported pursuant to this section, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interest. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.
- (d) Acquisition or Disposal during Reporting Period. In the case of an annual or Leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 9. DISQUALIFICATION.

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeably have a material financial effect on the employee or immediate family member of the employee, distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);
- (b) Any real property in which the designated employee has a direct or indirect interest worth more than two thousand dollars (\$2,000)
- (c) Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred (\$500) dollars or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or
- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

No designated employee shall be prevented from making or participating in the making of any decisions to the extent his or her participation is legally required for the decision to be made. The fact that a

director's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 10. MANNER OF DISQUALIFICATION.

A designated employee, other than a member of the Board of Directors, required to disqualify himself or herself shall do so in writing to the general manager, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

In the case of a designated employee who is a member of the Board of Directors, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission.

Section 11. WHO MUST FILE

Those persons required to file the statements under this Code are members of the Board of Directors, the Treasurer, the General Manager for the District, the District's Legal Consultant, the District's Consulting Engineer, members of the Recreation Advisory Committee and members of standing committees.

Section 12. DISCLOSURE REQUIREMENTS

Those persons listed in Section 11 must disclose investments in business entities and sources of income from business entities or persons who manufacture, distribute, sell or supply the following goods or services: Motor vehicles and specialty vehicles and parts therefore; construction and building materials; office equipment and supplies; petroleum products; electrical or electrical generating equipment and supplies; irrigation equipment and supplies—pipes, valves, fittings, tanks, pumps, meters, etc.; agricultural equipment and supplies; well drilling equipment and supplies; safety equipment, facilities, and instructional material; real property; farming; real estate firms and appraisals; engineering services; printing or reproduction services; publications, and distribution; educational and medical services and materials; preparation of actions leading to taking in eminent domain; soil test, compaction and other agreements on grading requirements; banks and lending institutions; EPA agreements and research; insurance companies; public utilities; and audit agreements and contracts.

Section 13. CHALLENGES TO DISCLOSURE SUFFICIENCY

No person shall commence any suit, challenging the sufficiency of any designated employees disclosure statement without first furnishing the District and the employee whose statement is challenged a written notice stating as follows:

- (a) The specific item or items alleged to be insufficiently described in the employees disclosure statement on file;
- (b) That unless the statement on file is amended so as to provide the information requested in subparagraph (a) hereof within the time limit specified herein, suit will be commenced to compel compliance with the disclosure law.

The designated employee whose disclosure statement is questioned as described herein shall have 20 days from the date notice is furnished, as set forth above, to amend the disclosure statement so as to comply with the requirements of this Code. No action shall be commenced until the expiration of said 20-day period.

All notices, including the notice to the designated employee, shall be delivered or mailed to the District office in McKinleyville, California:

1656 Sutter Road
P. O. Box 2037
McKinleyville, CA 95519

**CONFLICT OF INTEREST CODE FOR THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

The Political Reform Act, Government Code Section 81000, et seq. requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which the Board members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the McKinleyville Community Services District.

Designated employees shall file statements of economic interest with the agency who will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Humboldt County Elections Division, County Clerk's Office. Statements of all other designated employees will be retained by the agency.

APPENDIX B

DESIGNATED POSITIONSDISCLOSURE CATEGORIES

Board of Directors Members	All
General Manager	All
Parks & Recreation Dept. Director	All
Finance Director	All
Operations Dept. Director	All
Legal Counsel	All
Engineer (contract)*	All
Consultant*	All
Recreation Advisory Committee Members	All
Standing Committee Members	All

* The Board may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Where such a determination is adopted it shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

General Provisions

When a designated employee is required to disclose investments, sources of income and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated in Appendix A.

Disclosure Categories

Category 1: Investments and sources of income (including loans and gifts)

Category 2: All interests in real property

Category 3: All Business positions

RESOLUTION 2014 - 21

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
APPROVING WITHOUT AMENDMENT THE DISTRICT'S CONFLICT OF INTEREST CODE
AND AUTHORIZING THE GENERAL MANAGER TO SUBMIT A WRITTEN STATEMENT TO
THAT EFFECT TO THE HUMBOLDT COUNTY OFFICE OF ELECTIONS.**

WHEREAS, the California Government Code mandates that public agencies adopt a Conflict of Interest Code; and

WHEREAS, on September 5, 2012, the Board adopted the current version of the District's Conflict of Interest Code; and

WHEREAS, the Government Code further requires that each local agency perform a biennial review of its Conflict of Interest Code to determine whether changed circumstances require the agency to amend its Conflict of Interest Code; and

WHEREAS, after review and on the recommendation of staff, the Board has determined that the current Conflict of Interest Code does not require amendment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District does hereby adopt the recitals and findings stated above and authorizes and directs the General Manager to submit a written statement of the Humboldt County Elections Office stating that the Board has reviewed the Conflict of Interest Code and has determined that no amendment is required..

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the August 6, 2014 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David R. Couch, Board President

Attest:

David Baldosser, Acting Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.4 Central Ave. Landscape Policy

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: None

Recommendation:

Staff recommends that the Board review the attached information, participate in the presentation through questions and discussion and take public comment.

Discussion:

At the July 2, 2014 Board meeting, staff asked the Board to consider developing a policy for requests for removal and replacement of trees along Central Avenue Open Space Maintenance Zone.

There was a lengthy discussion between staff and the Board of Directors. Bob Bronkall, Deputy Director of Public Works for Humboldt County was also present to answer questions from the board.

After discussion, the Board still had questions and asked staff and Bob Bronkall to research if there were any formal agreements between MCSD and Humboldt County and to bring that information back to the Board of Directors over the course of the next couple meetings. The Board also had concerns about liability and what authority MCSD had.

Staff was unable to find any formal agreement between MCSD and Humboldt County. We've attached any pertinent documents we were able to locate in our files. We will continue to research and try to locate additional files.

We've also attached the documents we received from the County that relates to the Central Avenue landscaping. The County was also unable provide a formal agreement between MCSD and the County.

After the July 2, 2014 Board meeting, staff reviewed notes and listened to the audio in order to provide the Board with transcripts from the meeting. Staff felt this would be beneficial and will assist in continuing the discussion at the August meeting. The transcripts from the meeting are attached.

Staff will also continue to research and figure out any potential exposure to liability and to identify our authority.

It is anticipated that staff will bring a revised policy to the Board to consider for approval at its September 3, 2014 Board meeting.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take action

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1: Central Ave Tree Removal Transcripts from July 2, 2014 Board meeting audio
- Attachment 2: Letter from Humboldt County Sheriff Department
- Attachment 3: Letters from Humboldt County
- Attachment 4: Documents provided by the County

Central Ave Tree Removal

Item E.1 – July 2, 2014 Board meeting

Meeting notes (based on a review of the audio from the meeting)

Corbett

- Don't limit planting to late fall
- Suggested we add: "Such other trees and shrubs as agreed upon by the General Manager."

Edwards

- "Allow for trees to be replaced in a different location."

Mayo

- Suggested we do a survey of property owners to see how they would like the trees managed
- Review the policy/agreement with the County and MCSD

Corbett

- We don't have authority to weigh in (on issues with Central Ave)
- As long as what we adopt is consistent with what the overall goals and what is required by the County, then we have some flexibilities, but we're not allowed to say no trees. We're not allowed to say "one tree every square inch", because that's not consistent with their policy.
- Asked of Bronkall, "So is that you're read that we have flexibility as long as we are consistent with the overall goals of your policy?" Bronkall: "I'm not entirely sure."
- I think we should allow time for these issues to be sorted out and to allow for more public input.
- Leave it to the GM when it will bring it back to the Board (1 month or 2 months.)

Bronkall

- For the streets, Public Works does have a policy that says there needs to be a tree every (50" feet or so and that if the County is required to remove the tree, the County will replace the tree in a nearby location.
- If someone removes a tree the tree is to be replaced in kind.

Orsini

- My intent was to have some sort of orderly process related to people having an issue with a tree, to make sure that if the tree was removed, it was removed properly, that the roots were addressed, the stump was removed and that there was something in kind replaced there, whether it's a shrub because the property owners wasn't happy with the canopy, that staff would have the ability to operate within a certain criteria and work with the property owner that if a tree or shrub was planted, it was planted properly, with root barriers so we wouldn't have any issues with busted curbs and sidewalks like we have now.
- At some point the trees along Central Ave are going to need to go. They are getting too big in diameter, they weren't maintained properly, their canopies were allowed to get way too big.
- If the Board is in agreement with me that we want some sort of orderly means to address property owners that have an issue with trees on their property, we will take this and extend it out and fill in the spots the Board has issue with. So if that's the Board's pleasure, I'm fine with that.

Corbett

- I'm convinced that in the long run the property owners want us to administer it because we can give them quick prompt efficient answers that are grounded on the facts.
- Motion that we drop this from the agenda and come back as determined by the GM

Edwards

- I second the motion and I agree that we need flexibility, I'm just concerned about preparing an MOU with the County. I don't want to overstep our authority. I think it's important that we timely address the public concerns.

Mayo

- Agrees with GM that the trees are going to start needing to go. When we start replacing them, I'd like to see us have a process.

Bronkall

- Mentioned that he has a current request for a tree removal.
- Before I allow to have a tree removed I would like agreement from MCSD.

Edwards

- Could you say yes (to the property owner), as long as they confirm with MCSD?

Bronkall

- When property owners are requested to fix the sidewalk they usually say that "If I'm going to pay to fix the sidewalk then I might as well fix the problem and remove the tree."

Corbett

- It's ok to cut down a tree that's too big and replace it with something smaller. You can't expect a tree to be in there for 100 years.
- I do think you can take out a tree that's damaging a sidewalk and replace it with something else. Maybe 20 years later you do it again.

Mayo

- Who owns the liability of a tree that you have notified a property owner that there's a sidewalk issue? What if they cut out the roots and then the tree falls down on an expensive car? Who owns the liability of that.

Bronkall

- I'm not sure about that.

Corbett

- I know a lot of cities have a liability ordinance and I'm not sure if the County has that but find that out too when you do your research.

Edwards

- I think the County needs to be able to instruct us to take the authority to require the proper planting and replacing of shrubbery or trees so that if you have given us the authority and then you delegate it to the District then we have the right to say yes, you can tell any applicant, refer them back to the District and then we can work with them as to what's most appropriate.
- As of right now, it seems to me we're charged with maintenance, period.
- Unless we have an MOU that gives us the authority, we can't be telling anyone to be doing anything.

Bronkall

- If MCSD wishes to have greater control over the landscaping on Central Avenue, that's something I'd like to present to the Board of Supervisors so it could be if needed an MOU that specifically addresses the landscaping along Central Ave and to delegate and allow MCSD to take on as much responsibility of that they might like.

Corbett

- We've raised some interesting issues that I'd like you to research and get back to our staff. I do think the original agreement with the County required the property owner to ask us and the county and they gave it to us because we're closer to the ground and can do a better job.
- The County has the responsibility and I think Helen's right that if they want to give it to us, spell it out in an MOU where you're not going to come after us for our exercise of our responsibility and then we avoid a double permit for existing property owners. Because I think that's spot and I don't want us to go to that.

Mayo

- I'm not sure that that is correct. The property owners vote every five years for us to do this or not, they are in control.

Corbett

- If they cancel it it's the County.

Mayo

- We are not in control of the legal decisions.

Edwards

- We're just employees.

Bronkall

- I think we can get this resolved in the next meeting.

Edwards

- I would really like to see the liability issues addressed.

Orsini

- We exercise an awful lot of authority right now when it comes to what's planted on Central Avenue and what's not planted on Central Avenue. And basically Central Ave looks the way it does because we exercise a level of authority that's above and beyond just maintaining.
- I understand the Board's concern about assuming liability because a tree's a lot different than a rosemary plant. I also think we need to move on this. I don't want to act until the Board is extremely comfortable with the policy we set forth.
- But this is something that should have been addressed for a long time, just like those trees should have been maintained a lot better than they were a long time ago and they weren't.
- We just need to take care of this.

Corbett

- We gave you the option, you can bring it back at the next meeting or another one after that.
- When you (GM) think it's ready, bring it back to the Board.

Orsini

- If we have a product to bring to the next Board meeting I will, but I'm not going to rush this.

Exhibit 1



HUMBOLDT COUNTY SHERIFF'S OFFICE

GARY PHILP, SHERIFF

CIVIL/COURTS
(707) 445-7335

MAIN STATION
826 FOURTH STREET • EUREKA CA 95501-0516
PHONE (707) 445-7251 • FAX (707) 445-7298

CUSTODY SERVICES
(707) 441-5159

September 7, 2010

RECEIVED

McKinleyville Community Services District
Po Box 2037
McKinleyville, CA 95521

SEP 09 2010

McK. C.S.D.

To Whom it May Concern,

This letter is being written in hopes of clarifying some confusion regarding the use of SWAP crews by the McKinleyville Community Services District.

Over the last couple of months there have been questions about why MCSD has not been getting the amount of SWAP workers needed to fulfill the contractual obligation set forth in the agreement between the SO and MCSD. When advised that the SO is meeting their obligation, MCSD staff replied that there were two (2) contracts.

When asked if MCSD could produce the second contract in question, we were told that the Humboldt County Public Works Department had a copy. After talking with Tom Mattson (Director of Public Works), he reviewed his files and could find no contract between MCSD and Public Works or SO and Public Works regarding Public Works use of SWAP. Public Works obtains assistance from SWAP on an as available basis. A letter dated August 12, 1994 was produced by Public Works that describes landscaping on Central Avenue in McKinleyville. This by no means is a contractual agreement and only mentions Public Works coordination with the Sheriff's Office and scheduling of SWAP crews.

Due to declining participant numbers in the SWAP program and budgetary issues surrounding staff, SWAP cannot supply both the MCSC and Public Works a SWAP crew on a monthly basis as MCSD wishes. MCSD may request short term projects from SWAP by completing a Request for Work Crew form. Each request is evaluated and usually accommodated by the SO as crews and staff are available. The Sheriff's Office would also entertain any proposals from entities that might be able to offset costs of work crews.

I hope this letter has help clarified the Sheriff's Office's position regarding the second crew for MCSD and welcome any questions or comments regarding the contractual agreement between the two. Questions or comments can be directed to myself, or Sergeant Marco Luna.

Ed Wilkinson, Captain
Humboldt County Sheriff's Office
Custody Services Division
(707) 441-5100

Exhibit 2

FEB 23 1993

McK CSD



DEPARTMENT OF PUBLIC WORKS

COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707ARCATA-EUREKA AIRPORT TERMINAL
McKinleyville
AVIATION 839-5401PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA

ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741
BUSINESS	445-7652	PARKS	445-7652
ENGINEERING	445-7493	ROADS & EQUIPMENT MAINT.	445-7421

CLARK COMPLEX
HARRIS & H ST., EUREKA
REAL PROPERTY SERVICES 445-7205

February 22, 1993

Bruce Buel, Manager
McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95521

RE: PUBLIC WORKS DEPARTMENT CONTINUED SUPPORT/CENTRAL AVENUE LANDSCAPE
MAINTENANCE

Dear Mr. Buel:

As I indicated to you and the Board of Directors on December 3, 1992 at the McKinleyville Community Services District Board meeting, we will continue our present effort. That effort consists of providing materials including replacement plantings as required; and provide limited personnel and equipment to support the landscape maintenance by collecting and hauling the clippings and remnants of clean-up efforts by others.

The yearly estimate cost of materials and plantings has averaged \$5,000 to \$8,000. The value of County equipment and personnel varies, but exceeds \$10,000 per year. We will continue the same effort, but will not perform crew supervisory or administration of the effort. I believe that is the thrust of your efforts.

If you have further questions, please contact myself, John Murray or Doug Schuler. Be assured that this Department is concerned with the maintenance of the landscaping on Central Avenue and is committed to provide the above level of service.

Very truly yours,


Don Raffaelli
Deputy Public Works Director

cc: Supervisor Sparks
Doug Schuler
Real Property

Exhibit 3

RECEIVED

AUG 15 1994



DEPARTMENT OF PUBLIC WORKS

McK. C.S.D.

COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

ARCATA-EUREKA AIRPORT TERMINAL
McKINLEYVILLE

AVIATION 839-5401

August 12, 1994

PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA

ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741
BUSINESS	445-7652	PARKS	445-7652
ENGINEERING	445-7493	ROADS & EQUIPMENT MAINT.	445-7421

CLARK COMPLEX
HARRIS & H ST., EUREKA

REAL PROPERTY SERVICES 445-7205

Bruce Buel, Manager
McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95521

RE: CENTRAL AVENUE LANDSCAPING

Dear Bruce:

The following is a follow-up to our phone conversation of August 10, 1994, which I verbally responded to the question asked in your letter of August 2, 1994 relative to the above topic.

The responses to your specific questions are in the order requested:

1. The insurance between the District and the contractor shall include the County and its agents as co-insured. The amount is as the District requires.
2. The contractor may use any over the counter herbicide that the District believes is appropriate. Any special herbicide which requires special licenses or permits must be performed by a contractor licensed to do so.
3. The annual target limit that this Department will participate into is \$7,500 which exceeds the annual amounts expended to date. The District may purchase or cause to be purchased, at a source of their choosing, materials up to that amount. Billings for reimbursement from this Department shall be made at least each quarter. The County will not dictate purchase sources, however, encourages local sources to be favorably considered.
4. The addition of large vegetation that may obscure visibility at intersections or driveways is not acceptable. Large trees that may encroach into the bike lanes or sidewalk or equestrian path is not acceptable. If questions arise, please contact Doug Schuler or me and either one of us will be glad to discuss it with you or your representatives.
5. If a Department representative is required to attend, at your discretion, it will be Doug Schuler, myself or John Murray in that order.

I trust the above is consistent with our phone conversation. If not or if other questions arise, please contact me at your convenience.

Very truly yours,



Don Raffaelli

Deputy Public Works Director

cc: Gordon Schuler
Doug Schuler
Business

COUNTY OF HUMBOLDT
Interoffice Memo
Department of Public Works

DATE: April 21, 1993
TO: Gordon Schuler, Road Maintenance
Michael LeGrand, Real Property Services
FROM: John Murray, Director
RE: LANDSCAPING ALONG CENTRAL AVENUE

SCANNED

I received a call from a concerned McKinleyville citizen who informed me that many people along Central Avenue have been told they can do whatever they want with the landscaping fronting their property. The new mini-lube business near the Holly Road intersection, for instance, has apparently come in and ripped out mature trees because they blocked the view of the business from the traveling public.

The landscaped area is for the community and was put in as a mitigation for what the community felt was lost when the cypress trees were cut. We cannot allow people to do whatever they want; there has to be some approval process.

Both of you are knowledgeable on the workings of either the maintenance or the issuance of encroachment permits. Would you see if you can get a handle on what is happening there and get the word out that the landscaping belongs to the County; that we have a voice in it until the district for its maintenance is formed.

cc: Doug Schuler



MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT

P. O. BOX 2037 • MCKINLEYVILLE, CA 95521 • (707) 839-3251

Central Ave
AUG 16 1994

August 15, 1994

SCANNED

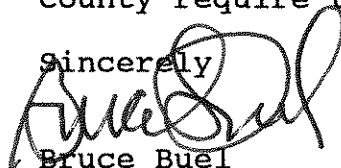
Mr. John Murray, Director
Humboldt County Department of Public Works
1106 Second Street
Eureka, California 95501-0579

SUBJECT: Mill Creek Marketplace Landscape Strip Maintenance

Dear John

The Board on August 11, 1994 unanimously voted to accept responsibility for maintenance of the landscape strip in the marketplace's public right of way. The Board has set September 8, 1994 as the first of three public hearings to form an open space maintenance zone for this strip. Staff expects that the District could retain a contractor as early as October 15, 1994. In the interim, MCSD requests that the County require the developer to maintain this strip.

Sincerely


Bruce Buel
Manager

CC: MCSD Board of Directors
Harless McKinley, DPW
Michael Miller, Browman Development Corp

PUBLIC WORKS	
✓	DIR
	AV
	BUS
✗	ENG
✓	MAINT.
	RD
	EM
	NR
	PK
✗	RP
	SEC
	FILE
	TIC

Exhibit A

DESCRIPTION OF LANDSCAPE STRIP & MAINTENANCE PROGRAM

MCSD has formed a maintenance zone composed of 54 properties fronting both sides of Central Avenue from just South of School Road to just North of Railroad Drive. These properties will pay assessments totaling \$1090 per month for the maintenance of the 8308 linear feet of landscape strip.

The landscape strip includes planting beds on the West side and both planting beds and a equestrian trail on the East side. The strip is owned by the 54 property owners but the County of Humboldt and MCSD have an easement interest for maintenance of the strip.

MCSD will retain a contractor to do maintenance and to coordinate with County Public Works, County Sheriff, the property owners and MCSD.

The maintenance tasks are described in Exhibit C. Contractor will weed planter beds and trail surface, trim vegetation, plant vegetation supplied by County, apply mulch supplied by County, install/repair irrigation systems, repair/replace dividers, repair/replace fencing, remove trash and supervise supplied labor. Contractor will remove all trimmings and refuse to County yard. Contractor will not be responsible for sidewalks, curbs, gutters, driveways, hydrants, power poles, utility boxes and private landscaping.

Coordination with Public Works includes securing materials (County will furnish plants, mulch and appurtenances), accessing the County yard and arranging for County Dump Truck assistance. Coordination with the Sheriff's office includes arranging for SWAP work days and supervising the work done by the SWAP crew. Coordination with the property owners includes preparation of information for quarterly meetings and attendance at quarterly meetings to set work priorities. Coordination with MCSD includes day to day direction and any billing/payment matter.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Approve Resolution 2014-22 ACKNOWLEDGING STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2014-0038 TO ADOPT AN EMERGENCY REGULATION FOR STATEWIDE URBAN WATER CONSERVATION AND COMMITMENT BY MCSD TO ENACT APPROPRIATE CONSERVATION MEASURES CONSISTENT WITH STATE EMERGENCY REGULATIONS THROUGH ACTIVATION OF STAGE 2 OF ORDINANCE 10 AND DRAFTING OF A WATER SHORTAGE CONTINGENCY PLAN**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review information as presented, take public comment and approve Resolution 2014-22 recognizing SWRCB Resolution 2014-0038 and Activation of Stage 2 of MCSD Ordinance 10 to initiate mandatory outdoor water use reductions and authorize development of a Water Shortage Contingency Plan (Attachment 1).

Discussion:

In response to the ongoing severe drought, on July 15, 2014 the State Water Resources Control Board (SWRCB) approved an emergency regulation (Resolution No. 2014-0038 adopting "An Emergency Regulation for Statewide Urban Water Conservation") (EXHIBIT A) to ensure water agencies, their customers and state residents increase water conservation in urban settings or face possible fines or other enforcement.

According to the SWRCB, the new conservation regulation is intended to reduce outdoor urban water use. The regulation, adopted by the State Water Board, mandates minimum actions to conserve water supplies both for this year and into 2015. Most Californians use more water outdoors than indoors. In some areas, 50 percent or more of daily water use is for lawns and outdoor landscaping.

Larger water suppliers will be required to activate their Water Shortage Contingency Plan (WSCP) to a level where outdoor irrigation restrictions are mandatory. In communities where no WSCP exists, the regulation requires that water suppliers either limit outdoor irrigation to twice a week or implement other comparable conservation actions. Finally, large water suppliers must report water use on a monthly basis to track progress to achieve a comparable reduction in water consumption by the people it serves relative to the amount consumed in 2013.

The SWRCB Regulations, which take effect on or about Aug. 1, prohibit Californians from using potable water to do any of the following:

- Wash down sidewalks and driveways
- Water outdoor landscapes in a manner that causes excess runoff
- Wash a motor vehicle with a hose that does not have a shut-off nozzle
- Operate a fountain or decorative water feature, unless the water is part of a recirculating system
- Limit outdoor irrigation to twice per week or implement other comparable conservation actions.

The regulations make an exception for circumstances where the action is necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency.

Management recommends activation of Stage 2 - Moderate Mandatory Rationing (up to 30% reduction) of MCSD Ordinance 10, develop a WSCP with implementation it in a timely manner to forgo the blanket requirements set forth in the SWRCB Resolution 2014-0038. This will produce a Plan and reductions more appropriate and less difficult to enforce, tailored to our specific conditions.

During the meeting we will provide clarification related to the intent of the SWRCB Resolution 2014-0038 the review of a set of frequently asked questions provided by ACWA (Attachment 4).

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Enforce the requirements of SWRCB Resolution 2014-0038

Fiscal Analysis:

No way to determine at this time but potential reduction in water consumption of up to 30% will impact revenue to some extent. This will be tracked in the Finance Director's Report

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 Resolution 2014-22 w/ Exhibit 1
- Attachment 2 July 2015 Press Release from the Water Board
- Attachment 3 MCSD Direction to Rate Payers (this will be modified dependent on the outcome of the August 6th MCSD Meeting)
- Attachment 4 FAQ ACWA Water Conservation Emergency Regulations

**STATE WATER RESOURCES CONTROL BOARD
RESOLUTION NO. 2014-0038**

**TO ADOPT AN EMERGENCY REGULATION
FOR STATEWIDE URBAN WATER CONSERVATION**

WHEREAS:

1. On April 25, 2014, Governor Edmund G. Brown Jr. issued an [executive order](#) to strengthen the state's ability to manage water and habitat effectively in drought conditions and called on all Californians to redouble their efforts to conserve water. The executive order finds that the continuous severe drought conditions present urgent challenges across the state including water shortages in communities and for agricultural production, increased wildfires, degraded habitat for fish and wildlife, threat of saltwater contamination, and additional water scarcity if drought conditions continue into 2015. The [National Integrated Drought Information System](#) reported that nearly 80% of the state was reported to be under "extreme" drought conditions at the end of June;
2. The executive order refers to the [Governor's Proclamation No. 1-17-2014](#), issued on January 17, 2014, declaring a State of Emergency to exist in California due to severe drought conditions. The January Proclamation notes that the state is experiencing record dry conditions, with 2014 projected to become the driest year on record. Since January, state water officials indicate that reservoirs, rainfall totals and the snowpack remain critically low. This follows two other dry or below average years, leaving reservoir storage at alarmingly low levels. The January Proclamation highlights the State's dry conditions, lack of precipitation and the resulting effects on drinking water supplies, the cultivation of crops, and the survival of animals and plants that rely on California's rivers and streams. The January Proclamation also calls on all Californians to reduce their water usage by 20 percent;
3. There is no guarantee that winter precipitation will alleviate the drought conditions that the executive orders address, which will lead to even more severe impacts across the state if the drought wears on;
4. Water Code section 1058.5 grants the State Water Board the authority to adopt emergency regulations in certain drought years in order to: "prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter's priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports";
5. Over 400,000 acres of farmland are expected to be fallowed, thousands of people may be out of work, communities risk running out of drinking water, and fish and wildlife will suffer.

6. Many Californians have taken bold steps over the years and in this year to reduce water use; nevertheless, the dire nature of the current drought requires additional conservation actions from residents and businesses. Some severely affected communities have implemented water rationing, limiting water use in some cases to only 50 gallons per person per day, foregoing showers, laundry, toilet flushing, and all outdoor watering.
7. Water conservation is the easiest, most efficient and most cost effective way to quickly reduce water demand and extend supplies into the next year, providing flexibility for all California communities. Water saved this summer is water available next year, giving water suppliers the flexibility to manage their systems efficiently. The more water that is conserved now, the less likely it is that a community will experience such dire circumstances that water rationing is required ;
8. Most Californians use more water outdoors than indoors. In many areas, 50 percent or more of daily water use is for lawns and outdoor landscaping. Outdoor water use is generally discretionary, and many irrigated landscapes would not suffer greatly from receiving a decreased amount of water;
9. Public information and awareness is critical to achieving conservation goals and the Save Our Water campaign, run jointly by the Department of Water Resources (DWR) and the Association of California Water Agencies, is an excellent resource for conservation information and messaging that is integral to effective drought response (<http://saveourwater.com>).
10. Enforcement against water waste is a key tool in conservation programs. When conservation becomes a social norm in a community, the need for enforcement is reduced or eliminated;
11. The emergency regulations set a minimum standard requiring only modest lifestyle changes across the state. Many communities are already doing more and have been for years. They should be commended, but can and should do more. Others are not yet doing so and should at least do this, but should do much more given the severity of the drought;
12. On July 8, 2014, the State Water Board issued public notice that the State Water Board would consider the adoption of the regulation at the Board's regularly-scheduled July 15, 2014 public meeting, in accordance with applicable State laws and regulations. The State Water Board also distributed for public review and comment a Finding of Emergency that complies with State laws and regulations;
13. On April 25, 2014, the Governor suspended the California Environmental Quality Act's application to the State Water Board's adoption of emergency regulations pursuant to Water Code section 1058.5 to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion of water, to promote water recycling or water conservation;
14. As discussed above, the State Water Board is adopting the emergency regulation because of emergency drought conditions, the need for prompt action, and current limitations in the existing enforcement process;

15. Disadvantaged communities may require assistance in increasing water conservation and state agencies should look for opportunities to provide assistance in promoting water conservation;
16. Nothing in the regulations or in the enforcement provisions of the regulations, preclude a local agency from exercising its authority to adopt more stringent conservation measures. Moreover, the Water Code does not impose a mandatory penalty for violations of the regulations adopted by this resolution and local agencies retain their enforcement discretion in enforcing the regulations, to the extent authorized, and may develop their own progressive enforcement practices to encourage conservation.

THEREFORE BE IT RESOLVED THAT:

1. The State Water Board adopts California Code of Regulations, title 23, sections 863, 864, and 865, as appended to this resolution as an emergency regulation;
2. The State Water Board staff will submit the regulation to the Office of Administrative Law (OAL) for final approval;
3. If, during the approval process, State Water Board staff, the State Water Board, or OAL determines that minor corrections to the language of the regulation or supporting documentation are needed for clarity or consistency, the State Water Board Executive Director or designee may make such changes;
4. These regulations shall remain in effect for 270 days after filing with the Secretary of State unless the State Water Board determines that it is no longer necessary due to changed conditions, or unless the State Water Board renews the regulations due to continued drought conditions as described in Water Code section 1058.5;
5. The State Water Board directs staff to provide the Board with monthly updates on the implementation of the emergency regulations and their effect;
6. Directs State Water Board staff to condition funding upon compliance with the emergency regulations, to the extent feasible;
7. Directs State Water Board staff to work with the Department of Water Resources and the Save Our Water campaign to disseminate information regarding the emergency regulations; and
8. Directs State Water Board staff in developing an electronic reporting portal to include data fields so that local agencies may provide monthly reporting data on (i) conservation-related implementation measures or enforcement actions taken by the local agency and (ii) substitution during the drought of potable water with recycled water to extend water supplies.

THEREFORE BE IT FURTHER RESOLVED THAT:

9. The State Water Board commends water suppliers that have increased conservation messaging and adopted innovative strategies to enhance customer awareness of water use, such as applications that let customers compare their water use to water use by others; reduce system losses, such as fixing system leaks which can deplete supplies by 10 percent or more; and establish incentives to reduce demand, such as tiered or drought rate structures. The State Water Board also commends all Californians that have already been working to maximize their conservation efforts, both at home and at work;
10. The State Water Board calls upon water suppliers to take the following actions:

Educate customers and employees

- Retail water suppliers should provide notice of the regulations in English and Spanish in one or more of the following ways: newspaper advertisements, bill inserts, website homepage, social media, notices in public libraries;
- Wholesale suppliers should include reference to the regulations in their customer communications;
- All water suppliers should train personnel on the regulations;
- All water suppliers should provide signage where recycled or reclaimed water is being used for activities that the emergency regulations prohibit with the use of potable water, such as operation of fountains and other water features;
- All water suppliers should redouble their efforts to disseminate information regarding opportunities and incentives to upgrade indoor fixtures and appliances;
- All water suppliers should use education and the tools available through the Save Our Water website (<http://saveourwater.com>); and
- All water suppliers should educate and prepare their boards and councils on the drought response actions contained in the emergency regulations and in this resolution, and to make sure that drought response items are placed on agendas as early as possible;

Increasing local supplies

- All water suppliers should accelerate the completion of projects that will conserve potable water by making use of non-potable supplies, such as recycled water, "greywater," and stormwater collection projects;
- All water suppliers should improve their leak reporting and response programs and request that police and fire departments and other local government personnel report leaks and water waste that they encounter during their routine duties/patrols;
- Smaller water suppliers – those with fewer than 3,000 service connections – should take proactive steps to secure their communities' water supplies and educate their customers about water conservation and the status of their supply reserves;
- All water suppliers should conduct water loss audits and make leak detection and repair a top priority for the duration of the drought; and
- All urban water suppliers should evaluate their rate structures and begin to implement needed changes as part of planning for another dry year. Information and assistance on setting and implementing drought rates is available from the Alliance for Water Efficiency. (<http://www.allianceforwaterefficiency.org/>).

11. The State Water Board calls on all Californians to take the following additional actions:
 - Further reduce water demand, whether by using less water in daily routines indoors and out, retrofitting appliances and installing greywater and rainwater catchment systems; and
 - Check residential and business water bills to see if there are high charges that may indicate a leak and to fix the leak, if they are able, or contact their local water utility if they need assistance.
12. The State Water Board encourages its staff, the Department of Water Resources, the Public Utilities Commission, urban water suppliers, and other local agencies to look for opportunities to encourage and promote new technologies that reduce water usage, including through timely access to water usage information and behavioral response.
13. The State Water Board encourages all state and local agencies to look for additional opportunities to minimize potable water use in outdoor spaces.
14. The State Water Board encourages investor-owned utilities to expeditiously submit applications for implementation of the regulations to the California Public Utilities Commission.

CERTIFICATION


The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on July 15, 2014.

AYE: Chair Felicia Marcus
Vice Chair Frances Spivy-Weber
Board Member Steven Moore
Board Member Dorene D'Adamo

NAY: None

ABSENT: Board Member Tam M. Doduc

ABSTAIN: None



Jeanine Townsend
Clerk to the Board

PROPOSED TEXT OF EMERGENCY REGULATIONS

Article 22.5. Drought Emergency Water Conservation

Sec. 863 Findings of Drought Emergency

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(4) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(5) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to further promote conservation.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105.

Sec. 864 Prohibited Activities in Promotion of Water Conservation

(a) To promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

(b) The taking of any action prohibited in subdivision (a) of this section, in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105.

PROPOSED TEXT OF EMERGENCY REGULATIONS

Sec. 865 Mandatory Actions by Water Suppliers

(a) The term “urban water supplier,” when used in this section, refers to a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water.

(2) As an alternative to subdivision (b)(1), an urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation-based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

(c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within thirty (30) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week or shall implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(d) In furtherance of the promotion of water conservation each urban water supplier shall prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. Beginning October 15, 2014, the monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves. In its initial monitoring report, each urban water supplier shall state the number of persons it serves.

(e) To promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, within thirty (30) days, take one or more of the following actions:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2) Implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105; 350; 10617; 10632.

Resolution 2014-22

**ACKNOWLEDGING STATE WATER RESOURCES CONTROL BOARD
RESOLUTION NO. 2014-0038 TO ADOPT AN EMERGENCY REGULATION FOR
STATEWIDE URBAN WATER CONSERVATION AND COMMITMENT BY MCSD TO
ENACT APPROPRIATE CONSERVATION MEASURES CONSISTENT WITH STATE
EMERGENCY REGULATIONS THROUGH THE UPDATING OF MCSD ORDINANCE
10 AND THE DRAFTING OF A WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, on July 15, 2014, the State Water Resources Control Board (SWRCB) adopted Resolution No. 2014-0038 *“Adopting An Emergency Regulation for Statewide Urban Water Conservation (EXHIBIT A)”*; and

WHEREAS, the State in Promotion of Water Conservation (Article 22.5. Sec. 864 Drought Emergency Water Conservation) contains statewide prohibitions on activities to promote water conservation; and

WHEREAS, the State requires water suppliers with Water Shortage Contingency Plans shall implement all requirements and actions of the stage of its Water Shortage Contingency Plan that imposes mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water; and

WHEREAS, MCSD and our rate payers have been and will continue to be conscious of the necessity to conserve water as demonstrated by our continuing reduction in consumption; and

WHEREAS, MCSD is committed to meeting the intent of the SWRCB to restrict the use of water on hardscapes and reduce the irrigation of landscapes and turf through:

1. Activation of Stage 2 of Ordinance 10 AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF and
2. The development of a Water Shortage Contingency Plan that complies with California Water Code section 10632; and
3. Carrying out a public education / outreach program on water conservation through the use of personal interaction, printed materials, website and social media.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DO HEREBY:

1. Activate Stage 2 of Ordinance 10 (AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF), Initiating Moderate Mandatory Rationing up to 30% reduction ; and

2. Develop a Water Shortage Contingency Plan consistent with the authority established in modified Ordinance 10, and in compliance with California Water Code section 10632. The Water Shortage Contingency Plan is intended to be approved allowing MCSD to implement all requirements and actions of the stage of its water shortage contingency plan that imposes restrictions on outdoor irrigation of ornamental landscapes or turf with potable water thus complying the intent the State Water Resources Control Board adopted Emergency Resolution No. 2014-0038 *“Adopting An Emergency Regulation for Statewide Urban Water Conservation”*.

PASSED AND ADOPTED by the McKinleyville Community Services District Board of Directors,
AYES:
NOES:
ABSENT:
ABSTAIN:

David R. Couch, Board President

Attest:

David Baldosser, Board Secretary



Media Release

State Water Board Approves Emergency Regulation to Ensure Agencies and State Residents Increase Water Conservation

For Immediate Release
July 15, 2014

Contact: George Kostyrko
(916) 341-7365

In response to the ongoing severe drought, on Tuesday the State Water Resources Control Board approved an emergency regulation to ensure water agencies, their customers and state residents increase water conservation in urban settings or face possible fines or other enforcement.

The new conservation regulation is **intended to reduce outdoor urban water use**. The regulation, adopted by the State Water Board, mandates minimum actions to conserve water supplies both for this year and into 2015. Most Californians use more water outdoors than indoors. In some areas, 50 percent or more of daily water use is for lawns and outdoor landscaping.

Many communities and water suppliers have taken bold steps over the years and in this year to reduce water use; however, many have not and much more can and should be done statewide to extend diminishing water supplies.

With this regulation, all Californians will be expected to **stop: washing down driveways and sidewalks; watering of outdoor landscapes that cause excess runoff; using a hose to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle, and using potable water in a fountain or decorative water feature, unless the water is recirculated. The regulation makes an exception for health and safety circumstances.**

Larger water suppliers will be required to activate their Water Shortage Contingency Plan to a level where outdoor irrigation restrictions are mandatory. In communities where no water shortage contingency plan exists, the regulation requires that water suppliers either limit outdoor irrigation to twice a week or implement other comparable conservation actions. Finally, large water suppliers must report water use on a monthly basis to track progress.

Local agencies could ask courts to **fine water users up to \$500** a day for failure to implement conservation requirements in addition to their existing authorities and processes. The State Water Board could initiate enforcement actions against water agencies that don't comply with the new regulations. Failure to comply with a State Water Board enforcement order by **water agencies is subject to up to a \$10,000 a day penalty.**

"We are facing the worst drought impact that we or our grandparents have ever seen," said State Water Board Chair Felicia Marcus. "And, more important, we have no idea when it will end. This



drought's impacts are being felt by communities all over California. Fields are fallowed; communities are running out of water, fish and wildlife will be devastated. The least that urban Californians can do is to not waste water on outdoor uses. It is in their self-interest to conserve more, now, to avoid far more harsh restrictions, if the drought lasts into the future. These regulations are meant to spark awareness of the seriousness of the situation, and could be expanded if the drought wears on and people do not act."

In addition to approving the emergency conservation regulation today, the State Water Board made a plea for water suppliers, communities and businesses to do even more. For example, water agencies are being asked to step up their programs to **fix leaks and other sources of water loss, use more recycled water or captured stormwater, and find additional ways to incentivize demand reduction among their customers.**

The new regulation was developed following two drought emergency declarations by Governor Brown. On January 17, Governor Edmund G. Brown Jr. issued a drought emergency proclamation following three dry or critically dry years in California.

The April 25 Executive Order issued by the Governor directs the State Water Board to adopt an emergency regulation as it deems necessary, pursuant to Water Code section 1058.5, to ensure that urban water suppliers implement conservation measures.

As drought conditions continue, the State Water Board may revisit this regulation and consider other measures to enhance conservation efforts throughout the state.

Following Board adoption, the regulation will **likely go into effect on or about August 1**, following submittal to the Office of Administrative Law. The emergency regulation remains in effect for 270 days, unless extended by the State Water Board due to ongoing drought conditions.

For more information on the proposals leading to this Board action, please visit the [Emergency Water Conservation](#) website.

Governor Brown has called on all Californians to reduce their water use by 20 percent and prevent water waste – visit SaveOurH2O.org to find out how everyone can do their part, and visit Drought.CA.Gov to learn more about how California is dealing with the effects of the drought.

ATTACHMENT 3

Phone, Office and Field Talking Points for Support and Field Staff:

The State Water Board adopted a regulation that goes into effect on Friday August 1, 2014.

With this regulation, all Californians will be expected to stop: washing down driveways and sidewalks; watering of outdoor landscapes that cause excess runoff; using a hose to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle, and using potable water in a fountain or decorative water feature, unless the water is re-circulated. The regulation makes an exception for health and safety circumstances.

Users should limit outdoor irrigation to twice a week or implement other comparable conservation actions.

Water Conservation Emergency Regulations

Frequently Asked Questions

INDIVIDUAL PROHIBITIONS

P.1. Who do the prohibitions apply to?

A. The prohibitions apply to all Californians. The prohibitions against runoff in outdoor landscapes, washing motor vehicles with a running hose (no shut off), hosing down sidewalks and driveways, and running fountains that do not recirculate water are a minimum level of effort that every resident of the State is responsible for.

P.2. Is there an exemption to the prohibitions to protect public health and safety?

A. Yes, the regulations state that the prohibitions apply “except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a State or federal agency.”

P.3. Are locals prevented from enacting or enforcing water prohibitions that are more stringent than the regulations?

A. No, the regulations represent a minimum level of effort and everyone is encouraged to do more.

P.4. What is meant by “sidewalk” in the prohibition section of the regulations?

A. A sidewalk is commonly considered to be a walkway designated for pedestrian travel.

WATER SUPPLIER ACTIONS

S.1. What would be a sufficient “comparable” level of conservation under the regulations?

A. The regulations anticipate that the outdoor irrigation restrictions can result in up to a 20% reduction in outdoor water use. The expectation is that the imposition of conservation measures, other than the 2-day per week default provision should achieve a similar or better level of savings.

S.2. Do the regulations apply to wholesale water suppliers?

A. No, the regulations do not apply to wholesale water suppliers. If a supplier provides both retail and wholesale services, the regulations would apply to the retail component of the service.

S.3. Do the regulations override local conservation programs?

A. The regulations do not override local conservation programs, but they may cause a water supplier to increase the level of effort to achieve water savings. The regulations specifically require water suppliers to implement their water shortage contingency plans to a level that imposes mandatory outdoor irrigation restrictions. Many communities are currently calling for voluntary restrictions. The regulations would increase this level of effort.

Water Conservation Emergency Regulations

Frequently Asked Questions

S.4. If a water supplier has implemented a drought contingency plan that restricts outdoor irrigation to 3 days per week, are they in compliance with the regulations?

A. Yes, the regulations require water suppliers to implement the stage of their water shortage contingency plans where outdoor irrigation restrictions are mandatory. The regulations recognize that everyone's plans are different, reflecting unique local conditions and do not specify what the specific restrictions must be as long as they are mandatory.

S.5 Do the regulations apply to Investor Owned Utilities that are regulated by California Public Utilities Commission?

A. Yes, the regulations apply to Investor Owned Utilities in the same manner that they apply to public water agencies. Implementing certain aspects of the regulations will require approval from the California Public Utilities Commission (CPUC), but that approval will come in the form of letters from CPUC staff, which will be issued on a ministerial basis. As indicated above, the prohibitions apply to all Californians regardless of their source of water (recycled water excepted).

S.6 Are water suppliers serving fewer than 3000 connections required to comply with the reporting requirements for water production data?

A. No, the reporting requirements only apply to urban water suppliers that serve greater than 3000 connections.

ENFORCEMENT

E.1. Can both law enforcement and water agencies issue citations for an offence under the regulations?

A. The infraction citation may be issued by a peace officer or any employee of a local agency that is charged with enforcing statutes, regulations, and ordinances pertaining to water use, if the local agency has adopted an ordinance empowering them to do so. This means that the precise individuals within an agency authorized to issue the infractions would vary depending upon what, if any, relevant ordinance the agency has adopted.

E.2. Who will be held responsible for non-compliance with the prohibitions in rental units?

A. Just as with a traffic ticket, it is the person that is actually engaging in the prohibited activity.

E.3 Are local agencies required to enforce the new prohibitions using the infraction authority authorized through the regulation?

A. No, the infraction authority provides an additional tool available to local entities to use or not.

Water Conservation Emergency Regulations

Frequently Asked Questions

GENERAL

G.1. How do the newly adopted regulations affect tribal lands?

A. These regulations follow existing precedent on tribal/state relations. They do not apply to federally or tribally-owned water suppliers or users on tribal trust lands of federally recognized tribes. To the extent some tribal lands may be serviced by non-tribal public water suppliers, the suppliers must comply with the regulations.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A. Finance Director's Report for August 2014

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

TYPE OF ACTION: None

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$94,012.59 to date into the Trust Account for revenue recovery.

The Audit Committee has met with the General Manager, Finance Director and representatives from Hunter, Hunter, & Hunt. The tentative audit schedule was finalized. Disbursement lists have already been submitted to the auditor for testing.

Treasurer's Report Highlights: While the capacity fees and contributed capital assets revenue make the Water and Wastewater Funds look like they are collecting excessive revenue, the actual revenue for water and wastewater services is only slightly over budget. The contributed capital assets revenue is also not a cash revenue source.

The overview this month is the process for closing the year. Regular financial statements are produced for June, but they are labeled "DRAFT." The ending amount for every account on the Balance Sheet is verified: loans, payroll, cash, inventory, fixed assets, and ongoing projects. Any adjustments to these accounts are included as "other expenses" in the appropriate Fund Income Statement (Water, Sewer, Parks, etc.). Most adjustments are immaterial, meaning they are not large enough to significantly impact the bottom line.

The year-end process overlaps with the audit process. In addition to the regular year-end close, the auditor also tests random samples of individual transactions for accuracy and proper posting. The sample size must be sufficient to provide a statistical assurance that the financial statements are accurate "in all material respects."

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B. **Operations Department – June 2014 Report**

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Water Department:

◇ **Water Statistics:**

The district pumped 50 million gallons of water in June.
Seven water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

◇ **Double Check Valve Testing:**

Annual routine testing was completed in Routes 12 & 13 and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

◇ **Average and Maximum Water Usage:**

The maximum water usage day was 2.3 million gallons and the average usage per day was 1.7 million gallons.

◇ **Water Distribution Maintenance:**

The annual Valve Exercising Program continued in June. (58% completed) Valves will be exercised and documented in the log book. Any discrepancies will be flagged to generate work orders for repairs. Staff inspected the installation of the Intertie pipeline along Northbank Road to verify the contractors were meeting District Standards and Specs.

◇ **Water Station Maintenance:**

Expansion joints were inspected at all stations and conditions were recorded. A single service was split into a dual service on Lynae Court. The water main on Douglas was GIS located and corrected on the map.

◇ **New Construction Inspections:**

Federal Courthouse, The 1 ½" water meter was set. Fire service is scheduled to be installed. Central Estates Phase 2C, GRS broke ground and started cutting in the roads to prepare for utility installations.

Sewer Department:

◇ **Waste Water Statistics:**

24.2 million gallons of wastewater was collected and pumped to the W.W.M.F. 20 million gallons of wastewater was treated and discharged to land disposal or reclamation in June. Daily, weekly and monthly inspections of all sewer facilities were conducted.

◇ **Sewer Station Maintenance:**

Quarterly wet well washing was conducted at the Letz and Kelly Lift Stations. This is done to prevent grease and rags from plugging up the pumps. Semi-annual expansion joint inspections were completed at all sewer stations. Expansion joint conditions are noted and replaced where needed. Pump 1 at B Street Station plugged up with rags. The pump and check valve was opened up, rags removed and placed back into service.

◇ **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 quarterly Hydro-cleaning schedule was completed in June. 13,000 feet of sewer main was cleaned using 3000 psi of water through a spinning nozzle to prevent possible sewer plugs that may cause a sewer spill. Customers were notified in advance. A sewer main was inspected with the camera to help troubleshoot customer sewer flow issues.

◇ **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. Pond aerators and controls were relocated to accommodate for the Biosolids removal project and the treatment plant upgrade. String trimming and mowing took place inside the WWMF fence line. The annual calibration of one CL2 and SO2 detector was performed.

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

Weekly well monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study. Hiller lanes were mowed to due to the grass restricting sprinkler operation.

◇ **Street Light Department:**

No repairs were conducted on street lights in June.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. District staff received two days of training on maintenance and repairs of the Redwood Tanks. This will eliminate the need for a wood tank inspector in the future.

Special Notes:

Tractors, Dump Truck and Vac-con were greased and lubed to prevent unnecessary wear. Operations Department assisted Parks and Rec with the Awning foundation.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.C Parks & Recreation Director's Report for August 2014

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: None

LAWN GAMES AT PIERSON PARK:

We are offering a new event this summer, Lawn Games at the Park will take place every Thursday from 6:00 pm to 8:00 pm at Pierson Park. The event is designed to get family and friends to spend an evening playing good old fashioned lawn games at the park. Participants are encouraged to bring a picnic dinner, blanket, lawn chairs and enjoy summer evenings playing badminton, croquet, cornhole, bocce ball and wiffle ball. Our parks & recreation department will provide all the equipment. The event is free and participants are also encouraged to bring their own equipment and games.

TREE INSPECTIONS:

Staff is in the process of inspecting trees located throughout our park system. We are in the process of developing a maintenance plan to keep trees pruned properly and to maintain the health of the trees.

GRANTS:

Staff continues to actively research grant opportunities on a weekly basis. Grants received and active are as follows:

- \$64,000.00 from the S.H. Cowell Foundation to support the teen & community center. This grant was a partnership with the Boys & Girls Club of the Redwoods
- \$9,000 match from Humboldt Area Foundation for audio and visual equipment for the Teen & Community Center
- \$25,000 match from Land & Water Conservation Fund to fund the construction of a covered picnic area at Pierson Park
- We recently received a \$3,000 grant from the McKinleyville Area Fund to purchase sound equipment for the sound proof music room at the Teen & Community Center
- We received a \$2,000 grant from Humboldt Sponsors to purchase cooking supplies to assist with teaching culinary arts classes in the teen & community center once it is built

With construction of the teen & community center starting soon, staff is actively pursuing local and regional grants to help furnish the facility.

TEEN & COMMUNITY CENTER:

LDA Partners will be present at the meeting to discuss the current status of the project.

PIERSON PARK COVERED PICNIC AREA PROJECT:

A majority of this project is being completed in house. The project area has been graded and the footings have been dug. JLF Construction will pour the slab in the next few weeks. Funding for this project will come from a Land & Water Conservation Fund grant (\$25,000) and Quimby Inland Parkland Dedication Fund (\$50,000).

CALIFORNIA CONSERVATION CORPS (CCC):

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

SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):

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

COMMUNITY SERVICE WORKERS:

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

WORK EXPERIENCE (CalWORKS PROGRAM)

We currently have One (1) CalWORKS staff member working within the Parks Department. We are still seeking additional individuals interested in working for the Park Maintenance. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

GRAFFITI & VANDALISM UPDATE:

No major vandalism to report.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2014

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D General Manager's Report for August 2014

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: None

A summary of activity for the month of July, 2014

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

• SDRMA Liability insurance program savings	\$864
• Reimbursement miss billing from Suddenlink	\$288
• SWAP Crews	\$8,000
• California Conservation Corps	\$5,000
• Community Service Workers	\$1,000
• Various Volunteers	\$600
• Automotive Repairs	\$210
• Heavy equipment fluid and filter exchange	\$1,200
• Mosquito Abatement	\$150
• Fischer Ranch Barn Repairs	\$250
• Bush Hog mower repairs	\$500

Total cost savings for July is \$18,062

***The cumulative cost saving to the District to date
from July 1, 2014 is \$18,062***

The cumulative cost saving to the District for Fiscal Year 13/14 is \$561,042 including \$20,820 for the in house installation of streetlights in the LED retrofit project.

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 Curtailment – July saw approval of a mandatory water conservation resolution by the State Water Resources Control Board. Much effort was expended wading through information and discussion with local agencies. Management determined the best course of action was to dust off Ordinance 10, update it to provide all the authority necessary, add 4 stages of water conservation from voluntary conservation to mandatory rationing and request the Board approve it at the August meeting. We will have a custom made defensible action plan consistent with the State's intent.

Litigation with Humboldt County – Management will be watching to ensure the stipulations in the agreement are instituted in a timely manner.

Photovoltaic Feasibility – Consistent with the Strategic Plan, management continues to explore alternative energy options. We will be providing a report to the Board in August 2014 evaluating solar for MCSD sites. The next step after that will depend on the Boards direction received during the August Meeting.

Water Rate Adjustment Status- We continue to see revenues forecasted by the rate analysis. The pass through surcharge revenues are being deposited in a reserve account and will be tracked and reported on by the Finance Director.

Prop 50 Grant and MCSD/ City of Arcata Intertie- Construction on North Bank Road is complete including paving. Pressure testing was completed and the contractor is in position of the punch list.

Teen and Community Center- Design and review of the plans are complete. The General Plan Conformance Review was approved by the Planning Commission and LDA Partners will present to the Board at the August meeting. A few issues with the Health and Planning Department review are being or have been addressed. The plans should be ready to go out to bid in early August.

Waste Water Management Facility (WWMF) Improvement Project Design – The Initial Study for Mitigated Negative Declaration has been circulated for comment and will be brought to the Board at the September meeting for approval. We are in possession of 50% design drawings and scheduled to provide comment to the design engineers by August 6th. The Biosolids Removal Project Construction Contract has been executed and a notice to proceed will be issued on August 4th.

Integrated Pest Management Plan – The website is up and running and staff is receiving suggestions for IPMs for content and format ideas.

Record Retentions Policy – MCSD Record Retention Policy was updated by management to meet current requirements and is in reviewed by legal counsel at this time. This item will be presented to the Board for approval at the September Meeting.

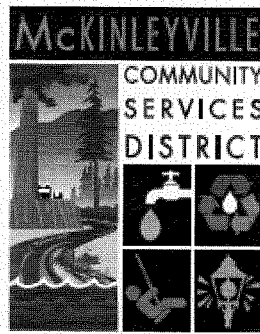
Meetings – The General Manager attended various meetings in July dealing with MCSD business. Members of the Board and the GM attended the ACWA Region 1 Meeting sponsored by HBMWD. Director Mayo and GM Orsini presented related to General Plan and Planning concerns of CSDs and out litigation with the County. To actively pursue communications with County staff the GM met with Public Works Director Mattson to discuss varying matters. The GM also attended a Legislative Committee meeting in July.

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

June 30, 2014

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for May 2014 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 31 days discharge to reclamation M-005, 6, & 7 and land disposal M-003. The required monitoring and water quality constituents that were tested and reported were in compliance in May 2014

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

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

Monthly River Monitoring was conducted in May.

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

MAY 2014

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	0.835	0.329	788			0.209		0.120		0.329	0.000
2	0.845	0.649	524		0.323	0.181		0.145		0.326	0.000
3	0.910	0.579	414		0.579					0.000	0.000
4	0.952	0.528	451		0.528					0.000	0.000
5	0.894	0.214	397		0.214					0.000	0.000
6	0.839	0.000	0	Washed CCB						0.000	0.000
7	0.839	0.371	1243			0.222		0.149		0.371	0.000
8	0.842	0.445	638			0.181		0.264		0.445	0.000
9	0.831	0.567	602		0.456	0.111				0.111	0.000
10	0.848	0.849	597		0.849					0.000	0.000
11	0.898	0.835	591		0.835					0.000	0.000
12	0.861	0.563	681		0.310	0.048		0.146	0.059	0.253	0.000
13	0.840	0.747	959			0.327		0.276	0.144	0.747	0.000
14	0.837	1.073	951			0.660		0.272	0.141	1.073	0.000
15	0.842	1.028	938			0.608		0.274	0.146	1.028	0.000
16	0.826	0.972	971		0.371	0.380		0.142	0.079	0.601	0.000
17	0.829	0.674	475		0.674					0.000	0.000
18	0.883	0.669	472		0.669					0.000	0.000
19	0.846	0.761	879		0.297	0.270		0.124	0.070	0.464	0.000
20	0.850	1.044	955			0.620		0.272	0.152	1.044	0.000
21	0.840	0.910	1295			0.485		0.275	0.150	0.910	0.000
22	0.842	0.634	586			0.356		0.278		0.634	0.000
23	0.810	0.639	584		0.438	0.063		0.138		0.201	0.000
24	0.796	0.609	430		0.609					0.000	0.000
25	0.801	0.598	421		0.598					0.000	0.000
26	0.880	0.601	424		0.601					0.000	0.000
27	0.855	0.501	670		0.229	0.151		0.121		0.272	0.000
28	0.834	0.453	612			0.196		0.257		0.453	0.000
29	0.831	0.490	734			0.270		0.220		0.490	0.000
30	0.796	0.478	797		0.249	0.120		0.109		0.229	0.000
31	0.815	0.449	319		0.449					0.000	0.000
TOTAL	26.247	19.259		0.000	9.278	5.458	0.000	3.582	0.941	9.981	0.000
AVERAGE	0.847	0.621	658	0.000	0.464	0.287	0.000	0.199	0.118	0.322	0.000
MAXIMUM	0.952	1.073	1295	0.000	0.849	0.660	0.000	0.278	0.152	1.073	0.000
MINIMUM	0.796	0.000	0	0.000	0.000	0.048	0.000	0.109	0.059	0.000	0.000
DAYS	31	30		0	19	19	0	18	8	19	0
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2014

MONTH: MAY

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING			EFFLUENT MONITORING							3X5 TOTAL COLIFORM	
	M.G.D.	M.G.D.	M.G.D.	M.G.D.			B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL₂ RES.	RIVER CL₂ RES	SETTLABLE SOLIDS		
1	0.835	0.329		788					7.2	18.0			30	1.5				
2	0.845	0.649	524		280	240			6.6	15.9	31	29	32	4.4			<0.1	
3	0.910	0.579	414															
4	0.952	0.528	451															
5	0.894	0.214	397															
6	0.839	0.000	0					6.7	16.2				38	7.0			<1.8	
7	0.839	0.371	1243				Washed CCB											
8	0.842	0.445	638					6.8	16.0				34	8.5				
9	0.831	0.567	602		270	320		6.5	16.0				36	6.2				
10	0.848	0.849	597					6.7	16.3	7.5	17	32	6.7			<0.1		
11	0.898	0.835	591															
12	0.861	0.563	681					6.7	16.2				36	4.0			<1.8	
13	0.840	0.747	959					6.8	16.9				32	3.7				
14	0.837	1.073	951					6.7	18.4				30	1.7				
15	0.842	1.028	938					6.6	17.7				36	1.9				
16	0.826	0.972	971		340	160		6.7	17.5	28	30	38	2.1			<0.1		
17	0.829	0.674	475															
18	0.883	0.669	472															
19	0.846	0.761	879															
20	0.850	1.044	955					6.8	18.0				34	2.4			<1.8	
21	0.840	0.910	1295					7.3	19.6				28	4.3				
22	0.842	0.634	586					7.1	20.0				34	3.8				
23	0.810	0.639	584		300	270		6.6	16.9				36	2.5				
24	0.796	0.609	430					6.6	17.2	21	22	36	3.5			<0.1		
25	0.801	0.598	421															
26	0.880	0.601	424															
27	0.855	0.501	670															
28	0.834	0.453	612					6.7	17.5				32	5.9			<1.8	
29	0.831	0.490	734					6.7	17.1				34	6.1				
30	0.796	0.478	797		290	200		6.7	17.4				32	4.9				
31	0.815	0.449	319					6.7	18.2	21	21	32	4.8			<0.1		

SPILLS:

None to report

DATE	MONTHLY TESTS			BORON
	TDS	AMMONIA	NITRATE	
5/31/2014	290	35.0	ND	280

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

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

30 DAY AVERAGE		BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
		22	125	93	24	136	89

ACUTE TOXICITY

DATE	% Survival
	N/A
	N/A

Rainbow Trout
C. dubia

CHRONIC TOXICITY

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

Total Coliform	Monthly
Median	<1.8
Daily	Maximum
Maximum	<1.8

SIGNATURE: _____

REMARKS:

Indicates Permit Exceedance