



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

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

**WEDNESDAY, AUGUST 5, 2020 AT 6:30/7:00pm**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

**Use ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

To participate, please teleconference using the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [asousa@mckinleyvillecsd.com](mailto:asousa@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, August 4, 2020.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, August 5, 2020 in a supplemental packet information that will also be posted on the website for public viewing.

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**CLOSED SESSION AGENDA**

**6:30 p.m.**

**A. CALL TO ORDER**

A.1 Roll Call

A.3 Closed Session Discussion

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

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)  
Agency Negotiators: Pat Kaspari, General Manager, Russell Gans, Legal Counsel  
Parties with Whom Negotiating: Michael & Cheryl Malin  
Property: Manufactured home located at 795 Hiller Road, caretaker home located on District property at Hiller Park, McKinleyville, Humboldt County, CA  
Under Negotiation: Purchase Agreement (Price and Terms of Payment) and future site lease terms.

A.4 Report out of Closed Session

# REGULAR MEETING AGENDA

7:00 p.m.

## **A. CALL TO ORDER**

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

## **B. PUBLIC HEARINGS**

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

**NO PUBLIC HEARING SCHEDULED**

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

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

## **D. CONSENT CALENDAR**

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

- |     |   |               |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors<br>Regular Meeting on July 1, 2020 | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from July 1, 2020  | <b>Pg. 6</b>  |
| D.2 | Consider Approval of June 2020 Draft Treasurer’s Report                                       | <b>Pg. 10</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law  | <b>Pg. 30</b> |
| D.4 | Consider Deactivation of Streetlight Located in the Sunset Ridge                              | <b>Pg. 31</b> |

Streetlight Zone #14

Attachment 1 – Petition of Residents in Streetlight Zone #14 **Pg. 33**

Attachment 2 – Map of Streetlight Locations **Pg. 34**

**E. CONTINUED AND NEW BUSINESS**

E.1 Consider Adoption of Resolution 2020-19 Recognizing, Honoring and Commending Jennifer Olsen for Serving McKinleyville Community Services District for 10 Continuous Years. **Pg. 35**

Attachment 1 – Resolution 2020-19 **Pg. 36**

E.2 Biennial Review and Adoption of MCSD Conflict of Interest Code **Pg. 37**

Attachment 1 – Conflict of Interest Code **Pg. 39**

Attachment 2 – Resolution 2020-20 **Pg. 54**

E.3 Consider the Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year **Pg. 59**

Attachment 1 – Proposed 2021 MCSD Regular Board Meeting Schedule **Pg. 60**

E.4 Review and Discuss Annual Board Self-Evaluation **Pg. 61**

Attachment 1 – Summary of Board Self-Evaluation Worksheets **Pg. 62**

E.5 Initiate Process for General Manager’s 3-Month Performance Evaluation **Pg. 64**

Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation **Pg. 66**

Attachment 2 – Board of Director’s Evaluation Form **Pg. 68**

E.6 Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School **Pg. 71**

Attachment 1 – MUSD and MCSD Agreement **Pg. 73**

E.7 Consider Adoption of Resolution 2020-21 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property located in McKinleyville, CA (APN 514-084-046) the Morgan Subdivision Open Space Zone #24 **Pg. 80**

Attachment 1 – Resolution 2020-21 **Pg. 83**

Attachment 2 – Certificate of Acceptance of an Interest in Real Property by the McKinleyville CSD **Pg. 86**

Attachment 3 – Resolution 2007-14 Initiation the Morgan Subdivision Open Space Zone #24 **Pg. 87**

Attachment 4 – Resolution 2007-16 Forming the Morgan Subdivision Open Space Zone #24 **Pg. 90**

Attachment 5 – April 11, 2011 letter from Dan Morgan to Jason Sehon **Pg. 92**

E.8 Review and Discuss Operations Reserve Policy **Pg. 93**

## **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)
- b. Area Fund (John Kulstad/Barsanti)
- c. Redwood Region Economic Development Commission (Mayo/Burke)
- d. McKinleyville Senior Center Board Liaison (Barsanti/Burke)
- e. Audit (Corbett/Barsanti)
- f. Employee Negotiations (Couch/Corbett)
- g. McKinleyville Municipal Advisory Committee (Burke/Mayo)
- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Corbett)

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

### **F.3 STAFF REPORTS**

- a. Support Services Department (Colleen M.R. Trask) **Pg. 96**
- b. Operations Department (James Henry) **Pg. 98**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 103**
- d. General Manager (Pat Kaspari) **Pg. 108**  
Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 114**

### **F.4 PRESIDENT'S REPORT**

### **F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS**

## **G. ADJOURNMENT**

### **Posted 5:00 pm on July 31, 2020**

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

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Consider Approval of the Minutes of the Board of Directors**

**PRESENTED BY:**              **April Sousa, Board Secretary**

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

**Recommendation:**

Staff recommends that the Board review and approval of the draft minutes from the July 1, 2020 regularly scheduled Board Meeting.

**Discussion:**

The Draft minutes are attached for the above listed meeting.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from July 1, 2020

**MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JULY 1, 2020 7:00 P.M.**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

**ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) and TOLL FREE: 1-888-788-0099**

**AGENDA ITEM A. CALL TO ORDER:**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with the following Directors and staff in attendance:

Mary Burke, President  
Shel Barsanti, Director  
John Corbett, Director  
David Couch, Director  
Dennis Mayo, Director

Gregory Orsini, General Manager  
Pat Kaspari, General Manager  
Colleen Trask, Finance Director  
James Henry, Operations Director  
Lesley Frisbee, Recreation Director  
April Sousa, Board Secretary

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

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

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

**Motion:** It was moved to adopt the agenda with removing item E.5: Discuss/Consider Adoption of Initial Study/Mitigated Negative Declaration CEQA Documents for the Mad River Floodplain and Public Access Enhancement Project.

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

Director Barsanti stated she had many questions regarding E.5 that may take time to obtain the information in order to answer and would like staff to have time to research these questions. Clarification was given on the subject of the item to be removed.

**Roll Call:** Ayes: Barsanti, Corbett, Couch, and Mayo Nays: None Abstain: Burke Absent: None

**Motion Summary:** Motion Passed

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

**AGENDA ITEM B. PUBLIC HEARINGS:** Proposed Assessment and Formations of Street Light Zone #102, and #104, and Consider Adoption of Resolution 2020-16 (Street Light Zone #102) and Resolution 2020-18 (Street Light Zone #104)

General Manager Kaspari gave an overview. The Public Hearing was opened at 7:20 p.m. There were not comments/protests given. The Public Hearing was closed. There was no other public comment.

**Motion:** It was moved to adopt Resolution 2020-16 for formation of the Avelar/Imeson Street Light Zone #102 and Resolution 2020-18 for formation of the Valadao/Lime Street Light Zone #104

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

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

**Motion Summary:** Motion Passed

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

There was a total of 49 distinct logins on the zoom call (Board members, Staff, and Public).

President Burke gave instructions on how Public Comment would be taken.

Rick Ellis, lifelong resident of McKinleyville and member of the Church of the Joyful Healer, True North Organizing Network, and AHHA (Affordable Homeless Housing Alternatives), expressed the need for immediate emergency housing for the unhoused to shelter in place in McKinleyville.

Hillarie Beyer, Director of the McKinleyville Family Resource Center, expressed the need for immediate emergency housing for the unhoused to shelter in place in McKinleyville.

Barbara Georgianna, resident of Humboldt County and McKinleyville resident for 16 years, member of the McKinleyville Municipal Advisory Committee, the Church of the Joyful Healer, and True North Organizing Network, commented on concerns of the unhoused during the shelter in place mandate.

Steve Madrone, County Supervisor serving the McKinleyville Area, commented on housing needs for the unhoused of McKinleyville during shelter in place.

Written Communication received by 4:30 p.m. on the night of the meeting was read by the Board Secretary. These consisted of: 13 letters regarding a possible proposed cell tower (12 against, 1 for), 3 letters regarding the project from Item E.5 that was pulled from the agenda, 1 letter about shelter in place for the unhoused in McKinleyville.

Additional Public Comments were received.

Paul Hilton commented on new possibilities for renaming of the community.

Beth Frink and another resident, Jeff, commented on cell phone towers in residential areas.

President Burke directed the public to consult the District General Manager's Report, which may answer some of their questions.

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

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 3, 2020

D.2 Consider Approval of May 2020 Treasurer's Report

**Motion:** It was moved to approve Consent Calendar.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

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

##### **E.1 Review and Discuss the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)**

Charlie Caldwell of the Skatepark Collective gave a quarterly report. The Board and Public were given the opportunity to ask questions. Clarifying questions regarding construction were discussed. This item was informational only. No action taken

##### **E.2 Consider approval of Professional Services Agreement for Points West Surveying to Perform and Record Boundary Survey of Pialorsi Property Purchase**

General Manager Kaspari gave an overview of the agenda item. There was no comment from the public or Board.

**Motion:** Authorize the Board President to execute the Professional Services Agreement with Points West Surveying to perform survey services for the Pialorsi Ranch Property purchase and declare the General Manger as Designated Representative of MCSD. Contract not to exceed \$35,000 with a 10% (\$3,500) contingency, totaling \$38,500.

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

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

**Motion Summary:** Motion Passed

### **E.3 Consider approval of Professional Services Agreement for GHD Inc. for Design and Construction Management for the Highway 101 Sewer Crossings Retrofit Project**

General Manager Kaspari gave an overview. Clarifying financial questions were discussed. There was no public comment.

**Motion:** Authorize the Board President to execute the Professional Services Agreement with GHD to perform Engineering services for the Highway 101 Sewer Crossings Retrofit Project, and declare the General Manger as Designated Representative of MCSD not to exceed \$1,110,130 with a 10% (\$111,013) contingency, totaling \$1,221,143.

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

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

**Motion Summary:** Motion Passed

### **E.4 Reserve Policy Review for Catastrophe Reserves**

Finance Director Colleen M.R. Trask gave an overview of the item. The Board asked clarifying questions regarding reserve funds for depreciating assets. There was no public comment. This was an informational only item. No action taken.

## **AGENDA ITEM F. REPORTS**

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

- a. **Recreation Advisory Committee (Couch/Mayo):** Nothing to report, did not attend. Recreation Director Frisbee included minutes in her report.
- b. **Area Fund (John Kulstad/Barsanti):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Nothing to report.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet.
- e. **Audit (Corbett/Barsanti):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** President Burke gave a report from the last meeting. It was General Manager Orsini's last McMAC meeting.
- h. **Local Agency Formation Commission (Couch):** Nothing to report for Humboldt LAFCo but did give a report on CalLAFCo news.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

Director Mayo discussed some material from ACWA (Association of California Water Agencies).

It was also discussed that in the past, the Board would get updates from the Sheriff and Humboldt County Public Works during meetings occasionally.

### **F.3 STAFF REPORTS**

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask highlighted the reopening of the District's front office plan, gave an insurance update, and gave an update on the lock list.



- b. **Operations Department (James Henry):** Operations Director, James Henry had nothing further to add to his written report. Director Corbett asked clarifying questions regarding the percent reduction noted in the water usage comparison table.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted meetings regarding the unhoused in McKinleyville and shelter in place procedure and the discussion on the possible cell phone tower.

**F.3.2 PRESIDENT’S REPORT:** President Burke formalized an AdHoc committee consisting of Directors Corbett and Mayo for discussing issues arising for the Unhoused in McKinleyville. She also noted Director Mayo attending the virtual ACWA summer conference.

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

President Burke would like to add the following items to a future agenda:

- Policy for Property Use – specifically Cellphone Towers
- “2x2’s” – communications and updates from the Humboldt County Sheriff, Humboldt County Public Works Department and Department of Health and Human Services

Director Mayo gave an update on the Trinidad Rancheria request to Humboldt Bay Municipal Water District to extend water for their needs. He expressed his opinion and past board opinion on the matter and noted it may be a future agenda item.

**G. ADJOURNMENT:**

**Meeting Adjourned at 9:47 p.m.**

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April Sousa, CMC, Board Secretary

**McKinleyville Community Services District**  
**DRAFT Treasurer's Report**  
**June 2020**

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Page 4	Activity Summary by Fund with Selected Graphic Comparisons
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Page 12	Summary of Long-Term Debt Report
Page 13	Cash Disbursement Report

**Ratios**

as of June 30, 2020

- Utility Accounts Receivable Turnover Days	<b>12</b>
- YTD Breakeven Revenue, Water Fund:	<b>\$ 2,340,119</b>
- YTD Actual Water Sales:	<b>\$ 3,595,607</b>
- Days of Cash on Hand-Operations Checking/MM	<b>249</b>

**McKinleyville Community Services District  
Investments & Cash Flow Report  
as of June 30, 2020**

**Petty Cash & Change Funds** 9,197.46

**Cash**

**Operating & Money Market - Beginning Balance** 5,020,250.49

**Cash Receipts:**

Utility Billings & Other Receipts	710,133.45	
Money Market Account Interest	112.90	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Pmt of SRF Solar Proj Grant Receivable)	172,626.98	

**Total Cash Receipts** 882,873.33

**Cash Disbursements:**

Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(221,398.47)	
Debt Service	(29,279.36)	
Capital & Other Expenditures (incl. Pialorsi Ranch purchase)	(1,676,975.50)	

**Total Cash Disbursements** (1,927,653.33)

**Operating & Money Market - Ending Balance** 3,975,470.49

**Total Cash** 3,984,667.95

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

**LAIF - Beginning Balance** 137,636.75

Interest Income -

**LAIF - Ending Balance** 137,636.75

**Humboldt Co. #2560 - Beginning Balance** 1,064,238.04

Property Taxes and Assessments -

Transfer to/from Operating Cash -

Interest Income (net of adjustments) 1,507.68

**Humboldt Co. #2560 - Ending Balance** 1,065,745.72

**Humboldt Co. #4240 - Beginning Balance** 3,312,067.31

Transfer to/from Operating Cash -

Transfer to/from Biosolids Reserve -

Interest Income 3,820.95

**Humboldt Co. #4240 - Ending Balance** 3,315,888.26

**Humboldt Co. #9390 - Beginning Balance** 663,032.08

Reserves Recovery Deposits/Other Bal Withdrawals -

Interest Income -

**Humboldt Co. #9390 - Ending Balance** 663,032.08

**USDA Bond Reserve Fund - Beginning Balance** 166,027.94

Bond Reserve Payment 6,089.84

Debt Service Payment, Principal/Interest -

Interest Adjustment 1.38

**USDA Bond Reserve Fund - Ending Balance** 172,119.16

**CalTRUST - Beginning Balance** 10,561,461.15

Net Transfer to/from Designated Reserves: PERS/OPEB -

Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves -

Net: Interest Income/Unrealized Gain/Loss 22,236.30

**CalTRUST - Ending Balance** 10,583,697.45

**Total Investments** 15,944,136.90

**Total Cash & Investments - Current Month** 19,928,804.85

**Total Cash & Investments - Prior Month** 20,939,928.70

**Net Change to Cash & Investments This Month** (1,011,123.85)

**Cash & Investment Summary**

Cash & Cash Equivalents 19,141,766.58

Davis-Grunsky Loan Reserve 614,919.11

USDA Bond Reserve 172,119.16

**Total Cash & Investments** 19,928,804.85

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
as of June 30, 2020

	Governmental Funds				Proprietary Funds				Total (Memorandum Only)
	Parks & General	Measure B	Streetslights	Water	Wastewater				
<b>ASSETS</b>									
<b>Current Assets</b>									
Unrestricted cash & cash equivalents	\$ 1,218,747.33	\$ (490,764.27)	\$ 41,366.60	\$ 6,994,318.53	\$ 11,487,539.49	\$ 19,251,207.68			
Accounts receivable	2,590.94	-	3,035.54	299,558.80	414,173.68	719,358.96			
Prepaid expenses & other current assets	38,756.19	979.78	-	81,684.92	33,094.09	154,514.98			
Total Current Assets	1,260,094.46	(489,784.49)	44,402.14	7,375,562.25	11,934,807.26	20,125,081.62			
<b>Noncurrent Assets</b>									
Restricted cash & cash equivalents	179,443.49	-	-	614,919.11	172,119.16	966,481.76			
Other noncurrent assets	-	-	-	142,990.32	160,322.48	303,312.80			
Capital assets (net)	-	-	-	8,386,049.12	28,037,610.04	36,423,659.16			
Total Noncurrent Assets	179,443.49	-	-	9,143,958.55	28,370,051.68	37,693,453.72			
<b>TOTAL ASSETS</b>	<b>\$ 1,439,537.95</b>	<b>\$ (489,784.49)</b>	<b>\$ 44,402.14</b>	<b>\$ 16,519,520.80</b>	<b>\$ 40,304,858.94</b>	<b>\$ 57,818,535.34</b>			
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>									
<b>Current Liabilities</b>									
Accounts payable & other current liabilities	\$ 60,836.00	\$ 56.71	\$ (4,695.04)	\$ 244,130.81	\$ 369,608.20	\$ 669,936.68			
Accrued payroll & related liabilities	102,414.25	-	-	65,202.52	65,210.58	232,827.35			
Total Current Liabilities	163,250.25	56.71	(4,695.04)	309,333.33	434,818.78	902,764.03			
<b>Noncurrent Liabilities</b>									
Long-term debt	-	-	-	2,289,288.61	16,603,055.02	18,892,343.63			
Other noncurrent liabilities	-	-	-	3,520,312.06	3,592,698.08	7,113,010.14			
Total Noncurrent Liabilities	-	-	-	5,809,600.67	20,195,753.10	26,005,353.77			
<b>TOTAL LIABILITIES</b>	<b>163,250.25</b>	<b>56.71</b>	<b>(4,695.04)</b>	<b>6,118,934.00</b>	<b>20,630,571.88</b>	<b>26,908,117.80</b>			
<b>Fund Balance/Net Assets</b>									
Fund balance	(2,196,413.47)	(489,841.20)	49,097.18	4,303,826.29	8,239,732.04	(2,637,157.49)			
Net assets	3,472,701.17	-	-	6,096,760.51	11,434,555.02	16,016,259.50			
Investment in capital assets, net of related debt	-	-	-	10,400,586.80	19,674,287.06	17,531,315.53			
Total Fund Balance/Net Assets	1,276,287.70	(489,841.20)	49,097.18	16,519,520.80	40,304,858.94	30,910,417.54			
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,439,537.95</b>	<b>\$ (489,784.49)</b>	<b>\$ 44,402.14</b>	<b>\$ 16,519,520.80</b>	<b>\$ 40,304,858.94</b>	<b>\$ 57,818,535.34</b>			
Difference in ReClass from Cap Assets to Net Assets:									
Investment in General Capital Assets	\$ 3,147,407.23								
<b>General Long-term Liabilities</b>									
PG&E Streetlights Loan	-								
Meas. B Loan: Teen/Community Center	1,010,944.00								
OP&EB Liability	2,780,563.56								
CALPERS Pension Liability/Deferred Inflows-Outflows	593,397.33								
Accrued Compensated Absences	98,740.28								
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 4,483,645.17</b>								

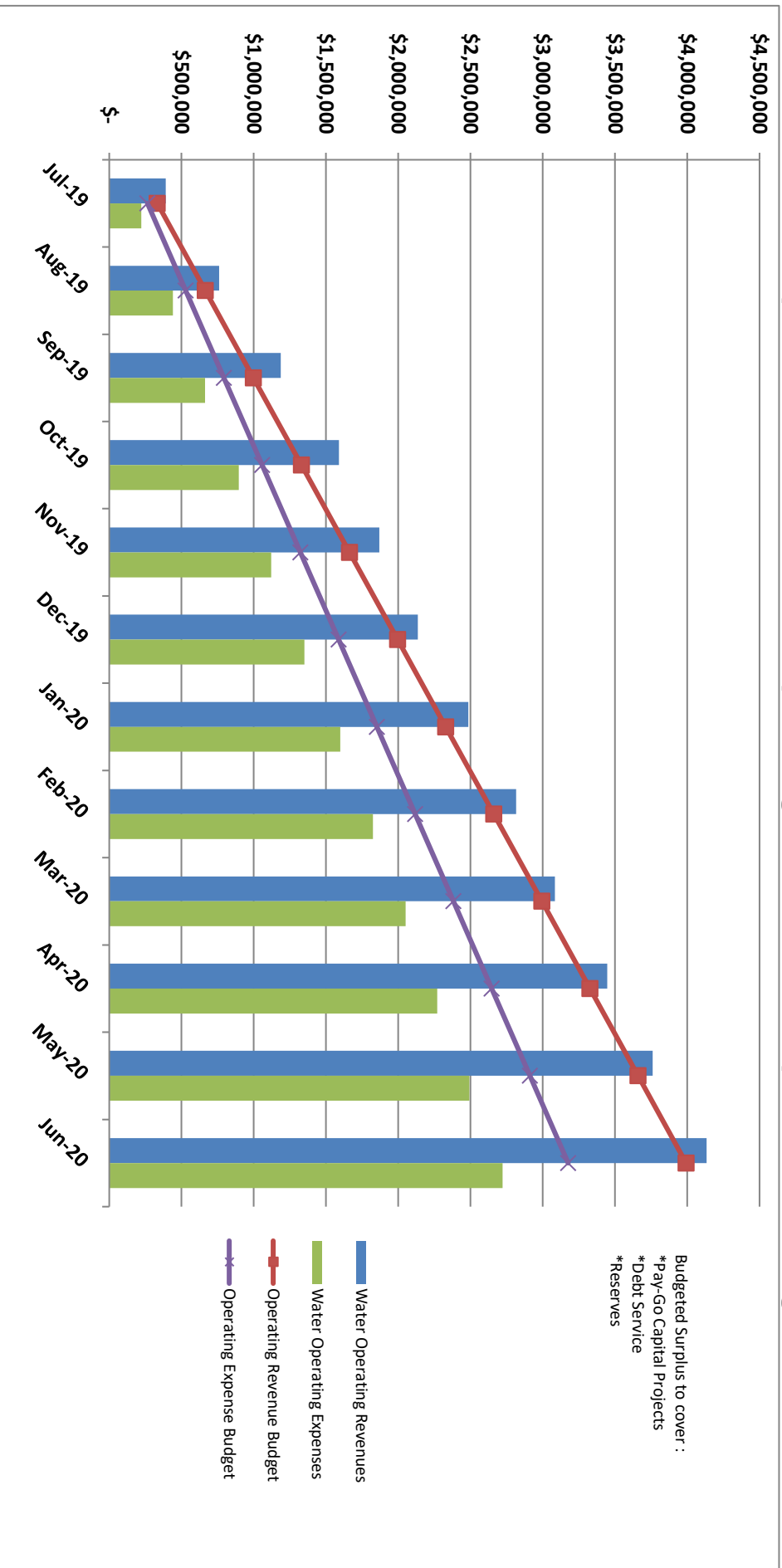
**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
June 2020**

Department Summaries	June	% of Year 100.00% YTD	Revised YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Water</b>						
Water Sales	284,754	3,595,607	3,650,743	(55,136)	-1.51%	
Other Revenues	86,929	537,152	340,954	196,198	57.54%	Includes YTD Capacity Fees \$253,460. Contrib. Construction \$78,390.
Total Operating Revenues	371,683	4,132,759	3,991,697	141,062	3.53%	
Salaries & Benefits	69,945	840,091	1,019,258	(179,167)	-17.58%	Vacant Operations position for a portion of the year
Water Purchased	90,268	1,094,722	1,093,102	1,620	0.15%	
Other Expenses	39,733	424,553	700,324	(275,771)	-39.38%	Funds for emergency equip. repairs, elections, travel unspent/ underspent;
Depreciation	30,250	363,000	363,000	-	0.00%	OPeB actuarial expense not calculated until year-end close
Total Operating Expenses	230,196	2,722,366	3,175,684	(453,318)	-14.27%	
Net Operating Income	141,487	1,410,393	816,013	(312,255)		
Interest Income	5,256	74,195	50,000	24,195	48.39%	Interest not yet posted to County Trust Acct; better-than-expected returns CATRUST
Interest Expense	(4,653)	(58,119)	(59,030)	(911)	-1.54%	
<b>Net Income (Loss)</b>	<b>142,090</b>	<b>1,426,469</b>	<b>806,983</b>	<b>619,486</b>		
<b>Wastewater</b>						
Wastewater Service Charges	-	3,407,956	3,835,860	(427,904)	-11.16%	
Other Revenues	475,101	1,081,732	344,814	736,918	213.71%	Includes YTD Capacity Fees of \$322,372. Contrib. Construction of \$114,910
Total Operating Revenues	475,101	4,489,688	4,180,674	309,014	7.39%	
Salaries & Benefits	93,960	1,057,066	1,070,260	(13,194)	-1.23%	
Other Expenses	73,589	682,535	928,614	(246,079)	-26.50%	Funds for emergency equip. repairs, elections, travel unspent/ underspent;
Depreciation	95,833	1,149,996	1,150,000	(4)	0.00%	OPeB actuarial expense not calculated until year-end close
Total Operating Expenses	263,382	2,889,597	3,148,874	(259,277)	-8.23%	
Net Operating Income	211,719	1,600,091	1,031,800	568,291		
Interest Income	8,506	120,321	75,000	45,321	60.43%	Interest not yet posted to County Trust Account; better-than-expected returns CATRUST
Interest Expense	(20,930)	(306,855)	(255,938)	50,917	19.89%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
<b>Net Income (Loss)</b>	<b>199,295</b>	<b>1,413,556</b>	<b>850,862</b>	<b>562,694</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>341,385</b>	<b>2,840,025</b>	<b>1,657,845</b>	<b>1,182,180</b>		

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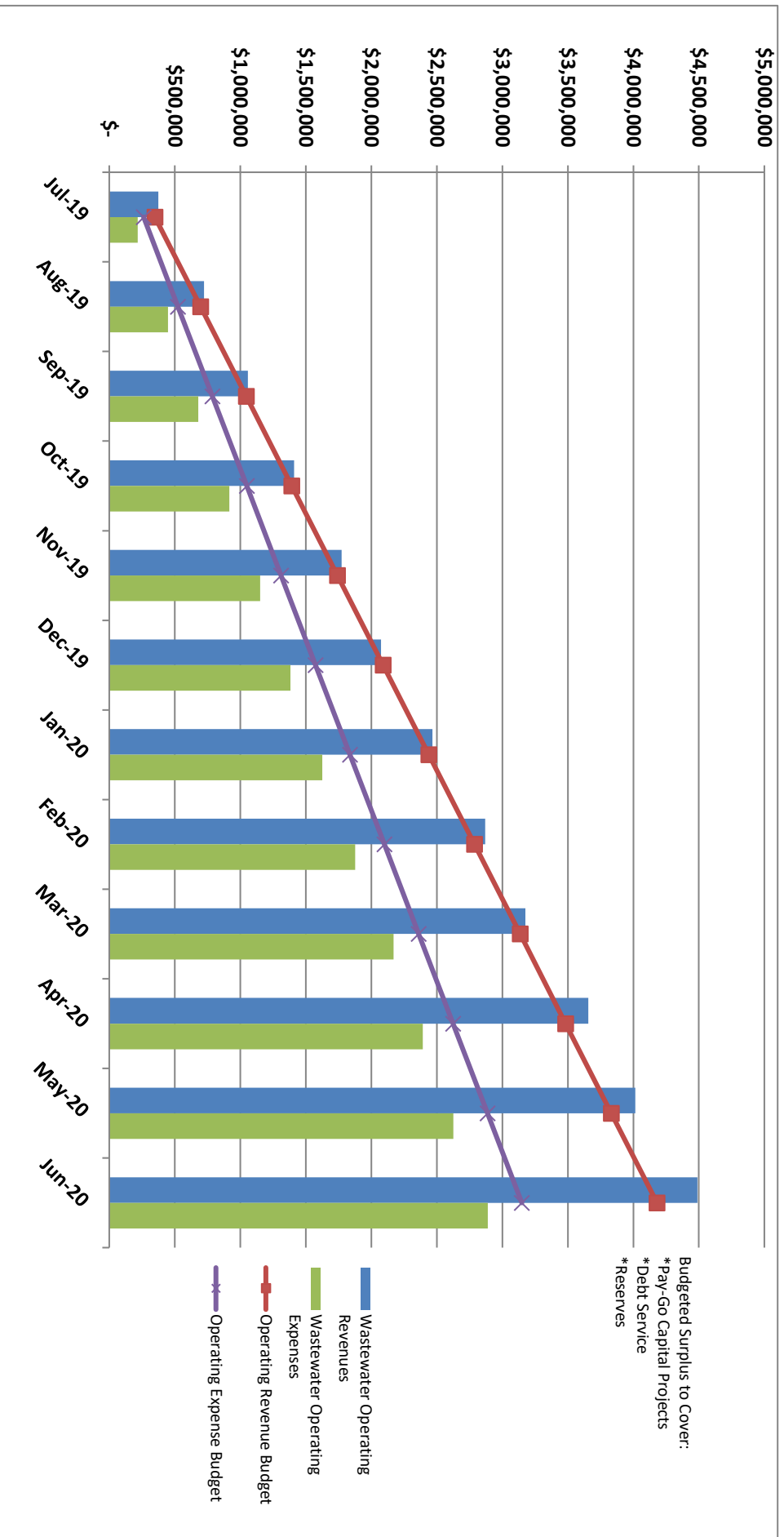
# McKinleyville Community Services District June 2020

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



# McKinleyville Community Services District June 2020

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



McKinleyville Community Services District  
 Activity Summary by Fund, Approved Budget  
 June 2020

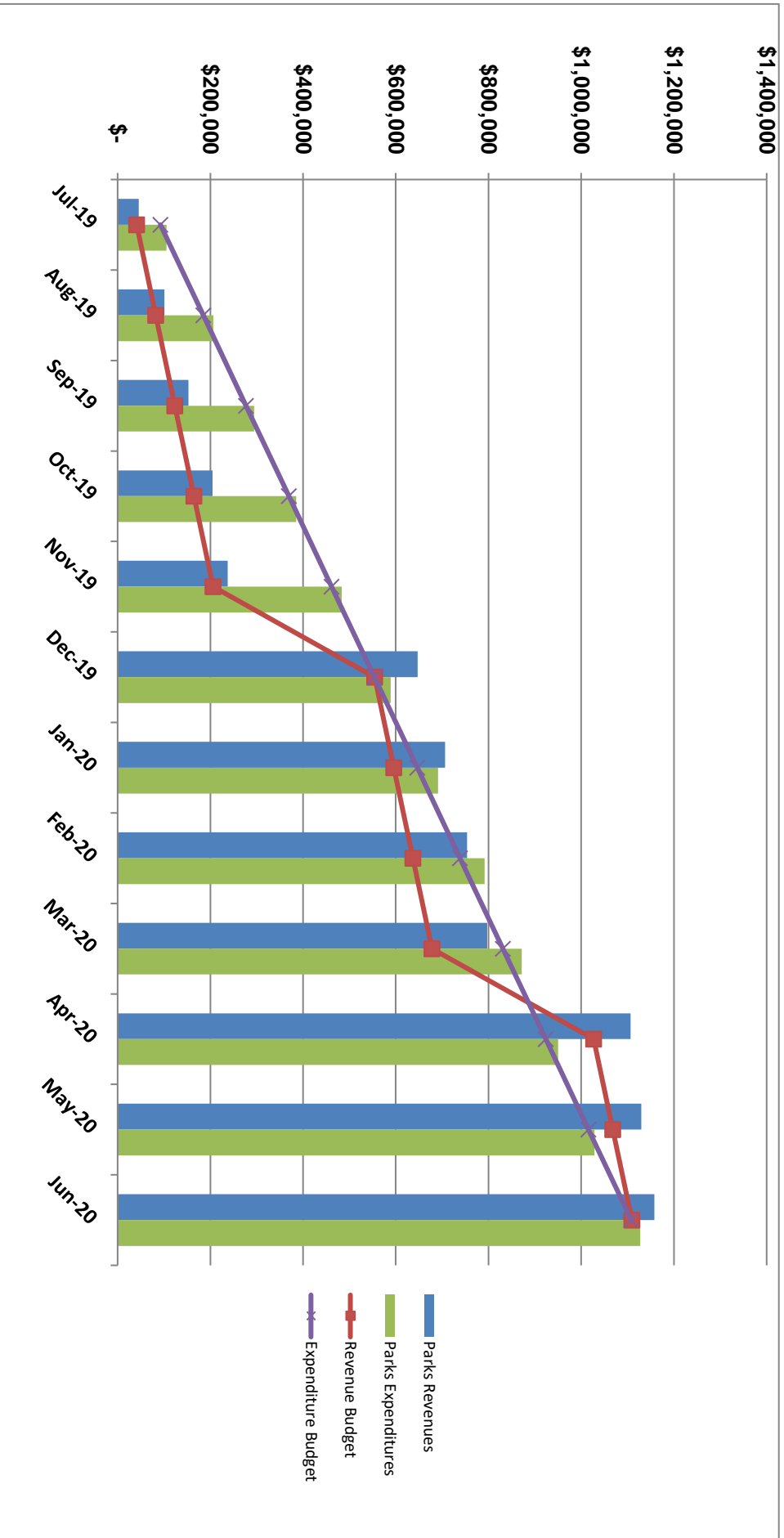
Department Summaries	June	% of Year 100.00% YTD	Revised YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>*Parks &amp; Recreation</b>						
Program Fees	12,226	226,008	219,164	6,844	3.12%	Per revised, approved Budget
Rents & Related Fees	654	72,431	69,165	3,266	4.72%	Per revised, approved Budget
Property Taxes	-	624,639	615,380	9,259	1.50%	County Tax remittance: December, April, and June; per Auditor-Controller's office,
Other Revenues	11,743	190,547	170,739	19,808	11.60%	the June portion of County taxes will not be posted until mid-late August.
Interest Income	3,338	44,041	35,000	9,041	25.83%	Interest not yet posted to County Trust Account
Total Revenues	27,961	1,157,665	1,109,448	48,217	4.35%	
Salaries & Benefits	77,139	913,180	886,166	27,014	3.05%	Payroll expenditures have been curtailed due to Covid19 to the extent possible
Other Expenditures	21,609	213,859	221,981	(8,122)	-3.66%	Expenditures have been curtailed due to Covid19 to the extent possible
Capital Expenditures	-	50	50	-	0.00%	Capital Projects expenditures curtailed due to revenue losses
Total Expenditures	98,748	1,127,089	1,108,197	18,892	1.70%	
<b>Excess (Deficit)</b>	<b>(70,787)</b>	<b>30,576</b>	<b>1,251</b>	<b>29,325</b>		
<b>*Measure B Assessment</b>						
Total Revenues	308	210,893	212,512	(1,619)	-0.76%	Interest & unrealized gains/losses: County Tax remittance December/April/June
Salaries & Benefits	3,257	62,730	61,425	1,305	2.12%	Per the Auditor-Controller's office, the June portion of the Measure B assessment
Other Expenditures	57	19,182	20,600	(1,418)	-6.89%	will not be posted until mid-late August.
Capital Expenditures/Loan Repayment	-	127,141	130,100	(2,959)	-2.27%	
Total Expenditures	3,314	209,052	212,125	(3,073)	-1.45%	
<b>Excess (Deficit)</b>	<b>(3,005)</b>	<b>1,840</b>	<b>387</b>	<b>1,453</b>		
<b>*Street Lights</b>						
Total Revenues	9,751	116,620	112,270	4,350	3.87%	
Salaries & Benefits	3,312	39,263	45,274	(6,011)	-13.28%	Payroll expenditures have been curtailed due to Covid19 to the extent possible
Other Expenditures	3,854	37,628	34,705	2,923	8.42%	
Capital Expenditures/Loan Repayment	-	9,863	21,865	(12,002)	-54.89%	PG&E Loan final payment December 2019
Total Expenditures	7,167	86,754	101,844	(15,090)	-14.82%	
<b>Excess (Deficit)</b>	<b>2,584</b>	<b>29,867</b>	<b>10,426</b>	<b>(19,441)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(71,208)</b>	<b>62,283</b>	<b>12,064</b>	<b>50,219</b>		

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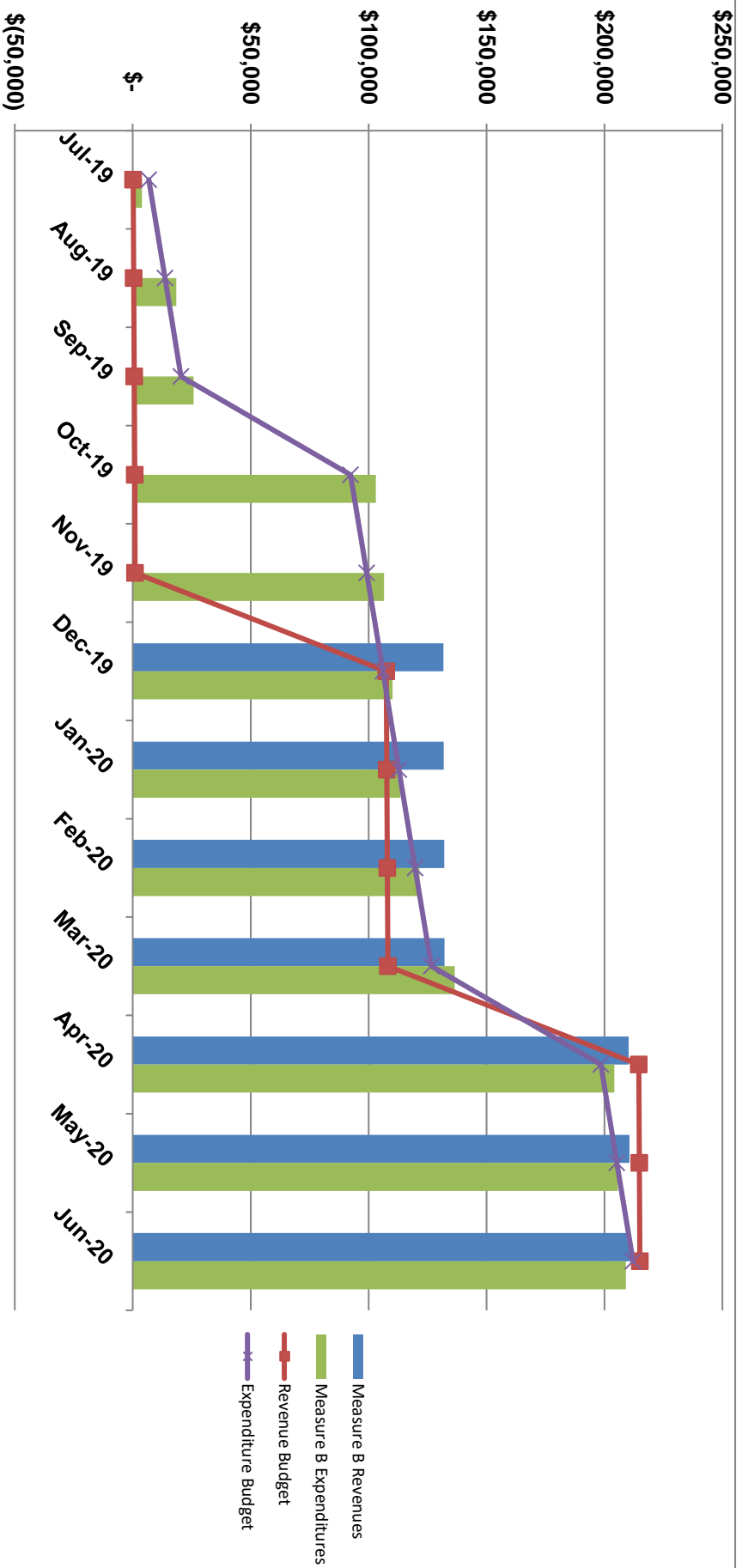
# McKinleyville Community Services District June 2020

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



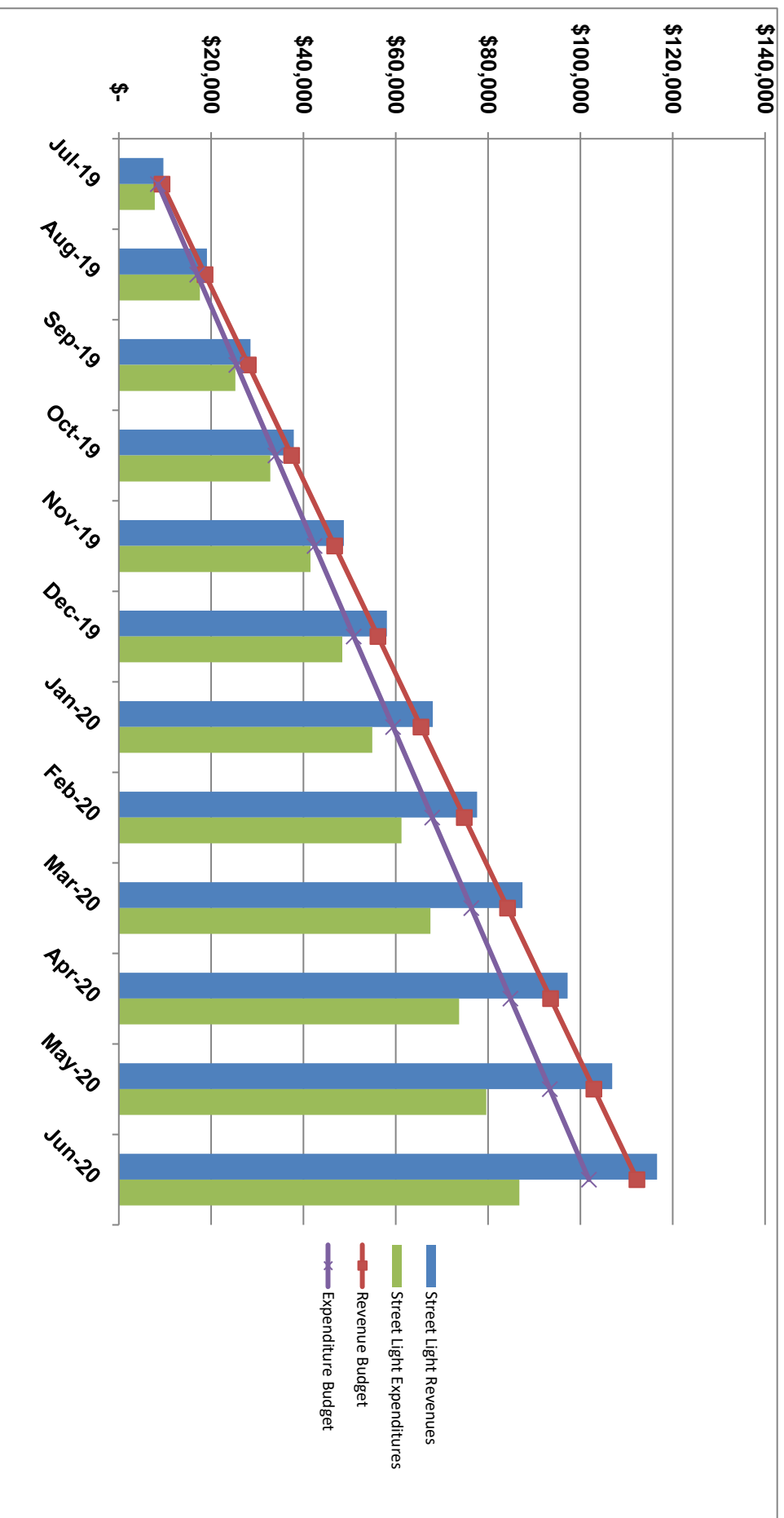
# McKinleyville Community Services District June 2020

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



# McKinleyville Community Services District June 2020

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



**McKinleyville Community Services District  
Capital Expenditure Report  
as of June 30, 2020**

	June	YTD Total	FY 19-20 Budget	Remaining		Notes
				Budget \$	Budget %	
<b>Water Department</b>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Painting & Cathodic	-	5,346	506,000	500,654	99%	Water Tank Painting & Cathodic
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	27,204	38,912	700,000	661,088	94%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	-	-	#DIV/0!	Production Meter Replacement
N.BankBoosterStn Emergency VFD replace	-	6,480	20,000	13,520	68%	Emergency Water Supply
Emergency Generator-Cochran	-	660	50,000	49,340	99%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Tank Seismic Actuators	-	-	20,000	20,000	100%	Tank Seismic Actuators
NorthBank VFD Replacement	-	17,130	-	(17,130)	#DIV/0!	NorthBank VFD Replacement
Water Tank Upgrade-McClusky Tree Svc	-	29,120	35,000	5,880	17%	Water Tank Upgrade-McClusky T
Water Main Rehab & Replacement	18,999	52,979	1,000,000	947,021	95%	Water Main Rehab
Property Purchase & Improvements	-	-	250,000	250,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>46,203</b>	<b>150,627</b>	<b>2,638,000</b>	<b>2,487,373</b>	<b>94%</b>	
<b>Wastewater Department</b>						
Sewer Main Rehab	18,401	56,699	1,000,000	943,301	94%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	240,000	240,000	100%	Sludge handling/disposal
SLS Pump/Generator Replacement	-	5,364	-	(5,364)	#DIV/0!	SLS Pump/Generator Replacement
WWMF/Fischer Lift Stn Grinder Upgrade	63	27,393	25,000	(2,393)	-10%	Fischer Lift Stn Grinder Upgrade
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers	-	-	10,000	10,000	100%	Chlorine Injector/Controllers
Collection Sys Upgrades-UndercrossingsProj	-	10,131	100,000	89,869	90%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	#DIV/0!	Fischer Lift Stn Generator
Sewer Lift Stn Upgrade-Hiller	-	-	240,000	240,000	100%	Sewer WWMF Upgrade
Solar Project - CWSRF Grant/Loan	44,970	116,359	3,000,000	2,883,641	96%	WWMF Solar Project
Radio Telemetry Upgrade	-	-	-	-	#DIV/0!	Radio Telemetry upgrade
Production Meter Replacements	-	-	-	-	#DIV/0!	Production Meter Replacement
WWMF - next NPDES Permit	1,000	1,950	25,000	23,050	92%	NPDES Permit Project
Customer Radio Meter Replacements	-	-	10,000	10,000	100%	Radio meters purch/install
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & came
Flow Totalizers	-	-	-	-	#DIV/0!	Flow Totalizers
Sewer Lift Station Other Upgrades	10,691	194,998	-	(194,998)	#DIV/0!	SwrLiftStnUpgrade-Letz
<b>Subtotal</b>	<b>64,435</b>	<b>217,895</b>	<b>4,705,000</b>	<b>4,487,105</b>	<b>95%</b>	
<b>Water &amp; Wastewater Operations</b>						
Heavy Equipment	92,108	92,108	100,000	7,892	8%	Hydrocl. & Tractor attachments &
Utility Vehicles	19,257	44,080	50,000	5,920	12%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	2,469	40,857	50,000	9,143	18%	Facilities upgrade/sealcoat
Computers & Software	-	37,933	60,000	22,067	37%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	-	100,000	100,000	100%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Unc	-	-	45,000	45,000	100%	Underground valving/piping
Property Purchase & Improvements	1,279,981	1,305,806	1,500,000	194,194	13%	Pialorsi Ranch purchase
Small Equipment & Other	-	-	40,000	40,000	100%	Air compressor
<b>Subtotal</b>	<b>113,833</b>	<b>1,520,784</b>	<b>1,945,000</b>	<b>424,216</b>	<b>22%</b>	
<b>Enterprise Funds Total</b>	<b>1,515,144</b>	<b>2,084,305</b>	<b>9,288,000</b>	<b>7,398,693</b>	<b>80%</b>	
<b>Parks &amp; Recreation Department</b>						
Hiller Park & Sports Complex	-	-	-	-	#DIV/0!	Other Equipment & Signage
Pierson Park Upgrades	-	50	-	(50)	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	-	32,000	32,000	100%	Flooring, Pkg Lot resurface
McKinleyville Activity Center Upgrades	-	-	6,000	6,000	100%	Major Appliance replacement
Law Enforcement Facility Improvements	-	-	24,000	24,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	-	-	-	-	#DIV/0!	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	14,000	14,000	100%	Brush&LawnMowers/Trailer
<b>Subtotal</b>	<b>-</b>	<b>50</b>	<b>76,000</b>	<b>75,950</b>	<b>100%</b>	
<b>Streetlights</b>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>-</b>	<b>50</b>	<b>78,000</b>	<b>77,950</b>	<b>100%</b>	
<b>All Funds Total</b>	<b>1,515,144</b>	<b>2,084,355</b>	<b>9,366,000</b>	<b>7,476,643</b>	<b>80%</b>	

**McKinleyville Community Services District  
Summary of Long-Term Debt Report  
as of June 30, 2020**

**Principal Maturities and  
Scheduled Interest**

	Maturity Date	%	Balance - May 31, Balance- June 30,		FY-20	Thereafter
			2020	2020		
<b>Water Fund:</b>						
I-Bank	8/1/30					
Interest		3.37%	625,086.83	625,086.83	-	625,086.90
State of CA Energy Commission (ARRA)	12/22/26					
Interest		1.0%	83,970.10	78,165.68	-	78,165.47
State of CA (Davis Grunsky)	1/1/33					
State of CA (Davis Grunsky) Deferred Interest	1/1/33		1,364,584.89	1,364,584.89	-	1,364,584.89
Interest		2.5%	221,451.21	221,451.21	-	221,451.21
Total Water Fund-Principal			2,295,093.03	2,289,288.61	-	2,289,288.47
Total Water Fund-Interest			-	-	-	376,166.43
<b>Total Water Fund</b>			<b>2,295,093.03</b>	<b>2,289,288.61</b>	<b>-</b>	<b>2,665,454.90</b>
<b>Wastewater Fund:</b>						
WW/MF SRF Loan	7/31/47					
Interest		1.6%	14,869,555.02	14,869,555.02	-	15,330,549.61
Chase Bank (Pialorsi Property)	3/8/35					
Interest		2.9%	1,508,500.00	1,508,500.00	-	1,508,500.00
USDA (Sewer Bond)	8/1/22					
Interest		5.0%	225,000.00	225,000.00	-	225,000.00
Total Wastewater Fund-Principal			16,603,055.02	16,603,055.02	-	17,064,049.61
Total Wastewater Fund-Interest			-	-	-	3,711,468.22
<b>Total Sewer Fund</b>			<b>16,603,055.02</b>	<b>16,603,055.02</b>	<b>-</b>	<b>20,775,517.83</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>						
	11/1/29					
Interest		3.55%	1,010,944.00	1,010,944.00	-	1,019,724.00
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>						
		0.0%	-	-	-	-
Total Principal			19,909,092.05	19,903,287.63	-	20,373,062.08
Total Interest			-	-	-	4,278,163.54
<b>Total</b>			<b>19,909,092.05</b>	<b>19,903,287.63</b>	<b>-</b>	<b>24,651,225.62</b>

**Mckinleyville Community Services District  
Cash Disbursement Report  
For the Period June 1 through June 30, 2020**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37054	7/20/2020	MITT01	MITCHELL LAW FIRM	(7,378.40)	45520u	Ck# 037054 Reversed
37150	6/2/2020	*0182	PIERSON PARK REFUND LH	108.00	C00602	PIERSON PARK REFUND LH
37151	6/2/2020	BAD01	BADGER METER, Inc.	353.64	80054366	BEACON MOBILE HOSTING
37152	6/2/2020	BET01	BETH WONSON & COMPANY	1,283.32	199	PROFESSIONAL SERVICES-EXE
37153	6/2/2020	BUR01	MARY C. BURKE	125.00	C00602	BOARD MTG 5/6/2020
37154	6/2/2020	COA01	COASTAL BUSINESS SYSTEMS	1,110.83	27051326	COPIER MONTHLY PAYMENT
37155	6/2/2020	COR01	CORBIN WILLITS SYSTEMS, INC	906.19	C00602	MOMS MONTHLY MAINTENANCE
37156	6/2/2020	COU02	HUMBOLDT COUNTY ASSESSOR	344.60	C00602	MCSD OWNERSHIP
37157	6/2/2020	CWE01	CWEA	99.00	C00602	CERT RENEWAL-JH
37158	6/2/2020	EUR07	Eureka Rubber Stamp Co.	22.30	A30814	OFFICE SUPPLIES
37159	6/2/2020	GHD01	GHD	5,604.50	141386	SEWER LIFT STATION UPGRAD
37160	6/2/2020	HAR13	The Hartford - Priority A	419.04	C00602	GRP LIFE INSURANCE
37161	6/2/2020	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	90,692.34	C00602	WTR PURCHASED
37162	6/2/2020	IND01	INDEPENDENT BUS. FORMS	388.27	39029	OFFICE SUPPLIES
37163	6/2/2020	IND02	INDUSTRIAL ELECTRIC SERVICE	562.71	IN35594	REPAIRS/SUPPLY
37164	6/2/2020	ISE01	I-SECURE INC.	41.00	88146	OFFICE SUPPLIES=SHREDDING

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37165	6/2/2020	MAY02	DENNIS MAYO	125.00	C00602	BOARD MTG 5/6/2020
37166	6/2/2020	MCK11	MCKINLEYVILLE SENIOR CENTER	21.40	C00602	P/R SHARE OF INTERNET
37167	6/2/2020	PGE06	PG&E-STREETLIGHTS	17.03	C00602	GAS & ELECTRIC S.L.-ZONE
37168	6/2/2020	PGE08	PG&E-STREETLIGHTS	16.32	C00602	STREETLIGHTS
37169	6/2/2020	PGE09	PG&E-STREETLIGHTS	82.68	C00602	GAS & ELECTRIC S.L.-ZONE
37170	6/2/2020	SECO3	SECURITY LOCK & ALARM	290.88	4679	PROFESSIONAL SERVICES-MAC
37171	6/2/2020	STA02	STATE OF CALIFORNIA ERCD C	6,225.42	10819	ARRA LOAN PAYMENT
37172	6/2/2020	SUD01	SUDDENLINK	194.23	C00602	INTERNET TEEN CENTER
37173	6/2/2020	THA01	THATCHER COMPANY, INC.	2,040.03	C00602	REPAIRS/SUPPLY TREATMENT
37174	6/2/2020	UMP01	UMPQUA BANK	531.24	0520-CT	EMPLOYEE FUND/OFFICE SUPP
				14.91	0520-DS	OFFICE SUPPLIES
				86.19	0520-JH	REPAIRS/ SUPPLIES
				775.42	0520-LF	REPAIRS/ SUPPLIES/TRAININ
				196.19	0520BOARD	OFFICE SUPPLIES
				296.15	0520PARKS	REPAIRS/ SUPPLIES/ REC P
37174	6/2/2020	UMP01	UMPQUA BANK	296.15	0520PARKS	REPAIRS/ SUPPLIES/ REC P
			Check Total:	<u>1,900.10</u>		
37175	6/2/2020	USB01	U.S. BANK TRUST N.A.	6,089.84	C00602	SEWER BOND PAYMENT
37176	6/2/2020	USP01	USPS POSTMASTER	234.00	C00602	P.O.BOX RENEWAL
37177	6/2/2020	VER01	VERIZON WIRELESS	71.12	C00602	CELL PHONES/ TABLET
37178	6/2/2020	B010	MQ CUSTOMER REFUND FOR BE	48.35	000C00601	MQ CUSTOMER REFUND FOR BE
37179	6/2/2020	K010	MQ CUSTOMER REFUND FOR KL	21.90	000C00601	MQ CUSTOMER REFUND FOR KL
37180	6/2/2020	M014	MQ CUSTOMER REFUND FOR MA	77.81	000C00601	MQ CUSTOMER REFUND FOR MA
37181	6/2/2020	M019	MQ CUSTOMER REFUND FOR MC	19.87	000C00601	MQ CUSTOMER REFUND FOR MC

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37182	6/2/2020	\M020	MQ CUSTOMER REFUND FOR MU	67.09	000C00601	MQ CUSTOMER REFUND FOR MU
37183	6/2/2020	\T005	MQ CUSTOMER REFUND FOR TU	48.01	000C00601	MQ CUSTOMER REFUND FOR TU
37184	6/4/2020	SMA03	SMALL TOWN AUTO REPAIR	765.14	037P	VEHICLE REPAIRS
37185	6/8/2020	ACC04	ACCURATE DRUG TESTING SERVICE	90.00	345	PROFESSIONAL SERVICES-DOT
37186	6/8/2020	COU02	HUMBOLDT COUNTY ASSESSOR	9.40	C00608	MEASURE B MAPS
37187	6/8/2020	GHD01	GHD	10,729.00	142692	WASTE WATER MICROGRID PROJ
				8,028.05	143178	WATER & SEWER MASTER PLAN
				675.00	143531	AS NEEDED FUNDING ASSISTANCE
			Check Total:	<u>19,432.05</u>		
37188	6/8/2020	INF02	INFOSEND	2,861.52	172813	PRINTING/MAILING UTILITY BILLS
37189	6/8/2020	INF03	INFINITE CONSULTING SERVICES	2,250.00	8479	PROFESSIONAL SERVICES
37190	6/8/2020	MIT01	MITCHELL LAW FIRM	2,940.00	5727	LEGAL SERVICES
37191	6/8/2020	NAP02	NAPA AUTO PARTS	62.08	C00608	VEHICLE REPAIRS/ SUPPLIES
37192	6/8/2020	NOR01	NORTH COAST LABORATORIES	3,310.00	C00608	LAB TESTING
37193	6/8/2020	PGE05	PG&E	371.46	C00608	STREETLIGHTS
37194	6/8/2020	PGE07	PG&E STREETLIGHTS	1,060.86	C00608	STREETLIGHTS
37195	6/8/2020	PGE11	PG&E STREETLIGHTS	24.21	C00608	GAS & ELECTRIC SEWER PUMP
37196	6/8/2020	PGE12	PG&E	41.66	C00608	GAS & ELECTRIC
37197	6/8/2020	SHN01	SHN ENGINEERING	5,663.50	105066	MAAD RIVER PUBLIC ACCESS
37198	6/8/2020	STA03	STATE OF CA. DEPT OF WATER RESOURCES	16,964.10	2007D5001	DAVIS-GRUNSKY LOAN PAYMEN
37199	6/8/2020	THR01	THRIFTY SUPPLY COMPANY	2,345.41	C00608	REPAIRS/ SUPPLIES



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37200	6/8/2020	USP02	USPS: ARCATATA BMEU	1,449.19	C00608	NEWSLETTER POSTAGE
37201	6/8/2020	VAL01	VALLEY PACIFIC PETROLEUM	520.41	C00608	GAS/OIL/LUBE
37202	6/8/2020	VAL02	VALLEY PACIFIC	2,468.32	C00608	GAS/OIL/LUBE
37203	6/15/2020	ACW01	CB&T/ACWA-JPIA	4,245.24	C00615	GROUP, HEALTH INS
37204	6/15/2020	GHD01	GHD	4,477.50	142393	SEWER LIFT STATION UPGRADE
37205	6/15/2020	GRA02	GRAINGER	301.14	875580050	REPAIRS/ SUPPLIES
37206	6/15/2020	HAR03	HARPER MOTORS CO.	167.94	C00608	VEHICLE REPAIRS
37207	6/15/2020	HUM08	HUMBOLDT SANITATION	2,095.55	C00615	TRASH SERVICE
37208	6/15/2020	IND02	INDUSTRIAL ELECTRIC SERVICE	79.81	IN35928	REPAIRS/SUPPLY
37209	6/15/2020	KEN03	KEN'S AUTO PARTS	103.48	C00608	VEHICLE REPAIRS
37210	6/15/2020	MCK04	MCK ACE HARDWARE	392.75	C00608	REPAIRS/SUPPLY
37211	6/15/2020	MIL01	Miller Farms Nursery	1,326.15	C00608	REPAIRS/SUPPLY
37212	6/15/2020	NAT07	NATIONAL PENCO, LLC	116.36	11145684	OFFICE SUPPLIES
37213	6/15/2020	NOR13	NORTHERN CA SAFETY CONSORTIUM	120.00	26523	SAFETY TRAINING
37214	6/15/2020	ORE01	O'REILLY AUTOMOTIVE, INC.	96.72	C00608	REPAIRS/SUPPLY
37215	6/15/2020	PGE01	PG & E (Office & Field)	27,837.90	C00615	GAS & ELECTRIC
37216	6/15/2020	STA11	STAPLES CREDIT PLAN	1,339.34	C00615	OFFICE SUPPLIES
37217	6/15/2020	THO02	Thomas Home Center	469.33	C00608	REPAIRS/SUPPLY
37218	6/15/2020	WES13	WESTERN WEB	1,090.33	24449	NEWSLETTER PRINTING
37219	6/22/2020	*0183	REC PROGRAM REFUND SN	35.00	C00622	REC PROGRAM REFUND SN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37220	6/22/2020	ATT01	AT&T	2,756.30	C00622	PHONE/INTERNET SERVICES
37221	6/22/2020	ATT02	AT&T	1,102.59	C00622	TELEPHONE ADMIN./GENERAL
37222	6/22/2020	ATT04	AT&T	912.54	C00622	SWITCHED ETHERNET SERVICE
37223	6/22/2020	ATT05	AT&T	189.82	C00622	TELEPHONE TEEN/FAM CTR
37224	6/22/2020	ATT06	AT&T	242.29	C00622	TELEPHONE AZALEA HALL
37225	6/22/2020	GHD01	GHD	724.25	137717	AS NEEDED FUNDING ASSISTANCE
				4,033.75	137866	MICROGRID PROJECT
				16,122.50	140063	WATER & SEWER MASTER PLAN
			Check Total:	<u>20,880.50</u>		
37226	6/22/2020	MCK11	MCKINLEVILLE SENIOR CENTER	21.40	C00622	P/R SHARE OF INTERNET
37227	6/22/2020	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	C00622	OFFICE SUPPLIES
37228	6/22/2020	PGE10	PG&E STREETLIGHTS	3.54	C00622	GAS & ELECTRIC S.L.- ZONE
37229	6/22/2020	S&S02	S & S WORLDWIDE, INC.	184.02	100531604	REC PROGRAM SUPPLIES
37230	6/22/2020	SAF04	SAFEWAY INC. FILE # 72905	23.17	C00622	SUPPLIES PURCHASED
37231	6/22/2020	STA01	STATEWIDE TRAFFIC	820.71	9005789	SAFE SUPPLIES/ REPAIRS
37232	6/22/2020	STA09	S.W.R.C.B.	60.00	C00622	CERT RENEWAL-S. MEYNELL
37233	6/22/2020	STE05	STEWART TELECOMMUNICATION	849.07	202010609	OFFICE SUPPLIES
37234	6/22/2020	THA01	THATCHER COMPANY, INC.	1,383.78	C00622	REPAIRS/SUPPLY TREATMENT
37235	6/22/2020	THR02	THREE G'S HAY & GRAIN	156.78	110279	REPAIRS/SUPPLY
37236	6/29/2020	ASB01	ASBURY ENVIRONMENTAL SERVICES	550.00	573885	FUEL/ OIL
37237	6/29/2020	CAM01	CAMPTON ELECTRIC SUPPLY	761.41	506811	REPAIRS/SUPPLY
37238	6/29/2020	COA01	COASTAL BUSINESS SYSTEMS	1,110.83	7241064	COPIER MONTHLY PAYMENT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37239	6/29/2020	COA02	COASTAL BUSINESS SYSTEMS	97.50	AR65624	COPIER MAINTENANCE
37240	6/29/2020	IND01	INDEPENDENT BUS. FORMS	478.22	39070	OFFICE SUPPLIES
37241	6/29/2020	MAD02	MAD RIVER UNION	40.00	C00629	SUBSCRIPTION RENEWAL
37242	6/29/2020	MES01	KIRSTEN MESSMER	89.28	C00629	REIMB. SUPPLIES PURCHASED
37243	6/29/2020	PAP01	PAPE MACHINERY	1,270.48	202149	EQUIPMENT REPAIR
37244	6/29/2020	PGF05	PG&E	371.52	C00629	GAS & ELECTRIC S.L.- ZONE
37245	6/29/2020	PGF06	PG&E-STREETLIGHTS	17.04	C00629	GAS & ELECTRIC S.L.- ZONE
37246	6/29/2020	PGF07	PG&E STREETLIGHTS	1,060.96	C00629	GAS & ELECTRIC
37247	6/29/2020	PGF08	PG&E-STREETLIGHTS	16.32	C00629	GAS & ELECTRIC S.L.- ZONE
37248	6/29/2020	PGF09	PG&E-STREETLIGHTS	82.67	C00629	GAS & ELECTRIC S.L.- ZONE
37249	6/29/2020	SDR01	SDRMA	130,171.02	68062	PROPERTY/LIABILITY INSURANCE
			Check Total:	35,830.66	68517	WORKERS COMP
				<u>166,001.68</u>		
37250	6/29/2020	USA01	USA BLUEBOOK	2,584.88	263716	LAB TESTING SUPPLIES
D00048	6/2/2020	BAR02	SHEL BARSANTI	125.00	C00602	BOARD MTG 5/6/2020
D00048		COR07	JOHN CORBETT	125.00	C00602	BOARD MTG 5/6/2020
D00048		COU09	DAVID COUCH	125.00	C00602	BOARD MTG 5/6/2020
			Check Total:	375.00		
				<u>423,771.57</u>		
			<b>Total Disbursements, Account Payable:</b>	<b>423,771.57</b>		
6/5/2020			<b>Wire Transfer - Pialorsi Ranch Purchase</b>	<b>1,275,666.04</b>		
				<u><b>1,275,666.04</b></u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
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16939-16940 6/9/2020 Various Employees 5,714.67 Payroll Checks

16941 6/9/2020 CAL12 CALPERS 457 Plan 6,101.42 C00609 RETIREMENT

Check Total: 719.04 1C00609 PERS 457 LOAN PMT  
6,820.46

16942 6/9/2020 DIR01 DIRECT DEPOSIT VENDOR- US 36,022.37 C00609 Direct Deposit

16943 6/9/2020 EMP01 Employment Development 1,672.81 C00609 STATE INCOME TAX

Check Total: 590.66 1C00609 SDI  
2,263.47

16944 6/9/2020 HEA01 HEALTHEQUITY, ATTN: CLINT 175.00 C00609 HSA

16945 6/9/2020 HUM29 UMPQUA BANK--PAYROLL DEP. 4,717.18 C00609 FEDERAL INCOME TAX

Check Total: 7,303.70 1C00609 FICA  
1,708.12 2C00609 MEDICARE  
13,729.00

16946 6/9/2020 ACW01 CB&T/ACWA-JPIA 59,594.34 C00531 MED-DENTAL-EAP INSUR

16947 6/9/2020 PUB01 Public Employees PERS 18,833.77 C00531 PERS PAYROLL REMITTANCE

16948-16953 6/24/2020 Various Employees 8,895.04 Payroll Checks

16954 6/24/2020 CAL12 CALPERS 457 Plan 6,331.25 C00624 RETIREMENT

Check Total: 719.04 1C00624 PERS 457 LOAN PMT  
7,050.29

16955 6/24/2020 DIR01 DIRECT DEPOSIT VENDOR- US 42,037.73 C00624 Direct Deposit

16956 6/24/2020 EMP01 Employment Development 2,065.50 C00624 STATE INCOME TAX

Check Total: 717.19 1C00624 SDI  
2,782.69

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
16957	6/24/2020	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C00624	HSA
16958	6/24/2020	HUM29	UMPQUA BANK--PAYROLL DEP.	6,331.42	C00624	FEDERAL INCOME TAX
				8,893.28	1C00624	FICA
				2,079.94	2C00624	MEDICARE
			Check Total:	17,304.64		
			<b>Total Disbursements, Payroll:</b>	<b>221,398.47</b>		
			<b>Total Check/Wire Disbursements:</b>	<b>1,920,836.08</b>		



# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider Deactivation of Streetlight in Sunset Ridge Streetlight Zone #14**

**PRESENTED BY:**              **Pat Kaspari, General Manager**

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

### **Recommendation:**

Staff recommends that the Board review provided material and approve the deactivation of the streetlight #M2001405 (**Attachment 2**) located in the Sunset Ridge Streetlight Zone #14 and adjust the applicable rate.

### **Discussion:**

In December 2019, residents of the Sunset Ridge Area contacted General Manager Orsini to discuss the process for removing a light from the neighborhood. A streetlight at the southeast end of Sunset Ridge, in the cul-de-sac, was shining into one of the resident's house. The District, on several occasions, attempted to resolve the issue with either a different fixture or repositioning the light, to no effect. The resident of the house then obtained signatures from all of the residents on Sunset Ridge on a petition to turn the light off (**Attachment 1**). District Staff visited the site to assess any potential safety impacts of removing this light and did not note any issues of concern. Staff has removed the light fixture and has requested PG&E to turn the power off to the light and remove the light from billing.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

A summary of the current charges collected per lot for this streetlight zone and the proposed new total/rate per lot is:

Revised Rate Analysis for Streetlight Zone #14			
Existing Conditions for 9 Street Lights			
# of lots	Total Monthly O&M Cost for 9 lights	O&M Cost per Light	Charge per Lot
59	\$239.54	\$26.62	\$4.06
Proposed Conditions for 8 Street Lights			
	Total Monthly O&M Cost for 8 lights		Proposed Charge per Lot
59	\$212.96	\$26.62	\$3.61

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Petition of Residents in Streetlight Zone #14
- Attachment 2 – Map of Streetlight locations



STREETLIGHT DEACTIVATION

Item D.4 Attachment 1

Petition to deactivate one streetlight at the top of the cul-de-sac of Sunset Ridge Lane

Streetlight is highly disruptive to the houses closest to it and affect the health of the residents including a 2 year old toddler

Please support us deactivating this streetlight and bringing darkness back to our homes at night.

Thank you!

2250 Sunset Ridge N/A - empty lot

2255 Sunset Ridge Alex Fenyedi

2260 Sunset Ridge Joshua Hackett

2265 Sunset Ridge Misha Schwarz

2270 Sunset Ridge Paula Hamilton

2275 Sunset Ridge Wilfred Krabbe

2280 Sunset Ridge [Signature]

2285 Sunset Ridge N/A - construction

2290 Sunset Ridge [Signature]

2295 Sunset Ridge Liam Regan







# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider Adoption of Resolution 2020-19 Recognizing, Honoring and Commending Jennifer Olsen for Serving McKinleyville Community Services District for 10 Continuous Years.**

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

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

### **Recommendation:**

Staff recommends that the Board of Directors review, take public comment, and consider adoption of Resolution 2020-19 (**Attachment 1**) Recognizing, Honoring and Commending Jennifer Olsen for Serving McKinleyville Community Services District for 10 Continuous Years.

### **Discussion:**

Attached for the Board of Directors' review is Resolution 2020-19 recognizing, honoring, and commending Jennifer Olsen for her ten (10) continuous years of service. Please join us in presenting Jennifer Olsen with a Resolution and longevity award acknowledging her for her continuing dedication and outstanding contributions to the McKinleyville Community Services District.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2020-19

**RESOLUTION 2020-19**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING JENNIFER OLSEN FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR 10 CONTINUOUS YEARS.**

**WHEREAS**, Jennifer Olsen, having faithfully served ten (10) continuous years as a full-time employee of the McKinleyville Community Services District (the "District") from May 1, 2010 to May 1, 2020; and

**WHEREAS**, throughout her years of service, Jennifer has demonstrated an outstanding level of commitment and dedication; and

**WHEREAS**, Jennifer lends her skills, talents, and experience to the District, capably taking on a variety of duties during her tenure including Customer Service Representative, Customer Service Specialist, and Accounts Payable; and

**WHEREAS**, Jennifer regularly provides information to assist many of the District's ratepayers and generates high-quality decision-support information for the General Manager and other Departments; and

**WHEREAS**, Jennifer has learned, revised, or created many internal procedures that make Support Services more efficient, and has trained other employees in these procedures so that invaluable process knowledge is not lost; and

**WHEREAS**, Jennifer's faithful service, dedication to excellence, trustworthiness, and continuous improvement of her skills makes her employment an asset that greatly benefits the District and the ratepayers of McKinleyville.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby confer upon Jennifer Olsen its highest commendation for the dedicated service she has performed for the District and the community of McKinleyville, and further marks her historic accomplishment as a McKinleyville Community Services District 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 August 5, 2020 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Mary Burke, Board President

Attest:

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April Sousa, CMC, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Review and Adopt MCSD Conflict of Interest Code with Suggested Changes**

**PRESENTED BY:**              **April Sousa, Board Secretary**

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

**Recommendation:**

Staff recommends the Board review the provided information, accept public input, and adopt Resolution 2020-20 to accept the MCSD Conflict of Interest Code with suggested changes by Legal Counsel.

**Discussion:**

The Political Reform Act requires local government agencies to review their Conflict of Interest Code biennially to determine whether it is accurate or needs to be amended. The District's revised Conflict of Interest Code needs to be submitted to the County Elections office no later than September 4, 2020. MCSD conflict of Interest Code was last reviewed and amended in 2012. Staff forwarded the current MCSD conflict of interest code to legal counsel for review and you will find attached the recommended revisions. These revisions include a complete overhaul of the Code with substantial revisions to simplify the code. Instead of repeating the government code within the MCSD Conflict of Interest Code, it is referenced as recommended by the FPPC (Fair Political Practices Commission). Additionally, changes have been made to the designated positions required to disclosure. These changes are necessary because certain Public Officials, including those "who manager public investments" are designated in Government Code 87200 and are subject to the Political Reform Act rather than the Agency's conflict of interest code. These changes are presented in **Attachment 1** with tracked changes.

**Alternatives:**

- Take no action

**Fiscal Analysis:**

- Not applicable

**Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

- Exhibit 1-Conflict of Interest Code with red-lined revisions
- Exhibit 2-Resolution 2020-20 with Exhibit A – Final changes to MCSD Conflict of Interest Code

# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

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### **Section 1. INTRODUCTION**

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

### **Section 2. DEFINITION OF TERMS**

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

### **Section 3. DESIGNATED EMPLOYEES**

~~The persons holding positions listed in Section 16 are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.~~

### **Section 4. DISCLOSURE CATEGORIES**

~~A designated employee shall report income and investments within the disclosure categories set forth in Appendix C and as further defined in Section 17. It has been determined that the financial interests set forth in the disclosure categories are the types of financial interest which he or she foreseeably can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.~~

### **Section 5. PLACE OF FILING**

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

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

## **Section 6. TIME OF FILING**

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

## **Section 7. CONTENTS OF STATEMENTS**

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

### **Section 8. MANNER OF REPORTING**

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

~~(a) Contents of Investments and Real Property Reports — When an investment or interest in real property is required to be reported, the statement shall contain the following:<sup>1</sup>~~

- ~~(1) A statement of the nature of the investment or interest;~~
- ~~(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;~~
- ~~(3) The address or other precise location of the real property;~~
- ~~(4) A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000), or whether it exceeds one million dollars (\$1,000,000).~~

~~(b) Contents of Personal Income Reports. When personal income is required to be reported the statement shall contain:~~

- ~~(1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.~~
- ~~(2) A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);~~
- ~~(3) A description of the consideration, if any, for which the income was received;~~
- ~~(4) In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount or value of the gift, and the date on which the gift was received.~~
- ~~(5) In the case of a loan, the annual interest rate and security, if any, given for the loan and the term of the loan.~~

~~(c) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:~~

- ~~(1) The name, address, and a general description of the business activity of the business entity;~~

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

~~(2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).~~

~~(3) When a payment, including an advance or reimbursement, for travel is required to be reported pursuant to this section, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interest. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.~~

~~(d) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.~~

~~(e) Acquisition or Disposal during Reporting Period. In the case of an annual or Leaving Office Statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.~~

### **Section 9. PROHIBITION ON RECEIPT OF HONORARIA**

~~(a) No designated employee shall accept any honorarium from any source, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.~~

~~(b) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.~~

### **Section 10. PROHIBITION ON RECEIPT OF GIFTS IN EXCESS OF \$460**

~~(a) No designated employee shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.~~

~~(b) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.~~

### **Section 11. LOANS TO PUBLIC OFFICIALS**

~~(a) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a~~

personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(b) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(c) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(d) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(e) This section shall not apply to the following:

- (1) Loans made to the campaign committee of an elected officer or candidate for elective office.
- (2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
- (3) Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
- (4) Loans made, or offered in writing, before January 1, 1998.

### **Section 12. LOAN TERMS FOR TO PUBLIC OFFICIALS**

- (a) ~~Except as set forth in subdivision (b), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.~~
- (b) ~~This section shall not apply to the following types of loans:~~
- ~~(1) Loans made to the campaign committee of the elected officer.~~
  - ~~(2) Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.~~
  - ~~(3) Loans made, or offered in writing, before January 1, 1998.~~
- (c) ~~Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.~~

### **Section 13. PERSONAL LOANS TO DESIGNATED EMPLOYEES**

- (a) ~~Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:~~
- ~~(1) If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.~~
  - ~~(2) If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
    - ~~A. The date the loan was made.~~
    - ~~B. The date the last payment of \$100 or more was made on the loan.~~
    - ~~C. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months~~~~
- (b) ~~This section shall not apply to the following types of loans:~~
- ~~(1) A loan made to the campaign committee of an elected officer or a candidate for elective office.~~
  - ~~(2) A loan that would otherwise not be a gift as defined in this title.~~
  - ~~(3) A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor has taken reasonable action to collect the balance due.~~
  - ~~(4) A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving~~

~~that the decision for not taking collection action was based on reasonable business considerations.~~

~~(5) A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.~~

~~(c) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.~~

#### **Section 14. DISQUALIFICATION**

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

- ~~(a) Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);~~
- ~~(b) Any real property in which the designated employee has a direct or indirect interest worth more than two thousand dollars (\$2,000)~~
- ~~(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred (\$500) dollars or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made; or~~
- ~~(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.~~
- ~~(e) Any donor of, or intermediary or agent for a donor of, a gift or gifts aggregating \$460 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.~~

~~No designated employee shall be prevented from making or participating in the making of any decisions to the extent his or her participation is legally required for the decision to be made. The fact that a director's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.~~

#### **Section 15. MANNER OF DISQUALIFICATION**

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

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

**Section 16. WHO MUST FILE**

Those persons required to file the statements under this Code are those persons holding the designated positions listed in Appendix B hereto.

**Section 17. DISCLOSURE REQUIREMENTS**

Those persons listed in Section 16 must disclose investments in business entities and sources of income from business entities or persons who manufacture, distribute, sell or supply the following goods or services: Motor vehicles and specialty vehicles and parts therefore; construction and building materials; office equipment and supplies; petroleum products; electrical or electrical generating equipment and supplies; irrigation equipment and supplies—pipes, valves, fittings, tanks, pumps, meters, etc.; agricultural equipment and supplies; well drilling equipment and supplies; safety equipment, facilities, and instructional material; real property; farming; real estate firms and appraisals; engineering services; printing or reproduction services; publications, and distribution; educational and medical services and materials; preparation of actions leading to taking in eminent domain; soil test, compaction and other agreements on grading requirements; banks and lending institutions; EPA agreements and research; insurance companies; public utilities; and audit agreements and contracts.

**Section 18. CHALLENGES TO DISCLOSURE SUFFICIENCY**

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

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

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

All notices, including the notice to the designated employee, shall be delivered or mailed to the District office in McKinleyville, California:  
1656 Sutter Road  
P. O. Box 2037  
McKinleyville, CA 95519

**Section 19. ASSISTANCE OF THE COMMISSION AND COUNSEL**

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and



~~Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.~~

## **Section 20. VIOLATIONS**

~~This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.~~

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

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the McKinleyville Community Services District (the "District").

Individuals holding designated positions shall file statements of economic interest with the District which will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the Board of Directors and General Manager, the agency shall make and retain copies and forward the originals to the Humboldt County Elections Office. Statements of all other individuals holding designated positions will be retained by the agency.

**Commented [A1]:** The FPPC has adopted Regulation 18730 for use, and recommends that local agencies adopt that Regulation by reference in their codes. If the Regulation is adopted by reference the text of the code does not need to be set forth in the Conflict of Interest Code, but can be at the option of the District. We recommend that the Regulation be adopted by reference and not set forth in full in the District's COI Code. The reason for this is that the FPPC regularly amends Regulation 18730 to include legislative and regulatory changes so MCS D's COI Code will automatically be in compliance without any further action on the part of MCS D when those revisions are made if the Regulation is incorporated by reference rather than set forth in full. See [http://www.fppc.ca.gov/learn/rules-on-conflict-of-interest-codes/Incorporation\\_Page\\_Sample.html](http://www.fppc.ca.gov/learn/rules-on-conflict-of-interest-codes/Incorporation_Page_Sample.html);

## APPENDICES

### APPENDIX A

#### ~~CONFLICT OF INTEREST CODE FOR THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT~~

~~—The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation Title 2, Division 6, California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the amendments to the Political Reform Act. Therefore, the terms of Title 2, Division 6, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix B in which the Board members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the McKinleyville Community Services District.~~

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

**APPENDIX B**

DESIGNATED POSITIONS	DISCLOSURE CATEGORIES
<del>Board of Directors Members</del>	<del>All</del>
<del>General Manager</del>	<del>All</del>
Recreations Director	<u>All, 1, 2, 3</u>
Finance Director	<u>1, 2, 3, All</u>
Operations <del>Dept.</del> Director	<u>1, 2, 3, All</u>
Legal Counsel	<u>1, 2, 3, All</u>
Engineer (contract)*	<u>1, 2, 3, All</u>
Consultant*	<u>1, 2, 3, All</u>
<u>New Position*</u>	<u>1, 2, 3</u>
Recreation Advisory Committee Members	<u>1, 2, 3, All</u>
Standing Committee Members	<u>1, 2, 3, All</u>

**Commented [A2]:** The code must list all agency positions that involve the making or participation in making of decisions that “may foreseeably have a material effect on any financial interest.” (2 CCR § 18750(a)(1)(c); Regulation 18704(a) and (b). Please confirm that all appropriate positions are listed.

**Commented [A3]:** The disclosure category assigned to any designated position should include only those interests that the designated position may foreseeably affect in making or participating in making decisions within the scope of the position's assigned duties (2 CCR § 18750(a)(1)(d)). Please review the job descriptions and confirm that all positions should be subject to all categories.

**Commented [A4]:** Certain Public Officials, including those “who manage public investments” are designated in Government Code section 87200 and are subject to the Political Reform Act rather than the Agency’s conflict of interest code and thus should not be “designated positions” in the conflict of interest code. We believe that these 2 positions would likely fall into that category but MCSD should review and determine which positions “manage public investments” and thus are covered by Government Code 87200.

~~\* \*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code Section 81008.) The Board may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Where such a determination is adopted it shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.~~

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OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

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Officials who manage public investments are deemed to be “statutory filers” within the meaning of Government Code Section 87200 because they must file statement of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District’s conflict of interest code. The District’s statutory filers are as follows:

- Members of the Board of Directors
- General Manager

**Commented [A5]:** See comment above.

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if

they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## APPENDIX ~~BC~~

### General Provisions

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

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated below.

### Disclosure Categories

—Category 1: ~~All i~~ Investments and business positions in business entities, and all sources of income (including loans and gifts).

Category 2: All interests in real property.

Category 3: Investments and ~~All-b~~ Business positions in business entities and income from sources that, within the past two years, have contracted with the District to provide services, supplies, materials, machinery or equipment.

**RESOLUTION 2020 – 20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ADOPTING THE MCSD CONFLICT OF INTEREST CODE WITH AMENDMENTS**

**WHEREAS**, the Political Reform Act, Government Code Section 81000 et seq. requires that each governmental agency keep current a local Conflict of Interest Code; and

**WHEREAS**, the MCSD Conflict of Interest Code is required to be reviewed biennially; and

**WHEREAS**, the MCSD Board of Directors on February 11, 1999 (Resolution 1999-02) adopted a code applicable to MCSD and subsequently voted on amendments on April 13, 2000, August 4, 2004, August 18, 2010, and August 1, 2012; and

**WHEREAS**, the MCSD Conflict of Interest Code has been reviewed by the Board and District Legal Counsel; and

**WHEREAS**, the MCSD Conflict of Interest Code is in need of substantial changes as recommended by District Legal Counsel.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby accepts all provisions of the Conflict of Interest Code as presented in Exhibit A with the recommended changes.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 5, 2020 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Mary Burke, Board President

Attest:

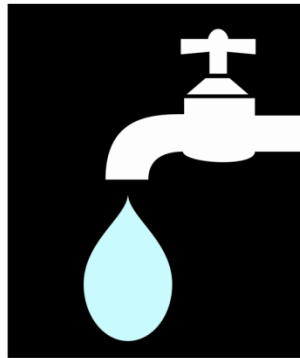
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April Sousa, CMC, Board Secretary

# MCKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

CONFLICT OF INTEREST CODE FOR THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the McKinleyville Community Services District (the "District").

Individuals holding designated positions shall file statements of economic interest with the District which will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the Board of Directors and General Manager, the agency shall make and retain copies and forward the originals to the Humboldt County Elections Office. Statements of all other individuals holding designated positions will be retained by the agency.



## APPENDICES

### APPENDIX A

#### DESIGNATED POSITIONS

#### DISCLOSURE CATEGORIES

Recreations Director	1, 2, 3
Finance Director	1, 2, 3
Operations Director	1, 2, 3
Legal Counsel	1, 2, 3
Engineer (contract)*	1, 2, 3
Consultant*	1, 2, 3
New Position*	1, 2, 3
Recreation Advisory Committee Members	1, 2, 3
Standing Committee Members	1, 2, 3

\* \*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code Section 81008.)

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments are deemed to be "statutory filers" within the meaning of Government Code Section 87200 because they must file statement of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District's conflict of interest code. The District's statutory filers are as follows:

Members of the Board of Directors  
General Manager

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## APPENDIX B

### General Provisions

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

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated below.

### Disclosure Categories

Category 1: All investments and business positions in business entities, and all sources of income (including loans and gifts).

Category 2: All interests in real property.

Category 3: Investments and business positions in business entities and income from sources that, within the past two years, have contracted with the District to provide services, supplies, materials, machinery or equipment.



## **2021 Proposed MCSD Board Meetings**

Per MCSD Rules and Regulations and the Board of Directors Policy Manual, all Regular Meetings of the Board of Directors shall be held on the first Wednesday of every month at 7:00 p.m. at either Azalea Hall 1620 Pickett Road, or the District Office, 1656 Sutter Road, as specified by the agenda. On April 1, 2020, in accordance with California State Governor's Executive Orders regarding open public meeting laws, MCSD declared an emergency due to COVID-19 and confirmed a virtual platform as the location for MCSD Board meetings indefinitely. Meeting locations for 2021 may be the afore mentioned locations or by Teleconference via Zoom & Telephone (zoom meeting ID 6756336928 or Dial in at 1-888-788-0099).

<b>DATE</b>
<b>January 6, 2021</b>
<b>February 3, 2021</b>
<b>March 3, 2021</b>
<b>April 7, 2021</b>
<b>May 5, 2021</b>
<b>June 2, 2021</b>
<b>July 7, 2021</b>
<b>August 4, 2021</b>
<b>September 1, 2021</b>
<b>October 6, 2021</b>
<b>November 3, 2021</b>
<b>December 1, 2021</b>

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.4**                      **Annual Board Self-Evaluation Review and Discussion**

**PRESENTED BY:**              **April Sousa, Board Secretary**

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

### **Recommendation:**

Staff recommends that the Board review the information presented (process, desired outcomes, and overall compilation of data), open for public comment, and discuss the results of the 2020 Board Self-Evaluation.

### **Discussion:**

Per the Board of Directors Policy Manual Rule 11, the Board is committed to its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

Members of the Board completed the approved self-evaluation worksheet. This worksheet includes qualifying questions with a numerical answer range from 1-5 and space for comments. The results have been compiled and tabulated for the number of Board Members that completed the forms (**Attachment 1**).

Staff has reviewed the Self-Evaluation process and would like to suggest moving the self-evaluation worksheet to a digital platform to save time for both the Board and staff. Additionally, the Board may want to review the questions in the future to ensure that the desired results of these self-evaluations are being met. Staff is prepared to provide suggestions at a future meeting, should the Board wish to explore this further.

### **Alternatives:**

Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Summary of Board Self-Evaluation Worksheets

## **MCSD Board of Directors Self-Evaluation Worksheet Collective Results**

The Board is committed to assessing its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the Board of Directors Self-Evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

### **Scoring:**

1- Strongly Disagree 2- Somewhat Disagree 3- Not Sure 4- Somewhat Agree 5- Strongly Agree

#### **1. Do you understand the vision and mission of the McKinleyville Community Services District?**

Average score: 5

#### **2. Do you support the vision and mission of MCSD?**

Average Score: 4.8

#### **3. Do you have a good working relationship with the other Board Members?**

Average Score: 4.4

Comments: "3 out of 4 great."

#### **4. Do you have a good working commitment with the General Manager?**

Average Score: 4.8

Comments: "I would have circled 5 for Mr. Orsini, but starting with a 4 for Mr. Kaspari so will have room for improvement."

#### **5. Are you Knowledgeable about MCSD's major programs and services?**

Average Score: 4.6

Comments: "Always learning new things."

#### **6. Do you follow trends and important developments in the industries and services that MCSD provides?**

Average Score: 4.4

Comments: "Not enough time."

#### **7. Do you read and understand MCSD's financial statements?**

Average Score: 4.6

#### **8. Do you act knowledgeably and prudently when making recommendation about MCSD finances and financial policies in consideration of the District as a whole?**

Average Score: 5

#### **9. While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?**

Average Score: 4.8

**10. Do you recommend qualified individuals with relevant skills and experience as possible nominees for the Board and committees?**

Average Score: 4.8

**11. Do you prepare for and participate at Board and committee meetings, as well as other MCSD events?**

Average Score: 4.8

**12. Do you willingly volunteer and use your special skills to further the MCSD vision and mission?**

Average Score: 4.6

**13. Do you complete assignments and responsibilities in a responsible and timely manner?**

Average Score: 4.6

Comments: "Best I can. Lots of commitment conflict at times."

**14. Do you speak for the Board or MCSD only when authorized to do so?**

Average Score: 5

**15. Do you take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?**

Average Score: 4.6

**16. Are you Respectful to all while conducting District business?**

Average Score: 4.8

Comments: "Learning to play politics." "Maintaining Board Mutual Respect and Framework." "Smooth transition of General Manager." "Greater clarity of MCSD goals and services."

**17. What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?**

Comments:

"Managing major capital improvement projects and recreation programs during pandemic."

"The incorporation issue wasting valuable resources and time."

"OPEB Liabilities/Net pension liabilities – 7-13million – trust fund for Health Insurance for retired folks."

"Hope to get back to regular Board Meetings. find my zoom meeting information retainment to not be as strong as in person."

"Maintaining set aside to replace aging facilities such as pipes."

Additional Comments:

"Limit or overcome challenges: 1. Strengthen MCSD and Board member relationships with other community and government agencies; 2. Engage with legislators to address MCSD/Special District needs; 3. Focus on programs and services that are essential to the community health as per MCSD's mission; 4. Balance MCSD resources dedicated to planning for future projects with resources needed for more immediate needs."

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Initiate Process for General Manager’s 3-Month Performance Evaluation**

**PRESENTED BY:**              **April Sousa, Board Secretary**

**TYPE OF ACTION:**            **Board President Appointment**

### **Recommendation:**

Staff recommends that that the Board discuss, take public comment and ask the Board President to select one Board Member to consolidate all Board Member evaluations and set a schedule.

### **Discussion:**

As noted in the General Manager Employment Agreement, the Board shall review and evaluate the General Manager’s performance at least annually on the anniversary of the effective date of the agreement as well as after three (3) months and six (6) months during the first year of employment **Attachment 1**.

During an open public meeting, the Board President will select one Board Member to consolidate all five Board Member evaluations. Once a member of the Board has been selected, a schedule should be established (suggested dates in **bold**) which includes:

- Date to complete and return sealed evaluations to the Board Secretary (**August 14**);
- Date the appointed consolidator will retrieve the evaluations (**August 17**);
- Date for review information to be returned to Board Secretary for confidential distribution (**August 26**); and
- A date for the closed session for the General Manager’s performance evaluation (**September 2**).

At tonight’s meeting, the Board Secretary will provide all five Board Members with an evaluation form and an envelope to seal and return the form once complete. An electronic version of the evaluation form is available if requested. The Board will fill out the evaluations and provide them to the Board Secretary at the District Office, in the sealed envelope, in accordance with the schedule.

The Board Member selected to consolidate the evaluations will be notified by the Board Secretary that the evaluations by Board Members are completed and ready to pick up. The evaluations will be consolidated by averaging each section



and combining any written comments so there will be one evaluation from the Board and one evaluation from the Department Heads.

To finish, at a properly noticed public meeting the Board will convene a closed session to review the consolidated evaluation with the General Manager for the purpose of discussing the General Manager's performance.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation
- Attachment 2 – Board of Director's Evaluation Form GM

and procedures of the District, including, but not limited to, any across-the-board annual Cost of Living (COLA) or benefits increases granted to regular full-time employees of the District.

On or about each anniversary date of the effective date of this Agreement, the Board shall consider a salary and/or benefits increase for Employee based on the results of the annual performance evaluation described in Paragraph 8 of this Agreement. The determination regarding whether or not to extend a salary and/or benefits increase to Employee is vested in the discretion of the Board, and may be withheld for any reason, including reasons not directly related to Employee's performance such as budget constraints and other circumstances. Employee shall not be entitled to any compensation other than that set forth in this Paragraph 5.

6. Time at Work.

Employee is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the General Manager's position.

It is recognized that Employee must devote a great deal of time to the business of the District outside the District's customary office hours, and to that end Employee's schedule of work each day and week shall vary in accordance with the work required to be performed. Employee acknowledges that he is a managerial employee who works on a salaried basis and is thus exempt from laws governing payment of overtime, and shall have no rights to accrue or receive overtime compensation. Employee shall spend sufficient hours on site to perform the General Manager's duties; however, Employee has the discretion over Employee's work schedule and work location.

7. Outside Activities.

Employee shall not engage in any activities which conflict with or are otherwise incompatible with his duties and responsibilities as the District's General Manager.

8. Performance Evaluation.

- a. The Board shall review and evaluate Employee's performance at least annually in advance of the anniversary of the effective date of this Agreement. In addition, during the first year of his employment, the Board will evaluate Employee's performance after three (3) months and six (6) months of service. Said reviews and evaluations shall be in accordance with specific criteria developed by the Board, utilizing the performance evaluation procedures established in the board policy manual. Guidelines published by California Special Districts Association (CSDA), International City Management Association (ICMA) or other recognized municipal governance association for evaluating executive level managers

may be used where appropriate. The President of the Board shall provide Employee with a written performance evaluation of the Board and provide an adequate opportunity for Employee to discuss his evaluation with the Board. Failure of the Board to provide an evaluation under this section shall not prevent the District from terminating Employee in accordance with Paragraph 9 of this Agreement.

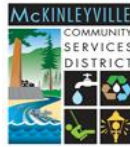
- b. On or before each anniversary date of the effective date of this Agreement, the Board and Employee shall define in writing such goals and performance objectives as they deem necessary for the proper operation of the District, the attainment of the Board's policy objectives and the development of Employee's knowledge and skills.

9. Termination and Severance Pay, and Voluntary Resignation.

- a. Paragraph 2 of this Agreement provides for a fixed initial term of five (5) years, during which term the Board may terminate this Agreement and Employee's employment with the District as follows:

- i. Termination for "Good Cause." The District may terminate Employee's employment at any time for "good cause" without penalty or obligation to Employee other than payment of all accrued salary and benefits. In the event Employee is terminated for good cause following notice and the opportunity to be heard, the District shall have no obligation to pay any severance pay; provided, however, Employee shall be entitled to any salary and unused vacation and other benefits accruals earned up to the date of termination, consistent with the provisions of this Agreement. For the purposes of this Agreement, "good cause" for employment termination shall include, but not necessarily be limited to, any of the following:

- ai. A material breach of the terms of this Agreement, following notice and a reasonable opportunity to correct any noted deficiency or breach, if correction is feasible or reasonably possible;
- aii. Misfeasance or malfeasance in office, established pursuant to notice and an opportunity for Employee to respond in



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
 Board of Directors' Evaluation Form - General Manager  
 Performance Review Period (Insert Date June 1, 2020 through Insert Date August 31, 2020)

Board Member: \_\_\_\_\_

Date \_\_\_\_\_

**A. BOARD/MANAGER RELATIONSHIP**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board Members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.					
Displays a professional attitude/image that assures public confidence. Makes effort to be accessible and provides consistent and equal treatment to Board Members.					

**B. COMMUNITY RELATIONS**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Sought to develop cooperative working relationships with various outside governmental agencies and other outside groups.					
Promotes community involvement in the District as opportunity allows.					
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems.					

**C. LEADERSHIP**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range goals & objectives for the District.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

**D. COMMUNICATION**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Promotes and engages in two-way communication with Board					
Is accessible to Board Members. Communicates new ideas, suggestions, and concerns to the Board.					

**E. MANAGING FINANCIAL AND MATERIAL RESOURCES**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Identifies District revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.					
Demonstrates original thinking, ingenuity, and creativity by introducing new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					

**F. ORGANIZATION**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Develops procedures in response to needs. Implements practices and monitoring results in support of Board policy. Anticipates changes in various situations and the ability to achieve goals despite these changes. Meets schedules (whether set by the General Manager or by others). Sets priorities, understands systems, practices time management, planning, and is committed to quality work.					

**H. OVERALL EVALUATION**

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1

**Remarks/Comments:**

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## McKinleyville Community Services District

### BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21<sup>st</sup> Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School**

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

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

#### **Recommendation:**

Staff recommends the Board review the information provide, take public comment, and authorize the Board President to execute the agreement.

#### **Discussion:**

In 2018 McKinleyville Union School District (MUSD) received a 21<sup>st</sup> Century Community Learning Center After School Program grant and took over the administration of after school programming for Dows Prairie and Morris Elementary schools, which had previously been administered by the District's Park & Recreation Department. MUSD entered into a Memorandum of Understanding with the District for the 2018-19 and the 2019-20 school years to subcontract with MCSD for the provision of part-time After School Leaders to facilitate the 21<sup>st</sup> CCLC program activities. At this time, it is desired to renew the MOU for the 2020-21 school year. The MOU for the 2020-21 school year can be reviewed in **Attachment 1**.

The original Memorandum of Understanding (MOU) for the 2018-19 school year was reviewed and approved by District counsel. As this is a renewal MOU with changes only to dates and compensation amounts, this iteration was not submitted for legal review.

#### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

#### **Fiscal Analysis:**

This agreement will be cost neutral. The 2019-20 Agreement allowed all District costs to be recouped as per the compensation formula stated in the MOU.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – MUSD and MCSD Memorandum of Understanding 2020-21



**McKinleyville Union School District Agreement with McKinleyville Community Services District**  
**For 21<sup>st</sup> Century Community Learning Center After School Programs**

This Agreement is made and executed on this \_\_\_ day of \_\_\_ 2020 (the "Effective Date"), by and between McKinleyville Union School District, ("MUSD" or "District") and the McKinleyville Community Services District ("MCSD" or "Contractor").

**Recitals**

- A. WHEREAS, MUSD provides after school programs for its students known as the 21<sup>st</sup> Century Community Learning Center program ("CCLC" or "Program"); and
- B. WHEREAS, MCSD is willing to provide staffing for the 21<sup>st</sup> CCLC program through and in coordination with MCSD's Recreation Division; and
- C. WHEREAS, it is to the mutual benefit of MUSD and MCSD, MUSD students, and the community for MUSD and MCSD to enter into this Agreement to facilitate the provision of services as stated herein; and
- D. WHEREAS, the Program services will be operated at the following location:  
(the "Site").

NOW, THEREFORE, MUSD and MCSD hereby agree as follows:

**Agreement**

**1. MUSD Services. MUSD agrees to provide the following services:**

- On-site supervision of MCSD staff at the Site during Program hours by either MUSD's Coordinator and/or Site-specific Leader.
- Provide Site-specific training and orientation by MUSD staff to properly train and support MCSD staff.
- Provide adequate supplies and facilities to operate all programming during Program hours.
- Provide adequate training, supplies and supervision to insure that the student-to-staff ratio will not exceed twenty-to-one (20:1) in compliance with California Education Code Section 8483.4.)

**2. MCSD agrees to the following:**

**A. Qualified Personnel:**

Work under this Agreement shall be performed by competent personnel under the supervision of and in the employment of MCSD and in compliance with the 21<sup>st</sup> Century

Community Learning Center Grant. Contractor will comply with MUSD's reasonable requests regarding assignment of personnel.

**B. Criminal Background and Health Screening Checks**

- 1) For each MCSD employee assigned by MCSD to work in/at the Program, MCSD, as Contractor, will comply with the criminal background check provisions of California Education Code Section 45125.1. Contractor will conduct criminal background checks through the California Department of Justice (CDOJ), including both CDOJ and Federal Bureau of Investigation (FBI) background checks for all Contractor employees and volunteers assigned to the Program, and will certify that no employee (or volunteer) assigned by MCSD to work at the Program who has been convicted of serious or violent felonies as specified, will have contact with District pupils pursuant to this Agreement.
- 2) Contractor will be responsible for the costs of the criminal background checks.
- 3) Contractor will ensure that all its employees or volunteers assigned to work at the Program whose functions require frequent or prolonged contact with students will complete tuberculosis examination (TB screening) in accordance with California Education Code Section 49406. Contractor shall ensure that all of its employees or volunteers who have a written clearance certification have undergone the foregoing examination at least once every four years if the Contractor is still rendering services to the District.
- 4) Contractor will provide the District with a list of all employees and volunteers who have cleared the criminal background check and required TB screening.

**C. Staffing**

- 1) Subject to the compensation requirements recited in Section 5, below, Contractor shall provide the Program staff (AKA Recreation Leader) hours for the 180-day school year, for up to 5,850 hours for regular day schedules. As well as provide Program staff for out of school time ELP programs to the extent possible not to exceed 960 hours For all additional required hours, including training or meetings or other required obligations, MCSD will be compensated at \$20.75/hr.
- 2) Contractor must ensure that all MCSD staff members who directly supervise students meet the minimum qualifications for an instructional aide, pursuant to the policies of the District. (California Education Code Section 8483.4.)
- 3) Contractor must comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the reporting agency as stated in California Penal Code Sections 11164-11174.
- 4) Contractor will participate in technical assistance, training, orientation, monthly meetings, and other support and resource development activities provided by the District, HCOE, Region 1 System of Support for Expanded Learning, CDE and other collaborative partners in conducting program planning, implementation and evaluation. These include required regular meetings with the school principal or principal's designee to ensure collaboration with the school's programs. Subject to the compensation requirements recited in Section 5, below, Contractor understands and agrees to participate in all meetings facilitated by the District to address program

success, areas of concern, contractual issues, and general troubleshooting. (California Education Code 8483.3(c)(4).

- 5) MCSD's staff shall follow the dress code and management standards established by the District/School, regarding personal use of cell phones, headsets, recording/listening devices etc., during Program hours.
- 6) Contractor shall notify District immediately upon receipt of a verbal or written complaint regarding a MCSD employee or volunteer performing services in the Program.

**D. Proprietary or Confidential Information**

- 1) Contractor understands and agrees that, in connection with this Agreement, the Contractor may have access to proprietary and/or confidential information which may be owned or controlled by the District, the disclosure of which to third parties may be damaging to the District, its employees, students and/or their families. Contractor also understands and agrees that the disclosure of such information may violate state and/or federal law and may subject the Contractor to civil liability. Consequently, Contractor agrees that all information disclosed by the District to the Contractor shall be held in strict confidence and used only in performance of the Agreement, unless law or court order requires disclosure. Contractor shall exercise the same standard of care to protect such information as is used to protect its own proprietary and/or confidential information and in no case less than a reasonable standard of care.
- 2) Contractor shall comply at all times with the requirements of the Family Educational Records Privacy Act ("FERPA") and relevant state law regarding the confidentiality and handling of student records, including, but not limited to California Education Code Sections 49073 and sequential. Contractor shall only access and use confidential student information for the performance of duties on behalf of MUSD under this Agreement upon obtaining prior written parental consent, or other provision of federal and state law permitting access to confidential student information. Contractor shall not use confidential student data for any purpose other than providing services to the District pursuant to this Agreement. Contractor shall not re-disclose confidential student information to any third party without the prior written consent of the District and any such re-disclosure shall be consistent with state and federal law.
- 3) Use of Student Data for Studies. Consistent with state and federal law as detailed in the prior section, Contractor understands and acknowledges that use of student data by Contractor for purposes other than those authorized under this Agreement, such as for Contractor's own research studies or program evaluation, requires prior written approval by the District.

**3. Ownership of Results**

Any plans, specifications, studies, reports, memoranda, computation sheets, data files and other materials in any form or media prepared by Contractor in connection with services performed under this Agreement shall be the property of and be promptly transmitted to the District.

**4. Use of Name; Marketing**

Excluding a simple statement or acknowledgement that Contractor has a written agreement with the District, Contractor will not use the name, marks or logos of the

District in any planned advertisement, press release or other planned publicity or marketing materials, in any form or media, without the prior written approval of the District. Notwithstanding the foregoing provisions of this Section, nothing in this Section shall infringe upon the First Amendment rights of either party.

**5. Compensation:**

As full compensation for all services contemplated by this Agreement, MCSD shall receive the sum of \$121,387.50 reflecting the following charges and assumptions: \$20.75 shall be paid by MUSD to MCSD for each worker hour provided to the Program by MCSD staff/employees between the months of August 26, 2020 (which at this time will provide three (3) days of training prior to the start of school), through June 11, 2021, for up to 5,850 hours regular day schedules for a total up to \$121,387.50 (i.e., 5,850 hours multiplied by \$20.75).

For all additional required hours in excess of the 5,850, including any hours required for training or meetings, will be compensated at \$20.75 by MUSD to MCSD for each worker hour provided to the Program by MCSD staff/employees.

If state funding or the length of the school year is reduced due to budget changes or any other reason during the term of this Agreement, the District has the right to unilaterally reduce the number of staff or days worked by MCSD staff/employees, subject to the obligation to pay for all such time provided prior to provision of written notice of the reduction by MUSD to MCSD.

MCSD will invoice the District on a monthly basis based on actual MCSD staff time worked as recited above. The District will pay MCSD within 30 days of the invoice date.

**6. Term- of Agreement:**

The term of this Agreement shall be from August 5, 2020, through June 11, 2021, inclusive, subject to the provisions of Section 7, the General Provisions.

The District may terminate this Agreement with or without cause by giving thirty (30) calendar days written notice to MCSD. In the event District elects to terminate the Agreement without cause, it shall pay the MCSD for all services satisfactorily rendered up and to expiration of the 30 day notice date.

**7. General Provisions.**

- a) Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without the prior written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.
- b) Status of McKinleyville Community Services District (MCSD): The parties intend that the MCSD, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed.

The MCSD is not to be considered an agent or employee of the District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits the District provides to MUSD employees.

- c) Indemnification:
  - a. MCSD shall defend, indemnify, and hold harmless District, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, to the extent caused in whole or in part as determined by a court of law, by any negligent act or omission of MCSD, its agents or employees, except to the extent caused by the negligence, whether active or passive, of the District, its agents or employees.
  - b. District shall defend, indemnify, and hold harmless MCSD, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, to the extent caused in whole or in part as determined by a court of law, by any negligent act or omission of the District, its agents or employees, except to the extent caused by the negligence, whether active or passive, of the MCSD, its agents or employees.
- d) Amendment: This Agreement may be modified or amended at any time only by the written mutual agreement of the parties.
- e) Compliance with all Laws: The parties shall comply with and meet all applicable requirements of federal, state and local law including, but not limited to, the Uniform Building Code, the Education Code, Title 19 and 21 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services.
- f) Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modifications in evidenced by a writing signed by both parties.
- g) Nondiscrimination: The parties shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
- h) Extra (Changed) Work: Only the MUSD Superintendent or designee may authorize extra (and/or changed) work beyond that designated for compensation in Section 5, above.

The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive contract requirements.

The MCSD waives any and all right or remedy by way of restitution and quantum merit for any and all extra work performed by MCSD without the express and prior written authorization of the Superintendent or designee.

Exceptions: Failure of the MCSD to secure proper authorization for extra work prior to performance will not constitute an automatic waiver of any and all rights to adjustment in the contract price or contract time if there is an emergency in which the MCSD must act for the health and safety of the students in the Program. By way of example, an emergency shall be defined as occurrences such as natural disasters or the threat thereof; acts or threats of terrorism; or, threats to the safety of students by a third party or relation. In such instances, the MCSD and District agree to enter into good faith negotiations for the payment of any extra work.

- i) MCSD's Performance: Without limiting the District's training and supervision obligations recited in this Agreement, District has relied upon the professional ability and training of the MCSD and its Recreation Division as a material inducement to enter into this Agreement. MCSD hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of MCSD's work by District shall not operate as a waiver or release.
- j) Taxes: MCSD agrees to file federal and state tax returns and pay all applicable state and federal taxes, as required, on amounts paid pursuant to this Agreement. In case District is audited for compliance regarding any applicable taxes, MCSD will cooperate with District by providing proof of payment of taxes on those earnings.
- k) Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect with the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.
- l) No Third-Party Beneficiaries: There are no intended third-party beneficiaries of this Agreement.
- m) No Waiver of Breach: The waiver by District or MCSD of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- n) Insurance: With respect to the performance of work under this Agreement, the MCSD shall maintain and shall require all of its subcontractors to maintain insurance as described below:

- (a) Worker’s compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language: “this policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District.”
- (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined single limit for each occurrence; \$2,000,000 aggregate. Said insurance shall include, but not be limited to: premises and operations liability, independent contractors’ liability, and personal injury liability.
- (c) Each said comprehensive or commercial general liability policy shall be endorsed with the following specific language:
  - (1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
  - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company’s liability.

In Witness hereof, the parties hereto have executed this Agreement on the day and year first written above.

McKinleyville Union School District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Heidi Moore-Guynup, Superintendent

McKinleyville Community Services District

By \_\_\_\_\_ Date: \_\_\_\_\_  
 Board President, Mary Burke

ATTEST: \_\_\_\_\_  
 April Sousa, Secretary to the Board of Directors

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Consider Adoption of Resolution 2020-21 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property located in McKinleyville, CA (APN 511-084-046) the Morgan Subdivision Open Space Zone #24**

**PRESENTED BY:**              **Patrick Kaspari, General Manager**

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

### **Recommendation:**

Staff recommends that the Board consider, discuss, take public comment, and adopt Resolution 2020-21 authorizing the acceptance and recordation of a Grant Deed to Real Property for APN 511-084-046 corresponding to the Morgan Subdivision Open Space Zone #24.

### **Discussion:**

In 2006/2007, Dan Morgan began the development of a twenty-six lot Morgan Subdivision on Underwood Road. At that time, Mr. Morgan requested the District accept a detention basin parcel at the southwest corner of the subdivision, off Lynnea Court (former APN 511-081-069, current APN 511-084-046).

In September 2007, the District Board passed Resolution 2007-14 initiating the formation of the Morgan Subdivision Open Space Zone #24 (**Attachment 3**). In November 2007, a Public Hearing on the formation was held, and the Board passed Resolution 2007-16 forming the Morgan Subdivision Open Space Zone #24 (**Attachment 4**).

Based on an April 11, 2011 letter from Dan Morgan to Jason Sehon, Mr. Morgan had verbal agreement with former GM Tom Marking that Mr. Morgan would continue to maintain the Open Space Zone and the District would not begin assessing the charges for maintaining the Open Space Zone until Mr. Morgan requested it (**Attachment 5**). The April 2011 letter goes on to state, "I would like to continue to maintain the detention basin myself until I notify MCSD to begin maintenance and I transfer the detention basin parcel by deed."

In August 2019, Mr. Morgan again approached the District to discuss transfer of the deed and maintenance work for the detention basin. District Staff inspected the basin and noted that some alder trees needed to be removed. The District requested that Mr. Morgan remove these trees as well as some other plastic webbing that was apparently used for plantings. The remainder of the detention basin and associated inlet and outlet piping and structures appeared to be in good condition.



In February 2020, the Morgan's provided a Grant Deed for the property. The District further requested that Mr. Morgan have a Phase 1 Environmental Site Assessment performed, to help ensure there were no environmental concerns associated with the property. The Phase 1 was complete by Pacific Affiliates and submitted in May 2020. The Phase 1 Report found no recognized environmental conditions of concern.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

The Maintenance Cost Estimate was included with the original Open Space Zone formation resolutions (**Attachment 3**). The original maintenance charge was to be \$5.07/each for 26 lots. Since 2009, two lots that have duplexes have had separate water services installed bringing the number of accounts up to 28.

The original assessment was \$5.07 per lot/account. Since 2009, the annual rate adjustment calculation brings the current charge to \$7.46 per lot. Below is the adjustment table copied from the rate adjustment spreadsheet showing the calculation from 2009 onward.

Year	Percent Increase	Dollar Increase	New Maintenance Charge Per Account per month
2009	4.29%	0.22	\$5.29
2010	6.20%	0.33	\$5.62
2011	-2.54%	(0.14)	\$5.47
2012	2.51%	0.14	\$5.61
2013	3.77%	0.21	\$5.82
2014	5.12%	0.30	\$6.12
2015	-0.23%	(0.00)	\$6.12
2016	3.82%	0.23	\$6.35
2017	5.37%	0.34	\$6.69
2018	3.69%	0.25	\$6.94
2019	3.67%	0.25	\$7.19
2020	3.85%	0.28	\$7.47

Since the District has already approved the formation of Open Space Maintenance Zone #24, we sent letters to the property owners informing them

that on their August bill, they will begin to be assessed this maintenance charge of \$7.47/month.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2020-21 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property Located in McKinleyville CA (APN 511-084-046) – Exhibit A - Grant Deed to Morgan Open Space Zone
- Attachment 2 – Certificate of Acceptance of an Interest in Real Property by the McKinleyville CSD
- Attachment 3 – Resolution 2007-14 Initiating the Morgan Subdivision Open Space Zone #24 with Map and Maintenance Cost Estimate
- Attachment 4 – Resolution 2007-16 Forming the Morgan Subdivision Open Space Zone #24
- Attachment 5 – April 11, 2011 letter from Dan Morgan to Jason Sehon

**RESOLUTION 2020-21**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE ACCEPTANCE AND RECORDATION OF A GRANT DEED TO REAL  
PROPERTY LOCATED IN MCKINLEYVILLE, CA (APN 511-084-046)**

**WHEREAS**, Danny E. Morgan and Gail A. Morgan, Trustees of the Danny E. Morgan and Gail Ann Morgan Family Trust of 2003 (collectively "Owner"), own certain real property in the unincorporated area of the County of Humboldt, in the community of McKinleyville, California (APN 511-084-046) ("Property");

**WHEREAS**, Owner has proposed to dedicate the Property to McKinleyville Community Services District ("MCSD"); and

**WHEREAS**, Government Code § 61060(d) authorizes MCSD to acquire any real property within or outside the district; and

**WHEREAS**, Owner has executed a Grant Deed conveying the Property to MCSD, a copy of which is attached hereto as "**Exhibit A**", and MCSD agrees to accept the Grant Deed from Owner; and

**WHEREAS**, MCSD has completed an environmental evaluation of the Property consisting of a Phase I Environmental Site Assessment prior to accepting the dedication and a Deed to the Property; and

**WHEREAS**, The Property will be used for the purpose of preserving open space; and

**WHEREAS**, Acquisition of the Property for park, recreation and open space is deemed categorically exempt under the California Environmental Quality Act, California Public Resources Code § 21000, et seq. ("CEQA"), pursuant to Title 14, Article 19, § 15325(f), of the California Code of Regulations ("CEQA Categorical Exemptions").

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby adopt the recitals and findings stated above and authorizes and directs the board president to execute a certificate of acceptance of the grant deed appended to this resolution and cause it to be recorded in the official records of Humboldt County, California.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 5, 2020 by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Mary Burke, Board President

Attest:

\_\_\_\_\_  
April Sousa, CMC, Board Secretary

**RECORDING REQUESTED BY:**

Humboldt Land Title, a division of Fidelity National Title Company of California

Escrow No.: 00168911-002-LMR

**WHEN RECORDED MAIL DOCUMENT TO:**

**McKinleyville Community Services District**

APN: 511-084-046

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT DEED**

THE UNDERSIGNED GRANTOR(s) DECLARE(s)

Documentary Transfer Tax is \$

County

unincorporated area

computed on full value of interest or property conveyed, or

The city of

full value less value of liens or encumbrances remaining at the time of sale

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**Danny E. Morgan and Gail A. Morgan, Trustees of the Danny E. Morgan and Gail Ann Morgan Family Trust of 2003**

hereby GRANT(s) to

**McKinleyville Community Services District**

the following real property in the **unincorporated area of the** County of **Humboldt**, State of **California**:

**SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.**

Dated: February 4, 2020

Danny E Morgan and Gail Ann Morgan Family Trust of 2003 Danny E Morgan and Gail Ann Morgan Family Trust of 2003

BY: \_\_\_\_\_  
Danny E. Morgan, Trustee

BY: \_\_\_\_\_  
Gail A. Morgan, Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Humboldt ) SS:

On \_\_\_\_\_ before me, \_\_\_\_\_

a Notary Public, personally appeared Danny E. Morgan and Gail A. Morgan

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## EXHIBIT "A"

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF HUMBOLDT, STATE OF CALIFORNIA AND DESCRIBED AS FOLLOWS:

Lot X, as shown and designated on Tract Map No. 603 (Morgan Subdivision), filed in the Office of Humboldt County Recorder in Book 24 of Maps, Pages 57, 58 and 59, Inclusive, Humboldt County Records.



8/5/19

**CERTIFICATE OF ACCEPTANCE OF AN INTEREST IN REAL PROPERTY BY THE  
McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
(Government Code § 27281)

This is to certify that the interest in real property conveyed by the Grant Deed dated February 4, 2020, from Danny E. Morgan and Gail A. Morgan, Trustees of the Danny E. Morgan and Gail Ann Morgan Family Trust of 2003, to McKinleyville Community Services District, a community services district of the State of California, is hereby accepted by the undersigned officer on behalf of the Board of Directors pursuant to authority conferred by resolution of said Board of Directors adopted on \_\_\_\_\_, 2020, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_

ACCEPTED:

\_\_\_\_\_  
Mary Burke, Board President

**RESOLUTION 2007-14**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
INITIATING THE  
MORGAN SUBDIVISION OPEN SPACE ZONE # 24**

**Whereas**, the developer of the Morgan Subdivision is required to form an Open Space Zone to pay for the administration and maintenance of the detention basin and pipeline easement area within the proposed project area described as APN 511-081-069, and

**Whereas**, the District Board, on August 16, 1990 adopted Ordinance 38 which establishes a process for administration of open space zones, and

**Whereas**, the Board has reviewed and approved a Draft management plan for the proposed Zone in compliance with Ordinance 38,

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

1. Adopts the Draft Management Plan for Open Space Zone #24, including the cost division formula;
2. Initiates formation of Open Space Zone #24 for the 26 lots designated in the Draft Management Plan;
3. Designates the General Manager as the Engineer of Record for the assessment district;
4. Has reviewed the Engineer's Report that will be forwarded to the developer;
5. Directs the Engineer to send out a ballot to the property owner and schedule a public hearing to consider formation of Open Space Zone #24 on November 21, 2007; and
6. MCSD reserves the right to increase charges annually to reflect the actual cost of maintenance and administration of the detention basin and open space area.


**PASSED AND ADOPTED** at the duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 19th day of September, 2007 by the following polled vote:

**AYES:** COFFMAN, CORBETT, REID

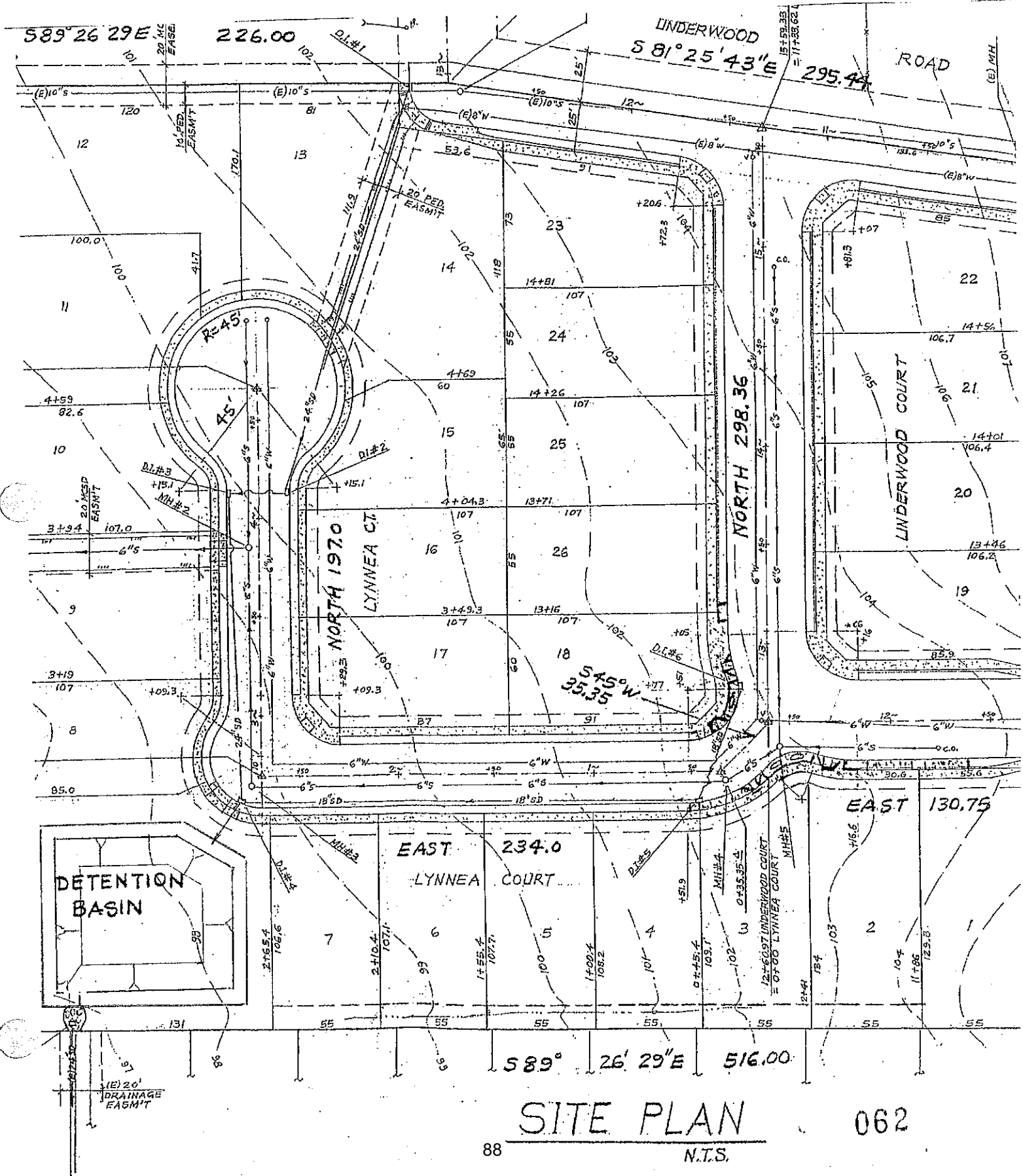
**NOES:** NONE

**ABSENT:** WENNERHOLM

**ATTEST:**

  
Sharon Denison, Secretary to the Board of Directors

  
Jayan Reid, Board President





Board Agenda Background  
 Board Mtg. of September 19, 2007

**Agenda Item E.5.  
 Initiating Open Space Zone # 24**

**EXHIBIT C**

**MORGAN SUBDIVISION  
 OPEN SPACE ZONE  
 MAINTENANCE COST ESTIMATE**

Item Description	Hrly Rate	Labor cost	Total Hrs.	Materials Cost	Subtotal
Vegetative Control		\$ 30.76	26		\$ 780.00
Mower	15		8		120.00
Sediment Removal					
Backhoe	40		2		80.00
Dump Truck	20		2		40.00
Material Dump Fees				100	100.00
Insurance				200	200.00
Admin & Inspection		50.00	4		200.00

Total Estimate of Labor and Materials = \$ 1,520.00

Cost per month 126.67  
 Assessed to 26 lots  
 Cost per lot per month 5.07  
 Bookkeeping cost .50

**Total Assessment /lot/mo = \$ 5.57**

Board Agenda Background  
Board Mtg. 11-28-07

Agenda Item B.2.

EXHIBIT D

**RESOLUTION 2007-16**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
FORMING THE  
MORGAN SUBDIVISION DETENTION BASIN ZONE # 24**

**Whereas**, the developer of the Morgan Subdivision is required to form a Detention Basin Zone to pay for the administration and maintenance of the detention basin and pipeline easement area within the proposed project area described as APN 511-081-069, and

**Whereas**, the District Board, on August 16, 1990 adopted Ordinance 38 which establishes a process for administration of open space and detention basin zones, and

**Whereas**, the Board has reviewed and approved a Draft management plan for the proposed Zone in compliance with Ordinance 38,

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

1. Adopts the Draft Management Plan for Detention Basin Zone #24, including the cost division formula;
2. Initiates formation of Detention Basin Zone #24 for the 26 lots designated in the Draft Management Plan;
3. Designates the General Manager as the Engineer of Record for the assessment district;
4. Has reviewed the Engineer's Report that will be forwarded to the developer;
5. Requires the dedication of the detention basin parcel by deed or "in fee" to MCSD;
6. Received the ballot from the property owner and scheduled a public hearing to consider formation of Detention Basin Zone #24 on November 28, 2007; and
7. MCSD reserves the right to increase charges annually to reflect the actual cost of maintenance and administration of the detention basin zone area.


**PASSED AND ADOPTED** at the duly called meeting of the Board of Directors of the McKinleyville Community Services District on this 28th day of November, 2007 by the following polled vote:

**AYES:** COFFMAN, CORBETT, WENNERHOLM, REID

**NOES:** NONE


**ABSTAIN;** DUNK

**ATTEST:**

  
Sharon Denison, Secretary to the Board of Directors

  
Javan Reid, Board President

**HUMBOLDT COUNTY 2010-2011 PROPERTY TAX BILL  
 JOHN BARTHOLOMEW, TREASURER - TAX COLLECTOR  
 825 FIFTH STREET, ROOM 125, EUREKA, CA 95501-1100  
 SECURED TAX ROLL FOR FISCAL YEAR JULY 1, 2010 THROUGH JUNE 30, 2011**

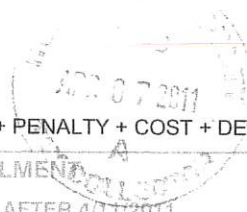
PROPERTY INFORMATION	IMPORTANT MESSAGES
ASMT NUMBER: 511-084-046-000      TAX RATE AREA: 115-002 FEE NUMBER: 511-084-046-000      ACRES: 0.00 LOCATION: LOT X TR603 BK 24 PGS 57-59 LIEN DATE OWNER: MORGAN DANNY E & GAIL A TR  11A-03403 SA MORGAN DANNY E & GAIL A TR 	SEE REVERSE OF THIS STATEMENT FOR IMPORTANT INFORMATION.  Orig. bill date: 09/14/2010

**COUNTY VALUES, EXEMPTIONS AND TAXES**

CONTACT INFORMATION:	VALUE DESCRIPTION	ASSESSED VALUE
<b>707-445-7663</b>	LAND	32,142
General Inquiries / Address changes Exemptions / Valuations Personal Property (Boats, airplanes, etc.)		32,142
<b>707-476-2450</b>		
For tax payment questions www.co.humboldt.ca.us/taxcollt		
	VALUES X TAX RATE (1.000000) = COUNTY TAXES	\$32,142

**VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS**

PHONE #	DESCRIPTION	ASSESSED VALUES X TAX RATE 1.0000	= AGENCY TAXES
(707) 476-4172	CR 2005/2007 GO BONDS	32,142	0.013000      4.18
(707) 839-1549	MCKINLEYVILLE UNION BOND - 2008	32,142	0.027000      8.68
(707) 825-2000	ARCATA FIRE TAX 1997		DIRECT CHARGES      5.00
(707) 825-2000	ARCATA FIRE ASMT 2006		DIRECT CHARGES      22.00
(707) 839-3251	MCKINLEYVILLE CSD MEASURE B		DIRECT CHARGES      9.00



AGENCY TAXES + DIRECT CHARGES + FEES + PENALTY + COST + DELINQUENT PENALTIES \$48.86

1ST INSTALLMENT DUE 11/1/2010 DELINQUENT AFTER 12/10/2010	<b>\$185.14</b>	2ND INSTALLMENT DUE 2/1/2011 DELINQUENT AFTER 4/11/2011	<b>\$185.14</b>	TOTAL TAXES	<b>\$370.28</b>
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*Most recent tax bill*

RECEIVED

APR 11 2011

McK. C.S.D.

## Dan and Gail Morgan

PO Box 5388, Eureka, Ca. 95502

Phone (707) 845-5998

Fax (707) 444-0933

Item E.7 Attachment 5

April 11, 2011

Jason Sehon  
McKinleyville Community Services District  
PO Box 2037  
McKinleyville, CA 95519

This letter is to follow up the discussion we had in your office on April 7, 2011, concerning the maintenance and ownership of the Detention Basin in the Morgan Subdivision, AP# 511-084-046.

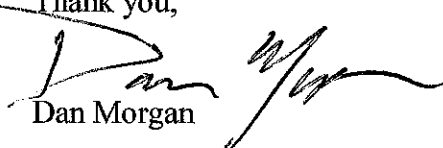
As I explained during our discussion, I had a verbal agreement with the previous district manager, Tom Marking, that I would be responsible for the maintenance of the basin until such time I desired the services of MCSD. The thought was that early in the development of the subdivision, I would still have ownership of the majority of the vacant parcels and in the course of my regular construction activities in the area could maintain the basin at a cost savings to me. MCSD would not begin bill through the utility bills until I made this request.

After some research on both your part and mine, we have found that the Board of Directors of the MCSD had recorded a resolution to form a detention basin zone to maintain the detention basin. The resolution states that MCSD requires the dedication of the detention basin parcel by deed or in fee. I have not been able to locate a document that transfers title of this parcel to MCSD. At the present time I still pay county property tax on this parcel, which indicates that the county assessor is not aware of a deed transferring title to MCSD.

After some thought, I believe that the transfer of the detention basin parcel to MCSD by deed, was to be the event that signaled the beginning of the billing and maintenance of the detention basin by MCSD. I would like to continue to maintain the detention basin myself until I notify MCSD to begin maintenance and I transfer the detention basin parcel by deed.

If you find this proposal to be acceptable, I understand as you mentioned, that MCSD would need to make an inspection of the detention basin prior to accepting maintenance responsibilities. I also realize that money has been collected for maintenance of this parcel. I am not interested in having these funds returned. As far as I am concerned, they could be reserved for the future when the detention basin maintenance becomes MCSD responsibility.

Thank you,

  
Dan Morgan

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.8**                      **Reserve Policy review for Operating Reserves**

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

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

### **Recommendation:**

Staff recommends that the Board review the proposed Reserve Policy changes for the Operating Reserve, discuss, take public comment, and provide direction to staff on any parameters or other changes they wish to see incorporated into the final policy.

### **Discussion:**

The current 2012 Reserve Policy language for the operating reserve reads as follows:

The Operating Fund is an unrestricted fund and serves as a short-term or immediate purpose. Monies held in the Operating Fund meet a variety of potentially competing purposes including paying operating expenses during temporary revenue shortfalls. This fund would also be used to cover timing differences for periodic expenses paid in advance of revenues collected and to pay for expenses for special events not budgeted. In developing the annual operating budget, staff expends a tremendous amount of effort to identify its program expenses and prudent spending levels. However, unforeseen developments can occur which cause the actual program expenses to exceed the budgeted expenses. In addition, opportunities not budgeted for may arise during the fiscal year that require the District to expend monies which will not be reimbursed. Other times the District will pay expenses that will be reimbursed only after the event is complete. The Operating Fund would cover these types of situations.

**TARGET CRITERIA:** To meet MCSD cash flow needs and unbudgeted expenses, the Operating Fund will be equal to approximately six months (180 days) of the annual budgeted operating expenses.

Overall, the language reads very similarly to several other sections of the 2012 reserve policy. Issues of timing differences, unanticipated opportunities or expenditures, and the need to cover expenditures in advance of related revenue have all been raised before, particularly in the Catastrophe and Repair & Replacement reserves. In this case, the Operating reserve is supposed to be an unrestricted short-term fund that acts similarly to a line of credit from the bank would to a private sector enterprise.

At six months of total budgeted District expenditures, the current calculation for the Operating reserve provides far more funding than is needed for a short-term line of credit. For the current fiscal year, the operating reserve as presently calculated would total almost \$4.2 million dollars. This would presumably be held in the money market fund, since the purpose is to bridge any small timing gaps between expenditure and revenue.

The other designated reserves to be held in the money market fund include funding for compensated absences, customer deposit refunds, and pay-go capital projects. This total is approximately \$1.5 million for the current fiscal year. Adding another \$4.2 million to that amount for a short-term line of credit seems a rather unnecessary and unwise use of cash, particularly given the low returns expected for the foreseeable future.

There have been times, such as during the construction of the wastewater management facility, when holding a larger amount in the money market fund is necessary to bridge between expenditures and grant or loan funding. However, these times are infrequent and can be managed with a modicum of planning between the Finance Director and the General Manager. A certain level of flexibility can certainly be built into the revised language to accommodate these kinds of events. The fact is that, for large capital projects, the Repair & Replacement reserve is the proper place from which to draw those funds.

The basis of the entire revised Reserve Policy is a regular review of utility rates every five years as permitted by law. If this policy is followed, there will be far fewer unanticipated expenditures or fiscal emergencies, which obviates the need for a full six months of expenditures as a credit-line. On a more practical level, the turnaround for a draw on the CalTRUST investment accounts is two days at the most, so holding six months-worth of expenditures for that purpose seems somewhat unrealistic.

A suggested revision to the policy language reads as follows:

“The Operating Fund is intended to act as a short-term line of credit for the District, covering unanticipated timing gaps between expenditures and revenues, or unanticipated necessary expenditures. As a current and short-term reserve, it will be held in the money market account with the other working capital reserves.

The Operating reserve will be calculated at thirty (30) days of total District expenditures, based on the currently approved budget. If any major Board-approved capital project temporarily requires additional working capital to bridge between the cash expenditure and the receipt of grant or loan funds, the General Manager and Finance Director may draw from the Repair and Replacement reserve to supplement the Operating reserve for the duration of the project.”

**Alternatives:**

Take Action

**Fiscal Analysis:**

The proposed change in calculation, from six months of expenditures to thirty days, would set the Operating reserve at \$694,165.

The main fiscal impact of holding an Operating reserve to act as a line of credit is the loss of interest and earnings that would accrue on funds held in a longer-term investment account such as CalTrust. If the Operating reserve is set at 30-days of expenditures as suggested, the loss of interest and earnings revenue would be minimized.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.A**                      **Support Services – June-July 2020 Report**

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

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

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

The District has \$1,091,626.75 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at June month-end total \$17,095.51, which represents 77.7% of the annual \$22,000 budget for this sub-item. (GL# 501-62120)

Total Board Travel as of June 30, 2020 remains at \$8,439.53 which is 47.6% of the approved \$17,700 budget for this item. (GL# 001/005/501/551 62090/62155-888)

#### Audit/Budget Update:

The initial meeting for the FY2019-20 audit was done via phone conference between the Audit committee and auditors Fedak & Brown. The initial on-site visit will be done remotely this year, to better comply with State and local government orders to minimize travel.

#### Treasurer's Report Highlights:

Water Fund capacity fees collected through June total \$253,460. Wastewater Fund capacity fees of \$322,372 were collected through the end of June. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

#### Investments and Cash Flow

The Investments and Cash Flow report shows the balances and activity in each major cash account held by the District. The operating accounts are listed first, followed by each investment account (LAIF, Humboldt County Trust Accounts, the USDA Bond Sinking Fund account, and CalTRUST.) At the end of the report, the total cash and investments from the prior month is listed so users can see the change from month to month. The current month total is also broken down at the very bottom of the page. Cash and Cash Equivalents contains working capital and reserves designated by Board



policy. Other legally required cash reserves for various loans are stated and accounted for separately.

## **OTHER UPDATES**

The front office has reopened for business according to the reopening plan approved by the County Health Department. We are still encouraging our customers to do their business with us online whenever possible. Payments are still being taken over the phone, or processed through the drop-box for cash, checks, and credit cards, as are applications for new service.

The governor's order to suspend non-payment lock policies remains in effect, and we are now starting to see slightly more impact, even with staff's continued, concerted attempts to keep people at least reasonably current on their water bills. The current lock list is only a little longer than normal, but we are starting to see higher total balances as monthly water bills accumulate with higher summertime water use. If the governor does not rescind the order, we are likely to face higher bad debt for the FY20-21 fiscal year.

The County has posted the delayed interest apportionment through April 2020. However, the June 30 tax allocation will not be complete until mid-August, according to the Auditor-Controller's office. So the draft Treasurer's report for June does not include that information, but it will be included in the finalized trial balance and audited financials.

The revised Reserve policy is expected to be brought to the Board for action during the regularly scheduled public meeting in October 2020. Discussions on the implementation of IRS Section 115 Trusts for the pension and OPEB reserves and on District investment policy will follow.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B**                      **Operations Department – June 2020 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 44.2 million gallons of water in June. Fourteen water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted. Two new water services were installed for residential.

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

Annual routine testing was conducted on Routes 9 and 11 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

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

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

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

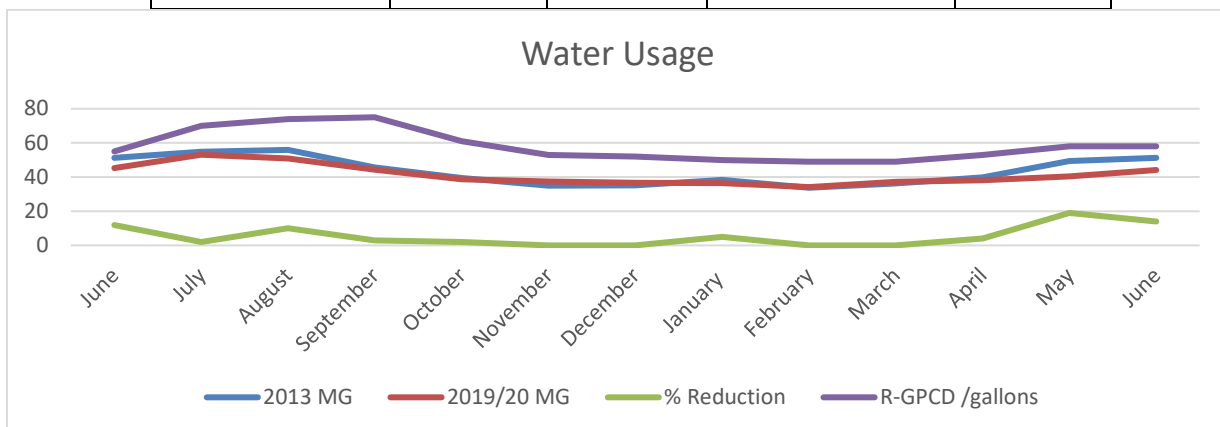
Weekly Bacteria Samples were collected on Schedules 2, 3, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. A valve can was repaired on Hewitt Road due to a customer complaint that the lid was warped and making noise when cars drove over it. Staff saw cut, prepped, and paved several new water service and repair trenches. To keep costs down for customers and help with efficiency, staff waits until there are enough trenches to pave to warrant a dump truck load of asphalt.

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

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections but if they require parts or extensive labor, the issue is documented on the monthly sheet which will then generate a work order for repairs. The annual cathodic protection inspection and calibration was completed by a certified inspector to protect the integrity of the tanks. The control cabinet was repaired at the Blake station due to doors not operating properly. The semi-annual expansion joint inspection was conducted by staff. Each joint is inspected for cracks and wear to prevent a major leak. String trimming and mowing was completed at the Hewitt Tank site.

As of July 2014, the District is required to submit a Public Water Monthly Monitoring Report to compare water usage to last year's usage in the same month. I will keep the Board updated each month using the Table below.

	<b>2013</b>	<b>2019/20</b>	<b>% Reduction</b>	R-GPCD
<b>June</b>	51.337	45.198	12	55
<b>July</b>	54.757	53.086	2	70
<b>August</b>	55.908	50.871	10	74
<b>September</b>	45.702	44.361	3	75
<b>October</b>	39.439	38.625	2	61
<b>November</b>	34.879	37.462	(-7)	53
<b>December</b>	35.203	36.588	(-4)	52
<b>January</b>	38.241	36.457	5	50
<b>February</b>	33.751	34.130	(-1)	49
<b>March</b>	36.244	37.145	(-2)	49
<b>April</b>	39.755	38.065	4	53
<b>May</b>	49.407	40.355	19	58
<b>June</b>	51.337	44.200	14	58



R-GPCD = Residential Gallons Per Capita Day

**New Construction Inspections:**

Bo Day Subdivision; Manhole has been installed. Water main and services are installed. Tie-in is completed. Testing was completed and corrections were made. St. light installation pending. Imeson Court, Avalor plans have been reviewed and commented. Engineer sent corrected plans back to staff for review and approval. Valedao Lime. Water and sewer services and sewer main have been installed and tested. Streetlights were installed and paving is completed. Punch list items were corrected. Asbuilts Pending.

**Sewer Department:****WasteWater Statistics:**

27.1 million gallons of wastewater were collected and pumped to the WWMF. 29.8 million gallons of wastewater were treated and discharged to land disposal or reclamation in June.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted on all sewer stations. Staff completed coating the Fischer grit pit, diversion pit, comminutor pit and catwalk area along with painting the exterior. Brush and hedges were either trimmed or removed around the Fischer site along with cleaning the site.

**Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been conducting the annual manhole inspections. Each manhole is uploaded on the tablet which is where all the data is being recorded prior to offloading the data on a computer back at the office. Staff hydro-cleaned two problem areas using the Vac-con and 3000 psi of water through a spinning nozzle. This task removes grease and debris from the problem areas and prevents possible sewer overflows. Mowing and string trimming took place at the B street, Black Hawk and Goldfinch sewer Easements.

**Wastewater Management Facility:**

Staff continues to email the daily WWMF data for monitoring and input on the process. Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Mowing and string trimming was conducted as part of the maintenance along with painting and Meter Repair.

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

Monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study. Discharge has been going to the Land since April 28<sup>th</sup>. Mowing was performed at the Hiller lanes to prepare for the irrigation season, along with the mowing of the Fischer Ranch. A broken irrigation head was replaced at Hiller.

**Street Light Department:**

Five streetlights were reported not working properly and repaired. Majority if the repairs were related to faulty photo controls. A Streetlight Pole was repaired on Central due to leaning.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Hearing protection, digging trenches, nutrition, hydration, and heat stress.

**Special Notes:**

Monthly river samples were completed.

Monthly Self-Monitoring Reports (DMR/SMR) were submitted.

Public Water Monthly Monitoring report was submitted.

Monthly Water Quality report was sent to the Dept. of Health.

Monthly Pesticide applicator report was submitted to Department of Agriculture.

Staff attended meetings regarding the Tank project and submitted information requests.

Staff attended meetings regarding the Highway 101 Sewer Crossing Scope

Staff collected the Local Limits Study samples and are waiting on lab results.

Staff is still separated into teams to avoid possible COVID spread withing the staff.

Met with Pialorsi to get the layout for irrigation mains. Staff GIS located these assets.

Submitted the Hazard Waste Manifest report.

Attended an Emergency Operations Planning meeting with staff.

Participated in the annual clean-up days.

**Hiller Station Upgrade Project:**

The District is in the process of upgrading the Hiller Sewer Lift Station which will consist of installing two submersible pumps into the existing wet well, installation of a control panel, tie into existing discharge piping, valve installation and controls. The existing package station would need to be decommissioned. Funding for this project will be provided from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) via the Robert T. Stafford Emergency Assistance and Disaster Relief Act for a FEMA Hazard Mitigation Program project. The District requested qualifications for engineering services to provide services necessary to proceed with the upgrade of the Hiller Sewer Lift Station. GHD was the engineers selected for these services. GHD submitted a Scope of Work for this project for comments and review. Staff reviewed Scope and sent it back with comments and modifications. GHD accepted comments. Staff conducted pump testing scenarios and recorded data which will help engineers design appropriately sized pumps and VFD's. GHD delivered 100% design for the District to review. District staff reviewed design and submitted comments back to GHD. The project went out to bid on January 27<sup>th</sup>. Staff met with prospecting bidders for a pre-bid meeting and site walk. A bid opening was held on March 4<sup>th</sup>. Two bidders submitted bids and the prospective bidder was chosen. A kick-off meeting was held with the contractor and engineers to discuss the project layout and schedule. The grant required project sign was created and installed at the project site. The groundwork has started and the contractor is waiting on materials that have been delayed. A more detailed description is in the GM report.

**4.5 MG Tank Project:**

Requests for Qualifications were sent out for engineers to submit Statement of Qualifications (SOQ's) for the tank project. Three engineering firms submitted SOQ's and were vetted through the committee. Kennedy/Jenks was found to be the most qualified. Staff worked through scoping and costs negotiations with the prospective firm

which will was approved by the Board at the June Board meeting. Staff has had several meetings with K/J regarding the scope along with compiling and submitting data they have requested. Property surveying and environmental work is in progress.

## **GIS:**

### **Plans and Programs**

- Annual revision of MCSD Confined Space Entry Program; Completed
- Annual Revision of the MCSD Hearing Conservation Program; Completed
- Begin Annual Review of CalARP
- Begin 5-Year review of Urban Water Management Plan

### **Maps Completed/General GIS**

- Station maps for Tesla for battery storage.
- Maintained the Operations I Pad to be used for facility inspections and USA's
- Maintained and update ArcGIS online maps for I Pad use.
- GPS'd and updated new water/sewer services.
- Revised and updated Street Lights Map and Pole Numbers
- Deed/Easement search for Cochran Tank site
- Deed/Easement search for Highway 101 sewer undercrossing
- Research and Prepare Data for New Water Tank
- Generated maps and visual aids as requested

### **Misc. Work Completed**

COVID-19 sanitation  
Numbering of District streetlight poles  
Document upload to website  
Document filing for Operations Department  
New Subdivision SOP Revision

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director’s Report for July 2020**

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

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

### **TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:**

The Boys & Girls Club has since remained closed since March 13th due to COVID-19. They are planning to resume providing programming to teen in McKinleyville on August 10<sup>th</sup>.

### **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee meeting on July 16, 2020 was held over Zoom due to COVID-19. The notes from the meeting can be reviewed in **Attachment 1**.

### **RECREATION PROGRAM UPDATES:**

- Summer Childcare Program— The program began on June 1<sup>st</sup> and is currently serving 19-24 children per week. The program is running out of both the Activity Center and the Teen & Community Center. Participants and staff have adapted well to the required safety protocols including frequent handwashing, social distancing and frequent sanitizing and disinfecting of surfaces. Staff has opened enrollment for the program to continue through August 14<sup>th</sup>.
- Picnic areas, playgrounds, and community centers continued to be closed by the County Shelter in Place order. The County is awaiting state guidelines on the re-opening of these recreation opportunities and does not currently have an estimated timeline of when they will be allowed to re-open.

### **PARKS MAINTENANCE:**

Several open space zones received mowing, hedging and weeding maintenance as part of the Open Space Maintenance Zone agreements. The Parks crew is working to catch up on Central Ave. landscaping. Staff continues to keep up with daily/weekly routine facility maintenance. Monthly inspections were conducted on all facilities and Open Spaces. The parking lot at Hiller Sport Site was seal coated and lines were painted. The Dept. of Public Health will be painting a Bicycle Skills Course on the HSS parking lot through Active Transportation Grant funding.

Northern Humboldt Employment Services resumed work on Central Open Space Zones on July 8<sup>th</sup>. The Sheriff Work Alternative Program resumed working with our crew on Saturdays as of July 11<sup>th</sup>.

### **OTHER UPDATES:**

- All staff participated in the annual “Clean Up Days” at the District office and facilities.
- Staff continues to work with the community members interested in developing a BMX track at the Washington Ave.-School Rd. property. A survey to assess support of

developing a BMX track by businesses was distributed via the McKinleyville Chamber of Commerce. Updates on that proposal can be found in the meeting notes of the Recreation Advisory Committee.

- Staff assisted the McKinleyville Chamber of Commerce in the distribution of PPE supplies to local businesses.
- Staff continues to provide administrative support to the Support Services Dept.
- Staff is participating in the planning and preparation of MCSD's 50-year anniversary events/publications.
- The California State Dept. of Parks & Recreation released the Grant Application Guide for the 4<sup>th</sup> and final round of Prop. 68 funding on July 1<sup>st</sup>. Staff participated in a grant application workshop on July 22<sup>nd</sup>. The final round of funding released is \$395,302,155. Grant requests can be made for up to \$8.5 million and no less than \$200,000. Grant applications are due December 14, 2020. Award announcements are to be made by summer of 2021 and projects will have to be completed by March of 2025. MCSD's application for the Pierson Park Expansion and Renovation project submitted during the 3<sup>rd</sup> round of funding, is eligible to be resubmitted.
- The California State Dept. of Parks & Recreation released the Procedural Guide for the Per Capita Program. McKinleyville Community Services District is eligible to receive \$177,952 for capital outlay. This funding is guaranteed for eligible projects. It is not a competitive application. The application deadlines have not been set as of the writing of this report. A mandatory program workshop webinar will be attended by staff on August 11<sup>th</sup>.



**Thursday, July 16, 2020**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:**, Johnny Calkins, Jeff Dunk, Scott Binder, John Kulstad, Chad Sefcik, Director David Couch, Beth Frink (late)

**Members Absent:**, Charlie Caldwell, Josh Zender, David Coelho, , Laura Bridy, Ben Winker

**Guests:** Wendy Orlandi, Robert Canepa, Pat Kaspari

**Meeting Notes:** *There was not a quorum when the meeting was called to order, so all agenda items requiring action were not acted upon.*

Communications:

- Staff reported on the last day for retiring General Manager Greg Orsini
- Staff informed members of 3 MCSD Board seats up for election this November and the opening of the submission process for those wishing to run for the office.

Public Comment:

- None

Recreation Director Report

- The summer childcare program continues to serve 19-24 kids per week. The program will continue to run through August 14<sup>th</sup>.
- The McKinleyville Union School District will be contracting with MCSD Parks & Recreation to provide staff for the Extended Learning After School Program for the 2020-21 school year.
- Northern Humboldt Employment Services and the Sheriff Work Alternative Program resumed working this month bringing valuable labor back to our open space maintenance program. The Park maintenance crew continues to maintain OSMZ's, parks and facilities. The Hiller Sports Site parking lot received a new seal coating this month, and the Humboldt County Dept. of Public Health will be painting a Bicycle Skills Course at the parking lot. See **Attachment 1** for the course design.
- The California Dept. of Parks & Recreation released information for the Per Capita Program funding as well as the application guide for the final round of Prop 68 funding. The Per Capita Program funding is a non-competitive application for funding for capital outlay projects for up to \$177, 952. All eligible projects will be funded. The final round of Prop 68 funding totals \$395,302,155. Applications may request no less than \$200,000 and no more than \$8,500,00. Prop 68 Grant applications are due December 14, 2020 and award announcements are anticipated by summer of 2021. Prop 68 funded projects must be completed by March 2025.
- Staff reported that at the time of the meeting the County Public Health Dept. did not have an estimated date or timeline for re-opening picnic areas, playgrounds and community centers.

In Memory of George Wheeler

- Committee member Chad Sefcik requested the idea of raising funds to purchase and place a park element at Pierson Park in memory of George Wheeler. At the June MCSD Board meeting one of the Directors suggested considering broadening the scope of a memorial to include other MCSD Board members who have passed.
- Members discussed the political nature of naming public features.
- Member Jeff Dunk referred the committee to MCSD's existing Naming Policy for the purposes of naming anything in memory of George Wheeler or any other previous board members.

- Staff agreed to share the Naming Policy with the committee and keep the discussion on the agenda for the August RAC meeting.

#### BMX Proposal for Washington and School Rd. Property

- Wendy Orlandi reported that Devin Medrud is working on a more detailed grading plan, and that it appears that there is enough dirt existing at the site to build a track, but also that “in the world of BMX there can never be too much dirt”.
- Wendy also reported that there are community members ready to volunteer their time and equipment for the construction of the track.
- An online survey has been drafted to assess community support in terms of funding, materials and time. Wendy has shared the survey with MCSD’s Recreation Director and will call to discuss distribution strategies in the next week.

#### Community Garden

- Ben Winker was absent and could not report on communications with garden plot owners.
- RAC members made a plan to finish string trimming the garden.
- Staff reported that two more plots have been rented so there are now 19 out of 23 in use.

#### Round Up for Recreation

- Staff reported that as of May the Round Up for Rec program had raised \$1,319.22. The Round Up program is only available to customers who pay their water sewer bill via cash/check or credit card use at the office. Online bill payments are not capable of contributing to the Round Up fund for Parks and Recreation.
- Member John Kulstad requested that “Round Up for Rec” be mentioned in the MCSD Newsletters regularly.
- Member Jeff Dunk suggested that providing information related to what a donation to Parks and Recreation can provide (ex. The cost of providing the basketball league is approximately \$120 per player)

#### Quimby Funds

- Staff reported that currently there is \$44,372.72 in MCSD’s Coastal Quimby fund account and \$135,070.77 in MCSD’s Inland Quimby fund account

#### Measure B Status Report

- Staff shared the 2020-21 Measure B Engineer’s report summarizing the history and eligible uses of Measure B funding as well as the debt service schedule for the Teen & Community Center Construction which is funded by Measure B.

#### AdHoc Committee Reports:

- Hewitt Ranch—entrance mowed recently
- Skate Park—no report
- School and Washington Property—mowed recently
- River Property—trail to river is clear
- Fischer Ranch Estuary project—CEQA documents are currently under review.
- BMX— See notes on above

#### Agenda Items for next meeting:

- Community Garden
- BMX proposal
- Naming Policy for “In Memory of…” installations
- Social Media use and Strategies
- Increasing use of Teen Center

- Virtual Property Tour project

Adjournment:

- Adjourned: 7:51pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 5, 2020

TYPE OF ITEM: **INFORMATION**

**ITEM: F.3.D**                      **General Manager’s Report for Aug. 2020 Meeting**

**PRESENTED BY:**                **Patrick Kaspari, General Manager**

**TYPE OF ACTION:**            **Information Only**

### **A summary of activity for the month of July 2020**

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

• Liability Insurance	\$18,220
• Worker’s Comp Insurance	\$31,780
• Reduction in Malin trailer	\$3,000
• Deal on aerial photo	\$50
• Use of NHE Services for 42.75 hours at a savings of \$26 per hour =	\$1,111
• Use of SWAP program for 332 hours at a savings of \$30 per hour =	\$960
• Street light pole repair in-house =	\$130
• Coat Fisher catwalk area in-house =	\$720
• Repair Blake Station cabinet in-house =	\$80
• Haying of Pialorsi field =	\$500
• <u>In-house labor to coat Fischer grit pit</u>	<u>\$640</u>
<b>TOTAL COST SAVINGS FOR JULY</b>	<b>\$57,191</b>

***The cumulative cost savings for the District to date from July 1, 2020 is \$57,191***

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

**GM Transition** – The transition is complete, and Greg received his last paycheck on his last day of work on July 17, 2020. He has offered and continues to assist with questions that arise. Right now, he should be on his motorcycle on his way to Sturgis in South Dakota. The transition went very well, and Greg was a huge help on getting me up to speed on projects as well as procedures. He also created a very, very useful guide in Microsoft Outlook and booked calendar appointments out into 2022 for when various reports and permit submittals, etc. are due.

Greg has also stated that he would like his retirement party to occur when we can all get together in person so he can thank people face to face. He will be impossible to replace, but I will do my best to live up to the high bar set for him.

**COVID- 19** – Staff continues to put forth extraordinary effort during the crisis. Parks and Recreation and Support Services have both submitted and have had their Reopening Plans approved by Humboldt County. The Supports Service opened the office to walk ins on June 8. We are still encouraging folks to call in or drop payments in envelopes if possible; however, we are also accepting payments and other transactions in person. Masks need to be worn by visitors and only one person is allowed in the lobby at one time. Markings have been placed on the sidewalk for spacing and traffic flow direction, but we have had no issues with too many people showing up at once, or not wearing masks. The District wishes to thank the Public for their patience and support during this time.

We continue to track costs related to the COVID response and will continue to keep records and submit for disaster reimbursement for expenses and lost revenue. As of June 30, \$41,906 has been tracked in staff time and expenses directly attributed to COVID-19. The Board of Supervisors approved Coronavirus Aid, Relief and Economic Security Act (CARES) funding for reimbursing COVID out of pocket expenses, and we are pursuing reimbursement for these expenses.

The Sheriff's office has also identified a retrofit of the entryway at the McKinleyville Station that they would like to make, which would include bringing the barrier all the way to the ceiling and replacing the plexiglass with shatterproof glass laminate. The District would make the fix and the County would reimburse the District from CARES Act funding. We are moving forward to get a cost estimate on the retrofit and will provide it to the Sheriff's office and get confirmation that they do want to move forward.

MCSD reviewed and approved a reopening plan with New Heart who rents Azalea Hall to holding religious services. New Heart held their first services July 12<sup>th</sup> and Staff reported that they cleaned up very thoroughly after the service and there were no issues.

**Homeless Meetings** – Only one meeting was held with GM Kaspari as well as Board Secretary Sousa with True North on July 17<sup>th</sup>. True North stated at that meeting, that there appears to be funding available to expand the housing of homeless in hotels in the McKinleyville area. Arcata House is going to focus on expanding this program and a related program that would then assist these individuals to transition into permanent housing. True North is going to switch their focus as well to assisting True North in these endeavors. Everyone agreed that this was a better focus than temporary tenting sites. True North did ask whether the District would "...continue to work with True North to establish permanent housing solutions for people in McKinleyville." I assured them that we would continue to work with anyone on any issue within McKinleyville, where we could offer assistance within our purview.

**Community Forest** – The District was contacted by John Bernstein from the Trust for Public Lands (TPL) about a \$4M grant that the TPL and District maybe inline for, for the purchase of Community Forest land. The District has been working with TPL pursuing other grant funding for the establishment of the Community Forest. This grant would be from the California Natural Resource Agency, and kind of came out of the blue. It would be for \$4M for the purchase of approximately 550 acres of Green Diamond Land. The land would coincide with the “Option 2” land purchase outlined previously to the Board at the December 2, 2016 Board Meeting. A Board Community Forest Committee consisting of Director’s Burke and Corbett as well as Parks & Rec Director Frisbee and GM Kaspari had a couple phone conferences with John Bernstein to discuss the project, then participated in a “Virtual Tour” on July 27 with Natural Resource Agency Staff, Mr. Bernstein, Craig Compton and Lizo Phillips from Green Diamond, and Emily Sinkhorn from RCAA to review the land and the Community Forest potential. When the grant particulars and options are more fully understood, the Committee will bring this back to the full Board as an informational/action item. Director Mayo and GM Kaspari also met with Gary Rynearson and Craig Compton of Green Diamond separately and are going to schedule a tour of the property and also requested information from them on potential Forester recommendations and Carbon Sequestering income related information. GM Kaspari also reached out to Hank Seaman, Humboldt County Deputy Public Works Director for information and recommendations on the McKay Tract acquisition. We were caught flat footed on this, as TPL had not informed the District that they were submitting this grant application, although the District had worked with them previously on other unsuccessful grant applications. Currently there are many more questions that I have answers, but we will keep the Board full informed as this project moves forward.

**4.5 Gallon Water Tank Project** – The District continues work on this Project with Kennedy Jenks and their subcontractors. KJ submitted several extensive Requests for Information to the District, and Operations Director Henry and his staff were exceptional and were able to provide the requested information. The site survey was performed the week of June 22<sup>nd</sup>, and environmental studies including wetland and rare plant surveys were conducted throughout July. Extensive wetland features were noted on the very eastern edge of the property, outside the proposed tank site, but in an area that was being considered for a potential new access road. Given the presence of the wetlands, we will likely continue to access the tank site via the existing access road. KJ continues to work on assessing tanks options and working on the water model to develop a preliminary design. The schedule has KJ submitting preliminary design documents at the end of October. An appraisal of the property was also conducted by Frank Mileham, to get a revised appraisal of the property, as the previous appraisal had expired. The new appraisal is expected to be delivered by the end of August. Once the new appraisal is in hand, we will move forward with finalizing the property purchase. Funding for this project is with a Hazard Mitigation Grant through Cal OES and FEMA and will be a 75% grant 25% cost to MCSD. Estimated total project cost will exceed \$6,000,000.

**Water and Sewer Mainline Master Plan Phase 3a and b** – Phase 3b of the Master Planning effort is completed, and Staff received the Final Phase 3b Report detailing the

outcome of the water and sewer piping testing. The testing on the Ductile Iron water pipe, including the water mainline that crosses under the Mad River, was found to be in good shape, with minimal concern about imminent failure. The pipe is 50-years old and replacement will be scheduled as part of the overall Master Planning effort, but it does not appear that special emphasis needs to be placed on the early replacement of this pipeline. However, the smaller Asbestos Concrete (AC) pipe was found to have lost approximately 50% of its strength due to internal corrosion. The Report states: "Based on the data available, pipes with nominal wall thickness of 0.635 inches or less, corresponding to pipeline diameters of 8-inches or less, have experienced significant reduction in residual crushing strength; and pipes with nominal wall thickness of 1.040 inches or more, corresponding to pipeline diameters of 12-inches or greater, have not experienced significant reduction in residual crushing strength." This has shifted focus to assessing and replacing these smaller diameter pipe earlier in the schedule than previously considered. We discussed the scope of work for Phase 3c with GHD. Phase 3c will consist of updating the replacement schedule and plan for which pipes to replace when, as well as further assessing the costs associated with the District replacing pipes as compared to going out to bid for a Contractor to replace pipes. We are waiting for submittal of the scope and fee from GHD for the execution of Phase 3c.

**SRF Emergency Efficiency WWTF Micro-grid Project** – To date, staff, GHD and Ameresco have had four design progress meeting and we are reviewing layout concepts for the solar array. We have issued Change Order #1 in the amount of \$21,000 for a detailed locational analysis report. The Location Analysis Report will include a high-level review of six separate locations around the WWTF for the location of the solar array. It will then provide a detailed analysis and comparison of two locations, the Wastewater Property located South of the Plant currently used as a dog park, and the Pond 5 area, with costs and advantages and disadvantages associated with each. The original Design/Build Contract amount with Ameresco is for \$2,065,520 with a \$206,552 contingency. Upon receipt of the Location Analysis Report, we will return to the Board for a presentation on the proposed array location. Upon approval of the array location, we will start the detailed design and environmental review and permitting process. Staff hopes to provide the results of the site location analysis to the board at the September Board Meeting. This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board.

**Hiller Lift Station Pump Upgrade** – Staff held a Kick-off Meeting on June 29 and work on the station upgrade began in earnest in July. The flows from the existing Hiller station were diverted to the Fischer Lift Station and the station was taken offline. The existing drywell, which houses the pumps was gutted and filled in. The existing wet well was then cleaned and coated. The connection point to the sewer line was exposed and we are now just waiting for the new pumps to show up. The Contactor estimates that the construction will be completed, and the new station brought on-line in mid-August. The original construction contract amount is for \$508,500 with a \$50,850 contingency. We just issued Change Order #1, which is a deductive change order for the cost of the wet well coating in the amount of minus \$2,695. The District had left over coating from the Fischer lift station coating project,

which we sold to the Contractor. This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board.

**Local Limits** – Sampling began for this project in July. Staff rented portable samplers and placed them at various locations throughout the sewer collection system along with samplers utilized at the Treatment plant to collect the Influent and effluent samples. The Local Limits Study will compare the sewer as it travels from the collection system, through the treatment process, to effluent disposal to calculate removal of constituents. Samples were collected and sent to North Coast Laboratory for analysis. The Report with results will be compiled and the results and conclusions brought to the Board for review and discussion.

**Sewer Undercrossing Project** – The contract has been signed with GHD to do the Phase 1 permitting and engineering design to replace the existing under crossings. The Kick-off Meeting for this project occurred on July 28 and scope and schedule were discussed. First steps will be a site meeting with CalTrans to discuss the project and start their encroachment permitting process. Will also be beginning the topographic survey and environmental studies soon. Upon completion of the environmental studies and the NEPA analysis by FEMA, the Phase 2 funding should be approved and GHD would then complete the design, permitting and bidding tasks for this project. It is estimated that Phase 1 of the Project would be completed in December 2020, the Phase 2 design completed in early 2022, and the Project construction completed in August 2023. This is a Hazard Mitigation Grant through Cal OES and FEMA and will be a 75% grant 25% cost to MCSD. Estimated total project cost is \$3.5M.

**Cell Towers on District Property** – The District has been approached by two cell tower real estate brokers. Both brokers are in the very early phase of the process and are reaching out to property owners in the general vicinity of where their cell providers need/want towers. The two District sites that they have expressed interest in are the Cochran Tank site and the District office site. The current cell tower tenant at the District office site stated that he was not interested in talking to anyone else about that lease. This also spurred him to prepare a new lease agreement as the current lease is expiring in 2022. We are reviewing that agreement with District Legal Counsel. We have not heard anything else from the Broker on the Cochran Tank site since June 8, 2020 and continue to not know if that site even remains in consideration. We will report to the Board and public if this changes. At the July Board Meeting, President Burke expressed interest in potentially creating a District Cell Phone tower policy. We will continue to follow up with her and the rest of the Board on that.

**Reporting by Sheriff's office, County Public Work, County DHHS** – During the July Board Meeting, President Burke and the rest of the Board expressed interest in reviving either 2x2 (the GM and one Board Member) meetings with County Staff or having County Staff provide regular reports at regularly scheduled Board Meetings. Staff has discussed the options internally, but not much progress has been made scheduling meetings with the County. However, a regular informal meeting has been scheduled with President Burke,



GM Kaspari, Supervisor Madrone, and Maya Conrad, the current President of the McKinleyville Municipal Advisory Committee, to occur on the last Monday of every month to discuss various topics of concern to all three organizations and the community.

**Meetings** –The General Manager attended various meetings in June including a MMAC meetings, RAC Meetings, a CSDA Chapter Meeting, a HBMWD Muni Meeting, Patrick Creek CSD Board Meeting, and various meetings with other community members. Director Mayo has been setting up various meetings with community members to introduce me to them, including meetings with Jim Furtado, Ken Hamik, Tim Hooven, the County Airport Manager, and Gary Rynearson & Craig Compton at Green Diamond. All meetings have been very informative and useful in getting to know the community.

**Attachments:**

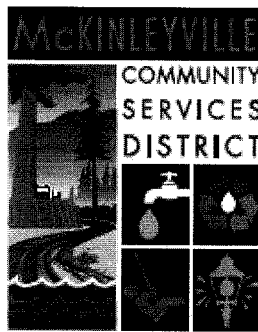
- Attachment 1 – WWMF Monthly Self-Monitoring Report

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1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

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

July 27, 2020

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for June 2020 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 30 days going to 002, 004 and 005. The required monitoring and water quality constituents that were tested and reported was in compliance in June.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Max	Instant Min	Results
<b>Monitoring Location EFF- 001</b>								
BOD	mg/L	30	45	>85				Compliance
TSS	Mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.1			0.2			Compliance
Carbon Tetrachloride	ug/L	.25			.75			N/A
Ammonia Impact Ratio	mg/L	1.0			1.0			N/A
Dichlorobromomethane	ug/L	.56			1.4			N/A
<b>Monitoring Location LND-001, REC-001</b>								
Nitrate		10						Compliance
PH		6.0- 9.0	6.0 – 9.0					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 240. The reported results for the month of June are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of June and was in compliance.

River discharge was turned off on April 28, 2020 and Discharge went to 002 and 004 starting the 30<sup>th</sup>.

Monthly River Monitoring was conducted in June.

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

June 2020

Discharge Monitoring	002 LND-001	002 LND-001	004 REC-001	003 REC-001	006 REC-001	005 REC-001	001 EFF-001				
DATE	INF-001 INFLUENT MGD	EFF-001 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	0.982	0.692	918	0.348		0.344				0.344	0.000
2	0.941	0.468	920			0.468				0.468	0.000
3	0.934	0.895	1216			0.895				0.895	0.000
4	0.922	0.880	868			0.880				0.880	0.000
5	0.905	0.940	921	0.428		0.512				0.512	0.000
6	0.929	1.032	984	1.032						0.000	0.000
7	0.975	1.023	1222	1.023						0.000	0.000
8	0.930	0.934	954	0.489		0.445				0.445	0.000
9	0.918	0.837	1296			0.837				0.837	0.000
10	0.919	0.850	946			0.850				0.850	0.000
11	0.912	0.849	863			0.849				0.849	0.000
12	0.891	1.074	1083	0.705		0.369				0.369	0.000
13	0.911	1.250	1169	1.250						0.000	0.000
14	0.926	1.235	1159	1.235						0.000	0.000
15	0.900	1.134	1188	0.741		0.317			0.076	0.393	0.000
16	0.883	1.087	1046			0.929			0.158	1.087	0.000
17	0.884	1.103	1042			0.916			0.187	1.103	0.000
18	0.882	1.064	999			0.879			0.185	1.064	0.000
19	0.874	1.218	1257	0.624		0.477			0.117	0.594	0.000
20	0.863	1.351	1331	1.351						0.000	0.000
21	0.901	1.321	1369	1.321						0.000	0.000
22	0.915	1.187	1332	0.640		0.446			0.101	0.547	0.000
23	0.885	0.936	947			0.761			0.175	0.936	0.000
24	0.881	0.957	912			0.764			0.193	0.957	0.000
25	0.877	0.946	907			0.757			0.189	0.946	0.000
26	0.862	0.936	933	0.404		0.432			0.100	0.532	0.000
27	0.874	0.971	1083	0.971						0.000	0.000
28	0.903	0.963	983	0.963						0.000	0.000
29	0.862	0.909	1054	0.465		0.360			0.084	0.444	0.000
30	0.846	0.791	895			0.589			0.202	0.791	0.000
<b>TOTAL</b>	27.087	29.833		13.990	0.000	14.076	0.000	0.000	1.767	15.843	0.000
<b>AVERAGE</b>	0.903	0.994	1060	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>MAXIMUM</b>	0.982	1.351	1369	1.351	0.000	0.929	0.000	0.000	0.202	1.103	0.000
<b>MINIMUM</b>	0.846	0.468	863	0.348	0.000	0.317	0.000	0.000	0.076	0.000	0.000
<b>DAYS</b>	30	30		17	0	22	0	0	12	22	0

DAYS WITH NO DISCHARGE = 0

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA**

MONTH: June 2020

DATE	EFFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	RIVER Duration	INFLUENT MONITORING		EFFLUENT MONITORING		PH	TEMP	BOD	TSS	CL RES	RIVER CL RES	SETTLABLE SOLIDS	TOTAL COLIFORM	RSW-001		RSW-002						
	M.G.D.	M.G.D.				B.O.D. mg/L	TSS mg/L	(C1) TEMP	B.O.D. mg/L									CL RES	RIVER CL RES	PH	TEMP	D.O.	PH	TEMP	D.O.	
1	0.982	0.692	918	N/A	N/A	7.0	18.6	2.1	N/A									13:20	7.0	18.2	9.8	13:30	7.2	17.6	10.0	
2	0.941	0.468	920	N/A	N/A	7.0	19.3	2.0	N/A																	
3	0.934	0.895	1216	N/A	N/A	7.0	18.9	3.8	N/A																	
4	0.922	0.880	868	N/A	N/A	7.0	18.7	2.5	N/A																	
5	0.905	0.940	921	N/A	N/A	7.2	18.8	6.7	1.4	2.7	N/A															
6	0.929	1.032	984	N/A	N/A	6.9	18.9	3.2	N/A																	
7	0.975	1.023	1222	N/A	N/A	7.0	18.5	2.6	N/A																	
8	0.930	0.934	954	N/A	N/A	7.0	18.9	2.4	N/A																	
9	0.918	0.837	1296	N/A	N/A	7.1	18.6	2.4	N/A																	
10	0.919	0.850	946	N/A	N/A	7.1	19.9	2.4	N/A																	
11	0.912	0.849	863	N/A	N/A	7.1	20.3	2.3	N/A																	
12	0.891	1.074	1083	N/A	N/A	7.2	19.5	5.3	1.6	2.3	N/A															
13	0.911	1.250	1169	N/A	N/A	7.0	19.2	2.9	N/A																	
14	0.926	1.235	1159	N/A	N/A	7.0	19.1	2.5	N/A																	
15	0.900	1.134	1188	N/A	N/A	6.9	19.8	2.5	N/A																	
16	0.883	1.087	1046	N/A	N/A	6.9	19.5	2.3	N/A																	
17	0.884	1.103	1042	N/A	N/A	6.9	19.6	2.4	N/A																	
18	0.882	1.064	999	N/A	N/A	6.9	19.6	2.4	N/A																	
19	0.874	1.218	1257	N/A	N/A	6.8	20.1	4.9	1.0	2.2	N/A															
20	0.863	1.351	1331	N/A	N/A	7.0	19.1	2.6	N/A																	
21	0.901	1.321	1369	N/A	N/A	6.8	19.1	2.4	N/A																	
22	0.915	1.187	1332	N/A	N/A	7.0	19.8	2.5	N/A																	
23	0.885	0.936	947	N/A	N/A	6.9	20.8	1.6	N/A																	
24	0.881	0.957	912	N/A	N/A	6.9	20.5	1.9	N/A																	
25	0.877	0.946	907	N/A	N/A	7.0	20.7	2.3	N/A																	
26	0.862	0.936	933	N/A	N/A	7.1	19.9	2.2	N/A																	
27	0.874	0.971	1083	N/A	N/A	7.0	19.9	1.9	N/A																	
28	0.903	0.963	983	N/A	N/A	7.1	19.9	1.5	N/A																	
29	0.862	0.909	1054	N/A	N/A	7.0	20.0	2.4	N/A																	
30	0.846	0.791	895	N/A	N/A	7.1	19.6	1.5	N/A																	

**MONTHLY TESTS EFF-001 DISCHARGE TO RIVER**

Parameter	Maximum	Minimum	Hardness	Phosphorus	Bio Phosphate	Carbon	Sulfide	Chloride	Ammonia	Turbidity % Increase
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND**

Organic Nitrogen	TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	PHOSPHORUS	IRON	PERMANGANATE	CONDUCTIVITY	TURBIDITY	TSS	PERMANGANATE	AMMONIA	URANIUM	TURBIDITY
1.60	240	ND	340	ND	37	48	220	93	99	ND	98	95	ND	33.1	8.9	

**MONTHLY RIVER RSW-001**

**MONTHLY RIVER RSW-002**

Quarterly Tests	Value in Unit	BOD & TSS	BOD	BOD	% Removal	TSS	TSS	TSS	% Removal
BOD	N/A	30 DAY AVERAGE	6	50	98	1	11	99	

Signature: \_\_\_\_\_

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

EFF-001  
REC-001  
Quarterly  
Permit Expenditure