

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

**NOTICE IS HEREBY GIVEN THAT A *REGULAR* MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, JULY 6, 2016 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

## **AGENDA**

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

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

### **NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

B.1 Take Public Comment on the 2015 Urban Water Management Plan,

Approve Plan for Submittal and Adopt Resolution 2016-11

**Pg. 5**

Attachment 1 – Draft Urban Water Management Plan

**Pg. 7**

Attachment 2 – Resolution 2016-11

**Pg. 68**

Attachment 3 – Press release for Urban Water Management Plan

**Pg. 69**

- B.2 Consider approval of the final engineer's report and revised water and sewer capacity fee rates for new services connections **Pg. 70**  
     Attachment 1 – Resolution 2016-14 Amending **Pg. 73**  
   Rules and Regulations to Adjust Capacity Fees  
     Attachment 2 – Water and Sewer Capacity Fee Study June 1, 2016 **Pg. 76**  
     Attachment 3 – Capacity Fee Presentation **Pg. 97**  
     Attachment 4 – Press release for Capacity Fee Study **Pg. 108**

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

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

## **D. CONSENT CALENDAR**

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

- D.1 Consider Approval of the Minutes of the Board of Directors **Pg. 109**  
     Regular Meeting of June 1, 2016  
         Attachment 1 – Draft Minutes from June 1, 2016 **Pg. 110**
- D.2 Consider approval of May 2016 Treasurer's Report **Pg. 116**
- D.3 Compliance with State Double Check Valves (DCV) Law – Violations **Pg. 138**
- D.4 Consider Approval of a Facilities Extension Agreement for **Pg. 139**  
     Central Estates Subdivision Phase 2D  
         Attachment 1-Application for Extension of  
         Water, Sewer, Streetlights, Trails & Open Space **Pg. 141**
- D.5 Consider approval to declare the 1988 Dump Truck Surplus. **Pg. 147**

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

- E.1 Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land **Pg. 148**  
     Attachment 1 – McKinleyville Community Service District-Green Diamond Resource Company Conflict Waiver **Pg. 150**
- E.2 Announcement of Director Edwards Resignation and approve process to Fill Vacant Board of Director Seat **Pg. 156**  
     Attachment 1 - Email Resignation from Helen Edwards **Pg. 158**

- E.3 Approve and authorize Board President to sign and execute the Revised Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility **Pg. 159**  
Attachment 1 - Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility **Pg. 161**
- E.4 Direction to staff to resolve community concerns for Camino Way Open Space Maintenance Zone(OSMZ) #16 **Pg. 167**  
Attachment 1 – August 14, 1997 Public Hearing for the Camino Way OSMZ **Pg. 170**  
Attachment 2 – Letter to BOD from Kathy Rodriguez **Pg. 174**  
Attachment 3 – Petition from Camino Way property owners **Pg. 175**
- E.5 Consider Attendance to the California Special District's Association (CSDA) 2016 Annual Conference, October 10-13, 2016 in San Diego, CA **Pg. 178**  
Attachment 1 – CSDA Conference Schedule of Events **Pg. 180**  
Attachment 2 – CSDA Conference Complete Brochure **Pg. 181**
- E.6 Distribution of the Annual Board Self-Evaluation **Pg. 201**  
Attachment 1 – Board Self-Evaluation Policy & Procedure **Pg. 202**  
Attachment 2 – Self-Evaluation Worksheet **Pg. 203**
- E.7 Consider Approving Request for Proposal (RFP) to design, manage and inspect recoating project for Cochran 1.5-million-gallon water tank. **Pg. 205**  
Attachment 1 – Oscar Larson and Associates Proposed Budget **Pg. 207**

## **F. REPORTS**

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

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

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

## F.2 STAFF REPORTS

- |   |                |
|---|----------------|
| a. Support Services Department (Colleen M.R. Trask)                           | <b>Pg. 208</b> |
| b. Operations Department (James Henry)  | <b>Pg. 210</b> |
| c. Parks & Recreation Department (Lesley Frisbee)                             | <b>Pg. 215</b> |
| d. General Manager (Greg Orsini)  | <b>Pg. 218</b> |
| Attachment 1 – Waste Water Management Facility Monthly Self-Monitoring Report | <b>Pg. 221</b> |

## F.3 PRESIDENT'S REPORT

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

## G. ADJOURNMENT

**Posted 5:00 pm on July 1, 2016**

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

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



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: B.1**                      **Take Public Comment on the 2015 Urban Water Management Plan (UWMP), Approve Plan for Submittal and Adopt Resolution 2016-11**

**PRESENTED BY:**              **James Henry, Operations Director/ Brian Anspach GIS Technician**

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

### **Recommendation:**

1. Staff recommends the Board participate in the presentation;
2. Open the public hearing, and receive comments on the 2015 UWMP;
3. Close the public hearing, consider comments and adopt Resolution 2016-11 approving the 2015 Urban Water Management Plan with changes as necessary.
4. Authorize submission to Department of Water Resources.

### **Discussion:**

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

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Maintain eligibility to receive potential future grants.

### **Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Urban Water Management Plan
- Attachment 2 – Resolution 2016-11
- Attachment 3 – Urban Water Management Plan Press Release

**MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT  
2015  
URBAN WATER MANAGEMENT PLAN**



**March 18, 2015**

**DRAFT**

**Prepared by: MCSD Staff**

McKinleyville Community Services District

1656 Sutter Rd.

McKinleyville, CA 95519

Phone (707) 839-3251

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## **TABLE OF CONTENTS**

<b>1. INTRODUCTION AND OVERVIEW .....</b>	<b>1</b>
1.1. UWMP Organization.....	1
<b>2. PLAN PREPERATION.....</b>	<b>2</b>
2.1. Individual Planning and Compliance.....	2
2.2. Year and Units of Measurement.....	2
2.3. Coordination with Other Agencies and the Community.....	3
<b>3. SYSTEM DESCRIPTION.....</b>	<b>4</b>
3.1. General Description.....	4
3.2. Service Area and Map.....	5
3.3. Service Area Climate.....	5
3.4. Service Area Population and Demographics.....	6
<b>4. SYSTEM WATER USE.....</b>	<b>10</b>
4.1. Recycled versus Potable and Raw Water Demand.....	10
4.2. Water Use by Sector.....	11
4.3. Distribution System Water Losses.....	14
4.4. Estimating Future Water Savings.....	15
4.5. Water Use for Lower Income Households.....	15
<b>5. BASELINES AND TARGETS.....</b>	<b>16</b>
5.1. Updating Calculations from 2010 UWMP.....	16
5.2. Baseline Periods.....	16
5.3. Service Area Population.....	17
5.4. Gross Water Use.....	18
5.5. Baseline Daily Per Capita Water Use.....	18
5.6. 2015 and 2020 Targets.....	20

5.7. 2015 Compliance Daily Per Capita Water Use.....	20
<b>6. SYSTEM SUPPLIES.....</b>	<b>21</b>
6.1. Purchased Water.....	22
6.2. Surface Water.....	22
6.3. Ground Water.....	23
6.4. Stormwater.....	23
6.5. Wastewater and Recycled Water.....	23
6.5.1. Wastewater Collection Within Service Area.....	24
6.5.2. Wastewater Collection Treatment and Disposal.....	24
6.5.3. Recycled Water Beneficial Uses.....	24
6.5.4. Future Recycled Water Use.....	25
6.6. Desalinated Water Opportunities.....	26
6.7. Exchanges and Transfers.....	26
6.8. Future Water Projects.....	26
6.9. Summary of Existing and Planned Sources of Water.....	27
<b>7. WATER SUPPLY RELIABILITY.....</b>	<b>28</b>
7.1. Constraints on Water Sources.....	29
7.2. Reliability by Type of Year.....	30
7.2.1. Average Year.....	30
7.2.2. Single-Dry Year.....	30
7.2.3. Multiple Dry-Year Period.....	31
7.3. Supply and Demand Assessment.....	32
7.4. Regional Supply Reliability.....	32
<b>8. WATER SHORTAGE CONTINGENCY PLANNING.....</b>	<b>33</b>
8.1. Stages of Action.....	34

8.1.1. Monitoring Procedure.....	38
8.2. Prohibition on End Uses.....	38
8.3. Penalties, Charges, Other Enforcement of Prohibitions.....	39
8.4. Consumption Reduction Methods.....	40
8.4.1. Categories of Consumption Methods.....	40
8.5. Determining Water Shortage Reductions.....	41
8.6. Revenue and Expenditure Impacts.....	41
8.7. Resolution or Ordinance.....	42
8.8. Catastrophic Supply Interruption.....	42
8.9. Minimum Supply Next Three Years.....	43
<b>9. DEMAND MANAGEMENT MEASURES.....</b>	<b>45</b>
9.1. Water Waste Prevention Ordinances.....	45
9.1.1. Metering.....	45
9.1.2. Conservation Pricing.....	46
9.1.3. Public Education and Outreach.....	46
9.1.4. Programs to Assess and Manage Distribution System Real Loss.....	47
9.1.5. Water Conservation Program Coordination and Staffing Support.....	47
9.2. Implementation of DMM's Over the past Five Years.....	47
9.3. Planned Implementation to Achieve Water Use Targets.....	48
<b>10. PLAN ADOPTION, SUBMITTAL, AND IMPLEMENTATION.....</b>	<b>49</b>
10.1. Notice of Public Hearing.....	49
10.2. Public Hearing and Adoption.....	49
10.3. Plan Submittal.....	50
10.4. Public Availability.....	50



## **FIGURES**

Figure 1	MCSD Service Area and Facilities.....	5
Figure 2	Vacant Parcels within MCSD Service Area.....	8

## **TABLES (Not Including UWMP Standardized Tables)**

Table 1	McKinleyville Climate Summary.....	6
Table 2	McKinleyville Housing Numbers and Estimates.....	7
Table 3	MCSD Water Production Reduction.....	29

## **APPENDICIES**

Appendix A	UWMP Standardized Tables
Appendix B	UWMP SBX7-7 Tables
Appendix C	AWWA Water Loss Audit Worksheet
Appendix D	MCSD Water Shortage Contingency Plan
Appendix E	MCSD Ordinance 10
Appendix F	Notices for Public Hearings, and Agency Notifications
Appendix G	MCSD Consumer Confidence Report 2015
Appendix H	MCSD Resolution Adopting Final 2015 UWMP

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## **ABBREVIATIONS AND ACRONYMS**

<b>ADD</b>	Average Daily Demand
<b>AFY</b>	Acre Feet per Year
<b>AWWA</b>	American Water Works Association
<b>CDP</b>	Census Designated Place
<b>CIP</b>	Capital Improvement Plan
<b>CWC</b>	California Water Code
<b>DMM</b>	Demand Management Measures
<b>DOF</b>	Department of Finance
<b>District</b>	McKinleyville Community Services District
<b>DWR</b>	California Department of Water Resources
<b>ERP</b>	Emergency Response Plan
<b>GIS</b>	Geographic Information Services
<b>GPCD</b>	Gallons per Capita per Day
<b>HBMWD</b>	Humboldt Bay Municipal Water District
<b>MCSD</b>	McKinleyville Community Services District
<b>MG</b>	Million Gallons
<b>MGD</b>	Million Gallons per Day
<b>NOAA</b>	National Oceanic Atmospheric Administration
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>PWS</b>	Public Water System
<b>SWRCB</b>	State Water Resources Control Board
<b>UWMP</b>	Urban Water Management Plan
<b>WSCP</b>	Water Shortage Contingency Plan
<b>WWMF</b>	Wastewater Management Facility

# **1. INTRODUCTION AND OVERVIEW**

This Urban Water Management Plan (UWMP) for the McKinleyville Community Services District (MCSD or District) has been prepared in accordance with the California Water Code and California Urban Water Management Planning Act of 1983 (AB 797) (UWMP Act) as amended, including amendments made per the Water Conservation Bill of 2009 (SBX7-7). The overall intent of the UWMP is to provide a framework for long term water planning and to inform the public of long term resource planning that ensures adequate water supplies for existing and future demands.

Since the early 1970s, the District has reliably supplied water to customers throughout McKinleyville, California. The District operates a regional water system and provides treated drinking water at the retail level. The District is a retail water distributor with all water purchased from Humboldt Bay Municipal Water District (HBMWD), the wholesale regional supplier. The District pumps water from the supplier through Ramey Pump Station and delivers water to over 5,500 customers (2015).

The data used for preparing this report comes primarily from the Districts operational records and coordination with other agencies and the regional wholesaler. Current and projected population figures for the McKinleyville service area and Humboldt County are based on data from the Department of Finance (DOF), US Census Bureau and District service records. Other sources of information or data are referenced throughout the document with supporting documents added as appendices at the end.

## **1.1. UWMP Organization**

This plan has been organized into sections and subsections based on the 2015 Urban Water Management Plans Guidebook for Urban Water Supplier published by California Department of Water Resources (DWR). Supporting documents and required tables for individual sections of the plan are included as appendices or are referenced throughout the document with a link to the webpage or document location.

## **2. PLAN PREPARATION**

Tables for Section 2 found in Appendix A:

- 2-1: Public Water System
- 2-2: Plan Identification
- 2-3: Agency Identification
- 2-4: Water Supplier Information Exchange

According to the UWMP Act, all retail water suppliers with more than 3,000 connections or distributing more than 3,000 acre-feet per year (AFY) of water shall complete an UWMP every five years, on years ending in 5 and 0. MCSD operates a Public Water System (PWS), system number 1210016, as a California Special Services District with approximately 5,517 water service connections (2015), therefore, is required to prepare and submit an UWMP. The District's UWMP has been updated from the 2010 version to reflect new regulation and changes to the California Water Code (CWC).

### **2.1. Individual Planning and Compliance**

The MCSD UWMP was developed as an individual plan reporting solely on the MCSD service area. This individual plan addresses all requirements of the CWC. MCSD has attended regular monthly meeting with the regional wholesaler and other suppliers to share information and coordinate the development of individual UWMP's.

### **2.2. Year and Units of Measurement**

All data, numbers, and tables are reported on a calendar year basis and water volume units of measurement are in million gallons (MG). This report includes water use and supply data from calendar year 2015.

### **2.3. Coordination with Other Agencies and the Community**

MCSD has prepared this plan in cooperation with HBMWD, the regional wholesaler, and the other regional suppliers. MCSD receives all water from HBMWD who has assisted all of the municipal agencies in the development and preparation of our Urban Water Management Plans. The HBMWD has hosted several meetings with MCSD and the other municipal agencies to share information and coordinate efforts to complete their respective UWMP's.

MCSD has encouraged public participation throughout the process of the development of the UWMP and will provide time for public review and comment prior to plan adoption by the MCSD Board of Directors. Public hearing notices are in Appendix F.

MCSD has prepared this plan in cooperation with the following agencies and consultants:

- California DWR, agency;
- Humboldt Bay Municipal Water District, regional wholesaler;
- The City of Arcata, regional retailer;
- The City of Eureka, regional retailer;
- Humboldt Community Services District, regional retailer;
- Humboldt County Planning Department, McKinleyville planning authority; and
- Freshwater Environmental Services, consultant.

MCSD provided their wholesaler (HBMWD) with their projected water demand, in five-year increments for 20 years and HBMWD provided MCSD quantification of water supplies available in 5 year increments for 20 years.

### 3. SYSTEM DESCRIPTION

Tables for Section 3 found in Appendix A:

- 3-1: Retail Population Current and Projected

#### 3.1. General Description

McKinleyville Community Services District was formed on April 7, 1970 as an independent Services District. Initially, the District had authority to serve water and treat sewer wastes, in 1972 the voters added street lighting powers. In 1985 the voters added parks and recreational powers. The District is governed by a five-member Board of Directors elected by McKinleyville voters. The Board meets monthly on the first Wednesday of each month to set policy, consider projects and resolve disputes. The Board's directives are implemented by the District's 27 full-time and 42 part-time employees. The District office is located at 1656 Sutter Road; just east of Central Avenue.

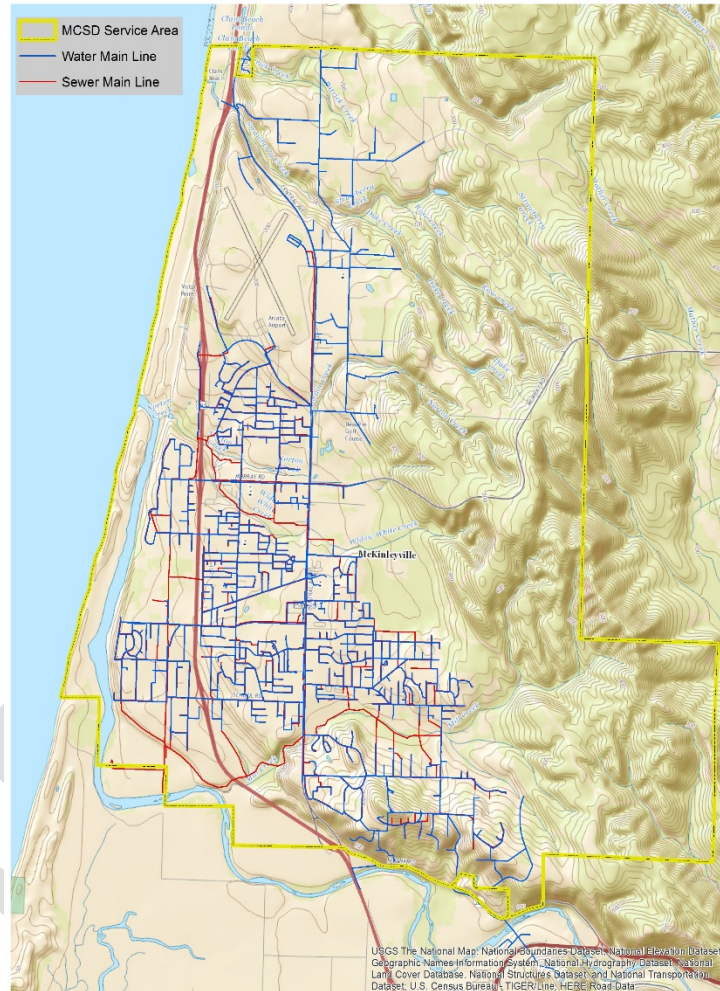
McKinleyville is a small northern California coastal community and is part of unincorporated Humboldt County CA. The District boundary encompasses 12,616 acres ranging from North Bank Road on the south to Patrick's Creek Dr. on the north (See 3.2 Service Area and Map). The McKinleyville water system has four pressure zones, six storage tanks (5.25MG), two booster stations and 87.3 miles of distribution mains.

The wastewater management facility (WWMF) is a secondary disinfected treatment process facility that consists of a collection system with 66.43. miles of collection mains, five lift stations, wastewater treatment facility, and effluent disposal and land reclamation systems. The average dry weather design flow to the WWMF is 1.6 million gallons per day (MGD) and the wet weather design flow is 3.3 MGD. (*MCSD Wastewater Facilities Plan 2012*)



### 3.2. Service Area and Map

**Figure 1. MCSD Service Area and Facilities**



### 3.3. Service Area Climate

McKinleyville is a northern California coastal community that averages 40.3 inches of precipitation per year with an average temperature of 52.9 degrees (*National Oceanic and Atmospheric Administration (NOAA) National Climate Data Center (NCDC)*). The District maintains a weather station at the WWMF that collects measurements for rainfall, temperature, wind speed, and wind direction. Temperatures are typically in the low 50's and high 40's in the wintertime and high 50's to mid-60's all summer long due to heavy fog and strong north winds.

The fall temperatures are in the mid 60's when the fog dissipates. The majority of rainfall occurs within the months of December through April with some months receiving as much as 14-inches. In 2013 McKinleyville received a record low annual rainfall amount of 16.6 inches.

	<b>Monthly Average ETo (inches)</b>	<b>Average Rainfall (inches)</b>	<b>Average Max. Temperature (Fahrenheit)</b>	<b>Average Min. Temperature (Fahrenheit)</b>
<b>January</b>	1.86	6.5	56	41
<b>February</b>	2.24	5.63	56	42
<b>March</b>	3.72	5.31	57	43
<b>April</b>	4.80	3.31	58	44
<b>May</b>	5.27	1.77	60	47
<b>June</b>	5.70	0.75	62	50
<b>July</b>	5.58	0.2	63	52
<b>August</b>	5.27	0.31	64	53
<b>September</b>	4.20	0.59	64	50
<b>October</b>	3.41	2.24	62	47
<b>November</b>	2.40	5.59	58	44
<b>December</b>	1.86	8.11	55	41
<b>TOTAL</b>	<b>46.31</b>	<b>40.31</b>	<b>59.58</b>	<b>46.17</b>

**Table 1.** *McKinleyville Climate Summary, Normal Years 1981-2010 (National Oceanic and Atmospheric Administration (NOAA) National Climate Data Center (NCDC)*

### **3.4. Service Area Population and Demographics**

McKinleyville is the most populated unincorporated area in Humboldt County and is one of the fastest growing communities in the county with a 2010 population of 15,171. (*McKinleyville Community Plan-2002, 2000 U.S. Census Data*) McKinleyville is considered a “bedroom” community with light commercial areas of shops, stores, restaurants and two smaller shopping centers. The majority of the service area is single-family residential (88%), with 8% multi-family residential, and 4% commercial (*District Records December 2015*). There is a small institutional/governmental sector within the service area including, county airport and maintenance yard, two elementary schools, middle and a high school, an animal control facility, a Federal Courthouse and a Coast Guard Air Station. There are no industrial zoned parcels or accounts within the service area.

UWMP Table 3-1 R: Population projections for 2020, 2025, 2030, 2035, 2040.

Table 3-1 Retail: Population - Current and Projected						
Population Served	2015	2020	2025	2030	2035	2040 <sub>(opt)</sub>
	16,103	16,758	17,439	18,147	18,885	19,653
NOTES: Derived from US Census Data						

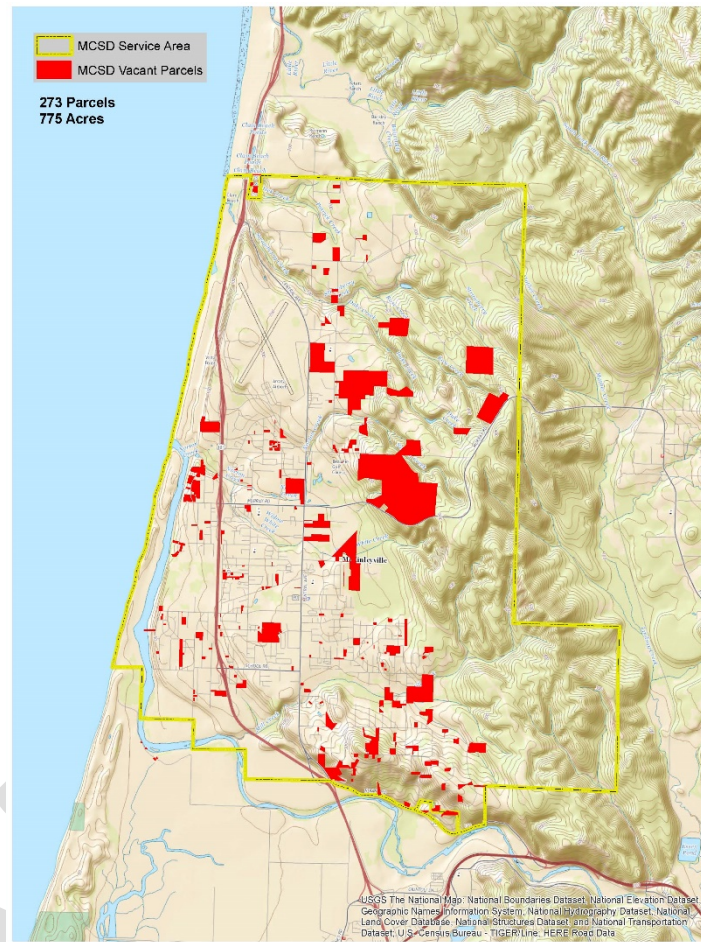
The 2012 Humboldt County General Plan Update Draft EIR Chapter 3.1 page 34 states that by 2030 most of the population growth within the Mad River Watershed Planning Area will occur within the McKinleyville urban development area. The MCSD service area covers mostly urban development areas although there is a significant amount of undeveloped forest and timber land along the eastern perimeter of the service area (see section 3.2). The potential for development of this area is limited due to the terrain and the land being privately owned and zoned for agricultural and timberland production.

There are several rural residential, single-family residential, and multi-family residential vacant parcels throughout the urban development area ranging from .10-120 acres. These parcels have been reviewed by the county and have the capability to be developed in the future (*Humboldt County General Plan DEIR, 2012*). The majority of vacant parcels are single-family residential (151) with an estimated occupancy of 2.38 persons per household (*Humboldt County General Plan DEIR, 2012*). There are 116 vacant rural-residential parcels and 5 vacant multi-family parcels. Humboldt County Planning Department is in the process of updating the Humboldt County General Plan which is proposing to re-zone several parcels within the McKinleyville urban area to multi-family in order to accommodate future growth.

Housing for McKinleyville 2010	Projected Housing for McKinleyville 2030	Max Buildout
5,535	6,771	8,611

**Table 2** McKinleyville Housing Numbers and Estimates (*Humboldt County General Plan Update DEIR 2012*)

**Figure 2. Vacant Parcels within MCSD Service Area**



McKinleyville, CA population is counted through the McKinleyville Census Designated Place (CDP). Population estimates and projections were calculated using 1990, 2000, and 2010 U.S. Census data and service records from 1995-2015. The annual growth rate for McKinleyville from 2000-2010 was 1.1% (2000/2010 U.S. Census Data). Service records indicate the highest annual growth in meter connections occurred between 2004 and 2008 with an average of 111 connections per year. From 2008 to 2015 the average number of new connections per year has decreased to 44. Therefore, when calculating population projections from 2015-2040, a multiplier of 0.8% was used to account for the decline in annual growth as McKinleyville reaches full build-out. The multiplier of 0.8% matches the projected housing estimates produced

by the Humboldt County Planning Department and the DOF population projections for Humboldt County as a whole (Table 3-1 Appendix A).

To determine 2015 population MCSD used a DWR approved method of calculating service units to verify projections (see section 5.2). This method assumes a continuous rate of growth and is consistent with the Humboldt County Planning Department housing estimates through 2030. The McKinleyville CDP does not match the service area boundary exactly but contains 95% of the urban and developed areas. The areas not captured by the CDP are rural with steep terrain and include timber production zones.



## 4. SYSTEM WATER USE

Tables for Section 4 found in Appendix A:

- 4-1: Retail Demands for Potable and Raw Water Actual
- 4-2: Retail Demands for Potable and Raw Water Projected
- 4-3: Retail Total Water Demands
- 4-4: Retail Water Loss Summary Most Recent 12 Month Period Available
- 4-5: Retail Only: Inclusion in Water Use Projections

The McKinleyville water system experiences most of its demand from single-family residential customers followed by multi-family, commercial, Institutional and Government, and landscape irrigation. Agricultural water demand has dropped significantly over the past ten years within the MCSD service area due to agricultural lands being converted into residential developments. There are some small agricultural users growing blueberries and produce with a few plant nurseries. Although these users are within the MCSD service area they are located in rural sections and utilize the local groundwater for irrigation.

The average daily demand (ADD) for the entire MCSD system is approximately 1.51 million gallons per day (MGD). The maximum average daily demand (Max ADD) which includes 4 hours of peak hourly demand (PHD) and a 2000gpm commercial fire, is approximately 3.41 MGD (*MCSD Water Model Technical Report, 2012*).

### 4.1. Recycled versus Potable and Raw Water Demand

Due to our proximity to the Pacific Ocean, the climate, and abundance of precipitation there is no demand for raw water and little demand for recycled water apart from agricultural beneficial uses. The MCSD wastewater treatment facility uses a secondary disinfected treatment process which does not provide the level of treatment required for recycled wastewater use within parks

or on lawns. The District does utilize reclaimed wastewater to irrigate two pastures for beneficial agricultural use to grow fodder crops (*see section 6.5 for recycled water use*).

## 4.2. Water Use by Sector

UWMP Table 4-1: Identifies retail water demands throughout the MCSD service area.

Table 4-1 Retail: Demands for Potable and Raw Water - Actual			
Use Type	2015 Actual		
	Additional Description (as needed)	Level of Treatment When Delivered	Volume
Single Family		Drinking Water	304.609332
Multi-Family		Drinking Water	79.372320
Commercial		Drinking Water	22.058575
Institutional/Governmental		Drinking Water	13.697711
Landscape		Drinking Water	5.728202
Losses	<i>From AWWA worksheet</i>	Drinking Water	1.920000
Sales/Transfers/Exchanges to other agencies	<i>to City of Arcata</i>	Drinking Water	7.528878
Other	<i>Bulk Water Sales</i>	Drinking Water	1.596445
<b>TOTAL</b>			<b>434.915018</b>
NOTES:			

MCSD supplies water to 5 defined water use sectors; single-family residential, multi-family residential, commercial, institutional and government, and landscape. According to the District's water records, the number of residential connections have grown by 4% since the last UWMP. The average annual usage for a single-family home from 2006-2015 is 71,660 gallons/year with a maximum of 82,279 gallons/year in 2008 and a minimum of 59,054 gallons/year in 2015. Even though the population is continuing to increase within the service area the average annual usage is decreasing (see table 4-1). This decrease can be attributed to the slow decline in persons per household from 2.48 to 2.38 within the service area and residents reducing their overall water usage.

Multi-family developments are a requirement of Humboldt County Housing codes, but often multiple units are on one single meter. The annual average usage per multi-family connection



from 2008-2015 is 201,090 gallons/year. Typically, individual multi-family units use about one-third to one-half of the water usage of a single-family household. This number is higher due the amount of duplexes, apartments, and trailer parks being served by one-meter connection. The maximum annual usage per connection between 2008 and 2015 is 243,358 gallons/year with a minimum of 175,992 gallons/year in 2015.

The average number of residential connections added per year from 2004-2008 was 111, from 2008-2015 the average number of connections added per year was 44. Due to the decrease in added connections/year water usages for single and multi-family were estimated and projected to 2040 using an annual population growth rate of 0.8% instead of the 1.1% annual growth indicated by the 2010 U.S. Census data.

The MCSD has a light commercial area of shops, stores, restaurants and two smaller shopping centers. The District does track commercial connections although there are many home based businesses and “cottage industries” that make accurate commercial service numbers and usage difficult. The average annual usage per commercial connections from 2006-2015 is 177,218gallons/year. The maximum annual usage was 221,348gallons/year in 2007. The minimum annual usage per connection was 159,060 gallons/year in 2015.

Commercial usage projections were estimated by multiplying the projected number of connections by the 10-year average usage. Connection growth in the commercial sector is slower than in the residential sectors due to limited commercial space within the service area.

There are no industrial accounts within the MCSD service area but there is a small institutional/governmental sector: the MCSD offices and facilities, Federal Courthouse, a County Airport and maintenance yard, two elementary schools, middle and a high school, an animal control facility, and a Coast Guard Air Station. The demand within the institutional/government sector for 2015 was 13,679,711 gallons. This demand is not expected to increase due to the limited potential for development and the proximity to existing county institutional/government facilities.

Institutional/Government sector usage projections were calculated using MCSD billing records. Considering the majority of the institutional/government connections are MCSD facilities or

established State and County facilities this sector is not expected to grow significantly and was projected at 0.4% annual growth, half the rate of residential and commercial usages.

The landscape sector includes all MCSD facilities, open spaces, and sports sites irrigation. All landscape sites are metered and recorded through MCSD billing records. Landscape sector projections were calculated using MCSD billing records. Usage within this sector is not expected to increase significantly. There are no plans to expand MCSD facilities or sports fields therefore, landscape usage was projected at 0.4% annual growth half, the rate of residential and commercial usages.

Even though the population within the MCSD service has increased, water usage demands by sector has decreased since 2006. This downward trend can be attributed to the reduction in persons per household and the continuation of California State laws requiring residents, businesses, and municipalities to reduce overall water consumption.

There are several meters dedicated to landscape irrigation throughout the service area. All new subdivisions forming open space zones are required to install meters and encouraged to install drip systems and plant native plants that need little to no watering. The District manages twenty-eight such open space zones plus the Hiller Sports Site, Pierson Park, and Larissa Park and ensures that conservation measures are met. The District encourages landscape watering via separate meters and drip systems. Residential subdivisions are often required to have front setbacks with landscape zones maintained through benefit assessment fees. The MCSD had accepted many of the open space and landscape zones as a condition of development.

From 2010 through 2015 the landscape accounts used less than 1% of our total gross water use. Considering the requirement for open space zones it is expected that the landscape use sector will grow slightly. There are currently no plans to develop or expand MCSD sports site, fields, or parks.

McKinleyville and the City of Arcata's water supply are vulnerable to natural disaster, therefore, an emergency intertie was constructed to allow for the flow of water to occur between both systems if necessary. This line remains stagnant when not in use, therefore, a 5/8-inch bypass was installed which allows the water within the intertie to turnover and maintain its chlorine residual. All water that passes through the bypass is metered and currently enters into the City of

Arcata's water system from the McKinleyville system. The City of Arcata is then billed at the same wholesale price as if they were to receive the water directly from Humboldt Bay Municipal Water District (regional supplier). For the calendar year 2015 the amount of water that passed through the meter from McKinleyville to Arcata was 7.528 MG or 23.1 AF (acre-feet) well below the 3000 AF to be considered a wholesale transfer.

Table 4-2: Projected water use among water use sectors for 2020, 2025, 2030, 2035, 2040.

Table 4-2 Retail: Demands for Potable and Raw Water - Projected						
Use Type	Additional Description (as needed)	Projected Water Use				
		Records are Available				Report To the Extent that
		2020	2025	2030	2035	2040-opt
Single Family		361.528114	376.222475	391.514090	407.427236	423.987173
Multi-Family		95.506333	100.876022	106.547613	112.538081	118.865352
Commercial		45.859540	48.437918	51.161262	54.037721	57.075905
Institutional/Governmental		13.973865	14.255587	14.542989	14.836185	15.135292
Landscape		5.843686	5.961498	6.081686	6.204297	6.329379
Sales/Transfers/Exchanges to other agencies		7.680665	7.835512	7.993481	8.154634	8.319037
Other	Bulk Water Sales	1.628630	1.661464	1.694960	1.729132	1.763992
TOTAL		532.020833	555.250476	579.536081	604.927286	631.476130
NOTES:						

### 4.3. Distribution System Water Losses

MCSD distribution system water losses were calculated using the American Water Works Association (AWWA) water loss reporting worksheet and were calculated for calendar year 2015. The calculated water loss (real loss) for 2015 is 1.920 MG (AWWA Water Loss Worksheet) (See Appendix C). Non-revenue water is only 5.6% of the volume of water supplied and is only 2% of the cost of operating the water system.

The MCSD meters **ALL** customer usage and records **ALL** water sales and uses for parks and District facilities. System leaks are infrequent and are immediately repaired. The water distribution system is only about 45 years old and the system is kept in excellent condition. The District experiences only a few service leaks per year and very infrequent main leaks.

The District monitors our system closely and consider our response level to be more than adequate. MCSD tracks and contacts customers about unusual increases in their monthly usage and talks to them about any possible leaks and how to check their meters and plumbing.

McKinleyville Community Services District is in the process of replacing all meters with radio read meters. All meters within the District are expected to be replaced by 2017. The new water meters will also help with water wastage as they will note if water is running 24 hours straight. This will be an immense help to meter readers as well as office staff in locating leaks. The meters have a +/- 0.01% error factor. Replacing all meters will help reduce water loss, manage leaks and assist customers with locating leaks easier.

#### **4.4. Estimating Future Water Savings**

Due to the service areas proximity to the ocean, the local climate, and abundance of precipitation MCSD does not include future water savings into the local codes, standards, ordinances, or transportation and land use plans.

#### **4.5. Water Use for Lower Income Households**

According to the Humboldt County General Plan Housing Element, 2014, low income and very low income households have an income less than 80% of the median household income. Since MCSD boundaries do not correspond to city or county borders, Humboldt County data was used to determine the percent of low income households that was then applied to the MCSD service area. According to the 2014 Humboldt County General Plan Housing Element 42% of the households are classified as low and very low income. Water use projections include projected water use for single-family and multi-family residential housing needed for lower income.

## **5. BASELINES AND TARGETS**

UWMP Standardized Tables for Section 4 found in Appendix A:

- 5-1: Baseline and Targets Summary

All SBX7-7 Verification Tables found in Appendix B

With the adoption of the Water Conservation Act of 2009, also known as the SBX7-7 the State is required to set a goal of reducing urban water use by 20% by the year end 2020. The current usage and percent reduction is measured by calculating the Gallons per Capita per Day. Gallons per Capita per Day (GPCD) is the total water use within a service area (residential, commercial, institutional, etc...) minus allowable exclusions, divided by the population. This is used in UWMPs for purposes of the Water Conservation Act of 2009.

In 2008 MCSD did not have at least 10% of its 2008 measured retail water demand met through recycled water, therefore, used a 10-year baseline to calculate the 2020 target. MCSD originally calculated individual baselines and targets for the 2010 report using population estimations that were inaccurate, therefore, the 2015 UWMP was updated to reflect new population data.

### **5.1. Updating Calculations from 2010 UWMP**

Due to new population information published by the Department of Finance and the final release of the 2010 U.S. Census data MCSD updated the population portion of the 2015 UWMP to reflect the new information. In response to the new population data MCSD has updated their 10-year continuous base period as well as the 5-year continuous base period.

### **5.2. Baseline Periods**

The 10-year continuous base period used for the 2015 UWMP is, 1996 through 2005. The 5-year continuous base period is from 2003 through 2007. The years chosen capture the highest

consumption years and contain the largest annual population growths, therefore, capturing the widest range of GPCD.

### **5.3. Service Area Population**

MCSD did not use the DWR population tool to calculate the 2015 population due to the tools method of using persons per connection to determine population trends. Over the past ten years there has been an increase in the development of multi-family units with a few existing trailer parks throughout the service area. The addition of several multi-family units with existing trailer parks, where one meter serves numerous people, has skewed the direct relationship of number of persons per connection to population. For example: a trailer park that has 123 units but is served by only one 3-inch connection.

To calculate the 2015 population for McKinleyville, CA, MCSD utilized service records and calculated the number of units associated with each single and multi-family residential meter connection. For example: one meter that serves an 8-plex is counted as 8 service units and one meter that serves a 123-unit trailer park is counted as 123 service units. The number of service units associated with all residential connections, both single-family and multi-family, were totaled and then multiplied by the current number of persons per household 2.38 (*Humboldt County General Plan DEIR 2012*). The number of service units for MCSD in December 2015 was 6766, providing a population of 16,103. The population calculated using this method is well below the 16,900 estimated by the DOF and above the 15,353 estimate by the population tool. This method was reviewed and approved by Gwen Huff of DWR on March 14, 2015.

The population for all other years within the 10-year and 5-year baselines were calculated using a straight projection of 1.1% growth from 2000 population to the 2010 population. When the population for 2015 was calculated using the service unit's method the growth rate from 2010 to 2015 was 1.19%. The population growth from 2000 to 2010 was 1.1% therefore this method provided the most accurate projection for each year.

#### **5.4. Gross Water Use**

Gross water use is a measure of water that enters the distribution system of the supplier over a 12-month period (either fiscal or calendar year) with certain allowable exclusions. These exclusions are:

- Recycled water delivered within the service area. Recycled water use has been excluded from all calculation of gross water, as reflected in the SB X7-7 Tables. Water suppliers are not required to report their recycled water use, nor demonstrate any reduction in recycled water use for purposes of SB X7-7;
- Indirect recycled water;
- Water placed into long term storage (surface or groundwater);
- Water conveyed to another urban supplier;
- Water delivered for agricultural use;
- Process water.

Gross water use is reported for each year in the baseline periods as well as 2015, the compliance year. Gross water use was calculated using methodology 1: Gross Water Use, of the Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use 2011 manual, and was calculated for each baseline calendar year.

#### **5.5. Baseline Daily Per Capita Water Use**

Daily per Capita Water Use is the amount of water used per person per day. In the MCSD 2015 UWMP calculations, this is total water use within the service area, divided by population and is measured in gallons. Daily per Capita Water Use is reported in gallons and is referred to as “Gallons per Capita per Day” or “GPCD”. The GPCD is calculated for each year in the baseline periods and for the compliance year 2015.



The 10-year base period selected for the 2015 UWMP is from 1996-2005 (SBX7-7 Table 5). The rolling average GPCD for the 10-year base period was calculated using target method one and is 113.78 GPCD. The GPCD for each year within the 10-year baseline is included in the table below.

SBX7-7 Table 5: 10 & 5-year rolling averages and GPCD calculations

<b>SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)</b>				
<b>Baseline Year</b> <i>Fm SB X7-7 Table 3</i>		<b>Service Area Population</b> <i>Fm SB X7-7 Table 3</i>	<b>Annual Gross Water Use</b> <i>Fm SB X7-7 Table 4</i>	<b>Daily Per Capita Water Use (GPCD)</b>
<b>10 to 15 Year Baseline GPCD</b>				
Year 1	1996	12,242	543	122
Year 2	1997	12,566	545	119
Year 3	1998	12,899	533	113
Year 4	1999	13,241	540	112
Year 5	2000	13,599	529	107
Year 6	2001	13,706	561	112
Year 7	2002	13,818	575	114
Year 8	2003	13,932	574	113
Year 9	2004	14,044	595	116
Year 10	2005	14,160	574	111
<b>10-15 Year Average Baseline GPCD</b>				<b>114</b>
<b>5 Year Baseline GPCD</b>				
<b>Baseline Year</b> <i>Fm SB X7-7 Table 3</i>		<b>Service Area Population</b> <i>Fm SB X7-7 Table 3</i>	<b>Gross Water Use</b> <i>Fm SB X7-7 Table 4</i>	<b>Daily Per Capita Water Use</b>
Year 1	2003	13,932	574	113
Year 2	2004	14,044	595	116
Year 3	2005	14,160	574	111
Year 4	2006	14,271	545	105
Year 5	2007	14,376	556	106
<b>5 Year Average Baseline GPCD</b>				<b>110</b>
<b>2015 Compliance Year GPCD</b>				
<b>2015</b>		16,103	456	<b>78</b>
NOTES:				

## 5.6. 2015 and 2020 Targets

To calculate the 2015 and 2020 targets MCSD used target methodology 1, 20% reduction of the 10-year rolling average for the minimum target and 95% of the rolling 5-year average for the maximum allowable 2020 target required by the CWC. The 2015 interim target is the mid-point between the 10-year baseline and the 2020 target.

10-year base GPCD	114	
80% of 10-year base GPCD	<b>91</b>	<b>The 2020 target GPCD for MCSD</b>
5-year baseline GPCD	110	
95% of 5-year base GPCD	<b>104</b>	<b>The maximum allowable GPCD for 2020</b>
2015 interim target	102	
<b>2015 actual GPCD</b>	<b>78</b>	

## 5.7. 2015 Compliance Daily Per Capita Water Use

The 2015 interim target is the mid-point between the 10-year baseline and the 2020 target set by method 1.

- 2015 interim target GPCD: **102**
- 2015 Actual GPCD: **78**

## 6. SYSTEM SUPPLIES

Tables for Section 6 found in Appendix A:

- 6-1: Retail Groundwater Pumped N/A
- 6-2: Wastewater Collected Within the Service Area in 2015
- 6-3: Wastewater Treatment and Discharge Within Service Area in 2015
- 6-4: Current and Projected Recycled Water Direct Beneficial Uses Within Service Area
- 6-5: 2010 UWMP Recycled Water Use Projection Compared to 2015 Actual N/A
- 6-6: Methods to Expand Future Recycled Water Use
- 6-7: Expected Future Water Supply Projects or Programs
- 6-8: Water Supplies 2015 Actual
- 6-9: Water Supplies — Projected

The source of water distributed by MCSD is purchased from The Humboldt Bay Municipal Water District (HBMWD). The water distributed by HBMWD is from the Mad River. The R.W. Mathews dam, located in Trinity County, impounds water to form Ruth Reservoir. The Mad River flows from Trinity County into Humboldt County where water is diverted at the District's Essex pumping facility located approximately 75 miles downstream from the dam. MCSD does not purchase or import water from any other source.

At HBMWD's Essex Operations Center located just northeast of Arcata, water is diverted and pumped to meet demand. Municipal water is pumped from an aquifer beneath the Mad River by four wells, called Ranney wells, situated within the riverbed at depths ranging from approximately 60 to 90 feet. Industrial water is diverted by a surface diversion facility.

The water delivered from the HBMWD to MCSD passes through a single transmission main line under the Mad River between the City of Arcata and McKinleyville. An emergency intertie with the City of Arcata water system was constructed under the Highway 101 bridge and is maintained as an emergency connection only (see section 7.1 for more information). The City of Arcata also purchases water from HBMWD.

MCSD receives the water delivery at the North Bank Pump Station having a bank of three pumps. The District has two 1.5 Million gallons tanks, two 1.0 million gallon tanks, a 100,000 and 150,000 gallon tank and three booster stations throughout the distribution system.

The District does not pump any groundwater or draw surface water from any sources. The local stormwater system is separate from both the water and wastewater systems and is not currently utilized to meet local water supply demands.

#### **6.1. Purchased Water**

MCSD purchases its water directly from HBMWD. All water received is metered and billed monthly. For calendar year 2015 MCSD purchased 455.879 MG. In 2010 MCSD purchased 552.813 MG. From 2010 to 2015 MCSD's purchased water amounts have decreased by approximately 13%.

#### **6.2. Surface Water**

HBMWD has appropriative water rights permits from the State Water Resources Control Board through the year 2029 for surface water storage and diversion. HBMWD water rights permits allow it to store and divert a combined 75 MGD from the Mad River which represents 8.5% of the average annual runoff (320,181.616 MG) of the Mad River Basin for the period from 1963 to 2010 (average annual runoff data provided by USGS at Gage Station 1148100 on the Mad River near Arcata, CA).

The HBMWD operates Ruth Reservoir, a 48,000-acre foot reservoir about 79 miles east of the coastal areas. This reservoir impounds only about 3% of the watershed and fills at a very rapid rate in normal rainfall years. Approximately 11 MGD is delivered to the municipal/district customers. Of the delivered water, a peak flow rate of 2.8 MGD is committed to serve the MCSD customers.

### **6.3. Ground Water**

MCSD does not utilize local groundwater to supply customers. Due to the service areas proximity to the ocean and the reliable source of water from Ruth Lake, MCSD has no plans to explore groundwater sources.

### **6.4. Stormwater**

MCSD does not utilize stormwater to meet local water supply demands. The stormwater collection system within the MCSD service area is a standalone system managed and maintained by Humboldt County Public works.

### **6.5. Wastewater and Recycled Water**

Due to McKinleyville's proximity to the Pacific Ocean, the climate, and the abundance of precipitation, there is little demand for recycled water within the service area. Dual systems for recycled water use would be extremely expensive and are not being considered at this time. The MCSD wastewater treatment facility produces secondary disinfected treatment that is beneficially utilized for agricultural irrigation but is not capable of producing high quality effluent for further recycled water use.

### **6.5.1. Wastewater Collection Within Service Area**

MCSD owns and operates the only wastewater treatment facility (WWMF) for the service area. All wastewater collected is from within the MCSD service area. Due to the rural nature of McKinleyville approximately 15% of residents within the service area are on septic systems.

### **6.5.2. Wastewater Collection Treatment and Disposal**

The wastewater management facility is a secondary disinfected treatment process facility that consists of a collection system with 66.43 miles of collection mains, five lift stations, wastewater treatment facility, and effluent disposal and land reclamation systems. The average dry weather design flow of the treatment facility is 1.6 million gallons per day (MGD) and the wet weather design flow is 3.3 MGD (*MCSD Wastewater Facilities Plan 2012*).

In accordance with the Districts National Pollution Discharge Elimination System (NPDES) permit, MCSD disposes treated wastewater to six approved locations; Mad River, percolation ponds, lower Fischer ranch, upper Fischer ranch, Pialorsi ranch, and Hiller storm water treatment wetland and forested area. Three of the disposal locations; lower Fischer ranch, upper Fischer ranch, and Pialorsi ranch, provide seasonal agricultural irrigation for fodder crop production. Generally, these locations are irrigated during the summer months of May to October. Due to high rainfall during the winter months, from October to May MCSD discharges directly to the Mad River. Discharge to the percolation ponds and Hiller storm water treatment wetland and forested area is land disposal and are utilized during the summer months or if the river is below 200 cubic feet per second (cfs).

### **6.5.3. Recycled Water Beneficial Uses**

MCSD owns and manages a 120-acre ranch (Fischer Ranch) for the purposes of reclaimed wastewater disposal. Four of the six permitted discharge locations are located on the ranch; lower Fischer ranch, upper Fischer ranch, Pialorsi ranch, and the percolation ponds. All ranch discharge locations except the percolation ponds are utilized for beneficial agricultural irrigation.

Seasonally one-hundred acres of the Fischer ranch is leased to local ranchers who utilize the property for fodder crop production such as hay. For calendar year 2015, 96.7 MG of recycled wastewater was utilized for beneficial agricultural irrigation.

Most agricultural land within the MCSD service area has already been converted into residential developments. There is one 40-acre ranch adjacent to the existing disposal site that could potentially be irrigated with recycled wastewater in the future. Due to the lack of agriculture within the service area and the abundance of groundwater the demand for recycle wastewater for irrigation is not expected to increase substantially over the next 20-years.

#### 6.5.4. Future Recycled Water Use

Water is abundant and relatively inexpensive in our area. Dual systems for recycled wastewater use would be extremely expensive for the piping and system installation. Additionally, tertiary treatment with nutrient removal would be required for recycled use in parks and lawn areas. The District's pond plant produces secondary disinfected treatment but is not capable of producing such high quality effluent. Economics in this area simply will not allow such an expensive concept. MCSD did not use or distribute recycled water in 2010 nor does it project any use for 2015.

UWMP Table 6-4: Current and projected recycled water direct beneficial uses within MCSD service area.

Table 6-4 Retail: Current and Projected Recycled Water Direct Beneficial Uses Within Service Area*								
<input type="checkbox"/>	Recycled water is not used and is not planned for use within the service area of the supplier. The supplier will not complete the table below.							
Name of Agency Producing (Treating) the Recycled Water:		McKinleyville CSD						
Name of Agency Operating the Recycled Water Distribution System:		McKinleyville CSD						
Supplemental Water Added in 2015		No						
Source of 2015 Supplemental Water		No						
Beneficial Use Type	General Description of 2015 Uses	Level of Treatment	2015	2020	2025	2030	2035	2040 (opt)
Agricultural irrigation	Irrigated for growing fodder crops	Secondary, Disinfected - 23	96.70	102	108	114	120	

## **6.6. Desalinated Water Opportunities**

Due to the regional climate and abundance of precipitation there are no plans within the region or MCSD service area for consideration of desalinated water.

## **6.7. Exchanges and Transfers**

MCSD currently does not exchange or transfer water with any other regional water suppliers.

There is an emergency intertie connecting the MCSD and City of Arcata water systems that is for emergency use only. The intertie is explained in detail in section 4.2.

## **6.8. Future Water Projects**

MCSD rules and regulations states that the MCSD water distribution system must have enough water storage to sustain 5 days of ADD and fire flows. The District's current storage capacity for potable water is 5.25 million gallons in six storage tanks, McCluski Hill (100,000 and 150,000 gal.), Cochran Road (1 million and 1.5 million gallons) and Norton Road (1 million and 1.5 million gallons). In the event the sole transmission line from HBMWD is restricted or destroyed the current storage capacity leaves a 40-hour water supply for McKinleyville water customers at peak flow.

To address this, one new 5-million-gallon tank is planned for construction within the District's service area. MCSD is currently in the process of determining the feasibility of the Mather Road tank site due to seismic considerations and the private ownership of the land. A cost analysis will be conducted to determine the viability of design at that site opposed to the purchase of a location in a less sensitive area.

A new 5-million-gallon tank would increase the District's storage capacity, enhance fire flows during peak summer usage and provide additional system capacity for new growth.



## 6.9. Summary of Existing and Planned Sources of Water

MCSD receives 100% of its water from HBMWD the regional supplier. The water distributed by HBMWD is from Ruth Lake, which is located in Trinity County. The Mad River R.W.

Matthews Dam, located at river mile 79 impounds water in Ruth Lake. HBMWD manages releases from the dam to ensure sufficient supplies downstream throughout the year.

UWMP Table 6-8: Summary of existing water supplies for 2015.

Table 6-8 Retail: Water Supplies — Actual				
Water Supply	Additional Detail on Water Supply	2015		
		Actual Volume	Water Quality	Total Right or Safe Yield (optional)
Purchased or Imported Water	HBMWD	455.879	Drinking Water	1022
<b>Total</b>		455.879		1022
NOTES:				

## 7. WATER SUPPLY RELIABILITY

Tables for Section 7 found in Appendix A:

- 7-1: Bases of Water Year Data
- 7-2: Normal Year Supply and Demand Comparison
- 7-3: Single Dry Year Supply and Demand Comparison
- 7-4: Multiple Dry Years Supply and Demand Comparison

All water supplied to the region by HBMWD comes from the Mad River watershed and the Ruth Lake impounded by the R.W. Matthews Dam. The total volume of water impounded and diverted by HBMWD represents a small percentage of the natural yield of the Mad River watershed. The Mad River's average annual discharge into the Pacific Ocean is just over 325,851.432 MG. Ruth Lake, in its entirety, represents less than 5% of the total average annual runoff from the Mad River basin. The entire 15,650.644 MG capacity of Ruth Lake is not drawn down each year, so the amount of winter-season runoff captured in the reservoir is yet a smaller percentage of the total runoff. With respect to diversions, the current withdrawal rate at Essex (where HBMWD pumps water for distribution within the region) is approximately 25 to 30 MGD which is only 3% of the total annual average runoff of the Mad River watershed. The full diversion capacity of 75 MGD (84,000 acre-feet per year) is just 8 % of the total annual average runoff of the watershed.

Average annual precipitation in the watershed is approximately 60 inches with up to 75 inches in the high headwaters primarily falling between October and April. Long duration snow and rain storms are common during the winter with short duration thunderstorms occurring infrequently during the summer and fall. The highest average precipitation is in the middle of the watershed in Bug Creek and Boulder Creek, averaging over 100 inches per year in the mountains. The highest precipitation in the watershed is in the vicinity of Bug Creek Butte, averaging over 120 inches a year (*Mad River Watershed Assessment, 2010*).

HBMWD treats its water and performs annual monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure its water is safe to drink. In addition, MCSD performs separate monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. Additional monitoring performed by MCSD includes laboratory analysis for coliform bacteria, disinfection byproducts and lead/copper. Test results for disinfection byproducts and lead/copper are included in the MCSD test results table within the 2015 Consumer Confidence Report (CCR) Appendix G. The MCSD testing for coliform produced zero results. Test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

In 2015, HBMWD conducted approximately 470 water quality tests for over 50 contaminants. MCSD also performed approximately 226 water quality tests during 2015. The results from both the HBMWD's and the MCSD's 2015 monitoring and testing programs indicate that the water quality is very high, and has consistently been the case in past years.

### **7.1. Constraints on Water Sources**

The main constraint regarding MCSD's retail water source is the sole transmission line from HBMWD that runs under the Mad River. This transmission line is vulnerable to natural disasters such as, earthquakes and floods. MCSD addressed this concern by installing a 12-inch emergency intertie between the MCSD and City of Arcata water systems. This intertie has the capability to supply water to either municipality in the event water from HBMWD is unavailable. HBMWD may also restrict water use for retail customers if Ruth Lake falls to 65% of capacity and the accumulated rainfall in the Ruth area is 70% or less of the historical average (49 inches). An event such as this has not occurred within the Mad River Watershed since 1977. Other possible constraints include contamination or damage to the system from natural disasters such as, earthquakes, floods, or other destruction.

## 7.2. Reliability by Type of Year

HBMWD has permitted rights to store 15,650.644 MGY of Mad River water at Ruth Reservoir and divert 27,371.520 MGY of water at Essex to supply its wholesale and retail customers. The highest projected total water demand for the HBMWD's customers in 2035 is 18,668.048 MGY, which is approximately 68% of this permitted water supply. With this in mind, the following sections will provide data for each of the following water year types: normal, single dry, and multi-dry.

UWMP Table 7-1: Shows specific base water years that each type of water year falls into.

Table 7-1 Retail: Bases of Water Year Data			
Year Type	Base Year	Available supplies if year type repeats	
		Agency may complete these columns for volume only, percent only, or both	
		Volume available	% of avg supply
Average Year	1989	1,022	100%
Single-Dry Year	1977	1,022	100%
Multiple-Dry Years 1st Year	1990	1,022	100%
Multiple-Dry Years 2nd Year	1991	1,022	100%
Multiple-Dry Years 3rd Year	1992	1,022	100%
NOTES: Average year volume chosen based on average annual Mad River watershed discharges from 1963-2015.			

### 7.2.1 Average Year

During a normal water year, the Ruth Lake area averages 65.42 inches of rainfall with about 48,444.493 MG of water flowing into the reservoir via the Mad River. The average runoff for the watershed near the District's diversion facilities at Essex is 312,514.989 MGY (over the entire record period from 1963 to 2015). The average annual runoff data was provided by USGS at Gage Station 1148100 on the Mad River near Arcata, CA. The Water Year ending in 1989 was considered an average water year because the average runoff for the watershed that year was 321,082.610 MGY, which is closest to the average annual runoff for the watershed as provided.

### **7.2.2 Single-Dry Year**

The water year ending in 1977 was the driest recorded for the District, far drier than any other. Rainfall in the Ruth area was 29 inches, or 41% of normal (69.8 inches). Flows into the reservoir were 8,472.146 MGY, or 15% of normal. The runoff for the watershed measured near the District's diversion facilities was 35,552.710 MGY, or 11% of normal. The average reservoir volume for the water year was 5,880.545 MG, which is 44% of capacity and 51% of normal. The reservoir was drawn down to 3,640.337 MG, or 27% of its capacity at the end of the water year.

Fall storms arrived in November 1977 and quickly refilled the reservoir. This water year was severely dry throughout the entire state of California and was a very exceptional year in the District's history:

- In 52 years of records, it was the only year in which rainfall was less than 50% of normal (69.8 inches).
- It was also the only year in which the reservoir was not filled to capacity.
- Total flows into the reservoir via the Mad River were half the value of the next driest year (2001).
- Runoff for the watershed and average reservoir volume were each 60% of the next driest year.

### **7.2.3 Multiple Dry-Year Period**

The three water years between October 1989 and September 1992 represent the driest multiple years recorded for the District:

- Rainfall for this period averaged 42 inches per year, or 60% of normal.
- Of the three water years, the driest year for rainfall was water year 1990/1991 with 37 inches, or 53% of normal.
- Flows into Ruth Lake via the Mad River averaged 22,483.772 MGY, or 40% of normal.
- Despite the diminished rainfall and runoff, rainfall was more than sufficient to refill the reservoir each year.

- Reservoir volume during this period averaged 10,360.960 MG, which is 77% of capacity and 90% of normal.

The runoff for the watershed above the District's diversion facilities for these three water years were.

- 1990: 186,326.934 MGY, or 60% of normal.
- 1991 (driest water year of the three): 120,988.765 MGY, or 39% of normal.
- 1992: 92,148.927 MGY, or 29% of normal.

### 7.3 Supply and Demand Assessment

A peak flow rate of 2.8 MGD is committed to serve the MCSD from HBMWD. The current average daily demand (ADD) for the MCSD service area is 1.51 MGD (2015).

UWMP Table 7-2 & 7-3: Supply and demand for normal year and single dry year.

	2020	2025	2030	2035	2040 (Opt)
Supply totals (autofill fm Table 6-9)	1,022	1,022	1,022	1,022	1,022
Demand totals (autofill fm Table 4-3)	634.021	663.250	693.536	724.927	751.476
Difference	388	359	328	297	271
NOTES:					

	2020	2025	2030	2035	2040 (Opt)
Supply totals	1,022	1,022	1,022	1,022	1,022
Demand totals	634.021	663.250	693.536	724.927	751.476
Difference	388	359	328	297	271
NOTES:					

### 7.4 Regional Supply Reliability

The North Coast is one of the only areas in California with an abundance of water. Droughts, while severe climatically, have not resulted in the level of water supply shortfalls that other areas of California routinely experience. The drought of 1976/1977 was the only declared water emergency on the North Coast. During that event, Ruth Lake storage was 52% of normal average volume and rainfall in the Ruth Lake area was 42% of historical average. The drought came to an end with heavy rains during November 1977.

## 8 WATER SHORTAGE CONTINGENCY PLANNING

On June 11th, 2015, HBMWD along with its four municipal customers classified as urban water suppliers, received confirmation from the State Water Resources Control Board (SWRCB) that their request to be placed in a lower conservation tier had been granted. Prior to this ruling, MCSD would have been in a tier that would have required a 12% reduction.

Criteria for meeting the request included showing that the source of supply does not include groundwater or water imported from outside the hydrologic region in which the water supplier is located, and that the system has a minimum of four years reserved supply available. Having met these criteria, the SWRCB approved the request by HBMWD. Therefore, McKinleyville and Humboldt Community Services Districts, the Cities of Eureka and Arcata, as well as HBMWD will be required to reduce water production by 4 percent for each month as compared to the same month in 2013. In approving the request, the SWRCB acknowledged the unique characteristics of our region's water system and the security of the supply present at Ruth Lake.

Review of total water production data from 2013 and 2015 shows that MCSD customers have been diligently monitoring and reducing their water usage in consideration of the state's drought. MCSD has drafted and approved Ordinance 10 (Appendix E) which provides a range of water use restrictions to reduce water consumption, enforcement authority and penalties for

Total Water Production (millions of gallons)			
Month	2013	2015	% Reduction
January	38.3	32.8	14%
February	33.6	29.9	12%
March	36.2	33.5	8%
April	39.8	33.2	16%
May	49.4	38.2	23%
		Average	14.60%

Table 3. MCSD Water Production Reduction

violation of the water use restrictions. MCSD Ordinance 10 is designed to be flexible and able to be implemented in a wide range of water shortage situations.

In March 2015 the MCSD Board of Directors approved the MCSD Water Shortage Contingency Plan (WSCP) (See Appendix D). MCSD has prepared this Water Shortage Contingency Plan as a response to California State Water Resources Control Board's Resolution 2014-0038, Emergency Regulation or Statewide Water Conservation, to prepare for potential future local, regional, and State water shortage conditions, and to fulfill a requirement of the Urban Water

Management Planning Act. The MCSD Board of Directors has adopted the WSCP and its contents as Ordinance 10 (See Appendix E).

### **8.1. Stages of Action**

MCSD's WSCP defines the four stages of action and percentage of reduction required for specific drought conditions. In addition, the WSCP establishes rules and regulations for rationing and conservation of water during a water shortage emergency and establishes penalties for violations. The full version of the MCSD WSCP is in Appendix D.

The provisions of the WSCP 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.

The WSCP establishes water use restrictions and prohibitions 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, 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.

The following outlines each stage of action within the MCSD WSCP:

#### **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; and
- Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.

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

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 in Stage 1. the following uses are declared to be non-essential and are prohibited:

- Outdoor irrigation of ornamental landscapes or turf with potable water is except Sundays, Tuesdays, Thursdays and Saturdays;
- 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; and
- 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)**

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: the following additional uses are declared to be non-essential and are prohibited:

- Outdoor irrigation 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; and
- Washing of cars, boats, trailers, or other vehicles.

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

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 and are prohibited:

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

##### **8.1.1. Monitoring Procedures**

During a declared water shortage emergency water production volume will be reviewed monthly, including a calculation of Gallons Per Capita per Day (GPCD), and comparison to the same month of the year just prior to the declaration of a water shortage emergency.

## **8.2 Prohibition on End Uses**

The following are the MCSD Rules for Homes and Businesses for water uses that are declared to be non-essential and are prohibited:

- Outdoor irrigation of ornamental landscapes or turf with potable water is only allowed on Sundays, Tuesday, Thursdays and Saturdays;
- Washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by the 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 into 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;
- The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
- 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 use 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;
- Restaurants and other food service establishments can only serve water to customers upon request;

- Hotels and motels must provide guests with the option of not having towels and linens laundered daily;
- Using potable water to irrigate turf in public medians; and
- Using potable water to irrigate landscapes of new homes & buildings inconsistent with CBSC & DHCD requirements.

### **8.3 Penalties, Charges, Other Enforcement of Prohibitions**

Violations of any provision of Ordinance 10 shall be punished as follows:

#### Section 11. Fines and Penalties (MCSD Ordinance 10)

- 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.

Enforcement of any violations of Ordinance 10 shall be as follows:

#### Section 12. Enforcement (MCSD Ordinance 10)

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.

## **8.4 Consumption Reduction Methods**

MCSD has the following consumption reduction methods in place to reduce water demand within the service area:

- Fire hydrant water use is prohibited unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized use 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;

### **8.4.1 Categories of Consumption Reduction Methods**

- Expand Public Information Campaign: MCSD has created fliers, added inserts to bills and newsletter, published articles, and provided links to information and rebate programs on the website.
- Improve Customer Billing: Over the past five-years MCSD has changed how they collect, store and report water usage and billing data. For example; what used to be residential usage is now broken out into single-family usage and multi-family usage. This separation in billing allows MCSD to compare actual usage to average usage for each sector.
- Meter Reading Accuracies: In 2013 MCSD began a full service area meter replacement program. With several of the customer meters reaching the end of their 18-year life cycle MCSD is working to have all meters within the service area replaced with more accurate radio read meters. Expected completion is 2017.
- Reduce System Water Loss: MCSD reduces system water loss by conducting the AWWA water loss audit annually, through monthly inspection programs and by performing field verification of suspected leaks and known trouble areas.

- Increase Water Waste Patrol: MCSD has trained meter reader to look for violations of prohibited end-use of water. These employees are equipped with fliers and information reminding customers of prohibited uses and the penalties for being in violation.

## **8.5 Determining Water Shortage Reductions**

MCSD is able to determine actual water savings made from initiating the WSCP through production, consumption, and billing records. In addition to record keeping, the Operations Director compiles and calculates the GPCD and usages for residential and commercial customers monthly for inclusion in the monthly reports for the Board of Directors.

## **8.6 Revenue and Expenditure Impacts**

During the implementation of the various water shortage emergency stages, there will be an impact on revenue and expenses for the District due to the anticipated demand reduction. The table showing net impact on revenue given the various demand reduction scenarios is in section 7.0 of the WSCP. This is intended to be a general analysis of revenue impact and is based on the 2013-2014 annual budget.

The net impact on revenue depends on the stage of water shortage emergency and the duration of the water shortage event. The worst case scenario is a 50% reduction in volumetric sales for a 12-month duration resulting in a \$495,160 shortfall. The more likely scenario is a 20% demand reduction for a three to six-month duration resulting in a net reduction in revenue between \$49,516 and \$99,032. The District has several options it can consider for handling the anticipated revenue impact including:

- Reduce funds allocated for the Capital Improvements Funds (CIP) reserve, thereby reducing the CIP reserve fund and delaying implementation of CIP projects;

- During the next rate study develop a water shortage surcharge (rate structure) that automatically goes into effect upon declaration of a specific stage of water shortage emergency; or
- During the next rate study include the establishment of a water shortage emergency fund that will be available in the event of a water shortage emergency.

## **8.7 Resolution or Ordinance**

The MCSD Board of Directors adopted, signed and approved Ordinance 10 on April 1, 2015. Ordinance 10 was developed from and includes all the provisions of the WSCP. The Board approved resolution 2015-09 authorizing MCSD the power to regulate, enforce, and issue fines for violations outlined in the WSCP.

## **8.8 Catastrophic Supply Interruption**

The California Safe Drinking Water Act mandates in Section 4029 that every public water system includes a Disaster Response Plan as part of their Emergency Notification Plan. This plan will outline the steps to be taken to maintain or return water service to the District's customers after a major disaster. MCSD has prepared an Emergency Response Plan (ERP) which describes the actions the District will take during a catastrophic interruption of water supplies.

The water distribution system is susceptible to two types of emergency situations, earthquakes and contamination. In the event of a major earthquake or groundwater contamination, a water shortage contingency plan would be implemented, which would include rationing of the water storage reservoirs. However, if an earthquake were substantial enough to damage the HBMWD Ranney well casing, pumping system, distribution system, or reservoirs, the water supply would be decreased. In this case, another temporary water supply would need to be used, such as, the Arcata intertie, if Arcata is unaffected. Another option is to have water transported by truck from nearby municipalities.



## **8.9 Minimum Supply Next Three Years**

The North Coast is one of the only areas in California with an abundance of water. Droughts, while severe climatically, have not resulted in the level of water supply shortfalls that other areas of California routinely experience. The drought of 1976/1977 was the only declared water emergency on the North Coast. During that event, Ruth Lake storage was 52% of normal average volume and rainfall in the Ruth Lake area was 42% of historical average. The drought came to an end with heavy rains during November 1977. Even during the only declared water emergency on the North Coast MCSD did not experience water supply restrictions. During this drought the MCSD supplies were sufficient to meet normal demand without restrictions.

The driest three-year period was 1990, 1991, and 1992. During this period conditions requiring implementation of a water shortage emergency did not exist, there were no restrictions on water supplied by the HBMWD and MCSD supplies were sufficient to meet normal demand without restrictions.

Based on the above historical information, MCSD projects that if the minimum water supply was available during each of the next three water years (based on the driest three-year historic sequence) there would be sufficient supply to meet normal demand without implementing water use restrictions.

HBMWD performed an analysis of the Ruth Lake storage capacity in 2015. The Ruth Lake Storage Capacity Analysis assumed a four-year repetition of the 1976-1977 hydrology (driest years on record with only 10% of average discharge) and found that Ruth Lake has sufficient supply to provide 36.5 million gallons per day for four years, which is almost four times the current total demand and reliably provide twice the current demand indefinitely.

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## **9 DEMAND MANAGEMENT MEASURES**

### **9.1. Water Waste Prevention Ordinances**

The following are MCSD's water waste prohibitions as outlined in section 6 of Ordinance 10 MCSD rules and regulations for rationing and conservation of water.

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.

#### **9.1.1. Metering**

All water received and distributed throughout the MCSD service area is metered. HBMWD meters all water delivered to MCSD and bills the District monthly. In addition to the HBMWD meter, MCSD meters all water pumped through the North Bank Pump Station before entering the MCSD distribution system. This dual metering allows both MCSD and HBMWD to compare usages and detect any metering inaccuracies. HBMWD is currently in the process of calibrating the MCSD master meter to improve accuracy.

All customer sectors within the service area are metered and billed monthly. Though the District is fully metered many of the meters throughout the service area have reached their 18-year life span and are in the process of being replaced with new radio read meters. MCSD is expecting to have all residential, commercial, and institutional/government meters replaced to radio read meters by the end of 2017.

### **9.1.2. Conservation Pricing**

MCSD has a tiered rate structure that meets the UWMP requirements for conservation pricing. MCSD uses to a two-tiered billing system with a variable cost of \$1.27 per CCF up to 800 cubic feet. Over 800 cubic feet is charged at \$3.16 per CCF (2015). For the years, 2000 thru 2005, MCSD customers averaged a usage of 120 GPCD. From 2006 thru 2010, that average dropped from 120 GPCD to 99 GPCD. In the year 2010, the GPCD was 94, continuing to trend downward.

### **9.1.3. Public Education and Outreach**

MCSD has provided public outreach and education for service area customers in the following formats and media outlets.

- MCSD website provides links and information regarding MCSD drought rules for home and business water uses that are declared to be non-essential, State operated rebate programs, turf replacement rebates, and high efficiency toilet replacement program.
- MCSD Newsletter Articles were published informing customers of California/MCSD drought rules, rebate programs, and ways they can conserve water at home.
- Radio and news interviews: MCSD General Manager participated in “Talk Shop” interviews on water conservation efforts and programs.
- Radio Ads: In 2014 MCSD in cooperation with HBMWD and other regional retail providers recorded seven different 30 second radio ads each year highlighting different water conservation messages for broadcast on 3 radio stations over a six-month period

### **9.1.4. Programs to Assess and Manage Distribution System Real Loss**

MCSD performs annual AWWA Water Loss Audits to assess real loss from the distribution system. Loss rates are very low for the District. Non-revenue water is only 5.6% of the volume

of water supplied and is only 2% of the cost of operating the water system. Real loss is managed by addressing any water leak as soon as they are identified.

#### **9.1.5. Water Conservation Program Coordination and Staffing Support**

MCSD employs 27 total full time personnel and does not have the capability of holding a position solely for a water conservation coordinator. At this time the General Manager is the point of contact for water conservation with various staff helping out.

### **9.2. Implementation of DMM's Over the past Five Years**

Over the past five years MCSD has focused water conservation efforts on public education and outreach and programs to assess and manage distribution system real loss.

Public Education and Outreach - In the past five years MCSD has coordinated public education and outreach with the other regional water retailers that are supplied water by HBMWD. This coordinated outreach included a series of radio announcements that promote water conservation and staffing a booth at the Humboldt County Fair that promotes water conservation. Details are noted below:

- Recorded 7 different 30-second radio ads highlighting different water conservation messages for broadcast on 3 radio stations over a six-month period (May-Oct 2014 and 2015);
- Staffing a booth at the Humboldt County Fair that promotes water conservation (2014 and 2015); and
- Made water conservation presentations to various local civic groups such as local Daughters of the America Revolution; Soroptomist International of Eureka.

### **9.3. Planned Implementation to Achieve Water Use Targets**

MCSD is meeting their water use targets by a significant margin. MCSD will continue their program to assess and manage distribution system real loss and will continue public education and outreach activities to further assure that they will meet the 2020 water use targets. MCSD will monitor their GPCD annually while performing their annual AWWA water loss audits. If the MCSD GPCD begins to increase, further conservation programs will be implemented.

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## **10. PLAN ADOPTION, SUBMITTAL, AND IMPLEMENTATION**

The MCSD 2015 UWMP has been prepared in accordance with the CWC and the 2015 Urban Water Management Plan Guidebook for Urban Water Suppliers. MCSD has included water use and planning data for the entire year 2015.

### **10.1. Notice of Public Hearing**

MCSD shall hold a public hearing prior to adopting the UWMP. MCSD provided written notice of their UWMP review and updating at least 60 days prior to the public hearing to the water wholesaler HBMWD, Humboldt County, City of Arcata, City of Eureka, City of Blue Lake, Fieldbrook-Glendale CSD, and Manila CSD. A copy of the 60-day notice letter is included as Appendix F.

The public hearing provides an opportunity for the public and cities and counties to provide input to the plan before it is adopted. The notice will include the time and place of the public hearing and where the 2015 UWMP can be viewed with contact information of the preparer. The public hearing notices will be published at least 15 days in advance in the local newspaper, and on the MCSD board agenda that is posted throughout the community.

### **10.2. Public Hearing and Adoption**

The public hearing will be held during a regularly scheduled MCSD Board meeting, the first Wednesday of the month, the month prior to plan adoption. During the public hearing MCSD staff will provide information regarding baseline values, water-use targets, and implementation plan to achieve targets and goals.

The adoption hearing for the 2015 UWMP will take place the board meeting following the public hearing to allow time for the inclusion of comments and revisions. During the adoption hearing the MCSD board of Directors will formally vote to adopt the plan.

The MCSD's 2015 UWMP, was adopted by the MCSD Board of Directors on \_\_\_\_\_, 2016 by Resolution 2016-\_\_\_\_ (Appendix \_\_\_\_\_), and will be submitted to the DWR by July 1, 2016.

### **10.3. Plan Submittal**

MCSD shall submit their 2015 UWMP to the following agencies and locations:

- California Department of Water Resources: The MCSD 2015 UWMP shall be submitted to DWR within 30 days of adoption and by July 1, 2015.
- Electronic Data Submittal: MCSD shall submit a copy of the adopted 2015 UWMP to the DRW online submittal tool, WUEdata. All data from the standardized tables shall be uploaded to through the online tool as well.
- California State Library: No later than 30 days, MCSD shall submit a CD or hardcopy of the adopted 2015 UWMP to the California State Library.
  - California State Library  
Government Publications Section  
P.O. Box 942837 Sacramento, CA 94237  
Attn: Coordinator, Urban Water Management Plans

### **10.4. Public Availability**

MCSD shall make available a copy of the 2015 UWMP for public review. The UWMP will be available in digital format on the MCSD website and a hard copy will be made available for public review at the MCSD office.

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



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**RESOLUTION 2016 - 11**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING THE DISTRICT'S 2015 URBAN WATER MANAGEMENT PLAN**

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

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

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

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

**WHEREAS**, the McKinleyville Community Services District last prepared and submitted an Urban Water Management Plan in 2011; and

**WHEREAS**, the 2015 Urban Water Management Plan must be adopted by July 1, 2016, with a DWR approved 16 day grace period, after public review and hearing, and filed with the Department of Water Resources within thirty days of adoption; and

**WHEREAS**, the McKinleyville Community Services District has therefore prepared and made available for public review a draft of the Urban Water Management Plan, and a properly noticed public meeting regarding the Plan was held by the Board of Directors on July 6, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby adopt the 2015 Urban Water Management Plan and authorizes its submission to the California Department of Water Resources.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on July 6, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

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David A. Baldosser, Board Secretary

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George Wheeler, Board President

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

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**RELEASE DATE:** JUNE 15, 2016

**RUN THROUGH DATE:** JULY 6, 2016

**FROM:** MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
GREG ORSINI, GENERAL MANAGER  
(707) 839-3251

**SUBJECT:** NOTICE OF PUBLIC HEARING REGARDING THE 2015 URBAN  
WATER MANAGEMENT PLAN

McKinleyville, CA – The McKinleyville Community Services District (MCSD) will hold a public hearing on July 6, 2016 at 7:00PM at Azalea Hall, 1620 Pickett Road, McKinleyville CA. The purpose of the hearing is to invite and accept public input on the draft 2015 Urban Water Management Plan (UWMP). The draft UWMP Plan is available for public review at the District Office at 1656 Sutter Road, McKinleyville or available on-line at [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com). Please direct comments or questions to Gregory Orsini, General Manager, 1656 Sutter Road, McKinleyville, CA 95519. (707) 839-3251/fax (707) 839-8456.

#####

(End)

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: B.2**                      **Consider approval of the Water and Sewer Capacity Fee Study report and revised water and sewer capacity fees rates for new service connections**

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

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

**Recommendation:**

1. Staff recommends the Board participate in the presentation;
2. Open the public hearing, and receive comments on the Water and Sewer Capacity Fee study report dated June 1, 2016;
3. Close the public hearing, consider comments and Adopt Resolution 2016-14 adjusting the current water and sewer capacity fees assessed for new connections by the amounts presented in the Water and Sewer Capacity Fee Study dated June 1, 2016, as presented on Figure 2-5 for water capacity fees and on Figure 3-7 for sewer capacity fees.

**Discussion:**

Water and sewer capacity fees were last adjusted in 2011.

**Current MCSD water capacity fees are:**

- \$2,895 for a 5/8-inch water meter

**Current wastewater capacity fees are:**

- \$4,976 for a single sewer Equivalent Residential Unit (ERU)
1. An initial “draft” Water and Sewer Capacity Fee study was provided to management and staff on April 27, 2016, for review and comment.
  2. A second “draft” Water and Sewer Capacity Fee study, dated May 17, 2016, and addressing comments to the April 27, 2016 report, was reviewed by management and staff.
  3. MCSD conducted discussions with interested development stakeholders on May 31, 2016.

4. A final “draft” Water and Sewer Capacity Fee study, addressing development stakeholder comments, was provided June 1, 2016.
5. The June 1, 2016 “draft” Water and Sewer Capacity Fee study will be presented to the Board at the July 6, 2016 Board Meeting as **Attachment 2.**
6. Staff is currently bringing the Water and Sewer Capacity Fee report and recommending approval of that report and the approval of water and sewer capacity fees contained within to this Board meeting.

Section 66017, explains that fees (including impact fees, connection fees, capacity fees, etc.) charged for development projects, or projects subject to entitlements or permit, must wait 60 days before becoming effective:

Section 66016 provides that the District must conduct a public hearing, but there is no special requirement such as a mailed notice, or protest provisions required for this type of action.

#### **Alternatives:**

Take No Action

#### **Fiscal Analysis:**

It is anticipated that the District will added 1,719 new water connections and sewer connection over the next 25-years to reach build out of the system.

If water capacity fees were adjusted from \$2,895 to \$3,491 and sewer capacity fees were adjusted from \$4,976 to \$6,689, the District would have accumulated approximately an additional:

**\$1.0 million into our capital water reserve fund: and  
\$3.0 Million into our sewer reserve fund.**

These amount will be available to use to fund future water and sewer improvements.

Shifting any portion or all the proposed capacity fee amount would result in adding increased cost to current rate payers.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 - Resolution 2016-14 Amending Rules and Regulations to Adjust Capacity Fees
- Attachment 2 – Water and Sewer Capacity Fee Study June 1, 2016
- Attachment 3 – Capacity Fee Presentation
- Attachment 4 – Capacity Fee Press Release



## **RESOLUTION 2016-14**

### **A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD or District) AMENDING RULES 5.11, 21.02(D) AND 21.02(F) OF THE MCSD RULES AND REGULATIONS TO ADJUST THE RATES OF THE DISTRICT'S WATER AND SEWER CAPACITY FEES**

**WHEREAS,** Pursuant to Government Code Sections 66013 and 66123, the District imposes capacity fees on new water and sewer connections to fund capital costs associated with new and existing facilities that serve the connections; and

**WHEREAS,** These fees were last revised in 2011; and

**WHEREAS,** The Board has approved a ten-year Capital Improvement Program (the "CIP") of water and sewer system improvements; and

**WHEREAS,** To comply with Proposition 218, every five years the capacity fees must be analyzed to make incremental adjustments; and

**WHEREAS,** Willdan Financial Services ("Willdan") has studied the capacity fees necessary to fund the proportionate cost of planned facilities improvement for new development in the District; and

**WHEREAS,** Willdan based its study on Humboldt County's growth projections of .8% growth in the District over the next twenty years; and

**WHEREAS,** Willdan has presented the results of this study in a report dated June 1, 2016, which is on file in the District Offices, available for public inspection, and incorporated herein by reference; and

**WHEREAS,** On July 6, 2016 the Board of Directors held a full and fair public hearing on the capacity fees recommended by Willdan; and

**WHEREAS,** Notice of the public hearing was given pursuant to Government Code Section 66016; and

**WHEREAS,** The Board desires to maintain the capacity fees appropriate for the long term financial stability of the District; and

**WHEREAS,** The Board determines that (i) the amount of the capacity fees imposed by this Resolution will not exceed the estimated reasonable cost of providing the public improvements for which the fee is charged and (ii) such costs are part of the reasonable cost of providing water and sewer service.

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

**Section 1.** Rule 5.11 of the MCSD Rules and Regulations is amended to read as follows:

**Rule 5.11 WATER CAPACITY FEE.** A Water Capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is based on meter size, as follows:

Size	Fee
5/8"	\$3,491
3/4"	\$5,000
1"	\$8,018
1 1/2"	\$15,564
2"	\$24,619
3"	\$45,748
4"	\$75,931
6"	\$151,390
8"	\$241,941
10"	\$347,584

Due to recent changes in building code regulations, new single-family homes are to be sized with a 3/4" meter because of fire protection systems, rather than the typical 5/8" meter. It is recommended that all new single-family residential units, with meter sizes 5/8" and 3/4", be charged the 5/8" meter rate to reflect their typical demand on the system.

Each July 1, beginning July 1, 2017, each rate set forth above shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between September, 2016 and the then most recently published Construction Cost Index.

**Section 2.** Rule 21.02(d) of the MCSD Rules and Regulations is amended to read as follows:

**RULE 21.02 (d) SEWER CAPACITY FEE** A Sewer Capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is \$6,216 per equivalent residential unit (ERU) plus \$472 for a total fee of \$6,688. Please note, an additional \$472 related to joint costs (capital cost per connection) is applied only once, not per ERU. Each July 1, beginning July 1, 2017, each rate set forth in this subdivision (d) shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between September, 2016 and the then most recently published Construction Cost Index.

**Section 3.** Rule 21.02(f) of the MCSD Rules and Regulations is amended to read as follows:

**RULE 21.02 (f) EXAMPLE OF APPLICATION OF ABOVE DESCRIBED CHARGE-**For a one-half acre parcel of normal shape that falls entirely within the local and general area with a single dwelling unit constructed thereon, cost will be:

General Area Charge (\$180.00/ acre x .5 acre)	=	90.00
Local Charge (\$540.00/acre x .5 acre)	=	270.00
4-inch lateral Installation Charge	=	1,200.00
Sewer Availability	=	472.00
Capacity Charge	=	6,216.00
Subtotal	=	8,248.00

**Section 4.** The rates set forth herein shall be effective when legally applicable, following the passage of this Resolution.

**Section 5.** Proceeds of the capacity fees shall be deposited in two separate capital facilities funds (one for water and one for sewer) with other capacity fees received, and accounted for in a manner that avoids any commingling with other moneys of the District, except for investments, and the District shall expend capacity fee revenues solely for the purposes for which the fees were collected. Any interest income earned from the investment of moneys in a capital facilities fund shall be deposited in that fund.

**PASSED, APPROVED AND ADOPTED** this 6th day of July 2016 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

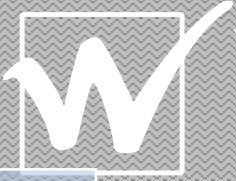
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**George Wheeler, Board President**

**ATTEST:**

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**David A. Baldosser, Board Secretary**



DRAFT

# WATER AND SEWER CAPACITY FEE STUDY

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

JUNE 01, 2016



**WILLDAN**  
Financial Services

*extending  
your  
reach*



## OVERVIEW

McKinleyville Community Services District (the District) retained Willdan to prepare a capacity fee study for the District's water and sewer utility systems. Capacity fees are one-time charges, collected as a condition of establishing a connection to the District's systems, for new and existing water and sewer facilities that are of proportional benefit to the new connection. The recommended capacity fees for the District are proportionate and reasonably related to the capital facility demands of new development. This report documents the data, methodology, and results of the capacity fee study.

In addition to the Capacity Fees that are the subject of this study, the District also imposes Installation Charges. Installation Charges are used to recover costs associated with the physical installation of lateral connections to the utility system, and can be thought of as "plumbing charges". The scope of this study does not include the District's Installation Charges.

The District last updated the water and sewer capacity fees in 2011. Since this time there have been revisions to the District's capital program and as such, the District has requested Willdan prepare this capacity fee study. The study is completed using the same methodology as the September 11, 2011, Water and Sewer Capacity Fees study, also completed by Willdan.

### EXISTING CAPACITY FEES

Current water and sewer capacity fees were established in 2011 and are currently \$2,895 for a 5/8-inch water meter and \$4,976 for a single sewer Equivalent Residential Unit (ERU). Since 2011 the District has revised its capital program and, as such, it is appropriate to revise the existing Capacity Fees.

The District's existing capacity charge for water, per District *Rule 5.11*, is based on the size of the installed water meter. The capacity ratio, based on the meter's flow rating, is used to determine a capacity ratio from a standard 5/8-inch meter to a proportionate fee for larger meter sizes.

The District's existing capacity charge for sewer is based on an Equivalent Residential Units (ERU) and is a one-time charge determined per District *Rule 21.02*. An ERU is defined as any single-family residential structure. Other types of structures are evaluated by the District on an individual basis with respect to average monthly flows, and the capacity charge imposed thereon is adjusted to be appropriately proportionate to the standard charge imposed on an ERU.

### OBJECTIVE AND REGULATORY REQUIREMENTS

The primary objective of establishing a full cost-recovery capacity fee is to provide an equitable means by which new system users can pay for the costs of the facilities required to serve them.

The legal requirements applicable to capacity fees imposed by the District are set forth in Government Code Sections 66013 and 61123.

## CALCULATION METHODOLOGIES

Reduced to its simplest form, the process of calculating capacity fees involves two steps: determining the cost of capital improvements related to new service connections, and allocating those costs equitably to various types of connections.

There are two basic methods used to calculate the components of the District's capacity fees. The methodologies are used to determine the best measure of demand created by new connections for each component of the capacity fees.

- ❖ In instances where infrastructure has been built in advance of new development and there is excess capacity available to be utilized by new development, the **buy-in methodology** is utilized. Under this methodology, new development repays the community for previous capacity investments via the capacity fee.
- ❖ The **plan-based methodology** utilizes the District's capital improvement plan (CIP) and related master plans to determine new development's share of planned projects. Projects that do not add capacity, such as routine maintenance or replacement of existing facilities, are not included in the fees. Projects that add capacity are further evaluated as to the percentage of the project attributable to existing development versus new development. Only the portion of planned projects attributable to new development is included in the capacity fees.

Based on the available data, the majority of the facility components analyzed and incorporated into the proposed capacity fees utilize the plan-based methodology, with the buy-in methodology used to recover costs associated with existing excess distribution and treatment capacity. A summary of the capacity fee components and methodologies are shown in the Figure 1-1:

**Figure 1-1: Capacity Fee Component Methodology**

<b>Water Capacity Fee Components</b>	<b>Calculation methodology</b>
Resources	Plan-Based
Storage	Plan-Based
Distribution	Plan-Based & Buy-In
Planning and Study Efforts	Plan-Based
<b>Wastewater Capacity Fee Components</b>	<b>Calculation methodology</b>
Treatment	Plan-Based & Buy-In
Interceptors	Plan-Based
Collection lines	Plan-Based
Planning and Study Efforts	Plan-Based
<b>Joint Cost Components</b>	<b>Calculation methodology</b>
Water	Plan-Based
Sewer	Plan-Based

## DEVELOPMENT & DEMAND DATA

Both existing and planned connections must be addressed as part of the analysis required to support the establishment of capacity fees. This section of the report organizes and correlates the information to provide a framework for the capacity fee analysis. The information in this section forms a basis for establishing levels of service, analyzing facility needs, and allocating capital facilities costs between existing and future development and among various customer types.

Currently the District has 5,546 active water accounts. As the future mix between commercial and residential accounts is unknown, Willdan utilized equivalent residential units (ERUs) to define a projected water and sewer demand. The District annual growth rates from the Humboldt County General Plan DEIR 2012 and are forecasted to be 1.0%, and from the 2015 Urban Water Management Plan, an 0.8% annual growth rate. Using this information, a growth rate of 0.9% is assumed for this analysis. Using an annual growth rate of 0.9% for the District, approximately 25% growth is anticipated over the next 25 years. This rate of growth is forecasted to result in 8,596 ERUs at buildout, generally consistent with the Humboldt County General Plan DEIR 2012 estimated buildout of 8,611 housing units. **The capital improvement projects listed in this study, as developed by the District, reflect the water and sewer projects associated with serving this projected development.**

**Figure 1-2: Growth Projections**

	ERUs	Accounts
Existing ERUs	6,877	5,546
Years to Buildout	25	25
Growth Rate (1)	0.9%	0.9%
Cumulative Growth	25%	25%
<b>New ERUs</b>	<b>1,719</b>	<b>1,387</b>

(1) Humboldt County General Plan DEIR 2012 & 2015

Urban Water Management Plan - 0.9% assumed growth rate

\* Figures are rounded

## WATER CONSUMPTION CHARACTERISTICS

Willdan performed a detailed consumption analysis to develop a usage standard based on one residential equivalence (Equivalent Residential Unit). Based on the consumption analysis, shown in Figure 1-3, the 5,546 accounts are converted to 6,877 ERUs. Based on historical district water use data, each ERU has a demand of 6.6 HCF (hundred cubic feet) of water per month. Applying the 6.6 units as an existing standard, the forecasted 1,719 new ERUs will generate a projected annual water demand of 136,483 HCF.

**Figure 1-3: Water Connection and Consumption Projections**

	Existing	Growth	Projected Build-out
Total Annual Consumption (hcf)	545,932	136,483	682,415
Total ERUs	6,877	1,719	8,597
Annual Consumption per Connection (hcf)	79.4	79.4	79.4
Monthly Consumption per Connection (hcf)	6.6	6.6	6.6

## SEWER DISCHARGE CHARACTERISTICS

Similarly, Willdan applied, and confirmed the validity of, industry standard discharge factors to determine the amount of water being discharge to the sewer system. As sewer discharge is not metered, it is necessary to apply a discharge factor to account for water used for irrigation – Industry standards dictate that Single Family Residential units discharge approximately 70% of water use, while all other customer classes discharge approximately 90% of water consumption. Review of the District’s sewer billing records in comparison to water use indicate discharge factors of approximately 80% for Single Family Residential water use and 85% for other customer classes, generally consistent with industry standards. The discharge-weighted average for the entire system was determined to be 81%.

With the discharge factors applied, average monthly discharge was calculated at 5.4 HCF per account. Consequently, the forecasted 1,719 units will generate an annual sewer discharge of 111,202 HCF annually, a 25% increase in discharge from current levels.

**Figure 1-4: Sewer Discharge Factor Projections**

	Existing	Growth	Projected Build-out
Total Annual Consumption (hcf)	545,932	136,483	682,415
Total ERUs	6,877	1,719	8,597
Annual Consumption per Connection (hcf)	79.4	79.4	79.4
Monthly Consumption per Connection (hcf)	6.6	6.6	6.6
Discharge Factor	81%	81%	81%
Total Annual Discharge (hcf)	444,808	111,202	556,010
Monthly Discharge per Connection(hcf)	5.4	5.4	5.4



## WATER CAPACITY FEES

Capacity fees can only recover costs directly attributable to new connections. Accordingly, the District reviewed the proposed CIP projects, project by project, and provided the proportion of each project attributable to new development, as well as each project's system component (storage, distribution, etc.). The portions of project costs not attributable to growth would be recovered from existing users as part of the monthly water rates.

Each capital project is necessary for one of three reasons: 1) To fix an existing system deficiency that has resulted from system age or environmental requirements; 2) To provide additional capacity for future users; or 3) To serve both existing and future users. Project costs related to options 1 and 2 are directly allocated to existing and future users, respectively. Capital projects that fall under option 3 are allocated to new and existing ERU's based on the proportions of each project as provided by the District. The CIP presented below represents the capital projects that the District finds necessary to meet the demands of projected growth. Projects, and portions of projects, related only to existing users have been excluded. All values are shown as present value. More information related to capital project costs, applied methodology, and the split between existing and future users are detailed in Appendix A.

## WATER STORAGE

The District plans to spend \$5,400,000 on an expansion of the District's water storage and other growth related projects. The District is installing a new 4.5 million gallon tank. The new tank and land purchase will increase the District's storage capacity, enhance fire flows during peak summer usage and provide additional system capacity for new growth, especially in northern McKinleyville. Of the 4.5 million gallon tank, 2.25 million gallons (50%) of the project is related to existing deficiencies, with the remaining 50% attributed to new growth.

**Figure 2-1: Water Storage Projects Allocated to New Growth**

Water System	Total Cost	Cost Allocated to Growth
4.5 MG New Tank	5,200,000	2,600,000
Property Purchase/Improvement	200,000	100,000
<b>Total Water</b>	<b>5,400,000</b>	<b>2,700,000</b>
	Twenty Year Total	<b>2,700,000</b>
	Gallons of Added Capacity	2,250,000
	Cost Per Gallon	\$ 1.20

## WATER DISTRIBUTION

The District purchases all of its water from Humboldt Bay Municipal Water District (HBMWD). Water is pumped from HBMWD's facility on the Mad River to the Ramey Pump Station. Water is then pumped to MCSD's six storage tanks where it is gravity fed to MCSD's customers.

Given the ability for new development to utilize excess distribution capacity, the buy-in methodology is used to calculate the portion of the proposed Water Capacity Fee attributable to distribution facility costs.

In order to determine the appropriate buy-in charge, the total cost of the existing plants assets were provided by the District. The records revealed the original cost of the District's utility system was \$8.8 million less Grant funded and Developer contributed capital. This cost (\$8,758,801) was divided by the distribution capacity of the existing infrastructure (3,600,000 gallons per day) yielding a buy-in cost of \$2.43 per gallon.

In addition, the District is planning on five water distribution projects over the next twenty years. Discussions with District staff indicate that these projects will provide sufficient capacity for forecasted mid-point build-out. Based on projections of peak water demand from new development, new development over this period is projected to place a demand of 447,515 gallons daily. The projected demand of new development is calculated by applying the existing use standard, peak average daily use, to each new projected account.

Additionally, costs related to securing and constructing an emergency water supply are allocated to water distribution. Although currently deficient, the proposed emergency water supply is being sized to accommodate existing and future growth. As such, the cost of the project is being split proportionately between existing and future users.

**Figure 2-2: Water Distribution Projects Allocated to New Growth**

<b>Water System</b>	<b>Total Cost</b>	<b>Cost Allocated to Growth</b>
Ramey Pump Upgrades	170,000	136,000
Emergency Water Supply	340,000	170,000
Tank Seismic Actuators	40,000	12,000
Fire Hydrant System Upgrade	77,000	23,100
Water Main Rehabilitation and Replacement	4,430,000	2,215,000
<b>Total Water</b>	<b>5,057,000</b>	<b>2,556,100</b>
Twenty Year Total		<b>2,556,100</b>
Gallons of Capacity per Day		447,515
Cost Per Gallon		\$ 5.71

## JOINT COSTS

To ensure adequate water and sewer capacity for new development, the District also needs non-capacity items such as administrative building space. These costs are allocated to cost per connection, since connections are the best proxy for estimating demand. These costs reflect the additional demand on administrative costs associated with an increased service population. **Please note:** these costs do not include expenditures related to everyday operations and maintenance. Joint costs total \$3,791,000 with new growth being allocated \$1,309,600. As these are joint costs between the two services, costs were evenly split between them, with each being apportioned \$654,800. As shown in Figure 2-3, the cost per new account for the joint costs is \$472.27.

**Figure 2-3: Joint Cost Capital Improvement Program Allocation**

Joint System	Growth's Cost	% Attributed to Growth	Cost Allocated to Growth	% to Water	Cost to Water	% to Sewer	Cost to Sewer
Hydrocleaner and appurtenances	900,000	20%	180,000	50%	90,000	50%	90,000
Backhoe	200,000	20%	40,000	50%	20,000	50%	20,000
Dump Truck	175,000	20%	35,000	50%	17,500	50%	17,500
Tractor and Attachments	130,000	20%	26,000	50%	13,000	50%	13,000
Air Compressor and appurtenances	62,000	20%	12,400	50%	6,200	50%	6,200
Portable Emergency Generators	90,000	20%	18,000	50%	9,000	50%	9,000
3/4 or 1-Ton Pickup	683,000	20%	136,600	50%	68,300	50%	68,300
CCTV Truck	60,000	20%	12,000	50%	6,000	50%	6,000
Car	65,000	20%	13,000	50%	6,500	50%	6,500
Light Duty Utility Truck	112,000	20%	22,400	50%	11,200	50%	11,200
Facility Upgrades and Sealcoat	60,000	20%	12,000	50%	6,000	50%	6,000
Office Building	300,000	80%	240,000	50%	120,000	50%	120,000
Property Purchase	400,000	100%	400,000	50%	200,000	50%	200,000
Building Roofs	-	0%	-	50%	-	50%	-
PCs, Software, & Printers	70,000	30%	21,000	50%	10,500	50%	10,500
File Server Upgrade	109,000	30%	32,700	50%	16,350	50%	16,350
MOM Upgrade and Replacement	125,000	30%	37,500	50%	18,750	50%	18,750
Office Equipment	50,000	20%	10,000	50%	5,000	50%	5,000
GIS/SEMS/CADD Equipment and Software	40,000	20%	8,000	50%	4,000	50%	4,000
Misc./ Emergency Equipment Replacement	-	0%	-	50%	-	50%	-
GPS Surveying Equipment	60,000	30%	18,000	50%	9,000	50%	9,000
Office Emergency Generator	-	0%	-	50%	-	50%	-
Emergency Generator	50,000	50%	25,000	50%	12,500	50%	12,500
Emergency Response Equipment	50,000	20%	10,000	50%	5,000	50%	5,000
<b>Total Joint</b>	<b>3,791,000</b>		<b>1,309,600</b>		<b>654,800</b>		<b>654,800</b>
Twenty Year Total			<b>1,309,600</b>		<b>654,800</b>		<b>654,800</b>
Projected New Accounts					1,387		1,387
Cost Per Unit					\$ 472.27		\$ 472.27

## DEMAND & COST SUMMARY

Water use for residential and non-residential customers was determined using data provided by the District from the District's billing records. A system peaking factor is applied to daily consumption to ensure adequate capacity for peak demand (peak hour and peak month). Therefore, a new connection is allocated its potential demand on the system; rather than average daily demand. The figure below summarizes the demand factors and each components cost per gallon for additional water capacity (Figures 2-1 through 2-3).

Figure 2-4: Water Capacity Fee Demand and Cost Summary

### Water Demand and Cost Summary

Demand Summary		Factors	
Total Annual Consumption (hcf)		545,932	
Annual Consumption (gallons)		408,357,136	
Total Accounts		5,546	
<b>Daily Consumption (gallons)</b>		<b>202</b>	
Average Month Consumption (hcf)		45,494	
Max Month Consumption (hcf)		71,266	
<b>System Peaking Factor</b>		<b>1.6</b>	
<b>Gallons per Peak day per Account</b>		<b>323</b>	
Water Component Cost Summary		Planned	Buy-in
Storage		\$1.20	
Distribution		\$5.71	\$2.43
<b>Net Capital Cost per Gallon of Capacity</b>		<b>\$9.34</b>	
Joint Costs (per connection)		\$472.27	
<b>Net Capital Cost per Connection</b>		<b>\$472.27</b>	

## WATER CAPACITY FEES

The proposed water capacity fees are based on the size of the installed water meter, as recommended by the American Water Works Association (AWWA). A capacity ratio, based on the meters flow rating (in gallons per minute), is used to determine a capacity ratio from a standard 5/8 inch meter into a proportionate fee for larger meter sizes. The capacity ratios are consistent with industry standards and are an accurate reflection of the possible demand of different meter sizes.

For the smallest meter size, 5/8 inch water meter, the fee is derived by multiplying the gallons per day per residential connection (Figure 2-4) by the total capital cost per gallon of capacity (Figure 2-4). The next step in the fee calculation is to add the average cost per water customer for joint costs. For example, 323 peak gallons per residential connection (from Figure 2-4) multiplied by \$9.34 (cost per gallon of capacity - Figure 2-4) equals \$3,019. Adding \$472.27 (capital cost per connection) yields a capacity fee of \$3,491 for a 5/8 inch meter. For larger meter sizes, include the capacity ratio in the formation fee (before adding the capital cost per connection).

**FIGURE 2-5: WATER CAPACITY FEES**

### Water Connection Fees

		Component Unit Cost	\$1.20	\$8.14	\$472.27		
		Component Multiplier	323	323	1		
Water Meter Size	GPM	Capacity Ratio	Storage	Distribution	Joint Costs (per account)	Total	
5/8"	20	1.0	\$ 388	\$ 2,631	\$ 472.27	\$	3,491
3/4"	30	1.5	581	3,946	472.27		5,000
1"	50	2.5	969	6,577	472.27		8,018
1 1/2"	100	5.0	1,938	13,154	472.27		15,564
2"	160	8.0	3,101	21,046	472.27		24,619
3"	300	15.0	5,814	39,461	472.27		45,748
4"	500	25.0	9,690	65,769	472.27		75,931
6"	1000	50.0	19,380	131,538	472.27		151,390
8"	1600	80.0	31,008	210,461	472.27		241,941
10"	2300	115.0	44,574	302,537	472.27		347,584

Please note, due to building code regulations, new single-family homes are to be sized with a 3/4" meter because of fire protection systems, rather than the typical 5/8" meter. It is recommended that all new single-family residential units, with meter sizes 5/8" or 3/4", be charged the 5/8" capacity fee, unless the 3/4" is serving a multifamily residence and would thus reflect their typical demand on the system.

## SEWER CAPACITY FEES

As part of the capacity fee process, CIP projects are identified as growth-related, existing needs, or a percentage of both. The CIP includes capital project requirements needed to meet projected growth. More information related capital project costs, applied methodology, and the split between existing and future users are detailed in Appendix A.

### TREATMENT

In order to determine the cost associated with the remaining plant capacity, Willdan reviewed the District's Property, Plant, and Equipment (PPE) schedule. The analysis revealed that throughout the years, the District has invested \$21.7 million in PPE costs related to the wastewater management facility. The plant is currently operating at approximately 85% of average daily permitted capacity. Given the available capacity for new development to utilize, the buy-in methodology is used to calculate this component of the Sewer Capacity Fee.

Only the cost to the District can be utilized during the buy-in method. As a result, \$6,283,169 of Grant funded and Developer Contributed Capital was excluded. Thus, the remaining PPE (\$15,466,215) is divided by the maximum daily capacity of the plant (1,610,000 gpd) which yields a buy-in cost of \$9.61 per gallon. By recovering this amount, the District will be reimbursed by new development for remaining system capacity.

Relative to new projects, the District plans to spend \$28,553,000 overall on treatment-related capital improvement projects related to a new Wastewater Management Facility (WWMF). Specifically, the District has identified \$6,677,900 of costs related to treatment projects to serve additional demand of new development. The new WWMF will add an additional 530,000 gallons of capacity per day.

**Figure 3-1: Sewer Treatment and Reclamation Projects Allocated to New Growth**

Sewer System	Total Cost	Cost Allocated to Growth
WWMF Upgrade/CEQA/Permitting	13,460,000	4,038,000
WWMF Upgrade/CEQA/Permitting (future reg)	8,000,000	-
WWMF SO <sub>2</sub> /Chlorine Injector Controllers	40,000	20,000
WWMF Sludge Disposal & handling	4,800,000	1,440,000
Barn and Fence Upgrades	-	-
Irrigation Pipe and Fittings	40,000	20,000
Property purchase	1,500,000	750,000
Reclamation Site Upgrade	535,000	267,500
Underground Valving and Piping	178,000	142,400
<b>Total Sewer</b>	<b>28,553,000</b>	<b>6,677,900</b>
Twenty Year Total		<b>6,677,900</b>
Gallons of Capacity per Day		<b>530,000</b>
Cost Per Gallon		<b>\$ 12.60</b>

## INTERCEPTORS

The District plans to spend \$244,000 on interceptor projects over the next ten years, \$96,800 of which is allocable to new development. Based on projections of peak sewer demand from new development, new development is projected to add an additional 364,621 gallons of wastewater daily through mid-point build-out, resulting in a cost per gallon of \$0.27 as shown in Figure 3-2.

**Figure 3-2: Sewer Interceptor Projects Allocated to New Growth**

Sewer System	Total Cost	Cost Allocated to Growth
Sewer Lift Stn. Pump & Generator Replacement	160,000	80,000
WWMF & Fischer Lift Station Grinder Upgrade	84,000	16,800
<b>Total Sewer</b>	<b>244,000</b>	<b>96,800</b>
Twenty Year Total		<b>96,800</b>
Gallons of Capacity per Day		364,621
Cost Per Gallon	\$	<b>0.27</b>

## COLLECTION

Of \$7,530,600 in collection related costs, the District plans to spend \$5,878,000 on projects that are the result of new development. Based on projections of peak sewer demand from new development, new development is projected to add an additional 364,621 gallons of wastewater daily through mid-point build-out, resulting in a cost per gallon of \$16.12 as shown in Figure 3-3.

**Figure 3-3: Sewer Collection Projects Allocated to New Growth**

Sewer System	Total Cost	Cost Allocated to Growth
Collection System Upgrades/Expansion	4,300,000	4,300,000
Sewer Main Rehabilitation and Replacement	3,100,000	1,550,000
Sewer Main Camera Unit	110,000	22,000
Underground Pipe Locator & Camera	20,000	6,000
<b>Total Sewer</b>	<b>7,530,000</b>	<b>5,878,000</b>
Twenty Year Total		<b>5,878,000</b>
Gallons of Capacity per Day		364,621
Cost Per Gallon	\$	<b>16.12</b>

## PLANNING AND STUDY EFFORTS

According to the District's CIP, 30% of planned studies and planning efforts, \$81,000 in total, are allocated to new development. Based on projections of peak sewer demand, new development is projected to add an additional 364,621 gallons of wastewater daily through mid-point build-out, resulting in a cost per gallon of \$0.22 as shown in Figure 3-4.

**Figure 3-4: Sewer Planning and Study Efforts Allocated to New Growth**

Sewer System	Total Cost	Cost Allocated to Growth
WWMF Engr Study/NPDES Permitting	270,000	81,000
<b>Total Sewer</b>	<b>270,000</b>	<b>81,000</b>
Twenty Year Total		<b>81,000</b>
Gallons of Capacity per Day		364,621
Cost Per Gallon	\$	<b>0.22</b>

## DEBT SERVICE CREDIT

In 2015 the District issued a \$17,000,000 loan with the California State Water Resource Control Board (CSWRCB) to fund a portion of the Wastewater Management Facility (WWMF) Upgrade. Capacity fee criteria require the consideration of debt service credits where expansion related infrastructure is funded with debt. Annual debt service payments associated with the CSWRCB loan are included in user rates for wastewater service. Without consideration of a debt service credit, new customers would be charged twice for this infrastructure, once through the capacity fee and again through user rates which include debt service associated with the WWMF. Figure 3-5 provides the calculations used to develop the debt service credit.



Figure 3-5: Debt Service Credit

PMT Yr	Year	Principal	New ERUs	System ERUs	Proportion of Debt Payed by New ERUs	Debt Payed by New ERUs
1	2017	\$ 419,049	69	6,946	0.99%	\$ 4,163
2	2018	427,430	138	7,015	1.97%	8,408
3	2019	435,978	207	7,084	2.92%	12,740
4	2020	444,698	276	7,153	3.86%	17,159
5	2021	453,592	345	7,222	4.78%	21,668
6	2022	462,664	414	7,291	5.68%	26,271
7	2023	471,917	483	7,360	6.56%	30,970
8	2024	481,355	552	7,429	7.43%	35,766
9	2025	490,982	621	7,498	8.28%	40,664
10	2026	500,802	690	7,567	9.12%	45,666
11	2027	510,818	759	7,636	9.94%	50,774
12	2028	521,034	828	7,705	10.75%	55,992
13	2029	531,455	897	7,774	11.54%	61,322
14	2030	542,084	966	7,843	12.32%	66,767
15	2031	552,926	1,035	7,912	13.08%	72,330
16	2032	563,984	1,104	7,981	13.83%	78,015
17	2033	575,264	1,173	8,050	14.57%	83,824
18	2034	586,769	1,242	8,119	15.30%	89,761
19	2035	598,505	1,311	8,188	16.01%	95,828
20	2036	610,475	1,380	8,257	16.71%	102,029
21	2037	622,684	1,449	8,326	17.40%	108,368
22	2038	635,138	1,518	8,395	18.08%	114,847
23	2039	647,841	1,587	8,464	18.75%	121,470
24	2040	660,798	1,656	8,533	19.41%	128,241
25	2041	674,014	1,725	8,602	20.05%	135,163
Total Debt Payed by New ERUs;						\$ 1,608,206
% Attributed to Growth						30%
Growth related portion						\$ 482,462
Gallons of Capacity per Day						530,000
Cost Per Gallon						\$ 0.91

## COST SUMMARY

Figure 3-6 summarizes the demand factors and cost per gallon for additional sewer capacity.

**Figure 3-6: Sewer Capacity Fees Demand and Cost Summary**

<b>Demand Summary</b>		<b>Factors</b>	
Daily Consumption (gallons)		202	
% Discharged		<u>81%</u>	
Discharge per Day per ERU (gallons)		164	
<b>Sewer Cost Summary</b>		<b>Planned</b>	<b>Buy-in</b>
Treatment		\$12.60	\$9.61
Interceptors		\$0.27	
Collection Lines		\$16.12	
Planning and Study Efforts		\$0.22	
Debt Service Credit		-\$0.91	
<b>Net Capital Cost per Gallon of Capacity</b>		<b>\$37.90</b>	
Joint Costs (per connection)		\$472.27	
<b>Net Capital Cost per Connection</b>		<b>\$472.27</b>	

## SEWER CAPACITY FEES

Unlike water, meter size is not directly correlated with the sewer discharge (effluent). Consequently, Willdan recommends the District maintain *Rule 21.02*, as ERUs are appropriately utilized to equitably allocate capacity related costs to the impact of a new sewer connection. Using 1 ERU as an example: 164 gallons per peak day per ERU (from Figure 3-6) multiplied by \$37.90 per gallon (net capital cost per gallon - Figure 3-6) equals \$6,216.31 per equivalent residential unit (ERU) plus \$472.27 for a total fee of \$6,689. Please note, an additional \$472.27 related to joint costs (capital cost per connection) is applied only once, not per ERU.

**Figure 3-7: Sewer Capacity Fees**

Component	Unit Cost	\$22.21	\$0.27	\$16.12	\$0.22	-\$0.91	\$472.27	
Component Multiplier		164	164	164	164	164	1	
		Treatment	Interceptor	Collection	Planning and Study Efforts	Debt Service Credit	Joint Costs (per account)	Total
1 ERU	\$	3,641.81	\$ 43.54	\$ 2,643.82	\$ 36.43	\$ (149)	\$ 472.27	\$ 6,689

Please note, some units maybe credited the treatment buy-in component of the sewer capacity fee (Figure 3-6) or \$1,579 based on previously paid sewer assessments.

## FEE PROGRAM ADMINISTRATION

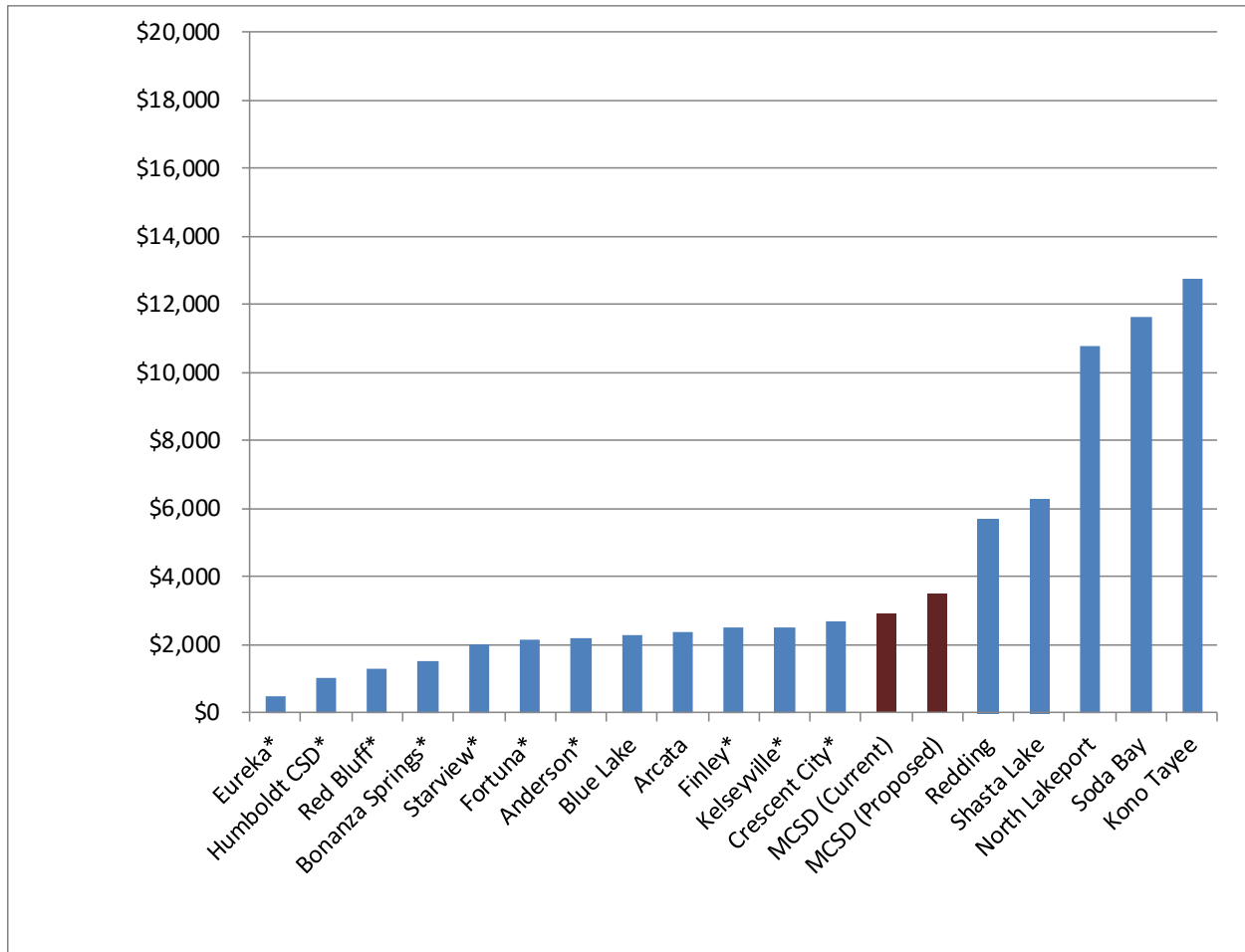
In conjunction with adopting an updated water and sewer fee schedule, we recommend the District apply annual adjustments to the Water and Sewer capacity fees to keep pace with inflation. We suggest using the Engineering News Record construction cost index to best reflect the costs related to capital projects.

It is also recommended the District adopt a formal policy of updating the water and sewer capacity fees every three to five years to ensure appropriate funding of capital projects and equity amongst users is maintained.

## REGIONAL CAPACITY FEE SURVEY

A comparison survey of local and similarly sized agencies is a common tool utilized by policy makers. Figure 4-1 provides a comparison the water capacity fees of a typical new single family home, including the District's current and proposed fees.

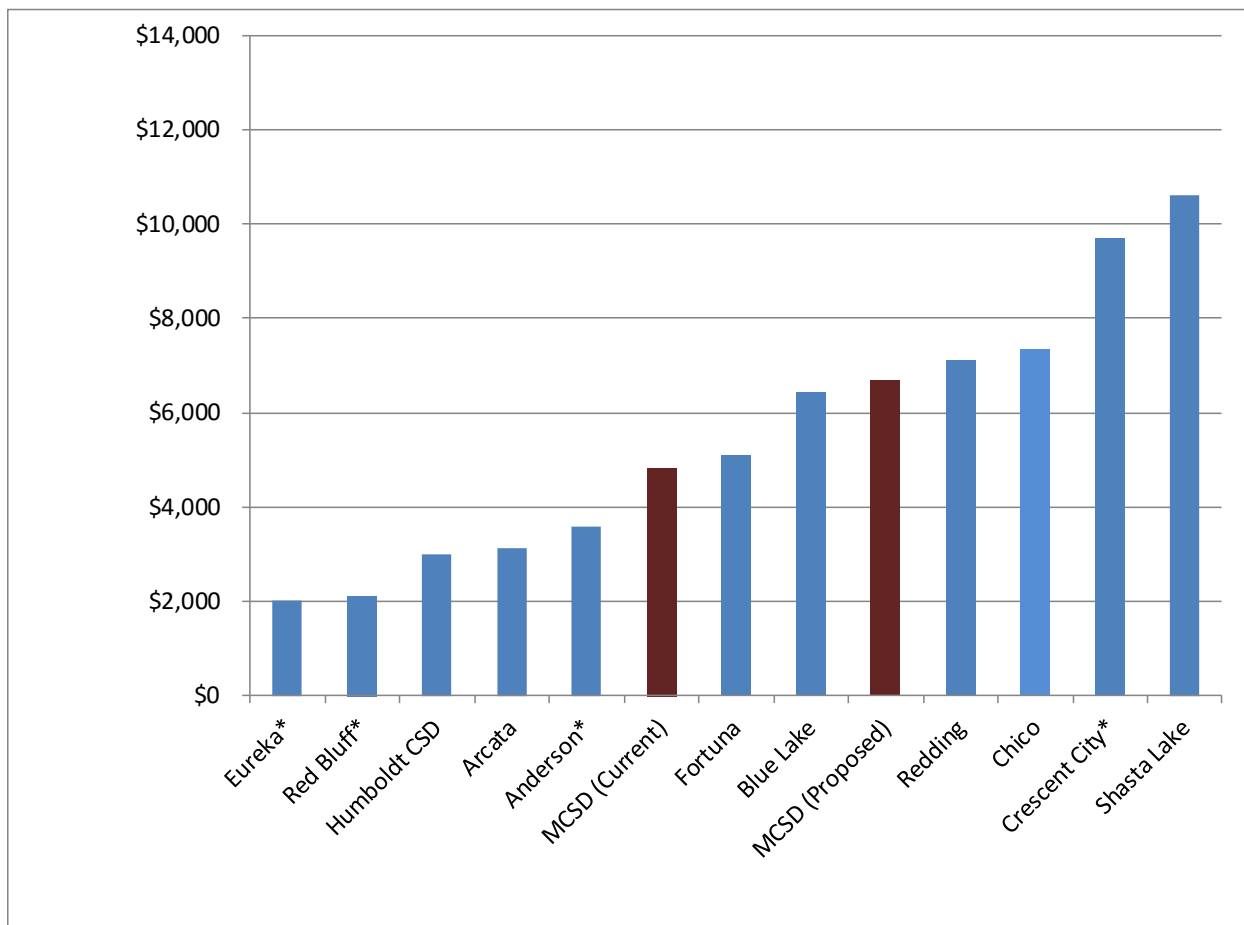
**Figure 4-1: Water Capacity Fee Comparison**



\* indicates the systems have not updated the water capacity fee since our previous 2011 capacity fee study.

Figure 4-2 compares the District's current and proposed sewer capacity charges for a typical new single-family home with those of other agencies.

**Figure 4-2: Sewer Capacity Fee Comparison**



\* indicates the systems have not updated the sewer capacity fee since our previous 2011 capacity fee study.

As both graphs demonstrate, the District's existing fees are within the range of fees charged by other systems. The proposed full cost recovery fees also put the District's capacity fees within the range of other systems. Please note, however, capacity charges can vary widely from agency to agency depending on a wide range of factors, such as cost, subsidy, level of service, even the date previous update.

## Appendix A

Water System	Total Cost	Source	Method	% Attributed to Growth <sup>(1)</sup>	Cost Attributed to Growth	Component
4.5 MG New Tank	5,200,000	MCSD Draft CIP	Capacity Method (2)	50%	2,600,000	Storage
Property Purchase/Improvement	200,000	MCSD Draft CIP	Capacity Method (2)	50%	100,000	Storage
Water Tank Upgrades	-	MCSD Draft CIP	Capacity Method (2)	0%	-	N/A
Ramey Pump Upgrades	170,000	MCSD Draft CIP	New/Existing	80%	136,000	Distribution
Emergency Water Supply	340,000	MCSD Draft CIP	New/Existing	50%	170,000	Distribution
Radio Telemetry Upgrade	-	MCSD Draft CIP	Existing	0%	-	N/A
Meter Reader Upgrade	-	MCSD Draft CIP	Existing	0%	-	N/A
McCluski Tank 3 Roof Upgrade	-	MCSD Draft CIP	New/Existing	0%	-	N/A
Tank Seismic Actuators	40,000	MCSD Draft CIP	New/Existing	30%	12,000	Distribution
Fire Hydrant System Upgrade	77,000	MCSD Draft CIP	New/Existing	30%	23,100	Distribution
Water Main Rehabilitation and Replacement	4,430,000	MCSD Draft CIP	New/Existing	50%	2,215,000	Distribution
Customer Radio Meter Replacements	-	MCSD Draft CIP	Existing	0%	-	N/A
<b>Total Water</b>	<b>10,457,000</b>				<b>5,256,100</b>	

(1) "% Attributed to Growth" estimated provided by the District.

(2) The District is installing a new water tank which holds 4.5 million gallons. Per discussions with the District, 50% of the tank is related to growth (2.25 MGD).

## Appendix A

Sewer System (Including Fisher Ranch)	Total Cost			% Attributed to Growth	Cost Attributed to Growth	Component
WWMF Engr Study/NPDES Permitting	270,000	MCSD Draft CIP	New/Existing	30%	81,000	Planning and Study Efforts
WWMF Upgrade/CEQA/Permitting	13,460,000	MCSD Draft CIP	New/Existing	30%	4,038,000	Treatment
WWMF Upgrade/CEQA/Permitting (future reg)	8,000,000	MCSD Draft CIP	New/Existing	0%	-	Treatment
WWMF Fencing and Gate	-	MCSD Draft CIP	Existing	0%	-	N/A
WWMF SO2/Chlorine Injector Controllers	40,000	MCSD Draft CIP	New/Existing	50%	20,000	Treatment
WWMF Sludge Disposal & handling	4,800,000	MCSD Draft CIP	New/Existing	30%	1,440,000	Treatment
Customer Radio Meter Replacements	-	MCSD Draft CIP	Existing	0%	-	N/A
Collection System Upgrades/Expansion	4,300,000	MCSD Draft CIP	New	100%	4,300,000	Collection Lines
Sewer Main Rehabilitation and Replacement	3,100,000	MCSD Draft CIP	New/Existing	50%	1,550,000	Collection Lines
Sewer Lift Stn. Pump & Generator Replacement	160,000	MCSD Draft CIP	New/Existing	50%	80,000	Interceptors
Radio Telemetry Upgrade	-	MCSD Draft CIP	Existing	0%	-	N/A
Meter Replacement: WWMF, FIS	-	MCSD Draft CIP	Existing	0%	-	N/A
WWMF & Fischer Lift Station Grinder Upgrade	84,000	MCSD Draft CIP	New/Existing	20%	16,800	Interceptors
Sewer Main Camera Unit	110,000	MCSD Draft CIP	New/Existing	20%	22,000	Collection Lines
Underground Pipe Locator & Camera	20,000	MCSD Draft CIP	New/Existing	30%	6,000	Collection Lines
SCBA Apparatus and Bottles	-	MCSD Draft CIP	Existing	0%	-	N/A
<b>Fisher Ranch</b>						
Barn and Fence Upgrades	-	MCSD Draft CIP	Existing	0%	-	Treatment
Irrigation Pipe and Fittings	40,000	MCSD Draft CIP	Existing	50%	20,000	Treatment
Property purchase	1,500,000	MCSD Draft CIP	Existing	50%	750,000	Treatment
Reclamation Site Upgrade	535,000	MCSD Draft CIP	Existing	50%	267,500	Treatment
Underground Valving and Piping	178,000	MCSD Draft CIP	Existing	80%	142,400	Treatment
<b>Total Sewer</b>	<b>34,344,000</b>				<b>12,733,700</b>	

## Appendix A

### Joint CIP (Heavy Equipment, Utility Vehicles, Office, Corporation Yard & Shops, Computers, Software & Equipment, Small Equipment & Other)

Hydrocleaner and appurtenances	900,000	MCSD Draft CIP	New/Existing	20%	180,000	N/A
Backhoe	200,000	MCSD Draft CIP	New/Existing	20%	40,000	N/A
Dump Truck	175,000	MCSD Draft CIP	New/Existing	20%	35,000	N/A
Tractor and Attachments	130,000	MCSD Draft CIP	New/Existing	20%	26,000	N/A
Air Compressor and appurtenances	62,000	MCSD Draft CIP	New/Existing	20%	12,400	N/A
Portable Emergency Generators	90,000	MCSD Draft CIP	New/Existing	20%	18,000	N/A
3/4 or 1-Ton Pickup	683,000	MCSD Draft CIP	New/Existing	20%	136,600	N/A
CCTV Truck	60,000	MCSD Draft CIP	New/Existing	20%	12,000	N/A
Car	65,000	MCSD Draft CIP	New/Existing	20%	13,000	N/A
Light Duty Utility Truck	112,000	MCSD Draft CIP	New/Existing	20%	22,400	N/A
Facility Upgrades and Sealcoat	60,000	MCSD Draft CIP	New/Existing	20%	12,000	N/A
Office Building	300,000	MCSD Draft CIP	New/Existing	80%	240,000	N/A
Property Purchase	400,000	MCSD Draft CIP	New	100%	400,000	N/A
Building Roofs	-	MCSD Draft CIP	Existing	0%	-	N/A
PCs, Software, & Printers	70,000	MCSD Draft CIP	New/Existing	30%	21,000	N/A
File Server Upgrade	109,000	MCSD Draft CIP	New/Existing	30%	32,700	N/A
MOM Upgrade and Replacement	125,000	MCSD Draft CIP	New/Existing	30%	37,500	N/A
Office Equipment	50,000	MCSD Draft CIP	New/Existing	20%	10,000	N/A
GIS/SEMS/CADD Equipment and Software	40,000	MCSD Draft CIP	New/Existing	20%	8,000	N/A
Misc./ Emergency Equipment Replacement	-	MCSD Draft CIP	Existing	0%	-	N/A
GPS Surveying Equipment	60,000	MCSD Draft CIP	New/Existing	30%	18,000	N/A
Office Emergency Generator	-	MCSD Draft CIP	Existing	0%	-	N/A
Emergency Generator	50,000	MCSD Draft CIP	New/Existing	50%	25,000	N/A
Emergency Response Equipment	50,000	MCSD Draft CIP	New/Existing	20%	10,000	N/A
<b>Joint Total</b>	<b>3,791,000</b>				<b>1,309,600</b>	



# Water & Sewer Capacity Fee Analysis

McKinleyville CSD

July 6, 2016



# What we'll cover today

- Project Overview
- What is a capacity fee?
- What does the capacity fee cover?
- Why the increase is needed?
- How are capacity fees calculated?
- Proposed capacity fees
- Local comparisons

# Project Overview

## Background

- Capacity fees last updated in 2011
- Updates to District capital program since this time
- Water capacity fee; current fee \$2,895 for a 5/8" meter
- Wastewater capacity fee; current fee \$4,976 per ERU

## Purpose

- One-time charges to recover the costs of establishing a connection to the District's system
- To identify appropriate fee levels for cost recovery
- Fees are proportionate and reasonably related to the demands of new development

# What Does the Capacity Fee Cover?

- Cost to serve new development
  - Water components such as water resources, storage, and distribution.
  - Wastewater components such as treatment, collection, and planning efforts
  - Joint costs such as administrative facilities

## How is the Capacity Fee calculated?

- To equitably and fairly allocate costs, one of two methodologies are used:
  1. Buy-In Methodology - used when existing components have excess capacity available
  2. Plan-Based Methodology – Allocates future costs related to the District's Capital Improvement Plan (CIP) via a growth and existing needs basis



# Why the Increase is Needed?

- Update since 2011 in order to:
  - Reflect updated system demands
  - Reflect changes to the District's Capital Program
- Would prevent existing rate payers from incurring the cost
- Prevents reduced levels of service

# Proposed Water Capacity Fees

## Water Capacity Fees

Water Meter Size	Capacity Ratio	Storage	Distribution	Joint Costs (per account)	Proposed Fee
5/8"	1.0	\$ 388	\$ 2,631	\$ 472	\$ 3,491
3/4"	1.5	581	3,946	472	5,000
1"	2.5	969	6,577	472	8,018
1 1/2"	5.0	1,938	13,154	472	15,564
2"	8.0	3,101	21,046	472	24,619
3"	15.0	5,814	39,461	472	45,748
4"	25.0	9,690	65,769	472	75,931
6"	50.0	19,380	131,538	472	151,390
8"	80.0	31,008	210,461	472	241,941
10"	115.0	44,574	302,537	472	347,584

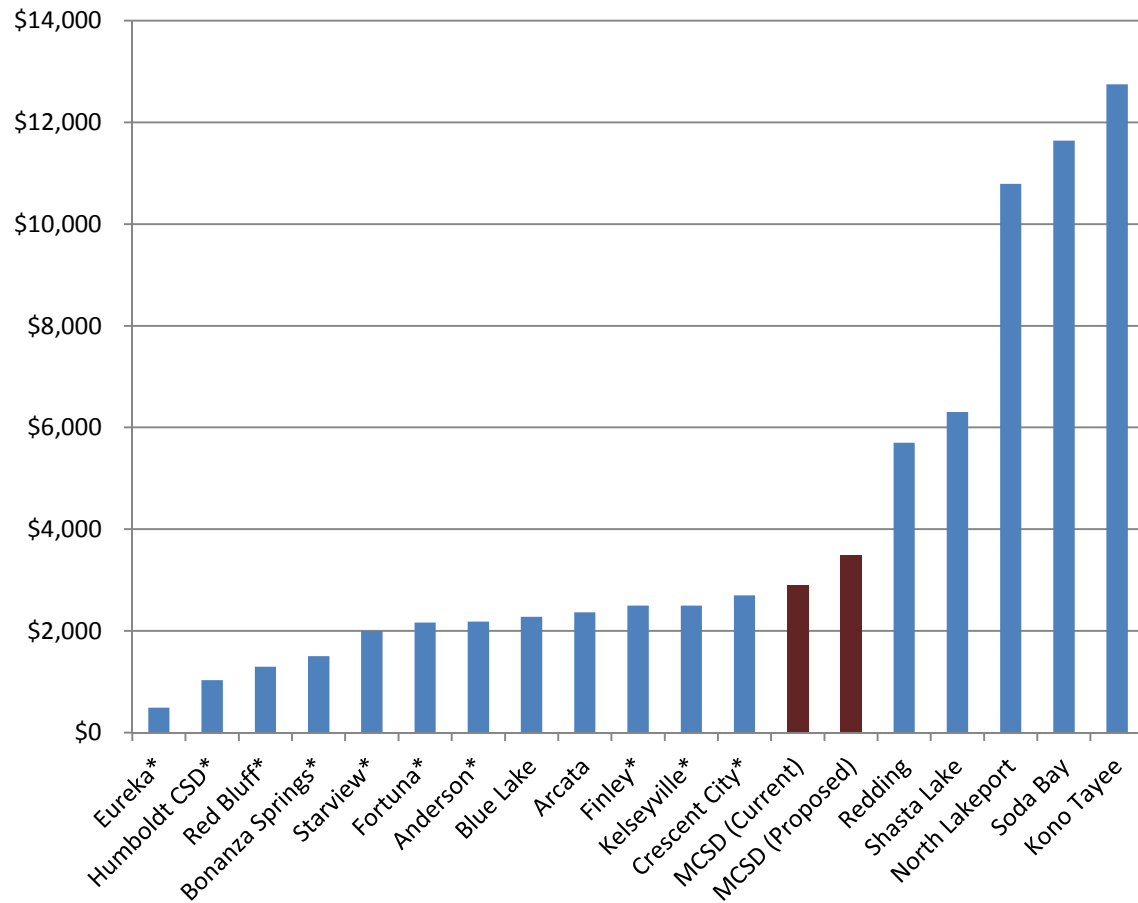
# Proposed Wastewater Capacity Fees

## Sewer Capacity Fees

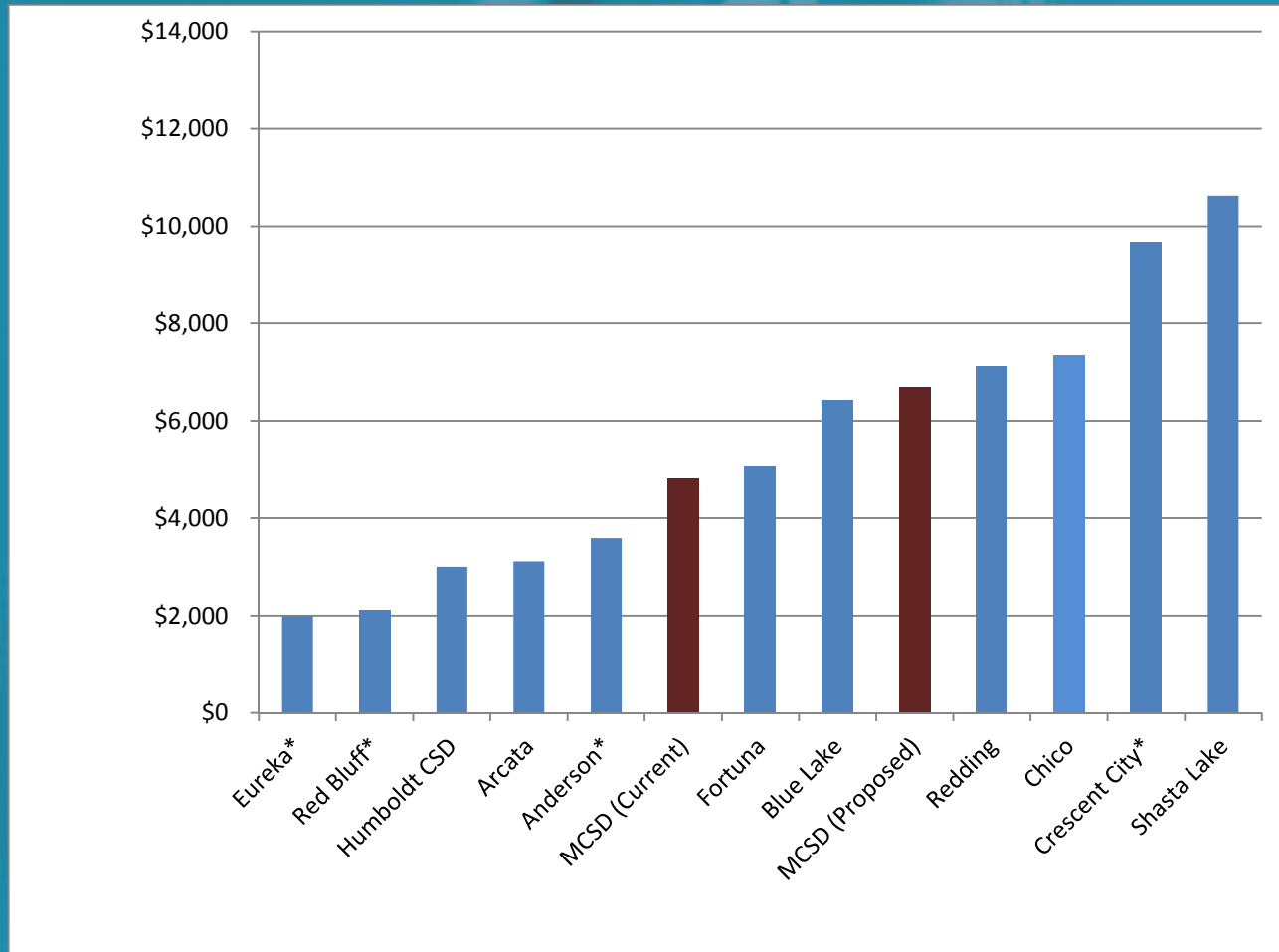
Treatment	Interceptor	Collection	Planning and Study Efforts	Debt Service Credit	Joint Costs (per account)	Total
\$ 3,642	\$ 44	\$ 2,644	\$ 36	\$ (149)	\$ 472	\$ 6,689



# Single Family – Water Comparison



# Single Family – Wastewater Comparison





# Questions & Answers

**PHYSICAL ADDRESS:**

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McKINLEYVILLE, CA 95519

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McKINLEYVILLE, CA 95519



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**PARKS & RECREATION OFFICE:**

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

**RELEASE DATE:** JUNE 15, 2016

**RUN THROUGH DATE:** JULY 6, 2016

**FROM:** **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**GREG ORSINI, GENERAL MANAGER**  
**(707) 839-3251**

**SUBJECT:** **NOTICE OF PUBLIC HEARING, McKINLEYVILLE COMMUNITY SERVICES DISTRICT ADOPTION OF UPDATED WATER & SEWER CAPACITY FEES**

McKinleyville, CA – The McKinleyville Community Services District Board of Directors will hold a public hearing to consider an adjustment to existing water and sewer capacity fees. Capacity fees are one-time charges paid by new development to recover the costs of public facilities needed to serve the new development. From time-to-time the District updates water and sewer capacity fees in order to ensure the fees are consistent with planned future infrastructure needs.

The Public Hearing on this matter will be held by the Board on Wednesday, July 6, 2016, beginning at 7:00 P.M., or as soon thereafter as feasible, at Azalea Hall, located at 1620 Pickett Road, McKinleyville, California. At the Public Hearing, all interested persons shall be afforded the opportunity to hear and be heard.

#####

(End)

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

---

**ITEM: D.1**                      **Consider Approval of the Minutes from the Board of Directors' Regular Meeting on June 1, 2016**

**PRESENTED BY:**              **David A. Baldosser for Becky Schuette, Board Secretary**

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the June 1, 2016 Regular Board Meeting; recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meeting.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from June 1, 2016

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, JUNE 1, 2016 AT 7:00PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A CALL TO ORDER**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with President Wheeler, Director Corbett, Director Couch and Director Mayo present. Vice President Edwards was absent.

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

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

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

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

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

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

Motion: John Corbett; Second: David Couch

There was no comment from the Board or the public.

**ROLL CALL:** **Ayes;** Corbett, Couch, Mayo and Wheeler. **Absent;** Edwards

**MOTION SUMMARY:** Motion Passed

**A.5 Closed Session Discussion:** There was no closed session.

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

**AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Wheeler opened public comment and the following members of the public spoke specifically about Open Space Zone (OSZ) #16 on Camino Way.

Kathy Rodriguez, 1580 Camino Way, requesting the OSZ topic be added to a future agenda in order to work out issues with landscaping.

Linda Adorador, 1571 Camino Way

David Weiss, 1530 Camino Way

After hearing the comments, President Wheeler advised the group that the topic would be placed on an agenda in the future. Director Mayo wanted to clarify that the issue was going to be looked into and brought back for a discussion on a future Board meeting. General Manager Orsini added that the residence of the zone will be notified in ample time when the item is placed on the agenda. Director Couch added that the groups email letters were being received and the Directors are aware of and care about their concerns.

There were no further comments and public comment was closed.

#### **AGENDA ITEM D CONSENT CALENDAR:**

**D.1** Consider approval of the Minutes of the Board of Directors' Regular Meeting of May 4, 2016

**D.2** Consider approval of the April 2016 Treasurer's Report

**D.3** Compliance with State Double Check Valve (DCV) Law – Violations

**D.4** Consider approve of 2016 Summer-Fall Recreation Activity Guide and Recreation Program Fees

**D.5** Consider approval of the 2015 Consumer Confidence Report (CCR)

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

Motion: Dennis Mayo; Second: David Couch

There were no comments from the Board or the public.

**ROLL CALL: Ayes;** Corbett, Couch, Mayo and Wheeler. **Absent;** Edwards

**MOTION SUMMARY:** Motion Passed

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

**E.1 Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land:** District Counsel Russ Gans was not present, therefore General Manager Orsini reviewed the item and made his recommendation. GM Orsini emphasized that the potential future negotiations will technically be with the Trust for Public Land, therefore there would be no conflict with concurrent counsel.

Director Corbett had several concerns regarding the description of the project and completeness of the waiver: There was no mention of the potential for a third party being involved in the sale; there was the potential for problems with timing for tax reasons; and the issue related to the exchange of right of ways. Overall, the agreement does not properly describe the project and does not properly cover some potential conflicts of interest that Director Corbett has previously had negotiating with Green Diamond.

Director Mayo advised that he had done a great deal of research himself and made numerous phone calls regarding the contract, but ultimately agreed with Director Corbett's summation of concerns.

President Wheeler also believed that there would be conflicts with counsel when the process begins. It was the direction of the President for the General Manager to work with Counsel Russ Gans and Director Corbett to work out better language for the agreement that would quell the concerns that the Directors each had. This item was postponed and will return as an agenda item for further discussion at a later date.

There were no comments from the public.

**E.2 Consider appointment of applicant John Calkins for vacant position on the Recreation Advisory Committee:** Recreation Director Lesley Frisbee reviewed her staff note and read the specific language from the Rules and Regulations regarding appointments to the Recreation Advisory Committee (RAC). She also advised, after queried by the General Manager, that the public had been noticed of the vacancies via Public Service Announcements on three different occasions and vacancies had been posted on the MCSD website. John Calkins was then invited to the podium and he spoke briefly about his interest in the vacancy. There was a lengthy debate about the appointment and Director Mayo requested the appointment be postponed until Director Edwards could be present.

**MOTION: It was moved to postpone the vote.**

Motion: Dennis Mayo; Second: None

Motion Failed



There was further discussion and debate while Director Mayo spoke at length about his objection to the appointment. Director Corbett then agreed to the postponement due to the controversial statements being made. Director Couch had no objections to the postponement. Mr. Calkins had no problem with the postponement either. The previous motion was seconded.

**MOTION: It was moved to continue the vote to the next meeting.**

Motion: Dennis Mayo; Second: John Corbett

**ROLL CALL: Ayes;** Corbett, Couch, and Mayo. **Noes;** Wheeler. **Absent;** Edwards

**MOTION SUMMARY:** Motion Passed

**E.3 Consider authorization for Director Corbett to attend the Annual California Water Law & Policy Mandatory Continued Legal Education (MCLE) Conference in San Francisco June 13-14, 2016:** Director Corbett spoke and advised that he believed that this would be a very valuable conference and be quite useful over the next two years based on the topics being offered.

**MOTION: It was moved to approve attendance of Director Corbett to the conference.**

Motion: Dennis Mayo; Second: David Couch

There was no comment from the public.

**ROLL CALL: Ayes;** Corbett, Couch, Mayo and Wheeler. **Absent;** Edwards

**MOTION SUMMARY:** Motion Passed

**E.4 Consider adoption of the use of the Special District Leadership Foundation (SDLF) High Performing District checklist for use in areas of Finance and Human Resources:** General Manager Orsini reviewed the item notes and then made his recommendation to consider adoption of the checklist and include it in the strategic plan.

**MOTION: It was moved to approve the use of the checklist.**

Motion: Dennis Mayo; Second: John Corbett

President Wheeler requested clarification on the reference to the P drive in the highlighted section of the charts and an explanation was provided.

**ROLL CALL: Ayes;** Corbett, Couch, Mayo and Wheeler. **Absent;** Edwards

**MOTION SUMMARY:** Motion Passed

**E.5 Consider approval of FY2016-17 Proposed Budget and Appropriations Limit:** Finance Director Colleen Trask advised the Board that there had not been any major changes to any portions of the budget since the time each section had been presented over the past several months. She also advised that the Strategic Plan, which had been previously approved, was included in the budget and that the Org Chart reflected the updated and current vacancies for District staff. Several of the specific funds and the pie charts were pointed out for each of the departments. President Wheeler requested clarification regarding the Fischer Ranch and the \$1.5 million allocated and General Manager Orsini clarified, pointing out the potential for the future purchase of the Piolarsi Ranch. Clarification was also provided by Operations Director Henry regarding the reduction on the sewer project section by \$200,000. He advised this was related to the consideration of several grants that could be used for funding. Director Corbett asked several more questions about projected gain and loss net assets and clarification on the charts.

**MOTION: It was moved to approve the budget and then amended to be per staff recommendation.**

Motion: John Corbett; Second: David Couch



There was no comment from the public.

**ROLL CALL:** Ayes; Corbett, Couch, Mayo and Wheeler. **Absent;** Edwards

**MOTION SUMMARY:** Motion Passed

Agenda item E.8 was called out of order at this time and Mitch Weiss with the California Transportation Commission was requested to the podium.

**E.8 Presentation by Mitch Weiss, Deputy Director, California Transportation Commission regarding the California Road Charge Pilot Program:** A PowerPoint presentation was provided that covered transportation funding, evolution of the fuel economy for vehicles, and current and future standards for increased fuel efficiency in vehicles. Mr. Weiss continued with the topic of what options there were as the fuel tax is reduced due to fuel efficient cars. The Road Charge was explained as being based on vehicle mileage usage, rather than the fuel it is consuming. He continued by describing the methods that are under consideration for reporting of miles. Finally, the time line for implementation, findings and recommendations were provided. There were comments, suggestions and discussion among the Board, the General Manager and staff and any questions were answered by Mr. Weiss.

This item was information only, and there was no action taken.

Director Corbett excused himself from the meeting at 8:57 pm.

**E.6 Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW):**

General Manager Orsini provided the topic for discussion and made his recommendation. President Wheeler requested clarification regarding the sidewalk area in front of the property owner's businesses and who was responsible for that area. General Manager Orsini advised that it has always been the property owner's responsibility, but permission to remove trees required a permit from the County and approval of the District. He added that it also required complete removal of the tree and stump and that the trees be replaced with specific types required by the County.

There was no public comment.

**MOTION: It was moved to approve the item.**

Motion: Dennis Mayo; Second: David Couch

**ROLL CALL:** Ayes; Couch, Mayo and Wheeler. **Absent;** Corbett and Edwards

**MOTION SUMMARY:** Motion Passed

**E.7 Land Transfer Agreement with Humboldt County for North Bank Road Park Property APN 507-141-021:** General Manager Orsini reviewed the item and made his recommendation.

**MOTION: It was moved to approve the land Transfer Agreement with Humboldt County for the Northbank Road Property APN 507-141-021.**

Motion: David Couch; Second: Dennis Mayo

There was no public present for comment and no Board comments.

**ROLL CALL:** Ayes; Couch, Mayo and Wheeler. **Absent;** Corbett and Edwards

**MOTION SUMMARY:** Motion Passed

**E.9 Consider adoption of Resolution 2016-12 amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees:** Recreation Director Lesley Frisbee made her recommendation and then reviewed the item and the need for the changes to the fees.

There was no comment from the Board or the public.

**MOTION: It was moved to accept staff's recommendation**

Motion: Dennis Mayo; Second: David Couch

**ROLL CALL: Ayes;** Couch, Mayo and Wheeler. **Absent;** Corbett and Edwards

**MOTION SUMMARY:** Motion Passed

## **AGENDA ITEM F REPORTS:**

### **F1. Active Committee Reports**

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** President Wheeler reported that there had been vehement protest to the Gatorade machine in the Recreation Center. He also advised that John Calkins had attended the RAC meeting and had volunteered to be an alternate.
- b. **Area Fund (John Kulstad/Edwards):** No report.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo advised that the meeting had been about the general status of RREDC and that they were solid with funding and things were going well. He reported that RREDC had taken a bit of a hit with the sale of the ranch at the end of Baird with 80% of the money coming back.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Recreation Director Frisbee advised the Board that the advisory committee had not met.
- e. **Audit (Corbett/Edwards):** Did not meet.
- f. **Employee Negotiations (Couch/Edwards):** Did not meet.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** General Manager Orsini reported that the committee had met at the end of May. Emily Jacobs from the airport made a presentation regarding the potential uses of areas at the airport. Emily Sinkhorn had also made a presentation discussing the Safe Routes for Schools and the two projects for Morris and McKinleyville High. McKinleyville Avenue from Murray to Gassoway will have bike lanes on both sides and a pedestrian trail will be added on the west side of the street. There will be a paved bike trail on Bates to the south side of Morris school where there is currently only a shoulder.
- j. **Cornerstone Committee (Couch):** Did not meet.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** No report.

## **F.2 Staff Reports:**

- a. Support Services Department:** Finance Director Colleen Trask reported on the reserves recovery account and that we were in line to remove the surcharge by December 2017. She advised the Board that the principle auditor, Kim Windsor, had retired this year and that the new principle auditor for our audit will be Jeff Trump with Donna Taylor overseeing the audit. Trask advised that the second State Revolving Fund disbursement request had been submitted. The GASB 45 and 68 were also discussed.
- b. Operations Department:** Operations Director James Henry had nothing to add to his report, however he did provide the Board with a video of the current progress from the cameras at the WWMF upgrade project.
- c. Parks and Recreation Department:** Recreation Director Lesley Frisbee had nothing further to add to her report.
- d. General Manager:** General Manager Orsini reported that earlier in the day he had met with Rob Christensen and Jason Klum from Senator McGuire's offices. Jason specializes in grant funding and he and the group had a discussion regarding how to make some of the MCSD projects funded through grants. Letters of support for the generator project were also provided to MCSD by Senator McGuire.

**F.3 President's Report:** President Wheeler reported that his attendance at the CSDA Legislative Days were very productive and included time spent with Senator McGuire. President Wheeler added that he would like next year's budget include solar for at least one of the District buildings.

**F.4 Board comments, announcements, reports and agenda item requests:** Director Mayo reported that he had attended the ACWA Conference and one of his breakout sessions was with the USGS. USGS is lacking mapping for the northern area of California. He added that the State Water Board was going to be adding a surcharge on connection fees in order to cover State Water Board administrative fees.

## **AGENDA ITEM G ADJOURNMENT:**

Director Mayo moved to adjourn the meeting and the motion was seconded by Director Couch. President Wheeler adjourned the meeting at 9:36 pm.

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Becky Schuette, Board Secretary

**McKinleyville Community Services District  
Treasurer's Report  
May 2016**

**Table of Contents**

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

**McKinleyville Community Services District**  
**Investments & Cash Flow Report**  
**As of May 31, 2016**

<b>Petty Cash &amp; Change Funds</b>		5,691.90
<b><u>Cash</u></b>		
<b>Operating &amp; Money Market - Beginning Balance</b>		1,142,104.43
<b>Cash Receipts:</b>		
Utility Billings	506,624.79	
Money Market Account Interest	245.18	
Transfers from County Funds #2560, #4240, CalTRUST	500,000.00	
Other Cash Receipts (incl. WWMF SRF Loan disb#01)	1,250,530.34	
<b>Total Cash Receipts</b>		2,257,400.31
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(190,663.56)	
Debt Service	(14,279.05)	
Capital & Other Expenditures	#####	
<b>Total Cash Disbursements</b>		(1,518,312.50)
<b>Operating &amp; Money Market - Ending Balance</b>		1,881,192.24
<b>Total Cash</b>		1,886,884.14
<b><u>Investments</u></b>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
<b>LAIF - Beginning Balance</b>	129,113.16	
Interest Income	-	
<b>LAIF - Ending Balance</b>		129,113.16
<b>Humboldt Co. #2560 - Beginning Balance</b>	1,737,348.55	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income	1,143.75	
<b>Humboldt Co. #2560 - Ending Balance</b>		1,738,492.30
<b>Humboldt Co. #4240 - Beginning Balance</b>	2,730,745.01	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	1,362.54	
<b>Humboldt Co. #4240 - Ending Balance</b>		2,732,107.55
<b>Humboldt Co. #9390 - Beginning Balance</b>	730,855.66	
Reserves Recovery Deposits	-	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		730,855.66
<b>USDA Bond Reserve Fund - Beginning Balance</b>	151,491.27	
Bond Reserve Payment	7,979.17	
Debt Service Payment, Principal/Interest	-	
Interest Adjustment	-	
<b>USDA Bond Reserve Fund - Ending Balance</b>		159,470.44
<b>Market Valuation Account</b>		(180.00)
<b>Meas.B Loan Proceeds, Umpqua - Beginning Balance</b>	203,561.59	
Net Transfer to/from Loan Cash Holding Acct	-	
Interest Income	60.51	
<b>Meas.B Loan Proceeds, Umpqua - Ending Balance</b>		203,622.10
<b>CalTRUST - Beginning Balance</b>	1,203,617.86	
Net Transfer to/from Meas. B Loan Umpqua Acct	-	
Net Transfer to/from Water Fund Capacity Fees Acct	-	
Interest Income/Unrealized Gain/Loss	(63.10)	
<b>CalTRUST - Ending Balance</b>		1,203,554.76
<b>Total Investments</b>		6,897,035.97
<b>Total Cash &amp; Investments - Current Month</b>		8,783,920.11
<b>Total Cash &amp; Investments - Prior Month</b>		8,034,349.43
<b>Net Change to Cash &amp; Investments This Month</b>		749,570.68
<b><u>Cash &amp; Investment Summary</u></b>		
Cash & Cash Equivalents		7,862,563.27
Davis-Grunsky Loan Reserve		601,072.55
Waste Water Capital Reserve		100,813.85
USDA Bond Reserve		159,470.44
I-Bank Loan Reserve		60,000.00
<b>Total Cash &amp; Investments</b>		8,783,920.11

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of May 31, 2016**

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,013,278.69	\$ (73,882.24)	\$ (23,971.64)	\$ 2,925,170.59	\$ 4,052,513.73	\$ 7,893,109.13
Accounts receivable	3,176.13	-	4,364.56	273,224.38	235,483.75	516,248.82
Prepaid expenses & other current assets	7,670.78	-	208.09	77,617.74	29,086.89	114,583.50
Total Current Assets	1,024,125.60	(73,882.24)	(19,398.99)	3,276,012.71	4,317,084.37	8,523,941.45
Noncurrent Assets						
Restricted cash & cash equivalents	181,234.07	-	-	661,072.55	260,284.29	1,102,590.91
Other noncurrent assets	-	-	-	44,530.00	48,704.00	93,234.00
Capital assets (net)	-	-	-	7,896,060.82	14,181,576.29	22,077,637.11
Total Noncurrent Assets	181,234.07	-	-	8,601,663.37	14,490,564.58	23,273,462.02
<b>TOTAL ASSETS</b>	<b>\$ 1,205,359.67</b>	<b>\$ (73,882.24)</b>	<b>\$ (19,398.99)</b>	<b>\$ 11,877,676.08</b>	<b>\$ 18,807,648.95</b>	<b>\$ 31,797,403.47</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 68,547.22	\$ 141,851.61	\$ 248.67	\$ 216,489.12	\$ 335,643.70	\$ 762,780.32
Accrued payroll & related liabilities	87,452.35	-	-	37,695.90	37,778.35	162,926.60
Total Current Liabilities	155,999.57	141,851.61	248.67	254,185.02	373,422.05	925,706.92
Noncurrent Liabilities						
Long-term debt	-	-	-	2,924,134.73	1,821,273.88	4,745,408.61
Other noncurrent liabilities	-	-	-	818,504.07	866,784.81	1,685,288.88
Total Noncurrent Liabilities	-	-	-	3,742,638.80	2,688,058.69	6,430,697.49
<b>TOTAL LIABILITIES</b>	<b>155,999.57</b>	<b>141,851.61</b>	<b>248.67</b>	<b>3,996,823.82</b>	<b>3,061,480.74</b>	<b>7,356,404.41</b>
Fund Balance/Net Assets						
Fund balance	336,227.56	(215,733.85)	(19,647.66)	-	-	100,846.05
Net assets	713,132.54	-	-	2,908,926.17	3,385,865.80	7,007,924.51
Investment in capital assets, net of related debt	-	-	-	4,971,926.09	12,360,302.41	17,332,228.50
Total Fund Balance/Net Assets	1,049,360.10	(215,733.85)	(19,647.66)	7,880,852.26	15,746,168.21	24,440,999.06
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,205,359.67</b>	<b>\$ (73,882.24)</b>	<b>\$ (19,398.99)</b>	<b>\$ 11,877,676.08</b>	<b>\$ 18,807,648.95</b>	<b>\$ 31,797,403.47</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 5,422,670.57					
General Long-term Liabilities						
PG&E Streetlights Loan	71,181.95					
Meas. B Loan: Teen/Community Center	1,352,733.00					
OPEB Liability	276,539.23					
CalPERS Pension Liability/Deferred Inflows-Outflows	533,553.60					
Accrued Compensated Absences	61,161.36					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 2,295,169.14</b>					

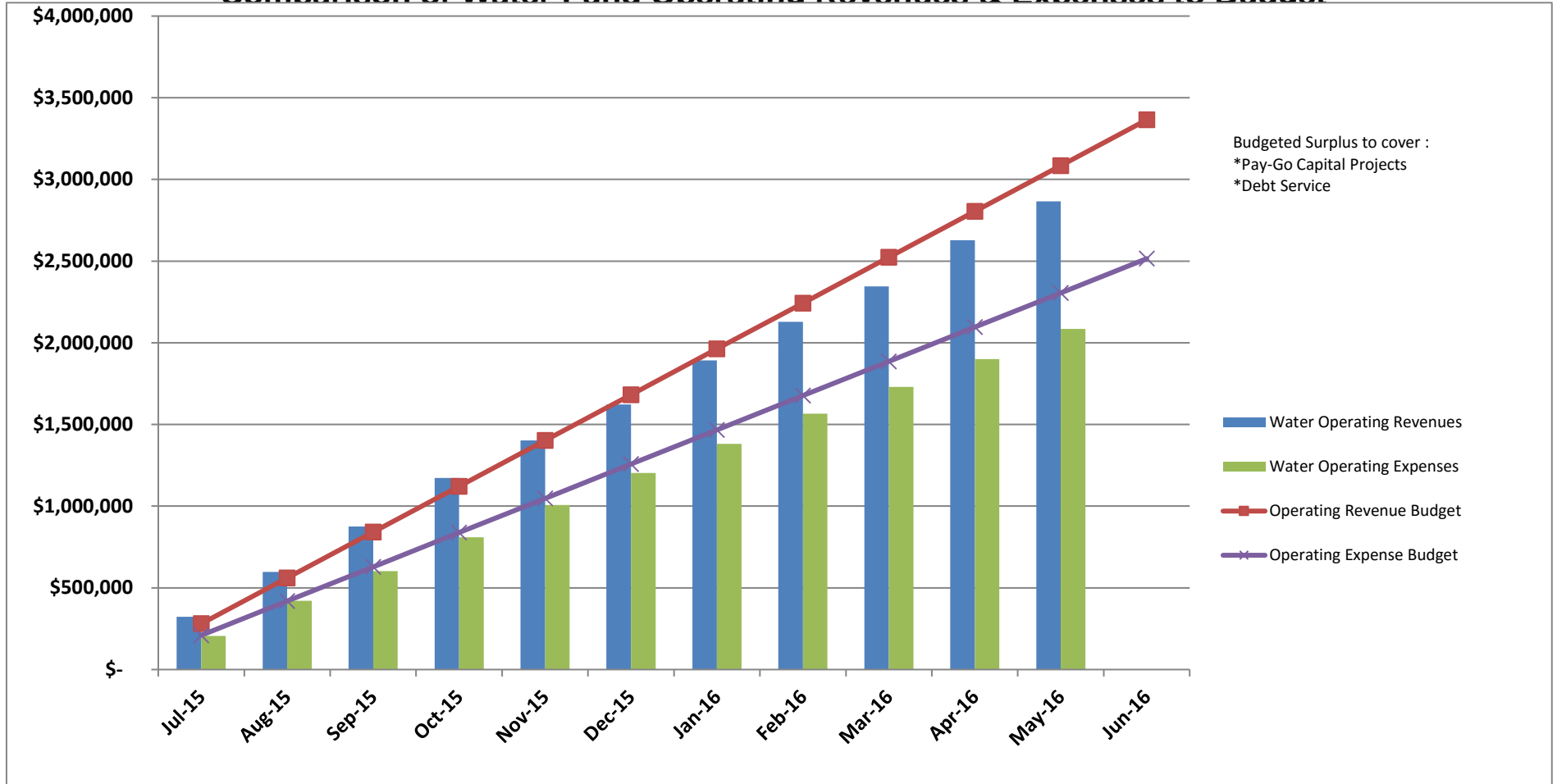
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**May 2016**

Department Summaries	May	% of Year 91.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	231,350	2,726,706	2,721,773	4,933	0.18%	
Other Revenues	16,854	558,461	362,504	195,957	54.06%	Includes YTD Capacity Fees of \$85,818 and Contrib. Construction of \$333,225
Total Operating Revenues	248,204	3,285,167	3,084,277	200,890	6.51%	
Salaries & Benefits	64,548	742,634	765,794	(23,160)	-3.02%	
Water Purchased	70,503	784,552	877,573	(93,021)	-10.60%	PF2 discount from HBMWD included in total
Other Expenses	21,586	257,872	373,437	(115,565)	-30.95%	Cost cutting measures used, budget for emergency repairs not used
Depreciation	27,200	299,200	288,750	10,450	3.62%	
Total Operating Expenses	183,838	2,084,258	2,305,554	(221,296)	-9.60%	
Net Operating Income	64,366	1,200,910	778,723	(20,406)		
Interest Income	1,143	14,527	7,619	6,908	90.66%	Interest rate higher than originally estimated
Interest Expense	(5,889)	(66,215)	(67,469)	(1,254)	-1.86%	
<b>Net Income (Loss)</b>	<b>59,620</b>	<b>1,149,221</b>	<b>718,873</b>	<b>430,348</b>		
<b><u>Wastewater</u></b>						
Wastewater Service Charges	202,728	2,305,150	2,193,787	111,363	5.08%	
Other Revenues	27,770	560,220	362,328	197,892	54.62%	Includes YTD Capacity Fees of \$169,782 and Contrib. Construction of \$310,090
Total Operating Revenues	230,497	2,865,370	2,556,115	309,255	12.10%	
Salaries & Benefits	72,412	789,228	856,571	(67,343)	-7.86%	
Other Expenses	40,695	402,969	511,426	(108,457)	-21.21%	Cost cutting measures used, budget for emergency repairs not used
Depreciation	39,150	430,650	440,000	(9,350)	-2.13%	
Total Operating Expenses	152,257	1,622,846	1,807,997	(185,151)	-10.24%	
Net Operating Income	78,240	1,242,523	748,118	494,405		
Interest Income	1,102	17,367	18,333	(966)	-5.27%	
Interest Expense	(2,662)	(31,040)	(38,291)	(7,251)	-18.94%	Interest expense less than original debt schedule estimates
<b>Net Income (Loss)</b>	<b>76,680</b>	<b>1,228,851</b>	<b>728,160</b>	<b>500,691</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>136,300</b>	<b>2,378,072</b>	<b>1,447,033</b>	<b>931,039</b>		

# McKinleyville Community Services District

## May 2016

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

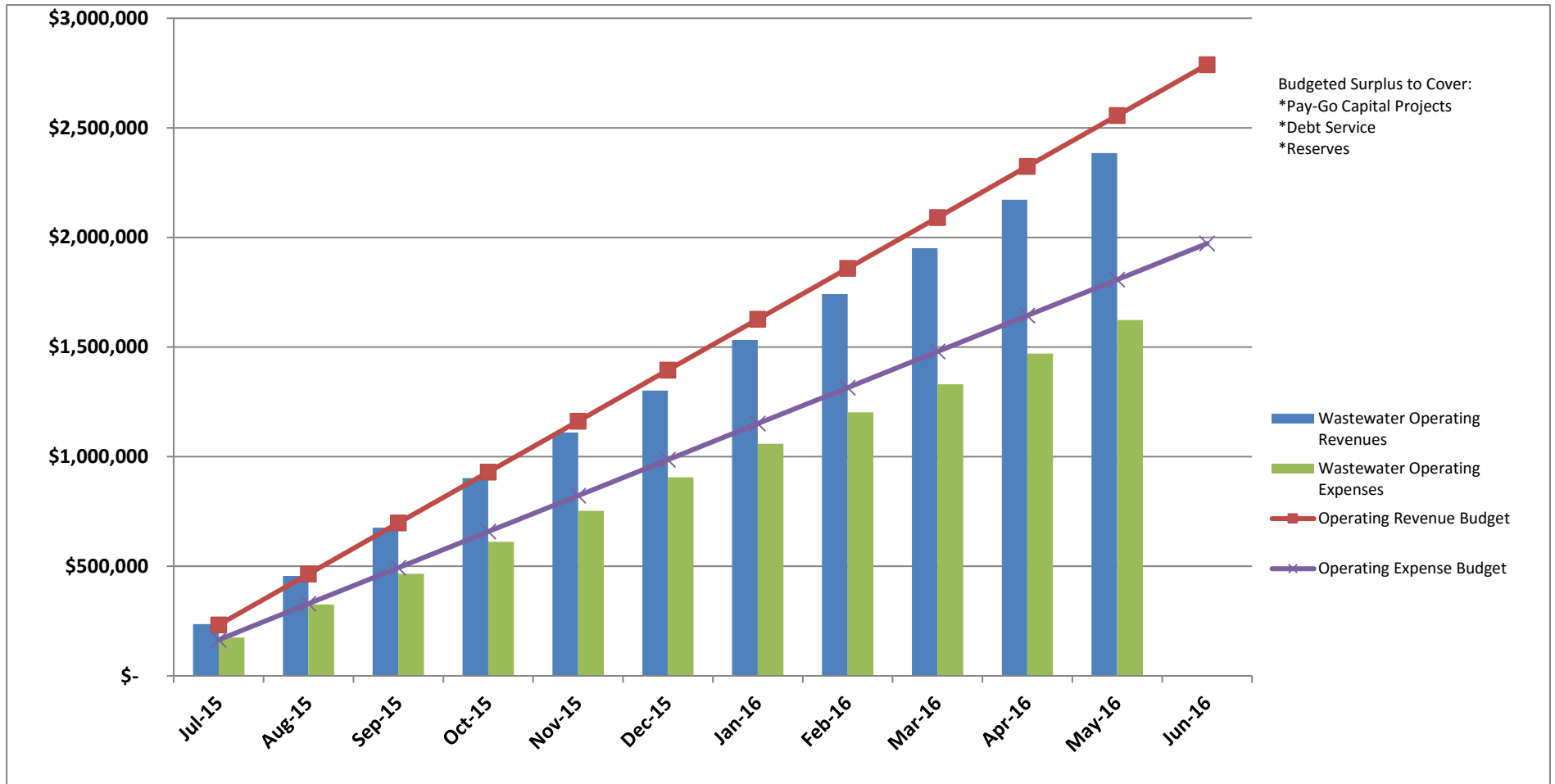




# McKinleyville Community Services District

## May 2016

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



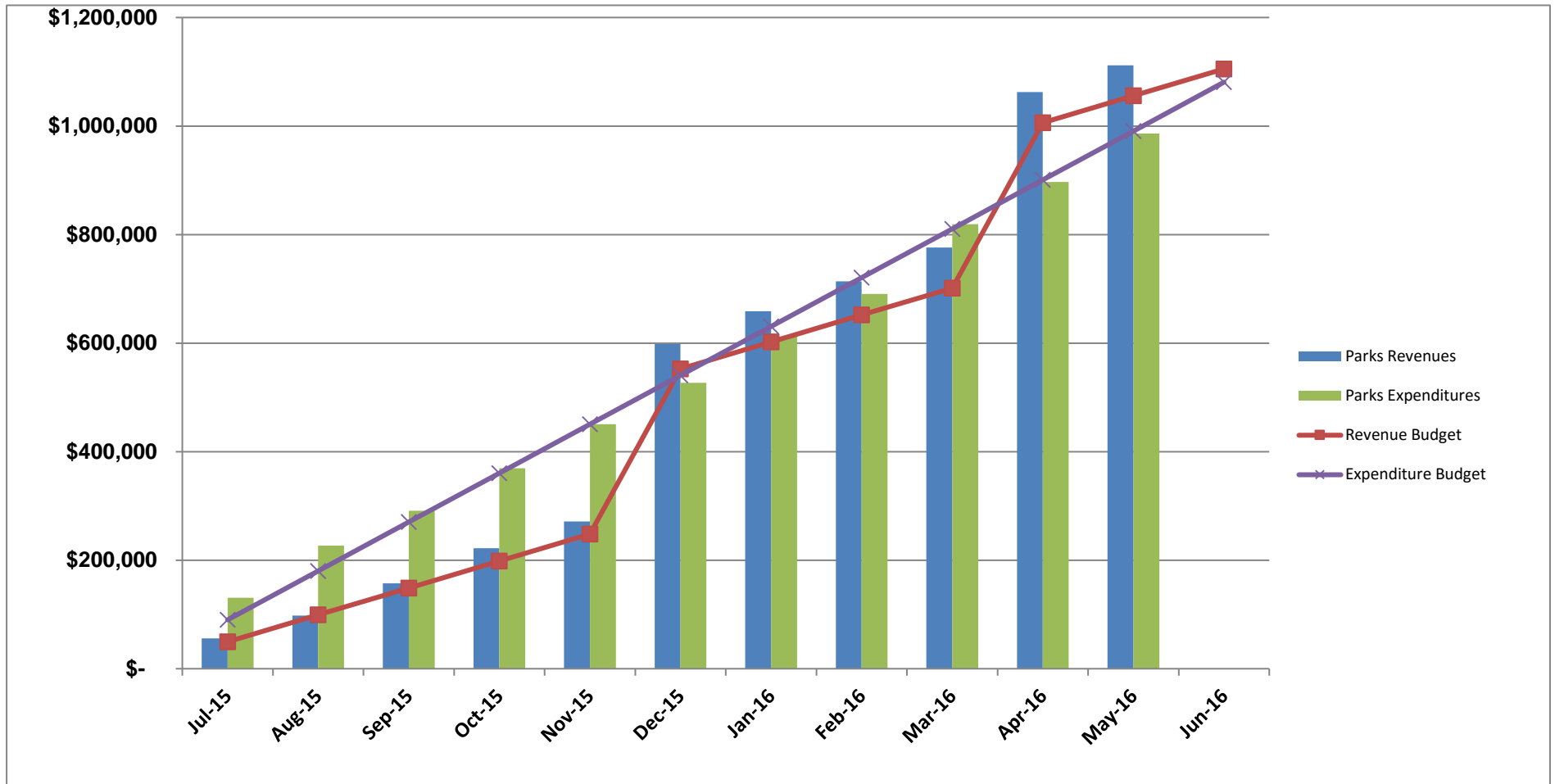
Treasurer's Report Page 6, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**May 2016**

	May	% of Year 91.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Department Summaries</b>						
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	30,698	366,295	324,820	41,475	12.77%	Rec'd program grants
Rents & Related Fees	3,139	77,304	68,954	8,350	12.11%	Renewal of vendor contracts for Hiller Sports Site, Azalea Hall, and MAC
Property Taxes	-	517,040	467,500	49,540	10.60%	County Tax remittance in December and April slightly higher than anticipated
Other Revenues	14,416	140,872	144,375	(3,503)	-2.43%	
Interest Income	1,030	10,187	7,517	2,670	35.51%	Interest rate higher than originally estimated
Total Revenues	49,283	1,111,698	1,013,166	98,532	9.73%	
Salaries & Benefits	72,757	714,622	744,699	(30,077)	-4.04%	
Other Expenditures	14,985	187,644	194,482	(6,838)	-3.52%	
Capital Expenditures	1,669	84,056	51,627	32,429	62.81%	Budget spread evenly over 12 months - grant-dependent projects incomplete this year
Total Expenditures	89,412	986,321	990,808	(4,487)	-0.45%	
<b>Excess (Deficit)</b>	<b>(40,129)</b>	<b>125,377</b>	<b>22,358</b>	<b>103,019</b>		
<b><u>Measure B Assessment</u></b>						
Draw from Restricted Reserves	234,986	1,781,191	1,283,333	497,858	38.79%	Draw on Restricted Reserves to cover Teen Center Construction costs
Total Revenues	474	210,347	595,833	(385,486)	-64.70%	County Tax remittance in December, April; no draw on Quimby Reserves this year
Salaries & Benefits	3,219	70,183	100,565	(30,382)	-30.21%	Revenue total includes unrealized gains/losses on cash assets
Other Expenditures	6	137,926	126,937	10,989	8.66%	Some salary exp reversed, posted to Parks/Gen'l Fund
Capital Expenditures	236,153	1,852,448	1,650,000	202,448	12.27%	Construction costs not spread evenly over 12 months
Total Expenditures	239,378	2,060,557	1,877,502	183,055	9.75%	
<b>Excess (Deficit)</b>	<b>(238,905)</b>	<b>(69,019)</b>	<b>1,664</b>	<b>(70,683)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	8,313	84,585	86,017	(1,432)	-1.66%	
Salaries & Benefits	3,061	39,355	37,064	2,291	6.18%	
Other Expenditures	2,243	24,982	28,636	(3,654)	-12.76%	Expenditures slightly less than originally budgeted
Capital Expenditures/Loan Repayment	1,655	18,209	20,263	(2,054)	-10.13%	LED Project Debt repayment - final loan amount less than originally budgeted
Total Expenditures	6,960	82,546	85,963	(3,417)	-3.97%	
<b>Excess (Deficit)</b>	<b>1,353</b>	<b>2,038</b>	<b>54</b>	<b>(1,984)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(277,681)</b>	<b>58,397</b>	<b>24,076</b>	<b>34,321</b>		

# McKinleyville Community Services District May 2016

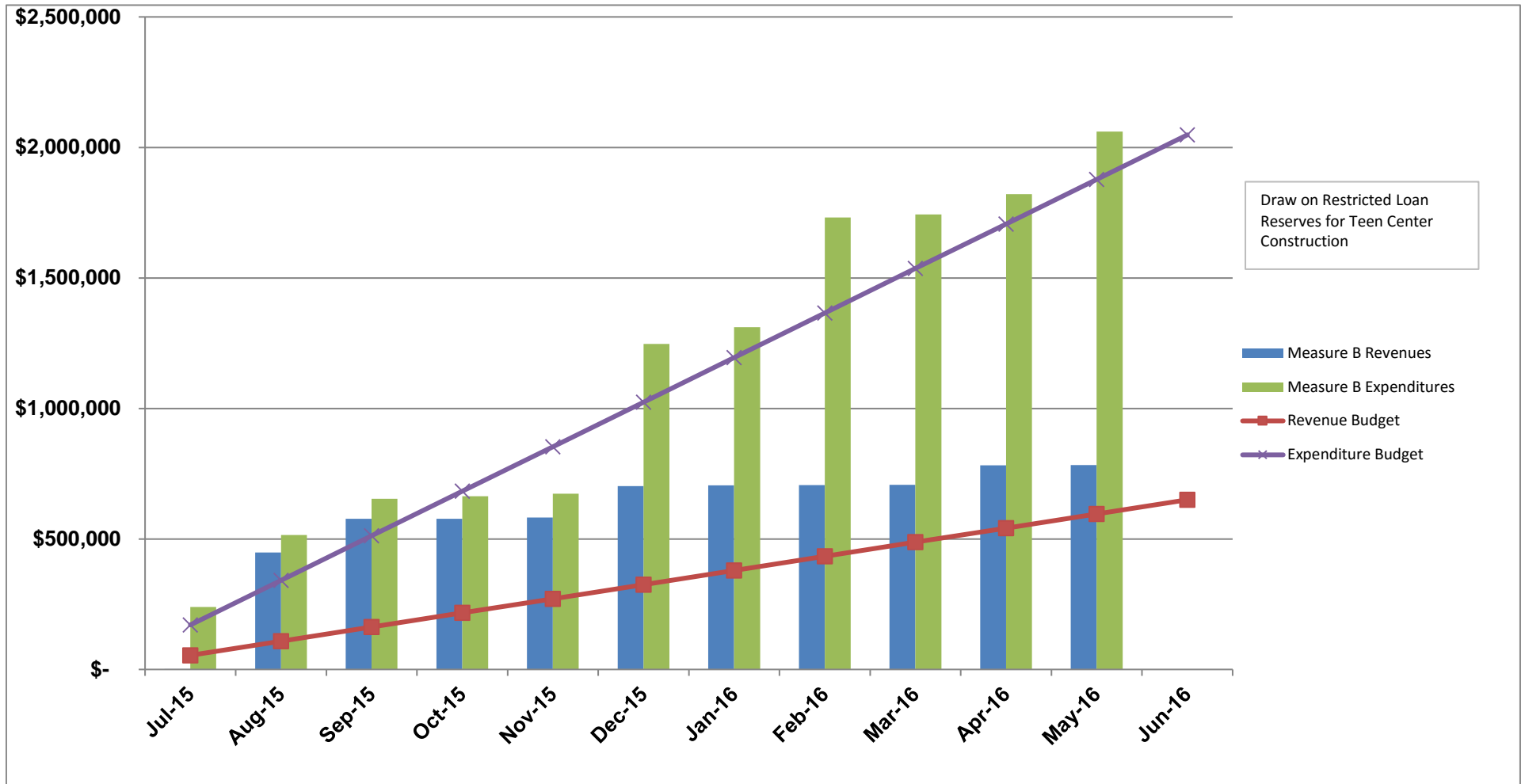
## Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



Treasurer's Report Page 8, Selected Graphic Comparisons

# McKinleyville Community Services District May 2016

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

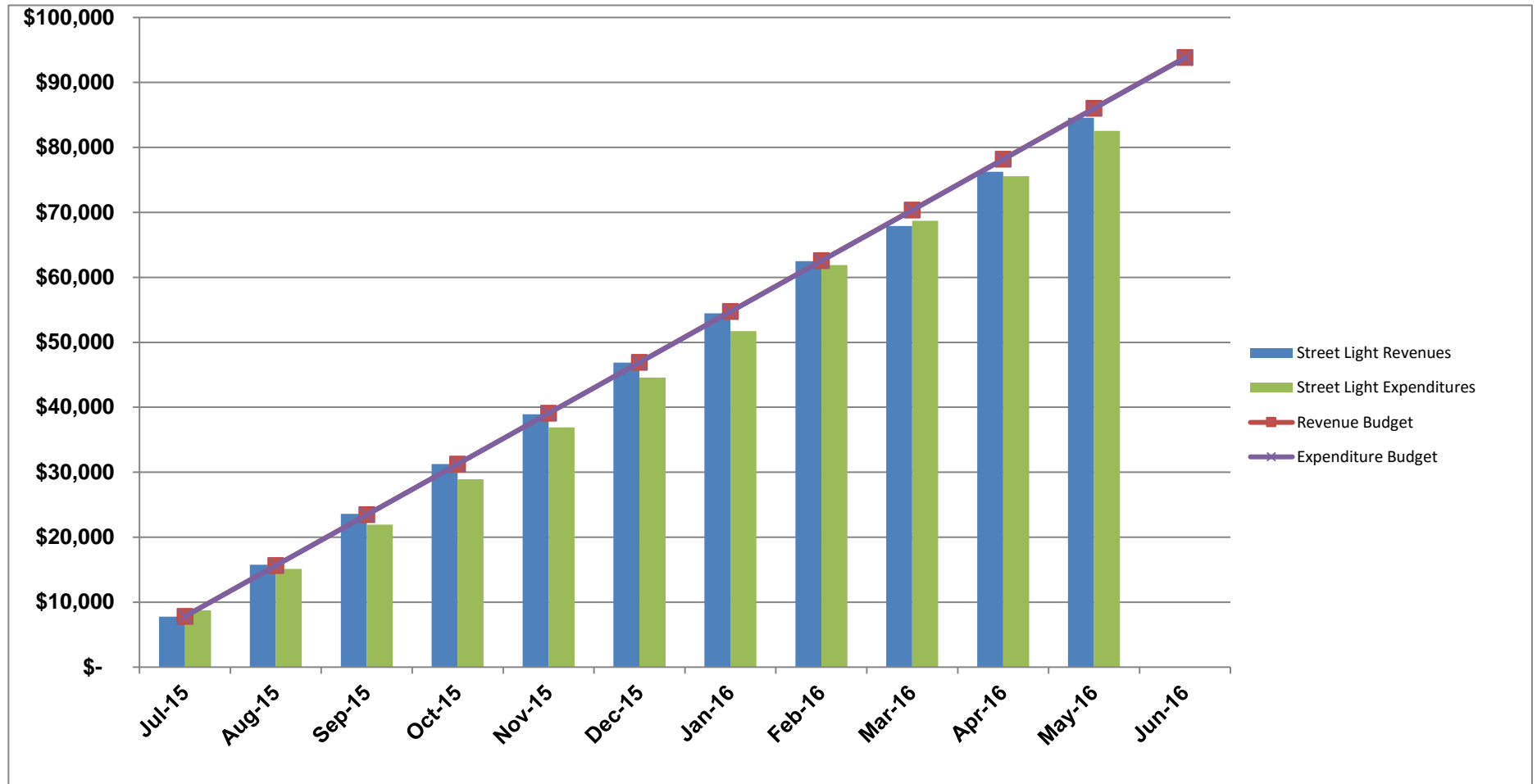


Treasurer's Report Page 9, Selected Graphic Comparisons

# McKinleyville Community Services District

## May 2016

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



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of May 31, 2016**

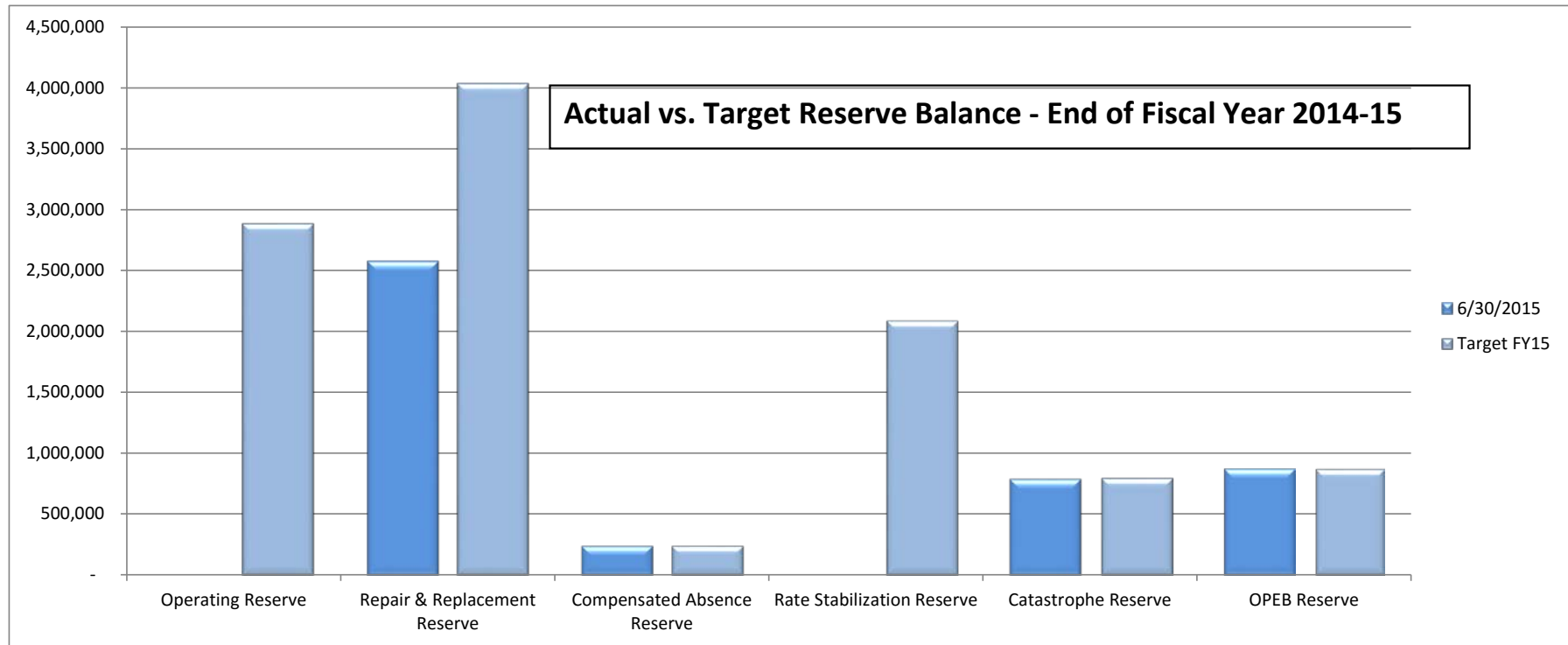
	April	May	YTD Total	FY 15-16 Budget	Remaining		
					Budget \$	Budget %	Notes
<b>Water Department</b>							
Water Tank Upgrade	-	-	-	350,000	350,000	100%	Tank Painting
4.5m New Water Tank	-	-	-	30,000	30,000	100%	Drilling, LACO Assoc.
Emergency Water Supply	-	-	8,881	40,000	31,119	78%	Emergency Water Supply
Fire Hydrant System Upgrade	-	-	-	13,000	13,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	-	127,904	131,000	3,096	2%	Radio meters purch/install
Water Main Rehab & Replacement	-	-	-	100,000	100,000	100%	Water Main Rehab
Property Purchase & Improvements	-	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>136,785</b>	<b>864,000</b>	<b>727,215</b>	<b>84%</b>	
<b>Wastewater Department</b>							
Sewer Main Rehab & Replacement	-	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF & Fischer Lift Stn Grinder Upgrade	-	-	-	15,000	15,000	100%	WWMF/Fischer Lift Stn Grinder
Sewer Main Camera Unit	-	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	555,691	309,921	1,101,476	13,000,000	11,898,524	92%	WWMF design & start construction
Radio Telemetry Upgrade	-	-	-	30,000	30,000	100%	Radio Telemetry upgrade
Sewer Lift Station Pump/Gen Upgrades	-	-	-	175,000	175,000	100%	
Customer Radio Meter Replacements	-	-	119,207	131,000	11,793	9%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	-	6,000	6,000	100%	
<b>Subtotal</b>	<b>555,691</b>	<b>309,921</b>	<b>1,220,683</b>	<b>13,442,000</b>	<b>12,221,317</b>	<b>91%</b>	
<b>Water &amp; Wastewater Operations</b>							
Heavy Equipment	73,966	-	73,966	100,000	26,034	26%	Dump Truck, Tractor attachmts
Utility Vehicles	-	-	-	62,000	62,000	100%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	-	-	-	#DIV/0!	Facilities upgrade/sealcoat
Computers & Software	-	-	7,490	19,000	11,510	61%	File Server, Office16, Projector
GIS/SEMS/CADD Equipment/Software	-	-	-	4,000	4,000	100%	SCADA, AutoCAD, GIS computers
Fischer Ranch - Barn & Fence upgrades, Undt	4,333	-	4,333	5,000	667	13%	Barn & Fence upgrades
Fischer Ranch -Disposal Site Upgrade	-	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	-	15,000	15,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>73,966</b>	<b>-</b>	<b>85,789</b>	<b>1,705,000</b>	<b>1,619,211</b>	<b>95%</b>	
<b>Enterprise Funds Total</b>	<b>633,990</b>	<b>309,921</b>	<b>1,443,258</b>	<b>16,011,000</b>	<b>14,567,742</b>	<b>91%</b>	
<b>Parks &amp; Recreation Department</b>							
Hiller Park & Sports Complex	-	-	30,091	9,000	(21,091)	-234%	Signage & Landscaping
Pierson Park Upgrades	-	-	24,438	-	(24,438)	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	-	3,971	5,000	1,029	21%	PA system - Audio/Visual
McKinleyville Activity Center Upgrades	-	86	4,058	13,000	8,942	69%	Flooring replacement
Law Enforcement Facility Improvements	-	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	5,772	237,736	2,055,140	115,000	(1,940,140)	-1687%	Teen Center Project
Other Parks Projects & Equipment	-	-	19,815	29,000	9,185	32%	Vehicles and Equipment
<b>Subtotal</b>	<b>5,772</b>	<b>237,822</b>	<b>2,137,513</b>	<b>171,000</b>	<b>(1,966,513)</b>	<b>-1150%</b>	
<b>Streetlights</b>							
Pole Replacement	-	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>5,772</b>	<b>237,822</b>	<b>2,137,513</b>	<b>173,000</b>	<b>(1,964,513)</b>	<b>-1136%</b>	
<b>All Funds Total</b>	<b>639,762</b>	<b>547,743</b>	<b>3,580,771</b>	<b>16,184,000</b>	<b>12,603,229</b>	<b>78%</b>	

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

**Principal Maturities and Scheduled Interest**

			<b>Maturity</b>	<b>Balance - Apr</b>	<b>Balance - May 31,</b>		
	<b>%</b>		<b>Date</b>	<b>30, 2016</b>	<b>2016</b>	<b>FY-16</b>	<b>Thereafter</b>
<b>Water Fund:</b>							
I-Bank		8/1/30	P	801,513.49	801,513.49	-	801,513.53
Interest	3.37%		I			-	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	129,383.64	129,383.64	5,583.93	123,806.70
Interest	1.0%		I			648.52	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,703,645.91	1,703,645.91	-	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	289,591.69	289,591.69	-	289,591.69
Interest	2.5%		I				408,486.72
Total Water Fund-Principal				2,924,134.73	2,924,134.73	5,583.93	2,918,557.83
Total Water Fund-Interest						648.52	634,639.07
<b>Total Water Fund</b>				<b>2,924,134.73</b>	<b>2,924,134.73</b>	<b>6,232.45</b>	<b>3,553,196.90</b>
<b>Wastewater Fund:</b>							
WWMF SRF Loan		7/31/47	P	-	1,168,549.00	-	24,724,009.73
Interest	1.6%		I			-	
State of CA WRCB (SCEP II)		3/27/18	P	53,686.10	53,686.10	-	53,686.60
Interest	2.6%		I			-	2,102.41
Umpqua Bank		12/4/17	P	88,283.65	84,038.78	4,161.55	79,721.79
Interest	5.5%		I			482.93	3,506.57
USDA (Sewer Bond)		8/1/22	P	515,000.00	515,000.00	-	515,000.00
Interest	5.0%		I			-	90,875.00
Total Wastewater Fund-Principal				656,969.75	1,821,273.88	4,161.55	25,372,418.12
Total Wastewater Fund-Interest						482.93	96,483.98
<b>Total Sewer Fund</b>				<b>656,969.75</b>	<b>1,821,273.88</b>	<b>4,644.48</b>	<b>25,468,902.10</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>		11/1/29	P	1,393,420.00	1,352,733.00	-	1,357,193.00
	3.55%		I			-	362,864.53
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>			P	72,837.35	71,181.95	1,655.40	69,526.55
	0.0%		I				-
Total Principal				5,047,361.83	6,169,323.56	11,400.88	29,717,695.50
Total Interest						1,131.45	1,093,987.58
<b>Total</b>				<b>5,047,361.83</b>	<b>6,169,323.56</b>	<b>12,532.33</b>	<b>30,811,683.08</b>

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of May 31, 2016**



- Utility Accounts Receivable Turnover Days

As of May 31, 2016

16.4 Days

- YTD Breakeven Revenue, Water Fund: 1,824,734.52

- YTD Actual Water Sales: 2,726,706.14

- Days of Cash on Hand - Operations Checking Account

146.1 Days



**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period May 1 through May 31, 2016**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
31012	5/2/2016	*0051	P. PARK DEPOSIT REFUND JA	50.00	B60425	P. PARK DEPOSIT REFUND JA
31013	5/2/2016	*0052	SECURITY DEPOSIT REFUND CC	100.00	B60425	SECURITY DEPOSIT REFUND CC
31014	5/2/2016	AUB01	AUBURN CONSTRUCTORS, INC.	470,250.00	1	WWMF UPGRADE
31015	5/2/2016	CLE05	CLEARCO PRODUCTS CO. INC.	140.50	150478	REPAIRS/ SUPPLIES
31016	5/2/2016	COU09	DAVID R. COUCH	125.00	B60425	BOARD MEETING ON 4/6/16
31017	5/2/2016	EDW01	HELEN L. EDWARDS	125.00	B60425	BOARD MEETING ON 4/6/16
31018	5/2/2016	HAR13	The Hartford - Priority A	410.47	B60421	GRP LIFE INSURANCE
31019	5/2/2016	KER01	KERNEN CONSTRUCTION	289.74	58130	REPAIRS/ SUPPLIES
31020	5/2/2016	MAY02	DENNIS MAYO	125.00	B60425	BOARD MEETING ON 4/6/16
31021	5/2/2016	PAC05	PACIFIC ECORISK	10,786.76	11773	LAB TESTING
31022	5/2/2016	USB01	U.S. BANK TRUST N.A.	7,979.17	B60425	SEWER BOND PAYMENT
31023	5/2/2016	WHE02	GEORGE A. WHEELER JR.	125.00	B60425	BOARD MEETING ON 4/6/16
31024	5/2/2016	\A007	MQ CUSTOMER REFUND FOR AD	21.93	000B60501	MQ CUSTOMER REFUND FOR AD
31025	5/2/2016	\A008	MQ CUSTOMER REFUND FOR AL	108.34	000B60501	MQ CUSTOMER REFUND FOR AL
31026	5/2/2016	\D014	MQ CUSTOMER REFUND FOR DA	38.87	000B60501	MQ CUSTOMER REFUND FOR DA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31027	5/2/2016	\E010	MQ CUSTOMER REFUND FOR EX	13.45	000B60501	MQ CUSTOMER REFUND FOR EX
31028	5/2/2016	\G002	MQ CUSTOMER REFUND FOR GA	66.33	000B60501	MQ CUSTOMER REFUND FOR GA
31029	5/2/2016	\K004	MQ CUSTOMER REFUND FOR KA	80.52	000B60501	MQ CUSTOMER REFUND FOR KA
31030	5/2/2016	\K007	REISSUE OF LOST CHECK CK	54.79	B60428	REISSUE OF LOST CHECK CK
31031	5/2/2016	\M028	MQ CUSTOMER REFUND FOR MO	74.74	000B60501	MQ CUSTOMER REFUND FOR MO
31032	5/2/2016	\N003	MQ CUSTOMER REFUND FOR NE	52.15	000B60501	MQ CUSTOMER REFUND FOR NE
31033	5/2/2016	\N004	REFUND FOR METER SET-NPE, LLC	38.48	000B60501	REFUND FOR METER SET-LOT
31034	5/2/2016	\R008	MQ CUSTOMER REFUND FOR RE	51.46	000B60501	MQ CUSTOMER REFUND FOR RE
31035	5/2/2016	\V012	MQ CUSTOMER REFUND FOR VI	38.18	000B60501	MQ CUSTOMER REFUND FOR VI
31036	5/2/2016	\W002	MQ CUSTOMER REFUND FOR WI	36.52	000B60501	MQ CUSTOMER REFUND FOR WI
31037	5/2/2016	\Z006	MQ CUSTOMER REFUND FOR ZE	41.27	000B60501	MQ CUSTOMER REFUND FOR ZE
31038	5/9/2016	ACW01	CB&T/ACWA-JPIA	9,672.98	B60428	GRP. HEALTH INS
31039	5/9/2016	ARC02	Arcata Stationers	375.65	B60502	OFFICE SUPPLIES
31040	5/9/2016	BAS01	BASIC LABORATORY INC.	188.50	1603843	LAB TESTING
31041	5/9/2016	COA01	COASTAL BUSINESS SYSTEMS	355.03	18630904	EQUIPMENT LEASE
31042	5/9/2016	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B604151	MOMS MONTHLY MAINT.
31043	5/9/2016	GAM01	GAMETIME	378.25	6089312	REPAIRS/SUPPLIES
31044	5/9/2016	GHD01	GHD	2,148.75	62274	LEGAL
31045	5/9/2016	HOM03	JOE HOMEM	180.00	B60509	PROFESSIONAL SVCS FUTSAL REF

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31046	5/9/2016	IND01	INDEPENDENT BUS. FORMS	244.90	32180	OFFICE SUPPLIES
31047	5/9/2016	JAC04	JACKSON & EKLUND, INC.	233.00	186003	PROFESSIONAL SERVICES
31048	5/9/2016	KEN03	KEN'S AUTO PARTS	98.35	B60421	REPAIRS/ SUPPLIES
31049	5/9/2016	LDA01	LDA PARTNERS	550.30	36/635-1-	MAC TEEN CENTER
31050	5/9/2016	MAY03	DENNIS MAYO	140.00	05/16/16	CSDA LEGISLATIVE DAYS
31051	5/9/2016	MCK03	MCKINLEYVILLE OFFICE SUPPLY	69.98	48141	WWMF UPGRADE
31052	5/9/2016	MCS01	MCSD C/O HUMBOLDT COUNTY	24,130.38	B60502	RESERVES RECOVERY SURCHARGE
31053	5/9/2016	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	B60428	BIOSOLIDS RESERVE-ACCT 42
31054	5/9/2016	NEC01	NEC FINANCIAL SERVICES,LLC	375.66	B60429	PHONE SERVICES FOR MAY 2016
31055	5/9/2016	NYL01	NYLEX.NET	-	B60425u	Ck# 031055 Reversed
31056	5/9/2016	ORS01	GREG ORSINI	-	B60405u	Ck# 031056 Reversed
31057	5/9/2016	PRE08	PRECISION INTERMEDIA	23.75	16-1210	PROFESSIONAL SERVICES
31058	5/9/2016	SCH11	BECKY SCHUETTE	78.40	B60509	REIMB FOR EMP FUND/SUPPLIES
31059	5/9/2016	SEC03	SECURITY LOCK & ALARM	70.00	97101	REPAIRS/ SUPPLIES
31060	5/9/2016	SUD01	SUDDENLINK	134.95	B60429	INTERNET FOR APRIL 2016
31061	5/9/2016	THR01	THRIFTY SUPPLY COMPANY	904.17	140187-01	WWMF UPGRADE
31062	5/9/2016	WHE03	GEORGE WHEELER	140.00	B60414	CSDA LEGISLATIVE DAYS
31063	5/10/2016	HUB02	HUB INTERNATIONAL INSURANCE	107.40	B60510P	SPECIAL EVENT INS ADMIN.
31064	5/11/2016	ACW01	CB&T/ACWA-JPIA	1,927.15	B60511P	GRP. HEALTH INS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31065	5/17/2016	*0053	AZALEA HALL DEPOSIT REFUND FS	100.00	B60511	AZALEA HALL DEPOSIT REFUND FS
31066	5/17/2016	*0054	REC PROGRAM REFUND HW	159.80	B60511	REC PROGRAM REFUND HW
31067	5/17/2016	*0055	VOLUNTEER LIVESCAN REIMB DC	30.00	B60512	VOLUNTEER LIVESCAN REIMB DC
31068	5/17/2016	ADV01	ADVANCED SECURITY SYSTEM	249.27	332127	SECURITY SYSTEM MAINTENAN
				85.00	338243	PROFESSIONAL SERVICES
			Check Total:	<u>334.27</u>		
31069	5/17/2016	ANS02	REC PROGRAM REFUND BA	75.00	B60512	REC PROGRAM REFUND BA
31070	5/17/2016	ATT01	AT&T	669.54	B60516	PHONE FOR MAY 2016
31071	5/17/2016	BAN01	BANKCARD CENTER	2,012.03	B60511	TRAVEL/TRAINING/WEBSITE/SUPPL
31072	5/17/2016	COA01	COASTAL BUSINESS SYSTEMS	945.07	B60511	COPIER MAINTENANCE AGREEMT
31073	5/17/2016	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	395.01	B60511	REC PROGRAM/OFFICE SUPPLIES
31074	5/17/2016	EUR05	Eureka Oxygen Co	104.87	A525309	SAFETY SUPPLIES
31075	5/17/2016	EUR07	Eureka Rubber Stamp Co.	105.15	A20161	OFFICE SUPPLIES
31076	5/17/2016	FLE01	FLEET PRIDE	4.43	76637370	REPAIRS/ SUPPLIES
31077	5/17/2016	HAR03	HARPER MOTORS CO.	73.09	B60511	VECHILE REPAIRS
31078	5/17/2016	HEL01	KEVIN HELD	400.00	B60509	OTHER PRO. FEES JHS DANCE
31079	5/17/2016	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	70,200.51	B60502	WTR PURCHASED APRIL 2016
31080	5/17/2016	HUM08	HUMBOLDT SANITATION	1,126.60	B60511	TRASH SERVICE
31081	5/17/2016	JON04	ERIK M. JONES	179.95	B60513	SAFETY SUPPLIES REIMB
31082	5/17/2016	MCK12	MCKINLEYVILLE UNION SCHOOL DISTR	1,951.00	B60512	REC PROGRAM SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31083	5/17/2016	MEL02	MELISSA DATA CORPORATION	1,290.00	2663262	ANNUAL INVOICE FOR BARCODES
31084	5/17/2016	MEN01	MENDES SUPPLY CO.	1,150.41	B60512	REPAIRS/SUPPLY
31085	5/17/2016	MIL03	THE MILL YARD	341.78	B60421	REPAIRS/ SUPPLIES
31086	5/17/2016	MIT01	Mitchell, Brisso, Delaney	1,267.28	37541	LEGAL/TEEN CENTER
31087	5/17/2016	NYL01	NYLEX.NET	210.00	1-1937	PROFESSIONAL SERVICES
31088	5/17/2016	PGE01	PG & E (Office & Field)	15,514.43	B60517	GAS & ELECTRIC
31089	5/17/2016	REN01	RENNER PETROLEUM	2,120.48	B60502	GAS/OIL/LUBE
31090	5/17/2016	S&S02	S & S WORLDWIDE, INC.	58.73	B60512	ACTIVITY SUPPLY
31091	5/17/2016	USP02	USPS: ARCATA BMEU	1,500.00	B60517	BULK MAIL PERMIT 202
31092	5/17/2016	WEN02	WENNERHOLM CHIROPRACTIC	80.00	B60512	DMV PHYSICAL
31093	5/17/2016	WIL09	WILLDAN FINANCIAL SERVICE	800.00	B60512	RATE STUDY
31094	5/19/2016	ADA01	ADAMS COMMERCIAL GC	94,185.80	B60519P	TEEN CENTER
31095	5/23/2016	*0056	AZALEA HALL DEPOSIT REFUND HW	100.00	B60523	AZALEA HALL DEPOSIT REFUND HW
31096	5/23/2016	BOY01	BOYS & GIRLS CLUB OF THE REDWOODS	270.54	137	TEEN CENTER SUPPLIES
31097	5/23/2016	BRU04	REBECCA J. BRUINEKOOL	1,710.04	B60523	CONTRACT INSTRUCTOR
31098	5/23/2016	CHA03	CHASE INC.	210.00	3-16	REC PROGRAM SUPPLIES
31099	5/23/2016	COU02	HUMBOLDT COUNTY ASSESSOR	336.70	B60523	ASSESSORS PARCEL MAPS
31100	5/23/2016	DEL02	DELFINO, MADDEN, O'MALLEY	112.50	5968	LEGAL SERVICES
31101	5/23/2016	DEP05	DEPARTMENT OF JUSTICE	64.00	163048	FINGERPRINTING REC PROGRAM

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31102	5/23/2016	ESR01	E.S.R.I. INC.	728.00	93117747	SOFTWARE MAINTENANCE AGR
31103	5/23/2016	GRA02	GRAINGER	183.09	910470436	SMALL TOOL PURCHASED
31104	5/23/2016	HEN01	HENSELL MATERIALS INC.	121.87	B60523	MCK TEEN CENTER
31105	5/23/2016	HOM03	JOE HOMEM	45.00	B60523	CONTRACT FUTSAL REFEREE
31106	5/23/2016	KEN02	KENNEDY/JENKS CONSULTANTS	50,133.25	100987	WWMF UPGRADE
				720.00	101332	WWMF UPGRADE
			Check Total:	50,853.25		
31107	5/23/2016	MAY03	DENNIS MAYO	64.00	B60512	ACWA BOARD MTG
31108	5/23/2016	MCK04	MCK ACE HARDWARE	384.98	B60502	REPAIRS/SUPPLY
31109	5/23/2016	MCK11	MCKINLEYVILLE SENIOR CENTER	32.91	B60523	P/R SHARE OF INTERNET SERVICE
31110	5/23/2016	MES01	KIRSTEN MESSMER	68.96	B60523	REC PROGRAM SUPPLIES REIMB
31111	5/23/2016	MIL01	Miller Farms Nursery	529.72	B60512	REPAIRS/SUPPLY
31112	5/23/2016	MIT01	Mitchell, Brisso, Delaney	980.00	37627	LEGAL SERVICES
31113	5/23/2016	NOR01	NORTH COAST LABORATORIES	2,701.00	B60523	LAB TESTS
31114	5/23/2016	NOR13	NORTHERN CA SAFETY CONSORTIUM	80.00	22320	SAFETY TRAINING
31115	5/23/2016	NOR35	NORTHERN HUMBOLDT EMPL SERVICES	785.69	ES16-163	P. PARK AND CENTRAL AVE.
31116	5/23/2016	NYL01	NYLEX.NET	220.00	1997	PROFESSIONAL SERVICES
31117	5/23/2016	ORE01	O'REILLY AUTOMOTIVE, INC.	68.81	B60512	REPAIRS/SUPPLY
31118	5/23/2016	ROU01	ROUND TABLE DEVELOPMENT CORP	107.46	B60523	PIZZA FOR CONSESSION SALE
31119	5/23/2016	SAF04	SAFEWAY INC. FILE # 72905	79.83	B60523	OFFICE SUPPLIES/ REC SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31120	5/23/2016	SIE02	SIERRA CHEMICAL CO.	2,875.75	B60523	CHLORINE & CONTAINER DEPOSIT
31121	5/23/2016	STA11	STAPLES CREDIT PLAN	341.76	B60523	OFFICE SUPPLIES
31122	5/23/2016	THO02	Thomas Home Center	332.89	B60523	REPAIRS/SUPPLY
31123	5/23/2016	UPS01	UPS	256.84	3206	LAB SHIPMENT
31124	5/23/2016	WES09	WEST COAST PLUMBING	85.49	B60523	REPAIRS/ SUPPLIES
31125	5/23/2016	PGE02	PACIFIC GAS & ELECTRIC	1,328.02	B60523P	STREET LIGHTS FOR MAY 2016
31126	5/23/2016	PGE05	PG&E On Bill Financing	1,655.40	B60523P	LED STRLTS PROJ LOAN PMT
31127	5/31/2016	*0057	AZALEA HALL DEPOSIT REFUND LG	100.00	B60531	AZALEA HALL DEPOSIT REFUND LG
31128	5/31/2016	*0058	AZALEA HALL DEPOSIT REFUND DD	100.00	B60531	AZALEA HALL DEPOSIT REFUND DD
31129	5/31/2016	ALM02	ALMQUIST LUMBER CO	15.65	B60531	REPAIRS/ SUPPLIES
31130	5/31/2016	EIC01	JENNIFER EICHSTEDT	633.75	B60531	CONTRACT INSTRUCTOR
31131	5/31/2016	GAN01	GAN CONFERENCING	0.87	24823	AUDIO CONFERENCES
31132	5/31/2016	HEA01	HEALTHEQUITY	250.00	B60531	SUBSCRIPTIONS
31133	5/31/2016	JAC04	JACKSON & EKLUND, INC.	243.00	186210	PROFESSIONAL SERVICES
31134	5/31/2016	LES01	LES SCHWAB TIRE CENTER	87.45	B60531	VEHICLE REPAIRS
31135	5/31/2016	MAY03	DENNIS MAYO	24.00	B60531	PARKING REIMBURSEMENT
31136	5/31/2016	MCK03	MCKINLEYVILLE OFFICE SUPPLIES	48.96	49238	SHIPMENT
31137	5/31/2016	MES01	KIRSTEN MESSMER	48.17	B60531	REC PROGRAM SUPPLIES REIMB
31138	5/31/2016	UNI05	UNITED RENTALS NORTHWEST	292.13	137294148	SAFETY SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31139	5/31/2016	UNI06	UNITED GROCERS	95.53	B60531	OFFICE SUPPLIES/EMP FUND
31140	6/1/2016	AUB01	AUBURN CONSTRUCTORS, INC.	251,946.65	002P	WWMF UPGRADE
31179	6/7/2016	ADA01	ADAMS COMMERCIAL GC	140,800.02	10P	TEEN CENTER
				1,214,395.55		
<b>Total Disbursements, Accounts Payable</b>				<b>1,214,395.55</b>		

#### Payroll Related Disbursements

13682-13711	5/9/2016	Various Employees	13,926.94		Payroll Checks
13712	5/9/2016	CALPERS 457 Plan	6,233.61	B60509	RETIREMENT
			452.47	1B60509	PERS 457 LOAN PMT
		Check Total:	6,686.08		
13713	5/9/2016	DIRECT DEPOSIT VENDOR- US	26,731.98	B60509	Direct Deposit
13714	5/9/2016	Employment Development	1,335.24	B60509	STATE INCOME TAX
			516.17	1B60509	SDI
		Check Total:	1,851.41		
13715	5/9/2016	UMPQUA BANK--PAYROLL DEP.	4,741.40	B60509	FEDERAL INCOME TAX
			7,095.94	1B60509	FICA
			1,659.54	2B60509	MEDICARE
		Check Total:	13,496.88		
13716	5/9/2016	CB&T/ACWA-JPIA	50,964.31	B60430	MED-DENTAL-EAP INSUR
13717	5/9/2016	Public Employees PERS	15,317.59	B60430	PERS PAYROLL REMITTANCE
13718	5/22/2016	Employees	122.90		Hand Check - Vaca Buyout
13719-13748	5/24/2016	Various Employees	13,186.21		Payroll Checks
13749	5/24/2016	CALPERS 457 Plan	6,218.11	B60524	RETIREMENT



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
				452.47	1B60524	PERS 457 LOAN PMT
			Check Total:	6,670.58		
13750	5/24/2016	DIR01	DIRECT DEPOSIT VENDOR- US	26,622.19	B60524	Direct Deposit
13751	5/24/2016	EMP01	Employment Development	-	B60517	STATE INCOME TAX
				1,292.98	B60524	STATE INCOME TAX
				1.20	1B60517	SDI
				505.06	1B60524	SDI
			Check Total:	1,799.24		
13752	5/24/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B60517	FEDERAL INCOME TAX
				4,677.91	B60524	FEDERAL INCOME TAX
				16.50	1B60517	FICA
				6,960.96	1B60524	FICA
				3.86	2B60517	MEDICARE
				1,628.02	2B60524	MEDICARE
			Check Total:	13,287.25		
			<b>Total Disbursements, Payroll:</b>	<b>190,663.56</b>		
			<b>Total Check Disbursements:</b>	<b>1,405,059.11</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	May 13, 2016
10 Day Notice	June 22, 2016
Board Meeting	July 6, 2016
Lock	August 8, 2016
<b>ROUTES 7 &amp; 8</b>	

Account #	Address	Model of DCV	Date s/o out
7-710-000	1542 Anderson	Febco 850V	

Updated 06-29-16

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.4. Consider Approval of a Facilities Extension Agreement for Central Estates Subdivision Phase 2D**

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

**TYPE OF ACTION: Roll Call-Consent Calendar**

**Recommendation:**

Approve the Facilities Extension Agreement for the Central Estates Subdivision Phase 2D. All facilities in the Subdivision will be dedicated to the District if constructed and they pass inspection in accordance to the District Rules and Regulations.

**Discussion:**

Jim Furtado has obtained permits and is starting construction of the 32-unit Central Estates Subdivision Phase 2D. Water mains will require extension from Heartwood Road south to Linda Way and Edeline Avenue. With a run out from Edeline Avenue west along Conifer Court where the mainline terminates with a blow off. The sewer main will require extension from Heartwood Drive south on Edeline and west on Conifer Court where it terminates with a sewer clean out. These mainline extensions are to serve approximately 32 lots.

Four streetlights will be installed and fees paid. Open Space fees for trails and detention basins were assessed as part of Open Space Maintenance Zone 26.

The applicant has completed the application that requires Board approval. All deposits and fees have been paid as required, **Attachment 1**. This subdivision will extend 1110-foot water main extension and a 1235-foot sewer main extension.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

The Applicant will plan and construct the facilities and dedicate these to the District when completed and approved by the District. Additionally, the applicant will pay the customary water and sewer fees for the lots as a condition of service.

The Application fees for plan check and inspections total \$11,765 and have been paid. The connection fees will be paid prior to building permits being granted.

**Environmental Requirements:**

Not Applicable

**Exhibits/Attachments**

- Attachment 1-Application for Extension of Water Sewer, Streetlights Trails and Open Space

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

June 28, 2016

JLF  
3329 Halfway Avenue  
McKinleyville, CA 95519

Subject: Central Estates Subdivision Phase 2D, A Phased Development of  
APN 508-252-01

Attn: Jim Furtado

We have received plans and details from Schillinger Engineering for this planned subdivision. The plans have been reviewed, commented and approved. Water mains will require extensions from Heartwood Road south to Linda Way and Edeline Avenue. With a run out from Edeline Avenue west along Conifer Court where the mainline terminates with a blow off. The sewer main will require extension from Heartwood Drive south on Edeline and west on Conifer Court where terminates with a sewer clean out. These mainline extensions are to serve approximately 32 lots. Four streetlights will be installed and fees paid. Open Space fees for trails and detention basins were assessed as part of Open Space Maintenance Zone 26.

We will submit your application for a 1110 foot water main extension and a 1235 foot sewer main extension on proposed streets in the Central Estates Subdivision Phase 2D to the Board of Directors. This water and sewer main extension is to provide water and sewer services for the units in the above named development. You will need to submit two sets of Engineered Plans for our review and approval.

Attached is a sheet with the calculations of deposits for plan check and water and sewer field inspections based upon construction estimates. The application will need to be signed and returned and presented to the Board for approval. The District has a field specifications booklet for sale with all requirements and standards shown.

This project will be presented to the Board of Directors at the July 6, 2016 meeting for their approval. Enclosed is a packet of information containing the

RECEIVED  
JUN 30 2016  
McK. C.S.D.

Application for Extension. Please sign the application and return this to the District prior to May meeting.

Upon action by the Board, a Main Extension Agreement will be signed and deposits due for plan check and inspection of the facilities must be paid. Following is a breakdown of the specified deposits for inspection based upon construction estimates. Construction estimates are as follows:

Water system total	=	92900.00
2% plan check fee	=	1858.00
3% inspection fee	=	2787.00
Subtotal	=	4645.00
Sewer system total	=	152450.00
2% plan check fee	=	3049.00
3% inspection fee	=	4573.50
Subtotal	=	7622.50
Plan Check and Inspection Fees		12267.50
Streetlight Zone Application Fee		500.00
Open Space Zone Application Fee		0.00
Total Fees and Deposits Due		\$12,768

\$12,768 deposit and fees for the water and sewer main facilities plan check and construction inspection, the Streetlight Zone Application Fees have been assessed for this project. **A credit of \$11,765 remains from Phase 2C and will be applied to Phase 2D. No further deposits will be required for this application.** District personnel will not inspect facilities without these deposit fees on hand. Unused fees will be returned to you at the conclusion of the project when all inspection is complete. The District will require two blue-line copies of the final plans. As-Build drawings (and an electronic copy in CAD) are to be provided by your Engineer after construction is complete and before a completion letter and conveyance on District facilities will be executed. A Conveyance of the Facilities will be required upon completion and dedication to the District. One 8 ½ X 11" clean plot plan listing only Lot numbers of the proposed lots is required for inspection purposes.

Upon design completion the District requires two sets of blue lines of the plans and profiles for our records and construction inspection. Please provide those plans with the return of the signed Main Extension Agreement. One 8 ½ X 11" clean plot plan listing only Lot numbers of the proposed lots is required for inspection purposes.



**Construction Cost Estimates  
For Plan Check and Construction Inspection Fees  
For Central Estates Subdivision Phase 2D**

**Water System:**

Quantity	Description			
1110	6 and 8" Water main	/ft.	\$40.00	\$44,400.00
2	6 and 8" Gate Valve	ea.	\$800.00	\$1,600.00
1	Fire Hydrant Assembly	ea.	\$8,000.00	\$8,000.00
0	2" Water Services	ea.	\$1,700.00	\$0.00
32	Single Water Services	ea.	\$1,200.00	\$38,400.00
0	Air Relief Valve	ea.	\$1,500.00	\$0.00
1	Blow offs	ea.	\$500.00	\$500.00
1	Main line Tie- In	ea.	\$1,100.00	\$1,100.00
Total				\$92,900.00

**Sewer System:**

Quantity	Description			
1235	6" Sewer main	/ft.	\$90.00	\$111,150.00
5	Sewer Manholes	ea.	\$4,000.00	\$20,000.00
32	Sewer Laterals	ea.	\$500.00	\$16,000.00
32	Sewer Laterals C.O	ea.	\$150.00	\$4,800.00
2	Sewer Main Line C.O.	ea.	\$250.00	\$500.00
Total				\$152,450.00

With these agreements note Exhibits A through D containing information on Confined Spaces, Insurance and Contractor information that must be filled out and returned to the District.

Should you have any further questions, please contact me at your convenience.

Sincerely,

Gregory Orsini, General Manager

Cc: file

James Henry

Save as c:\My Documents\projects\Op Dir\Central Estates Subdivision Phase 2D\_6\_28\_2016



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING  
AND/OR OPEN SPACE MAINTENANCE SERVICE  
FOR THE **CENTRAL ESTATES PHASE 2D SUBDIVISION**

DATE: **June 28, 2016**

#1 **Purpose of Proposed Extension:** Water and sewer main extensions for the 32-lot subdivision; a Street Light Zone with four streetlights and an Open Space Zone with detention basin and trail assessed as OSMZ #26.

				STREET		OPEN		FIRE	
WATER:	YES	SEWER:	YES	LIGHTING:	YES	SPACE:	YES	SERVICE	NO

MAP OF PROPOSED MAIN EXTENSION AND FINAL ENVIRONMENTAL DOCUMENT  
MUST ACCOMPANY THIS APPLICATION

Assessors Parcel No. 508-252-001 Parcel Address: PHASE 2D PHASED DEVELOPMENT

REMARKS: I do hereby agree to comply with the applicable provisions of the Rules and Regulations and the Standard Specifications of the McKinleyville Community Services District, copies of which are available upon request.

Signature of Owner:

Print Name: Jim Furtado

Address: 3329 Halfway Ave. McKinleyville, CA 95519

Phone: (Home) 839-5410

(Work) 839-0137

Name of Agent: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#2 **Report:**

Length of Extension Required:

Water: 1110' of eight inch and six inch PVC water mains

Sewer: 1235' of six inch sewer mains

No. of Street Lights Required: Four lights (LED street lights)

Open Space: Were assessed in Open Space Maintenance Zone #26

Detention Basin Were assessed in Open Space Maintenance Zone #26

Remarks: None

#3 **Action by Board of Directors:**

Date: July 6, 2016 Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Amount to be paid by Applicant \$11,765 remained from Phase 2C and will be applied to Phase 2D

Is refund agreement part of this application? Yes \_\_\_\_\_ No X \_\_\_\_\_

District Manager: Gregory Orsini \_\_\_\_\_

#4 Date Deposit is Received: N/A \_\_\_\_\_

#5 Date Main Extension is started: \_\_\_\_\_

#6 Date Main Extension is completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider approval to declare 1988 Dump Truck Surplus**

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

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

### **Recommendation:**

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

- 1988 Dump Truck

### **Discussion:**

Due to the District Vehicle Replacement Program, the Operations Department has a 1988 Ford Dump Truck with 25,000 miles that has been replaced with a newer model. Due to the emissions regulations, the truck has to be sold out of state, scrapped or sold in-state with Best Available Control Technology (BACT) installed as per California Air Resources Board. Title13. CCR, section 2022.1

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

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

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land**

**PRESENTED BY:**              **Russ Gans, District Counsel**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment, discuss and authorize the Board President to sign and execute a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land.

### **Discussion:**

This item was originally heard by the MCSD Board of Directors at the June 2016 meeting. At that time Director Corbett voiced concerns that the conflict waiver should include other protections. Those concerns were transmitted to Mitchell, Brisso, Delaney & Vrieze, LLP and have been incorporated into the current version of the conflict waiver, **Attachment 1**.

District General Counsel, Russell Gans of Mitchell, Brisso, Delaney & Vrieze, LLP, has requested the District's written consent to his concurrent representation of the District and Green Diamond Resource Company in connection with the proposed real property transaction involving a dedication of certain forest lands to the District by and through the Trust for Public Land.

Mitchell, Brisso, Delaney & Vrieze, LLP, with Russell Gans as the principal attorney, has and does represent Green Diamond in a number of unrelated matters, including a very similar transaction involving the McKay Tract community forest and related conservation easement. Based on Mr. Gans' knowledge and past experience in negotiating the similar McKay Tract

transaction, Green Diamond has requested Mr. Gans' assistance in the proposed MCSD transaction.

Mr. Gans explains in his letter issues regarding the concurrent representation of Green Diamond and MCSD during different phases of this transaction, and the apparent basis for concluding the interests are not directly adverse as each will separately negotiate with the Trust for Public Lands during different phases of the transaction. However, he does explain that if facts and circumstances change and the interests of the District and Green Diamond become adverse or if any direct negotiation between the District and Green Diamond becomes necessary, he will inform the District and seek additional written consent or withdraw from representation of either (or both) the District and Green Diamond if withdrawal is warranted/necessary.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – McKinleyville Community Service District-Green Diamond Resource Company Conflict Waiver

**MITCHELL, BRISSO, DELANEY & VRIEZE, LLP**

CLIFFORD B. MITCHELL (1927-2010)  
PAUL A. BRISSO  
NANCY K. DELANEY  
JOHN M. VRIEZE  
WILLIAM F. MITCHELL  
RUSSELL S. GANS  
NICHOLAS R. KLOEPPEL  
\* \* \* \*  
RYAN T. PLOTZ, Associate  
AMY A. HUNT, Associate

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EUREKA, CA 95502  
\* \* \* \*  
EMERY F. MITCHELL (1896 - 1991)  
WALTER J. CARTER (1949 - 1993)  
R.C. DEDEKAM (1929-2011)

June 29, 2016

Board of Directors  
McKinleyville Community Services District  
1656 Sutter Road  
McKinleyville, CA 95519

Galen Schuler  
Green Diamond Resource Company  
1301 Fifth Street, Suite 2700  
Seattle, WA 98191-2613

Re: Consent to Potential Conflict of Interest  
McKinleyville Community Services District/Green Diamond Resource  
Company

Dear Directors and Mr. Schuler:

This letter requests the consent of the McKinleyville Community Services District (the "MCSD") and Green Diamond Resource Company ("Green Diamond") to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of Green Diamond and MCSD in connection with the proposed real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land ("Trust").

As you are aware, Green Diamond has engaged in preliminary negotiations with the Trust for the sale of timberlands to the Trust for purposes of conservation. As part of the proposed transaction, the Trust would then dedicate a designated portion of the real property to MCSD at no cost to MCSD to be used as a community forest. MCSD would thereafter maintain and operate the dedicated land for the benefit of the public. In many respects, the proposed transaction is similar to the McKay Tract transaction involving Green Diamond, the Trust, and the County of Humboldt.

As it did for the McKay Tract transaction, Green Diamond has requested this law firm's assistance in negotiating and transacting the sale of the real property to the Trust.

This law firm has and currently does represent Green Diamond in a number of unrelated matters.

This law firm, with the undersigned acting as principal attorney, has and does represent MCSD as general counsel.

By this letter, I ask for your written, informed consent for this law firm to engage in the concurrent representation of Green Diamond and MCSD in the proposed real property transaction.

#### Existing Relationships

Both MCSD and Green Diamond are existing and valued clients.

#### Proposed Transaction

The proposed transaction involves real property owned by Green Diamond, located in and near McKinleyville, California. While the particulars of the proposed transaction have yet to be negotiated, the basic structure of the proposed transaction is as follows: (a) Green Diamond and the Trust will negotiate and enter into an agreement whereby the Trust will purchase a significant number of acres of forest land from Green Diamond; (b) the Trust desires to pay fifty percent (50%) of the purchase price for the real property and to secure a currently unknown third party to pay the remaining fifty percent (50%) of the purchase price ("Third Party") (c) the land will be held by the Trust (and potentially the Third Party) for purposes of conservation; and (c) the Trust (and potentially the Third Party) will dedicate a designated portion of the real property to MCSD to be used as a community forest for the benefit of the public.

As currently contemplated, MCSD will receive the dedication at no cost, but potentially subject to certain restrictive covenants and reserved access rights, some of which are for the benefit of Green Diamond and/or the Trust. MCSD may desire access rights to its property over and across land held by the Trust and/or land held by Green Diamond.

As currently contemplated, Green Diamond and MCSD will not directly negotiate any part of the proposed transaction with each other. MCSD will negotiate the portion of property it receives from the Trust directly with the Trust (and potentially the Third Party). Green Diamond will likewise negotiate the sale of the real property directly with the Trust (and potentially the Third Party). Nevertheless, as set forth in more detail below, there is a possibility that the interests of MCSD and the interests of Green



Diamond will become adverse and/or direct negotiation is necessary. If such a circumstance arises, you will be so informed and your written consent will be requested or this firm will withdraw from further representation.

### Conflicts of Interest

Our firm's representation of Green Diamond and MCSD in the proposed transaction creates potential conflicts of interest related to our duty of loyalty and confidentiality to existing clients. In my opinion, no actual conflict exists at this time. This is because the interests of Green Diamond and MCSD in the proposed transaction are not adverse, as Green Diamond will negotiate a sale the property to the Trust (and potentially the Third Party) and the Trust will dedicate certain portions of the property to MCSD at no cost to MCSD. As currently contemplated, both Green Diamond and MCSD will negotiate directly with the Trust (and potentially the Third Party) and not each other. Consequently, I believe this firm can adequately represent Green Diamond and MCSD in the proposed transaction without any material limitations placed upon such representation because of a duty owed to one or both of you.

In undertaking the concurrent representation of each of you in the proposed transaction, we cannot and will not advise either of you as to any matters upon which an actual conflict of interest develops among you. In particular, if additional facts come to our attention or if the proposed transaction is modified in a way which lead us to believe that: (i) we could not maintain our duty of loyalty and confidentiality to either of you, (ii) the transaction requires any direct negotiation between Green Diamond and MCSD; (iii) our representation of one of you will adversely affect the other; or (iv) we have obtained confidential information from one of you which is material to our representation of the other, we would require further written consent from both of you before we would continue our representation of either of you.

As the transaction is currently contemplated, particular issues that have been identified that could present a conflict of interest in the event they should arise include: (1) mutually agreeable closing date for the transaction and/or closing dates of particular phases of the transaction; (2) the potential negotiation of reserved access rights and rights-of-way over and across the real property for the benefit of either or both of you; and (3) any conflicts that arise once the identity of the Third Party is known and its demands communicated and understood.

As stated above, since we are concurrently representing each of you in this proposed transaction, we cannot represent or advise you with respect to those issues for which an actual conflict of interest exists.



You should also be aware that by consenting to this concurrent representation you are not waiving any attorney-client privileges that exist between this law firm and each of you. Your communications to me and this firm will remain privileged and not subject to disclosure to the other because of the concurrent representation. However, as explained above, if additional facts come to our attention or the proposed transaction is modified such that we cannot fulfill by duties of loyalty and confidentiality to each of you, we will seek your informed consent or withdraw from the representation of each of you.

#### Consent

As attorneys where we have a relationship with multiple parties a potential and/or actual conflict of interest must be disclosed and informed written consent obtained from both parties. Accordingly, we are seeking the informed written consent of Green Diamond Resource Company and the McKinleyville Community Services District before representing either of you in the proposed transaction.

#### Request

If, after considering the foregoing, you are willing to consent, please sign and return to us the enclosed copy of this letter (i) acknowledging that we have informed you of our existing relationship with the other; (ii) acknowledging that you have each been advised of the potential conflict of interest associated with our concurrent representation of each of you in the proposed transaction; and (iii) indicating that you consent to our representation as described in this letter.

If the either of you is not willing to consent, we will declare a conflict as to both of you and assist each of you in locating alternate counsel for the matter.

If you have any questions regarding this letter, please call us before signing and returning the enclosed copy of this letter.

Very truly yours,

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

Russell S. Gans

**CONSENT**

Mitchell, Brisso, Delaney & Vrieze, LLP (“MBDV”) has explained the potential conflict of interest related to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the real property transaction described above. We acknowledge the disclosure of MBDV’s past and continuing representation of Green Diamond Resource Company in unrelated matters, the potential conflicts arising from such concurrent representation, and the consequences of any actual conflicts that may arise in the future. The undersigned nevertheless provides its informed written consent to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the proposed real property transaction described above.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**CONSENT**

Mitchell, Brisso, Delaney & Vrieze, LLP (“MBDV”) has explained the potential conflict of interest related to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the real property transaction described above. We acknowledge the disclosure of MBDV’s past and continuing representation of the McKinleyville Community Services District in unrelated matters, the potential conflicts arising from such concurrent representation, and the consequences of any actual conflicts that may arise in the future. The undersigned nevertheless provides its informed written consent to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the proposed real property transaction described above.

GREEN DIAMOND RESOURCE COMPANY

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Announcement of Director Edwards Resignation and approve process to Fill Vacant Board of Director Seat**

**PRESENTED BY:**              **Greg Orsini, GM and Russ Gans, District Counsel**

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

### **Recommendation:**

1. Staff recommends that the board review the information provided, discuss, take public comment;
2. Choose Option 2 as a means to fill the vacant board seat and
3. Determine whether the district or the candidates are going to pay for the publication of a statement of qualifications.

### **Discussion:**

In the wake of the resignation of Director Edwards. There are two options the board can take to fill the vacancy of a board member considering the timing of the resignation; Government Code section 1780 provides for an appointment followed by an election, or a straight election. Because of the timing of Ms. Edwards's resignation, the board may choose the appointment followed by election if they want the seat filled in the November 2016 election, or the straight election if they want the seat filled in March of 2017.

The options are as follows:

**OPTION 1** — Fill the seat in the November, 2016 election.

1. By July 7: Deliver a notice to the county elections official stating (1) that the board seat is to be filled at the next election; (2) that the seat is for an unexpired term; and (3) whether the district or the candidates are going to pay for the publication of a statement of qualifications. (Elec. Code, § 10509.)
2. By July 19: Make forms for declarations of candidacy available to the public. (All forms must be filed by candidates by 5:00p.m. on August 13.) (Elec. Code, § 10510.)
3. If there are no candidates or there is only one candidate by August 18, the County Board of Supervisors can go through a process (to be detailed at that time if applicable) to simply appoint the one candidate or appoint any person qualified. (Elec. Code, §§ 10500(b)(13), 10515.)

4. Post a notice of the vacancy in at least three conspicuous places in the district by August 6, 2016. (Gov. Code, section 1780(d)(1).)
5. Make an appointment by August 21, 2016. (Gov. Code, section 1780(d)(1).)
6. Once the appointment is made, notify the county elections official of the appointment within 15 days. (Gov. Code, section 1780(d)(1).)

**OPTION 2** — Fill the seat on March 7, 2017.

1. By August 21, 2016: Deliver a notice to the county elections official stating (1) that the board seat is to be filled at the next election; (2) that the seat is for an unexpired term; and (3) whether the district or the candidates are going to pay for the publication of a statement of qualifications. (Gov. Code, § 1780(e)(1); Elec. Code, § 10509.)
2. By November 14: Make forms for declarations of candidacy available to the public. (All forms must be filed by candidates by 5:00p.m. on December 9.) (Elec. Code, § 10510.)
3. If there are no candidates or there is only one candidate by December 14, the County Board of Supervisors can go through a process (to be detailed at that time if applicable) to simply appoint the one candidate or appoint any person qualified. (Elec. Code, §§ 10500(b)(13), 10515.)

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 - Email Resignation from Helen Edwards

**From:** Helen Edwards [mailto:hle.quest@gmail.com]  
**Sent:** Wednesday, June 22, 2016 2:07 PM  
**To:** Greg Orsini <mcsdgm@mckinleyvillecsd.com>  
**Subject:** Resignation

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Dear Greg and Board Members-

It is with regret that I submit my resignation to the Board. I have enjoyed serving my community and working with all of you. Medical issues require that we relocate to Arizona.

Thank you for the opportunity to serve.  
Helen L. Edwards

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Approve and authorize Board President to sign and execute the Revised Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility**

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

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

### **Recommendation:**

Staff recommends that the Board review, discuss, approve and authorize Board President to sign and execute the Revised Agreement Regarding the Provision of the McKinleyville Teen & Community Center Facility as presented and pertaining to the working partnership between Boys & Girls Club of the Redwoods (BGCR) and McKinleyville Community Services District (MCSD) at the McKinleyville Teen & Community Center.

### **Discussion:**

MCSD, in partnership with BGCR, endeavor to provide dynamic space and programming to teens in the McKinleyville and surrounding communities. The partnership development between MCSD and BGCR began in 2013 when the SH Cowell Foundation committed to funding Youth Development in McKinleyville.

The two organizations have continuously worked over the last two and half years to build a strong foundation and relationship, participating collectively in teen engagement and in the creation of the components necessary to the success of the partnership. BGCR and MCSD have spent the last year developing business and financial plans to guide the sustainability of the partnership over time.

On April 6, 2016 the MCSD Board approved a Facility Use Agreement to guide and govern the ongoing partnership in the staffing, programming and shared facility use at the McKinleyville Teen & Community Center between MCSD and BGCR. After approval by MCSD the BGCR Board of Directors rejected the agreement.

BGCR revised the agreement and returned to MCSD staff for review. Both staff and MCSD's general counsel have reviewed the revised agreement, and provided the revisions to BGCR. BGCR has accepted the revisions and the final agreement is presented as **Attachment 1** for approval.

MCSD general counsel has reviewed the agreement as presented.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – McKinleyville Community Services District & Boys and Girls Club of the Redwoods Agreement Regarding Provision of the McKinleyville Teen & Community Center Facility



## **McKinleyville Community Services District and Boys & Girls Club of the Redwoods Agreement Regarding Provision of McKinleyville Teen & Community Center Facility**

This “Agreement” is effective on August 1, 2016 (the “Effective Date”) and is entered into by and between the McKinleyville Community Services District (MCSD), a California Community Services District, and the Boys & Girls Club of the Redwoods (BGCR), a California not for profit corporation. Where collective reference is intended MCSD and BGCR are hereinafter referred to as the “Parties”.

For good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, it is expressly understood and agreed by both MCSD and BGCR as follows:

**Section 1. Purpose.** The purpose of this Agreement is to establish and maintain an effective working relationship between both Parties as to BGCR’s use of the newly constructed McKinleyville Community Services District Teen and Community Center located at 1705 Gwin Rd. as depicted in greater detail in **Exhibit A**, attached (the “Teen Center”).

**Section 2. Term.** The term of this Agreement shall commence on August 1, 2016, and shall extend through July 31, 2017 (the “Term”). The Term shall renew on an annual basis unless one party gives written notice of termination as provided herein. No party shall make changes to this Agreement during the term without the written consent of the other party.

**Section 3. Philosophy.** The Parties agree that there is a need to provide youth with safe, fun, affordable and healthy opportunities that build self-esteem and teach social harmony, conflict resolution and wellness, and an appreciation of education. The Parties agree that in order to provide necessary services this Agreement is in the best interest of the community.

### **Section 4. MCSD Description of Duties and Obligations.**

During the Term of this Agreement, MCSD shall do all of the following:

- A. Provide to BGCR facility space within the Teen Center and unilaterally bear the costs and expenses associated with any repair and maintenance of the Teen Center, except for any repair and maintenance costs and expenses resulting from damage to the Teen Center for which BGCR must indemnify MCSD pursuant to this Agreement.
- B. Participate with BGCR in collaborative charitable fundraising efforts to support the operation of the Teen Center including BGCR program operations at the Teen Center.

- C. Promote BGCR programs at the Teen Center.
- D. Provide BGCR with a janitorial and maintenance orientation and checklist.
- E. Work with BGCR to establish hours of operation during which BGCR shall fulfill the duties and obligations assigned to it under this Agreement to staff and operate the Teen Center Club pursuant to this Agreement (the "Club Hours"), including but not limited to space and programming specific to youth in 6<sup>th</sup>-12<sup>th</sup> grades in accordance with Boys & Girls Clubs of America standards and practices.

## **Section 5. BGCR Description of Duties and Obligations.**

During the Term of this Agreement, the Boys & Girls Club of the Redwoods shall do all of the following:

- A. Staff the Teen Center according to established Club Hours.
- B. Develop and implement programs for teens during established Club Hours.
- C. Participate with MCSD in collaborative charitable fundraising efforts to support the operation of the Teen Center including facility maintenance costs.
- D. Provide adequate staff training for BGCR staff consistent with BGCR and MCSD procedures applicable to the Teen Center building use.
- E. Promote MCSD programs in the Teen Center.
- F. Work to accommodate all MCSD use requests at the Teen Center facility provided those requests do not interrupt regularly scheduled BGCR programs.
- G. Serve as good building stewards adhering to MCSD's established rules and policies for janitorial maintenance and general Teen Center sanitation and cleanliness.

**Section 6. Facility Cleaning Policy.** Both Parties agree that all employees or representatives who shall be supervising, leading, or offering programs described, shall leave the Teen Center in a clean, safe manner and in the same condition in which it was found. The Parties agree to follow the following maintenance and janitorial checklist with respect to Teen Center use, which is attached hereto as **Exhibit B** and incorporated herein by this reference: See Exhibit B: Maintenance and Janitorial checklist.

**Section 7. Asset Inventory.** All fixtures, furniture, cleaning supplies and other items within the Teen Center prior to the Effective Date belong to MCSD. Additional items acquired by MCSD or BGCR during the term of this Agreement shall be labeled and designated as owned by the acquiring party in respective inventory lists.

**Section 8. Facility and Equipment Repairs/Damages Policy.** Both Parties agree to bear the repair costs for Teen Center and equipment damages in accordance with the indemnity provisions stated in Section 15 of this Agreement, below. Payment for repair or

replacement shall be due thirty (30) days after presentation of a bill by the party sustaining such damages to the party that caused the damages.

### **Section 9. Schedules of Use.**

- A. Monday through Saturday during Club Hours, the Teen Center (with the exception of the commercial kitchen) will be available exclusively for youth programs.
  - i. The commercial kitchen will be available for public use and adult classes any time it is not expressly reserved for BGCR programs. Adults using this space during BGCR program times will enter and exit the kitchen through the McKinleyville Activity Center and will exclusively use Activity Center restrooms.
- B. BGCR program staff will not have access to, and cannot use, the Teen Center outside of established Club Hours without express written approval from MCSD.
- C. BGCR Saturday Club hours may be subject to cancellation or immediate termination by MCSD for Community Events upon written or oral notice to BGCR. If such cancellation or termination occurs, MCSD will give written or oral notice to BGCR immediately but no later than two weeks in advance.

### **Section 10. Facility Use Policy.**

- A. BGCR's use of the Teen Center will be governed by MCSD's established "Guidelines, Rules & Regulations Governing the Use of District Facilities" ("Guidelines"), and BGCR will follow said Guidelines at all times while in or operating at the Teen Center. Such Guidelines are attached hereto as **Exhibit C** and incorporated herein by this reference.
- B. MCSD staff will manage all reservations and calendars for rentals and use of the Teen Center. BGCR shall not assign, to any person or entity, any of its rights to occupy or use the Teen Center under this Agreement.

### **Section 11. Funds Policy.**

- A. BGCR and MCSD will continue to keep separate accounting records for their respective organizational operations. This includes the McKinleyville Teen Center. BGCR will be responsible for keeping separate financial records for all programming operations. MCSD will be responsible for keeping separate financial records for all facility and maintenance related operations.
- B. BGCR and MCSD will define joint fundraising strategies they will work on together to benefit the Teen Center operational programs and facilities budgets. These strategies will include but not be limited to grant writing, special events and charitable gift solicitation.

- C. The Parties will set up a fundraising plan for each fundraising strategy to define how it will be marketed and if it will benefit Teen Center operational programs, facilities, or both programs and facilities. Further, the Parties will also define how funds from each fundraising strategy will be allotted to each party in advance.
- D. The fundraising plan for each fundraising strategy will further define if BGCR or MCSD will receive and track donations. Such definition will be based on if BGCR or MCSD will receive the donations.
- E. If the fundraising strategy is only for programming operations, BGCR will receive, track, and acknowledge all donations in its donor and accounting tracking systems following its financial policies and procedures and ensuring the donor's request is followed. If funds are received by MCSD, they will be forwarded to BGCR accounting staff.
- F. If the fundraising strategy is only for building operations, MCSD will receive, track, and acknowledge all donations in its donor and accounting tracking systems following its financial policies and procedures and ensuring the donor's request is followed. If funds are received by BGCR, they will be forwarded to MCSD accounting staff.
- G. If the fundraising strategy is jointly for building operations and programming operations, each Party will work on a plan in advance to determine if MCSD or BGCR staff will receive, track, and acknowledge all donations and how funds will be distributed to the other Party.
- H. Each Party will keep and maintain separately, including cost, its own accounting and donor tracking systems.
- I. BGCR and MCSD will share donor information from their separate systems for joint fundraising strategies with each other if the other Party requests such donor information.
- J. Annual budgets and any budget revisions for both Teen Center operations and building operations will be prepared separately by BGCR and MCSD accounting staff. Budget timelines will be shared with each Party.
- K. BGCR will include MCSD in the review process of the Teen Center operations budget. Such review will happen no later than December 31 of each year.
- L. MCSD will include BGCR in the review process of the building operations budget. Such review will happen no later than June 30 of each year.
- M. Any annual surplus from the Teen Center operations budget will be utilized for the benefit of the Teen Center operations.

- N. MCSD will provide to BGCR by December 31 of each year, a record on facility in-kind provided for each calendar year for building operations and maintenance related to Teen Center programming.

**Section 12. Termination.** This Agreement may be terminated at any time by either BGCR or MCSD by providing a thirty (30) day written notice of cancellation to the other party. This Agreement cannot be assigned, in whole or in part, by either party without the express written consent of the other party.

**Section 13. Legal Reporting Requirements.** Each party shall comply with any and all reporting requirements adopted by the respective organizations and agrees to abide by all other applicable reporting requirements created by law.

**Section 14. BGCR Independent Contractor, No Landlord Tenant Relationship.** It is expressly understood and agreed to by the Parties that MCSD, while carrying out and complying with any terms and conditions of this Agreement, is not an employer or landlord of BGCR and further that the BGCR is not an employee or tenant to MCSD. It is expressly agreed that, for all purposes under this Agreement BGCR is and shall be deemed an "independent contractor" and **not** an agent, employee or representative of MCSD. BGCR shall exclusively control and supervise its employees, agents and representatives while at the Teen Center and control the method and manner BGCR fulfills its obligations under this Agreement. No employee, agent or representative of BGCR shall be deemed and employee, agent or representative of MCSD.

**Section 15. Indemnity.**

- A. BGCR agrees to indemnify, defend and hold harmless MCSD, its officers, directors, agents, employees, and volunteers, from and against any and all claims, causes of action, damages, losses, costs, expenses or liabilities of every type and nature (collectively "Claims") arising out of or in any way connected with BGCR's operations at the Teen Center under this Agreement including, without limitation, Claims for loss or damage to any property or for death or injury to any person or persons, arising out of or in connection with the use of the Teen Center by BGCR, its officers, agents, employees, representatives or contractors.
- B. MCSD agrees to indemnify, defend and hold harmless BGCR, its officers, directors, agents, employees, and volunteers, from and against any and all claims, causes of action, damages, losses, costs, expenses or liabilities of every type and nature (collectively "Claims"), including, without limitation, Claims for loss or damage to any property or for death or injury to any person or persons, to the extent such Claims arise out of the negligent or intentional acts or omissions of MCSD, its officers, agents, employees, representatives or contractors.

**Section 16. Insurance.** BGCR shall maintain throughout the Term of this Agreement Comprehensive General Liability insurance with a minimum coverage of \$1,000,000

combined single limit; Employer Liability equal to \$1,000,000; Business Automobile with a combined single limit of not less than \$1,000,000; and Workers' Compensation as required by California law. BGCR insurance policies shall provide for thirty (30) days written notice of cancellation to MCSD. Said coverages shall include MCSD as additional insured.

**Section 17. Attorney's Fees.** If litigation arises between the Parties regarding the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs in addition to other relief provided by law.

McKinleyville Community Services District

Boys & Girls Club of the Redwoods

\_\_\_\_\_  
George Wheeler, Board President  
McKinleyville Community Services District

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Direction to staff to resolve community concerns for Camino Way Open Space Maintenance Zone(OSMZ) #16**

**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 act to dissolve the OSMZ #16 unless there is public interest in Updating the Management Plan and reassessing the OSMZ.

### **Discussion:**

The Camino Way Open Space Maintenance Zone was formed in August of 1997. The original Public Hearing item from August 1997 in included as **Attachment 1**.

The OSMZ assessment clearly indicates MCSD was only committing to the entrance to the subdivision. At some point, when, we don't know, the maintenance staff started maintaining the entire landscape strip inside the subdivision.

Approximately a year ago we evaluated all the Open Space Maintenance Zones to verify we were compliant with the maintenance plan's approved during the Proposition 218 Process. This OSMZ is only a 20' strip at the entrance on both side of Camino Way.

In essence the tax payers of McKinleyville were subsidizing maintenance of the landscaping for some undetermined time.

A concerned citizen submitted a letter to the board in May of 2016 requesting that MCSD continue maintaining the entire landscape strip on Camino Way, **Attachment 2**. During various conversations with Ms. Rodriguez staff communicated our inability to maintain the entire strip without sufficient fees for service.

MCSD then received a petition, **Attachment 3** signed by a majority of the property owners on Camino Way requesting we continue maintaining the entire landscape strip or remove the assessment from their water bill. A large number of the Camino Way community appeared at the June meeting to support the petition.

Staff is bringing this back to the board for direction on how to proceed.



### **Process for Dissolving a Zone and Assessment Under the Landscaping and Lighting Act.**

The dissolution process of a zone created under the Landscaping and Lighting Act is fairly simple. Section 22605 states that the legislative body may order the dissolution of an existing assessment district. (There is no specific process laid out for the dissolution of a zone *within* an assessment district, but prudence dictates that the process for dissolution of a district should be followed.) Most organizational changes must be conducted in accordance with the section regarding the *formation* of an assessment district; however, with respect to dissolution, the legislative body may dispense with the resolution and report required and may initiate dissolution proceedings merely by the adoption of a resolution of intention. (Sts. & Hy. Code, § 22610.) This resolution should declare the intention of the legislative body to dissolve the district, as well as describe the location of the zone and reasons for dissolution. (See, Sts. & Hy. Code, § 22587.) Posted and mailed notice of hearing is unnecessary. (Sts. & Hy. Code, § 22610.) Upon dissolution, any moneys in the improvement fund for that zone shall be transferred to the general fund. (Sts. & Hy. Code, § 22610.)

### **Process for Updating the Management Plan, Adding Maintenance Obligations for MCSD, and Increasing the Area Maintained, then Reassessing the Property Owners.**

The process for reorganizing within a district is more complicated, and any new or increased assessment must comply with Proposition 218. Section 22607 requires that organizational changes be conducted in the same way as an assessment district would be formed. This makes sense considering a new or raised assessment would be needed. Section 22622 requires a new resolution describing any proposed improvements or changes to existing improvements, and an order to the engineer to prepare and file a report under 22565. (Sts. & Hy. Code, § 22622.) Once the report is completed, the engineer should file the report with the clerk for submission to the board. (Sts. & Hy. Code, § 22623.) The board may approve the report as-is or may modify the report in any particular and approve it as modified. (Sts. & Hy. Code, § 22623.) After this approval, a resolution of intention shall be adopted. (Sts. & Hy. Code, § 22624.) This resolution shall:

1. declare the intention of the board to levy and collect the assessment within the assessment zone for the fiscal year stated therein;
2. described the exiting/proposed improvements and any substantial changes to those improvements;
3. refer to the assessment district by its distinctive designation and indicate the general location of the district/zone;
4. refer to the engineer's report for a full and detailed description of the improvements, the boundaries, and the assessments;



5. give notice of the time and place for hearing on the proposed assessment; and
6. state whether the assessment is proposed to increase from the previous year. (Sts. & Hy. Code, § 22624.)

The hearing is “the date, hour, and place of a regular meeting before August 10,” as specified by the order or resolution that fixes the time and place of the board’s regular meetings, but no less than 45 days after notice of the hearing. (Sts. & Hy. Code, § 22625; Cal.Const. art. XIII D, § 6(a)(2).) Notice of the hearing must be given if an assessment is to be increased from any previous year; this notice should be given according to section 53753 of the Government Code and Proposition 218, and protest procedures should be followed. (Sts. & Hy. Code, § 22626; Cal.Const. art. XIII C, § 4; Cal.Const. art. XIII C, § 2(d).)

If there is no majority protest, the board may adopt a resolution confirming the assessment. (Sts. & Hy. Code, § 22630.5.) The resolution must be adopted no later than either July 1 of the fiscal year during which the assessments are to be collected or a later date not beyond the third Monday in August as the county auditor may authorize. (Sts. & Hy. Code, § 22640.)

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

To be determined

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – August 14, 1997 Public Hearing for the Camino Way OSMZ
- Attachment 2 – Letter to BOD from Kathy Rodriguez
- Attachment 3 – Petition from Camino Way property owners

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background

AGENDA ITEM: IVB

AGENDA TITLE: PUBLIC HEARING: Form Camino Way Open Space  
Maintenance Zone

MEETING DATE: August 14, 1997

PRESENTED BY: Bruce Buel

TYPE OF ITEM:   X  Action       \_\_\_ Discussion \_\_\_ Information

TYPE OF ACTION: \_\_\_ No Action \_\_\_ Voice Vote X Role Call Vote

**BACKGROUND:** The Board in June initiated formation of a landscape maintenance zone to maintain the entrance strip into the Camino Way Subdivision by adopting a management plan and a resolution initiating formation. The applicant was required to install some form of weed barrier in the landscaped area. Subsequent to the Board's action, staff provided the applicant, JLF Construction, with a 45 day protest notice. The applicant has not protested.

Attached as Exhibit A is a Draft of a Resolution Forming the Zone.

**RECOMMENDATION:** Staff recommends that the Board open the Public Hearing, receive public input, close the hearing and then consider adoption of the resolution attached as Exhibit A by roll call vote.



PRESENTER



MANAGER

RESOLUTION 1997-33

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
FORMING THE CAMINO WAY OPEN SPACE MAINTENANCE ZONE (ZONE #16)

Whereas, the District Board on May 9, 1991 adopted Ordinance 42 which establishes a process for administration of open space maintenance services,

Whereas, the Board on June 12, 1997 reviewed a draft maintenance plan and adopted a resolution of initiating formation of an open space maintenance zone,

Whereas, the property owner was notified of the Public Hearing held on August 14, 1997.

NOW, THEREFORE BE IT RESOLVED that the Board:

1. Forms the Camino Way Open Space Maintenance Zone (zone #16) as described in the Draft Report.
2. Authorizes the manager to provide the open space maintenance services described in the plan as soon as the developers installs the required weed barrier in the landscape areas.
3. Authorizes the manager to collect the charges for these services from the current and future property owners/service customers in Subdivision.

PASSED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 14th day of August 1997 by the following polled vote:

AYES;

NOES;

ABSENT;

\_\_\_\_\_  
Edward E. Estes, President  
of the Board of Directors

ATTEST;

\_\_\_\_\_  
Sharon Denison, Secretary  
to the Board of Directors

## EXHIBIT A

### Camino Subdivision Open Space Zone (Zone #16)

#### MANAGEMENT PLAN

MCSD will coordinate with a contractor to maintain the two landscape strips on either side of the Entrance to the Camino Way Subdivision. Maintenance activities shall include weeding, trash removal and sidewalk blowing twice per month; watering system repair once per month and tree trimming once per month and necessary replanting once per year. MCSD would hold an easement interest and be responsible for liability.

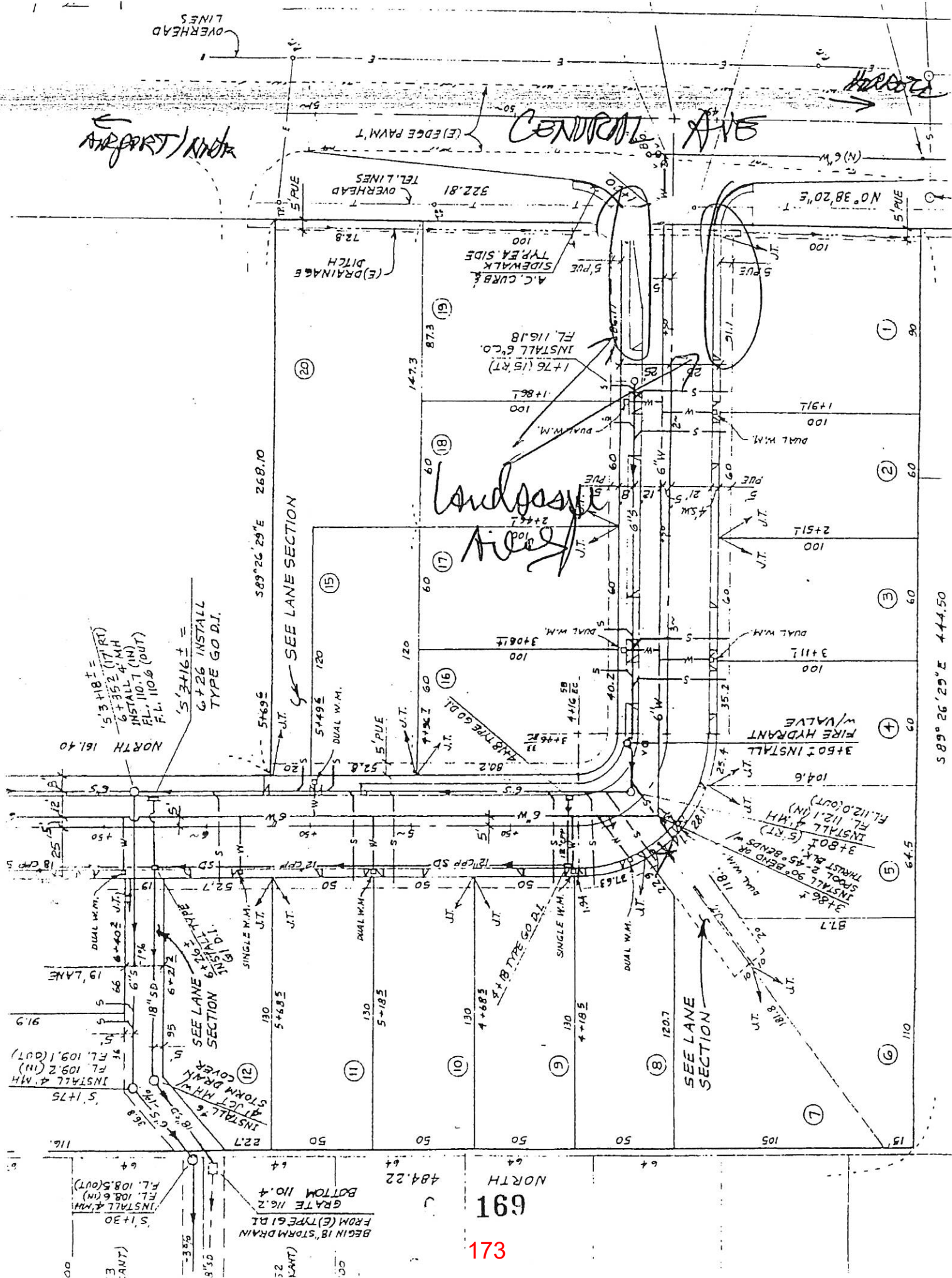
Each of the 20 lots in the subdivision would pay 1/20th of the then current total monthly maintenance cost and the then current administrative fee plus a 10% administrative fee plus the cost of liability coverage as set forth below.

### Camino Subdivision Open Space Zone (Zone #16)

#### CHARGE SCHEDULE

<u>Expenditure</u>	<u>Calculation</u>	<u>Charge (yr)</u>
Landscape Labor	Per Bid	\$480.00
Admin	10% Bid	\$ 48.00
Insurance	\$188 min	\$188.00
Replacement	\$100 per year est	\$100.00
	SUBTOTAL/yr	\$816.00
	SUBTOTAL/mo	\$ 68.00
	SUBTOTAL/mo/lot	\$ 3.40
	Ad Charge/mo	\$ .50
	TOTAL/mo/lot	\$ 3.90





May 19, 2016

MCSD Board of Directors  
1656 Sutter Road  
McKinleyville, CA 95519

RE: Camino Way Open Space Landscaping

Dear Members of the Board,

I am a resident of McKinleyville and have lived at 1580 Camino Way since the fall of 1998. As a resident and homeowner on Camino Way, I am assessed a monthly fee on my water bill. This fee, "open space #16", intended use was for the maintenance services of the open space landscaping.

Over the past 18 years, MCSD has maintained the entire open space landscape area on the north side of the road. I was informed yesterday, by James Henry and Greg Orsini, that this maintenance was done in error. The only area that will now be maintained will be the entrance, the first 20' on the north side of the road. I was upset, to say the least, by this news. As are my neighbors that I have spoken with thus far.

I am requesting that you investigate this matter, so that we can come to a resolution. I have attached additional information for your review.

We essentially have three options:

1. Go back to having MCSD maintain the entire open space landscape area on the north side of the road. As you have done for the past 18 years and the residences continue to pay the assessment fee.
2. Leave things as they are now, maintaining only the entrance, the first 20' on the north side of the road and residences continue to pay the assessment fee. This is not the favored option of the residents.
3. Remove the assessment fee from the water bill of all residence of Camino Way and MCSD will no longer be responsible for any maintenance on the Camino Way Open Space Landscaping area, zone #16.

I appreciate our consideration of this matter and look forward to hearing from you soon.

Sincerely,



Kathy Rodriguez  
1580 Camino Way  
McKinleyville, CA  
707-839-8105 home  
707-498-9399 cell



# PETITION TO AMEND RESOLUTION 1997-33

## A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICE DISTRICT FORMING THE CAMINO WAY OPEN SPACE MAINTENANCE ZONE (ZONE #16)

<b>Petition summary and background</b>	We the residents of Camino Way peremptory request that MCSD maintain the entire open space landscape area, zone #16, on the north side of the road or remove the assessment fee from the water bills of all residents of Camino Way. By removing said assessment fee MCSD will no longer be responsible for any maintenance on the Camino Way Open Space Landscaping Area, zone #16.
<b>Action petitioned for</b>	We, the undersigned, the residents of Camino Way, urge our Members of the Board of Directors of the McKinleyville Community Service District to act now to resolve and amend Resolution 1997-33.

Printed Name	Signature	Address	Comment	Date
Rachel Dols	Rachel Dols	1570 Camino way		5-22-16
Richard Rossy	Richard Rossy	1560 Camino way		5-22-16
Jo Ann Rossen	Jo Ann Rossen	1500 Camino Way		5-22-16
Ben Davenport	Ben Davenport	1550 Camino Way		5-22-16
Emily Davenport	Emily Davenport	1550 Camino Way		5-22-16
EVAN SAND	EVAN SAND	1510 CAMINO WAY		5-22-16
Nickelwix	Nickelwix	1500 Camino Way	BOO !!	5-22-16
Teresa Wyeki	Teresa Wyeki	1551 Camino Way		5-22-16
Mike Boyle	Mike Boyle	1470 Camino Way		5/22/16

Printed Name	Signature	Address	Comment	Date
Becky Boyle	Becky Boyle	1470 Camino Way		5-22-16
Sarah Fimmel	Sarah Fimmel	1450 Camino Way		5-22-16
Colton Kamstan	Colton Kamstan	1450 Camino Way		5-22-16
Seth Price	Seth Price	1460 Camino Way		5-22-16
Thomas Dols	Thomas Dols	1570 Camino Way		5/22/16
DAVID M. BUDDE	David M. Budde	1465 Camino Way		22 MAY 16
LINDA ADOARDO	Linda Adorado	1571 Camino Way		5/22/16
JOHN ADOARDO	John R. Adorno	1561 Camino Way		5/22/16
DAVID WEISSE	David Weiss	1530 Camino Way		5/22/16
DAVID WEISSE	David Weiss	1530 Camino Way		5/22/16
DANIEL ROMES	Daniel M. Rones	1581 Camino Way		5/22/16
Shannon Medeiros	Shannon Medeiros	1540 Camino Way		5/22
Madison Medeiros	Madison Medeiros	1540 Camino Way		5/22/16
Tiffany Morais	Tiffany Morais	1488 Camino Way		5-22-16
Stacy Morais	Stacy Morais	1480 Camino Way		5-22-16
Kathy Rodriguez	Kathy Rodriguez	1580 Camino Way		5/22/16





# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Consider attendance to the California Special Districts Association (CSDA) 2016 Annual Conference, October 10-13, 2016 in San Diego, CA**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the California Special Districts Association (CSDA) Annual Conference in Monterey, CA; take public comment and consider authorization for interested Board members to attend.

### **Discussion:**

The 2016 CSDA Annual Conference will be held in San Diego, CA October 10-13, 2016. The leadership conference for special districts will cover special district governance, trends, issues, and legislation.

The conference is designed to give special district's important and essential information. Education opportunity for district staff is available by attending specialized workshops and breakout sessions focused on districts needs.

The keynote and super session speakers will deliver information to inspire innovative leadership and organizational transformation; enforce humor as a powerful leadership tool and show how character impacts business and community.

CSDA encourages Directors and General Managers to attend the annual conference. The opportunity to gain knowledge and inspiration is invaluable to our leadership and staff of special districts.

Board Members require authorization for travel to conferences via motion and majority vote at a public meeting of the board.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Some meals are included in the registration costs; however, this does not include pre-conference training or events.

- Hotel - \$477 plus tax
- Per Diem - \$131
- Registration - \$580 (early Bird on or before Sept. 9)
- Airfare - \$344 to \$468 per person lowest economy

Approximate cost for the travel and conference registration, lodging and per diem is \$1656 per attendee.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – CSDA Conference Schedule of Events
- Attachment 2 – CSDA Conference Complete Brochure

# quick guide

at a glance



## MONDAY, OCTOBER 10

9:00 a.m. - 3:00 p.m.	PRE-CONFERENCE WORKSHOP: Special District Leadership Academy: Governance Foundations
10:00 a.m. Tee Times Begin	CSDA ANNUAL GOLF TOURNAMENT: Coronado Municipal Golf Course
12:00 - 3:45 p.m.	PRE-CONFERENCE WORKSHOP: Communication Strategies for Board Members and General Managers
12:00 - 3:00 p.m.	PRE-CONFERENCE TOUR: Carlsbad Desalination Plant
2:00 - 4:00 p.m.	SPECIAL DISTRICT LEADERSHIP FOUNDATION: Special District Administrator (SDA) Exam
4:00 - 5:00 p.m.	DISTRICT NETWORKS MEETINGS
5:30 - 7:30 p.m.	PRESIDENT'S RECEPTION WITH THE EXHIBITORS

## TUESDAY, OCTOBER 11

7:30 - 8:45 a.m.	CONTINENTAL BREAKFAST WITH THE EXHIBITORS
9:00 - 10:45 a.m.	OPENING KEYNOTE PRESENTATION Ross Shafer "How to Stay Relevant"
11:00 a.m. - 12:00 p.m.	BREAKOUT SESSIONS
12:00 - 1:45 p.m.	LUNCH WITH THE EXHIBITORS
2:00 - 3:15 p.m.	BREAKOUT SESSIONS
3:30 - 4:30 p.m.	BREAKOUT SESSIONS
4:30 - 6:00 p.m.	MIX & MINGLE IN THE EXHIBIT HALL

## WEDNESDAY, OCTOBER 12

8:15 - 9:00 a.m.	SDRMA FULL PLATED BREAKFAST
9:00 - 10:45 a.m.	SDRMA GENERAL SESSION, SAFETY AWARDS, AND KEYNOTE: Kai Kight "Composing Your World"
11:00 a.m. - 4:45 p.m.	SDRMA SAFETY SPECIALIST CERTIFICATE PROGRAM
11:00 a.m. - 12:15 p.m.	BREAKOUT SESSIONS
12:30 - 2:00 p.m.	AWARDS LUNCHEON
2:15 - 3:30 p.m.	BREAKOUT SESSIONS
3:45 - 4:45 p.m.	BREAKOUT SESSIONS
6:00 - 8:00 p.m.	SDLF TASTE OF THE CITY: Oktoberfest

## THURSDAY, OCTOBER 13

8:30 - 10:00 a.m.	BREAKOUT SESSIONS
10:15 a.m. - 12:00 p.m.	CSDA CLOSING BRUNCH: 2016 Legislative Impacts on Special Districts



*"This conference is a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers."*

Joe Barget, SDA  
General Manager





'16 CSDA ANNUAL  
CONFERENCE

San Diego • Oct. 10-13

set sail  
*to San Diego this fall*

## ATTENDEE REGISTRATION

### CSDA Annual Conference and Exhibitor Showcase

*The leadership conference for special districts.*



**California Special  
Districts Association**  
*Districts Stronger Together*



*"The CSDA Conference is the most valuable annual conference of all the ones we attend. If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues, and legislation. Kudos to CSDA for a job well done."*

Kimberly Thorner, SDA  
General Manager



*"The annual conference always gives me something I can use in my role as a board member."*

Michael Seaman  
Director

# set sail

*to an ocean of knowledge*

**The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't miss! Don't be left on shore - this Leader-Ship is about to set sail!**

**Join 800-plus special district professionals and industry experts for a three day, must-attend education and networking extravaganza. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.**

**SDRMA**  
*Credit Incentive Points*



Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase reducing SDRMA member's annual contribution amount.

# top 10 *reasons to attend*

- CSDA'S ANNUAL CONFERENCE HAS A PROVEN RECORD OF PROVIDING SOME OF THE BEST EDUCATION OPPORTUNITIES FOR DISTRICT STAFF AND ELECTED OFFICIALS.
- INTERACT WITH INDUSTRY EXPERTS.
- TIMELY AND RELEVANT SESSION CONTENT.
- TOOLS, TECHNOLOGIES, AND PROCESSES YOU CAN USE IN YOUR DISTRICT.
- BE THE FIRST TO HEAR ABOUT SPECIAL DISTRICT TRENDS.
- GAIN KNOWLEDGE AND INSPIRATION FROM NATIONALLY RECOGNIZED SPEAKERS.
- ATTEND SPECIALIZED WORKSHOPS AND SESSIONS DESIGNED TO ADDRESS YOUR NEEDS.
- MEET ONE-ON-ONE WITH INDUSTRY SUPPLIERS WHO UNDERSTAND YOUR NEEDS.
- NETWORK WITH OTHER ATTENDEES AND INDUSTRY SUPPLIERS.
- MAKE NEW CONTACTS AND MAINTAIN KEY RELATIONSHIPS.
- EARN CREDIT INCENTIVE POINTS FROM THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA).



## *who should attend?*

- BOARD MEMBERS – DIRECTORS AND TRUSTEES
- GENERAL MANAGERS
- FIRE/POLICE CHIEF
- DEPARTMENT MANAGERS AND SUPERVISORS
- ADMINISTRATIVE SUPPORT STAFF
- FINANCE MANAGERS
- BOARD SECRETARIES
- LEGAL COUNSEL
- CONSULTANTS
- SUPPLIERS
- OTHER DISTRICT SUPPORT STAFF



Monday, October 10

# pre-conference

Workshops, golf tournament, tours, and more!

## Pre-conference Workshops

9:00 a.m. – 3:00 p.m.

**SPECIAL DISTRICT LEADERSHIP  
ACADEMY MODULE 1: GOVERNANCE  
FOUNDATIONS - Earn SDRMA CIPs**

\$225 Member, \$340 Non-member  
(pre-registration/payment required)  
As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

12:00 – 3:45 p.m.

**COMMUNICATION STRATEGIES  
FOR BOARD MEMBERS AND  
GENERAL MANAGERS**

*BHI Management Consulting*

\$150 Member, \$225 Non-member

(pre-registration/payment required)  
Communication is the fluid of any organization. This workshop is critical for those districts that know they have organizational challenges and those who know enough to believe that good communication is an absolute best practice. It will deal with the most commonly overlooked, complicated, and difficult areas of public agency communications.

## Golf tournament & Pre-conference Tours

10:00 a.m. - TEE TIMES BEGIN

**CSDA Annual Golf Tournament**  
**CORONADO MUNICIPAL  
GOLF COURSE**

\$95 includes golf cart, lunch, and prizes!  
(pre-registration/payment required)  
Join special district elected officials, staff, and business affiliates at this optional event. Great golf skills are not necessary!  
*Transportation to/from on your own.*



12:00 – 3:00 p.m.

**Pre-Conference Tour**  
**CARLSBAD DESALINATION PLANT**



\$35 per person includes light lunch, tour, and transportation to/from the hotel.

Limited to 45 attendees. Register early!

After three years of construction, the San Diego County Water Authority and Poseidon Water dedicated the Claude "Bud" Lewis

Carlsbad Desalination Plant on Dec. 14, 2015. The

plant is producing approximately 50 million gallons

per day of locally controlled water for San Diego County, helping to minimize the region's vulnerability to statewide drought conditions. It is part of a \$1 billion project that includes the nation's largest and most technologically advanced and energy-efficient treatment plant, a 10-mile large-diameter pipeline and improvements to Water Authority facilities for distributing desalinated seawater throughout San Diego County. The plant meets about seven to 10 percent of the region's water demand – about one third of all the water generated in the county.

**TOUR PARTICIPANTS TAKE NOTE:** Please wear long pants (no capris) and closed-toe, flat, sturdy shoes (no heels allowed) and bring a government issued photo identification. Due to security at the site, you will not be allowed to tour the facility without proper clothing and identification. Personal protective equipment (hard hats, vests and safety glasses) will be provided at the plant.





## SDA Exam & District NetWorks Meetings



2:00 – 4:00 p.m.

**Special District Administrator (SDA) Exam**  
**Special District Leadership Foundation**

*Optional – must be scheduled prior to conference.*

4:00 – 5:00 p.m.

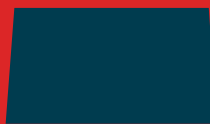
### DISTRICT NETWORKS MEETINGS

Designed by local special district leaders to connect and interact with other leaders from throughout California; come take part in one of our six District NetWorks meetings:

- Northern Network
- Sierra Network
- Bay Area Network
- Coastal Network
- Central Network
- Southern Network

**You're not adrift...no matter where you are in the state, you belong to a district network.** Share challenges, solutions, and opportunities with your neighboring districts. Learn how you can take part in CSDA's grassroots advocacy and public outreach efforts. Take this opportunity to meet your public affairs field coordinator, connect with special district leaders, and grow your network!

While there are plenty of opportunities for relaxation in San Diego, we know you've come for business, and San Diego provides the perfect setting to be inspired. As the only U.S. city to be named a "World Smart City" by National Geographic Channel, San Diego is a destination where attendees can achieve the extraordinary. And, the San Diego/Tijuana region was just recognized by National Geographic Traveler Magazine as one of only 20 "Best of the World" destinations for 2016!



The seven unique meeting regions are just minutes from San Diego International Airport, historic and world-renowned national parks and attractions like Old Town San Diego, Cabrillo National Monument, SeaWorld San Diego, San Diego Zoo and San Diego Zoo Safari Park, LEGOLAND California Resort and the USS Midway Museum, to name a few.

Balboa Park, the nation's largest urban cultural park, is home to 17 museums and performing arts venues. From La Jolla to Mission Bay, to the beautiful inland mountain and desert regions, San Diego has something for everyone.



## '16 CSDA ANNUAL CONFERENCE

### KEYNOTE SPEAKERS



#### TUESDAY

9:00 – 10:45 a.m.

**Opening Keynote  
Presentation: Ross Shafer**

#### HOW TO STAY RELEVANT

Six-time Emmy Award winning comedian and author of 14 human resource training films

on customer service and leadership presents, "How to Stay Relevant." Staying relevant is different from being current. Being "current" is awareness. Learn more on page 8.



#### WEDNESDAY

9:00 – 10:45 a.m.

**Keynote Presentation:  
Kai Knight**

#### COMPOSING YOUR WORLD

*Sponsored by SDRMA*

Kai Knight has a diverse

background that has been fueled by creating and making music. He holds an engineering degree from Stanford University's d. school where he was introduced to the innovative culture of Silicon Valley. Learn more on page 11.



# *conference* **begins** *meet the captain*

MONDAY, OCTOBER 10

5:30 – 7:30 p.m.

## **President's Reception with the Exhibitors**

(ALL REGISTERED ATTENDEES WELCOME)

NAVIGATE YOUR WAY TO THE EXHIBIT HALL AND JOIN US AS WE NETWORK WITH BUSINESS PROFESSIONALS WHO PROVIDE ALL TYPES OF GOODS AND SERVICES TO SPECIAL DISTRICTS. ENJOY APPETIZERS AND REFRESHMENTS AS YOU MEET WITH CSDA BOARD PRESIDENT BILL NELSON, A.K.A. THE CAPTAIN, AND CSDA BOARD MEMBERS FROM AROUND THE STATE.



# 10.11 – 10.13 schedule.

Don't be left on shore - this Leader-Ship is about to set sail!

## TUESDAY, OCTOBER 11

7:30 a.m. – 6:00 p.m.

**Exhibitor Showcase Open**

7:30 – 8:45 a.m.

**Continental Breakfast with the Exhibitors** (Raffle)



9:00 – 10:45 a.m.

**Opening Keynote Presentation:**  
**Ross Shafer**

### **HOW TO STAY RELEVANT**

Six-time Emmy Award winning comedian and author of 14 human resource training films on customer service and leadership presents,

“How to Stay Relevant.” Staying relevant is different from being current. Being “current” is awareness. Relevance is taking action to make sure you matter to your customers, your constituents, and your teams. Schafer has studied different industries to understand relevance and how organizations can heighten theirs and he'll share with you what he's learned.

11:00 a.m. – 12:00 p.m

**CSDA Finance Corporation Board and Annual Meeting**

11:00 a.m. – 12:00 p.m

**Breakout Sessions**

**REQUIRED ETHICS AB 1234 COMPLIANCE TRAINING (PT. 1)**  
*Meyers Nave*

This two-part training covers general ethics principles and state laws related to: personal financial gain by public servants; conflict of interest, bribery and nepotism; gift, travel and mass-mailing restrictions; honoraria; financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Brown Act open meeting law and more. *Must attend both sessions in order to receive your certificate.*

## **ARE YOU WEARING THE RIGHT HAT?**

Successful special districts depend on both board members and staff to know which role they play and carrying that out for the benefit of the district as a whole. The presenter of this session has served as both a board member and staff member and can help you learn more about what role you should be playing in your district and how to avoid “crossing the line.”

## **ACCOUNTING AND FINANCIAL REPORTING UPDATE FOR SPECIAL DISTRICTS**

*Mann, Urrutia, Nelson CPAs & Associates LLP*

The governmental accounting and financial reporting landscape gets more complex each year. This breakout will provide an update of GASB requirements and will provide relevant steps you can take to minimize their impacts on your district.

## **VOTING RIGHTS ACT: WHERE WE'VE BEEN AND WHERE WE'RE GOING**

*Cota Cole LLP*

This breakout will delve into the most recent case law and legislative developments that are impacting how public agencies address voting rights issues. While some introductory explanation of the issue will be provided, the purpose of this presentation will be to provide a thorough analysis of more recent developments.

## **ETHICS, GIFTS IN THE PUBLIC SECTOR, AND FPPC REPORTING OBLIGATIONS**

*Atkinson, Andelson, Loya, Ruud & Romo*

This breakout will cover ethics and conflict of interest requirements, including legal prohibitions and mandated disclosure obligations under California law. Public officials and employees who are required to file Form 700s will find it highly informational.

## **SPECIAL DISTRICT EXECUTIVE RECRUITMENT, EVALUATION, AND COMPENSATION**

*Hanson Bridgett LLP*

Recruiting executives has become increasingly difficult for public agencies. Special districts are constantly filling positions at the executive level but are frequently hindered by limits on compensation, including limits imposed by PEPPRA. We will discuss how to approach executive compensation post-PEPPRA and how to avoid federal tax law traps along the way.



## 2016 PREVAILING WAGE REQUIREMENTS - NEW LAWS, NEW REGULATIONS

*Contractor Compliance and Monitoring, Inc.*

The implementation of SB854 still challenges public agencies. New updates in 2016 and pending legislation may affect which contractors an agency can use on public works projects. Join us for a review of SB 854 obligations and 2016 changes, and to discuss best practices for managing public works and maintenance work under these new rules.



12:00 – 1:45 p.m.

### **Lunch with the Exhibitors**

*Included in conference registration.*

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services and more, our exhibitors have some of the best of what you're looking for!

2:00 – 3:15 p.m.

### **Breakout Sessions**

## REQUIRED ETHICS AB1234 COMPLIANCE TRAINING (PT. 2)

*Meyers Nave*

This two-part training covers general ethics principles and state laws related to: personal financial gain by public servants; conflict of interest, bribery and nepotism; gift, travel and mass-mailing restrictions; honoraria; financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Political Reform Act; the Brown Act open meeting law and the California Public Records Act. *Must attend both sessions in order to receive your certificate.*

## STRETCHING COMMUNITY DOLLARS TO BUILD FOR THE FUTURE

*Institute for Local Government*

Local elected officials have a unique and important role in the development, resilience, and success of their communities. Collaborations in the form of shared services, staffing, joint use, and planning yield results greater than any one single agency could achieve on its own. Learn from local leaders about best practices and lessons learned in building and furthering collaborations.

## PAYING FOR CAPITAL PROJECTS: KEY CONSIDERATIONS FOR UTILIZING DEBT

*CSDA Finance Corporation*

If your district is considering using debt to fund all or part of a mission-critical capital project, knowing how to prepare to incur long-term indebtedness is critical. Join consultants from the CSDA Finance Corporation to learn about financing strategies and how to achieve the best terms and interest rates for your district.

## THE BOARD AND POLICY MAKING - GETTING CLEAR ON THE ROLES

*BHI Management Consulting*

The prime role for the board is to make/clarify or improve the policy of your agencies. This breakout is meant for all board members, at any level of service, to consider the critical nature and importance of the practice of policy-making.

## COME HELL OR HIGH WATER: FUNDING CONSERVATION, FLOOD CONTROL, AND STORMWATER

*Best Best & Krieger LLP*

This presentation will address potential solutions to structuring tiered water rates in light of recent court decisions; and options for funding discounts for low income water, sewer, and solid waste service customers, and stormwater and flood control services.

## TAKING CHARGE OF YOUR NEWS COVERAGE: TIPS AND TRICKS FOR MAKING THE MOST OF YOUR MEDIA INTERACTIONS

*Communication Advantage*

Be sure to attend this session designed to help district officials unravel one of the greatest mysteries of public service: How to say just the right thing, at the right time, when the news media knock on the door (or telephone or website or twitter feed).

## STRATEGIES FOR DEALING WITH A TOXIC WORKPLACE

*Placer County Water Agency*

A dysfunctional or "toxic" workplace is often characterized by poor communication, lack of trust, gossip and cynicism, blame and scapegoating, and negativity. This interactive session will provide attendees with a checklist that can be used to determine whether your workplace is in fact toxic, and will share effective strategies to clean up the toxins and rejuvenate the organization.



*"I thought the CSDA conference was a great blend of sessions developed to assist our industries and their needs as well as great keynote speakers who were particularly motivating and inspiring to help us breathe new life into our own positions, and to help our office staff do the same."*

Sheryl Landrum  
District Manager

3:30 – 4:30 p.m.

**Breakout Sessions****UH-OH! HOW TO STEER THE SHIP BACK TO SAFETY IN EMERGENCY SITUATIONS***Meyers Nave*

Natural disasters, political dramas, personnel issues, and capital projects gone awry are just some possibilities that could plunge a district into emergency mode. We'll provide the tools to navigate these crises with composure, in both short and long terms.

**REV UP YOUR REVENUE: A HOW-TO-DO-IT OVERVIEW FOR SPECIAL DISTRICTS WITH REVENUE NEEDS***SCI Consulting Group*

An overview of current available revenue mechanisms, including special taxes, benefit assessments, fees and charges, and grants. Associated public opinion polling and community outreach will also be presented.

**OPEB AND PENSION STRATEGIES: UNLOCKING THE POWER OF PRE-FUNDING PARS**

This breakout will address the latest funding strategies and trends to reduce both OPEB and pension liabilities. Presenters will cover: how to reduce retiree health care obligations, pre-funding liabilities, benefit and funding strategies, and options to lower pension liabilities and improve net pension liabilities (GASB 68).

**SPECIAL DISTRICT REORGANIZATION: WHAT DOES IT MEAN, WHAT ARE THE OPTIONS, AND HOW DO WE PREPARE?***Kampa Community Solutions*

Districts are expected to have the expertise to provide the basic services for which they were formed. But what if you can't afford providing services at a level that meets all laws and standards? Presenters will cover a checklist of items for consideration to avoid potential major operational and financial pitfalls associated with consolidation.

**CARLSBAD SEAWATER DESALINATION PROJECT: COLLABORATIVE SOLUTIONS***Panel Discussion*

The Carlsbad Seawater Desalination Project is the nation's largest and most technologically advanced and energy-efficient seawater desalination plant. Completed in December 2015, this \$1 billion project provides a drought-proof, locally controlled water supply to 400,000 people in San Diego County. The project was built as a public/private partnership that included the Water Authority, Poseidon Resources, and IDE Technologies. This session will include a panel of partners to discuss the collaboration necessary on the long road to permit the plant, and the process to design and fund the facility, the water purchase agreement that ensures regional delivery of the water, and day-to-day operations.

**CHAIRING AND MANAGING EFFECTIVE PUBLIC MEETINGS***Colantuono Highsmith**Whatley PC*

Dread the thought of chairing or attending another meeting? This breakout will help you make board, public, staff, and just about any meeting more constructive. It will provide techniques and tips for effective meetings.

**DESIGN-BUILD DELIVERY UNDER NEW CALIFORNIA LAW***Atkinson, Andelson, Loya, Ruud & Romo*

The law has been revised in the past several months to allow, under certain conditions, local agencies to contract using the design-build method. This breakout will educate on the design-build delivery method and the qualifications and legal requirements to implementing such a project in the state of California.

**Mix & Mingle in the Exhibit Hall****TUESDAY, OCTOBER 11**

4:30 – 6:00 p.m.

*Grand Prize Drawings*

Drop anchor and connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go ashore for dinner in San Diego. Be sure to enter for one more chance to win one of our fabulous prizes!



## WEDNESDAY, OCTOBER 12



8:15 – 9:00 a.m.

**SDRMA Sponsored Full Plated Breakfast***All registered attendees and exhibitors welcome.*

WEDNESDAY

9:00 – 10:45 a.m.

**Keynote Presentation:****Kai Knight****COMPOSING YOUR WORLD***Sponsored by SDRMA***KAI KNIGHT****COMPOSING YOUR WORLD**

Kai Knight has a diverse background that has been fueled by creating and making music. He holds an engineering degree from Stanford University's d. school where he was introduced to the innovative culture of Silicon Valley. Kai began playing the violin when he was three years old, was classically trained, and studied under the concertmaster of Kennedy Center Opera House Orchestra. His music has brought him to perform in venues such as the White House and the Great Wall of China.

Why do some people just play notes they are handed while others write new music in the world? In his captivating presentation, violinist Kai Knight will tackle this question, perform original music, and share the inspiring story of how he became an innovative composer in a field of conformity. This session will leave you feeling inspired to take your future into your own hands and bring your unique ideas forward.

11:00 a.m. – 4:45 p.m.

**SDRMA Safety Specialist Certificate Program***Lapidus Safety Consulting*

This session will identify the critical elements that compromise a safety plan. Identifying key components of the Injury, Illness Prevention Plan (IIPP), Cal/OSHA guidelines, and best practices of safety management to help your agency stay safe. Participants will receive a General Safety Certificate and earn CIP points for their agency. *SDRMA members only.*

11:00 a.m. – 12:15 p.m.

**Breakout Sessions****BECOME THE OFFICE COACH - COACHING FOR PERFORMANCE***CPS HR Consulting*

The three keys to successful leadership are knowing your people, getting results, and establishing a positive work environment. Coaching is the leadership competency that creates development within all three keys. This breakout will explore the coaching process and how you can move people into higher levels of performance using coaching.

**2016 FAIR EMPLOYMENT AND HOUSING ACT (FEHA) UPDATES***Special District Risk Management Authority (SDRMA)*

Effective on April 1, 2016 the Department of Fair Employment and Housing (DFEH) issued the new regulations to the Fair Employment and Housing Act (FEHA). The session will identify the updated "employer" duties to take "reasonable" steps to prevent and correct discrimination and harassment in the workplace. We will discuss the new law and its effect on gender identity, gender expression, and transgender status, which are expressly protected in the workplace.

**REQUIRED AB 1825 SEXUAL HARASSMENT PREVENTION FOR STAFF AND ELECTED OFFICIALS (PT. 1)***Burke Williams Sorensen*

AB 1825 makes sexual harassment prevention training mandatory for supervisory employees of special districts and other organizations. This legislation requires employers to ensure that all managers/supervisory employees receive at least two hours of sexual harassment prevention training every two years. Receive your AB 1825 compliance training for special districts with this breakout. *Must attend both sessions in order to receive your certificate.*

**LET THE SUN SHINE IN: BROWN ACT UPDATE***Atkinson, Andelson, Loya, Ruud & Romo*

This session will educate on the legal requirements and procedures to ensure public business is conducted in full compliance with California's transparency laws. Attendees will learn the Brown Act's requirements concerning agendas, meeting procedures, public participation, and permissible closed session exceptions.

**AND NOT A DROP TO DRINK: OPTIONS AND OBLIGATIONS FOR HANDLING CALIFORNIA DROUGHT***Hanson Bridgett LLP*

Drought continues to hound California water agencies, despite the recent rains. With the drought have come state mandated regulations, as well as increased pressure on agencies' financial modeling. We will discuss agencies' obligations under the drought regulations and the options that are available for recovering costs in light of the limits imposed by Proposition 218.

**INNOVATIVE STRATEGIES AND SOLUTIONS THROUGH COLLABORATION***Panel Discussion*

Although service area maps clearly define service boundaries, agency leaders can collaborate and use contractual agreements to create solutions that improve service, share costs and infrastructure, and create progressive projects that might otherwise not be achievable. Attend this session to learn about techniques others have used to improve collaboration and take away ideas you can incorporate into your own district.



## BUILDING CONSENSUS FOR CORE PRIORITIES: CRITICAL ACTION YOUR BOARD SHOULD TAKE

*Rauch Communication Consultants, Inc.*

Whether you call it identifying priorities, building consensus, or strategic planning, building consensus for core priorities is a critical action to move your district from good to great. This will help you to overcome key challenges and take advantage of important opportunities.



12:30 – 2:00 p.m.

### **CSDA Annual Awards Luncheon**

*All registered attendees and exhibitors welcome.*

Recognize and celebrate your peers. Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, the prestigious William Hollingsworth Award of Excellence, Special District Leadership Foundation (SDLF) Awards, and more!

#### *CSDA Recognizes the Best Among Special Districts*

Do you have a board member, staff member, local chapter or program that you feel deserves recognition?

Each year, CSDA presents various awards during the conference. There are a number of different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations.

Visit the Awards section of our conference website at [conference.csdanet.net](http://conference.csdanet.net) for more information.

#### *CSDA Awards Luncheon*

*Guest Only, without a conference registration: \$45*

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe at 877.924.2732 or by email at [charlottel@csdanet.net](mailto:charlottel@csdanet.net).

Deadline for submissions is Friday, July 22, 2016. All applicants will be notified prior to the Annual Conference as to the winner.

2:15 – 3:30 p.m.

### **Breakout Sessions**

#### **PREVENTING EMPLOYEE DISHONESTY CLAIMS/BEST PRACTICES**

*Special District Risk Management Authority (SDRMA)*

This session will identify and discuss steps that a board can implement to prevent and mitigate employee dishonesty/embezzlement losses. Reviewing recently published Grand Jury reports provides specific examples of how employees were able to circumvent agency policy to embezzle district funds and also identifies misuse of district property.

#### **MORE OPEN AND PUBLIC? RECENT DEVELOPMENTS IN THE CALIFORNIA PUBLIC RECORDS ACT**

*Burke Williams Sorenson*

Between the Legislature and the courts, 2016 has been a significant year for new laws and decisions affecting the scope and application of the California Public Records Act. This breakout will address recent updates to the law.

#### **HOW QUALITY STANDARDS CAN RE-INVENT GOVERNMENT**

*CPS HR Consulting*

A quiet revolution in government management has begun, with a goal of reinventing the value proposition of government. This breakout will discuss the revolution, which is based on the universal adoption of an intriguingly simple set of auditable quality standards that provide a uniform and objective means of measuring delivered efficiency, effectiveness, and value in all government offices and agencies everywhere.

#### **REQUIRED AB 1825 SEXUAL HARASSMENT PREVENTION FOR STAFF AND ELECTED OFFICIALS (PT. 2)**

*Burke Williams Sorensen*

AB 1825 makes sexual harassment prevention training mandatory for supervisory employees of special districts and other organizations. This legislation requires employers to ensure that all managers/supervisory employees receive at least two hours of sexual harassment prevention training every two years. Receive your AB 1825 compliance training for special districts with this breakout. Must attend both sessions in order to receive your certificate.

#### **BUSINESS CONTRACT PROVISIONS THAT PROTECT YOUR DISTRICT**

*Liebert Cassidy Whitmore*

Nothing is wrong with your vendor contract until the unexpected happens. Districts will receive pointers to avoid problems with vendor contracts using real life examples, including “must-have” provisions and how to proceed when vendors want you to sign confusing contract forms.



## NAVIGATING THE CALPERS AUDIT

*Best Best & Krieger*

This presentation will discuss the most common compliance issues that lead to an audit finding and how an agency can address those issues to minimize the impact of an audit. In addition, we'll discuss the risk factors that make an agency more likely than not to be selected for a CalPERS audit. Finally, we'll walk you through the audit process and discuss the purpose and target of each phase of an audit.

## MASTERING GOOD GOVERNANCE

*Rauch Communication Consultants*

This interactive session full of examples and real world ideas will help you streamline and update how your board operates. Gain ideas on how to make board meetings more effective, interesting, and meaningful. Learn how to evaluate whether to have committee meetings and, if so, how to structure them. Get tips on how to ensure your board is focusing on the right information and issues and providing clear policy direction to the manager.

3:45 – 4:45 p.m.

### Breakout Sessions

## LET'S GET DIGITAL – ELECTRONIC RECORDS MANAGEMENT

*Laserfiche*

Today's special districts have more information than ever, and it is a challenge to effectively manage warehouses full of documents. That's why many special districts are turning to electronic records management for relief. Join us to learn more about the fundamentals and best practices of establishing an electronic records management strategy.

## WORKERS' COMPENSATION CLAIMS – WHAT'S AN EMPLOYER TO DO?

*Special District Risk Management Authority (SDRMA)*

Understanding the workers' compensation claims process and the responsibilities of both the employer and employee is critical in the claims process. This session will discuss and provide examples of the employer's role in managing a work-related injury. The primary goal of a successful claim is returning the employee to work. What steps are necessary to accomplish this goal? What is the injured employee's role in the claim process? These and many other questions will be answered.

## ON-BOARDING THE BOARD

*BHI Management Consulting*

When a new board member starts their service in a district, it always presents a unique opportunity to "on-board" them properly. This breakout will provide attendees with information on how to do just that.

## BIDDING PROCEDURES AND BID PROTESTS

*Liebert Cassidy Whitmore*

This breakout will provide an overview of the bidding process, including statutory authority, bidding procedures and considerations, and responsiveness vs. responsibility. Using specific examples, this session will also provide best practices for special districts to avoid a bid protest and how to properly handle a bid protest if one occurs.

## R.E.S.P.E.C.T.: COMMUNICATING YOUR DISTRICT'S VALUE

*Panel Discussion*

District officials and staff seek guidance on how to create strategic communications and outreach programs that are effective in educating their customers. A panel will share success stories and best practices on identifying customer segments and their motivational factors, crafting tailored messages, and coordinating programs that deliver intended communications to customers in a way that builds trust and motivates action.

## EVERYTHING YOU NEED TO KNOW ABOUT ONLINE COMPLIANCE

*Streamline*

CSDA Legislative Representative Dillon Gibbons and the folks at Streamline, who brought CSDA members the free SB 272 compliance tool, will go over everything special districts need to know about online compliance—even for those without a website. They'll touch on federal and state requirements, go over the Freedom of Information and Public Records Acts, and discuss transparency best practices. The presenters will also give an update on pending legislation that affects districts. Attendees will leave with comprehensive handouts detailing each requirement to help them with compliance.

## DRONES IN YOUR DISTRICT: TECHNOLOGY, EXISTING LAW, AND PRIVACY CONCERNS

*Meyers Nave*

Unmanned aerial vehicles, commonly known as drones - are creating challenges for state and local governments. This session will explore new and proposed drone legislation and the developing dialogue about surveillance, voyeurism, and privacy rights.



6:00 – 8:00 p.m.

**Special District Leadership Foundation (SDLF)  
Taste of the City**

**OKTOBERFEST CELEBRATION**

*See next page...*



# Oktoberfest

Wednesday 10.13 | 6:00 – 8:00 p.m.

Special District Leadership Foundation  
**Taste of the City  
Oktoberfest Celebration**

Join us for an evening of all things  
Oktoberfest: beer, brats, and even a  
Bavarian beer garden band!

**This party has a purpose.** Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships. A special wine raffle will also be held at 7:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!

*All registered attendees and exhibitors welcome.  
Member guest: \$60 Non-member guest: \$90*



**SPECIAL DISTRICT  
LEADERSHIP FOUNDATION**

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority. For more information visit [www.sdlf.org](http://www.sdlf.org).



**THURSDAY, OCTOBER 13**

8:30 – 10:00 a.m.

**Breakout Sessions****CHAPTER ROUNDTABLE DISCUSSION**

Join the annual roundtable gathering of CSDA's affiliated chapters. CSDA board members and CSDA affiliated chapter officers will come together from throughout the state to share an update on the state of the chapters, discuss best practices, and deliberate the latest issues and opportunities facing the membership. Learn more about the local leadership at work within the special districts community and how participating in a CSDA affiliated chapter can benefit your district and your region. All attendees welcome.

**CEQA: WHAT SPECIAL DISTRICTS NEED TO KNOW IN 2016 AND BEYOND**

*Best Best & Krieger LLP and Albert A. Webb Associates*

Special district actions must comply with fast-changing CEQA law. This panel addresses recent legislation and litigation, and will touch upon GHGs, AB 52, special events, water issues, and much more.

**THE ETHICAL MAZE OF ELECTED OFFICE**

*Liebert Cassidy Whitmore*

California law includes an endless and varied array of ethics and related laws that affect elected leaders. This breakout will address these laws so that staff can educate the elected official concerning easily-violated ethical standards.

**ENHANCED INFRASTRUCTURE FINANCING DISTRICTS - SHOULD SPECIAL DISTRICTS JOIN THE PARTY?**

*Kosmont Companies*

Welcome to the post-RDA world of economic development. With a dozen new statutes geared toward directing how public agencies can attract private investment and jobs, it's time to figure out how to make it work for special districts.



10:15 a.m. – 12:00 p.m.

**Closing Brunch****2016 LEGISLATIVE IMPACTS ON SPECIAL DISTRICTS**

Kyle Packham



Christina Lokke



Dillon Gibbons



Jimmy MacDonald

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the most significant state budget and legislative issues impacting special districts in 2016, as well as a sneak peak of what to expect in 2017.

This year included major proposals affecting special district governance and reporting, as well as how your district contracts for the design and construction of vital infrastructure. Get all the latest legislative results and learn what they mean for special districts going forward.

12:00 p.m.

**Time to disembark.**

*"Everything went great. The breakout sessions were so informative and the speakers very helpful and willing to find info on any questions they couldn't immediately answer. The hotel was very comfy and the staff - hotel and conference alike - were very attentive."*

Crystal Smith  
Director





'16 CSDA ANNUAL  
CONFERENCE



## Hotel and location

**Sheraton San Diego Hotel and Marina**  
**1380 Harbor Island Drive**  
**San Diego, CA 92101**

Room reservations are available at the Sheraton San Diego Hotel & Marina at the CSDA rate of \$159 plus tax single or double occupancy, which includes complimentary guestroom internet access. Call 877.734.2726 and ask for the California Special Districts Association rate. The first night room and tax becomes non-refundable if a reservation is cancelled after the cut-off date of Monday, September 19 at 5:00 p.m.



*your*  
**cabin**





## Ready for every wave.

SDRMA offers a seamless extension of balance and agility. For 30 years, we've been helping California public agencies ride the changing waves of risk. Whatever the emerging trend or ongoing exposure, our unique combination of world-class consulting and technical experts stands superior on our members' behalf.

We serve as a single resource for all your coverage protection and risk-management needs. Visit our website at [www.sdrma.org](http://www.sdrma.org) or call us at **800.537.7790** to learn more about our Workers' Compensation, Property/Liability and Health Benefits Programs.



# quick guide

at a glance



## MONDAY, OCTOBER 10

9:00 a.m. - 3:00 p.m.	<b>PRE-CONFERENCE WORKSHOP:</b> Special District Leadership Academy: Governance Foundations
10:00 a.m. Tee Times Begin	<b>CSDA ANNUAL GOLF TOURNAMENT:</b> Coronado Municipal Golf Course
12:00 - 3:45 p.m.	<b>PRE-CONFERENCE WORKSHOP:</b> Communication Strategies for Board Members and General Managers
12:00 - 3:00 p.m.	<b>PRE-CONFERENCE TOUR:</b> Carlsbad Desalination Plant
2:00 - 4:00 p.m.	<b>SPECIAL DISTRICT LEADERSHIP FOUNDATION:</b> Special District Administrator (SDA) Exam
4:00 - 5:00 p.m.	<b>DISTRICT NETWORKS MEETINGS</b>
5:30 - 7:30 p.m.	<b>PRESIDENT'S RECEPTION WITH THE EXHIBITORS</b>

## TUESDAY, OCTOBER 11

7:30 - 8:45 a.m.	<b>CONTINENTAL BREAKFAST WITH THE EXHIBITORS</b>
9:00 - 10:45 a.m.	<b>OPENING KEYNOTE PRESENTATION:</b> Ross Shafer "How to Stay Relevant"
11:00 a.m. - 12:00 p.m.	<b>BREAKOUT SESSIONS</b>
12:00 - 1:45 p.m.	<b>LUNCH WITH THE EXHIBITORS</b>
2:00 - 3:15 p.m.	<b>BREAKOUT SESSIONS</b>
3:30 - 4:30 p.m.	<b>BREAKOUT SESSIONS</b>
4:30 - 6:00 p.m.	<b>MIX &amp; MINGLE IN THE EXHIBIT HALL</b>

## WEDNESDAY, OCTOBER 12

8:15 - 9:00 a.m.	<b>SDRMA FULL PLATED BREAKFAST</b>
9:00 - 10:45 a.m.	<b>SDRMA GENERAL SESSION/SAFETY AWARDS/KEYNOTE:</b> Kai Kight "Composing Your World"
11:00 a.m. - 4:45 p.m.	<b>SDRMA SAFETY SPECIALIST CERTIFICATE PROGRAM</b>
11:00 a.m. - 12:15 p.m.	<b>BREAKOUT SESSIONS</b>
12:30 - 2:00 p.m.	<b>AWARDS LUNCHEON</b>
2:15 - 3:30 p.m.	<b>BREAKOUT SESSIONS</b>
3:45 - 4:45 p.m.	<b>BREAKOUT SESSIONS</b>
6:00 - 8:00 p.m.	<b>SDLF TASTE OF THE CITY:</b> Oktoberfest

## THURSDAY, OCTOBER 13

8:30 - 10:00 a.m.	<b>BREAKOUT SESSIONS</b>
10:15 a.m. - 12:00 p.m.	<b>CSDA CLOSING BRUNCH:</b> 2016 Legislative Impacts on Special Districts



*"This conference is a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers."*

Joe Barget, SDA  
General Manager



# 2016 Conference ATTENDEE REGISTRATION FORM

one form per attendee, please print



## Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net)
2. FAX your registration form to 916.520.2465. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

## Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net) or call toll-free 877.924.2732.

## Full conference registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Brunch on Thursday

Name:		Title:	
District:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email:	Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Emergency Contact:		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
<b>Conference Registration Fees</b>		<b>Early Bird (on or before Sept. 9)</b>	<b>Regular (after Sept. 9)</b>
<input type="checkbox"/> CSDA Member - Full Conference		\$580.00	\$630.00
<input type="checkbox"/> Non-member - Full Conference		\$870.00	\$945.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$275.00	\$315.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$275.00 each day	\$290.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$415.00 each day	\$435.00 each day
<b>Separate Registration Fees</b>		<b>Member</b>	<b>Non-member</b>
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Oct. 10		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: Communication Strategies for Board and Managers - Oct. 10		\$150.00	\$225.00
<input type="checkbox"/> Tour: Carlsbad Desalination Plant - Oct. 10		\$ 35.00 (includes transportation/lunch) (limited to 45 attendees)	
<input type="checkbox"/> CSDA Annual Golf Tournament - Oct. 10		\$ 95.00 (includes lunch)	
<input type="checkbox"/> SDRMA Safety Specialist Certificate Program - Oct. 12		No cost (SDRMA Members Only)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Oct. 12		\$ 45.00	
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Oct. 12		\$ 60.00 CSDA Member Guest	\$ 90.00 Non-member Guest
		<b>TOTAL</b>	
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA not later than Friday, September 16, 2016. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 16, 2016. Substitutions are acceptable and must be done in writing no later than September 23, 2016. Please submit any cancellation notice or substitution request to [lindseys@csda.net](mailto:lindseys@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.



**California Special Districts Association**

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**'16 CSDA ANNUAL  
CONFERENCE**

**San Diego • Oct. 10-13**



*"This conference gave me insight and solutions to issues that my district is seeking to overcome. I have taken the experience back to my fellow board members in the expectation that what I gained by this conference will help us all to serve our community better."*

Al Morrissette  
Director



# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.6**                      **Distribution of the Annual Board Self-Evaluation**

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

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

### **Recommendation:**

Staff recommends that the Board review, discuss and take public comment regarding the Annual Board Self-Evaluation.

### **Discussion:**

At the March 2, 2016 Board meeting, the Directors approved the modification to the Board of Director's Policy Manual by adding Part 11, Annual Board Self Evaluation. The new policy provides the Directors with a tool to assess its own performance as a board in order to help identify strengths and areas in which it may improve function.

At tonight's meeting, the evaluation worksheet is being distributed to each of the Director's for completion. Once completed, they shall be returned to the Board Secretary for compilation.

The worksheets are being distributed in unsealed envelopes marked confidential. They must be returned to the Secretary in the same envelopes, sealed, on or before the August 3, 2016 Regular Board Meeting.

The evaluation topic will be included on the agenda at the September 7, 2016 meeting for review, discussion and any appropriate action.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Board Self-Evaluation Policy & Procedure
- Attachment 2 – Self-Evaluation Worksheet

## **PART 11 -- ANNUAL BOARD SELF-EVALUATION**

**Rule 11-1: POLICY** - The Board is committed to assessing its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

**Rule 11-2: PROCEDURE** – The Board has established the following procedure for self-evaluation:

- Annually, the Board shall conduct a self-evaluation utilizing the approved assessment form.
- The Board Secretary will distribute the assessment form to all Board members at the first meeting in July each year.
- The completed assessment forms shall be returned to the Secretary of the Board at or before the August meeting.
- The Secretary of the Board shall compile a summary of the results of the assessment which will be distributed at the September meeting and included as an agenda item for review, discussion and appropriate action.

**Rule 11-3: EVALUATIONS** – The evaluation instrument shall incorporate criteria contained in this Board Policy Manual regarding structure, ethics, policies and procedures. The Self-Evaluation Worksheet can be found as Attachment B in this document.

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

Use the following scale, while thinking specifically about **YOU**

1 = Not Sure   2 = Not Satisfied   3 = Somewhat Satisfied   4 = Satisfied   5 = Very Satisfied  
Circle the number that most accurately describes your perception for each item.

**DO YOU or ARE YOU:**

Understand the vision and mission of the McKinleyville Community Services District?	1	2	3	4	5
Support the vision and mission of MCSD?	1	2	3	4	5
Have a good working relationship with the other Board Members?	1	2	3	4	5
Have a good working relationship with the General Manager?	1	2	3	4	5
Knowledgeable about MCSD's major programs and services?	1	2	3	4	5
Follow trends and important developments in the industries and services that MCSD provides?	1	2	3	4	5
Read and understand MCSD's financial statements?	1	2	3	4	5
Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?	1	2	3	4	5
While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?	1	2	3	4	5

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

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

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

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

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

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

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

ADDITIONAL COMMENTS:

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Consider Approving Request for Proposal (RFP) to design, manage and inspect recoating project for Cochran 1.5 million gallon water tank.**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the Cochran Tank Recoating Project, take public comment and consider awarding the services contract to Oscar Larson & Associates, authorize the General Manager to execute a professional services agreement not to exceed \$39,000, with a 10% (\$3,900) contingency totaling \$42,900, direct staff with the aid of the consultant to prepare bids and advertise at the earliest possible date. The returned bids for recoating will be brought to the Board for consideration and award.

### **Discussion:**

After reviewing all the proposals, staff recommends that Oscar Larson & Associates be awarded the Service Contract. They have completed a number of similar projects in our area with good results including the Districts Norton Tank Recoating Project in 2012.

The District Capital Improvement budget has the Cochran Road 1.5 million gallon water tank scheduled for repainting in fiscal year 2016/17. The tank was constructed in 1989 and still has the original paint. The tank is scheduled to have the interior sandblasted to white metal, primed and repainted and the exterior will be spot blasted, sanded and a topcoat applied. In order to accomplish this task the District should retain the services of an engineering firm to prepare the bid documents and oversee the completion of the project. To that end staff solicited Requests for Proposal from four local engineering firms for their interest to accomplish this task. We received proposals from GHD, Oscar Larson, and LACO. We are very appreciative of all the proposals and are confident that all the firms would perform this project capably and professionally. The bid results are as follows:

GHD - \$64,880  
Oscar Larson - \$39,000  
Laco and Associates - \$27,250

Although Oscar Larson did not submit the lowest proposal, they were however the most experienced. Basically, this is a time and materials contract once the bid documents are prepared and the contract is awarded. The amount of time the Painting Contractor takes to complete the specified work directly affects the consultant's costs for construction management and inspection. With the weather always an unknown factor a local firm can work around the weather more easily than out of the area folks. A critical issue in the inspection process is the humidity and temperature when applying the prime coat after the blast and the actual painting. It is extremely important the blast and priming process be observed, monitored and recorded. The painting process is only as good as the prime and moisture conditions will allow.

Due to the time it will take to prepare bid documents, advertise and award a painting contract, we may need to schedule this project in late summer, early spring. Due to on peak pump requirements and seasonality we are limited to short windows to accomplish this project. Environmental concerns in this area regarding temperature and humidity are critical factors in priming and painting.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take no action, defer painting of the tank and risk damage to its structural integrity

**Fiscal Analysis:**

The current budget has \$350,000 allocated for the services agreement and tank painting. The cost of the service contract is \$ \$39,000 leaving \$311,000 for inspector and to recoat the tank. We will have a firm cost of the tank-painting portion when the bids are received.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Oscar Larson and Associates Proposed Budget

**McKinleyville Community Services District**  
**Cochran Road 1.5 MG Tank Recoating**

**Estimated Man-hours and Proposed Budget**

Task	Senior Engineer	Staff Engineer	QA/QC	Drafting	Clerical	Total Labor \$	Expenses + Comm Fee 10% \$	Total \$
	Hours	Hours	Hours	Hours	Hours			
	\$170	\$130	\$170	\$90	\$70			
<b>1 Project Management</b>								
Management of Project	5				5	\$ 1,200	\$ 120	\$ 1,320
Scheduling	1				1	\$ 240	\$ 24	\$ 264
Quality Assurance/Quality Control	1	4	2			\$ 1,030	\$ 103	\$ 1,133
Project Documentation and Files	2				8	\$ 900	\$ 90	\$ 990
District Board Meetings (2)	4					\$ 680	\$ 68	\$ 748
<b>2 Design Development</b>								
Meeting with District Staff/Site Visit	2	2				\$ 600	\$ 60	\$ 660
Meeting Summary	2				1	\$ 410	\$ 41	\$ 451
<b>3 Prepare Plans</b>								
90% Plans + Submittal	1	2		8		\$ 1,150	\$ 115	\$ 1,265
Final Plans	1	2		4	4	\$ 1,070	\$ 107	\$ 1,177
<b>4 Prepare Specs</b>								
90% Draft + Submittal	4	16			8	\$ 3,320	\$ 332	\$ 3,652
Final Specs	2	8	1		8	\$ 2,110	\$ 211	\$ 2,321
<b>5 Bidding Assistance</b>								
Engineer's Opinion of Probable Costs	1	4			1	\$ 760	\$ 76	\$ 836
Pre-bid Meeting & Meeting Minutes	2	4			2	\$ 1,000	\$ 100	\$ 1,100
RFC Response and Addenda (Allowance)	2	4			2	\$ 1,000	\$ 100	\$ 1,100
Bid Opening and Analysis	2	2				\$ 600	\$ 60	\$ 660
<b>6 Construction Engineering</b>								
Submittals	1	16		8	4	\$ 3,250	\$ 325	\$ 3,575
Observation, Weekly Meetings, Daily Reports	1	60			4	\$ 8,250	\$ 825	\$ 9,075
Coating Inspection Coordination	5					\$ 850	\$ 85	\$ 935
Pay Requests	1	16		8	4	\$ 3,250	\$ 325	\$ 3,575
Reporting	6				2	\$ 1,160	\$ 116	\$ 1,276
Change Orders (Allowance)	2	2			1	\$ 670	\$ 67	\$ 737
Project Closeout	2	8			2	\$ 1,520	\$ 152	\$ 1,672
<b>Total</b>	50	150	3	28	57	\$ 35,020	\$ 3,502	\$ 38,522
<b>Budget Estimate - Rounded Up</b>								\$ 39,000



**Oscar Larson & Associates**  
 Engineering • Planning • Construction Management



## **McKinleyville Community Services District**

### **BOARD OF DIRECTORS**

July 6, 2016

TYPE OF ITEM: **INFORMATION**

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

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

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

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

The District has deposited \$620,271.18 to date into the Trust Account for reserves recovery as of May 31, 2016.

The District has \$180,836.34 to date in the Trust Account for the next Biosolids Disposal project. The June payments for both of these accounts will be postponed until July to keep the year-end balance in Accounts Payable accurate.

Audit Update: The first round of confirmations and General Ledger information (through May 31) has been provided to our auditor. Fixed asset information is being reviewed by Scott Gordon of Jackson & Eklund. Operations has completed the year-end inventory. The GASB 68 reports made available by CalPERS are being reviewed by Larry Wood of Jackson & Eklund.

Treasurer's Report Highlights: Water Fund capacity fees collected during May bring the total up to \$85,818. Wastewater Fund capacity fees now total \$169,782 year-to-date. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report.

Actual and Target reserve balances for the end of Fiscal Year 2015-16 will be calculated when June 2016 financials are closed. A draft amount and new graph will be available on next month's Treasurer's Report.

### **OTHER UPDATES**

The third disbursement request to the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility is being prepared. The second request is being processed for payment. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

The next actuarial study for GASB 45 compliance has been started with Total Compensation Systems. GASB 45 deals with the calculation of other post-employment benefit (OPEB) liabilities.

The next scheduled, Board-approved increase in waste-water rates is effective July 1, 2016. Water base rates are not scheduled to change until January 2017, but the pass-through rate from Humboldt Bay Municipal Water District has increased from \$1.39 per unit to \$1.54. This may be adjusted slightly after HBMWD's Board approves their operating budget for FY2016-17.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 7, 2016

TYPE OF ITEM: **INFORMATION**

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

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 36.6 million gallons of water in May.  
Six water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.

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

Annual routine testing was conducted in Routes 9 and 11 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

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

The maximum water usage day was 1.5 million gallons and the average usage per day was 1.2 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1, 2, 3, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. One water service line leak was repaired on Murray Road and another on Edeline Road. Both leaks were due to bad crimps in the pipe. A fire Hydrant was replaced at the intersection of Winchester and Barnett due to being struck by a car.

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

The water tanks were pressure washed as part of the annual maintenance. This is done to remove dirt and debris off the metal tanks and to prevent wood rotting on the redwood tanks. The pipes at the North Bank Station were pressure washed and painted. The oil was changed in the North bank pumps as per the manufactures recommendations. The altitude pits were cleaned at the Norton and Cochran sites along with washing the piping. Expansion joints were inspected at all stations as part of the annual maintenance. Each joint is checked for tears or cracks and replaced if needed.

As of July 2014, the District is required to submit a Public Water Monthly Monitoring Report to compare water usage to last year's usage in the same month. I will keep the Board updated each month using the Table below.

### **Water Usage Comparison in Million Gallons**

	<b>2013</b>	<b>2015</b>	<b>% Reduction</b>	<b>2015 Recycled</b>	<b>R- GPCD</b>
<b>April</b>	39.755	33.238	16	0	52
<b>May</b>	49.407	38.200	23	15.1	57
<b>June</b>	51.337	41.847	19	15.6	64
<b>July</b>	54.757	44.946	18	11.7	69
<b>August</b>	55.908	41.747	25	16.1	61
<b>September</b>	45.702	41.670	9	15.7	69
<b>October</b>	39.439	37.320	6	12.3	59
<b>November</b>	34.879	28.939	17	9.6	52
<b>December</b>	35.203	29.937	15	5.2	50
	<b>2013</b>	<b>2016</b>	<b>% Reduction</b>	<b>2016 Recycled</b>	<b>R- GPCD</b>
<b>January</b>	38.241	33.054	14	0	49
<b>February</b>	33.751	31.319	9	0	51
<b>March</b>	36.244	33.761	7	0	49
<b>April</b>	39.755	34.892	13	0	51
<b>May</b>	49.407	36.635	26	11.3	53

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

### **New Construction Inspections:**

No new construction is active at this time.

## **Sewer Department:**

### **Waste Water Statistics:**

36 million gallons of wastewater were collected and pumped to the W.W.M.F. 31.5 million gallons of wastewater were treated and discharged to land disposal or reclamation in May.

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

### **Sewer Station Maintenance:**

Quarterly wet well washing was conducted at the Letz, Hiller, B Street, Kelly and Fischer sewer lift stations. This is done to prevent grease and rags from plugging up the pumps. The Fischer Grit pit was pumped out along with cleaning the handrails, vents and enclosures. Expansion joints were inspected at all stations as part of the annual maintenance. Each joint is checked for tears or cracks and replaced if needed.

### **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. Staff ran the camera down the sewer main in the Central Estates subdivision to verify number of laterals and locations for each one.

### **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. An aerator was removed from service due to power issues. It was found that a four foot section of the power chord was damaged. The section of wire was replaced and the aerator was placed back into service. Mowing and string trimming the WWMF was completed. Due to the goats being removed from the parcel because of construction, staff will be maintaining the grounds using equipment. Two trees were removed from the WWMF due to growing over one of the sewer pressure lines and the possibility of roots breaking the main. The stumps were cut off at ground level to avoid mower damage in the future. An aerator anchor post was replaced due to the wooden post rotting. The irrigation pump 2 was leaking from one of the seals. Staff repaired the seal and placed the pump back into rotation. A bad sensor was replaced in the effluent composite sampler. Pennywort was removed from Pond 4. Pennywort removal is ongoing maintenance to prevent it from taking over and covering the ponds.

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

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. Irrigation pipe was picked up to allow for mowing and bailing hay. Pipe was placed back on the ranch to irrigate newly cut fields. Downed trees were removed from the Hiller irrigation lanes to make way for irrigation pipe to be laid out and mowing. The percolation ponds were mowed.

### **Street Light Department:**

No streetlight complaints were reported in May.

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

Weekly tailgate meetings and training associated with job requirements.

**Special Notes:**

Pony Express banners were removed from Central Avenue.  
Warning beacon was installed on the utility truck  
Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.  
Monthly river samples were completed.  
Monthly Self Monitoring Reports (DMR/SMR) were submitted.  
Public Water Monthly Monitoring report was submitted.  
Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Pesticide applicator report was submitted to Department of Agriculture.  
Daily inspections were conducted on the Teen Center construction project.  
Acute toxicity samples were collected and sent to the lab.  
The annual inventory was completed.  
Oil changes were performed on equipment and generators.  
Sent out RFP's for the Cochran Tank Recoating project. Reviewed and chose firm.

**WWMF upgrade status:**

The Clarifier concrete base has been poured in stages. Contractors have removed the dewatering wells due to ground water staying below the surface. Electrical conduits have been installed to the lab. The pond fill has started off slow due to wet spots not drying out but has progressed. They have been meeting the compaction requirements. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling. Materials, such as piping valves and vaults have arrived and are on site.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreement. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. The gazebo, pavilion and Azalea Hall were pressure washed. A urinal was repaired at the Activity Center and the Pierson Park men's bathroom. Horse shoe pits were reconditioned along with edging and trimming the site. Pierson Park sprinklers were flagged to prevent vehicles from damaging them during the booth set up for the Pony Express. The Hiller Sports Complex has been mowed weekly.

**Teen Center:**

The Teen and Community Center is nearing completion. The general contractor and the subs have been working on the punch list, and they are making progress. A few items that have been addressed are touching up the paint in various locations, replacement of a damaged metal lamination on the front of one counter, some sills under some of the doors, fill added to a few of the planter areas, and electrical and communication outlets installed on the back side of the built in seating in the game room. There are still items that have yet to be tackled, but they are getting closer.

In the kitchen, Lesley is working with a few different vendors on getting proposals for the kitchen furniture and exhaust, complete with fire suppression.

**GIS:****Urban Water Management Plan UWMP 2015**

Incorporated HBMWD data into the UMWP and made adjustments after review process.

Brian has been trained and is responding to USA underground mark and locates.

Created a map showing all facilities and a spreadsheet of parcel numbers for possible solar projects.



## McKinleyville Community Services District

### BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: None**

#### **TEEN & COMMUNITY CENTER:**

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

<b>Organization</b>	<b>Amount</b>	<b>Purpose</b>
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
Legacy Path & Giving Tree donations	\$17,200	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits (Auction only)	\$337	Unrestricted
<b>TOTAL:</b>	<b>\$63,630</b>	

Fundraising through subsequent rounds of brick sales and Giving Tree Leaves will continue. Bill O'Brien and his family donated a ping pong table to the teen center.

During the Pony Express Days Festival, the Teen & Community Center was open for the public to look around and tour the space. Many community members visited and walked around the facility. There was a lot of excitement and enthusiasm for the opportunities the new space can provide to young people in our community.

After the Pony Express Days Festival, the MYLS teens in coordination with Parks & Recreation staff and Boys & Girls Club of the Redwoods staff hosted a Teen Night at the Teen & Community Center. Approximately 90 young people in 6<sup>th</sup>-12<sup>th</sup> grades attended the event.

Staff continues to work with BGCR in preparation for staffing and programming to begin in August. Delays in the final construction details have pushed the program start date back.

Work towards furnishing the facility continues. Staff met with a representative from Castino Restaurant Equipment and Supply regarding the appliances and worktables for the kitchen. Classroom tables and chairs have been ordered. Music equipment has been purchased. The TV and blue ray player has been purchased and installed.

#### **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee did not meet in June. Next meeting will be on Thursday, July 21, 2016. No new letters of interest for vacant positions have been received. Staff spoke to one community member who might be interested, and plans on attending the July meeting to learn more. Staff has posted vacancy announcements at District facilities and has sent out a Constant Contact email to all recreation customers announcing the vacancies.

#### **COMMUNITY GARDEN:**

The Community Garden Committee continues to meet and hold work days at the garden. It is being maintained by the volunteers. There are currently 14 plots in use and 9 remaining available to rent.

#### **RECREATION UPDATES:**

Youth Summer Basketball—The summer basketball program for youth in 3<sup>rd</sup>-8<sup>th</sup> grades began June 28, 2016. This is an informal recreational basketball program providing youth an opportunity to practice skills and participate in scrimmage games in a low competition environment.

Kids' Club After School Program—The 2015-16 program year ended June 16<sup>th</sup>. Staff are preparing for the 2016-17 program year. Fee increases for the next program year were approved at the June MCSD Board meeting. Other program changes include a half hour per day reduction, and a classroom change at the Morris Elementary school site. Registration for the next year opens on July 1<sup>st</sup>.

Kids' Camp Summer Day Camp—Camp began June 20<sup>th</sup>. Online registration has made a big difference in the amount of staff time required to process registration. The first week of camp enrollment was at 80% capacity. Enrollment continues to increase. Staff is excited to have 12 Leaders-in-Training this summer, gaining valuable on the job work experience in youth leadership and programming.

Playgroup—The program took two weeks off to accommodate the move to the summer program site at Morris Elementary school. The summer start date had to be postponed by one week due to facility maintenance at Morris Elementary. The summer schedule will begin Thursday June 30<sup>th</sup> and continue on Thursdays and Fridays at Morris through August 19<sup>th</sup>.

Jiu Jitsu—The first session of Jiu Jitsu ended June 14<sup>th</sup>. It was very successful and staff is excited to have a new program available to the community. The next session will begin July 11<sup>th</sup>.

Drop in Pickleball—The summer schedule for Pickleball began June 24<sup>th</sup>. Pickleball has added an additional day per week, now meeting on Friday evenings from 6:30pm-

8:30pm and Sundays from 2:00pm-5:00pm. Staff has developed a group of volunteers to help run this program, limiting staff costs.

Drop in Basketball—Attendance remains consistent averaging 25-30 participants per week

**OTHER UPDATES:**

The Tire Derived Product Grant is closed. The reimbursement of \$48,876 is coming from the State.

Staff attended the meeting of the McKinleyville Senior Center Board on June 24, 2016.

- It was announced that the Senior Center Treasurer no longer wished to attend board meetings. She is willing to continue performing as the treasurer but does not want to attend the meetings. Members were asked to direct their questions regarding that directly to Sue Barnes, the treasurer, when they see her.
- Senior Center Raised \$840 at the Pony Express Days Festival through food sales, rummage sale, and boutique sales.
- They are currently looking for a volunteer who can pick up the bread from Safeway on Friday mornings.
- Updated Bylaws were passed.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

July 6, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION:            Information Only**

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

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

- |   |         |
|---|---------|
| • Accountant Discount                     | \$18    |
| • Free Shipping on Dishes for Teen Center | \$760   |
| • Safeway Gift Card for Kid's Camp        | \$100   |
| • SWAP                                    | \$6,032 |
| • Northern Humboldt Employment Services   | \$3,680 |
| • Community Service Workers               | \$3,683 |
| • Humboldt County Inmate Work Crew        | \$4,176 |
| • Repair Irrigation Pump 2                | \$330   |
| • Aerator Repair                          | \$950   |
| • Tree Removal at WWMF                    | \$200   |

Total cost savings for June are \$19,929

***The cumulative cost saving to the District to date  
from July 1, 2015 is \$241,175***

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.

**Grant Funding Opportunities and Current Applications** – Staff met with Rob Christensen, District Representative and Jason Klumb, District Director of Senator McGuire's Eureka and Santa Rosa offices respectively. We spent several hours briefing Senator McGuire's staff on current and future capital projects for the water and wastewater systems, parks and park facilities and potential photovoltaic concepts and how they can assist in getting grant funding. The applications for Cal. OES Generator Grant were reviewed, finalized and submitted in June.

**Teen Center** – The architect, general contractor and general manager met in June to do the final punch list walk through. The Friday following the walk through the contractor met with the county inspector for the final sign off. As of the writing of this report all that is left for the execution of notice of completion are three door knobs that were mailed but not the correct model and a grease trap inspection by County Public Works. Staff met with kitchen equipment supplier to discuss selection of equipment within budget constraints.

**Capacity Fee Renewal and Prop 218 Process** – Consistent with state statutes, 15 days prior to the public hearing date, July 6<sup>th</sup>, 2016 a notice was posted in the Mad River Union announcing the proposed update of MCSD Capacity Fees. This item will be handled as public hearing, does not require a ballot or protest and the Rules and Regulations will be modified via resolution after a 60-day waiting period.

**WWMF Improvements** – Weekly construction meetings are attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. As the work intensifies the demand of district staff time on site does too. The clarifier bases have been poured, forms stripped and the clarifier wall forms are being stood in place. The most significant change at the site is the sheer amount of fill that is being hauled in placed and compacted the entire section of Pond 1A that will be the location for the Electrical/ Blower Building and Head Works is to sub grade. The duct banks for electrical conduit are being excavated, installed and back filled. Disbursal Request #3 has been submitted and we are waiting on that check and the disbursal for request #2.

**Recoating of Tank 1A** – Three Request for Qualifications were received by the deadline date of June 17<sup>th</sup>, 2016. They were reviewed and staff will have a recommendation for board approval at the July 6<sup>th</sup>, 2016 board Meeting.

**MOU for Central Ave Right of Way** – The MOU was approved by MCSD Board at the June meeting, approved by the Board of Supervisors on June 24<sup>th</sup> and we are awaiting an executed copy for our records. Staff is now prepared to reassess the Central Ave OSMZ through the Prop. 218 process.

**County Property Adjacent to North Bank Road** – After the June Board meeting the Property Transfer Agreement was returned to the County for approval by the Board of Supervisors. This will require a published notice before the official transfer would be approved, so there will be two Board of Supervisor meetings required. The first being the July 19 meeting, the second meeting would not be before Aug 9<sup>th</sup> (publishing time per legal codes). Upon completion we will again require MCSD board action to accept the property and utilize a title company of our choosing to finalize the transfer.

**Potential Solar Projects** – During the month of June the GM met with Westhaven Solar through a recommendation of Director Couch to discuss potential solar projects at our facilities. During the same time period Director Mayo directed a link to the GM for a webinar related to a partnership between ACWA and Solar City. After the webinar I was contacted

by Solar City. We will be working with both firms to see if they see potential in any of our sites for solar projects. Curt Wylie of Villara also checked in related to our big project at the WWMF to report we are still on track for the project.

**Meetings** – The General Manager attended various meetings this month. The GM attended the audit planning meeting this month with the Finance Director and the auditor to discuss scheduling of deliverables. The GM attended the CSDA General Manager's Leadership Summit this past month. This information rich training and networking provides great professional development value. Directly after the GM Summit the GM was involved in the CSDA Board of Directors Strategic and Staffing Planning session. This involved two days of intensive workshops to help chart the next three years for CSDA. The GM was also informed that his seat, Northern Network Chair A was unopposed for the next three year term. All CSDA Board and committee travel is reimbursed by CSDA.

### **Exhibits/Attachments**

- Attachment 1 – WWMF Monthly Self Monitoring Report

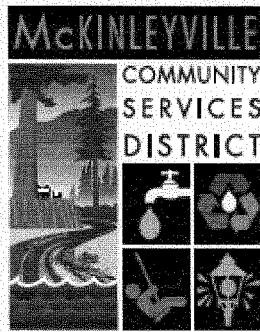


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R.W.Q.C.B. NORTH COAST REGION  
5550 SKYLANE BLVD., SUITE A  
SANTA ROSA, CA 95403

June 24, 2016

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

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

The normal discharge of effluent was 13 days to Discharge Point 001 and 18 days to Discharge Points 002, 004, 005 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in May.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65% removal for the monthly average with four weekly tests in May that represent eleven criteria. The BOD results for May are in compliance.

The requirement for TSS is 83 mg/L, 1108 lbs/day and 65% removal for the monthly average with four weekly tests in May which represent three 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 April are as follows. Median was <1.8 and a Maximum of 4.5. Five samples were collected in the month of May and were in compliance.

Monthly River Monitoring was conducted in May.

Acute testing for May was conducted using Rainbow Trout and C.Dubia. Rainbow Trout had a 100% survival and C.Dubia had a 100% survival.

WWMF Upgrade Status: The Clarifier concrete is being poured in stages. The Contractors have stopped pumping down the ground water due to dry weather. Electrical conduits have been installed. The fill is being placed and compacted in the pond bottom. Weekly meeting have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by February 2017.

Discharge to the River (Point 001) stopped on May 13<sup>th</sup> and land discharge began.

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

**MAY 2016**

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	1.388	1.323	933							0.000	1.323
2	1.324	0.555	927							0.000	0.555
3	1.282	0.000	0	Washed CCB						0.000	0.000
4	1.263	0.652	780							0.000	0.652
5	1.296	1.162	881							0.000	1.162
6	1.251	1.251	888							0.000	1.251
7	1.289	1.240	879							0.000	1.240
8	1.321	1.247	885							0.000	1.247
9	1.264	1.232	873							0.000	1.232
10	1.231	1.329	980							0.000	1.329
11	1.235	1.392	975							0.000	1.392
12	1.231	1.392	975							0.000	1.392
13	1.198	0.938	979	0.257		Ended river discharge				0.000	0.681
14	1.235	0.458	326	0.458						0.000	0.000
15	1.300	0.458	327	0.458						0.000	0.000
16	1.215	0.450	531	0.178		0.180			0.092	0.272	0.000
17	1.204	0.598	649			0.430			0.168	0.598	0.000
18	1.192	0.865	1032			0.701			0.164	0.865	0.000
19	1.203	1.293	1147			1.109			0.184	1.293	0.000
20	1.165	1.185	1161	0.369		0.723			0.093	0.816	0.000
21	1.207	0.665	473	0.665						0.000	0.000
22	1.246	0.663	474	0.663						0.000	0.000
23	1.191	1.074	1391	0.255		0.730			0.089	0.819	0.000
24	1.168	1.666	1433			1.500			0.166	1.666	0.000
25	1.153	1.605	1412			1.436			0.169	1.605	0.000
26	0.827	1.631	1473			1.316		0.145	0.170	1.631	0.000
27	0.819	1.525	1485	0.480		0.815		0.143	0.087	1.045	0.000
28	0.801	0.860	616	0.860						0.000	0.000
29	0.797	0.853	610	0.853						0.000	0.000
30	0.874	0.846	611	0.846						0.000	0.000
31	0.835	1.157	1397	0.330		0.594		0.142	0.091	0.827	0.000
TOTAL	36.005	31.565		6.672	0.000	9.534	0.000	0.430	1.473	11.437	13.456
AVERAGE	1.161	1.018	887	0.000	0.000	0.867	0.000	0.143	0.000	0.369	0.434
MAXIMUM	1.388	1.666	1485	0.860	0.000	1.500	0.000	0.145	0.184	1.666	1.392
MINIMUM	0.797	0.000	0	0.178	0.000	0.180	0.000	0.142	0.087	0.000	0.000
DAYS	31	30		13	0	11	0	3	11	19	12
DAYS WITH NO DISCHARGE = 1											



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

MAY 2016

				M-004 M-005 M-006		RIVER DILUTION				
DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
1	1.388	1.323	933			1.323	313	2922	651	4870
2	1.324	0.555	927			0.555	283	2626	585	4376
3	1.282	0.000	0	washed ccb		0.000	#DIV/0!	2509	559	4182
4	1.263	0.652	780			0.652	295	2303	513	3838
5	1.296	1.162	881			1.162	259	2285	509	3808
6	1.251	1.251	888			1.251	251	2231	497	3718
7	1.289	1.240	879			1.240	290	2550	568	4249
8	1.321	1.247	885			1.247	271	2397	534	3995
9	1.264	1.232	873			1.232	264	2303	513	3838
10	1.231	1.329	980			1.329	224	2199	490	3666
11	1.235	1.392	975			1.392	221	2150	479	3583
12	1.231	1.392	975			1.392	213	2074	462	3456
13	1.198	0.938	979	0.257		0.681	210	2056	458	3426
14						0.000	#DIV/0!	0		0
15						0.000	#DIV/0!	0		0
16						0.000	#DIV/0!	0		0
17						0.000	#DIV/0!	0		0
18						0.000	#DIV/0!	0		0
19						0.000	#DIV/0!	0		0
20						0.000	#DIV/0!	0		0
21						0.000	#DIV/0!	0		0
22						0.000	#DIV/0!	0		0
23						0.000	#DIV/0!	0		0
24						0.000	#DIV/0!	0		0
25						0.000	#DIV/0!	0		0
26						0.000	#DIV/0!	0		0
27						0.000	#DIV/0!	0		0
28						0.000	#DIV/0!	0		0
29						0.000	#DIV/0!	0		0
30						0.000	#DIV/0!	0		0
31						0.000	#DIV/0!	0		0
TOTAL	16.573	13.713		0.257	0.000	13.456				
AVERAGE	1.275	1.055	843	0.257	0.000	0.434	#DIV/0!	987	524	1645
MAXIMUM	1.388	1.392	980	0.257	0.000	1.392	#DIV/0!	2922	651	4870
MINIMUM	1.198	0.000	0	0.257	0.000	0.000	#DIV/0!	0	458	0
DAYS	13	13	13	1	0					
DAYS WITH NO DISCHARGE TO THE MAD RIVER = 18										

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2016

MONTH: MAY

DATE	INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM
	INFLUENT FLOW M.G.D.		INFLUENT FLOW 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	
1	1.388		1.323		933	651			7.1	17.3			2.0	0.00		<1.8
2	1.324		0.555		927	585			6.9	18.0			24	0.00		
3	1.282		0.000		0	559			Washed CCB							
4	1.263		0.652		780	513			7.2	17.5			26	0.6		
5	1.296		1.162		881	509			6.9	17.3			24	1.4		
6	1.251		1.251		888	497	260	300	6.9	16.9	8	18	24	3.2	0.00	<0.1
7	1.289		1.240		879	568			6.9	17.1			3.2	0.00		
8	1.321		1.247		885	534			7.1	17.1			2.5	0.00		
9	1.264		1.232		873	513			6.9	16.8			26	2.6	0.00	2
10	1.231		1.329		980	490			7.0	16.8			24	2.9	0.00	
11	1.235		1.392		975	479			7.1	17.3			26	2.6	0.00	
12	1.231		1.392		975	462			7	17.2			24	2.4	0.00	
13	1.198		0.938		979	458	280	250	6.9	17.3	13	24	24	2.1	0.00	<0.1
14	1.235		0.458		326											
15	1.300		0.458		327											
16	1.215		0.450		531				7.2	18.2			24	0.9		4.5
17	1.204		0.598		649				7.0	18.5			24	1.5		
18	1.192		0.865		1032				7.0	18.2			24	1.2		
19	1.203		1.293		1147				7.1	17.8			24	2.2		
20	1.165		1.185		1161		290	210	7.2	17.7	15	18	24	1.8		<0.1
21	1.207		0.665		473											
22	1.246		0.663		474											
23	1.191		1.074		1391											
24	1.168		1.666		1433				7.0	18.4			24	3.8		<1.8
25	1.153		1.605		1412				6.8	18.5			24	1.7		
26	0.827		1.631		1473				7.0	18.7			24	2.5		
27	0.819		1.525		1485				6.9	18.6			24	2.8		
28	0.801		0.860		616				7.1	18.4	14	24	24	2.7		<0.1
29	0.797		0.853		610											
30	0.874		0.846		611											
31	0.835		1.157		1397											
									7.0	18.5			22	2.8		<1.8

SPILLS:

None to report

DATE	MONTHLY TESTS			BORON
	TDS	AMMONIA	NITRATE	
5/31/2016	240	27.0	ND	180

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
Bromform		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
13	128	96	21	215	91

ACUTE TOXICITY

DATE	% Survival
Rainbow Trout 5/9/2016	100%
C. dubia 5/9/2016	100%

CHRONIC TOXICITY

TESTED	SURVIVAL
Minnow	N/A
C. dubia	N/A
Algae	N/A
	TUC

Total Coliform	Monthly
Median	<1.8
Daily	
Maximum	4.5

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

REMARKS: Stopped river discharge on May 13, 2016 and started Land Application.

Indicates Permit Exceedance