

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

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

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

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

**Wednesday, November 6, 2013  
6:30 P.M.**

**AGENDA**

**A.1 CALL TO ORDER**

**A.2 ROLL CALL**

**A.3 PLEDGE OF ALLEGIANCE**

**A.4 ADDITIONS TO AGENDA**

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

**A.5 APPROVAL OF THE AGENDA**

**A CLOSED SESSION IS SCHEDULED FOR 6:30PM TO BE FOLLOWED  
BY THE REGULARLY SCHEDULED MEETING AT 7:00PM  
(APPROXIMATE TIME).**

**A.6 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.*

**A.6.a** CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF  
HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF  
HUMBOLDT, CASE NO. CV110632 LITIGATION, pursuant to  
Government Code § 54956.9(a).

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

**B. PUBLIC HEARINGS**

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

**NO PUBLIC HEARING SCHEDULED**

**C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

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

**D. CONSENT CALENDAR**

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of October 2, 2013 **Pg. 5**
  - a. Attachment 1-Draft Minutes from October 2, 2013 Regular Meeting **Pg. 6**
- D.2 Consider approval of September, 2013 Treasurer's Report **Pg. 11**
- D.3 DCV Violations this month **Pg. 32**

**E. CONTINUED AND NEW BUSINESS**

- E.1 Consider approving Resolution 2013-22; and Resolution 2013-23 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation **Pg. 33**
  - a. Attachment 1-Resolution 2013-22 **Pg. 35**
  - b. Attachment 2-Resolution 2013-23 **Pg. 36**

- E.2 Consider adoption of the following resolutions recognizing, honoring and commending William McBroome for ten (10) years of service; Jason Sehon for ten (10) years of service; James Henry for fifteen (15) years of service; and Erik Jones for ten (10) years of service **Pg. 37**
- a. Attachment 1- Resolution 2013-26 **Pg. 39**
  - b. Attachment 2- Resolution 2013-27 **Pg. 40**
  - c. Attachment 3- Resolution 2013-28 **Pg. 41**
  - d. Attachment 4- Resolution 2013-29 **Pg. 42**
- E.3 Presentation by staff and LDA Partners, architectural firm regarding the updated draft design of the Teen & Community Center **Pg. 43**
- E.4 Consider travel to the 2013 Special District Leadership Academy Conference scheduled in Napa, CA **Pg. 45**
- a. Attachment 1 – 2013 Special Districts Leadership Academy Schedule **Pg. 48**
  - b. Attachment 2 - Special District Administrator Certification **Pg. 51**
  - c. Attachment 3 - District of Distinction Accreditation **Pg. 54**
  - d. Attachment 4- Recognition in Special District Governance **Pg. 56**
  - e. Attachment 5- SDLF 2013 Educational Allowance Fund **Pg. 58**
- E.5 Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual **Pg. 59**
- a. Attachment 1 – MCSD Draft Communication Plan **Pg. 61**
  - b. Attachment 2 – Workshop Support Document **Pg. 66**
- E.6 Consider Accepting Rosenberg’s Rules of Order as general guidelines for conducting public meetings **Pg. 70**
- a. Attachment 1 – Rosenberg Rules of Order **Pg. 72**
- E.7 Consider Accepting General guidelines for new Board Member Orientation Process **Pg. 81**
- a. Attachment 1 – New Board Members Orientation Guidelines **Pg. 83**
- E.8 Provide Direction to staff on proceeding with investigation of MCSD Boundaries and return with proposal on annexation of specific areas **Pg. 85**
- a. Attachment 1 - Figure 1 South Annex Boundary **Pg. 88**
  - b. Attachment 2 - Figure 2 North Annex Boundary **Pg. 89**

- E.9 Consider Resolution approving Regular Board Meeting Dates, Time and Location for 2014 Calendar Year **Pg. 90**
  - a. Attachment 1 – 2014 Proposed MCSD Board Meetings **Pg. 92**
  - b. Attachment 2 - Resolution 2013-30 **Pg. 93**
- E.10 Announcement for the 2014-2015 Association of California Water Agencies (ACWA) elected board representatives for Region 1 and consider travel to ACWA 2013 Fall Conference in Los Angeles, CA **Pg. 94**
  - a. Attachment 1 – 2013 ACWA Fall Conference Preliminary Agenda **Pg. 96**

## **F. REPORTS**

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

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

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

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

- a. Support Services Department (Colleen M.R.Trask) **Pg. 97**
  - a. Attachment 1 – Budget Power Cost Water Pumping **Pg. 99**
  - b. Attachment 2 – Water Usage Tracking Graph **Pg. 100**
- b. Operations Department (James Henry) **Pg. 101**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 103**
- d. General Manager (Greg Orsini) **Pg. 106**
  - a. Attachment 1- WWMF Report for September 2013 **Pg. 108**

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

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

## **G. ADJOURNMENT**

**Posted 5:00 pm on November 1, 2013**



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Consider Approval of Minutes from the Board of Directors' October 2, 2013 Regular Meeting.**

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

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

**Recommendation:**

Staff recommends that the Board review the draft minutes from the October 2, 2013 Regular Board Meeting, recommend edits and provide staff with direction.

**Discussion:**

The Draft Minutes are attached for the above listed meetings.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1-Draft Minutes from October 2, 2013 Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, OCTOBER 2, 2013 AT 7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
John Corbett, Director  
Bill Wennerholm, Director  
Russ Gans, Counsel

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

**REGULAR MEETING**

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

At 7:01 pm President Mayo called the regularly scheduled meeting to order; Directors Corbett, Couch and Wennerholm were present. Director Edwards was absent.

**AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA:**

General Manager Orsini will only be addressing Resolution 2013-24 in item E.2 this evening. The recipients of Resolution 2013-22 and Resolution 2013-23 were unavailable for tonight's meeting. This item will be brought back at the November 6, 2013 Board Meeting when the remaining recipients will be available to attend.

Director Corbett arrived at 7:03 pm.

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

**MOTION:** It was moved to approve the agenda with the exception of Item E.2. Resolution 2013-22 and Resolution 2013-23 will be continued to the November 6, 2013 Board Meeting. Motion by Wennerholm; second by Corbett

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

**MOTION SUMMARY:** Motion Passed – 4 Ayes; 0 Nays

Jason Sehon led the pledge of allegiance.

**AGENDA ITEM B – PUBLIC HEARINGS:**

**B.1 Public Hearing Central Estates OSMZ # 26:**

Parks and Recreation Director, Jason Sehon reported that at the August 7, 2013 meeting, the MCSD Board of Directors approved staff's recommendation to approve the formation of the Central Estates Open Space Maintenance Zone #26. Jason gave some background information regarding JLF Construction and the development of the 162 lot Central Estates Subdivision on McKinleyville Ave and Heartwood Drive. JLF is proposing to dedicate to the District a wetland parcel containing a detention basin, an open space area and trail system. Jason asked the Board to adopt Resolution 2013-19 approving the formation of the Central Estates Open Maintenance Zone #26. Director Corbett thanked staff for including the inflation adjustments. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt Resolution 2013-19 approving the formation of the Central Estates Open Maintenance Zone #26. Motion by Corbett; second by Couch

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo

NAYS; None

ABSENT; Edwards

ABSTAIN; None

**MOTION SUMMARY:** Motion Passed – 4 AYES; 0 NAYS

**B.2 Second reading of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee:**

At the September 4, 2013 Board meeting the MCSD Board of Directors opened a public hearing for the first reading of Ordinance 2013-01 and set a public hearing for the second reading and adoption of the Ordinance. The proposed revisions have not changed from the first reading on September 4, 2013. Parks and Recreation Director, Jason Sehon asked the Board to open the public hearing for the second reading and adoption of Ordinance 2013-01. President Mayo opened for public input and no input was offered.

**MOTION:** It was moved to adopt Resolution 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee.

Motion by Couch; second by Corbett

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo  
NAYS; None  
ABSENT; Edwards  
ABSTAIN; none

**MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS**

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

**AGENDA ITEM D – CONSENT CALENDAR:**

- D.1 Consider approval of the minutes of the Board of Directors' Special Meeting of August 26, 2013
- D.2 Consider approval of the minutes of the Board of Directors' Regular Meeting of September 4, 2013
- D.3 Consider approval of July, 2013 Treasurer's Report
- D.4 DCV Violations this month

**MOTION:** It was moved to approve the consent calendar item D.1 through D.4. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion Passed – 4 AYES; 0 NAYS

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

**E.1 Informational item regarding Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence**

General Manager Orsini gave an overview of the recent completion of the SDLF District Transparency Certificate of Excellence application. Greg commended staff for collectively working together to complete the project. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of the District's activities. It is also a requirement for earning the SDLF District of Distinction award which is a benchmark in MCSD's Strategic Plan under Achieve Best Practices Awards. President Mayo commended staff on a job well done and spoke of the opportunities this will open for grant funding. President Mayo opened for public input and one member of the public spoke.

1. Jeff Dunk remarked on the positive nature this sort of thing brings when things are not acrimonious. He thought it was a very good idea and he applauded staff for going for it.

**INFORMATIONAL ITEM: No action required or taken by the Board**

**E.2 Consider approving Resolution 2013-22, 2013-23, 2013-24 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation:**

General Manager Orsini thanked Jack Durham for his participation and support in the District's quest for the SDLF District Transparency Certificate of Excellence. He asked the Directors, staff and community to join him in

acknowledging and thanking Mr. Durham for his efforts in completing the overview check list. President Mayo opened for public input and recipient Jack Durham spoke.

1. Jack Durham thanked the District for the award and commended the District on their efforts in transparency. In his dealings with the District he hadn't experienced any problems when requesting public records.

**MOTION:** It was moved to adopt Resolution 2013-24 offering our sincere appreciation to Jack Durham who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation. Motion by Corbett; second by Wennerholm

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

**MOTION SUMMARY: Motion Passed** – 4 AYES; 0 NAYS

**E.3 Consider approving Resolution 2013-20 to amend Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees:**

Finance Director Colleen Trask proposed that the Board adopt Resolution 2013-20 to amend Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees. "The District shall charge the full returned payment fee or \$20 (twenty dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution." President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt Resolution 2013-20 amending Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees. Motion by Corbett; second by Wennerholm

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

**MOTION SUMMARY: Motion Passed** – 4 AYES; 0 NAYS

**E.4 Consider California Special District Association (CSDA) committee seats and responsibilities for 2014:**

General Manager Greg Orsini asked the Board to consider selection for the California Special District Association (CSDA) committee seats and expert teams for 2014. Discussion took place between staff and the Board regarding the various seats, commitment of time, cost to the District and interest. Forms are due to CSDA no later than October 18, 2013. President Mayo spoke to the importance of participation on the committee seats and encouraged General Manager Orsini to apply. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to authorize General Manager Orsini and any interested Board Member to select and serve on the CSDA committee seats for 2014. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY: Motion Passed** – 4 Ayes; 0 Nays

**E.5 Consider approving Resolution 2013-21 for Public Utility Easement Deed – APN 507-261-12 & 21 and Resolution 2013-25 for Public Utility Easement Deed – APN 507-261-19:**

General Manager Orsini presented Resolution 2013-21 Public Utility Easement Deed APN 507-261-12 & 21 and Resolution 2013-25 Public Utility Easement Deed APN 507-261-19 for adoption by the Board. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt both Resolution 2013-21 for Public Utility Easement Deed APN 507-261-12 & 21 and Resolution 2013-25 for Public Utility Easement Deed APN 507-261-19. Motion by Corbett; second by Wennerholm

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

**MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS**

7:38pm Recess

7:45pm Reconvene

**E.6 Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual:**

General Manager Orsini opened discussion with the Board regarding Board/GM communications and direction for making appropriate changes to the Board Policy Manual. Discussion took place between staff and the Board. The Board agreed that the information presented this evening looked good, but asked for additional time before making recommendations on policy and procedure. It was agreed to bring these items back to the Board at the November 6, 2013 Board Meeting. President Mayo asked that the items be divided for separate motions at the next meeting. Separate rules and procedures versus implementing training. President Mayo opened public input and two members of the public spoke.

1. Jeff Dunk commended staff and Directors for problem solving now and not when in crisis. He suggested the Board Members read the policy manual as it is now and send recommendations to the General Manager.
2. George Wheeler applauded staff and the Board for making good changes. He appreciated moving the public comment to the beginning of the agenda. He also suggested engaging the public on how the process works.

**No action was taken by the Board**

**AGENDA ITEM F-REPORTS:**

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

They met and welcomed their new members. The next meeting will be in November.

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

Nothing to report.

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

Director Wennerholm reported for Director Edwards that they reviewed their loan portfolio.

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

Didn't meet.

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

Nothing to report.

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

Nothing to report.

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

President Mayo reported that they just received the report back from HBMWD regarding the possibility to start an advisory committee.

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

Nothing to report.

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

General Manager Orsini attended and gave an update on the Central Avenue safety grant and the general plan update. President Mayo suggested using the safety grant money to update fire hydrants. General Manager Orsini will look into it.

**F.2.a - SUPPORT SERVICES DEPARTMENT:**

Finance Director Trask reported that we have completed a 3-year actuarial review of the District to calculate the required retiree health insurance contribution. The Auditors are still working on the audit. The reserve calculations have been completed as part of the year-end process. We have chosen DocStar and are moving forward with the Document Management project.

**F.2.b - OPERATIONS DEPARTMENT:**

Operations Director Henry gave an update on the LED streetlight project. The project is halfway done and is moving forward more quickly than expected.

**F.2.c - PARKS & RECREATION DEPARTMENT:**

Parks and Recreation Director Sehon reported that he met with the McKinleyville Organizing Committee. The committee had met with several members of the community and after careful consideration they have chosen safer sidewalks and trails for their project. The bocce ball courts are continuing to be utilized by the community. He also met with some community members and Don Wallace, owner of Singing Tree Gardens. They are working on the irrigation plan for the Botanical Gardens and will be planting in the near future.

**F.2.d - GENERAL MANAGER:**

General Manager Orsini reported that the purchase of the Washington Avenue property is final. He will be attending the Technical Advisory Committee (TAC) meeting and proposing to the TAC that they support our request to Humboldt County Association of Governments (HCAOG) Board for a seat on the TAC.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:**

President Mayo reported on the California Special District Association 2013 conference that he and General Manager Orsini attended. The opportunity to gain knowledge and inspiration is invaluable to the leadership and staff of special districts. There were several legislators who made themselves available to speak with conference attendees regarding the needs rural districts.

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

Director Corbett commented on the redevelopment proposals and his concerns. President Mayo commandeered information on the forum to be sponsored by the League of Women Voters. Director Couch said that he had initiated the interest in having a forum. Brief discussion took place between staff and the Directors.

**AGENDA ITEM G – CLOSED SESSION DISCUSSION – NO CLOSED SESSION SCHEDULED**

**AGENDA ITEM H - ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 8:45 pm. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,  
Board Secretary

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

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

Petty Cash & Change Funds 940.00

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		221,871.00
<b>Cash Receipts:</b>		
Utility Billings	403,335.70	
Money Market Account Interest	11.61	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	72,738.74	
<b>Total Cash Receipts</b>		476,086.05
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(133,499.00)	
Debt Service	(12,290.31)	
Capital & Other Expenditures	(338,974.96)	
<b>Total Cash Disbursements</b>		(484,764.27)
<b>Operating &amp; Money Market - Ending Balance</b>		213,192.78
<b>Total Cash</b>		214,132.78

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

<b>LAIF - Beginning Balance</b>	128,098.28	
Interest Income	-	
<b>LAIF - Ending Balance</b>		128,098.28
<b>Humboldt Co. #2560 - Beginning Balance</b>	534,476.37	
Property Taxes	16,430.57	
Transfer to Operating Cash	-	
Interest Income	-	
<b>Humboldt Co. #2560 - Ending Balance</b>		550,906.94
<b>Humboldt Co. #4240 - Beginning Balance</b>	4,805,959.15	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	2,361.91	
<b>Humboldt Co. #4240 - Ending Balance</b>		4,808,321.06
<b>Humboldt Co. #9390 - Beginning Balance</b>	110,584.48	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		110,584.48
<b>USDA Bond Reserve Fund - Beginning Balance</b>	100,201.59	
Bond Reserve Payment	7,645.99	
Debt Service Payment	-	
Interest Adjustment	3.14	
<b>USDA Bond Reserve Fund - Ending Balance</b>		107,850.72
<b>Market Valuation Account</b>		(180.00)

**Total Investments** 5,705,581.48

**Total Cash & Investments - Current Month** 5,919,714.26

**Total Cash & Investments - Prior Month** 5,901,950.87

**Net Change to Cash & Investments This Month** 17,763.39

**Cash & Investment Summary**

Cash & Cash Equivalents	5,056,343.76
Davis-Grunsky Loan Reserve	597,040.82
Waste Water Capital Reserve	98,478.96
USDA Bond Reserve	107,850.72
I-Bank Loan Reserve	60,000.00
<b>Total Cash &amp; Investments</b>	5,919,714.26

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

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 636,952.75	\$ 257,542.05	\$ (93,812.96)	\$ 860,669.90	\$ 3,394,826.42	\$ 5,056,178.16
Accounts receivable	2,628.13	-	3,966.47	180,470.89	170,435.34	357,500.83
Prepaid expenses & other current assets	16,971.05	-	1,962.62	85,794.14	49,286.22	154,014.03
Total Current Assets	656,551.93	257,542.05	(87,883.87)	1,126,934.93	3,614,547.98	5,567,693.02
Noncurrent Assets						
Restricted cash & cash equivalents	300,395.67	-	-	657,040.82	206,329.68	1,163,766.17
Other noncurrent assets	4,454.00	-	-	-	-	4,454.00
Capital assets (net)	-	-	-	6,892,180.09	11,621,280.79	18,513,460.88
Total Noncurrent Assets	304,849.67	-	-	7,549,220.91	11,827,610.47	19,681,681.05
<b>TOTAL ASSETS</b>	<b>\$ 961,401.60</b>	<b>\$ 257,542.05</b>	<b>\$ (87,883.87)</b>	<b>\$ 8,676,155.84</b>	<b>\$ 15,442,158.45</b>	<b>\$ 25,249,374.07</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 26,435.09	\$ 474.14	\$ 34,979.08	\$ 207,525.52	\$ 175,919.48	\$ 445,333.31
Accrued payroll & related liabilities	84,794.95	-	-	36,451.18	36,451.18	157,697.31
Total Current Liabilities	111,230.04	474.14	34,979.08	243,976.70	212,370.66	603,030.62
Noncurrent Liabilities						
Long-term debt	-	-	-	3,315,737.05	1,097,628.37	4,413,365.42
Other noncurrent liabilities	4,454.00	-	-	204,042.01	205,498.16	413,994.17
Total Noncurrent Liabilities	4,454.00	-	-	3,519,779.06	1,303,126.53	4,827,359.59
<b>TOTAL LIABILITIES</b>	<b>115,684.04</b>	<b>474.14</b>	<b>34,979.08</b>	<b>3,763,755.76</b>	<b>1,515,497.19</b>	<b>5,430,390.21</b>
Fund Balance/Net Assets						
Fund balance	53,821.97	257,067.91	(122,862.95)	-	-	188,026.93
Net assets	791,895.59	-	-	1,339,269.44	3,403,008.84	5,534,173.87
Investment in capital assets, net of related debt	-	-	-	3,573,130.64	10,523,652.42	14,096,783.06
Total Fund Balance/Net Assets	845,717.56	257,067.91	(122,862.95)	4,912,400.08	13,926,661.26	19,818,983.86
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 961,401.60</b>	<b>\$ 257,542.05</b>	<b>\$ (87,883.87)</b>	<b>\$ 8,676,155.84</b>	<b>\$ 15,442,158.45</b>	<b>\$ 25,249,374.07</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,303,213.41					
General Long-term Liabilities						
OPEB Liability	147,783.23					
Accrued Compensated Absences	29,647.36					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 177,430.59</b>					

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

Department Summaries	September	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	183,813	603,432	527,272	76,160	14.44%	Actual water sales fluctuate seasonally & with weather.
Other Revenues	21,522	76,160	64,763	11,397	17.60%	Budget is spread evenly across 12 months, but actuals vary with receipts
Total Operating Revenues	205,335	679,592	592,035	87,557	14.79%	
Salaries & Benefits	57,566	174,645	188,709	(14,064)	-7.45%	
Water Purchased	68,744	207,438	206,500	938	0.45%	
Other Expenses	37,283	89,099	92,199	(3,100)	-3.36%	
Depreciation	25,250	74,600	72,500	2,100	2.90%	
Total Operating Expenses	188,843	545,782	559,908	(14,126)	-2.52%	
Net Operating Income	16,492	133,809	32,127	73,431		
Interest Income	846	1,919	3,000	(1,081)	-36.03%	County rate remains lower than anticipated at 0.46%
Interest Expense	(6,674)	(22,886)	(20,076)	2,810	14.00%	Budget spread evenly across 12 months, but actuals vary w/debt payments
<b>Net Income (Loss)</b>	<b>10,664</b>	<b>112,843</b>	<b>15,051</b>	<b>97,792</b>		
<b><u>Sewer</u></b>						
Sewer Service Charges	151,880	463,163	425,000	38,163	8.98%	Actual sewer charges fluctuate with water use, up to the prescribed limit.
Other Revenues	16,408	64,799	74,538	(9,739)	-13.07%	Includes Contributed Capital, which varies with completion of developments
Total Operating Revenues	168,288	527,962	499,538	28,424	5.69%	
Salaries & Benefits	60,797	189,424	189,663	(239)	-0.13%	
Other Expenses	40,739	104,847	148,746	(43,899)	-29.51%	Budget is spread evenly across 12 months, but actuals vary with payments
Depreciation	38,550	115,500	115,750	(250)	-0.22%	
Total Operating Expenses	140,087	409,770	454,159	(44,389)	-9.77%	
Net Operating Income	28,201	118,192	45,379	72,813		
Interest Income	1,324	3,609	5,000	(1,391)	-27.83%	Interest returns remaining lower than expected - see note to Water Fund
Interest Expense	(3,930)	(12,155)	(14,686)	(2,531)	-17.23%	Budget spread evenly across 12 months, but actuals vary w/debt payments
<b>Net Income (Loss)</b>	<b>25,596</b>	<b>109,646</b>	<b>35,693</b>	<b>73,953</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>36,259</b>	<b>222,488</b>	<b>50,744</b>	<b>171,744</b>		

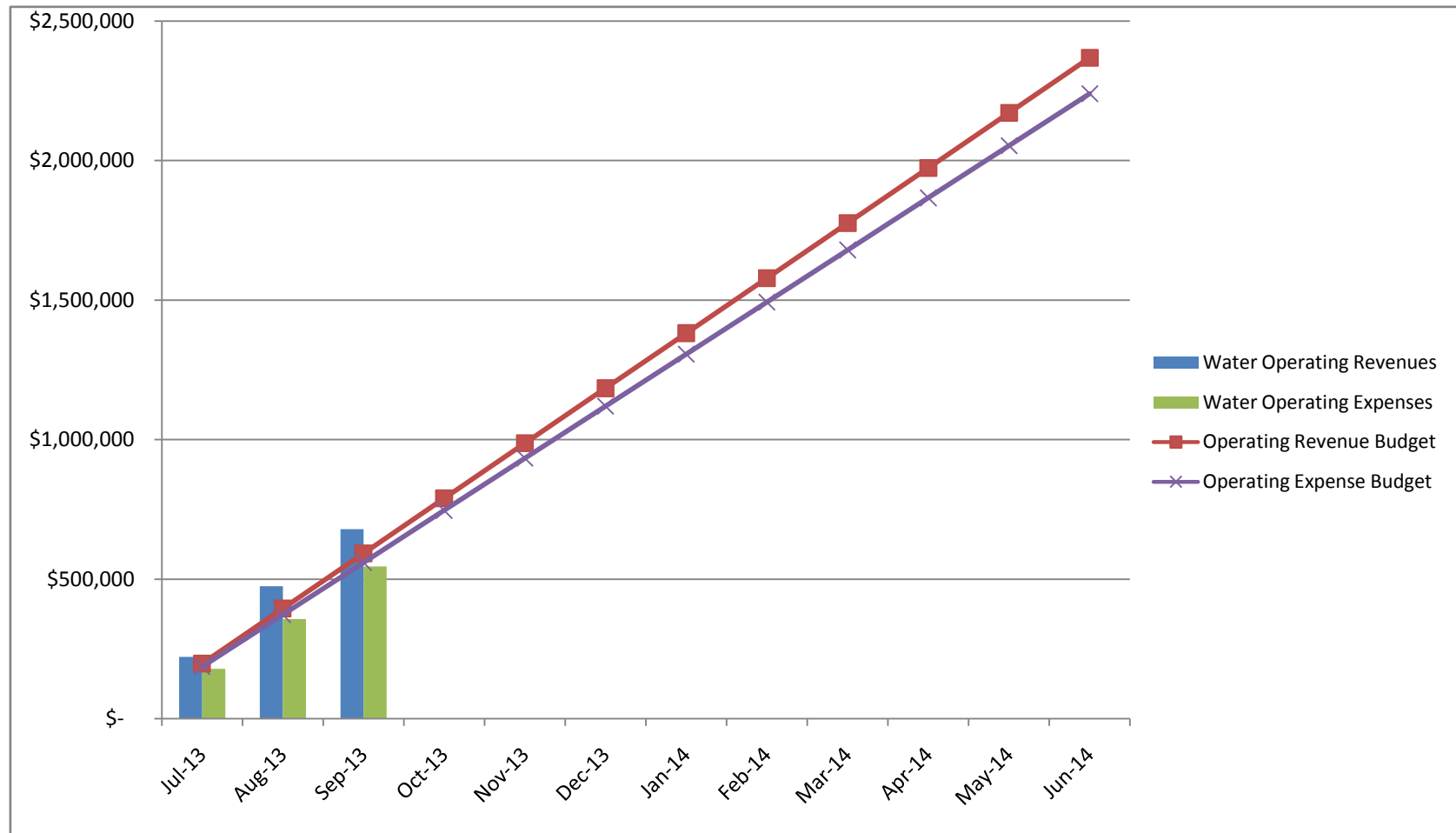
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**September 2013**

Department Summaries	September	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	17,523	81,332	83,575	(2,243)	-2.68%	
Rents & Related Fees	6,870	19,315	19,108	207	1.08%	
Property Taxes	17,381	17,381	127,500	(110,119)	-86.37%	County Tax remittance scheduled in December and April
Other Revenues	6,059	18,680	45,825	(27,145)	-59.24%	Revenue budget spread evenly across 12 months, but actuals vary w/receipts
Interest Income	176	653	788	(135)	-17.15%	Interest returns remaining lower than expected - see note to Water Fund
Total Revenues	48,009	137,361	276,796	(139,435)	-50.37%	
Salaries & Benefits	63,523	199,488	194,282	5,206	2.68%	
Other Expenditures	18,272	66,496	56,760	9,736	17.15%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	131,757	134,094	25,750	108,344	420.75%	Escrow Payment for Washington Avenue parcel
Total Expenditures	213,551	400,077	276,792	123,285	44.54%	
<b>Excess (Deficit)</b>	<b>(165,543)</b>	<b>(262,716)</b>	<b>4</b>	<b>(262,720)</b>		
<b><u>Measure B Assessment</u></b>						
Total Revenues	14	59	52,281	(52,222)	-99.89%	County Tax remittance scheduled in December and April
Salaries & Benefits	5,027	13,325	23,990	(10,665)	-44.46%	Maintenance salary & supplies expended before Measure B revenue received
Other Expenditures	(130)	2,207	2,125	82	3.85%	Reversal of prior month expenditures to Parks Fund budget line
Capital Expenditures	468	468	25,956	(25,488)	-98.20%	Capital expenditures on the Teen Center in September
Total Expenditures	5,365	16,000	52,071	(36,071)	-69.27%	
<b>Excess (Deficit)</b>	<b>(5,351)</b>	<b>(15,941)</b>	<b>210</b>	<b>(16,151)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	7,186	21,774	47,100	(25,326)	-53.77%	
Salaries & Benefits	3,063	10,660	9,950	710	7.14%	
Other Expenditures	4,269	10,336	11,003	(667)	-6.06%	Cost savings from Streetlights LED project not yet realized
Capital Expenditures	33,991	52,528	25,000	27,528	110.11%	LED project - fixtures received and installation proceeding
Total Expenditures	41,322	73,525	45,953	27,572	60.00%	
<b>Excess (Deficit)</b>	<b>(34,136)</b>	<b>(51,751)</b>	<b>1,147</b>	<b>52,898</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(205,030)</b>	<b>(330,408)</b>	<b>1,361</b>	<b>(331,769)</b>		

# McKinleyville Community Services District

## September 2013

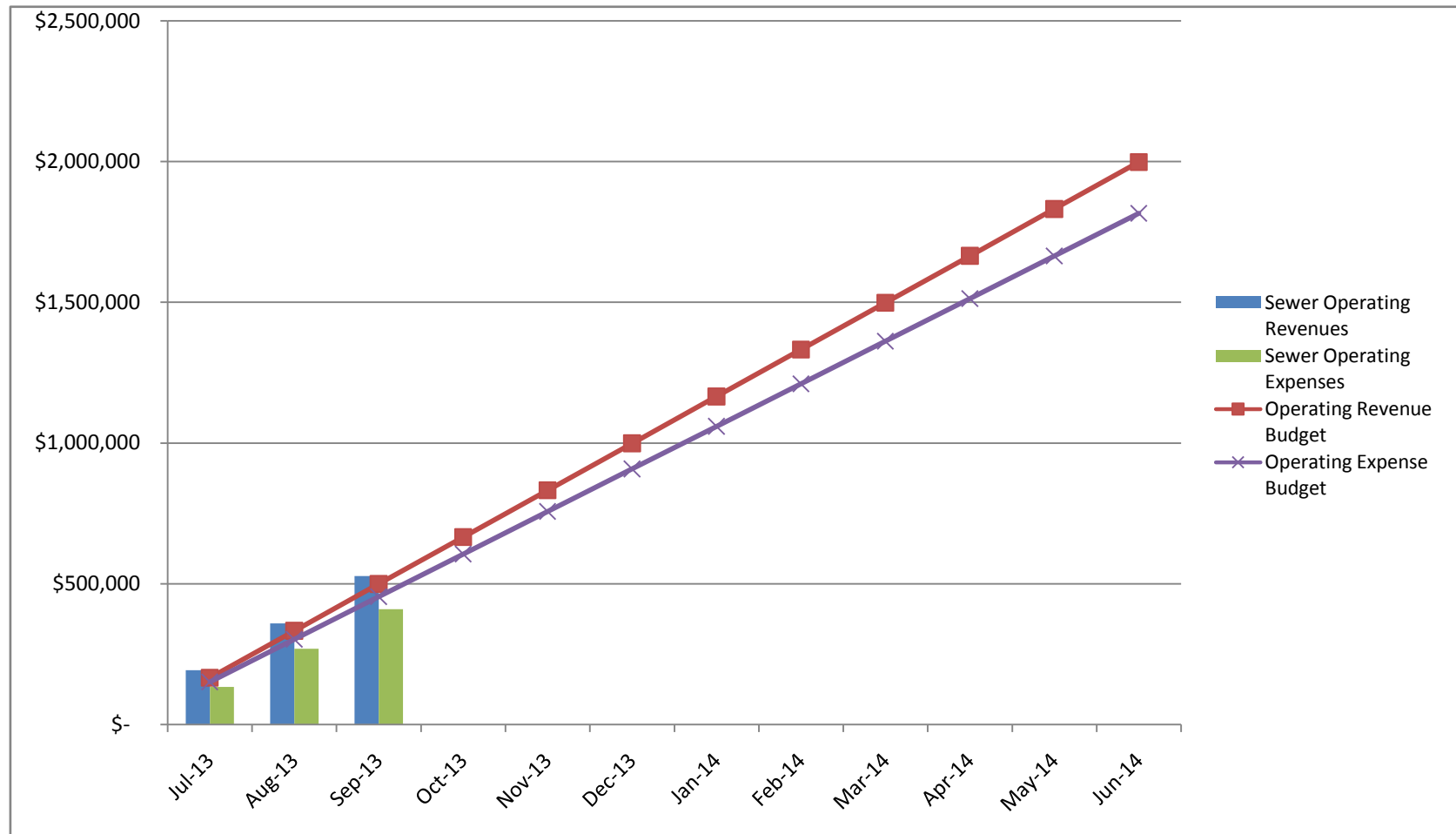
### Comparison of Water Fund Operating Revenues & Expenses to Budget



# McKinleyville Community Services District

## September 2013

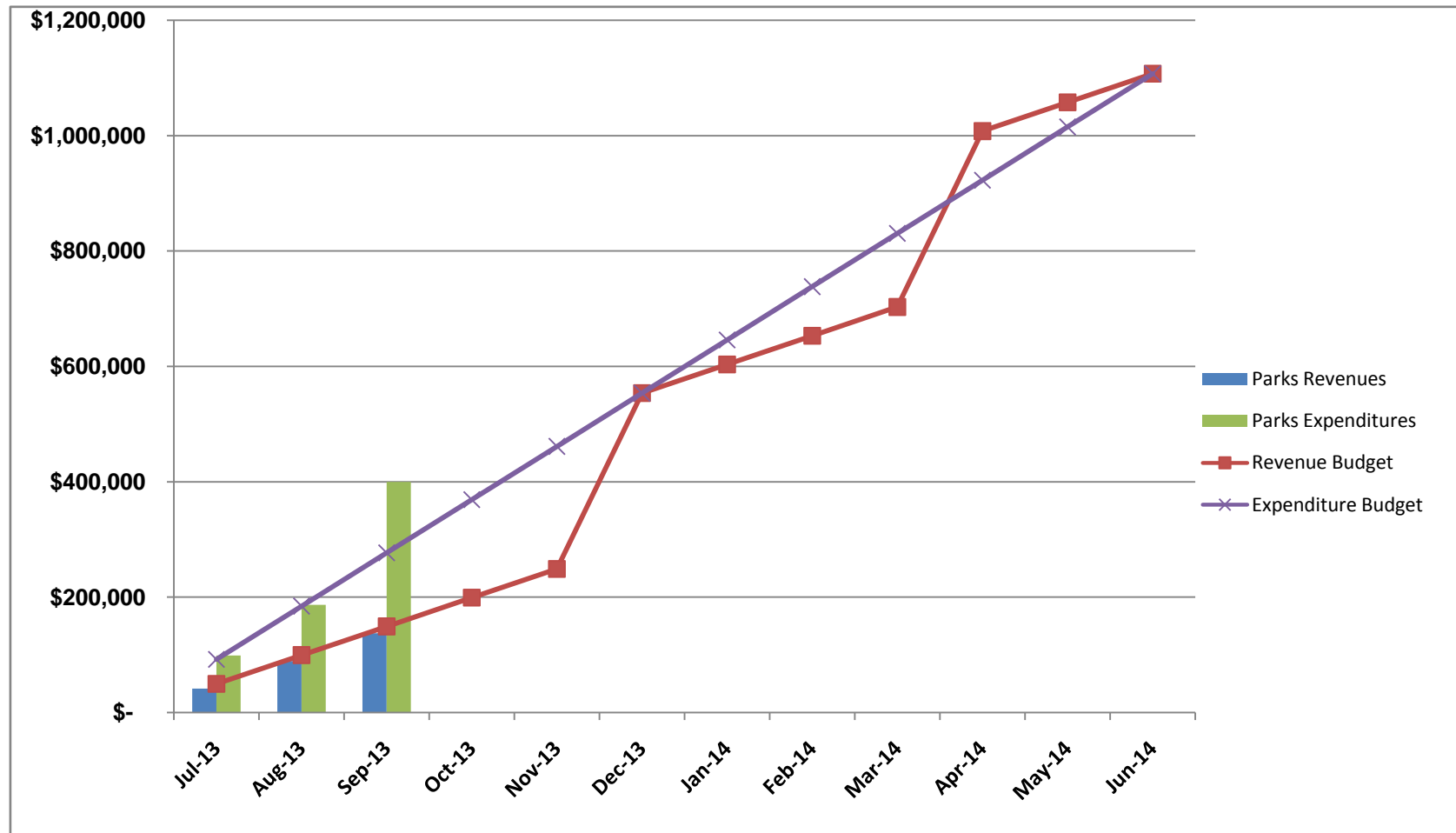
### Comparison of Sewer Fund Operating Revenues & Expenses to Budget



# McKinleyville Community Services District

## September 2013

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

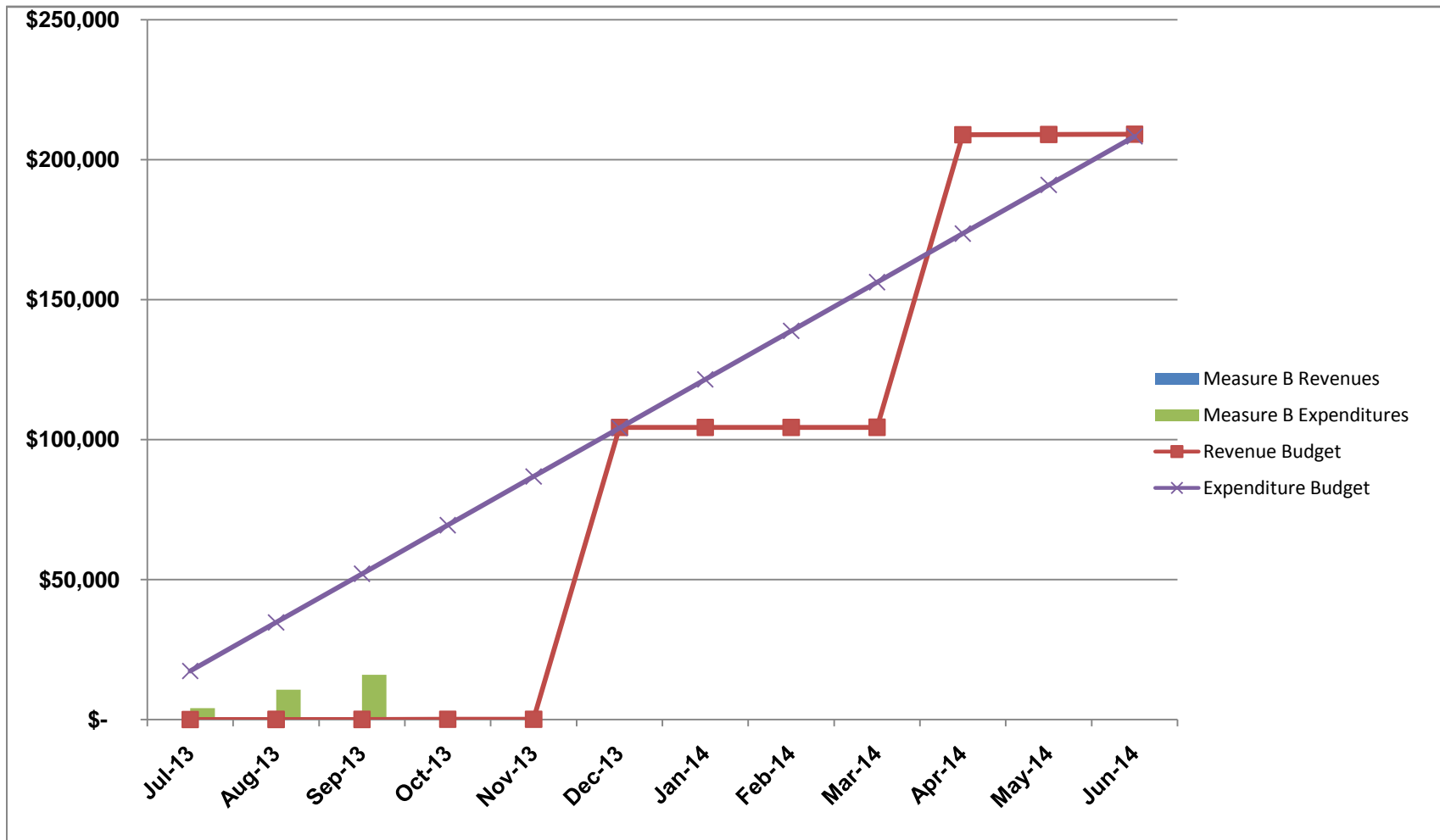




# McKinleyville Community Services District

## September 2013

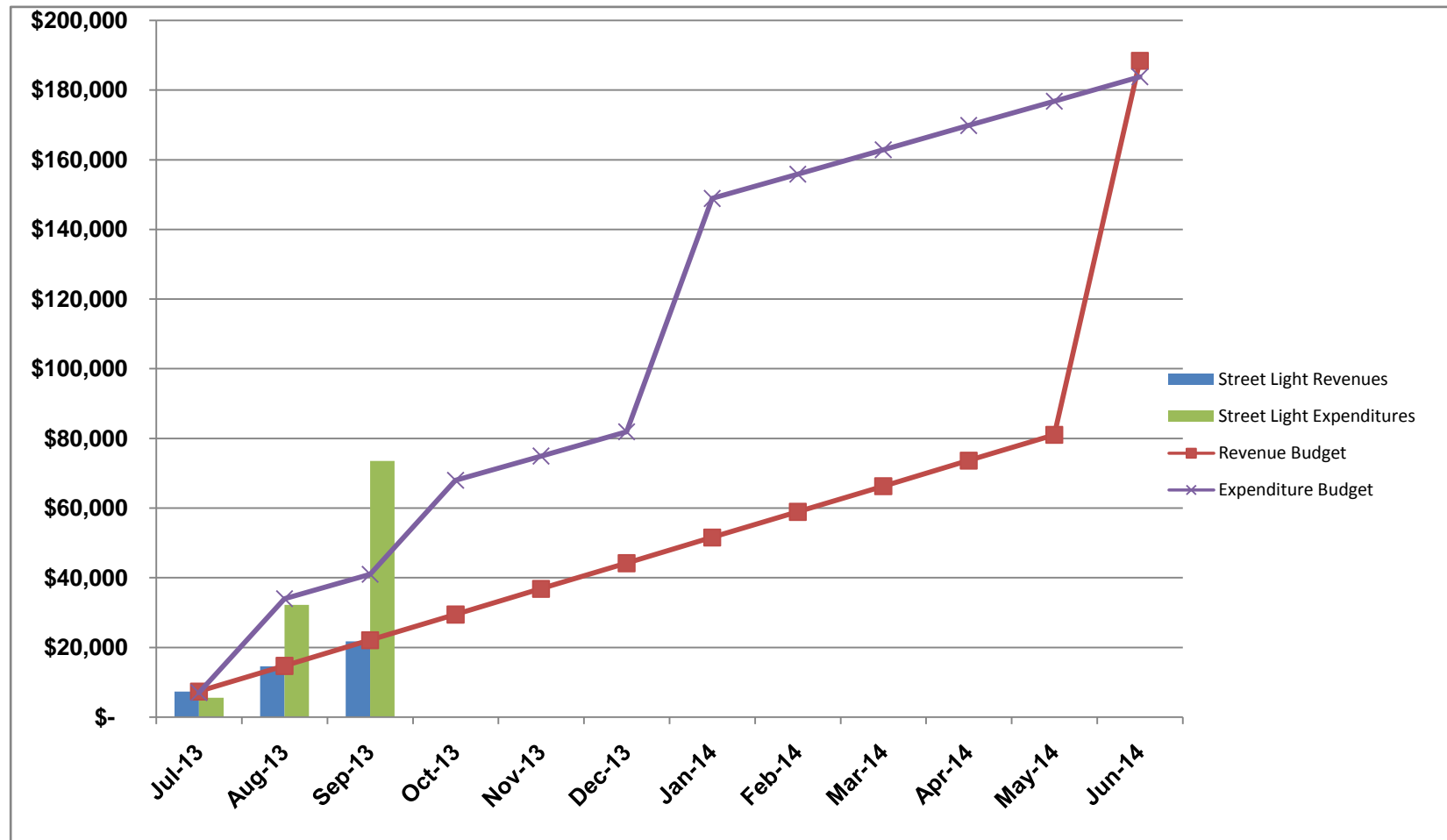
### Comparison of Measure B Fund Total Revenues & Expenditures to Budget



# McKinleyville Community Services District

## September 2013

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



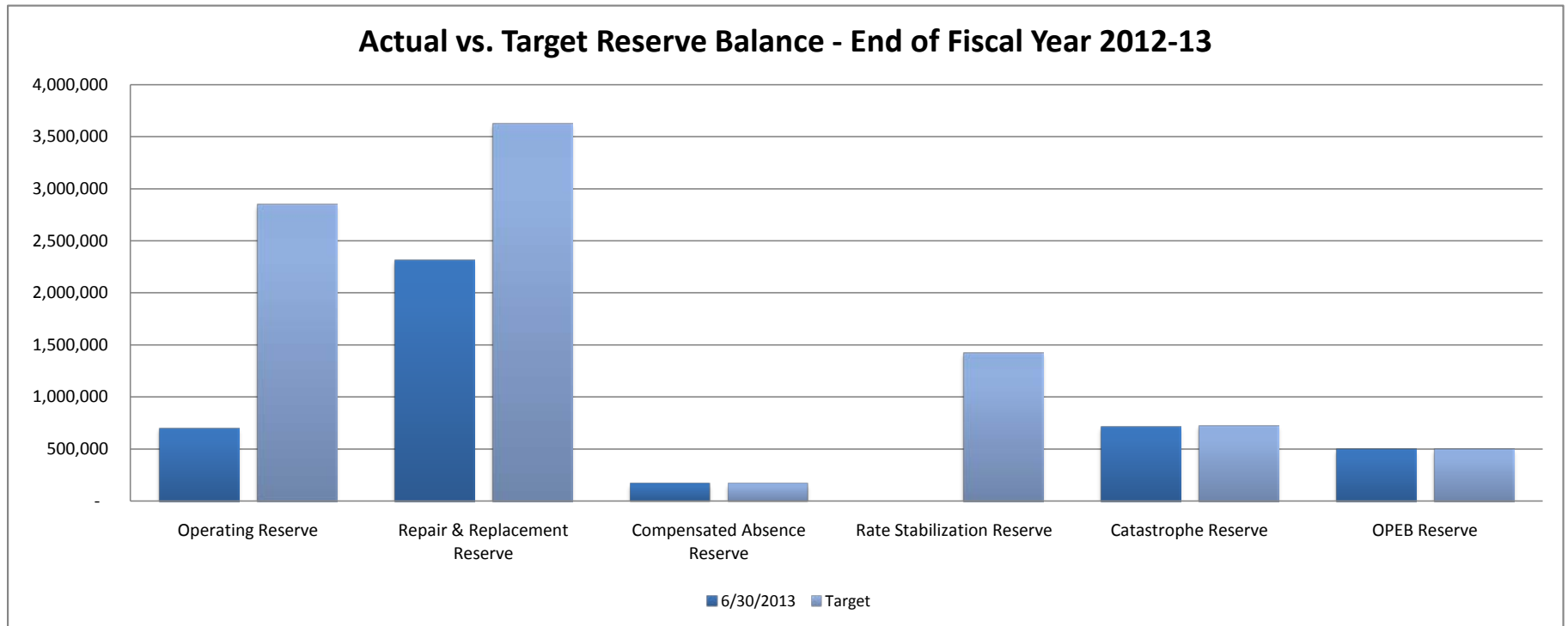
**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of September 30, 2013**

	September	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Emergency Water Line River Crossing	-	1,805	2,000,000	1,998,195	100%	
Fire Hydrant System Upgrade		-	8,000	8,000	100%	
Customer Meter Replacements	-	-	90,000	90,000	100%	
Radio Telemetry Upgrade	-	6,632	25,000	18,368	73%	
Meter Reading Equipment Replacement	-	-	6,000	6,000	100%	
Property Purchase & Improvements	-	-	6,000	6,000	100%	
Subtotal	-	8,437	2,135,000	2,126,563	100%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Roof Replacement	-	-	10,000	10,000	100%	
WWMF Sludge Disposal & Handling	-	-	250,000	250,000	100%	
WWMF & Fischer Lift Stn Grinder Upgrade		-	15,000	15,000	100%	
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	137,512	138,583	853,000	714,417	84%	Kennedy Jenks - WWMF design
Radio Telemetry Upgrade	-	-	10,000	10,000	100%	
Sewer Lift Station Other Upgrades	-	-	5,000	5,000	100%	
Sewer Lift Station Pump/Gen Upgrades		-	20,000	20,000	100%	
Customer Radio Meter Replacements		-	90,000	90,000	100%	
Subtotal	137,512	138,583	1,333,000	1,194,417	90%	
<u>Water &amp; Sewer Operations</u>						
Heavy Equipment	-	-	90,000	90,000	100%	Dump Truck
Utility Vehicles	-	-	60,000	60,000	100%	Car, 3/4 or 1-ton Pickup Truck
Computers & Software	-	1,152	20,000	18,848	94%	
GIS/SEMS/CADD Equipment/Software			4,000	4,000	100%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade			1,000,000	1,000,000	100%	
Small Equipment & Other	-	-	15,000	15,000	100%	
Subtotal	-	1,152	1,197,000	1,195,848	100%	
Enterprise Funds Total	137,512	148,172	4,665,000	4,516,828	97%	
<u>Parks &amp; Recreation Department</u>						
Pierson Park Upgrades	-	-	25,000	25,000	100%	Covered Picnic Area
Azalea Hall Projects			5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades	-	-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds	131,757	132,694	68,000	(64,694)	-95%	Washington Ave Parcel, Picnic Ar
Projects Funded by Measure B Renewal	-	-	104,000	104,000	100%	Teen Center Project
Other Parks Projects & Equipment	-	1,400	-	(1,400)	#DIV/0!	Washington Parcel
Subtotal	131,757	134,094	207,000	72,906	35%	
<u>Streetlights</u>						
LED	33,991	52,528	125,000	72,472	58%	LED Streetlights
Subtotal		52,528	125,000	72,472	58%	
Governmental Funds Total	165,747	186,622	332,000	145,378	44%	
All Funds Total	303,259	334,794	4,997,000	4,662,206	93%	

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

				Principal Maturities and Scheduled Interest					
				Balance -	Balance - Sept.	Remaining			
	%	Maturity Date		August 31, 2013	30, 2013	for FY-14	FY-15	FY-16	Thereafter
<b>Water Fund:</b>									
I-Bank		8/1/30	P	881,333.57	881,333.57	-	39,248.69	40,571.37	801,513.53
Interest	3.37%		I			14,850.47	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	156,860.62	156,860.62	10,856.01	11,018.72	11,125.84	123,806.70
Interest	1.0%		I			1,533.95	1,432.12	1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,936,845.81	1,936,845.81	75,821.96	77,717.50	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	340,697.05	340,697.05	17,035.12	17,035.12	17,035.12	289,591.69
Interest	2.5%		I			47,481.16	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal				3,315,737.05	3,315,737.05	103,713.09	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest						63,865.58	76,997.32	73,602.49	634,639.07
<b>Total Water Fund</b>				<b>3,315,737.05</b>	<b>3,315,737.05</b>	<b>167,578.67</b>	<b>222,017.35</b>	<b>221,995.26</b>	<b>3,553,196.90</b>
<b>Sewer Fund:</b>									
State of CA WRCB (SCEP I)		4/15/16	P	122,760.30	122,760.30	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	-	-	
State of CA WRCB (SCEP II)		3/27/18	P	129,241.57	129,241.57	24,546.06	25,183.91	25,838.70	53,686.60
Interest	2.6%		I			3,360.28	2,722.43	2,067.64	2,102.41
Umpqua Bank		12/4/17	P	214,318.75	210,626.50	41,041.12	47,186.72	49,848.42	79,721.79
Interest	5.5%		I			10,048.63	8,547.04	5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	635,000.00	635,000.00	60,000.00	60,000.00	60,000.00	515,000.00
Interest	5.0%		I			33,250.00	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal				1,101,320.62	1,097,628.37	166,507.28	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest						46,658.91	41,519.47	35,202.98	96,483.98
<b>Total Sewer Fund</b>				<b>1,101,320.62</b>	<b>1,097,628.37</b>	<b>213,166.19</b>	<b>214,810.20</b>	<b>211,810.20</b>	<b>744,892.37</b>
Total Principal				4,417,057.67	4,413,365.42	270,220.37	318,310.76	324,999.99	3,566,966.22
Total Interest						110,524.49	118,516.79	108,805.47	731,123.05
<b>Total</b>				<b>4,417,057.67</b>	<b>4,413,365.42</b>	<b>380,744.86</b>	<b>436,827.55</b>	<b>433,805.46</b>	<b>4,298,089.27</b>

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



- Utility Accounts Receivable Turnover Days As of September 30, 2013 16.8 Days

Beg. A/R	223,367.41	End A/R	#####	Avg A/R	199,139.325	Net Util Sales	106,659.29	# of Times	5.356025436
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- YTD Breakeven Revenue, Water Fund: 515,583.11 - YTD Actual Water Sales: 603,432.12

501 Ops Exp	338,344.83	501 COG	#####	501 Wtr Sales	603,432.12
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- Days of Cash on Hand - Operations Account 70.5 Days

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

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
26997	9/4/2013	ASC02	ASCAP	340.89	50064276	SUBSCRIPTION
26998	9/4/2013	COA04	COASTAL TREE SERVICE	400.00	116	REMOVAL OF HAZARDOUS TREE
26999	9/4/2013	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B30815	MOMS SOFTWARE MAINTENANCE
27000	9/4/2013	COR07	JOHN W. CORBETT	125.00	B30828	DIRECTORS FEES
27001	9/4/2013	COU09	DAVID R. COUCH	250.00	B30828	DIRECTORS FEES
27002	9/4/2013	EDW01	HELEN L. EDWARDS	250.00	B30828	DIRECTORS FEES
27003	9/4/2013	HUB02	HUB INTERNATIONAL INSURANCE	125.78	B30904	SPEC EVENT INSURANCE
27004	9/4/2013	KEY01	KEY EQUIPMENT FINANCE	312.40	1309	EQUIPMENT LEASE
27005	9/4/2013	LES01	LES SCHWAB TIRE CENTER	713.42	60792	VEHICLE REPAIRS
27006	9/4/2013	MAY02	DENNIS MAYO	250.00	B30828	DIRECTORS FEES
27007	9/4/2013	MCK12	MCKINLEYVILLE UNION SCHOOL	1,687.00	B30828	REC PROGRAM BUS TRANSPORT
27008	9/4/2013	NEC01	NEC FINANCIAL SERVICES,LLC	315.25	1643500	PHONE SERVICES
27009	9/4/2013	NOR36	NORTH COAST PARTS & SUPPLIES	2,183.08	B30828	REPAIRS/ SUPPLIES
27010	9/4/2013	NYL01	NYLEX.NET	48.00	74355	PROFESSIONAL SERVICES
27011	9/4/2013	PRE08	PRECISION INTERMEDIA	30.00	RC913109	WEB HOSTING FOR SEPT 2013
27012	9/4/2013	SIE03	SIERRA DISPLAY, INC.	658.57	17696	BANNER SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27013	9/4/2013	SPO02	SPORT & CYCLE INC	83.33	186366	REC PROGRAM SUPPLIES
27014	9/4/2013	SUD01	SUDDENLINK	159.90	B30829	INTERNET SERVICES
27015	9/4/2013	USB01	U.S. BANK TRUST N.A.	7,645.83	B30828	SEWER BOND PAYMENT
27016	9/4/2013	WEN01	WILLIAM WENNERHOLM, DC	250.00	B30828	DIRECTORS FEES
27017	9/4/2013	WIL09	WILLDAN FINANCIAL SERVICE	1,533.00	010-21848	PROFESSIONAL SERVICES
27018	9/4/2013	\B015	MQ CUSTOMER REFUND FOR BL	10.38	000B30901	MQ CUSTOMER REFUND FOR BL
27019	9/4/2013	\C040	MQ CUSTOMER REFUND FOR CO	22.25	000B30901	MQ CUSTOMER REFUND FOR CO
27020	9/4/2013	\C041	MQ CUSTOMER REFUND FOR CO	48.48	000B30901	MQ CUSTOMER REFUND FOR CO
27021	9/4/2013	\C042	MQ CUSTOMER REFUND FOR CU	46.40	000B30901	MQ CUSTOMER REFUND FOR CU
27022	9/4/2013	\D002	MQ CUSTOMER REFUND FOR DI	57.59	000B30901	MQ CUSTOMER REFUND FOR DI
27023	9/4/2013	\F016	MQ CUSTOMER REFUND FOR FA	3.98	000B30901	MQ CUSTOMER REFUND FOR FA
27024	9/4/2013	\F017	MQ CUSTOMER REFUND FOR FI	4.83	000B30901	MQ CUSTOMER REFUND FOR FI
27025	9/4/2013	\G023	MQ CUSTOMER REFUND FOR GI	65.08	000B30901	MQ CUSTOMER REFUND FOR GI
27026	9/4/2013	\K007	MQ CUSTOMER REFUND FOR KI	41.97	000B30901	MQ CUSTOMER REFUND FOR KI
27027	9/4/2013	\L009	MQ CUSTOMER REFUND FOR LA	28.02	000B30901	MQ CUSTOMER REFUND FOR LA
27028	9/4/2013	\L010	MQ CUSTOMER REFUND FOR LE	80.00	000B30901	MQ CUSTOMER REFUND FOR LE
27029	9/4/2013	\M021	MQ CUSTOMER REFUND FOR MA	42.46	000B30901	MQ CUSTOMER REFUND FOR MA
27030	9/4/2013	\M022	MQ CUSTOMER REFUND FOR MC	56.61	000B30901	MQ CUSTOMER REFUND FOR MC
27031	9/4/2013	\N009	MQ CUSTOMER REFUND FOR NU	72.35	000B30901	MQ CUSTOMER REFUND FOR NU
27032	9/4/2013	\R010	MQ CUSTOMER REFUND FOR RI	59.48	000B30901	MQ CUSTOMER REFUND FOR RI
27033	9/4/2013	\S025	MQ CUSTOMER REFUND FOR SA	40.60	000B30901	MQ CUSTOMER REFUND FOR SA



Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27034	9/4/2013	\W001	MQ CUSTOMER REFUND FOR WE	285.00	000B30901	MQ CUSTOMER REFUND FOR WE
27035	9/9/2013	ACW01	CB&T/ACWA-JPIA	53,136.01	B30906	GROUP HEALTH INSURANCE
27036	9/9/2013	ADV01	ADVANCED SECURITY SYSTEM	76.00	234538	REPAIRS ON SECURITY SYSTEM
27037	9/9/2013	ARC02	Arcata Stationers	62.72	2	OFFICE SUPPLIES
				470.81	3	OFFICE SUPPLIES
				55.69	B30826	OFFICE SUPPLIES
				319.60	B30905	OFFICE SUPPLIES
			Check Total:	<u>908.82</u>		
27038	9/9/2013	BAY02	BAY WEST SUPPLY, INC.	977.91	B30904	JANITORIAL SUPPLIES FOR AUG
27039	9/9/2013	CAP02	CAPITOL ENGINEERING LABS	957.08	34638	PROFESSIONAL SERVICES
27040	9/9/2013	COS03	COSTCO WHOLESALE	133.79	B30904	SUPPLIES PURCHASED IN AUG
27041	9/9/2013	DOW01	DOWNEY BRAND ATTORNEYS LLC	402.00	456008	PROFESSIONAL SERVICES
27042	9/9/2013	HAR03	HARVEY M. HARPER CO.	954.59	735596	VEHICLE REPAIRS
27043	9/9/2013	HIL02	HILFIKER PIPE CO.	27.60	39885	REPAIRS/ SUPPLIES
27044	9/9/2013	HUM01	HUMBOLDT BAY MUNI WATER DISTRICT	68,653.92	B30904	WTR PURCHASED
27045	9/9/2013	HUM04	HUMBOLDT COUNTY	900.00	B30909	WASHINGTON AVE PARK
27046	9/9/2013	HUM05	HUMBOLDT COUNTY	500.00	B30909	WASHINGTON AVE PARK
27047	9/9/2013	HUM08	HUMBOLDT SANITATION	154.40	B30828	TRASH SERVICE
				966.50	B30904	TRASH SERVICE
			Check Total:	<u>1,120.90</u>		
27048	9/9/2013	IND01	INDEPENDENT BUS. FORMS	3,229.66	26350	OFFICE SUPPLIES
27049	9/9/2013	KEY01	KEY EQUIPMENT FINANCE	312.40	B30909	EQUIPMENT LEASE PAYMENT
27050	9/9/2013	LES02	AMY LESTER	106.69	B30909	REC PROGRAM REIMBURSEMENT

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27051	9/9/2013	MAY02	DENNIS MAYO	284.00	B30906	CSDA ANNUAL CONFERENCE
27052	9/9/2013	MCK04	MCK ACE HARDWARE	674.84	B30829	REPAIRS/SUPPLY
				128.21	B30906	REPAIRS/SUPPLY
			Check Total:	<u>803.05</u>		
27053	9/9/2013	MEN01	MENDES SUPPLY CO.	1,081.09	M050077	SMALL TOOL PURCHASE
				61.06	M050647	REPAIRS/SUPPLY
				527.74	M050751	REPAIRS/SUPPLY
			Check Total:	<u>1,669.89</u>		
27054	9/9/2013	MIL01	Miller Farms Nursery	1,379.34	B30829	REPAIRS/SUPPLY
				63.56	B30906	REPAIRS/SUPPLY
			Check Total:	<u>1,442.90</u>		
27055	9/9/2013	MIL03	THE MILL YARD	50.90	B30828	REPAIRS/ SUPPLIES
				1.03	B30906	REPAIRS/ SUPPLIES
			Check Total:	<u>51.93</u>		
27056	9/9/2013	NOR01	NORTH COAST LABORATORIES	2,066.00	B30829	LAB TESTS
				1,092.00	B30906	LAB TESTS
			Check Total:	<u>3,158.00</u>		
27057	9/9/2013	NOR13	NORTHERN CALIF SAFETY CONSORTIUM	80.00	19782	MONTHLY SUBSCRIPTION
27058	9/9/2013	NOR40	N.COAST EMPLOYER ADVISORY COUNCIL	18.00	B30906	EDD-SEMINAR @ RED LION
27059	9/9/2013	NYL01	NYLEX.NET	624.00	74353	PROFESSIONAL SERVICES
				192.00	74420	PROFESSIONAL SERVICES
			Check Total:	<u>816.00</u>		
27060	9/9/2013	ORS01	GREG ORSINI	284.00	B30906	CSDA ANNUAL CONFERENCE
27061	9/9/2013	OSC01	OSCAR LARSON & ASSOCIATES	967.31	3774	PROFESSIONAL SERVICES
				369.77	3792	PROFESSIONAL SERVICES
			Check Total:	<u>1,337.08</u>		
27062	9/9/2013	PGE01	PG & E (Office & Field)	15,658.53	B30906	GAS & ELECTRIC
27063	9/9/2013	REN01	RENNER PETROLEUM	3,595.09	B30906	FUEL FOR AUG 2013

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27064	9/9/2013	SAF04	SAFEWAY INC. FILE # 72905	105.87	B30906	SUPPLIES PURCHASED
27065	9/9/2013	SDR01	SDRMA	4,988.53	44902	WORKERS COMP
27066	9/9/2013	SEC03	SECURITY LOCK & ALARM	136.40	82353	REPAIRS/ SUPPLIES
				114.64	82495	REPAIRS/ SUPPLIES
			Check Total:	<u>251.04</u>		
27067	9/9/2013	SHN01	SHN ENGINEERING	6,258.75	80472	PROFESSIONAL SERVICES
27068	9/9/2013	THO02	Thomas Home Center	187.40	B30909	REPAIRS/SUPPLY
27069	9/9/2013	THR01	THRIFTY SUPPLY COMPANY	5,103.44	109519	REPAIRS/ SUPPLIES
27070	9/9/2013	UMP03	UMPQUA BANK--VISA	389.39	2	SUPPLIES PURCHASED IN AUG
				3,030.59	B30909	SUPPLIES PURCHASED IN AUG
			Check Total:	<u>3,419.98</u>		
27071	9/9/2013	USB02	US BANK	968.00	3473720	ANNUAL FEE
27072	9/9/2013	VER01	VERIZON WIRELESS	58.18	B30909	CELL PHONES FOR AUG 2013
27073	9/9/2013	ZEP01	ZEP MANUFACTURING CO.	288.33	457610	REPAIRS/ SUPPLIES
27074	9/16/2013	*0015	AZALEA HALL DEPOSIT REFUND TC	100.00	B30916	AZALEA HALL DEPOSIT REFUND TC
27075	9/16/2013	*0016	KIDS CLUB REFUND AA	156.00	B30916	KIDS CLUB REFUND AA
27076	9/16/2013	*0017	AZALEA HALL DEPOSIT REFUND MS	100.00	B30916	AZALEA HALL DEPOSIT REFUND MS
27077	9/16/2013	*0018	REC PROGRAM REFUND LV	65.00	B30916	REC PROGRAM REFUND LV
27078	9/16/2013	AGS01	AG SALES	-	B30828u	Ck# 027078 Reversed
27079	9/16/2013	AJI01	HAIDER AJINA	30.00	B30916	CONTRACTED REFEREE
27080	9/16/2013	COU02	HUMBOLDT COUNTY ASSESSOR	10.60	B30916	MEASURE B MAPS
27081	9/16/2013	DEP05	DEPARTMENT OF JUSTICE	96.00	989176	FINGERPRINTING REC PROGRAM
27082	9/16/2013	ECI01	ECIVIS, INC. (LOCKBOX)	1,875.00	102962	SUBSCRIPTION

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27083	9/16/2013	EUR05	Eureka Oxygen Co	90.17	BO 65406	REPAIRS/ SUPPLIES
				474.62	BO 65485	REPAIRS/ SUPPLIES
			Check Total:	<u>564.79</u>		
27084	9/16/2013	EUR06	EUREKA READY MIX	481.60	A 8902	REPAIRS/SUPPLY
27085	9/16/2013	FED01	FedEx Office	25.00	OC-559949	LATE FEE
27086	9/16/2013	FRE02	MICHAEL FREEMAN	37.61	B30916	SAFETY ALLOTMENT
27087	9/16/2013	HEL01	KEVIN HELD	375.00	B30916	DJ FOR JR HIGH DANCE
27088	9/16/2013	HEN01	Hensell Materials, Inc.	53.04	479293	REPAIRS/SUPPLY
27089	9/16/2013	MIT01	Mitchell, Brisso, Delaney & Vrieze	1,860.00	33142	PROFESSIONAL SERVICES
27090	9/16/2013	PRO03	PROFESSIONAL CREDIT MGMT	13.32	88	RECOVERY OF BAD DEBTS
27091	9/16/2013	SEM01	SEMS TECHNOLOGIES	250.00	1614	WEBINAR TRAINING
27092	9/16/2013	SEQ01	Sequoia Gas Co.	810.97	26935	FUEL
27093	9/16/2013	TEL01	TELE-WORKS, INC	1,191.00	7242	IVR SYSTEM SUBSCRIPTION
				684.00	7250	IVR SYSTEM MINUTES
			Check Total:	<u>1,875.00</u>		
27094	9/16/2013	THR02	THREE G'S HAY & GRAIN	52.01	74461	SUPPLIES PURCHASED
27095	9/16/2013	USP02	USPS: ARCATA BMEU	1,500.00	B30909	PERMIT 202 BULK MAIL
27096	9/23/2013	*0019	AZALEA HALL DEPOSIT REFUND HL	-	B30923u	Ck# 027096 Reversed
27097	9/23/2013	*0020	PUPPY TRAINING CLASS REFUND CC	70.00	B30923	PUPPY TRAINING CLASS REFUND CC
27098	9/23/2013	ATT01	AT&T	-	B30923u	Ck# 027098 Reversed
27099	9/23/2013	BAL01	DAVID BALDOSSER	142.01	B30923	AFLAC FLEX SPENDING REIMB
27100	9/23/2013	GHD01	GHD	906.00	74991	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27101	9/23/2013	HUM42	HUMBOLDT OUTFITTERS	933.66	7551	MCSO UNIFORMS
27102	9/23/2013	KER01	KERNEN CONSTRUCTION	709.50	48034	REPAIRS/ SUPPLIES
27103	9/23/2013	PGE02	PACIFIC GAS & ELECTRIC	2,779.75	B30923	STREETLIGHTS
				218,282.57		
<b>Total Disbursements, Accounts Payable:</b>				<b>218,282.57</b>		

#### Payroll Related Disbursements

11317-11341	9/10/2013	Various Employees		15,534.22	Employee Payroll Checks	
11342	9/5/2013	CAL12	CalPERS 457 Plan	3,583.84	B30905	RETIREMENT
11343	9/5/2013	DIR01	DIRECT DEPOSIT VENDOR- US	25,852.55	B30905	Direct Deposit
11344	9/5/2013	EMP01	Employment Development	1,459.25	B30905	STATE INCOME TAX
				550.06	1B30905	SDI
Check Total:				2,009.31		
11345	9/5/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	4,658.59	B30905	FEDERAL INCOME TAX
				6,813.76	1B30905	FICA
				1,593.48	2B30905	MEDICARE
Check Total:				13,065.83		
11347	9/5/2013	AFL01	AFLAC	43.30	B30831	AFLAC (PRE-TAX)
11348	9/5/2013	PUB01	Public Employees PERS	16,085.31	B30831	PERS PAYROLL REMITTANCE
				56.08	1B30831	PERS CONTRIBUTION
Check Total:				16,141.39		
11349	9/8/2013	Employee check		391.17	Vacation Buyout	
11350-11372	9/24/2013	Various Employees		14,152.42	Employee Payroll Checks	
11373	9/24/2013	CAL12	CalPERS 457 Plan	3,562.92	B30924	RETIREMENT
11374	9/24/2013	DIR01	DIRECT DEPOSIT VENDOR- US	24,750.32	B30924	Direct Deposit

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
11375	9/24/2013	EMP01	Employment Development	-	B30909	STATE INCOME TAX
				1,354.89	B30924	STATE INCOME TAX
				4.44	1B30909	SDI
				520.21	1B30924	SDI
			Check Total:	<u>1,879.54</u>		
11376	9/24/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	19.00	B30909	FEDERAL INCOME TAX
				4,494.75	B30924	FEDERAL INCOME TAX
				55.08	1B30909	FICA
				6,443.52	1B30924	FICA
				12.88	2B30909	MEDICARE
				1,506.96	2B30924	MEDICARE
			Check Total:	<u>12,532.19</u>		
				<u>133,499.00</u>		
			<b>Total Disbursements, Payroll:</b>	<b><u>133,499.00</u></b>		
			<b>Total Check Disbursements:</b>	<b><u>351,781.57</u></b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **Consent Calendar Item**

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

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

**TYPE OF ACTION: Consent Calendar**

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	August 29, 2013
10 Day Notice	October 23, 2013
Board Meeting	November 6, 2013
Lock	December 9, 2013
<b>Routes 11 and 15</b>	

Account #	Address	Model of DCV	Date s/o out
11-475-000	2150 Walker	Febco	
11-960-000	1414 Railroad	Febco	
15-210-000	2681 Kelly	Wilkins	
15-350-000	754 Eucalyptus	Febco	10/22/2013
15-660-000	2443 Penn Ave	Febco	
15-730-000	2624 Pine	Wilkins	
15-910-000	2661 Bolier	Febco	
11-475-000	2150 Walker	Febco	

Updated: 10/23/2013



# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.1. Consider adopting Resolution 2013-22; and Resolution 2013-23 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation**

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

**TYPE OF ACTION: Roll Call Vote**

**Recommendation:**

Staff would like to take public comment and arrive at a consensus to adopt Resolution 2013-22, 2013-23 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation.

**Discussion:**

We are pleased to announce that the District has been awarded the Transparency Certificate of Excellence through the Special District Leadership Foundation (SDLF). The District will be recognized for two years. We will receive the certificate for display; press release template; recognition on the SDLF website; letter to legislators within the district's boundaries announcing the achievement and recognition in CA Special District magazine and the CSD eNews.

Earning the certificate demonstrates our commitment to provide information and awareness to the public McKinleyville CSD serves. One requirement for the certificate included asking various community leaders to complete an overview checklist and comment on the accomplishments of the District.

Staff and the Board of Directors of McKinleyville Community Service District would like to publicly recognize the support of Ms. Carol Rische, General Manager of Humboldt Bay Municipal Water District and Mr. Ryan Sundberg, Fifth District Supervisor of Humboldt County Board of Supervisors in completing their review and checklist in support of MCSD's quest. Please join us in presenting these individuals with Resolutions acknowledging them for their support of District's commitment to transparency.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – Resolution 2013-22
- Attachment 2 – Resolution 2013-23

**RESOLUTION 2013-22**

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Offering our sincere appreciation to the community leaders who supported the District in its  
quest for the District Transparency Certificate of Excellence sponsored by the Special District  
Leadership Foundation

**WHEREAS**, McKinleyville Community Services District (MCSD) has applied for the District  
Transparency Certificate of Excellence; and

**WHEREAS**, it is required to obtain a completed overview checklist from community leaders  
familiar with the requirements for certification; and

**WHEREAS**, MCSD General Manager Gregory Orsini contacted Ms. Carol Rische, General  
Manager of Humboldt Bay Municipal Water District asking her to participate in the review  
process for the District Transparency Certificate of Excellence as a peer agency; and

**WHEREAS**, Ms. Carol Rische stepped up to the task by contributing her time and energy to  
complete the checklist and comment on her findings in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED:** The Board of Directors of McKinleyville Community  
Service District wishes to publicly recognize the support of Ms. Carol Rische, General Manager  
of Humboldt Bay Municipal Water District in completing the review and checklist in support of  
the MCSD quest.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the  
McKinleyville Community Services District on the 6<sup>th</sup> day of November, 2013 by the following  
polled vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

**RESOLUTION 2013-23**

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Offering our sincere appreciation to the community leaders who supported the District in its  
quest for the District Transparency Certificate of Excellence sponsored by the Special District  
Leadership Foundation

**WHEREAS**, McKinleyville Community Services District (MCSD) has applied for the District  
Transparency Certificate of Excellence; and

**WHEREAS**, it is required to obtain a completed overview checklist from community leaders  
familiar with the requirements for certification; and

**WHEREAS**, MCSD General Manager Gregory Orsini contacted Mr. Ryan Sundberg Fifth District  
Supervisor of Humboldt County Board of Supervisors asking him to participate in the review  
process for the District Transparency Certificate of Excellence as our local Legislator; and

**WHEREAS**, Mr. Ryan Sundberg stepped up to the task by contributing his time and energy to  
complete the checklist and comment on his findings in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED:** The Board of Directors of McKinleyville Community  
Service District wishes to publicly recognize the support of Mr. Ryan Sundberg, Fifth District  
Supervisor of Humboldt County Board of Supervisors in completing the review and checklist in  
support of the MCSD quest.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the  
McKinleyville Community Services District on the 6<sup>th</sup> day of November, 2013 by the following  
polled vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.2.**                      **Consider Adoption of the following Resolutions recognizing, honoring and commending William McBroome for ten (10) years of service; Jason Sehon for ten (10) years of service; James Henry for fifteen (15) years of service; and Erik Jones for ten (10) years of service.**

**PRESENTED BY:**              **Gregory Orsini, General Manager/James Henry, Operations Director**

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

### **Recommendation:**

Staff recommends that the Board of Directors' consider adoption of Resolution 2013-26 honoring William McBroome for his ten (10) continuous years of service; Resolution 2013-27 honoring Jason Sehon for his ten (10) continuous years of service; Resolution 2013-28 honoring James Henry for his fifteen (15) continuous years of service; and Resolution 2013-29 to honor Erik Jones for his ten (10) continuous years of service at the McKinleyville Community Services District, take public comment and arrive at a consensus.

### **Discussion:**

Attached for the Board of Directors' review is Resolution 2013-26 recognizing, honoring and commending William McBroome for his ten (10) continuous years of service; Resolution 2013-27 recognizing, honoring and commending Jason Sehon for his ten (10) continuous years of service; Resolution 2013-28 recognizing, honoring and commending James Henry for his fifteen (15) continuous years of service; and Resolution 2013-29 recognizing, honoring and commending Erik Jones for his ten (10) continuous years of service. Please join us in presenting these individuals with a Resolution and longevity award acknowledging them for their continuous service at the McKinleyville Community Services District.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – Resolution 2013-26
- Attachment 2 – Resolution 2013-27
- Attachment 3 – Resolution 2013-28
- Attachment 4 – Resolution 2013-29

**RESOLUTION 2013-26**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING WILLIAM MCBROOME FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS.**

**WHEREAS,** WILLIAM MCBROOME, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (the "District") from October 27, 2003 to October 27, 2013; and

**WHEREAS,** throughout his years of service, Bill has demonstrated unwavering loyalty and dedication; and

**WHEREAS,** Bill lends his talents, experience, and leadership to the development and service to the District having served in a variety of positions, such as Electrician, which he has earned multiple CWEA awards for, Treatment Plant Operator and Streetlight Technician; and

**WHEREAS,** Bill has taught several training classes on the subjects of Electrical troubleshooting and Chlorine Safety not only for District employees but also surrounding organizations; and

**WHEREAS,** Bill has assisted in several projects resulting in substantial cost savings to the District from motor repairs, pump rehabilitation to his gifted troubleshooting skills; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of McKinleyville Community Services District hereby confers upon William McBroome its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for ten (10) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of November 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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

**RESOLUTION 2013-27**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING JASON SEHON FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS.**

**WHEREAS,** JASON SEHON, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (MCSD) from October 27, 2003 to October 27, 2013; and

**WHEREAS,** throughout his years of service, Jason continually demonstrates a commitment to the recreational needs of our community; and

**WHEREAS,** Jason lends his vast knowledge of recreation and programs to enhance and progress the MCSD Parks and Recreation Department; and

**WHEREAS,** Jason exhibits attributes that make him a valuable member of the MCSD team; and

**WHEREAS,** Jason has demonstrated exceptional community outreach through his involvement with various organization and including his development of the MCSD Community Builder Award; and

**WHEREAS,** under Jason's leadership the Recreation Advisory Committee recommendations to MCSD Board of Directors are pertinent and functional; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of McKinleyville Community Services District hereby confers upon Jason Sehon its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for ten (10) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of November 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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



**RESOLUTION 2013-28**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING JAMES HENRY FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR FIFTEEN (15) CONTINUOUS YEARS.**

**WHEREAS,** JAMES HENRY, having faithfully served fifteen (15) continuous years as an employee of the McKinleyville Community Services District (MCSD) from October 16, 1998 to October 16, 2013; and

**WHEREAS,** throughout his tenure, James has exhibited dedication and commitment to the safe and reliable provision of water and wastewater management; and

**WHEREAS,** James has held many positions since he hired as a full time employee, working his way up through the organization always demonstrating professionalism; and

**WHEREAS,** James regularly performs above required standards with focus on service to the community, making himself available after hours for emergencies or routine occurrences; and

**WHEREAS,** he brings a detail oriented approach to day to day activities as well as special projects; and

**WHEREAS,** His approach to interpersonal matters makes him a natural leader and a well like coworker; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of McKinleyville Community Services District hereby confers upon James Henry its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for fifteen (15) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of November 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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

**RESOLUTION 2013-29**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING ERIK JONES FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS.**

**WHEREAS,** ERIK JONES, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (the "District") from June 3, 2002 to June 3, 2012; and

**WHEREAS,** throughout his years of service, Erik has demonstrated unwavering loyalty and dedication; and

**WHEREAS,** Erik lends his talents, experience, and leadership to the development and service to the District having served in a variety of positions, such as Backhoe Operator, Treatment Plant Operator, DCV tester and has currently accepted the Lead person position; and

**WHEREAS,** Erik has trained staff on DCV testing, equipment operation, woodworking, roofing and class B driving test preparation; and

**WHEREAS,** Erik's woodworking, contractor and project management skills have been utilized in several projects such as the Office Remodel, Library Expansion, construction of the Bocce Ball courts and North Bank pump awning which have resulted in significant cost savings to the District; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of McKinleyville Community Services District hereby confers upon Erik Jones its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for ten (10) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of November 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Dennis Mayo, Board President

Attest:

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Kathy Wilson, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.3.**                      **Presentation by staff and LDA Partners, architectural firm regarding the updated draft design of the Teen & Community Center**

**PRESENTED BY:**              **Jason Sehon, Parks & Recreation Director  
Eric Wohle, a.i.a., leed, LDA Partners**

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

**Recommendation:**

Staff requests the Board listen to presentation by staff and representatives from LDA Partners.

**Discussion:**

Over the course of the 12-14 months, staff and LDA Partners have held community meetings to gather input on the design of the Teen & Community Center to be built at Pierson Park.

Initially, staff worked with LDA Partners to come up with an appropriate budget based on projected revenues from Measure B. Then, LDA partners came up with approximate square footage for the facility and began putting together a group of generic designs.

In the mean time, MCSD Parks & Recreation staff met with youth from our community to gather input on the facility. The first meeting with youth involved more than thirty (30) teens, which was extremely helpful in helping staff gather ideas for what type of amenities they wanted to see in the facility.

Staff then teamed up with LDA Partners to hold a community meeting with youth, parents and other interested residents to go over a draft design, and to gather additional input and ideas. The input and suggestions we received in those meetings was very helpful for us to continue the design process.

Staff also held meetings with various chefs and culinary professionals to take a close look at the design of the commercial kitchen. These meetings included restaurant owners, representatives from the Northern Humboldt High School District Culinary Arts Program, local chefs, and a local Architect. These meetings proved to be very productive and we were able to incorporate many of their ideas in the design for the commercial kitchen.

The goal for tonight's meeting is to bring the Board up to speed on the latest draft design of the Teen & Community Center. The Board and members of

the public will be given the opportunity to ask LDA partners and staff any questions they might have regarding the design.

LDA Partners will also discuss the next steps and the process it will take to get from the design phase to the construction of the new facility.

**Alternatives:**

Take Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Consider travel to the 2013 CSDA Special Leadership Academy Conference scheduled in Napa, CA**

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

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

**Recommendation:**

Staff recommends that the Board review the information provided; take public comment and consider authorization for interested Board Member(s) to attend the 2013 CSDA Special Leadership Academy Conference.

**Discussion:**

The 2013 Special District Leadership Academy (SDLA) Conference is scheduled for November 17, 2013 through November 20, 2013. The conference will be held in Napa, California.

California Special District Association (CSDA) has created this conference to provide new board members with immediate training, to offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.

The 2 ½ day conference covers all 4 modules of the Special District Leadership Academy. It meets part of the requirements of the Special District Leadership Foundation (SDLF) Excellence in Governance program:

- Module 1: Governance Foundations
- Module 2: Setting Direction & Community Leadership
- Module 3: Board's Role in Finance & Fiscal Accountability
- Module 4: Board's Role in Human Resources

The SDLF Excellence in Governance program is comprised of two distinct parts: the **CSDA Special District Leadership Academy** and at least 10 hours of continuing education from the CSDA or another statewide association specializing in local government.

Attached for your review are the applications for the SDLF's three additional programs promoting good governance:

- Special District Administrator Certification
- District of Distinction Accreditation
- Recognition in Special District Governance

The opportunity for grants and various scholarships are offered through the SDLF. Individuals from a district with an annual budget of \$5 million or less may apply. McKinleyville Community Services District's (MCSD) total projected budget for all funds in the District for FY2013-14 is \$5.9 million. We do not qualify for the SDLF 2013 Educational Allowance Fund.

The SDLA Conference looks like it will become an annual event. Next year's schedule is not yet confirmed, but will be tentatively planned for about the same time, perhaps in San Diego. This is not definite, but at this time we understand that is the goal.

We will continue to provide information for training to meet the requirements needed to achieve best practices awards. We have acknowledged the importance of receiving the best practice awards by documenting it in MCSD's Strategic Plan. We have successfully earned the SDLF District Transparency Certificate of Excellence Award which is a requirement to achieve the District of Distinction Accreditation.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

The cost to attend the SDLA Conference is \$650.00 for the first person versus attending the individual modules. This will save the district at least \$150.00 per person (\$800 for **four individual** modules and only \$650 for the full conference). Each additional attendee from the same district is only \$525.

Lodging is still available in the area priced at \$169.00 per night. Three nights of lodging would be approximately \$507.00.

Transportation would need to be discussed. The distance one way to Napa, CA is approximately 255 miles. Approximate driving time 5 hours.

United nonstop airfare at today's rate is approximately \$414.00 round trip from ACV Arcata/Eureka, CA to SFO San Francisco, CA. San Francisco to Napa is 57 miles – Driving time is 1 hour 9 min no traffic. Evans Airport Service has a shuttle from SFO airport to Napa, CA for a fee of \$45.00 one way.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1 - 2013 Special Districts Leadership Academy Schedule
- Attachment 2 - Special District Administrator Certification
- Attachment 3 - District of Distinction Accreditation
- Attachment 4 - Recognition in Special District Governance
- Attachment 5 - Special District Leadership Foundation  
2013 Educational Allowance Fund

## Schedule

### Sunday, November 17

**5:30 – 7:30 p.m.**      **Registration and Networking Reception**  
Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes wine tasting and light appetizers.

"Regardless of tenure, a board member needs to serve their district based upon the best knowledge and understanding available. I have found the Leadership Academy to be an essential tool in accomplishing that duty."

— Albert Morrisette, Director, Phelan Pinon Hills CSD

### Monday, November 18

**8:00 a.m. – 12:00 p.m.**      **Building a Foundation for Good Governance**  
David Aranda  
In this informational session, the instructor will lay the groundwork for good governance in your district.  
Attendees will discover:

- Why good governance is so important to the overall well-being of the district
- The traits of effective directors
- How to move your board from "I" to "we," including how to become an effective team, establishing team standards and the essential conditions for team building

up

*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

**12:00 – 1:30 p.m.**      **Networking Luncheon (provided)**

**1:30 – 5:00 p.m.**      **Fulfilling Your Districts' Mission - Charting the Course**  
Brent Ives, BHI Management Consulting  
This conference session will highlight the importance of setting the direction for your district. Learn the basics of direction-setting along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing your district's mission, vision, values and strategic goals and how to communicate those objectives to your constituents.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*



- 5:00 – 6:30 p.m.**     **Sip and Savor the Napa Valley Evening Reception**  
This hosted reception features wine and food pairings from Executive Chef Brian Whitmer.  
*Sponsored by SDRMA*

## Tuesday, November 19

- 8:00 – 10:00 a.m.**     **Get the Word Out! Best Practices for Communication and Outreach**  
Brent Ives, BHI Management Consulting  
This session looks at common communication breakdowns and areas for improvement in public agency communications.  
We will discuss:
- Identifying audiences
  - Responding to public input
  - Media relations
  - Legislative outreach and advocacy

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

- 10:00 a.m. – 12:00 p.m.**     **Defining Board & Staff Roles and Relationships Part 1**  
David Aranda  
This conference session will teach participants how to determine the human resources health of their district through:
- Identifying the board's role in human resources
  - Recognizing HR red flags and positive indicators
  - Determining essential HR policies
  - Covering confidentiality and legal liabilities
  - Evaluating the general manager

*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

- 12:00 – 1:00 p.m.**     **Networking Luncheon (provided)**
- 1:00 – 3:00 p.m.**     **Defining Board & Staff Roles and Relationships Part 2**  
David Aranda

- 3:15 – 5:15 p.m.**     **Required Ethics AB1234 Training**  
David Warner, Meyers Nave (no additional cost, optional conference event)  
This two-hour workshop covers general ethics principles and state laws related to: personal gain by public servants, conflict of interest, bribery and nepotism; gift, travel, and mass mailing restrictions; the Brown Act Open meeting law and the Public Records Act; and more. Participants will earn their AB1234 Certificate.

Open Evening

## Wednesday, November 20

**8:00 a.m. – 12:00 p.m.**    **Show Me the Money! What Do Board Members Need to Know about District Finances?**

David Becker, James Marta & Company, Certified Public Accountants

This session will provide an overview of financial concepts, reports and policies.

Attendees will learn:

- How to ask the right questions
- How to link the finance process to the district mission
- What is a budget: budget process, budget assessment, communicating budget information to the public
- How to develop/analyze capital improvement plans and reserve guidelines

*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

**12:00 p.m.**    **Adjourn**

# Attend

up

### Regular Fees

after October 17

**\$650** Per Person

### Regular Registration Fees

- CSDA Member: \$650
- Non-Member: \$775

Save more by sending more!

Additional attendee from the same district

- CSDA Member: \$525
- Non-Member: \$575

**Register**

(<https://www.csdamembers.net/Core/Events/eventdetails.aspx?iKey=13SDLACONF&TemplateType=A>)



FOR GENERAL MANAGERS AND TOP MANAGEMENT

## Special District Administrator Certification

The SDA Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

### Qualifying For The Exam

The certification application in special district administration is built around specific categories. These factors include professional special district and related experience; related continuing education; community service and higher education background.

#### CURRENT EXPERIENCE

In order to earn the SDA Certification, an individual must have:

- ☐ Worked three out of the last five years in a position of management in a California special district. Related work experience with other public agencies or private firms may be considered by application to the Certification and Audit Review Advisory Committee. A current resume is required with your application.

#### ACCEPTED COURSES

All courses offered by the California Special Districts Association (CSDA) or any statewide association specializing in local government are valid for the certification program and can count as continuing education. Applicants submitting course credits from other organizations, academic institutions or private firms, must include:

- ☐ General course descriptions for consideration by the Certification and Audit Review Advisory Committee. A written notification will be provided if course work is not accepted. The applicant then has an opportunity to appeal.
- ☐ All continuing education submitted for review must be from within the last five years.

### Examination

A total of 400 points is required to qualify for the opportunity to take the examination based on the identified categories. The points listed to the right of each section in the application indicate the minimum/maximum points a candidate must have in each area. You can submit excess points for review, however must have at least 400 qualified points to move forward.

Upon determination of eligibility and qualification, an individual will be scheduled for the examination. Qualified applicants will be notified regarding the annual examination schedule. Applicants will also be notified of examination results within 30 days of taking the exam.

The exam consists of 100 total questions across many areas related to special district management, operations and governance and must be completed within two hours. A score of 70 or more is required to pass the exam. If unsuccessful on the first attempt, the exam may be re-taken once at a different time with no additional charge or application.

### Fees

All fees are non-refundable.

#### ONE-TIME APPLICATION FEE

There is a \$300 application fee for the Certification in Special District Administration Program. This fee includes the SDA study guide and review and evaluation of points earned prior to taking the examination. In the event that an applicant does not initially meet the minimum point requirement for taking the examination, the fee submitted remains valid for three years to allow ample time for accumulation of points.

#### EXAM FEE

The fee for the certification examination is \$150. The exam may be re-taken once at a different time with no additional charge or application.

#### RE-CERTIFICATION FEE

The fee for recertification is \$50 and must be submitted in accordance with the requirements for maintaining SDA certification as listed below.

### Maintaining SDA Certification

The SDA Certification is valid for four years from the date of successfully passing the exam. It can be kept current by completion of 75 continuing education points and a nominal recertification fee submitted to SDLF within each additional four-year period.



## Special District Administrator (SDA) Certification Application

Please provide details, dates and appropriate documentation. Use additional pages if necessary.

PROFESSIONAL SPECIAL DISTRICT & RELATED EXPERIENCE				(120 - 200 POINTS)
<b>1. DISTRICT/GENERAL MANAGER EXPERIENCE</b>				
FROM:	TO:	YEARS IN POSITION:	(X) 35 =	
<b>2. ASSISTANT GENERAL MANAGER/SR. MANAGEMENT EXPERIENCE</b>				
FROM:	TO:	YEARS IN POSITION:	(X) 25 =	
<b>3. OTHER RELATED MANAGEMENT EXPERIENCE</b>				
FROM:	TO:	YEARS IN POSITION:	(X) 15 =	
<b>HIGHER EDUCATION BACKGROUND (ONLY HIGHEST DEGREE EARNED MAY BE USED TOWARD YOUR TOTAL SCORE)</b>				(0 - 125 POINTS)
DEGREE	INSTITUTION	LOCATION	DATE	
ASSOCIATE (50 POINTS)				
BACHELOR (75 POINTS)				
MASTER (100 POINTS)				
DOCTORATE (125 POINTS)				
<b>COMMUNITY SERVICE (5 POINTS PER ACTIVITY PER YEAR)</b>				(10 - 25 POINTS)
Service to the community in the spirit of maintaining a connection to special districts and local government. This section was designed to account for volunteer activities outside the scope of your everyday job responsibilities, while still relating specifically to your local community. Please describe your contribution, level of involvement from the experience and the relevancy to special districts, local government and/or the community.				
ACTIVITY	DATE	Briefly describe your contribution and the relevancy to districts, local government and/or community.		
1.				
2.				
3.				
4.				
5.				

*\*attach additional pages as necessary*



RELATED CONTINUING EDUCATION (8 POINTS - FULL DAY, 4 POINTS - HALF DAY, 1 POINT - PER HOUR)			(160 - 240 POINTS)
<p>All courses offered by the California Special Districts Association, any statewide association specializing in local government and/or an organization with a focus in the areas outlined in the SDA Study Guide (public policy, management, administration, governance, etc.) are valid for the certificate program. Example: Attendance at CSDA's Annual Conference would be worth 20 hours. If you are submitting points outside of these guidelines, please provide an extensive overview of the program with the application. Each program will be evaluated by the Certification and Audit Review Advisory Committee.</p> <p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• At least half (50 percent) of continuing education points submitted are in trainings specifically focused on performance in special district operations and governance.</li> <li>• All continuing education needs to have been completed within five years of application submission.</li> <li>• Continuing education must include current AB 1234 Ethics Training (2 hours) and AB 1825 Harassment Prevention Training (2 hours). This applies to recertification also.</li> </ul>			
SPONSOR & TITLE OF PROGRAM	DATE(S)	NUMBER OF HOURS	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
<b>TOTAL</b>			

### Submit Application

*Submit this application along with all required documentation and payment to:*

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • [www.sdlf.org](http://www.sdlf.org)

NAME:		
DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	
<p>In making this application, I fully understand that it an application for enrollment purposes only. In order to complete registration I will submit to an examination and supply further information as required by the Certification and Audit Review Advisory Committee. I further understand and, by my signature, acknowledge that any false statement or misrepresentation I may make in the course of these proceedings and application may result in the revocation of this application.</p>		
APPLICANT'S SIGNATURE:		DATE:
<b>PAYMENT</b>		
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	
ACCT. NAME:	ACCT. NUMBER:	
EXPIRATION DATE:	AUTHORIZED SIGNATURE:	

*The Special District Administrator Certification does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability.*



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

## Districts Of Distinction Application

The Districts of Distinction program is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

### Requirements:

#### FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

**What to submit:**

- ☐ Copies of the three most recent district audits, including financial statements and management letters. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

#### POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

**What to submit:**

- ☐ Copy of your district's current approved policies and procedures manual.
- ☐ Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

### Training

Districts must demonstrate that all directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.

**What to submit:**

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- ☐ **Governance Training:** Six hours of basic governance training within the past five years. Governance Foundations, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF.
- ☐ **Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- ☐ **Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

### Other

Districts must also include the following items with the accreditation/re-accreditation application:

**What to submit:**

- ☐ Board of Directors roster
- ☐ List of executive staff, including titles
- ☐ Proof of current compliance with CA State Controller reporting requirements including district financial and compensation data
- ☐ Completed application for accreditation/re-accreditation
- ☐ Accreditation/re-accreditation application fee
- ☐ Completed SDLF District Transparency Certificate of Excellence



### Frequently Asked Questions (FAQs)

#### Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

#### What does a district receive for completing the program?

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDLF will also write and issue press releases and notify legislators on a district's behalf.

#### How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

#### If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit [www.sdrma.org](http://www.sdrma.org).

#### RE-ACCREDITATION

##### For how long is the designation valid?

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

### Fees

The fees are on a sliding scale, based on a district's ability to pay:

#### INITIAL ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$200
\$300,000-749,999	\$400
\$750,000-999,999	\$600
\$1,000,000--2,999,999	\$800
\$3,000,000 or more	\$1,000

#### RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250



**Is your district a District of Distinction?**

### Submit Application

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • [www.sdlf.org](http://www.sdlf.org)

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.		SIGNATURE:
<b>PAYMENT</b>		
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	
ACCT. NAME:	ACCT. NUMBER:	
EXPIRATION DATE:	AUTHORIZED SIGNATURE:	

\* Include all state legislators representing the district's area of operation.

Is your district a District of Distinction?





FOR DIRECTORS AND TRUSTEES

## Recognition in Special District Governance

This recognition is an opportunity for staff, board members and trustees to demonstrate to their constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve.

### Requirements

- ☐ **CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY**  
 Requires completion of all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy within the last two years:  
 Module 1: Governance Foundations  
 Module 2: Setting Direction & Community Leadership  
 Module 3: Board's Role in Finance & Fiscal Accountability  
 Module 4: Board's Role in Human Resources
- ☐ **ELECTIVE COURSES**  
 Requires at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

### Frequently Asked Questions (FAQs)

#### *What is the Recognition program?*

Recognition in Special District Governance was designed to acknowledge special district board members/trustees that have taken the time and made the effort to get core governance training and continuing education. The program is comprised of two distinct parts: the CSDA Special District Leadership Academy, and at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

#### *Who should apply?*

This is an individual recognition. Special district board members, trustees and staff are encouraged to apply.

#### *What do you receive?*

Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful padded folder, along with the recognition at an upcoming event should you be able to attend.

#### *Is there a way for my district to be recognized also?*

In addition to recognitions given to individual directors/trustees and staff, there is also a District Recognition. Districts that have a majority of their governing board holding recognitions will receive a Silver Recognition, and districts with their entire board holding recognitions will receive a Gold Recognition. District Recognitions will be presented at an upcoming event should representatives be able to attend.

#### *How long is the recognition good for?*

This is recognition for a lifetime. All you need to do is keep SDLF current anytime you change address, jobs, etc.

### Fees

Individual Recognition: \$65

District Recognition: free of charge



# **Submit Application**

*Submit this application along with all required documentation and payment of \$65 for individual recognition (additional District Recognition is free of charge) to:*

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • [www.sdlf.org](http://www.sdlf.org)

NAME:		
DISTRICT:		
CONTACT NAME:		
CONTACT TITLE:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	

## CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY

MODULE	DATE TAKEN
MODULE 1: GOVERNANCE FOUNDATIONS	
MODULE 2: SETTING DIRECTION/COMMUNITY LEADERSHIP	
MODULE 3: BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY	
MODULE 4: BOARD'S ROLE IN HUMAN RESOURCES	

## ELECTIVES\* (AT LEAST 10 HOURS REQUIRED WITHIN THE LAST TWO YEARS)

COURSE TITLE & SPONSORING ORGANIZATION	DATE TAKEN	HOURS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*\*Please attach any verifying documentation. Use additional pages if necessary.*

## PAYMENT

TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:



## Special District Leadership Foundation 2013 Educational Allowance Fund

The Special District Leadership Foundation has created the 2013 Educational Allowance Fund designed to provide funding assistance to special district staff and elected officials that are first-time attendees at select events and/or programs.

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

District: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address (please print clearly): \_\_\_\_\_

### **Educational Allowance Fund Goal:**

The goal of this fund is to provide special district staff and elected/appointed officials an opportunity to access new continuing education opportunities that promote professional development and encourage further involvement through SDLF's Programs (Special District Administrator Certification, Recognition in Governance, District of Distinction Accreditation & District Transparency Certificate of Excellence).

### **Details/Qualification:**

1. Individuals from a district with an annual budget of \$5 million or less.
2. Priority will be given to first-time attendees of requested event(s)/program(s).
3. Qualifying individuals - Application is on an individual basis.
  - a. Managers – includes supervisors, department managers and general managers
  - b. Board Members/Trustees – elected or appointed
4. Awards cover fees to select events and/or programs (does not include travel, meal or lodging expenses).
5. Maximum of \$1,500 per district.

### **Application:**

1. Applicants must meet the qualification criteria listed above to be considered.
2. Complete the contact portion of this application.
3. Provide a brief description with your application explaining why you believe it would be beneficial for you to receive the scholarship and any special circumstances or other items for consideration by the scholarship selection committee.
4. Based on the opportunities listed below, indicate the event(s) and/or program you would like to participate in should you be selected (if multiple, please rank them in order of preference):
  - ☐ General Manager Leadership Summit, July 14-17, 2013
  - ☐ CSDA Annual Conference & Exhibitor Showcase, September 16 – 19, 2013
  - ☐ Special District Leadership Academy Conference, November 17-20, 2013
  - ☐ Special District Leadership Academy Workshop(s): \_\_\_\_\_ (list)
  - ☐ CSDA webinar(s): \_\_\_\_\_ (list)
  - ☐ SDLF Special District Administrator (SDA) study materials, exam and/or application fees
5. Submit this application and related materials to SDLF. Contact information below.

Applications will be reviewed by a three member selection committee of the SDLF Board of Directors and awarded on a case-by-case basis. A rolling deadline is the 15<sup>th</sup> of each month and award notification will be made by the 30<sup>th</sup> of each month as funds are available. ***After receiving notification of the award from SDLF, scholarship recipients must register and pay for the activity and submit the receipt to SDLF for reimbursement upon completion.***

Special District Leadership Foundation (SDLF)  
1112 I Street, Suite 200  
Sacramento, CA 95814

Phone: 916.231.2939; Fax: 916.442.7889; Email: [info@sdlf.org](mailto:info@sdlf.org); Web: [www.sdlf.org](http://www.sdlf.org)

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual (BPM)**

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

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

**Recommendation:**

Staff requests that the Board review, discuss and recommend modifications to select sections of the BPM, take public comment and direct staff to return with the appropriate modification inserted in the Manual for acceptance at a future meeting.

**Discussion:**

The Board requested this item be brought back from the October meeting. Procedures for Board/GM communications are crucial to the efficient operation of MCSD. Management commissioned a review of our BPM related to communications and requested recommendations to improve what I consider good procedures to date. It is management's opinion our sound practices should be memorialized in your Policy Manual.

Since the relationship of the Board and General Manager at the District is rather new, these lines of communication are fairly new and can be established around best practices for the long term. Good communications practices should be based in open and trustful communications. They should be made very clear in Board guidelines or formal protocols, if possible, so that future Boards and GMs can benefit.

Attachment 1 Section 2 contains recommendations for minor modifications to the Board Policy Manual as related to our communication and will be addressed at this meeting. Attachment 2 is a direct comparison of the proposed changes and the existing language. Section 1 will be brought back for discussion at a future meeting.

Staff would like the Board to consider recommending alternate language for inclusion in the BPM considering the recommendations in the Board/ GM Communication Review.

Note: Recommendations related to Section 6-1 and 7-1 of the BPM will be discussed in Item E.6

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 - MCSD Draft Communication Plan
- Attachment 2 - Workshop Support Document

# McKinleyville CSD

GM/Board Communications Review  
Brent Ives, BHI Management Consulting  
September 2013  
**(DRAFT #1)**

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Communications are the key to optimizing any organization. A public agency is no different. The McKinleyville Community Services District (District) has recognized communications, and optimizing them a high priority and has commissioned a review and assessment of Board to GM and GM to Board communications. The following three elements of organizational communications will be reviewed with recommendations provided:

- Efficient Communications between Board and General Manager
- Review and Update recommendations for Board Policy Manual
- The Proper Orientation of a New Board Member

## **1.0 Efficient Communications between Board and General Manager**

While there are numerous communications that go between the Executive and the Board and vice versa, in general terms the GM and Board communicate at two different occasions, communications inside and outside of meetings. Each of these occasions will be evaluated below.

Communications between GM and Board outside of meetings  
Communications between GM and Board within meetings

Since the relationship of the Board and General Manager at the District is rather new, these lines of communication are fairly new and can be established around best practices for the long term. Good communications practices should be based in open and trustful communications. They should be made very clear in Board guidelines or formal protocols, if possible, so that future Boards and GMs can benefit from proper communications.

**Communications between GM and Board Outside of meetings** - There are many reasons this type of communication takes place. The following set of tips will provide some guidance for the best practices for the District.

**1.1 Broad communication for the GM** - The GM should always keep in mind that he/she works for the entire Board, not one member. As such any substantive communication that goes to one Board member can, and should, be available to all members, even if unilaterally requested. If the GM comes up with informational materials for one, all should receive. If the GM finds interesting and informational materials he/she should be quick to share those with the Board. This can be articulated in Board Policy Manual.



1.2 Time taken for unilateral requests from Board members - In some cases, a unilateral request may be an inordinate amount of time to fulfill. In that case it is best for a Board policy to speak to the amount of time that a single Board member can direct the GM with the effort based fulfillment request. In example, the policy might say, *"if a Board member presents a request of the GM that will, in the judgment of the GM, take more than 2 hours of his or staff time to fulfill, the matter shall be brought to the full Board for direction to proceed."* This recommendation has several places for variation; including with the actual amount of time a single Board member is allowed to propose to the GM for off-meeting direction of action. The recommendation mixes current Board Policy Manual policies 4-2a and 4-6 where it is clear that policy directs requests from the Board to the GM, yet guides direction to come from the full Board. Making changes here allow for the GM to have policy guidance in an important area where problems may occur.

1.3 Knowing individual Board members - The GM should seek to communicate with individual Board members in such a way as to understand what is needed to assist them in making better decisions for the public. Each member may be different in how they learn, which specific areas of interest, they might have passions and so forth. This allows for the generation of more well-rounded staff reports for decision support. By understanding the Board and each member better, the GM and staff may be able to avoid frequent pushing of agenda items through multiple meetings.

1.4 Board members should feel free to contact the GM with any and all questions, knowing that the answer to their request may and should go to all Board members.

1.5 Technical briefings - The GM can carefully meet with Board members for technical briefing prior to meetings. This must be done in such a way as to avoid a serial meeting with the GM, thus no positioning or decisions can be discussed. This type of meeting allows for better-developed briefing of Board members and avoids the necessity to deal with wide-ranging questions at Board meetings. Again, it must be cautioned that the discussion of positions or decisions must be deliberately avoided. Discussion of this recommendation should take place with your District's attorney for further thought and clarification for your District.

**Communications between GM and Board within meetings** – It is simply within the standard course of business for the Board and GM to communicate at Board meetings. That being said, there are a number of instances where this may become challenging, even problematic.

1.6 Proactive communication of informational materials - Like 1.3 above, the GM can actively seek ways to present information for the Board with the diverse needs of the members in mind. It is best to share this info with all members but the simple act of seeking to more fully develop Board member knowledge is helpful to the process at meetings since agendas tend to become more developed and comprehensive for the effort.

1.7 Staff reports – Staff report are best when they are constructed as follows:

- Issues/opportunity description of item
- Options regarding the issue/opportunity
- Impact or potential impacts of each option
- Staff recommendation (from the best professional perspective)

1.8 Policy development – The Board of Directors is a policy making body. They should be driven toward making policy that guides staff now and in the future. Policy is the lasting expression of good Board work. As such, staff and the Board should always be seeking ways to guide actions and responses with policy. The development of policy requires the highest level of good professional work on the part of the staff and best political judgment by the Board.

1.9 Clarity of action – It is critical that the Board actions from a meeting are clear. However, it can happen that in many cases the Board can move beyond an item without clear guidance or intent upon which staff can act or support in the future. This can be especially true when the Board does not take the action requested by staff or when the agenda item is for discussion or informational only. It is incumbent on both the GM and the Board President (Chair) to be deliberate in getting clear direction for the Board before moving to the next item. This may mean the GM being allowed to interrupt the Chair to seek clarity before moving on. Also, in support of this, it is a best practice for the Board Chair to get some level of training and orientation regarding the role of Chair. BHI has this training on-line at [www.bhiconsulting.com](http://www.bhiconsulting.com).

1.10 Staying within a consistent means of communicating – it is important that the Board create policy guidelines regarding how they will conduct their meetings, including how communications will occur between all parties in that meeting. The current Board policy Manual refers to many of these communications including the public, between Board members and the GM and staff. The Board Policy Manual also refers to two different rules of order. While the multiple rules will be addressed in section two of the report, whatever rules are adopted, the Board, through the Board Chair, should be consistent in the exercise of the rules at all times. Straying in some instances will allow for straying with others, thus eroding the very purpose of the rules. This is also dealt with in the course for Board Chairs at our website referenced above.

## **2.0 Review and Update recommendations on the existing Board Policy Manual**

The consultant has reviewed the Policy Manual of the Board of Directors (manual) and has the following observations and recommendations of specific section.

3-1 – It is a best practice to move from the open seating of Board President to a rotation schedule. This is best done when there is little controversy within the District. The rotation process removes the potential for political manipulation of the seats that can happen. It respects the understanding that all Board members are equal, and it is an ultimately open and fair way to move forward.

3-2 – The manual would benefit from an expended definition of what is meant by the term “leadership at public meetings”. For instance, it would be helpful to refer to the role of the presiding officer, as in 7.1.

4-2a – Add the word only, as in, “approach the General Manager **only** to obtain...” This makes it clear that Board correspondence is with their employee, the GM.

4-5 As in the rule above, recommended language may be as follows, *“routing their questions to the appropriate channel, the GM. The GM will then date-stamp log-in the request, delegate to staff for the appropriate response as needed and, upon resolution, follow-up with the Board within the applicable response timeline.”*

5-6 Refer to the process for Directors requesting an item on the agenda in section 4-5 and reconcile the number of days needed (i.e. – 14 days in 4-5, 17 days in 5-6)

6-1 Robert’s Rules of Order are referred to here as “general guidelines” for meeting protocol. Yet in Part 7, 7-1 Parliamentary procedures are referred to as, *“preserving order and decorum and shall decide questions on order subject to appeal to the Board.”* While both can be good, they do conflict in some important areas. That is a bad position for the Board, not when everything is running smoothly, but when controversial community items reach the Board and order is critical.

I recommend that the Board consider a streamlined version of Robert’s rules called Rosenberg’s Rule of order (attached). Many of our clients are now using these. They were deliberately created from Robert’s rules by a judge (Rosenberg) and allow for reasonable informal conduct of the public’s business but with solid basis in order. Regardless of the rules chosen, the District should determine which rules to which they will adhere, and reference them in this section, while outlining them in Part 7, 7-1. Additionally, the Board Chair should be trained in their use as he/she enters the chair position and other Board members be provided a set of the rules for their review upon adoption.

6-7 It is recommended that the Board be more deliberate in providing direction to the GM by motion/vote, not consensus. If consensus may cause disputes, a simple motion/vote should dispel the issue of how consensus was reached.

7-10B The wording would be improved as follows, “through the GM, the Board may ask...”

### **3.0 Useful New Board Member Orientation**

A new Board Member Orientation is a critical piece for any public agency. It is a one-time opportunity to quickly bring new Board members up to speed, and provide them with facts and background about the District and the duties and roles. After review with the District, no such orientation exists. As such the following is recommended.



Step 1 – The GM should assign the design and maintenance of this orientation to the appropriate administrative employee. This person will participate in the design of the program and be responsible for keeping it up to date.

Step 2 – The program should be presumed to take as much as a few days of collective time. The GM, selected staff and the sitting Board President should be involved in the orientation. Below are elements and some explanation that should be included in the orientation along with the responsible individual for the element. In some cases, it may be that the District needs to develop some of these elements for use as best practices to incorporate into the orientation process and use in on-going operations.

- History of the District - (GM/Board Pres.)
- Overview of the role of the Board member - (Board Pres.)
- Overview of the Board Policy Manual/Code of Conduct, etc. - (Board Pres./GM)
- Outline the Board development plan - (Board Pres./GM)
- Review of District Mission/Vision/Strategic Plan - (GM/Board Pres.)
- Budget **BRIEF!!** – Do not just present the new Board member with the entire budget presentation from last May. This is a one-two page overview with backup materials for further questions. Keep this at a high level. Don't presume previous knowledge or acquaintance with public agency budgeting, reserves, revenue sources, debt, etc. (GM/Finance Officer)
- Organization Charts - Board related committees/functional and personnel - (GM)
- HR Philosophy/Policy/ Practices/ limitations on Board Interactions - (GM/Board Pres.)
- Communications Policy/Plan – (Board Pres./GM)
- Labor Contracts/GM Contract, last GM performance evaluation and job description (GM/District attorney) – This should be scheduled on a separate day. It is critical that new Board members be cognizant of the high value contracts with the District. These include labor contracts and the Board's contract with the GM. The GM's performance evaluation is another important piece of the openness that will allow for better relations between the two in the future.
- Board Travel Policy (Board Pres./GM)
- Annual District Calendar (GM)
- Business Cards – have these ready for the member at the orientation. (GM)
- Facilities Tour – this should be on another day. (GM/selected staff/Board Pres.)

In some cases this orientation can be spread over pieces of two to three days. It is recommended that the Informational items be separated from the tour by a day. In general it is important to make briefings short as possible, but content rich with time for questions. In some cases, all Board members benefit from such briefings.

## WORKSHOP SUPPORT DOCUMENT

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3-1 – It is a best practice to move from the open seating of Board President to a rotation schedule. This is best done when there is little controversy within the District. The rotation process removes the potential for political manipulation of the seats that can happen. It respects the understanding that all Board members are equal, and it is an ultimately open and fair way to move forward.

### PART 3 -- BOARD STRUCTURE

**RULE 3-1: OFFICERS** -- Annually, at the regular December Board Meeting, the Board shall select a President and Vice President for the next calendar year. Appointment of officers shall be subject to the affirmative vote of the Board. The Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

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3-2 – The manual would benefit from an expended definition of what is meant by the term “leadership at public meetings”. For instance, it would be helpful to refer to the role of the presiding officer, as in **7.1**.

### PART 3 -- BOARD STRUCTURE

**RULE 3-2: PRESIDENT** -- The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group. This requires the assistance and cooperation of all of the Board Members.

Referenced 7.1.

### PART 7 -- PARLIAMENTARY PROCEDURE

**RULE 7-1: PARLIAMENTARY DETERMINATIONS** -- The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

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4-2a – Add the word only, as in, “approach the General Manager **only** to obtain...” This makes it clear that Board correspondence is with their employee, the GM.

## **PART 4 -- CODE OF ETHICS**

**RULE 4-2: INFORMATION** -- Directors should practice the following procedures:

**4-2A Clarification:** In seeking clarification on informational and policy items, Directors should directly approach the General Manager to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision making.

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4-5 As in the rule above, recommended language may be as follows, *“routing their questions to the appropriate channel, the GM. The GM will then date-stamp log-in the request, delegate to staff for the appropriate response as needed and, upon resolution, follow-up with the Board within the applicable response timeline.”*

## **PART 4 -- CODE OF ETHICS**

**RULE 4-5: CONSTITUENT REQUESTS** -- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

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5-6 Refer to the process for Directors requesting an item on the agenda in section 4-5 and reconcile the number of days needed (i.e. – 14 days in 4-5, 17 days in 5-6)

## **PART 5 -- BOARD MEETING PROCEDURES**

**RULE 5-6: ORDER OF AGENDA** -- The Presiding Officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board. Any Director may place an item on a Board Meeting agenda by submitting a letter describing the item to be discussed at least seventeen days prior to the Board Meeting.

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6-1 Robert's Rules of Order are referred to here as "general guidelines" for meeting protocol. Yet in Part 7, 7-1 Parliamentary procedures are referred to as, "*preserving order and decorum and shall decide questions on order subject to appeal to the Board.*" While both can be good, they do conflict in some important areas. That is a bad position for the Board, not when everything is running smoothly, but when controversial community items reach the Board and order is critical.

I recommend that the Board consider a streamlined version of Robert's rules called Rosenberg's Rule of order (attached). Many of our clients are now using these. They were deliberately created from Robert's rules by a judge (Rosenberg) and allow for reasonable informal conduct of the public's business but with solid basis in order.

Regardless of the rules chosen, the District should determine which rules to which they will adhere, and reference them in this section, while outlining them in Part 7, 7-1. Additionally, the Board Chair should be trained in their use as he/she enters the chair position and other Board members be provided a set of the rules for their review upon adoption.

## **PART 6 -- BOARD MEETING CONDUCT**

**RULE 6-1: CONDUCT GUIDELINES** -- Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised. Members of the Board of Directors will fully comply with the provisions of the state's open meeting law for public agencies, the Brown Act.

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6-7 It is recommended that the Board be more deliberate in providing direction to the GM by motion/vote, not consensus. If consensus may cause disputes, a simple motion/vote should dispel the issue of how consensus was reached

## **PART 6 -- BOARD MEETING CONDUCT**

**RULE 6-7: DIRECTIONS** -- The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as to refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

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7-10B The wording would be improved as follows, “through the GM, the Board may ask...”

## **PART 7 -- PARLIAMENTARY PROCEDURE**

**RULE 7-10: ORDER OF DEBATE (Legislative Matter, Action Items)** -- The Presiding Officer shall follow the following order of debate in the consideration of Legislative **(Action/Decision)** matters:

**7-10B Questions of Staff by Board:** The Board may ask questions of staff to clarify the issue or the recommendation.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Consider accepting Rosenberg's Rules of Order as general guidelines for conducting public meetings**

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

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

**Recommendation:**

Staff recommends that the Board review and discuss modification of the Board Policy Manual to recommend Rosenberg's Rules of Order as the general guideline for board meeting protocol, take public comment and direct staff to return with the appropriate modification inserted in the Manual for acceptance at the next meeting.

**Discussion:**

As mentioned in the McKinleyville Community Services District Draft Communication Plan, Robert's Rules of Order are referred to here as "general guidelines" for meeting protocol but Parliamentary procedures are referred to as, "*preserving order and decorum and shall decide questions on order subject to appeal to the Board.*"

While both can be good, they do conflict in some important areas. That is a position we should try to prevent, not when everything is running smoothly, but when controversial community items reach the Board and order is critical.

Please find as Attachment 1 Rosenberg's Rules of Order, a streamlined version of Robert's Rules of Order. They were deliberately created from Robert's rules by a judge (Rosenberg) and allow for reasonable informal conduct of the public's business but with solid basis in order. Many special districts and cities refer to Rosenberg as their desired protocol.

At any case the District should determine which rules they will adhere to, and reference them in Section 6-1, while outlining them in Part 7, 7-1.

Additionally, the Board Chair should be trained in their use as he/she enters the chair position and other Board members be provided a set of the rules for their review upon adoption.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1- Rosenberg Rules of Order



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*





## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes *Western City* magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



*First*, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

*Second*, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

*Third*, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

*Fourth*, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

*Fifth*, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

*Sixth*, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

*Seventh*, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

*Eighth*, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

*Ninth*, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

*Tenth*, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:


1. Inviting the members of the body to make a motion, for example, “A motion at this time would be in order.”
2. Suggesting a motion to the members of the body, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”





The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

as follows:

*First*, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

*Second*, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

*Third*, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate


The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?  
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote? Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.





## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Consider Accepting General guidelines for new Board Member Orientation Process**

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

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

**Recommendation:**

Staff recommends that the Board review, discuss and agree with the concept of a guidance document specifically for the orientation of new board members and direct staff to create the Orientation Packet using the recommendations in this agenda item including any suggestions for modification.

**Discussion:**

A new Board Member Orientation is a critical piece for any public agency. It is a one-time opportunity to quickly bring new Board members up to speed, and provide them with facts and background about the District and the duties and roles, no such orientation exists. As such the following is recommended.

Step 1 – The General Manager (GM) should assign the design and maintenance of this orientation to the appropriate administrative employee. This person will participate in the design of the program and be responsible for keeping it up to date, suggest the Board Secretary.

Step 2 – The program should be presumed to take as much as a few days of collective time. The GM, selected staff and the sitting Board President should be involved in the orientation. Below are elements and some explanation that should be included in the orientation along with the responsible individual for the element. In some cases, it may be that the District needs to develop some of these elements for use as best practices to incorporate into the orientation process and use in on-going operations.

- History of the District - (GM/Board Pres.)
- Overview of the role of the Board member - (Board Pres.)
- Overview of the Board Policy Manual/Code of Conduct, etc. - (Board Pres./GM)
- Outline the Board development plan - (Board Pres./GM)
- Review of District Mission/Vision/Strategic Plan - (GM/Board Pres.)

- Budget **BRIEF!!** – Do not just present the new Board member with the entire budget presentation from last May. This is a one-two page overview with backup materials for further questions. Keep this at a high level. Don't presume previous knowledge or acquaintance with public agency budgeting, reserves, revenue sources, debt, etc. (GM/Finance Officer)
- Organization Charts - Board related committees/functional and personnel - (GM)
- HR Philosophy/Policy/ Practices/ limitations on Board Interactions - (GM/Board Pres.)
- Communications Policy/Plan – (Board Pres./GM)
- Labor Contracts/GM Contract, last GM performance evaluation and job description (GM/District attorney) – This should be scheduled on a separate day. It is critical that new Board members be cognizant of the high value contracts with the District. These include labor contracts and the Board's contract with the GM. The GM's performance evaluation is another important piece of the openness that will allow for better relations between the two in the future.
- Board Travel Policy (Board Pres./GM)
- Annual District Calendar (GM)
- Business Cards – have these ready for the member at the orientation. (GM)
- Facilities Tour – this should be on another day. (GM/selected staff/Board Pres.)

Please review, accept, reject, or recommend modifications to these guidelines.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1 – New Board Members Orientation Guidelines

# McKinleyville CSD

GM/Board Communications Review  
Brent Ives, BHI Management Consulting  
New Board Member Orientation Guidelines  
September 2013  
(DRAFT #1)

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Communications are the key to optimizing any organization. A public agency is no different. The McKinleyville Community Services District (District) has recognized communications, and optimizing them a high priority and has commissioned a review and assessment of Board to GM and GM to Board communications. The following three elements of organizational communications will be reviewed with recommendations provided:

- The Proper Orientation of a New Board Member

### **3.0 Useful New Board Member Orientation**

A new Board Member Orientation is a critical piece for any public agency. It is a one-time opportunity to quickly bring new Board members up to speed, and provide them with facts and background about the District and the duties and roles. After review with the District, no such orientation exists. As such the following is recommended.

Step 1 – The GM should assign the design and maintenance of this orientation to the appropriate administrative employee. This person will participate in the design of the program and be responsible for keeping it up to date.

Step 2 – The program should be presumed to take as much as a few days of collective time. The GM, selected staff and the sitting Board President should be involved in the orientation. Below are elements and some explanation that should be included in the orientation along with the responsible individual for the element. In some cases, it may be that the District needs to develop some of these elements for use as best practices to incorporate into the orientation process and use in on-going operations.

- History of the District - (GM/Board Pres.)
- Overview of the role of the Board member - (Board Pres.)
- Overview of the Board Policy Manual/Code of Conduct, etc. - (Board Pres./GM)
- Outline the Board development plan - (Board Pres./GM)
- Review of District Mission/Vision/Strategic Plan - (GM/Board Pres.)
- Budget **BRIEF!!** – Do not just present the new Board member with the entire budget presentation from last May. This is a one-two page overview with backup materials for further questions. Keep this at a high level. Don't presume

previous knowledge or acquaintance with public agency budgeting, reserves, revenue sources, debt, etc. (GM/Finance Officer)

- Organization Charts - Board related committees/functional and personnel - (GM)
- HR Philosophy/Policy/ Practices/ limitations on Board Interactions - (GM/Board Pres.)
- Communications Policy/Plan – (Board Pres./GM)
- Labor Contracts/GM Contract, last GM performance evaluation and job description (GM/District attorney) – This should be scheduled on a separate day. It is critical that new Board members be cognizant of the high value contracts with the District. These include labor contracts and the Board's contract with the GM. The GM's performance evaluation is another important piece of the openness that will allow for better relations between the two in the future.
- Board Travel Policy (Board Pres./GM)
- Annual District Calendar (GM)
- Business Cards – have these ready for the member at the orientation. (GM)
- Facilities Tour – this should be on another day. (GM/selected staff/Board Pres.)

In some cases this orientation can be spread over pieces of two to three days. It is recommended that the Informational items be separated from the tour by a day. In general it is important to make briefings short as possible, but content rich with time for questions. In some cases, all Board members benefit from such briefings.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.8**                      **Provide Direction to staff on proceeding with investigation of McKinleyville Community Services District (MCSD) Boundaries and return with proposal on annexation of specific areas**

**PRESENTED BY:**              **Gregory Orsini, General Manager/ Rosalind Litzky, Environmental Planner, SHN Consulting Engineers**

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

**Recommendation:**

Recommend directing staff to continue to review the potential annexation of areas that are currently provided water or are within a natural boundary north of the Mad River and return to the Board a proposal for the next phase of work.

**Discussion:**

McKinleyville Community Services District (MCSD) staff has been working with SHN Consulting Engineers & Geologists, Inc. to review areas of potential annexation. The two areas are in the north and south. See attached Figures 1 and 2.

MCSD management is considering the potential requirements for annexation. This includes considerations related to Patrick Creek Community Services District (PCCSD) if annexed by MCSD. Humboldt Local Agency Formation Commission (LAFCo) staff has indicated this could be included with the annexation application, but they are further reviewing the requirements. The PCCSD provides road service so the potential changes that would be affected by dissolution need to be determined.

Other areas of review include clarifying the location of the existing MCSD boundary. After discussion with Humboldt LAFCo, the existing boundaries are based on Geographic Information System (GIS) information prepared by the County of Humboldt Planning and Building Department. There are some areas where the existing boundary does not match existing Assessor Parcel Numbers (APNs). SHN is currently reviewing the California Board of

Equalization information and working with Humboldt LAFCo to resolve the conflicts.

Once additional information about the project is defined, MCSD staff anticipates providing a project description and scope of work to complete the California Environmental Quality Act (CEQA) document for consideration by the MCSD Board of Directors. This is an important step because this will define the project for purposes of the CEQA review. SHN anticipates that the CEQA document for approval will be an Initial Study/Mitigation Negative Declaration (IS/MND). If project impacts cannot be mitigated to less than significant, SHN will work with the MCSD to develop options that will allow the project to progress, while avoiding significant impacts.

It will be a matter for the Board to decide if expense and time delays associated with the preparation of a full Environmental Impact Report (EIR) are worthwhile. Once the public review period has passed, a final IS/MND will be provided to the MCSD Board of Directors for consideration and adoption.

At the same time, or at a future meeting a resolution in support of the annexation is necessary as part of the Humboldt LAFCo application. The CEQA document can be used to support that MCSD Board decision. After the resolution and CEQA document adoption, an application to Humboldt LAFCo can be submitted for processing of a change in boundary.

Updating the boundaries is not required, but encouraged by LAFCo. It could be required in the future. Serving areas outside the boundary could compromise future funding opportunities if the funding agency requires matching boundaries. Additionally, if MCSD is serving areas we should be receiving the tax revenue associated with MCSD. This would not be possible without an updated boundary.

If the Board directs staff to move forward our next step will be to define the entire process and associated estimated costs. We would propose phasing the work to allow the Board to consider the value of each step related to cost.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Minimal staff time and consultant fees, cost calculations will be included with next phase request to Board

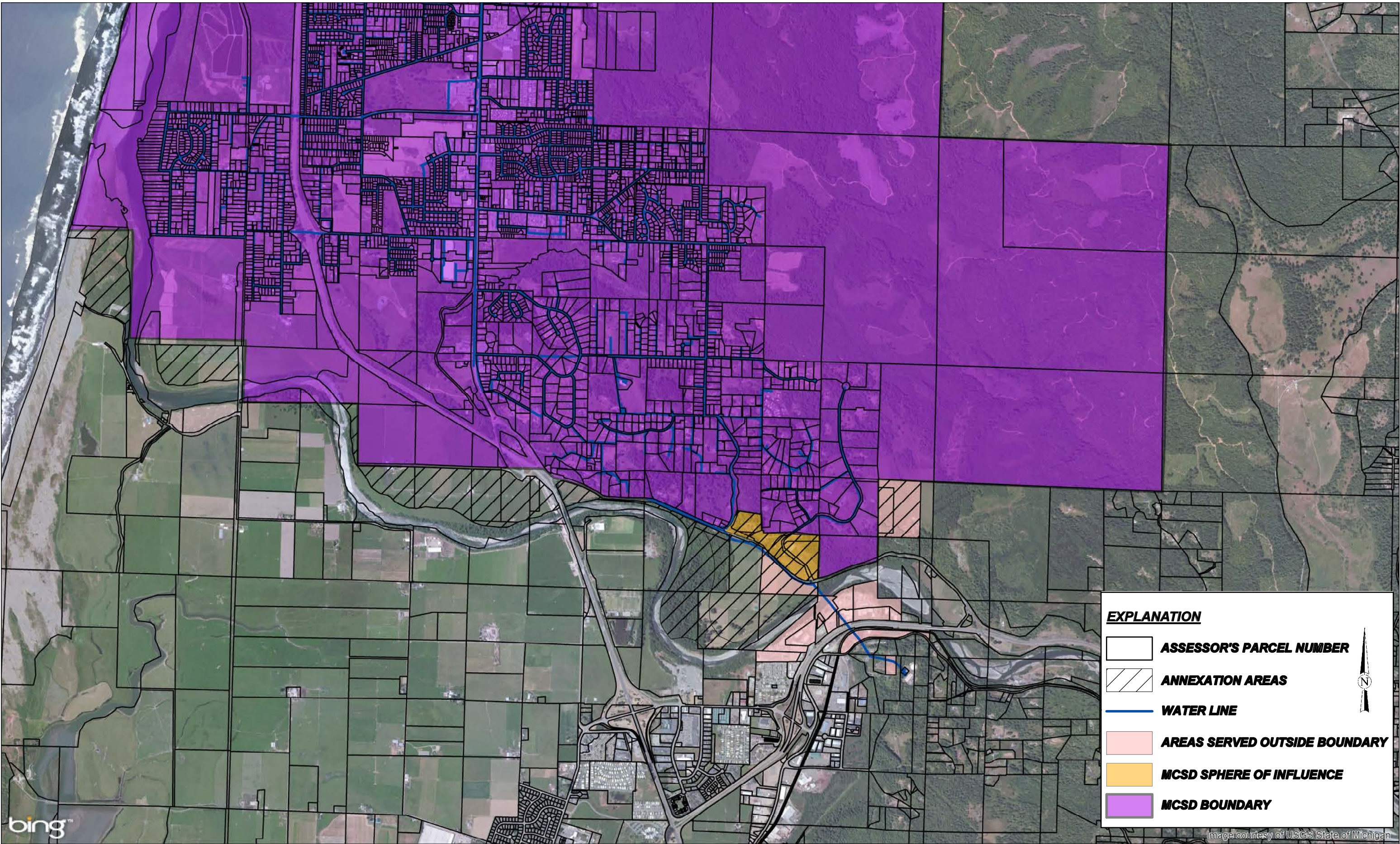
**Environmental Requirements:**

Not applicable at this time

**Exhibits/Attachments**

- Attachment 1 Figure 1 South Annex Boundary
- Attachment 2 Figure 2 North Annex Boundary



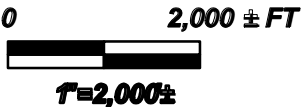


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Image courtesy of USGS State of Michigan

This figure was prepared based upon data from Humboldt County and McKinleyville Community Services District and is for planning purposes only. While every effort has been made by Humboldt County and McKinleyville Community Services District to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.



McKinleyville Community  
Services District  
McKinleyville, California

Annexation - Sotuthern Areas

SHN 011034.110

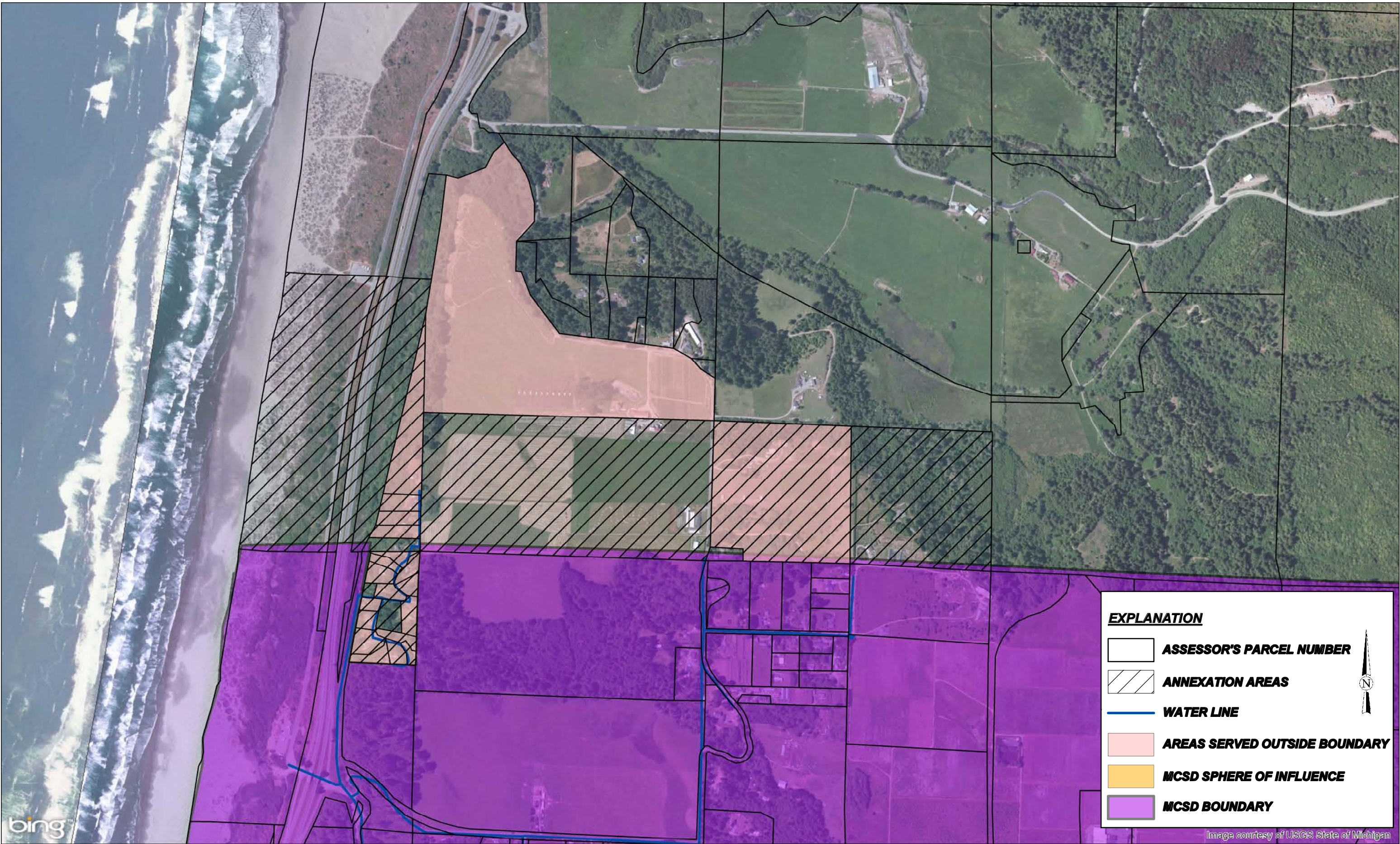
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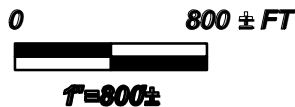
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Figure 1



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# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.9.**                      **Consider approval of Resolution 2013-30 Confirming the Regular Board Meeting Dates, Time and Location for the 2014 Calendar Year**

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

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

### **Recommendation:**

Staff recommends the Board take public comment, review and consider approval of Resolution 2013-30 with proposed 2014 Schedule for McKinleyville Community Services District Regular Board Meetings held on the first Wednesday of each month for the 2014 calendar year.

### **Discussion:**

The Policy Manual of the Directors addresses this topic under Part 5 – Board Meeting Procedures, Rule 5-1: Regular Meetings – Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 7:00 PM at either Azalea Hall 1620 Picket Road or the District Office 1656 Sutter Road as specified by the agenda. The date, time and place of the regular meetings shall be reconsidered annually. The first Wednesday in January 2014 is a Holiday; the meeting will be moved to the second Wednesday, January 8, 2014. No other amendment is required at this time.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action
- Change the meeting dates

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – 2014 Proposed MCSD Regular Board Meeting Schedule
- Attachment 2 – Resolution 2013-30

**Attachment 1**

**2014 PROPOSED MCSD Board Meetings**

First Wednesday's of the month for year 2014 – In the event the first Wednesday fell on a Holiday the meeting was moved to the second Wednesday of the month.

<b>DATE</b>	<b>LOCATION</b>
<b>January 8, 2014</b>	<b>Azalea Hall</b>
<b>February 5, 2014</b>	<b>Azalea Hall</b>
<b>March 5, 2014</b>	<b>Azalea Hall</b>
<b>April 2, 2014</b>	<b>Azalea Hall</b>
<b>May 7, 2014</b>	<b>Azalea Hall</b>
<b>June 4, 2014</b>	<b>Azalea Hall</b>
<b>July 2, 2014</b>	<b>Azalea Hall</b>
<b>August 6, 2014</b>	<b>Azalea Hall</b>
<b>September 3, 2014</b>	<b>Azalea Hall</b>
<b>October 1, 2014</b>	<b>Azalea Hall</b>
<b>November 5, 2014</b>	<b>Azalea Hall</b>
<b>December 3, 2014</b>	<b>Azalea Hall</b>

**RESOLUTION 2013-30**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFIRMING THE DATES, TIME AND PLACE OF THE REGULAR BOARD MEETINGS FOR THE 2014 CALENDAR YEAR**

**WHEREAS**, McKinleyville Community Services District Board Policy Manual, Part 5, Rule 5-1 states that regular meetings of the MCSD Board shall be held monthly at a place and time established by Board Resolution; and

**WHEREAS**, the Board of Directors of the McKinleyville Community Services District will meet on the first Wednesday of each month at 7:00pm at Azalea Hall, 1620 Pickett Road, McKinleyville unless otherwise specified; and

**WHEREAS**, the first Wednesday in January 2014 is a Holiday; the meeting will be moved to the second Wednesday, January 8, 2014; therefore

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the McKinleyville Community Services District will meet on the first Wednesday of every month with the exception of the first Wednesday in January, 2014 the meeting will be held on January 8, 2014.

**ADOPTED, SIGNED AND APPROVED** this 6<sup>th</sup> day of November, 2013 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Dennis Mayo, Board President**

**ATTEST:**

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**Kathy Wilson, Board Secretary**

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 6, 2013

TYPE OF ITEM: **ACTION**

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**ITEM: E.10.**                      **Announcement for the 2014-2015 Association of California Water Agencies (ACWA) elected board representatives for Region 1; and consider travel to ACWA 2013 Fall Conference in Los Angeles, CA**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the ACWA 2013 Fall Conference in Los Angeles, CA; take public comment and consider authorization for interested Board Member(s) to attend the ACWA 2013 Fall Conference.

### **Discussion:**

At the June 12, 2013 board meeting staff recommended that the Board select Dennis Mayo as a candidate for the ACWA Region 1 Board. Staff would like to announce the results of the election. The results for Region 1 as published on October 4, 2013 by the ACWA are as follows:

Chair:                              Aldaron Laird, Humboldt Bay Municipal Water District  
Vice Chair:                      Judy Mirbegan, Hidden Valley Community Services District

Board Members:              Grant Davis, Sonoma County Water Agency  
                                        David Guhin, City of Santa Rosa  
                                        Dennis Mayo, McKinleyville Community Services District

Region members serve for 2-year terms. The 2-year term begins January 1, 2014 and ends December 31, 2015. At the beginning of each term, alternates are appointed for both the region chairs and vice chairs.

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

This year's ACWA 2013 Fall Conference will be held in Los Angeles, CA from December 3-6, 2013. Regular registration deadline is November 8, 2013. A copy of the preliminary agenda is enclosed as Attachment 1 for your review. A full brochure can be found on the website at <http://www.acwa.com/sites/default/files/page/2013/10/fc13-brochure2.pdf>

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Regular registration deadline is November 8, 2013. The cost for full conference registration (meals sold separately) is \$510.00

Special hotel rates (based on availability) are \$199.00 per night. Three nights of lodging would be approximately \$597.00.

Transportation would need to be discussed. The distance one way to Los Angeles, CA is approximately 660 miles. Approximate driving time is 11 hours.

United airfare at today's rate is approximately \$541.00 round trip from ACV Arcata/Eureka, CA to LAX Los Angeles, CA. Los Angeles International Airport is 17 miles from the conference location, the JW Marriott Hotel. Super Shuttle will transport for a fee of \$17.00 per person one way. The approximate cost for a taxi is \$50.00 to \$60.00 one way.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 – ACWA 2013 FALL CONFERENCE PRELIMINARY AGENDA





# ACWA 2013 Fall Conference & Exhibition

## PRELIMINARY AGENDA

JW Marriott LA Live, Los Angeles

DEC  
3-6  
2013

### ACWA/JPIA - MONDAY, DEC 2

#### 7:30 – 8:45 a.m.

- ACWA/JPIA Risk Management Committee

#### 9:00 – 10:15 a.m.

- ACWA/JPIA Employee Benefits Committee

#### 10:30 – 11:45 a.m.

- ACWA/JPIA Executive Committee

#### 1:15 – 2:30 p.m.

- ACWA/JPIA Town Hall

#### 3:00 – 5:00 p.m.

- ACWA/JPIA Board of Directors

#### 5:00 – 6:00 p.m.

- ACWA/JPIA Reception

### TUESDAY, DEC 3

#### 8:00 a.m. – 6:00 p.m.

- Registration

#### 8:30 - 9:30 a.m.

- ACWA/JPIA: Seminar I

#### 9:45 - 10:45 a.m.

- ACWA/JPIA: Seminar II

#### 10:00 – 11:45 a.m.

- Water Management Committee
- Water Quality Committee

#### 11:00 a.m. – Noon

- ACWA/JPIA: Seminar III
- Outreach Task Force

#### Noon – 2:00 p.m.

- ACWA 101 & Luncheon
- Committee Lunch Break

#### 1:00 - 2:15 p.m.

- ACWA/JPIA: Seminar IV

#### 1:00 – 2:45 p.m.

- Energy Committee
- Finance Committee
- Groundwater Committee
- Scholarship Subcommittee
- Social Media & Website Workgroup

#### 2:00 – 4:00 p.m.

- SDF Special District Administrator Certification Test

#### 2:30 – 4:30 p.m.

- ACWA/JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

#### 3:00 – 4:45 p.m.

- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee
- Personnel & Benefits Committee

#### 5:00 – 6:30 p.m.

- Welcome Reception in the Exhibit Hall

### WEDNESDAY, DEC 4

#### 7:30 a.m. – 5 p.m.

- Registration

#### 8:00 – 9:45 a.m.

- Opening Breakfast

#### 9 a.m. – Noon & 1:30 – 5:00 p.m.

- Exhibit Hall

#### 10:00 – 11:30 a.m.

- Attorneys Program
- Communications Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

#### 11:30 – 11:45 a.m.

- Prize Drawing in Exhibit Hall

#### 11:45 a.m. – 1:45 p.m.

- General Session & Luncheon

#### 2:00 – 3:15 p.m.

- Attorneys Program
- Exhibitor Technical Presentation
- Finance Program
- Region Program
- Water Debate OR Statewide Issue Forum
- Water Industry Trends Program

#### 3:15 – 3:45 p.m.

- Cash Prize Drawing & Snack Break in Exhibit Hall

#### 3:45 – 5:00 p.m.

- Energy Committee Program
- Exhibitor Technical Presentation
- Human Resources Program
- Water Industry Trends Program

#### 4:00 – 6:00 p.m.

- Legal Affairs Committee

#### 5:30 – 7:00 p.m.

- CH2MHILL Hosted Reception

### THURSDAY, DEC 5

#### 7:30 a.m. – 4 p.m.

- Registration

#### 8:00 a.m. – Noon

- Exhibit Hall

#### 7:45 – 9:15 a.m.

- Aquatic Resources Subcommittee

#### 8:00 – 9:15 a.m.

- Networking Continental Breakfast in Exhibit Hall

#### 9:30 – 11:00 a.m.

- Attorneys Program
- Energy Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

#### 9:30 – 11:45 a.m.

- Ethics Training (AB 1234)

#### 11:00 – 11:30 a.m.

- Prize Drawing in Exhibit Hall

#### 11:45 a.m. – 1:45 p.m.

- General Session & Luncheon

#### 2:00 – 3:15 p.m.

- Attorneys Program
- Exhibitor Technical Presentations
- Federal Issues Forum
- Human Resources Program
- Town Hall
- Water Industry Trends Program

#### 3:30 – 5 p.m.

- Regions 1 – 10 Membership Meetings

#### 6:00 – 7:00 p.m.

- Outreach Reception

#### 7:00 – 9:00 p.m.

- Dinner

### FRIDAY, DEC 6

#### 8:00 – 9:30 a.m.

- Registration

#### 8:30 – 10 a.m.

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA/JPIA

### OTHER EVENTS

#### TUESDAY, DEC 3

##### 8:00 a.m.

- ACWA / MWH Golf Tournament

#### THURSDAY, DEC 5

##### 6:45 – 8:30 a.m.

- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Support Services Department Report  
06 November, 2013

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

**LEGAL UPDATES**

No new updates relating to District finances at this time.

**DISTRICT FINANCIAL & BUDGET INFORMATION**

The budget for FY2013-14 will be finalized when the Board adopts the final Strategic Plan for FY2013-14.

The FY2012-13 audit is expected to be presented to the Audit Committee this month once all committee members are available and present. Additional analyses, reports, and records have been requested by and submitted to the auditor in October. The inclusion of the actuarial analysis of District retiree health insurance requirements and reserve calculations in the audited financials have delayed submission of the draft financials and MD&A to the auditor, placing the submission of the final report to the Board back to the December 2013 meeting, one month later than originally expected.

The upload of District financial statement information and all required District payroll information to the State Controller's Office website was completed before the October 18th deadline.

**SUPPORT STAFF PROCEDURES & PROJECTS**

The Document Management project "discovery" process is complete and we have reached an agreement with Coastal Business Systems for the scanning hardware.

We are in the process of comparing rates on certain insurance and telephone expenses in the hope of significantly reducing the District's costs in the long run.

Another Emergency Operations planning session is scheduled for October.

**STAFF DEVELOPMENT & TRAINING**

The ongoing, regular schedule of IDP training continues, including Employee Records with NEAC, a scheduled update training on labor law, and a review of communications training.

**OTHER CURRENT PROJECTS**

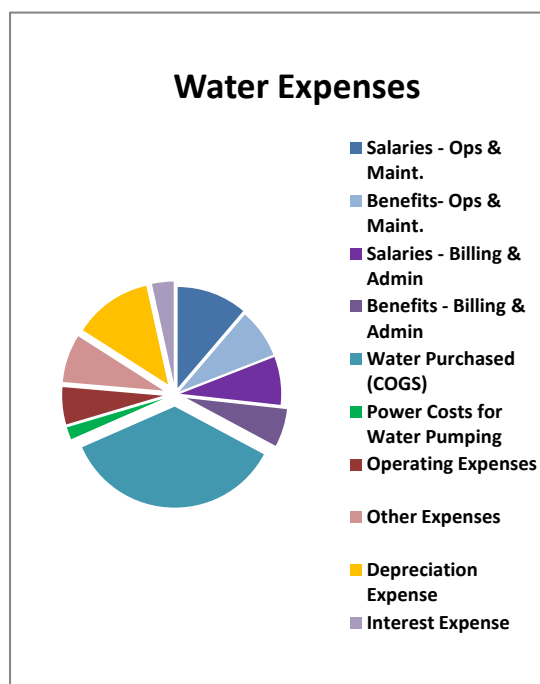
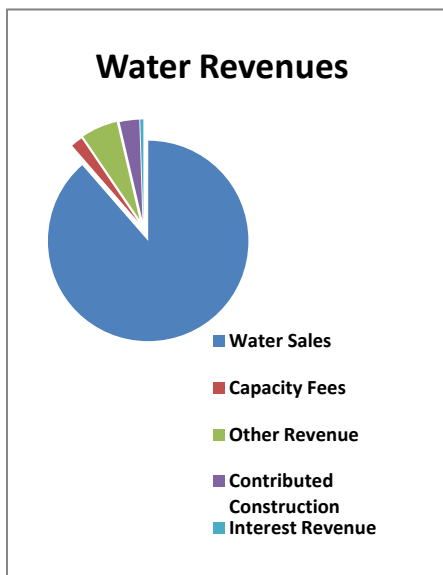
An analysis of power costs for water pumping is 2% of total budgeted costs (\$46,000) for the Water Fund. (See graph in Attachment 1.) This compares with the cost of purchasing water at 36% (\$826,000), operating & other expenses at 14%, operational

salaries & benefits at 19%, administrative/billing salaries & benefits at 14%, depreciation expense at 13%, and interest expense on debt at 3%.

A brief review of the first 4 months of FY2013-14 show a slight reversal in the trend of declining water usage that has prevailed for the past 5 years. (See graph in Attachment 2.) If the weather continues drier than in past years, water use should continue to increase slightly in spite of the current and proposed rate adjustments.

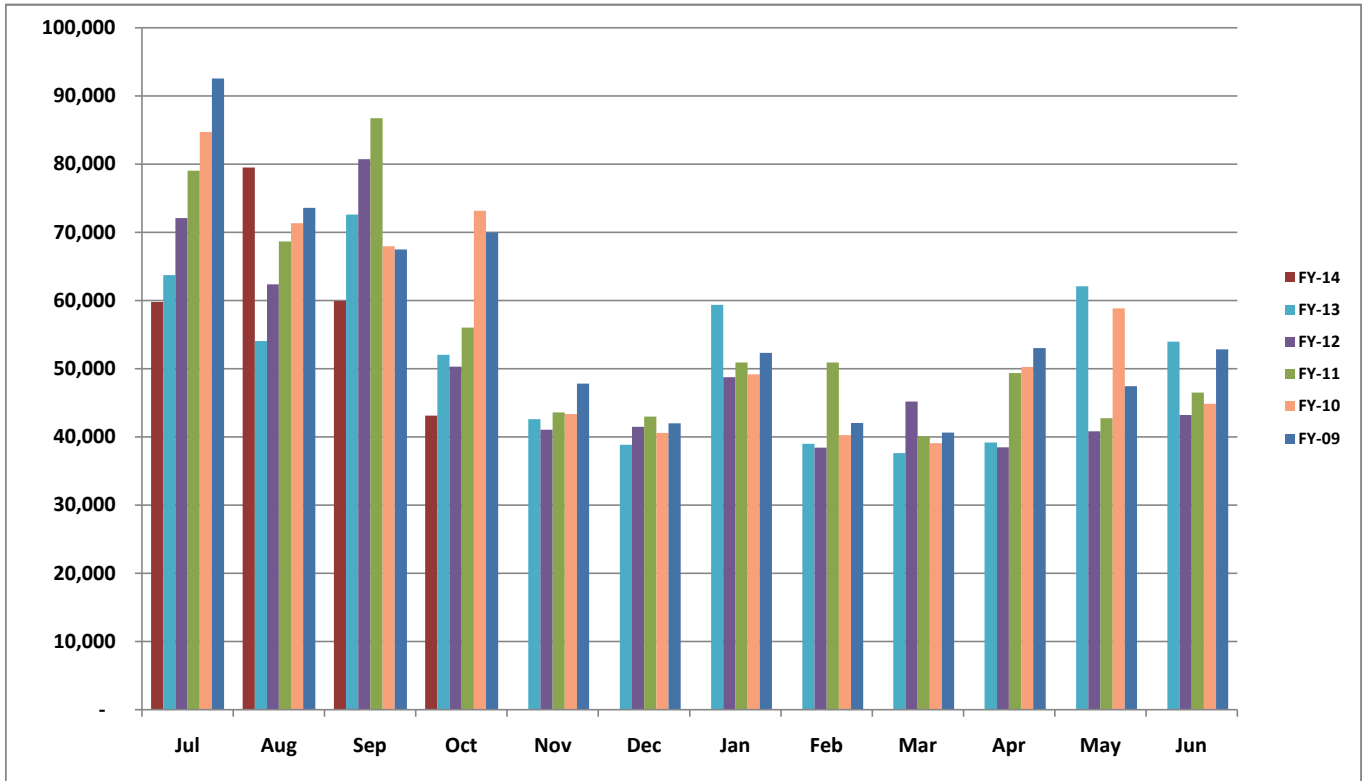
**McKinleyville Community Services District**  
**Enterprise Funds: Water Summary Budget - Draft**  
**FY 2013-14**

Description	Water Fund	
<b>Water Revenues</b>		
Water Sales	2,109,089	89%
Capacity Fees	45,000	2%
Other Revenue	139,050	6%
Contributed Construction	75,000	3%
Interest Revenue	12,000	1%
<b>Total Revenues</b>	<b>2,380,139</b>	<b>100%</b>
<b>Water Expenses</b>		
Salaries - Ops & Maint.	260,607	11%
Benefits- Ops & Maint.	181,593	8%
Salaries - Billing & Admin	178,233	8%
Benefits - Billing & Admin	140,900	6%
Water Purchased (COGS)	826,000	36%
Power Costs for Water Pumping	46,000	2%
Operating Expenses	138,300	6%
Other Expenses	177,995	8%
Depreciation Expense	290,000	13%
Interest Expense	80,303	3%
<b>Total Expenses</b>	<b>2,319,931</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>60,207</b>	

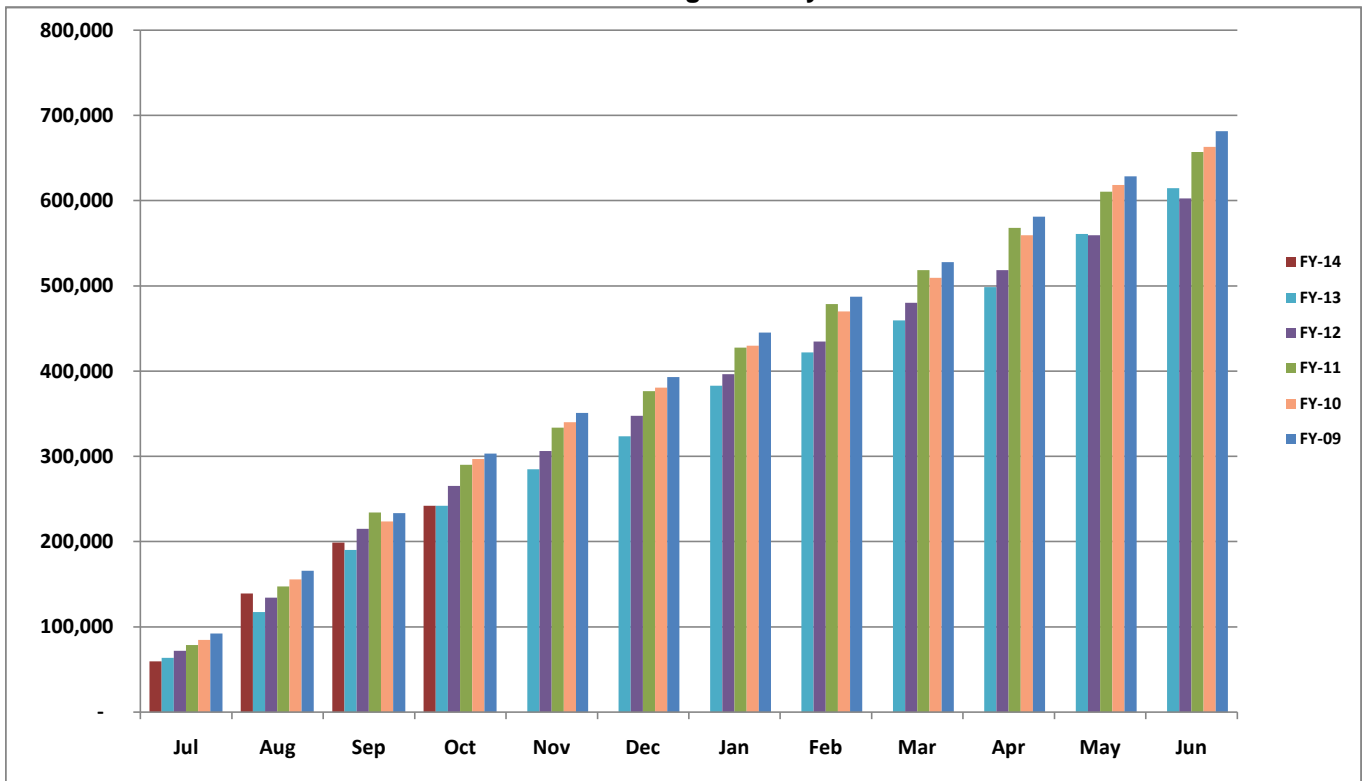


**McKinleyville Community Services District**  
**Analysis of Water Volume Usage by Fiscal Year**

**Monthly Water Usage - CCF**



**Cumulative Water Usage CCF By Fiscal Year**



## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

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

October 22, 2013

**To:** MCSD Board

**From:** James Henry, Operations Director

**Subject:** Agenda Item: F.2.B. –November 6, 2013 Board Meeting  
Operations Department – September 2013 Report

#### **Water Department:**

##### **◇ Water Statistics:**

The district pumped 46 million gallons of water in September.

Nine water quality complaints were investigated and rectified.

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

Four new water services were installed in September.

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

Annual routine testing of Route 16 was completed in September and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

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

The maximum water usage day was 2.1 million gallons and the average usage per day was 1.5 million gallons.

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

R.O.W. trimming was completed at the Vine and Azalea locations.

Two service line leaks were repaired, backfilled and repaved.

During the semi-annual amp and meg at North Bank, a ground was found. After troubleshooting it was determined to be in the wiring between the building and pump motor #2. The grounded wire was replaced with a new wire and the pump was returned back to operation.

The generator at North Bank was starving for fuel. An anti-siphon valve was removed and a fuel injector was replaced.

A service was relocated on School Road as part of counties widening project.

Several service and leak repair patches were saw cut and permanent paved.

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

Santos Subdivision, This job is completed. Waiting on asbuilts to be delivered before signing off.

Airport 17 Hanger Unit, waiting for asbuilts to sign off on this project. Betty Court Health Club,

Waiting on asbuilts to be delivered before signing off.

#### **Sewer Department:**

##### **◇ Waste Water Statistics:**

25.6 million gallons of wastewater was collected and pumped to the W.W.M.F. 23.5 million

gallons of wastewater was treated and discharged to land disposal or reclamation in September.

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

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

The wet wells were washed at the Letz and Kelly sewer lift stations. This is done quarterly to prevent wear and tear on pumps, eliminate grease that collects in the wet wells and prevents build-up of hydrogen sulfide gasses.

All sewer pumps were shimmed and inspected. Wear plates are checked for wear and replaced if needed. The pumps are shimmed semi annually to increase efficiency and avoid unnecessary wear.

String trimming and R.O.W. mowing was completed at the Bolier, Turner, Azalea and B Street R.O.W.'s along with Fischer Ranch fence line trimming.

◇ **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.

13,000 feet of sewer main was hydro-cleaned with 3000 psi of water using the Vac-con. This is done quarterly to prevent grease build up in the collection system and possibly causing a sewer spill. Customers were notified in advance.

The air relief located at the lower ranch which is part of the irrigation main was repaired due to leaking.

The west Fischer Ranch fence line was repaired in several locations due to the fence being cut to access the fields. The brush was also removed from around the weir gate for easier access and monitoring. An irrigation head was also replaced due to wear.

◇ **Wastewater Management Facility:**

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

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

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

◇ **Street Light Department:**

50 LED conversions were completed in September. This project is 50% complete.

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

**Special Notes:**

A fan was installed in the administrative office to help circulate the air.

Tractors, Dump Truck and Vac-con were greased and lubed to prevent unnecessary wear.

Staff participated in a Sanitary Sewer Overflow webinar. New monitoring and reporting requirements were released. The webinar also served as the mandatory annual training that is required to meet compliance.



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
November 6, 2013

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

**S.H. COWELL FOUNDATION:**

The S.H. Cowell Foundation provides funding to communities and works to improve the lives of children living in Poverty in Northern and Central California by providing support to strengthen families and communities.

Members of our community continue to work with their representatives and consider potential projects the Foundation might be interested in funding. Recently, the McKinleyville Family Resource Center was granted \$88,000 from the S.H. Cowell Foundation for improving Case management services, improving data collection, and for board development.

S.H. Cowell staff has continued to work with our parks and recreation staff and the Boys and Girls Club of the Redwoods staff to see if there is interest in grant funding to help us with the operation of the Teen and Community Center.

Most recently, the S.H. Cowell Foundation paid all expenses for a parks and recreation staff member to attend a 3-day boys and Girls Club conference in Reno, NV. Staff will keep the Board informed on the process.

**WORLDWIDE DAY OF PLAY:**



The 2013 World Wide Day of Play event included activities sponsored by McKinleyville Parks & Recreation, Mad River Youth Soccer League, Par Infinity Disc Golf Club and First 5 Humboldt. The event was supported by the volunteer efforts of the McKinleyville Kiwanis Club, Humboldt State University's Youth Educational Services, and several dedicated and generous community members.

This was a free community event with families floating in and out of the event throughout the afternoon. It is estimated that approximately 100 people participated in activities throughout the afternoon, including various relay races, a soccer skills obstacle challenge, a 6 hole disc golf course where each child that played received a free golf disc to take home. There was also a wiffle ball home run derby, a 0-5 year old tot lot and an obstacle course for 2-5 year olds.





Everyone who participated in the events of the day were entered into a raffle drawing in which various prizes ranging from pool passes donated by the Arcata Community Pool, disc golf discs donated by Flyin Lynx Disc Golf Shop, wiffle ball bats donated by the McKinleyville Kiwanis Club and Soccer jersey's donated by Mad River Youth Soccer League. The highlight of the event was the all ages kickball game in which both friends and strangers came together in the spirit of play and had a great time.

### **RECREATION COORDINATOR POSITION:**

Staff recently held first round interviews for the Recreation Coordinator position. The interview panel was happy with the applicants and made a decision to bring one (1) applicant back for a second interview. Our goal is to have someone fill the position by the end of November 2013.

### **FAMILY FALL FEST & KIDS' HEALTH FAIR:**

Our 9<sup>th</sup> Annual Family Fall Fest & Kids' Health Fair will be held on Saturday, November 9, 2013 from 1:00 pm to 4:00 pm at the McKinleyville Activity Center. This event caters to families and is a Celebration of the Season. There will be a variety of games, activities and booths promoting healthy habits for the whole family to enjoy. Admission is free and staff continues to seek volunteers.

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

Since the surface of the bocce ball courts at Pierson Park were converted to decomposed granite, we have seen a huge increase in the use of the courts. On a recent Saturday, I was walking through Pierson Park and witnessed more than fourteen (14) people playing bocce ball. One of the tasks that will be given to the new Recreation Coordinator will be to generate interest in forming a bocce ball club in McKinleyville. From there, we would like to see club leagues and tournaments to help raise funds for the ongoing maintenance of the courts. NOTE: Staff would like to continue to show our sincere appreciation to the local players who put a lot of volunteer hours maintaining the courts.

### **LIGHTING RETROFIT AT PIERSON PARK:**

As part of MCSD's continuous efforts to increase our energy efficiency, we recently asked Redwood Coast Energy Authority (RCEA) to conduct a lighting energy audit for the exterior lights at Pierson Park. The audit showed that by replacing our existing light bulbs and fixtures with LED lighting, we would receive an instant rebate of \$1,264.02. The estimated cost savings each year would be approximately \$1,139.71. This initial investment will have a simple payback in 5.2 years.

The fixtures that were replaced included all the exterior lighting on the McKinleyville Activity Center and the five (5) main park lights in Pierson Park.

About four (4) years ago we asked RCEA to conduct an energy audit and we were able to improve the energy efficiency at the McKinleyville Activity Center by replacing the bulbs and the fixtures.

**CALIFORNIA CONSERVATION CORPS (CCC):**

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

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

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

**COMMUNITY SERVICE WORKERS:**

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

**WORK EXPERIENCE (CalWORKS PROGRAM)**

We currently have two (2) CalWORKS staff member working within the Parks Department. We are still seeking individuals interested in working for the Park Maintenance. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

**GRAFFITI & VANDALISM UPDATE:**

No major vandalism to report.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

November 6, 2013

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: None**

#### **A summary of activity for the month of October, 2013**

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

• Arcata Stationers office supply discount	\$ 89
• Discount for Accounting Services	\$ 286
• Refund from AT&T for Telemetry Decommissioning	\$ 281
• SWAP crews	\$10,000
• CalWORKS	\$ 7,500
• Special Event Volunteers	\$ 600
• Pierson Park LED Light Retrofit	\$ 1,264 (\$1,139/ year after)
• Grant to Attend Conference in Reno	\$ 1,000
• Culvert Repair at B St. Station	\$ 2,800
• Street Light Replacement	\$ 2,250
• In House Heavy Equipment Repairs	\$ 340
• Relocated Electrical Line at Park	\$ 400
• Rehab Activity Center Lights	\$ 450

Total cost savings for July is \$27,260

***The cumulative cost saving to the District to date from July 1, 2013 is \$173,676***

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

**Rate Analysis-** All information required for the analysis has been submitted to Willdan and applied to the model and reviewed by staff. A briefing by the consultant is scheduled between the time of this report and the Board Meeting.

**Prop 50 Grant and MCSD/ City of Arcata Intertie-** Staff attended the preconstruction meeting with the winning contractor. It is unknown whether

construction will start in this calendar year. Finance Department has submitted receipts for capitol expenses incurred before the grant was awarded for reimbursement.

**Teen and Community Center-** The basic design is completed for the floor plan and exterior and will presented at the November Board Meeting and to the community is several meeting in early November.

**Waste Water Management Facility (WWMF) Improvement Project Design** – Value Engineering (VE) Review phase is nearing completion. Several conference calls were conducted over the month. A report will be presented the Board outlining the concepts that were considered and the potential savings from the review. Design continues and is nearing the 60% mark.

**Board/ GM Communication Protocol** – A work shop was scheduled for the October meeting but by request of the Board was postponed until the November meeting.

**Washington Property-** The sale of the property is final and we should be in position of the deed by the time of the meeting.

**Strategic Plan-** Staff continues to refine the Plan to reflect the concerns of the Strategic Plan Committee. A matrix was developed and is in the process of being populated. We have a target for bringing it to the Board about the time of the annual review.

**Technical Advisory Meeting (TAC)** - The G.M. and Operations Director attended the TAC meeting and made a brief presentation to the committee. The reception was quite chilly. We have requested to be included in the next HCAOG agenda for consideration by their Board for a seat on the TAC.

**McKinleyville CSD Boundaries-** A the next phase in the out of boundary services circumstance we are in we are reviewing the potential to expand our boundary to the Mad River and north to include parcels we already serve water. The reasoning is varied and will be discussed at the November Meeting.

**Meetings** – The General Manager attended various meetings in October dealing to MCSD business including, a meeting to discuss the covered picnic area. I was invited and attended a meeting with the McKinleyville Organizing Committee. Attended a briefing dealing with the Affordable Care Act it included information about full time equivalent employees and the process for determining when and if you have to insure your employees. Two separate meeting were conducted related to considering the feasibility for solar power for MCSD. We are conducting two parallel reviews and will be analyzing the results with a final report for the Board.

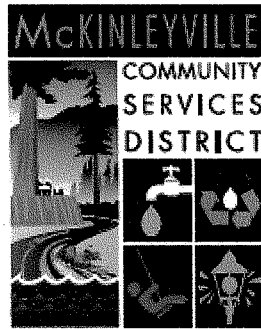
Attachment 1 WWMF Report for September 2013

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



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

October 28, 2013

**RE: MONTHLY MONITORING REPORT**

Dear Lisa:

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

The normal discharge of effluent was 29 days discharge to reclamation M-004, 5, 6, & 7 and land disposal M-003. The required monitoring and water quality constituents that were tested and reported were in compliance in September.

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

The requirement for TSS is 83 mg/L monthly average with four weekly tests in September which represent one criteria. The TSS results for September 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 September and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of September are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of September and were in compliance.

Monthly River Monitoring was conducted in September.



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

**SEPTEMBER 2013**

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.889	0.548	387		0.548					0.000	0.00
2	0.935	0.541	383		0.541					0.000	0.00
3	0.875	0.868	1348		0.207	0.419	0.084	0.158		0.661	0.00
4	0.872	0.968	966			0.584	0.096	0.288		0.968	0.00
5	0.884	0.815	766			0.485	0.036	0.294		0.815	0.00
6	0.888	0.806	690		0.400	0.244		0.162		0.406	0.00
7	0.923	0.727	513		0.727					0.000	0.00
8	0.935	0.720	505		0.720					0.000	0.00
9	0.843	0.341	652		0.273	0.068				0.068	0.00
10	0.800	0.000	0	Washed CCB						0.000	0.00
11	0.809	0.677	1049			0.433	0.079	0.165		0.677	0.00
12	0.799	1.145	1068			0.773	0.082	0.290		1.145	0.00
13	0.787	0.917	864		0.452	0.305		0.160		0.465	0.00
14	0.839	0.890	628		0.890					0.000	0.00
15	0.890	0.881	625		0.881					0.000	0.00
16	0.832	0.954	1012		0.338	0.399	0.058	0.159		0.616	0.00
17	0.805	1.164	1028			0.630	0.085	0.289	0.160	1.164	0.00
18	0.816	1.066	920			0.702		0.295	0.069	1.066	0.00
19	0.813	1.037	1105			0.705	0.039	0.293		1.037	0.00
20	0.818	0.844	988		0.337	0.301	0.040	0.166		0.507	0.00
21	0.841	0.613	432		0.613					0.000	0.00
22	0.886	0.614	432		0.614					0.000	0.00
23	0.829	0.808	998		0.233	0.323	0.088	0.164		0.575	0.00
24	0.805	1.014	1061			0.629	0.089	0.296		1.014	0.00
25	0.824	1.025	1038			0.697	0.038	0.290		1.025	0.00
26	0.821	1.033	1029			0.704	0.037	0.292		1.033	0.00
27	0.812	0.789	1014		0.258	0.332	0.035	0.164		0.531	0.00
28	0.822	0.469	331		0.469					0.000	0.00
29	1.004	0.471	332		0.471					0.000	0.00
30	0.943	0.781	1036		0.189	0.369	0.075	0.148		0.592	0.00
31										0.000	0.00
TOTAL	25.639	23.526		0.000	9.161	9.102	0.961	4.073	0.229	14.365	0.00
AVERAGE	0.855	0.784	773	0.000	0.458	0.479	0.064	0.226	0.115	0.463	0.00
MAXIMUM	1.004	1.164	1348	0.000	0.890	0.773	0.096	0.296	0.160	1.164	0.00
MINIMUM	0.787	0.000	0	0.000	0.000	0.068	0.035	0.148	0.069	0.000	0.00
DAYS	30	29		0	19	19	15	18	2	29	
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

MONTH: SEPTEMBER

YEAR: 2013

					3X5													
DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING								EFFLUENT MONITORING				SETTLABLE SOLIDS	TOTAL COLIFORM
					B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES					
1	0.889	0.548	387															
2	0.935	0.541	383					6.7	20.2				32	2.5		<1.8		
3	0.875	0.868	1348					6.7	19.8				28	2.6				
4	0.872	0.968	966					6.8	19.7				32	3.7				
5	0.884	0.815	766					6.9	19.7				34	4				
6	0.888	0.806	690		250	200			19.7	18	10					<0.1		
7	0.923	0.727	513															
8	0.935	0.720	505															
9	0.843	0.341	652					6.7	19.4				34	4.4		<1.8		
10	0.800	0.000	0					Washed CCB										
11	0.809	0.677	1049					6.6	19.1				30	7.3				
12	0.799	1.145	1068					6.7	19.2				32	1.4				
13	0.787	0.917	864		200	230		6.7	19.3	14	10		32	3.7		<0.1		
14	0.839	0.890	628															
15	0.890	0.881	625															
16	0.832	0.954	1012					6.9	18.8				32	4.8		<1.8		
17	0.805	1.164	1028					6.8	18.9				28	3.9				
18	0.816	1.066	920					6.9	18.6				32	3.4				
19	0.813	1.037	1105					6.8	18.1				34	4.2				
20	0.818	0.844	988		240	240		6.8	17.8	19	12		36	5		<0.1		
21	0.841	0.613	432															
22	0.886	0.614	432															
23	0.829	0.808	988					6.9	18.3				34	5.5		<1.8		
24	0.805	1.014	1061					6.9	17.9				34	1.2				
25	0.824	1.025	1038					6.9	17.7				32	2.8				
26	0.821	1.033	1029					6.9	17.2				32	2.4				
27	0.812	0.789	1014		210	54		6.9	16.6	14	13		34	2.9		<0.1		
28	0.822	0.469	391															
29	1.004	0.471	332															
30	0.943	0.781	1036					6.8	17.3				28	3.8		<1.8		
31																		

SPILLS:

None to report
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DATE	TDS	AMMONIA	NITRATE	BORON
9/4/2013	340	27.0	ND	340

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
16	113	83	11	78	90

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

Quarterly Tests	Value in ug/l
Dichlorobromomethane	N/A
Bromform	N/A
Chlorobromomethane	N/A
Chloroform	N/A

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

CHRONIC TOXICITY	TESTED	SURVIVAL
Milfnov	N/A	N/A
C. Dubia	N/A	N/A
Algae	N/A	N/A

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

REMARKS:   Indicates Permit Exceedance

Total Coliform	Monthly	Median	<1.8
Daily	Maximum		<1.8