

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

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

**Wednesday, February 17, 2010
7:00 P.M.**

AGENDA

A. CALL TO ORDER

ROLL CALL

**PRESENTATION OF COLORS BY BOY SCOUTS AND
PLEDGE OF ALLEGIANCE**

ADDITIONS TO AGENDA

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

B. APPROVAL OF THE AGENDA

C. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

D. CONSENT CALENDAR

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

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of January 20, 2010. P. 6

D.2 Consider approval of January, 2010 Treasurer's Report. P. 11

- D.3 Consider approval of service disconnections for Double Check Valve (DCV) Violations. P. 24
- D.4. Consider approval of Memorandum of Understanding with California Conservation Corps for the use of the Pierson Park Trailer. P. 25

E. CONTINUED AND NEW BUSINESS

- E.1 Consider adoption of resolution 2010-02 recognizing, honoring and commending Diane Sloane for her fifteen (15) years of service at McKinleyville Community Services District. P. 28
- E.2 Consider adopting resolution 2010-03, expressing support for the designation of February 8, 2010 as “Boy Scouts of America Day” in celebration of its 100th anniversary. P. 30
- E.6 Update on District waste water marsh project, water quality and district recommended reduction in frequency in sampling related to the Regional Water Quality Control Board (RWQCB) National Pollutant Discharge Elimination System (NPDES) Permit. P. 34
- E.8 Consider adoption of Resolution 2010-04 for the preparation and submission of an application for grant funds through a Statewide Park Program. P. 40
- E.4 Consider the Recreation Advisory Committee’s (RAC) request to amend the Parks Rules and Regulations to prohibit model rockets and remote control model airplanes from McKinleyville Parks and Open Space Zones without prior approval from the District’s General Manager. P. 43
- E.5 Consider approval of Youth Sports Organizations Facility Use Agreements for the use of Hiller Sports Complex. P. 46
- E.7 Consider McKinleyville Little League Request to construct batting cages at Hiller Sports Complex. P. 54
- E.3 Consider request by the Community Garden Committee to:
1) designate a site or sites on MCSD property where a Community Garden project may be established, and 2) establish a policy for supplying water to the Community Garden project, either at no charge or at cost. P. 58
- E.10 Consider appointing Jeff Dunk and re-appointing Jim Fritz and Neil Montgomery to the Recreation Advisory Committee. P. 62
- E.11 Consider Acquisition of Real Property Parcel located at 1414 Fischer Road, McKinleyville, and each of the following related issues: P. 63

- (a) Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;
- (b) Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and
- (c) Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Staff suggested persons include Fernando Lourenco and Jorge Lourenco.

E. 12 Consider Acquisition of Real Property Parcel located at/near the junction of School Road and Washington Avenue, McKinleyville (APN 508-242-008) and each of the following related issues:
P.66

- (a) Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;
- (b) Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and
- (c) Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Dena McCullough, McKinleyville Union School District (MUSD) or designee; Steve Hartsell, Humboldt County Office of Education legal counsel (or designee).

E.13 Consider Acquisition of Real Property Parcel located at/near Gwin Road, McKinleyville (APN 510-401-025) and each of the following related issues:
P. 72

- (a) Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;
- (b) Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini,

Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and

- (c) Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Jim Furtado, dba JLF Construction.

- E.9 Update and general informational discussion on MCSD priority, goals and objectives tracking table. P. 74

F. REPORTS

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

F.1. ACTIVE COMMITTEE REPORTS

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

F.2. STAFF REPORTS

- a. Support Services Department (Steve Edmiston) P. 80
- b. Operations Department (Greg Orsini) P. 83
- c. Parks and Recreation Department (Jason Sehon) P. 86
- d. General Manager (Norman Shopay) P. 88

F.3. CHAIRMAN'S REPORT

F.4. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS

G. 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.*

H. CLOSED SESSION ITEMS

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.

- H1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:
Property: Real property parcel located at 1414 Fischer Road McKinleyville, CA MCSD negotiators: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel. Parties with whom MCSD may negotiate: Fernando Lourenco, Jorge Lourenco. Under Negotiation: Instructions to negotiators to include both price and terms of payment.
- H2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:
Property: Real property parcel at/near intersection of School Road and Washington Avenue, APN 508-242-008. MCSD negotiators: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel. Parties with whom MCSD may negotiate: Dena McCullough, McKinleyville Union School District, or designee, Steve Hartsell, Humboldt County Office of Education legal counsel, or designee. Under Negotiation: Instructions to negotiators to include both price and terms of payment.
- H3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:
Property: Real property parcel located at/near Gwin Road, APN 510-401-025. MCSD negotiators: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel. Parties with whom MCSD may negotiate: Jim Furtado, dba JLF Construction. Under Negotiation: Instructions to negotiators to include both price and terms of payment.
- H4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9. Potential cases: One (1). Oral statements from David Elsebusch directed to the District, Staff and legal counsel alleging California Government Code (“Brown Act”) violations at (and following) January 20, 2010 Board meeting; and written correspondence/threats of potential litigation from David Elsebusch dated January 25, 2010 and January 28, 2010. Copies of these written statements are available for inspection pursuant to Government Code § 54957.5.

I. ADJOURNMENT

Posted 5:00 pm on February 12, 2010

EXHIBIT D.1

"DRAFT"

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD
ON WEDNESDAY, JANUARY 20, 2010 AT 7:00PM AT AZALEA HALL, 1620 PICKETT ROAD,
MCKINLEYVILLE**

A Regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00pm at Azalea Hall, 1620 Pickett Road, McKinleyville, California.

The following Directors attended the meeting:

Helen Edwards, Board President
Dennis Mayo, Vice President
John Corbett, Director
David Couch, Director
Bill Wennerholm, Director

The following Staff attended the meeting:

Norman Shopay, General Manager
Gregory Orsini, Operations Director
Jason Sehon, Park & Recreation Director
Steve Edmiston, Finance Director
Sharon Denison, Board Secretary

AGENDA ITEM A-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE AND ADDITIONS TO THE

AGENDA: President Edwards called the meeting to order and asked Director Corbett to lead the pledge of allegiance. There were no additions to the agenda.

AGENDA ITEM B-APPROVAL OF THE AGENDA:

MOTION: It was moved to approve the agenda. Motion by Wennerholm; second by Mayo.

MOTION VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM C-PUBLIC HEARINGS-none

AGENDA ITEM D-CONSENT CALENDAR:

1. Consider approval of minutes of the Board of Directors' Regular Meeting of December 16, 2009
2. Consider approval of December, 2009 Treasurer's Report
3. No DCV Violations this month
4. Approve January 2010 McKinleyville Newsletter and Winter/Spring Recreation Activity Guide

David Elsebusch requested item D.1 be pulled from the consent calendar for further discussion.

MOTION: It was moved to approve items 2, 3, & 4. Motion by Mayo; second by Wennerholm.

MOTION VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

CONSENT CALENDAR D.1-CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 16, 2009

MEETING: The Directors had no comment on the minutes. President Edwards opened public input and

David Elsebusch expressed concern with verbiage in regards to the D.1 discussion from last month's meeting. President Edwards closed public comment with no additional comments received.

MOTION: It was moved to approve the minutes of the December 16, 2009 Board Meeting. Motion by Wennerholm; second by Mayo.

MOTION VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.1-MCKINLEYVILLE LIBRARY EXPANSION PROJECT UPDATE BY BONNIE OLIVER

ARCHITECT: Park & Recreation Director Sehon gave a brief overview of the project and introduced the architect Bonnie Oliver who gave a power point presentation, reviewed the project timeline and answered questions. Director Mayo asked for consideration of naming the new room after Bill Moore who was instrumental in supporting the Library in McKinleyville.

AGENDA ITEM E.2-ADOPT RESOLUTION INITIATING PROCEEDINGS TO COLLECT FISCAL YEAR

2010/2011 MEASURE B ASSESSMENTS: There were no Board questions or public input.

MOTION: It was moved to adopt Resolution 2010-01 to initiate proceedings to collect FY10/11 Measure B Assessments. Motion by Corbett; second by Wennerholm.

MOTION VOTE: ROLL CALL VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.3-CONSIDER APPROVAL OF ANNUAL AUDIT REPORT FOR THE YEAR ENDING JUNE 30,

2009: There was a brief Board discussion and Director Corbett commented on the Enterprise Operating numbers on Pg. 62 of the packet and complimented management on the financial stability of the District. President Edwards opened public input and closed with no comments received.

MOTION: It was moved to accept the District's audited financial statements for the year ending June 30, 2009. Motion by Corbett; second by Mayo.

MOTION VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.4-CONSIDER BOARD COMMITTEE ASSIGNMENTS FOR 2010: Staff advised the Board that four letters were received from the public in support of formation of a McKinleyville Advisory Committee (MAC). This was followed with discussion of the committee assignments and Directors preference. President Edwards opened public input and two people addressed the Board in support of formation of a MAC. President Edwards closed public input and directed staff to set up a meeting with the Board of Supervisors to discuss the concept of the MAC and to report back to the Board. The committee assignments agreed upon are:

1. Recreation Advisory Committee-David Couch/Alternate Dennis Mayo
2. Audit Committee-John Corbett/Helen Edwards
3. Employee Annual Compensation Negotiations-Helen Edwards/Bill Wennerholm
4. Web site/Logo update-David Couch
5. McKinleyville Area Fund-John Kulstad

6. McKinleyville Senior Center-Bill Wennerholm
7. Water Task Force Citizens Committee-Dennis Mayo
8. Water Task Force Advisory (HBMWD)-Dennis Mayo
9. RREDC-Helen Edwards/Alternate Bill Wennerholm
10. Water Task Force-Dennis Mayo/John Corbett
11. No Drugs Down the Drain/Toxic/Oil-Dennis Mayo

MOTION: It was moved to approve the slate of committee assignments listed above. Motion by Mayo; second by Corbett

MOTION VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.5-EARTHQUAKE STATUS UPDATE AND CONSIDERATION OF CONTINUED COMMITMENT TO UPDATE EMERGENCY RESPONSE PLAN, TRAINING FOR EMERGENCY RESPONSE PLANNING AND PREPARATION, IMPROVING AND UPDATING OUR COMMUNICATION, WEBSITE, AND COOPERATION WITH OUR AGENCIES:

Manager Shopay reviewed staff recommendations and the statistics from the recent earthquake and the resultant damage to District Facilities. He commended Operations Director Greg Orsini, his staff and Park Director Jason Sehon for their immediate response to the emergency. He recommended using this opportunity to recognize our need to update our response plan, refine internal and external communication and ensure all staff are adequately trained for emergency response. He reported that staff was looking into an opportunity to recover approximately 75% of expenses as a result of the earthquake and would report back to the Board on that process.

MOTION: It was moved to support a continued commitment to update the emergency response plan, train for emergency response planning and preparation, improve and update our communication, website and cooperation with other agencies. Motion by Wennerholm; second by Corbett

MOTION VOTE: Ayes: Corbett, Couch, Mayo, Wennerholm, Edwards

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGEND ITEM F-REPORTS:

F1a-RAC: Park Director Sehon reported that the next RAC meeting was scheduled for Thursday, Jan 28th at 6:30pm at the District conference room on Sutter Road.

F1.b-Mck Area Fund: President Edwards reported that she had talked to John Kulstad and he agreed to continue as the Area Fund representative.

F1.c-RREDC: There was nothing to report.

F1d-Mck Senior Center: Director Wennerholm reported that the Seniors will meet Friday Jan. 22nd.

F1e-Audit Committee: President Edwards reported that the Audit Committee had met last week with the Finance Director and Executive Officer and went over the comments from the auditor. She commended Finance Director Edmiston for a job well done.

F1f-Negotiations: There was nothing to report.

F1g-Water Task Force: Director Mayo reported that water resources planning workshop was held yesterday, that it was well attended and they were starting to develop criteria for an action plan.

F1h-AdHoc No Drugs & Toxics Down the Drain: There was nothing to report.

F2a-Support Services Department: There was nothing to report.

F2b-Operations Department: Operations Director Orsini commended his staff for the excellent, expedient response to the earthquake and reported that their initial assessment was done within two hours. He added that the two seasonal employees this year had cleared approximately 20 acres in addition to their irrigation pipe duties.

F2c-Parks & Recreation Department: Park Director Sehon reported that his staff had completed assessments of all the detention basins and drainage systems and repairs were completed just prior to the recent storm. He added that work was still needed at Hiller Sports Site and the Cal Trans drainage.

F2d-General Manager: Manager Shopay reported that he had received an e-mail from the Arcata Fire Department and their Board had approved the 50% share of cost for fire hydrant replacements and that staff would be working with them.

F.3-Chairman's Report: The Chairman had nothing to report.

F.4-Board Member's Comments, Announcements, Reports: There were no comments.

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Edwards opened public input and the following people addressed the Board:

1. Daniel Pierce-expressed concern with the missing audio recordings and asked if the Board will be pursuing this.
2. Alison, U. S. Census Bureau Recruiter, asked for the Board and the public's help in finding people interested to work as census takers for our area. She thanked the community and Jason Sehon for their help in preparing for the census.
3. Jeff Lytle addressed the Board to give his opinion on several items.
4. David Elsebusch praised the timing system, expressed concern with missing tapes and availability of future tapes and dismay public comments were at the end of the agenda.
5. Jeff Dunk spoke regarding a MAC/CAC and felt the Board of supervisors should give their purview and then MCSD should decide whether MCSD should be involved or this should be handled by a citizen's advisory committee.

President Edwards closed public input. Director Mayo thanked everyone for their comments.

ADJOURNMENT OF REGULAR MEETING: The regular meeting was adjourned at 8:26pm.

AGENDA ITEM H-CLOSED SESSION: At 8:30pm President Edwards announced that the Board will go into closed session after public comments were received.

PUBLIC INPUT ON CLOSED SESSION: President Edwards opened public input and the following people addressed the Board:

1. David Elsebusch expressed concern with the intention of the Board in regards to public discussion on these closed session items.
2. Penny Elsebusch expressed concern with noticing the closed session with the incorrect government code.
3. Jeff Dunk favored pursuing the Lourenco property and the 10 acres from the School District if the price was reasonable.

President Edwards closed public input.

TIME ADJOURNED TO CLOSED SESSION: The Board went into closed session at 8:35pm for a conference with real property negotiators as per Government Code 54956.8.

TIME OUT OF CLOSED SESSION: The Board adjourned out of closed session at approximately 9:15pm.

REPORT ON ACTIONS TAKEN IN CLOSED SESSION: President Edwards reported that action was taken in closed session to direct staff to proceed as follows:

1. Enter into negotiations on the Lourenco property and report back to the Board.
2. Enter into negotiations with the McKinleyville Union School District and report back to the Board.
3. Enter into negotiations with Jim Furtado and report back to the Board.

AGENDA ITEM I-ADJOURNMENT: With all business complete it was moved to adjourn the meeting at 9:30pm. Motion by Corbett; second by Mayo. Motion carried with 5 AYES.

Respectfully Submitted

Sharon L. Denison, Secretary

**McKinleyville Community Services District
Treasurer's Report
January 2010**

Page 2	Investments and Cash Flow Report
Page 3	Capital Expenditure Report
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 11	Cash Disbursement Report

McKinleyville Community Services District
Investments and Cash Flow Report
January 2010

General Disbursement and Money Market Account:

Beginning Balance		368,431.34	
Utility Billing (inc. \$28,908.02 in CC, EFT, web pay)	186,185.20		
New Services & Capacity Fees: Water	2,171.00		
New Services & Capacity Fees: Sewer	16,182.00		
Money Market Account Interest	126.67		
Other Cash Receipts	61,193.06		
Transfer from Humboldt Co. #2560	<u>0.00</u>		
Total Cash Receipts		265,857.93	
Cash Expenditures:			
Payroll, Taxes, etc.	(131,406.16)		
Capital Expenditures	(47,739.48)		
Debt Service	(10,318.00)		
Other Expenditures	<u>(160,340.14)</u>		
Total Cash Expenditures		<u>(349,803.78)</u>	Estimated Annual Interest Rate
Total Cash in Umpqua Bank		284,485.49	0.76%
Investment Funds:			
LAIF	126,076.71		
Interest Income	<u>0.00</u>		
Balance in LAIF		126,076.71	0.75%
Humboldt Co. #2560 - Beginning Balance	1,271,049.23		
Interest Income	2,118.42		
Secured Property Tax & Measure B Assessment	0.00		
Transfer to Operating Account	<u>0.00</u>		
Balance in Humboldt Co. #2560		1,273,167.65	2.00%
Humboldt Co. #4240 - Beginning Balance	5,112,458.34		
Interest Income	8,520.77		
Transfer from Fund #2560	<u>0.00</u>		
Balance in Humboldt Co. #4240		5,120,979.11	2.00%
Balance in Humboldt Co. #9390		110,584.48	
USDA Bond Reserve Fund	133,630.55		
Bond Reserve Payment	7,800.00		
Interest Income	33.21		
Debt Service Payment	<u>0.00</u>		
Balance in USDA Reserve Funds		<u>141,463.76</u>	0.61%
Total Investments		6,772,271.71	
Total Cash and Investments		7,056,757.20	
Total Cash and Investments Last Month		<u>7,122,230.65</u>	
Net Change to Cash and Investments This Month		<u>(65,473.45)</u>	

**McKinleyville Community Services District
Capital Expenditure Report
January 2010**

	January	YTD Total	FY 10 Budget	Remaining Budget	Budget %
Water Department					
Pump Upgrades	34,208	122,515	1,000,000	877,485	88%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Fire Hydrant Commercial Retrofit	-	1,473	8,000	6,527	82%
Meter Replacements	-	5,375	7,000	1,625	23%
Misc. Replacements	-	927	-	(927)	
Subtotal	34,208	130,290	1,035,000	904,710	
Sewer Department	-				
WWMF Upgrade Design	-	-	400,000	400,000	100%
Collection System Upgrades	-	-	200,000	200,000	100%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Meter Replacement: WWMF, FIS, Perc Ponds, etc.	-	-	7,000	7,000	100%
WWMF SO2 and CL2 Emergency Tank Shut-off	-	-	15,000	15,000	100%
Studies for Treatment Plant	-	114,501	80,000	(34,501)	-43%
Meter Replacements	-	-	2,000	2,000	100%
Grinder Repair	-	794	-	(794)	
Subtotal	-	114,501	724,000	609,499	
Water and Sewer Operations	-				
3/4 or 1 Ton Pickup	-	-	26,000	26,000	100%
Air Compressor	-	-	10,000	10,000	100%
Sutter Addition	8,772	129,239	250,000	120,761	48%
Digital Network Office Copier	-	-	18,000	18,000	100%
Emergency/Misc. Equipment	-	-	14,000	14,000	100%
Computer Replacement and Upgrades	1,209	3,409	8,000	4,591	57%
Subtotal	9,981	132,648	326,000	193,352	
Enterprise Fund Total	44,189	377,439	2,085,000	1,707,561	
Parks and Recreation Department	-				
Hewett Ranch Improvements	-	-	25,000	25,000	100%
Hiller Park Signage and Equipment	-	-	3,000	3,000	100%
Aerator	-	4,605	5,000	395	8%
Pierson Park Landscaping and Signage	-	-	2,000	2,000	100%
AH Equipment	-	-	2,000	2,000	100%
MAC Equipment	-	1,780	2,000	220	11%
Computers, Software & Copiers	-	3,738	2,000	(1,738)	-87%
Emergency/Miscellaneous Equipment Replacement	-	-	6,000	6,000	100%
Skate Park	-	-	25,000	25,000	100%
Library	3,356	4,927	10,000	5,073	51%
Bocce Ball Courts	194	6,395	5,000	(1,395)	-28%
Law Enforcement Facility Paving	-	-	3,500	3,500	100%
General Fund Total	3,550	21,445	90,500	69,055	
MCSD Total	47,739	398,884	2,175,500	1,776,616	

**McKinleyville Community Services District
Activity Summary by Fund
January 2010**

Department Summaries

Water:

Water Sales
Other Water Revenues

Total Operating Revenue

Salaries & Benefits

Water Cost

Other Expenses

Depreciation

Total Operating Expenses

Net Operating Income

Interest Income

Interest Expense

Net Income

Sewer:

Sewer Service Charges

Other Sewer Revenues

Total Operating Revenue

Salaries & Benefits

Other Expenses

Depreciation

Total Operating Expenses

Net Operating Income

Interest Income

Interest Expense

Net Income

Enterprise Funds Net Income

January	FY10 YTD	YTD Budget	YTD Variance	YTD Budget Variance	YTD Budget Variance	% Year Remaining:		Notes
						FY10 Budget	Remaining Budget	
118,633	1,007,016	991,667	15,349	1.55%	1.55%	1,700,000	692,984	40.76%
12,340	67,704	72,218	(4,514)	-6.25%	-6.25%	123,802	56,098	45.31%
130,973	1,074,720	1,063,885	10,835	1.02%	1.02%	1,823,802	749,082	41.07%
56,801	401,062	381,275	(19,787)	-5.19%	-5.19%	653,614	252,552	38.64%
42,816	319,392	350,000	30,608	8.75%	8.75%	600,000	280,608	46.77%
21,281	145,684	181,693	36,009	19.82%	19.82%	311,473	165,789	53.23%
18,750	131,250	131,250	-	0.00%	0.00%	225,000	93,750	41.67%
139,648	997,388	1,044,218	46,830	4.48%	4.48%	1,790,087	792,699	44.28%
(8,675)	77,332	19,667	57,665			33,715	(43,617)	
4,047	30,295	57,167	26,872	47.01%	47.01%	98,000	67,705	69.09%
(4,693)	(32,852)	(32,784)	(68)	0.21%	0.21%	(56,201)	(23,349)	41.55%
(9,321)	74,775	44,050				75,514		
112,734	798,858	816,667	(17,809)	-2.18%	-2.18%	1,400,000	601,142	42.94%
20,585	111,222	128,098	(16,876)	-13.17%	-13.17%	219,596	108,374	49.35%
133,319	910,080	944,765	(34,685)	-3.67%	-3.67%	1,619,596	709,516	43.81%
54,549	405,866	444,308	38,442	8.65%	8.65%	761,671	355,805	46.71%
25,129	204,165	253,017	48,852	19.31%	19.31%	433,744	229,579	52.93%
35,500	248,500	247,917	(583)	-0.24%	-0.24%	425,000	176,500	41.53%
115,178	858,531	945,242	86,711	9.17%	9.17%	1,620,415	761,884	47.02%
18,141	51,549	(477)	52,026			(819)	(52,368)	
4,842	34,870	72,333	37,463	51.79%	51.79%	124,000	89,130	71.88%
(6,051)	(84,232)	(67,552)	(16,680)	24.69%	24.69%	(115,803)	(31,571)	27.26%
16,932	2,187	4,304				7,378		
7,611	76,962	48,354				82,892		

Water revenues are ahead of budgeted amounts due to seasonal usage.

Water & Sewer wages are slightly above YTD budgeted amounts due to seasonal hiring.

Interest earnings are less than initial budget estimates.

Sewer testing expenses are greater during the winter months when discharging treated effluent in the Mad River.

Interest earnings are less than initial budget estimates.

McKinleyville Community Services District
Activity Summary by Fund
January 2010

Department Summaries

Parks & Recreation:

Programs
Rentals
Property Tax Assessments
Measure B Assessment
State Bonds & Grants
Other Revenue
Interest Revenue

Collection of property tax and
measure B assessments are
approximately 18% ahead of budget.

Total Revenue

Salaries & Benefits
Other Expenditures
Debt Service
Capital Expenditures

Principal and interest payment on
outstanding debt is made in August.

Total Expenditures

Excess (Deficit)

Street Lights:

Total Revenue

Salaries & Benefits
Other Expenditures
Debt Service

Principal and interest payment on
outstanding debt is made in August.

Total Expenditures

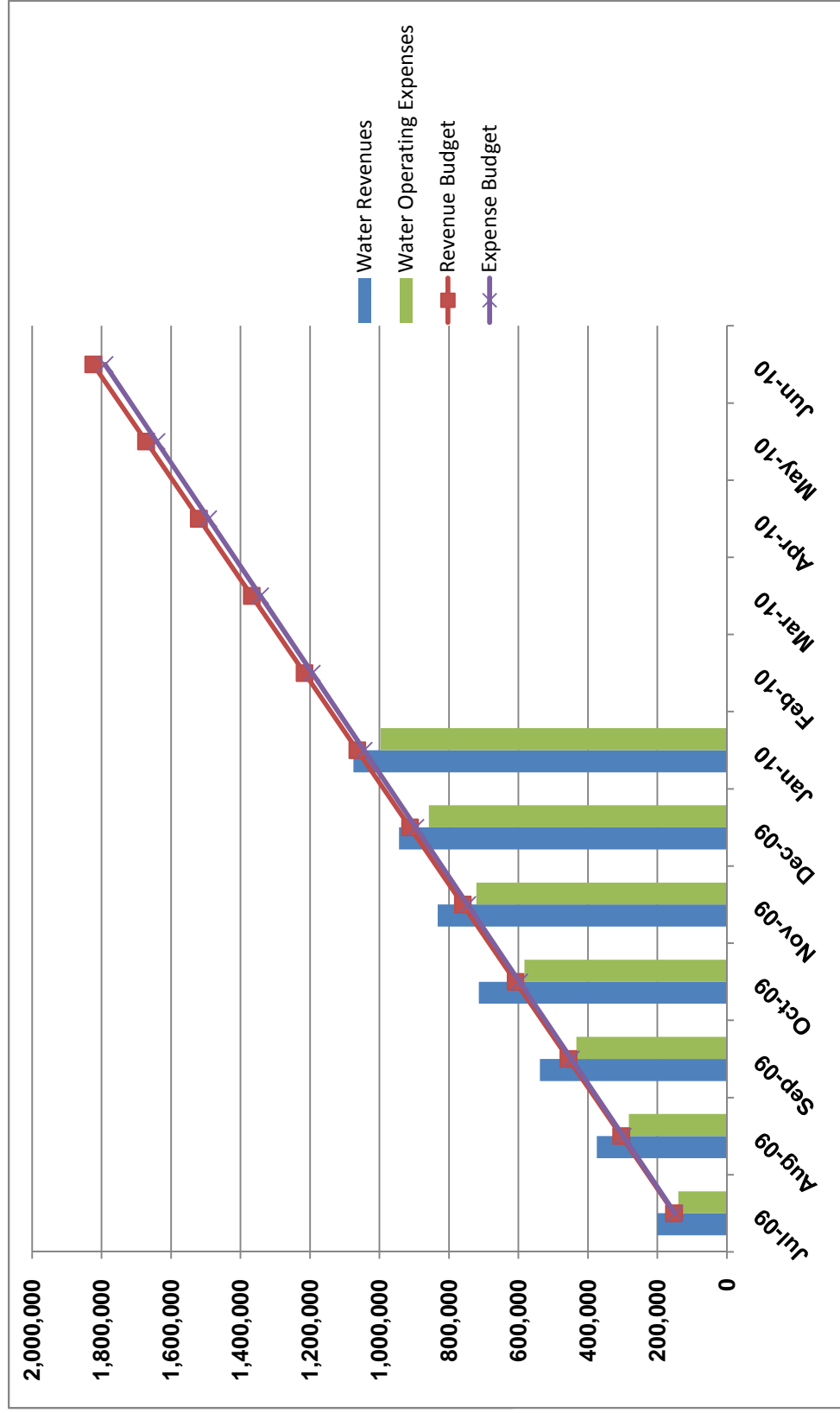
Excess (Deficit)

Governmental Funds Excess (Deficit)

January	FY10 YTD	YTD Budget	YTD Budget	YTD Variance	YTD Budget	YTD Variance	% Variance	% Year Remaining:	
								FY10 Budget	Remaining Budget
19,969	145,327	169,167	(23,840)	-14.09%	290,000	144,673	49.89%		
3,745	30,696	69,592	(38,896)	-55.89%	119,300	88,604	74.27%		
-	254,558	250,833	3,725	1.49%	430,000	175,442	40.80%		
-	115,428	113,750	1,678	1.48%	195,000	79,572	40.81%		
-	-	51,625	(51,625)	-100.00%	88,500	88,500	100.00%		
12,345	70,383	8,861	61,522	694.30%	15,191	(55,192)	-363.32%		
2,098	13,624	11,667	1,957	16.77%	20,000	6,376	31.88%		
38,157	630,016	675,495	(45,479)	-6.73%	1,157,991	527,975	45.59%		
51,341	348,966	373,354	24,388	6.53%	640,035	291,069	45.48%		
16,622	88,799	102,970	14,171	13.76%	176,520	87,721	49.69%		
4,323	191,609	108,164	(83,445)	-77.15%	185,424	(6,185)	-3.34%		
-	8,807	52,792	43,985	83.32%	90,500	81,693	90.27%		
72,286	638,181	637,280	(901)	-0.14%	1,092,479	454,298	41.58%		
(34,129)	(8,165)	38,215			65,512				
6,746	47,278	46,204	1,074	2.32%	79,207	(1,512)	-1.91%		
2,288	16,665	16,368	(297)	-1.81%	28,060	(2,048)	-7.30%		
2,932	22,215	21,128	(1,087)	-5.14%	36,219	62	0.17%		
390	17,304	9,769	(7,535)	-77.13%	16,746	(4,156)	-24.82%		
5,610	56,184	47,265	(8,919)	-18.87%	81,025	(6,143)	-7.58%		
1,136	(8,906)	(1,061)			(1,818)				
(32,993)	(17,071)	37,154			63,694				

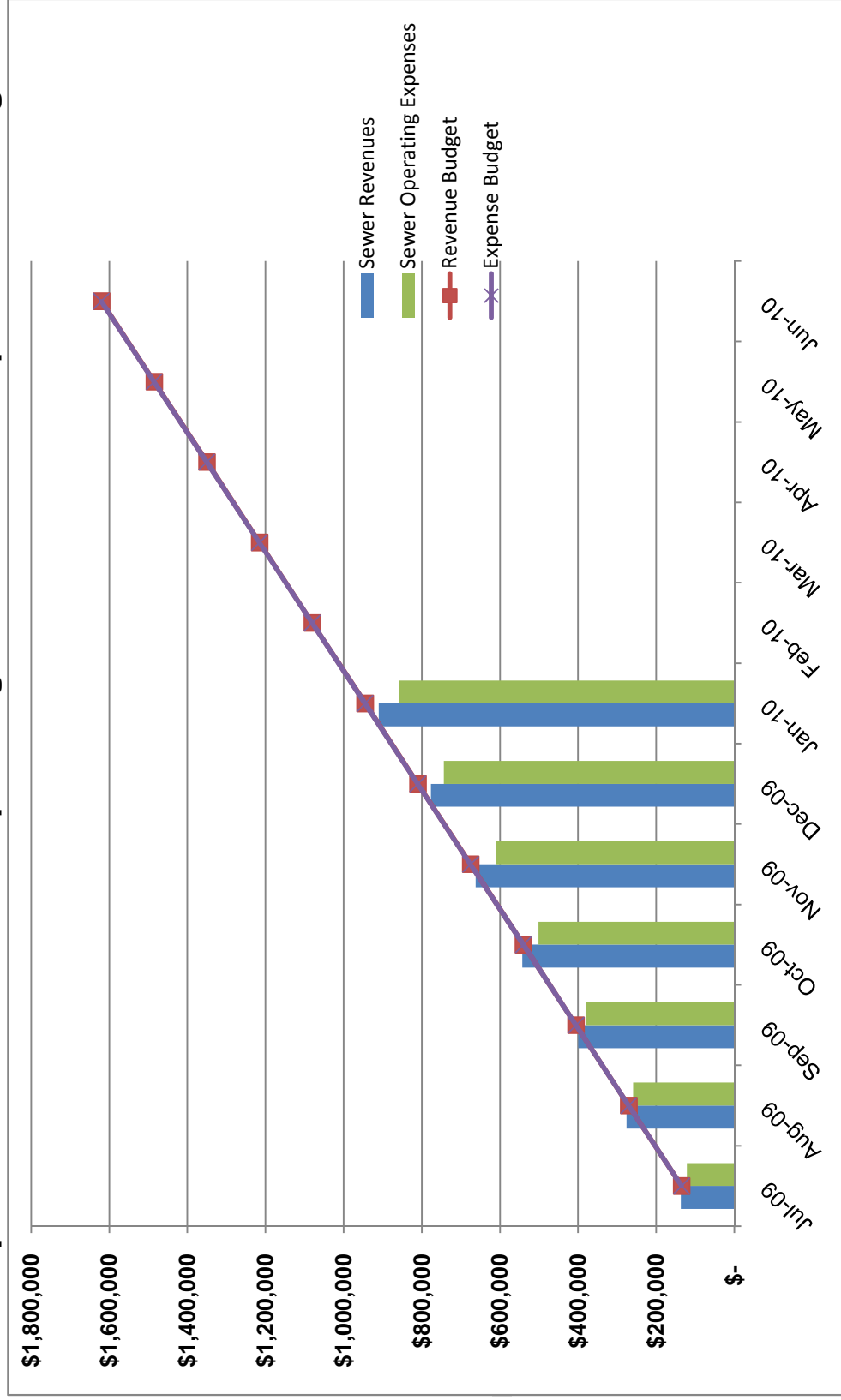
McKinleyville CSD January 2010

Comparison of Water Fund Operating Revenues and Expenses to Budget



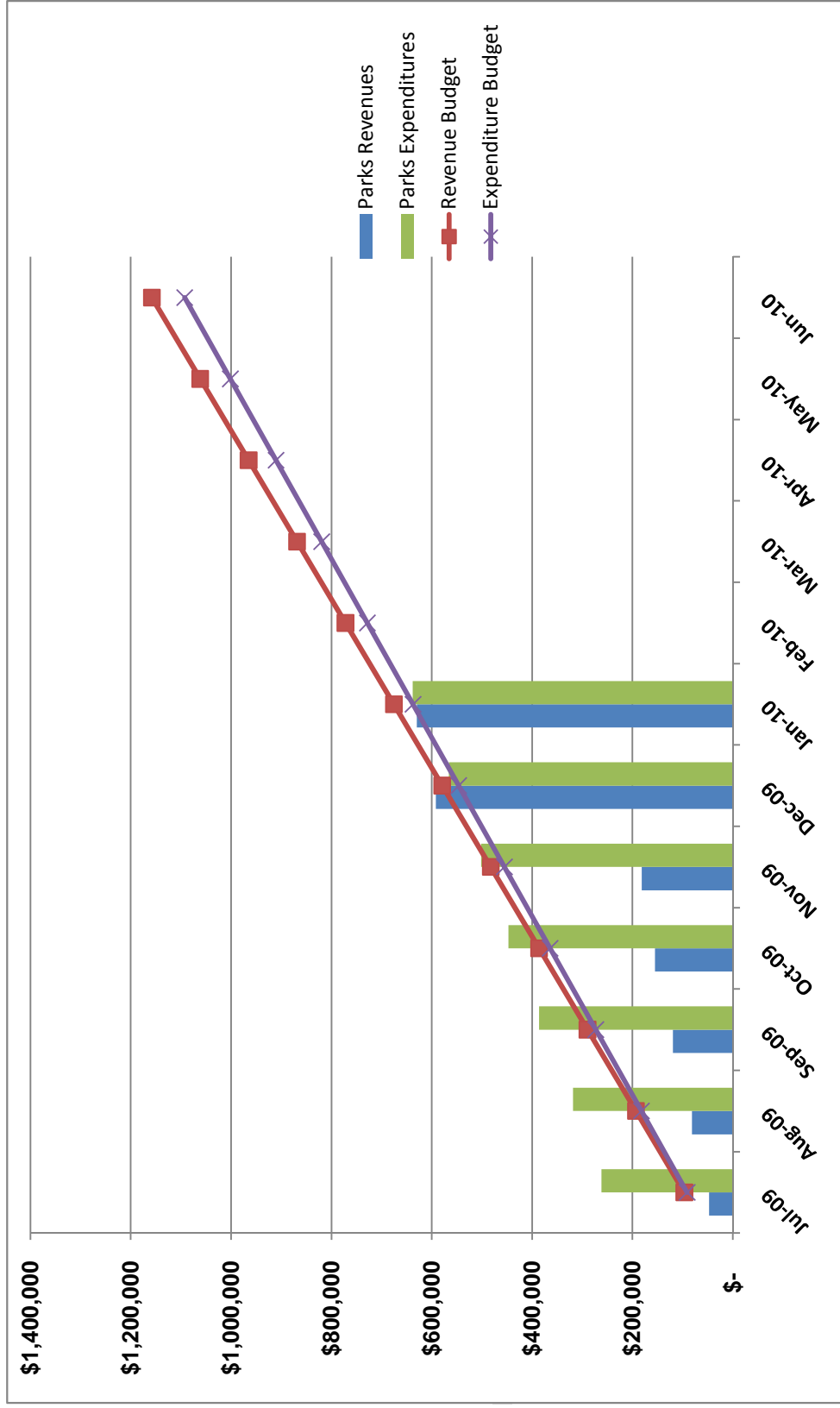
McKinleyville CSD January 2010

Comparison of Sewer Fund Operating Revenues and Expenses to Budget



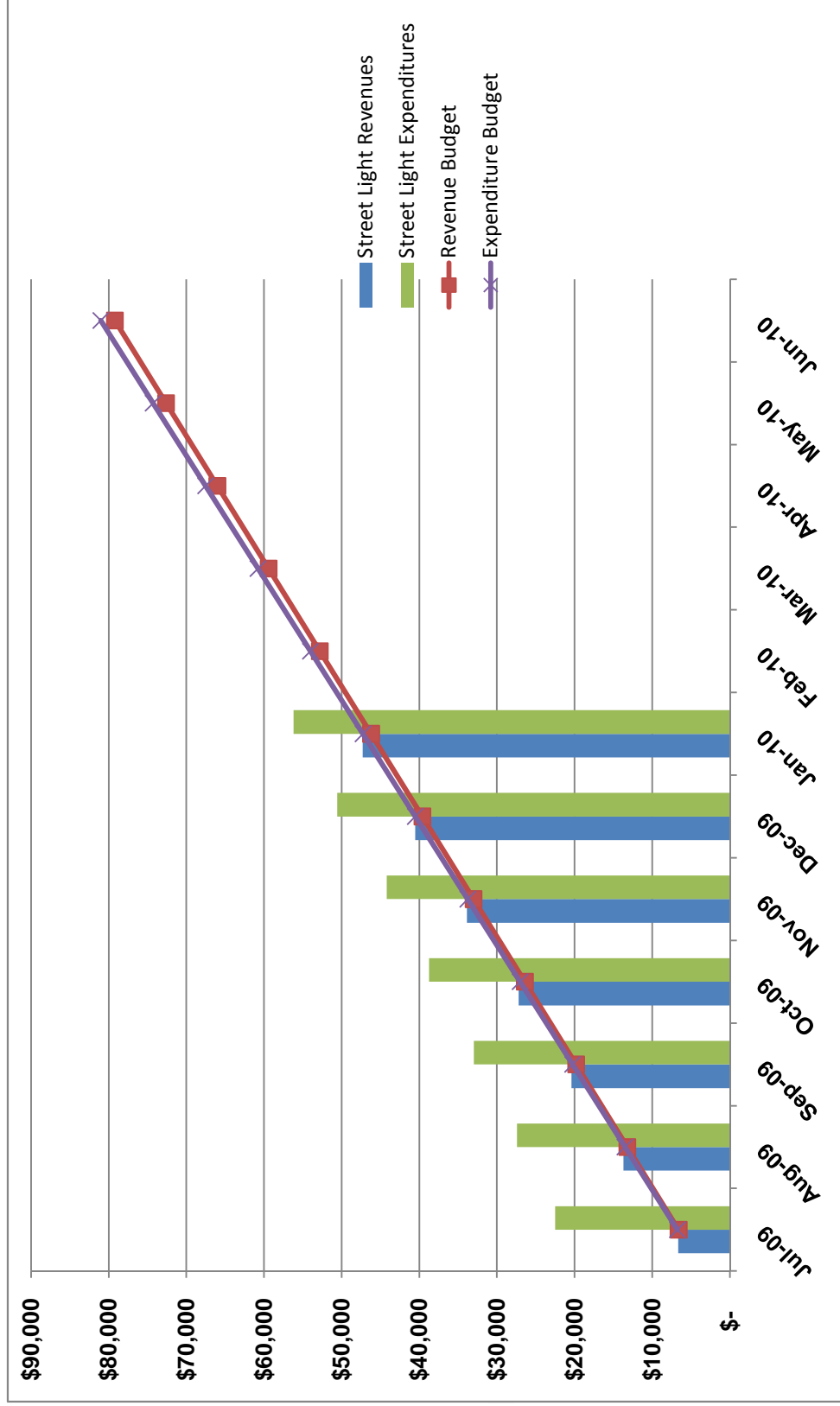
McKinleyville CSD January 2010

Comparison of Parks Operating Revenues and Expenditures to Budget

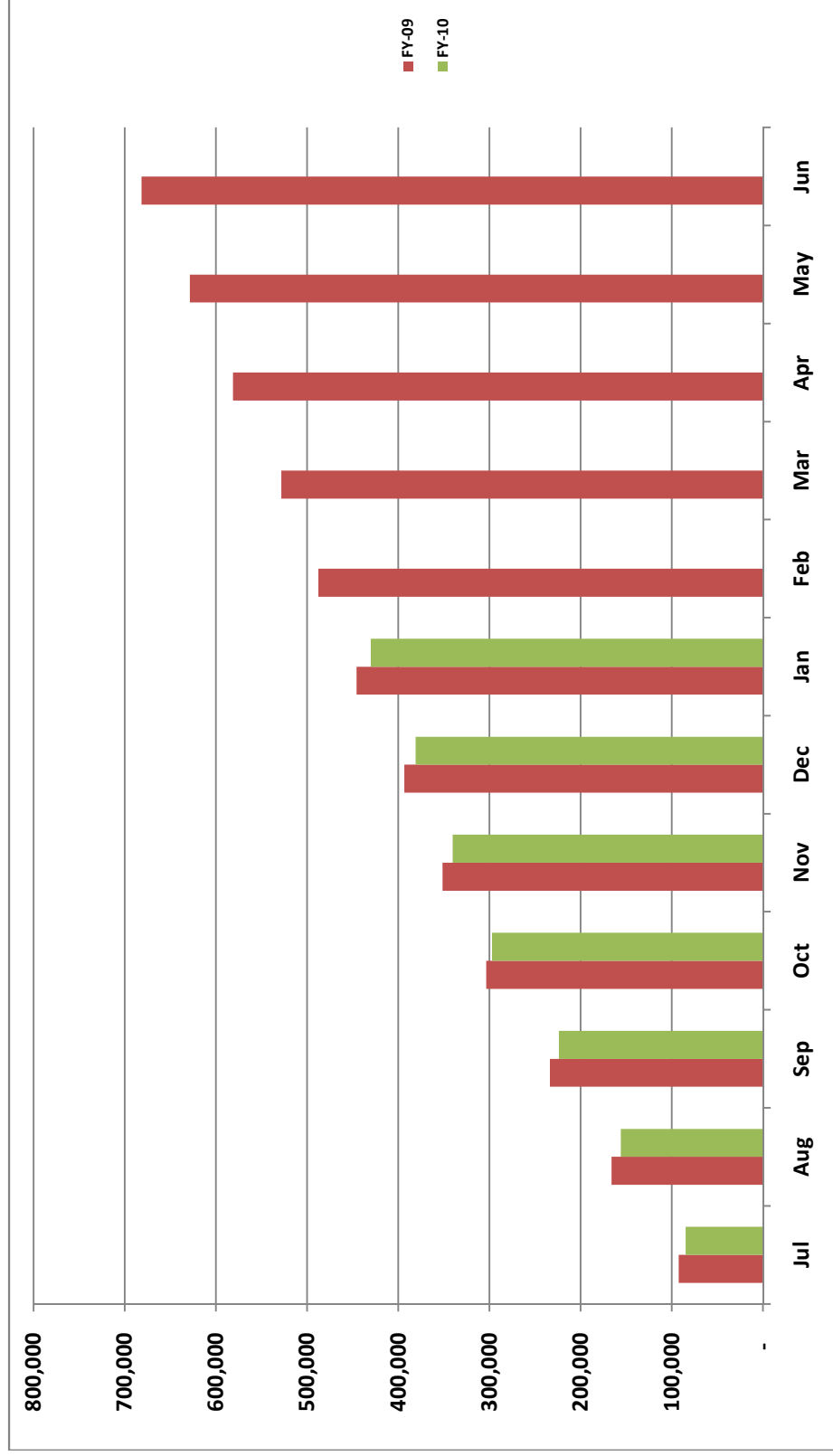


McKinleyville CSD January 2010

Comparison of Street Light Fund Revenues to Budget



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



REPORT.: Feb 10 10 Wednesday
 RUN....: Feb 10 10 Time: 16:50
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.
 Cash Disbursement Detail Report
 Check Listing for 01-10 Bank Account.: 10011

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
021157	01/11/10	*0019	HCAOG	-100.00	.00	-100.00	A91208u	Ck# 021157 Reversed
021224	01/06/10	BON02	BONNIE L. OLIVER	271.00	.00	271.00	B00106P	LIBRARY EXPANSION-PLAN CK
021225	01/07/10	A&M02	A & M BODY SHOP & TOWING	3483.95	.00	3483.95	237284	REPAIRS TO UNIT # 2 (08 R
021226	01/07/10	AWW02	AM. WATER WORKS ASSOC.CUS	498.00	.00	498.00	B00108	STANDARDS CD
021227	01/07/10	BAY02	BAY WEST SUPPLY, INC.	1443.86	.00	1443.86	B00108	DEC JANITORIAL SUPPLIES
021228	01/07/10	BOR01	BORGES & MAHONEY CO.	481.91	.00	481.91	128950	BUFFER & ANALYZER MAINT K
021229	01/07/10	CAL23	CDPH-OCF	60.00	.00	60.00	331507	JH-#20169-GRADE 2 WATER T
021230	01/07/10	CAM01	CAMPTON ELECTRIC SUPPLY	446.60	.00	446.60	1039025	ST. LIGHT LAMPS
021231	01/07/10	COA02	COASTAL BUSINESS SYSTEMS	147.40	.00	147.40	70481	RISO INK
021232	01/07/10	COS03	COSTCO WHOLESALE	359.15	.00	359.15	B00108	CON & OFFICE SUPPLIES, W/
021233	01/07/10	CRE02	CREATIVE DECORATING	538.00	.00	538.00	B00108	BLINDS FOR NEW ADDITION A
021234	01/07/10	CSK01	CSK AUTO, INC. (KRAGEN)	92.04	.00	92.04	B00108	AUTO SUPPLIES
021235	01/07/10	E&M01	E & M ELECTRIC	552.64	.00	552.64	207731	CONTRACT RENEWAL SCADA AL
021236	01/07/10	EDM01	STEVEN EDMISTON	57.20	.00	57.20	B00108	REIMBURSE DEC MILEAGE EXP
021237	01/07/10	EUR06	EUREKA READY MIX	2162.86	.00	2162.86	B00108	CONCRETE FOR BOCCCE BALL P
021238	01/07/10	HAN01	HANSEN, HENRY C.O.	20.00	.00	20.00	B00108	REIMBURSE FINGERPRINTING
021239	01/07/10	HAR03	HARVEY M. HARPER CO.	203.29	.00	203.29	B00108	SERV ON TAURES & F250
021240	01/07/10	HUM01	HUMBOLDT BAY MUNICIPAL WA	42799.77	.00	42799.77	B00108	WTR PURCHASED
021241	01/07/10	HUM08	HUMBOLDT SANITATION	832.50	.00	832.50	B00108	TRASH SERVICE
021242	01/07/10	HUM16	HUMBOLDT COUNTY ASSESSOR	16.54	.00	16.54	B00108	MEASURE B MAP COPIES
021243	01/07/10	JOH07	JOHN'S USED CARS & WRECKE	813.75	.00	813.75	132057	UNIT # 8 USED TRANSMISSIO
021244	01/07/10	KRI02	TERRY E. KRIEG, CPA	2000.00	.00	2000.00	B00108	FINAL PMT FOR 08-09 AUDIT
021245	01/07/10	MAH01	MAHER, JUSTIN	20.00	.00	20.00	B00108	REIMBURSE FINGERPRINTING
021246	01/07/10	MCK04	MCK ACE HARDWARE	943.71	.00	943.71	B00108	CONCRETE, WORK GEAR & MIS
021247	01/07/10	MCL01	MCLEOD, JOHN C.	20.00	.00	20.00	B00108	REIMBURSE FINGERPRINTING
021248	01/07/10	MCM01	McMaster-Carr Supply Co.	62.55	.00	62.55	44317640	SCREWS, NUTS & WASHERS
021249	01/07/10	MIL01	Miller Farms Nursery	550.79	.00	550.79	B00108	TENSION BARS, BATTERY, SP
021250	01/07/10	NIL01	NILSEN CO.	1143.12	.00	1143.12	1084306	OYSTER SHELL FOR BOCCCE PR
021251	01/07/10	NOC01	NORTH COAST LABS	3284.00	.00	3284.00	B00108	LAB TESTS
021252	01/07/10	NOR03	NO. COAST VETERINARY HOSP	214.00	.00	214.00	11334	GOAT FIELD CALL
021253	01/07/10	NOR36	NORTH COAST PARTS & SUPPL	10.28	.00	10.28	374590	GASKETS
021254	01/07/10	NOR38	NORTHCOAST EXTERMINATORS	275.00	.00	275.00	55278	SERV DO
021255	01/07/10	NYL01	NYLEX.NET	90.00	.00	90.00	67437	MF SETUP OUTLOOK
021256	01/07/10	OLI02	OLIN CORP. - CHLOR ALKALI	2315.24	.00	2315.24	1232513/4	SULFUR DIOXIDE & CHLORINE
021257	01/07/10	PGE02	PACIFIC GAS & ELECTRIC	2175.10	.00	2175.10	B00108	ST. LIGHT BILLS
021258	01/07/10	POW04	POWER PAGE	72.00	.00	72.00	10333053	6 MONTHS PAGER SERV AFTER
021259	01/07/10	REN01	RENNER PETROLEUM	2012.02	.00	2012.02	B00108	DEC FLEET FUEL
021260	01/07/10	SIE01	SIERRA FOOTHILL LAB, INC.	350.00	.00	350.00	80128	LAB TESTS
021261	01/07/10	STA11	STAPLES CREDIT PLAN	1441.80	.00	1441.80	B00108	OFFICE SUPPLIES
021262	01/07/10	SUP01	Superior Alarm Sys., Inc.	325.50	.00	325.50	86484	QUARTERLY ALARM MONITORIN
021263	01/07/10	THO02	Thomas Home Center	124.63	.00	124.63	B00108	REPAIR SUPPLIES
021264	01/07/10	THR01	THRIFTY SUPPLY COMPANY	1564.69	.00	1564.69	B00108	BALL VALVE CORP STOP
021265	01/07/10	UMP03	UMPQUA BANK--VISA	1346.60	.00	1346.60	B00108	STAPLES ORDER, PARKS SUPP
021266	01/07/10	UPS01	UPS	50.40	.00	50.40	Y6R493529	SHIP LAB SAMPLES
021267	01/07/10	VER01	VERISON WIRELESS	198.25	.00	198.25	B00108	DEC CELL PHONE BILLS
021268	01/07/10	WIN02	Winzler & Kelly	41820.90	.00	41820.90	49341	RAYEY PUMP STATION IMPROV

REPORT.: Feb 10 10 Wednesday
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McKinleyville C.S.D.
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
021269	01/07/10	ZEP01	ZEP MANUFACTURING CO.	113.01	.00	113.01	60503279 ANT KILLER
021270	01/11/10	*0001	ANA OCEQUEDA	90.00	.00	90.00	B00112 REFUND KCL FEE PD
021271	01/11/10	*0002	HEATHER HOSTLER	114.00	.00	114.00	B00112 REFUND KCLUB FEE PD
021272	01/11/10	*0003	PLANWEST PARTNERS	100.00	.00	100.00	B00112 REC # 18652 REFUND AH DEP
021273	01/11/10	*0004	CORKY SCHOONMAKER	55.00	.00	55.00	B00112 REFUND YBBL FEE PD
021274	01/11/10	ACW01	ACWA HEALTH BENEFITS AUTH	30558.42	.00	30558.42	B00112 JAN EMPLOYEE HEALTH INSUR
021275	01/11/10	CAI01	RICHARD CAIN	20.00	.00	20.00	B00112 BBL FINGERPRINT FEE
021276	01/11/10	COR01	CORBIN WILLITS SYSTEMS	833.42	.00	833.42	A912151 JAN SOFTWARE SUPPORT
021277	01/11/10	DEP05	DEPARTMENT OF JUSTICE	32.00	.00	32.00	B00112 FINGERPRINTING REC PROGRA
021278	01/11/10	EUR05	Eureka Oxygen Co	93.10	.00	93.10	B00112 LIFELINE ROPE
021279	01/11/10	FNW01	FERGUSON ENTERPRISES, INC.	2223.09	.00	2223.09	B00112 METER LIDS
021280	01/11/10	GUA01	THE GUARDIAN	3498.91	.00	3498.91	B00112 GRP. DENTAL INS
021281	01/11/10	HAR13	The Hartford - Priority A	578.93	.00	578.93	B00112 JAN 2010 LIFE & DISAB EMP
021282	01/11/10	NOR13	NORTHERN CALIFORNIA SAFET	980.00	.00	980.00	B00112 MONTHLY DUES & HAZWOPER C
021283	01/11/10	S&S02	S & S WORLDWIDE, INC.	9.93	.00	9.93	20481419 PARKS FOOTBALL
021284	01/11/10	SAF04	SAFEGWAY INC. FILE # 72905	131.69	.00	131.69	B00112 K CLUB SUPPLIES
021285	01/11/10	SHA08	SHADDIX, MICHELLE R. & JO	40.00	.00	40.00	B00112 REIMBURSE FINGERPRINTING
021286	01/11/10	SUD01	SUDDENLINK	173.95	.00	173.95	B00112 JAN 10 INTERNET & HOSTING
021287	01/11/10	USB01	U.S. BANK TRUST N.A.	7800.00	.00	7800.00	000B001011 SEWER BOND PAYMENT
021288	01/11/10	USP02	USPS: ARCATA BMEU	1300.00	.00	1300.00	B00112 REPLENISH PERMIT # 239
021289	01/11/10	\A005	ALVERNAN, WILLIAM	2.40	.00	2.40	000B00101 MQ CUSTOMER REFUND FOR AL
021290	01/11/10	\A006	AVELAR, HENRY	9.77	.00	9.77	000B00101 MQ CUSTOMER REFUND FOR AV
021291	01/11/10	\F001	FLORES, DAVID	35.97	.00	35.97	000B00101 MQ CUSTOMER REFUND FOR FL
021292	01/11/10	\M002	MADRONE, JOSH	73.94	.00	73.94	000B00101 MQ CUSTOMER REFUND FOR MA
021293	01/11/10	\W004	WALLACE, LEANNE	4.23	.00	4.23	000B00101 MQ CUSTOMER REFUND FOR WA
021294	01/15/10	*0005	VERONICA DAW	96.00	.00	96.00	B00115 REFUND PRORATED KIDS CLUB
021295	01/15/10	*0006	JOE CONBIN	55.00	.00	55.00	B00115 REFUND FOR YBBL
021296	01/15/10	*0007	MARY O'ROURKE	100.00	.00	100.00	B00115 DEPOSIT REFUND FOR AZALEA
021297	01/15/10	*0008	KEVIN HELD	250.00	.00	250.00	B00115 DJ SERVICES FOR JR HIGH S
021298	01/15/10	ATT01	AT&T	716.10	.00	716.10	B00115 MONTHLY PHONE BILLS
021299	01/15/10	BON02	BONNIE L. OLIVER	1985.09	.00	1985.09	B00115 DOCUMENT CONSTRUCTION DES
021300	01/15/10	CAS01	CASH	258.74	.00	258.74	B00115 REPLENISH PC OFFICE SUPPL
021301	01/15/10	DES02	DESIGN AIR	406.00	.00	406.00	7769 REPLACE PANEL @ TRAILER (
021302	01/15/10	GFO01	GOVERNMENT FINANCE OFFICE	160.00	.00	160.00	154003 MEMBERSHIP RENEWAL 3/01/1
021303	01/15/10	GOL02	GOLDEN STATE FURNITURE IN	298.77	.00	298.77	202122 CONFERENCE ROOM CHAIRS
021304	01/15/10	IND01	INDEPENDENT BUS. FORMS	256.93	.00	256.93	18555 DO ENVELOPES
021305	01/15/10	MIT01	Mitchell, Brisso, Delaney	708.00	.00	708.00	08187 LEGAL
021306	01/15/10	NOR35	NORTHERN HUMBOLDT	238.79	.00	238.79	100129 DEC LANDSCAPING
021307	01/15/10	PGE01	PG & E (Office & Field)	12028.70	.00	12028.70	B00115 GAS & ELECTRIC
021308	01/15/10	PIT03	PITNEY BOWES INC.	239.19	.00	239.19	956757 EZ SEAL
021309	01/15/10	PRE08	PRECISION INTERMEDIA	1551.25	.00	1551.25	11153 MODIFICATIONS TO WEB
021310	01/15/10	PRO10	PROJECTOR PEOPLE	1150.00	.00	1150.00	809866 PROJECTOR PACKAGE
021311	01/15/10	SEQ01	Sequoia Gas Co.	2594.76	.00	2594.76	B00115 FUEL FOR PUMP STATIONS &
021312	01/15/10	SPO04	SPORTS FOR LESS	1489.13	.00	1489.13	3128 YOUTH BASKETBALL T-SHIRTS
021313	01/15/10	UPS01	UPS	146.15	.00	146.15	B00115 SHIP LAB SAMPLES
021314	01/27/10	AJS01	AJS TRUCKING	50.00	.00	50.00	1064 AUTOMOBILE LIFT

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
021315	01/27/10	ATT01	AT&T	452.73	.00	452.73	B00120	TELEMETRY BILL
021316	01/27/10	ATT02	AT&T ADVERTISING & PUBLIS	252.44	.00	252.44	B00125	ADVERTISING YELLOW PAGES
021317	01/27/10	AYE01	AYERS DISTRIBUTING	272.00	.00	272.00	1610	TOY/CANDY FILLED PLASTIC
021318	01/27/10	BAS01	BASIC LABORATORY INC.	973.00	.00	973.00	1000486	QUARTERLY TESTING
021319	01/27/10	CAL05	CAL. PARK & REC. SOCIETY	450.00	.00	450.00	020128	SUBSCRIPTIONS
021320	01/27/10	CAL10	CALIFORNIA HEATING	1180.00	.00	1180.00	18877	REPLACE HEATING SYSTEM PA
021321	01/27/10	CDW01	CDW GOVERNMENT, INC.	605.97	.00	605.97	RHX0672	APC SMART UPS
021322	01/27/10	COA02	COASTAL BUSINESS SYSTEMS	234.66	.00	234.66	70768A	NEWSLETTER AND ACTIVITY G
021323	01/27/10	COR07	JOHN W. CORBETT	100.00	.00	100.00	B00121	DIRECTORS FEES
021324	01/27/10	COU09	DAVID R. COUCH	100.00	.00	100.00	B00121	
021325	01/27/10	CRO03	CROWN TROPHY PETALUMA	204.38	.00	204.38	11898	OFFICE AWARDS
021326	01/27/10	DEL06	DELL FINANCIAL SERVICES	1209.58	.00	1209.58	XDM53PC74	NEW COMPUTER-DAVE B.
021327	01/27/10	EDW01	HELEN L. EDWARDS	100.00	.00	100.00	B00121	DIRECTOR FESS
021328	01/27/10	HEN03	JAMES G. HENRY	184.44	.00	184.44	B00120	WORK BOOTS
021329	01/27/10	HUM16	HUMBOLDT COUNTY ASSESSOR	6.90	.00	6.90	B00126	COPIES OF MAPS FOR MEASUR
021330	01/27/10	IND01	INDEPENDENT BUS. FORMS	686.57	.00	686.57	18602	SPECIAL WINDOW ENVELOPES
021331	01/27/10	KEN01	KEN GRADY CO.	207.82	.00	207.82	13811	SENSOR
021332	01/27/10	KEY01	KEY EQUIPMENT FINANCE	314.57	.00	314.57	B00126	COPIER LEASE PAYMENT
021333	01/27/10	MAC02	MAC'S REFRIGERATION SVC.	128.46	.00	128.46	21994	REPLACED PART AT AZ HALL
021334	01/27/10	MAY02	DENNIS MAYO	100.00	.00	100.00	B00121	DIRECTORS FEES
021335	01/27/10	MCK01	MCKINLEYVILLE CHAMBER OF	45.00	.00	45.00	1869	ANNUAL FEES
021336	01/27/10	MCK03	MCKINLEYVILLE OFFICE SUPP	35.25	.00	35.25	41050	ADDITIONAL W-2 FORMS
021337	01/27/10	MUN02	MUNICIPAL MAINTENANCE	65.31	.00	65.31	58737-IN	ENZ NOZZLE REPAIR
021338	01/27/10	NOR36	NORTH COAST PARTS & SUPPL	56.28	.00	56.28	B00127	ALARM
021339	01/27/10	PGE02	PACIFIC GAS & ELECTRIC	2242.46	.00	2242.46	B00127	GAS & ELECTRIC
021340	01/27/10	RES05	RESERVE ACCOUNT	1500.00	.00	1500.00	B00126	POSTAGE
021341	01/27/10	SHN01	SHN ENGINEERING	1099.74	.00	1099.74	70562	LIBRARY SOILS REPORT
021342	01/27/10	SHO02	NORMAN SHOPAY	2514.05	.00	2514.05	B00120	REIMBURSE MOVING & OFFICE
021343	01/27/10	SIE01	SIERRA FOOTHILL LAB, INC.	350.00	.00	350.00	080128	LAB TESTS
021344	01/27/10	SPO04	SPORTS FOR LESS	193.82	.00	193.82	3131	YOUTH AND ADULT T-SHIRTS
021345	01/27/10	STA11	STAPLES CREDIT PLAN	1617.46	.00	1617.46	B00126	OFFICE AND PARKS & REC SUP
021346	01/27/10	WBC01	WBCO ELECTRIC SERVICE CO.	69.32	.00	69.32	78157	SOLA TRANSFORMER
021347	01/27/10	WEN01	WILLIAM WENNERHOLM, DC	100.00	.00	100.00	B00121	DIRECTORS FEES
021348	01/27/10	WES12	WESTAMERICA BANK	5673.52	.00	5673.52	B00126	INTEREST PAYMENT
Cash Account Total.....:				214567.13	.00	214567.13		
Total Disbursements.....:				214567.13	.00	214567.13		

McKinleyville Community Services District
Board Agenda Background

AGENDA ITEM: D.3.

AGENDA TITLE: Compliance with State Double Check Valve Law

MEETING DATE: February 17, 2010

PRESENTED BY: Greg Orsini, Operations Director

TYPE OF ITEM: Consent Calendar

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

1st Notice	January 12, 2010
10 Day Notice	February 3, 2010
Board Meeting	February 17, 2010
Lock	March 22, 2010
ROUTE 19	

Account	Address	Brand	S/O Out
19-335-101	4570 Woods Lane	Febco	
19-360-002	4760 Kemp	Febco	
19-418-000	4651 Aster	Febco	

UPDATED: 02/11/10

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

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: D.4. **Consider approval of Memorandum of Understanding with the California Conservation Corps for the use of the Pierson Park Trailer.**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Approve Memorandum of Understanding as submitted.

Discussion:

The McKinleyville Community Services District (MCSD) and the California Conservation Corps (CCC) entered a similar agreement in calendar year 2009. After meeting with CCC representatives, they have agreed to increase the number of weeks crews will work annually from three (3) weeks to four (4) weeks.

In addition, the CCC representatives will schedule additional time (beyond the four weeks) with MCSD any time their crews are available.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The estimated value of a CCC Crew working four (4) weeks is \$25,000.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Memorandum of Understanding

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation Director

Memorandum of Understanding

McKinleyville Community Services District, Parks and Recreation Department and California Conservation Corps Regarding Provision use of Trailer at Pierson Park

The McKinleyville Community Services District (MCSD) and the California Conservation Corps (CCC) do agree to the following Memorandum of Understanding (MOU) for the operation of the CCC Humboldt Bay Non-Residential Crew (HBNR) at Pierson Park, 1620 Picket Road, McKinleyville, California. This MOU is subject to the following terms, conditions and requirements:

1. MCSD and CCC agree that the operation of HBNR at the Pierson Park site is in the best interest of both organizations. The staff of each organization will do all possible to provide for the suitable, harmonious and cooperative operation of both sites and agree to work with respect and cooperative understanding of each organization's goals and objectives.
2. Each organization shall inform the other of the name and title of each on-site lead person and will advise each other of any changes. It is intended that, so far as possible, all operational needs will be settled on-site. Any issues that arise will be handled by the MCSD General Manager and CCC Conservation Supervisor. The MCSD Board President and the CCC Fortuna Center Director are the final levels of review for unsolved areas of conflict.
3. The CCC site is described as the Parks Office at 1620 Picket Road, McKinleyville. It is agreed that all improvements and property, including the responsibility for repairs, located at this site will be the sole concern of MCSD except as otherwise noted in this MOU.
4. Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
5. CCC will pay all charges associated with installation and monthly usage of a telephone line in the back office of the trailer. All other utility costs will be the responsibility of MCSD.
6. MCSD will provide space for the CCC's 8 x 10' tool shed to be housed south of the trailer.
7. CCC will provide four weeks of crew work annually (valued at approximately \$25,000) in exchange for use of the facility. This crew work may be scheduled by

contacting either Robert Frechou or Susan Jones at the CCC Fortuna Campus. The crew work may be used for park and facility maintenance, grounds keeping, or other MCSD priorities.

8. Each organization will have the responsibility for compliance with all applicable Federal, State or local rules, ordinances, codes and laws in their designated areas. CCC will enforce the Corpsmember Discipline Policy.
9. No administrative charges will be incurred as a result of this MOU.
10. No funding or transfer of funds is intended except as noted elsewhere in this MOU.
11. This MOU will take effect on the first business day after it is signed by all parties and will expire on December 31, 2010 unless amended or extended in writing and mutually agreed to by all parties.
12. This MOU stands independent of any other agreement or MOU between CCC and MCSD in force now or in the future.
13. Either party may cancel this MOU with at least three (3) months written notice to the other.

The undersigned have the authority to represent their organizations and by signing set this Memorandum of Understanding in force:

McKinleyville Community Services District

California Conservation Corps

Helen Edwards
President, Board of Directors

Name:

Title:

Attest:

Sharon Denison
Secretary to the Board of Directors

Name:

Title:

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.1. **Consider adoption of resolution recognizing, honoring and commending Diane Sloane for her fifteen (15) years of service to the District.**

PRESENTED BY: **Norman Shopay**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff Requests the Board consider and adopt the attached resolution to recognize, honor and commend Diane Sloane for her fifteen (15) continuous years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is a draft Resolution 2010-02 to recognize, honor and commend Diane Sloane for her fifteen (15) continuous years of service for the McKinleyville Community Services District.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Draft Resolution 2010-02

RESOLUTION 2010-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, HUMBOLDT COUNTY, CALIFORNIA RECOGNIZING, HONORING AND COMMENDING DIANE SLOANE FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR FIFTEEN (15) CONTINUOUS YEARS.

WHEREAS DIANE SLOANE, having faithfully served fifteen (15) continuous years as an employee of the McKinleyville Community Services District (the "District") from February 27, 1995 to February 27, 2010; and

WHEREAS throughout her years, Diane has demonstrated unwavering loyalty and dedication; and

WHEREAS Diane lends her talents, experience and leadership to the development and service to the District having served in a variety of positions, such as a Customer Service Representative, Accounts Payable Clerk and she is solely responsible for preparing all District payroll checks and managing related Human Resources Issues; and

WHEREAS under Diane's direction and guidance the Business department continues to support and respond to the needs of all employees of MCSD and the prospering McKinleyville services area;

WHEREAS Diane maintains a positive, professional and cheerful attitude that goes beyond what is typically required in her day-to-day responsibilities. She is a very important member of staff and is known for her dedication, high standards, and sense of humor under all conditions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Diane Sloane its highest commendation for the dedicated service she has performed for the District, the Employees of MCSD and the community and, further acknowledges her historic accomplishment as a McKinleyville Community Services District's employee for fifteen (15) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of February 2010 by the following polled vote:

AYES:

NOES:

ABSENT:

Helen Edwards, Board President

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.2. **Consider adopting Resolution 2010-03 expressing support for the designation of February 8, 2010 as “Boy Scouts of America Day,” in celebration of its 100th Anniversary.**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff Requests the Board Adopt Resolution 2010-03, expressing support for the designation of February 8, 2010 as “Boy Scouts of America Day,” in celebration of its 100th anniversary.

Discussion:

The Boy Scouts of America has benefitted MCSD in several ways. We have worked with Boy Scout crews to help remove rocks from Hiller Sports Complex prior to hydro-seeding, planting trees at Hiller Sports Complex, and cleaning areas of the Hiller Loop Trails.

In addition, we have worked with several Eagle Scouts to complete various projects such as building and installing picnic benches (2) at Hiller Park, building sign kiosks (2) at Hiller Park and Hiller Sports Complex, installing a landscape strip at Azalea Hall and Hiller Sports Complex, building and installing wood duck nest boxes at the stormwater marsh, and building and installing tree swallow nests along Hiller Sports Complex, the stormwater marsh, and the treatment plant.

Alternatives:

Staff’s analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2010-03

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation Director

RESOLUTION 2010-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, HUMBOLDT COUNTY, CALIFORNIA EXPRESSING SUPPORT FOR THE DESIGNATION OF FEBRUARY 8, 2010, AS “BOY SCOUTS OF AMERICA DAY,” IN CELEBRATION OF ITS 100TH ANNIVERSARY.

WHEREAS the Boy Scouts of America, a volunteer organization, was incorporated by Chicago publisher William D. Boyce on February 8, 1910, after learning of the Scouting movement during a visit to London;

WHEREAS on June 21, 1910, a group of 34 national representatives met, developed organization plans, and opened a temporary national headquarters in New York;

WHEREAS the purpose of the Boy Scouts of America is to teach America’s youth patriotism, courage, self-reliance, and kindred values;

WHEREAS the Boy Scouts of America has and continues to live out its commitment to helping millions of youth succeed by providing the support, friendship, and mentoring necessary to live a happy and fulfilling life;

WHEREAS by 1912, Boy Scouts were enrolled in every state;

WHEREAS in 1916, the United States Congress granted the Boy Scouts of America a federal charter;

WHEREAS each council commits each Scout to perform at least 12 hours of community service yearly, totaling more than 30,000,000 community service hours each year;

WHEREAS there have now been more than 111,000,000 members of Scouting, and the organization will present the 2 millionth Eagle Scout award in 2009;

WHEREAS more than 1 million adult volunteer leaders selflessly serve young people in their communities through organizations chartered by the Boy Scouts of America;

WHEREAS these men and women often neither receive nor seek the thanks of the public;

WHEREAS February 8, 2010, would be an appropriate day to designate as “Boy Scouts of America Day” in celebration of the BSA’s 100th Anniversary; and

WHEREAS the Boy Scouts of America endeavors to develop United States citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on

religious concepts; have the desire and skills to help others and understand the principles of the United States social, economic, and governmental systems; take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people, and are prepared to participate in and give leadership to the American society;

NOW, THEREFORE, BE IT RESOLVED that the MCSD Board of Directors supports the designation of "Boy Scouts of America Day" in celebration of its 100th Anniversary.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of February 2010 by the following polled vote:

AYES:

NOES:

ABSENT:

Helen Edwards, Board President

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.6. **Update on District Waste Water Marsh Project, Water Quality and District Recommended Reduction in Frequency in Sampling Related to the Regional Water Quality Control Board (RWQCB) NPDES Permit**

PRESENTED BY: **Norman Shopay/Greg Orsini**

TYPE OF ACTION: **None**

Recommendation:

None

Discussion:

SHN Consulting Engineers & Geologists, Inc. was selected in October 2008 to provide National Pollutant Discharge Elimination System (NPDES) permit compliance services for the MCSD Wastewater Management Facility (WWMF). SHN is presenting an update on the NPDES compliance tasks completed in 2009 and is also providing a review of future work to be completed on this project. The presentation will cover the progress District staff and SHN has made in addressing the following tasks:

- Progress of work plans and subsequent tasks required by the current NPDES permit;
- Progress of Marsh Pond Vegetation Plan/ Aquatic Plant Establishment Plan.
- Discharge Water Quality
- Coordination with the Regional Water Quality Control Board (RWQCB) and requesting for approval a reduction in the amount and frequency of water quality testing at the WWMF;
- Progress of a 20-year facilities plan for the WWMF; and
- Development of a timeline and schedule for all future compliance related tasks, including identification of opportunities for community input during the facilities planning process.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:


Not applicable

Exhibits/Attachments

- SHN Presentation


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McKinleyville Community Services District



**Update on NPDES Permit Compliance Tasks
and Wastewater Management Facility Planning Services**

Presented By:
Lisa Stromme, P.E.
February 17, 2010




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Presentation Overview

This presentation will cover the progress District Staff and SHN have made in addressing the following tasks:

- Submittal of work plans and subsequent tasks required by the current NPDES permit;
- Review of discharge water quality and compliance issues;
- Progress of the marsh pond/aquatic vegetation establishment plan;
- Coordination with the RWQCB regarding a reduction in the amount and frequency of water quality testing at the WWMF;
- Progress of the 20-year facilities plan for the WWMF; and
- Review of the timelines for all future compliance-related tasks.



3


Work Plans Required and Special Study Tasks

Special Study Work Plans Required:

1. Toxicity Reduction Evaluation Work Plan (Completed Nov 2008)
2. Discharge Compliance Study Work Plan (Completed Jan 2009)
3. Water Reclamation Study Work Plan (Completed Feb 2009)

Special Study Final Deadlines:

1. Reclamation Study Report of Findings (Due Feb 2011)
2. Discharge Compliance Study Results/Commitment (Due Jan 2012)



4

Work Plans Required

1. Toxicity Reduction Evaluation Work Plan


The District submitted a work plan in November 2008 that describes the steps that will be followed if toxicity is detected in the WWMF effluent.

2. Discharge Prohibition Compliance Work Plan

The District needed to comply with one of the special study requirements in the NPDES permit in order to assure compliance with the State of California Bays and Estuaries Policy and with the Basin Plan's summer discharge prohibitions for the Mad River. In January 2009, the District submitted a written commitment to modify existing effluent disposal methods (discontinue use of the percolation ponds).

3. Water Reclamation Study Work Plan

The District submitted a water reclamation study work plan in February 2009 addressing tasks needed to determine the appropriate salt, nutrient, and irrigation management practices at the WWMF land reclamation sites.



5


Special Study Tasks

1. Water Reclamation Study Report of Findings

By February 2011, the District is required to submit a report describing the findings and conclusions of the reclamation study that models the fate and transport of wastewater, nutrients, and salts at the designated land reclamation sites.

2. Discharge Prohibition Commitment

By January 2012, the District is required to submit a written proposal to study disposal alternatives to comply with the Bays and Estuaries and with the Basin Plan discharge prohibitions. The study plan will contain milestones and a time schedule for selection and implementation of an alternative disposal method. The study time schedule will be as short as practicable but no longer than five years from the expiration date of the adopted Order.




6

Special Study Tasks

Other Deliverables/Deadlines in the current NPDES permit:

1. Pollutant Minimization Program
2. Updated O&M Manual
3. Sanitary Sewer Overflow Notification Program
4. Compliance Schedule Tasks for Priority Pollutants
 - Local Business Notification (Completed)
 - Sanitary Sewer Monitoring Implementation (Completed)
 - Develop Local Waste Discharge Permits (Ongoing)
 - Adopt Local Ordinances (Ongoing)
 - Evaluate Compliance with Final Limitations (Ongoing)
 - Comply with Final Effluent Limitations (Due May 2010)




7

Discharge Water Quality Review

Overview of WWMF Discharge Water Quality Testing Parameters:


- Biochemical Oxygen Demand (BOD)
- Total Suspended Solids (TSS)
- Settleable Solids
- pH/Temp/Chlorine
- Nitrate as Nitrogen
- Total Coliform Organisms
- Acute and Chronic Toxicity Testing
- Other Parameters (Metals, Dioxins, etc.)

The NPDES permit sets forth effluent limitations for each parameter at the various WWMF compliance monitoring locations.




8

WWMF Compliance Monitoring Locations



Monitoring Locations:

- M-001: WWMF/CC Chamber
- M-002: Mad River at Hammond
- M-003: Percolation Ponds
- M-004: Lower Fischer Ranch
- M-005: Upper Fischer Ranch
- M-006: Hiller Wetlands Inflow
- M-007: Pialorsi Ranch
- M-008: Hiller Wetlands Outflow




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Discharge Water Quality Review


Receiving Water Limitations

- Surface Water Limitations
- Groundwater Limitations
- Receiving water limitations are primarily narrative limitations based on water quality objectives for the receiving water.
- The groundwater limitations apply to areas surrounding the land reclamation sites.



10


WWMF Receiving Water Locations



Receiving Water Locations:

- R-001: Mad River at Hwy 101
- R-002: Mad River at Hammond
- R-003: Lower Fischer Ranch
- R-004: Hiller Wetlands Inflow
- R-005: Hiller Wetlands Outflow

There are also a series of groundwater monitoring wells located in the vicinity of the land reclamation sites.



11

Discharge Compliance Summary


Parameters of Concern

- BOD/TSS
- Priority Pollutants
- Nitrate as Nitrogen
- Acute and Chronic Toxicity

In September 2009, the District submitted a summary of the 2008-2009 discharge season toxicity testing results for the WWMF to the RWQCB, identifying effluent ammonia toxicity concerns.

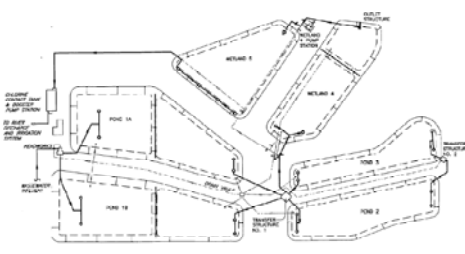

In October 2009, the RWQCB provided concurrence with the approaches recommended to address the identified ammonia toxicity.

The recommended approaches included both short-term and long-term solutions for addressing ammonia toxicity concerns.



12

MCSD Wastewater Management Facility

13

Treatment Marsh Planting Program

Emergent Treatment Wetland Marsh Planting

- The District has an on-going re-vegetation program for the treatment wetland marshes.
- Loss of vegetation is from flooding and waterfowl predation.
- As needed, additional bulrush are planted in Wetlands 4 and 5 every summer to fill in open areas.
- Wetland 4 currently has 60% coverage with mature bulrush.
- Wetland 5 currently has 70% coverage with mature bulrush.



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Aquatic Plant Establishment Plan

Submerged Aquatic Vegetation Planting

- The current pond and wetland system at the Facility lacks Submerged Aquatic Vegetation (SAV).
- The EPA has identified SAV as a critical planting media for promoting ammonia removal in open water areas of a constructed treatment wetland system.
- In December 2009, the District submitted an aquatic plant establishment plan to the RWQCB that addresses the proposed task of establishing SAV in Pond 3 at the WWMF.
- District staff have initiated a pilot study to evaluate the use of SAV at the WWMF. Results to date indicate the SAV will help promote ammonia reduction in the treatment system.



15

Monitoring and Reporting Program Changes

In December 2009, the District submitted a request to the RWQCB for revisions to the Monitoring and Reporting Program (MRP).

1. Change in Receiving Water Designations

- The District is requesting the receiving water designations and the associated monitoring requirements for receiving water monitoring locations R-003, R-004, and R-005 be removed from the MRP.

2. Change in Monitoring Frequency for Constituents of Concern

- The District is requesting the monthly monitoring requirements for bis (2-Ethylhexyl) phthalate, 4,4'-DDT, a-hexachloro-cyclohexane, and dioxins be changed to quarterly monitoring requirements.
- The District has also expressed interest in participating in a regional surface water monitoring program for dioxins.

These changes will significantly reduce monitoring costs for the facility in terms of both analytical fees and manpower requirements.



16

20-Year Facilities Plan

20-Year Facilities Plan Goal:

Develop sustainable wastewater solutions for the MCSO wastewater collection, treatment and disposal system.

Overview:

1. Collection System Evaluation
2. Feasibility Study
3. Wastewater Treatment Plant Improvements
4. Effluent Disposal Options
5. Financing Plan/ CIP Development
6. Additional Considerations



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20-Year Facilities Plan

1. Collection System Evaluation

- Review Existing System/Rehabilitation Plans
- Address Overflow Prevention
- Evaluate Community Growth Scenarios

2. Wastewater Treatment Plant Improvements

- Identify Treatment Alternatives
 - Expand/Replace Existing System
- Evaluate Disinfection Strategy
 - Existing Chlorine Usage
 - UV Disinfection/Ozone Generation
- Utilize Existing Wetlands
 - Tertiary Treatment
 - Effluent Storage



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20-Year Facilities Plan

3. Effluent Disposal Options

- Mad River Discharge
 - Driven by Basin Plan Regulations
 - Limited Timeframe for Disposal
 - 100:1 Dilution Requirement
- Land Reclamation/Reuse
 - Review Current Reclamation System
 - Evaluate Crop Cover Options for Increased Nutrient Uptake
 - Investigate Requirements for "Purple Pipe" Reuse
- Ocean Outfall
 - Driven by Ocean Plan Regulations
 - Review Permitting Requirements
 - Evaluate Design Constraints



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
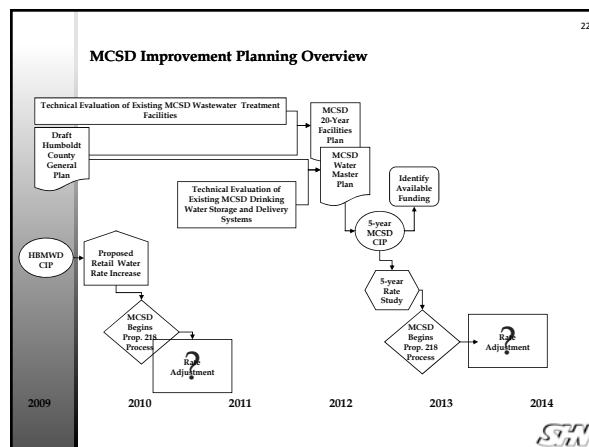
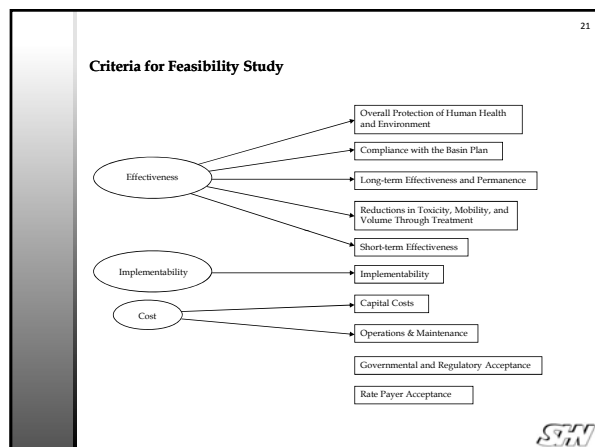
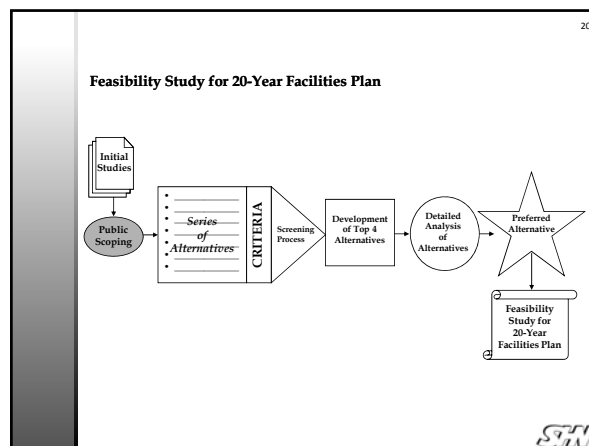
20-Year Facilities Plan

4. Financing Plan/CIP Development

- Upgrade/Replacement Budget
- Operations Budget
- Debt Reduction

5. Additional Considerations

- Energy Efficiency
- Opportunities for Incremental Improvements
- Anticipated Regulatory Compliance Changes

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Summary of Future Tasks

Modification of Summertime Effluent Disposal Practices

- Conduct Pilot Study using Poplar Trees
- Review Discharge/Permitting Requirements for Ocean Outfall

Water Reclamation Study


- Evaluate Land Reclamation Capacity
- Determine if Land Disposal Permit is Needed

Aquatic Vegetation Establishment Plan

- Summarize Pilot Study Findings
- Implement SAV Planting of Pond 3

20-Year Facilities Plan

- Continue Review, Evaluation, and Improvement Planning Process



24

Community Input Opportunities

The District will complete the 20-Yr Facilities Plan by December 2011.

- Community input is an integrated part of the facilities planning process.
- The District looks forward to receiving comments from the public on the improvement plans proposed.
- The District will be hosting a series of workshops this year to provide opportunities for community input.
- The first workshop will be scheduled for Spring 2010.

We look forward to seeing you there!



McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.8. **Consider adoption of Resolution 2010-04 for the preparation and submission of an application for grant funds through a Statewide Park Program Grant Funds.**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Approve staff's recommendation to adopt Resolution 2010-04 in order to submit an application for grant funds through a Statewide Park Program.

Discussion:

Staff may be interested in submitting an application for a grant funds through a Statewide Park Program. In order to apply for funding, the program requires that the MCSD Board of Directors approve Resolution 2010-04.

The deadline for grant submission is March 1, 2010, therefore the Resolution would need to be approved at the February 17, 2010 meeting in order to apply.

The grant we are considering is the Statewide Park Development and Community Revitalization Program of 2008. The emphasis for funding is for projects that include land acquisition to create a new park. In addition, funding will be prioritized to serve underserved communities, based on park acres per 1,000 residents, and also the average household income.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

None

Environmental Requirements:

None at this time.

Exhibits/Attachments

- Resolution 2010-04

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation director

RESOLUTION 2010-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, HUMBOLDT COUNTY, CALIFORNIA APPROVING THE APPLICATION FOR STATEWIDE PARK PROGRAM GRANT FUNDS

WHEREAS the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Program, setting up necessary procedures governing the Application; and

WHEREAS said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the State; and

WHEREAS the applicant will enter into a contract with the State of California to complete the grant scope project;

WHEREAS MCSD said has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and the

WHEREAS MCSD has or will have sufficient funds to operate and maintain the project(s), and

WHEREAS MCSD has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

WHEREAS MCSD delegates the authority to Norman Shopay, General Manager, to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope; and

WHEREAS MCSD agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District Board of Directors hereby approves the filing of an application for two projects, Northern McKinleyville Park Development and Southwestern McKinleyville Park Development.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of February 2010 by the following polled vote:

AYES:

NOES:

ABSENT:

Helen Edwards, Board President

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.4. **Consider the Recreation Advisory Committee's (RAC) request to amend MCSD's Rules and Regulations to prohibit model rockets and remote control model airplanes from McKinleyville Parks and Open Space Zones without prior approval from the District's General Manager.**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff Requests the Board approve the RAC's recommendation to amend the MCSD's Rules and Regulations to prohibit model rockets and remote control airplanes from McKinleyville Parks and Open Space Zones without prior approval from the District's General Manager.

Discussion:

I received a phone call from an individual wanting to set off model rockets at the Hiller Sports Complex parking lot. Model rockets can reach between 600 and 1,200 feet in height. Depending on wind conditions, there is no real way to know where the rocket will come down.

The parking lot at Hiller Park is approximately 700 feet from the highway 101 freeway, which brings up a concern to staff. The parking lot is also approximately 200 feet from a playground and picnic area and less than 100 feet from the Hammond Trail.

I contacted Special District Risk Management Authority (SDRMA) and they felt there was potential risk for the model rockets, because there is no way to know where they would land. He felt less concerned about model airplanes because he felt they were in better control than model rockets.

Staff brought this item to the last Recreation Advisory Committee (RAC) meeting. After discussion, the RAC recommended that the MCSD Board of Directors consider prohibiting model rockets and remote control model airplanes from McKinleyville Parks and Open Space Zones without prior approval from the District's General Manager.

The following Rule 41.01 includes the proposed new language in ***bold/italic print***.

Rule 41.01. INJURY TO OR MISUSE OF RECREATION AND PARKS SYSTEM PROPERTY. NO PERSON SHALL:

(a) Willfully mark, deface, injure, tamper with, or displace or remove any buildings, bridges, tables, benches, fireplaces, railings, bleachers, ball fields, water lines, paving or paving materials or other public utilities or parts thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, or recreation and parks system property or appurtenances whatsoever, either real or personal.

(b) Litter, soil or defile buildings, structures, grounds, equipment or other recreation and parks system property or appurtenances whatsoever. Trash, litter and other debris must be deposited into the proper receptacles.

(c) Remove any soil, rock, stones, turf, trees, shrubs, or plants, down timber or other wood or materials or make any excavations by tool, equipment or any other means or agency.

(d) Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public utility into, upon or across such land except by District permit.

(e) Trespass upon any area where prohibited.

(f) Hunt, molest, or otherwise harm wildlife and plant life within the recreation and parks system.

(g) Announce, advertise or call the public attention in any way to any article or service for sale or hire, except by District permit.

(h) Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever within the recreation and parks system without permission from the District.

(i) Use any system for amplifying sounds, whether for speech or music or otherwise within the recreation and parks system unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit is first secured from the District.

(j) Discharge any weapon of any type within the recreation and park system boundaries for any reason.

(k) Make fires of any type for any reason in any area that is not properly equipped and designated to contain a fire.

(l) Use model rockets and remote control model airplanes in McKinleyville Parks and Open Space Zones without prior approval from the District's General Manager.

I have contacted a few local parks and recreation departments to see if they had any policy regarding the use of model rockets and model airplanes:

The City of Arcata says they haven't made it an issue because nobody has made a request. However, they would not allow them in greenbelts. He noted that Hiller Park is different because of the close proximity to the freeway and the wind factor.

The City of Eureka said people used to sneak on a property, but they were discouraged and stopped. He said that they wouldn't allow them at their parks and would ask them to quit. If they didn't stop, he would contact the police department.

The City of Fortuna said they would discourage them and send them away. He said that nobody has asked for permission, but if they did the city wouldn't allow it.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation Director

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.5. Consider approval of Youth Sports Organizations Facility Use Agreements for the use of Hiller Sports Complex.

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Voice Vote

Recommendation:

Staff Requests the Board approve the attached Facility Use Agreements for McKinleyville Little League, McKinleyville Babe Ruth, and Mad River Girls Fast pitch Softball.

Discussion:

Several organizations and leagues have requested the use of Hiller Sports Complex (HSC) for the spring and summer 2010. The District requires organizations using HSS annually to complete and sign a Facility Use Agreement Contract prior to the start of their season. This spring, McKinleyville Little league (MLL), McKinleyville Babe Ruth (MBR), and Mad River Girls Fast Pitch Softball (MRGFPS) will all be using the baseball and softball fields at HSC.

Attached, please find copies of the Facility Use Agreement Supplements (cover page) for the Facility Use Agreements for each organization. No changes have been made to the main body of the agreement from last year.

A complete Facility Use Agreement Contract is available at the District Office for any Board member who would like to review it.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

In August 2006, the MCSD Board set a fee schedule for HSC of \$6.50 per hour for all youth sports organizations. A portion of that fee includes the cost of janitorial supplies used at the site. Each organization is responsible for

cleaning the facility (restrooms, bleachers, parking lot, etc.) based on their percentage of use.

The Parks & Recreation Director will provide a cleaning schedule to each organization prior to the start of their season. Each user group is responsible for cleaning their own dugouts and bleacher areas after each use. The District also offers youth organizations an opportunity to work off a portion of or all of their use fees by mowing the turf fields for a specific time period.

Last year the Board asked staff to consider increasing the fee's in relation to the CIP Index. Because this year's index is 0%, staff is recommending postpone and fee increases until next.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Exhibits 1, 2, & 3.

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation Director

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Facility Use Agreement Supplement
Cover Page

User: McKinleyville Little League
Event: 2010 Regular Season Contract

This Cover Page is a supplement to the main body of the Agreement. This supplement further explains section 9, and describes the costs and responsibilities required for the maintenance of the two little league fields during the course of regular season usage. Furthermore, this supplement allows McKinleyville Little League (MLL) to work off their financial obligations for field use and defines the maintenance and responsibilities. This Agreement is between the McKinleyville Community Services District and the McKinleyville Little League Association contingent upon the following conditions:

1. That the McKinleyville Little League shall have first priority of Fields 1 & 2 (baseball), based on schedules submitted in advance to MCSD, from March 1 through July 31, 2010, of each year subject to the terms of Section 2 of this Supplemental Agreement for Maintenance and Operation.

MLL shall have shared priority of Field 3 (softball), based on schedules submitted in advance to MCSD, from March 1 through July 31, 2010. MCSD will provide additional practice field space beyond center field on Field # 4 at no cost to MLL.

2. McKinleyville Little League agrees to pay or reimburse the MCSD:
 - A. \$1,500.00 Key/Cleaning/Damage deposit prior to the start of the season (ongoing).
 - B. \$6.50 per hour for the use of each field.
 - C. \$5.00 per weekday for the use of the Concession Stand.
 - D. \$15.00 per weekend day for the use of the Concession Stand.
 - E. Electric and gas utility costs will be reimbursed at the end of the season.
3. The McKinleyville Little League agrees to perform all maintenance of the fields, including but not limited to, mowing grass once per week, trimming along the fence lines, field preparation before games, grounds cleanup, bathroom cleanup (based on schedule submitted by Parks & Recreation Director), re-stocking janitorial supplies, general cleanup of the Concession Stand & parking lot, and trash disposal. These operation and maintenance responsibilities are further explained in Exhibit D, and some may be in lieu of payment for field and concession use during the period of March 1 through July 31, 2010.
4. The McKinleyville Little League agrees to pay a Key/Cleaning/Damage deposit in the amount of \$1,500.00 to MCSD for the use of Hiller Sports Complex. MCSD may use the Key/Cleaning/Damage deposit for reimbursement of any costs related to lost or stolen keys,

COVER PAGE

additional cleaning requirements, additional turf maintenance, and/or field & turf damages during the use of McKinleyville Little League (see Exhibit D of Facility Use Agreement). This deposit must be paid prior to the start of each season.

5. The McKinleyville Little League agrees to return all keys issued for Hiller Sports Complex no later than July 31, 2010. The McKinleyville Little League agrees to remove equipment, clean storage unit and dugouts no later than July 31, 2010.
6. McKinleyville Little League agrees to submit a separate Facility Use Request form for any tournament, or for events with estimated attendance of more than 500 persons per day, or for which off-road parking is required, or for which facility parking space is deemed inadequate; or for which street closures are required. Such an event is subject to MCSD Board Approval, as described in Article IV, section 45.01 - Parks & Recreation Rules & Regulations.
7. McKinleyville Little League agrees not to park any vehicles inside Hiller Sports Complex. All vehicles must be parked in the designated parking lot and/or overflow parking areas.
8. This Agreement Supplement titled "Cover Page" is an addendum to and to be considered a part of the main document. All other conditions in the main body of this document remain in place.

McKinleyville Community Services District

Helen Edwards
President of the Board of Directors

Date:

McKinleyville Little League Association

Kevin Palasini
President, McKinleyville Little League

Date:

FACILITY USE AGREEMENT SUPPLEMENT

Department of Parks & Recreation

Facility Use Agreement Supplement

User: McKinleyville Babe Ruth League
Event: 2010 Regular Season Contract

This Cover Page is a supplement to the main body of the Agreement. This supplement modifies and changes section 9 and section 10 describing costs and responsibilities in the maintenance of the McKinleyville Babe Ruth League fields during the regular seasons use. Further, this supplement allows the McKinleyville Babe Ruth League (MBR) to work off their financial obligations for fields use and defines the maintenance responsibilities. This Agreement is between the McKinleyville Community Services District and the McKinleyville Babe Ruth League contingent upon the following conditions:

1. That the McKinleyville Babe Ruth League shall have first priority of the fields, based on schedules submitted in advance to MCSD; from March 1 through August 31, 2010 of each year subject to the terms of Section 2 of this Supplemental Agreement for Maintenance and Operation.
2. McKinleyville Babe Ruth League agrees to pay or reimburse the MCSD:
 - A. \$1,500.00 Key/Cleaning/Damage deposit prior to the start of the season.
 - B. \$6.50 per hour for the use of each field.
 - C. \$5.00 per weekday for the use of the Concession Stand.
 - D. \$15.00 per weekend day for the use of the Concession Stand.
 - E. Electric and gas utility costs will be reimbursed at the end of the season.
3. The McKinleyville Babe Ruth League agrees to perform the following maintenance of the fields: Bathroom cleanup based on schedule submitted by Parks & Recreation Director, general cleanup of the kitchen, bleachers, dugouts, grounds, parking lot and trash disposal.
4. The McKinleyville Babe Ruth League agrees to pay a Key/Cleaning/Damage deposit in the amount of \$1,500.00 to MCSD for the use of Hiller Sports Complex. MCSD may use the Key/Cleaning/Damage deposit for reimbursement of any costs related to lost or stolen keys, additional cleaning requirements, additional turf maintenance, and/or field & turf damages during the use of McKinleyville Little League (see section 18, and Exhibit D of Facility Use Agreement). This deposit must be paid prior to the start of the season.
5. The McKinleyville Babe Ruth agrees to return all keys issued for Hiller Sports Complex within fifteen (10) days of the completion of their season. The McKinleyville Babe Ruth

agrees to remove equipment and clean dugout storage within fifteen (10) days of the completion of their season.

6. McKinleyville Babe Ruth League agrees to submit a separate Facility Use Request form for any tournament, or for events with estimated attendance of more than 500 persons per day, or for which off-road parking is required, or for which facility parking space is deemed inadequate; or for which street closures are required. Such an event is subject to MCSD Board Approval. (See Exhibit B of Facility Use Agreement – Article IV, section 45.01 – Parks & Recreation Rules & Regulations.)
7. This Agreement Supplement titled Cover Page is an addendum to and to be consider a part of the main document. All other conditions of the main body of the document remain in place.

McKinleyville Community Services District

McKinleyville Babe Ruth League

Helen Edwards,
President of the Board of Directors

President, Babe Ruth

Date

Date

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Facility Use Agreement Supplement

User: Mad River Girls Fast Pitch Softball League
Event: 2010 Regular Season Contract

This Cover Page is a supplement to the main body of the Agreement. This Agreement is between the McKinleyville Community Services District and the Mad River Girls Fast Pitch Softball (MRGFPS) contingent upon the following conditions:

1. That the Mad River Girls Fast Pitch Softball shall have shared use of the Field 3 (softball), based on schedules submitted in advance to MCSD, from March 1 through July 31, 2010, of each year subject to the terms of Section 2 of this Supplemental Agreement for Maintenance and Operation.

MCSD will provide additional practice field space beyond center field on Field # 4 at no cost to MRGFPS.
2. Mad River Girls Fast Pitch Softball agrees to pay or reimburse the MCSD:
 - A. \$750.00 Key/Cleaning/Damage deposit prior to the start of the season.
 - B. \$6.50 per hour for the use of each field.
 - C. Electric and gas utility costs will be reimbursed at the end of the season (based on a percentage of use).
3. The Mad River Girls Fast Pitch Softball agrees to perform the following maintenance of the facility, including but not limited to, field preparation before games, grounds cleanup, daily bathroom cleanup (based on schedule submitted by the Parks & Recreation Director, general cleanup of the Concession Stand & parking lot, and trash disposal. These operation and maintenance responsibilities are further explained in Exhibit D.
4. The Mad River Girls Fast Pitch Softball agrees to pay a Key/Cleaning/Damage deposit in the amount of \$1,500.00 to MCSD for the use of Hiller Sports Complex. MCSD may use the Key/Cleaning/Damage deposit for reimbursement of any costs related to lost or stolen keys, additional cleaning requirements, additional turf maintenance, and/or field & turf damages during the use of McKinleyville Little League (see section 18, and Exhibit D of Facility Use Agreement). This deposit must be paid prior to the start of the season.
5. The Mad River Girls Fast Pitch Softball agrees to return all keys issued for Hiller Sports Complex no later than June 16, 2008. This date is (10) days after the completion of their season, based on their submitted Facility Use Reservation Form. The Mad River Girls Fast

COVER PAGE

Pitch Softball agrees to remove equipment and clean dugout storage unit no later than June 19, 2010.

6. Mad River Girls Fast Pitch Softball agrees to submit a separate Facility Use Request form for any tournament, or for events with estimated attendance of more than 500 persons per day, or for which off-road parking is required, or for which facility parking space is deemed inadequate; or for which street closures are required. Such an event is subject to MCSD Board Approval. (See Exhibit B of Facility Use Agreement - Article IV, section 45.01 - Parks & Recreation Rules & Regulations.)
7. This Agreement Supplement titled "Cover Page" is an addendum to and to be considered a part of the main document. All other conditions in the main body of this document remain in place.

McKinleyville Community Services District

Bill Wennerholm
President of the Board of Directors

Date:

Mad River Girls Fast Pitch Softball

Dan Duncan
President, Mad River Girls Fast Pitch Softball

Date:

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.7. Consider McKinleyville Little League (MLL) Request to construct batting cages at Hiller Sports Complex.

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Voice Vote

Recommendation:

Staff Requests the Board approve the construction of batting cages at Hiller Sports Complex with the following provisions:

1. MLL will be responsible for all costs associated with the construction.
2. MLL will be responsible for the maintenance and repair of the batting cages.
3. MCSD will obtain any permits required by the county at the expense of MLL.
4. Parks & Recreation Director to meet with MLL to finalize specs prior to the construction of the batting cages.
5. Batting cages be constructed under general direction of the Parks & Recreation Director.

Discussion:

MLL has approached staff to inquire about constructing two batting cages at Hiller Sports Complex. The proposed batting cages are 20 feet wide by 50 feet long.

The Recreation Advisory Committee was unanimous in recommending that the Board of Directors approve MLL's request.

According to MLL, the batting cages could also be used by other organizations using Hiller Sports Complex.

Staff feels the best location to construct the batting cages is in the northwest corner of the overflow parking lot. This location would not interfere with existing overflow parking.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

All costs will be at the sole responsibility of MLL.

Environmental Requirements:

None

Exhibits/Attachments

- Proposed specs.
- Proposed location map.

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation director

DICK MILLER, Pres.
JOAN MILLER, Treas.

Miller Farms

NURSERY INC.

"Grow With Us"

1828 CENTRAL AVENUE

(P.O. BOX 2146)

MCKINLEYVILLE, CALIF. 95519

707-839-1571

DON MILLER, Vice Pres.
MARLEEN MILLER, Sec.

FAX 707-839-2563

To: MCK. LITTLE LEAGUE BATTING CAGE

JOB LOCATION

JOB DESCRIPTION

NAME

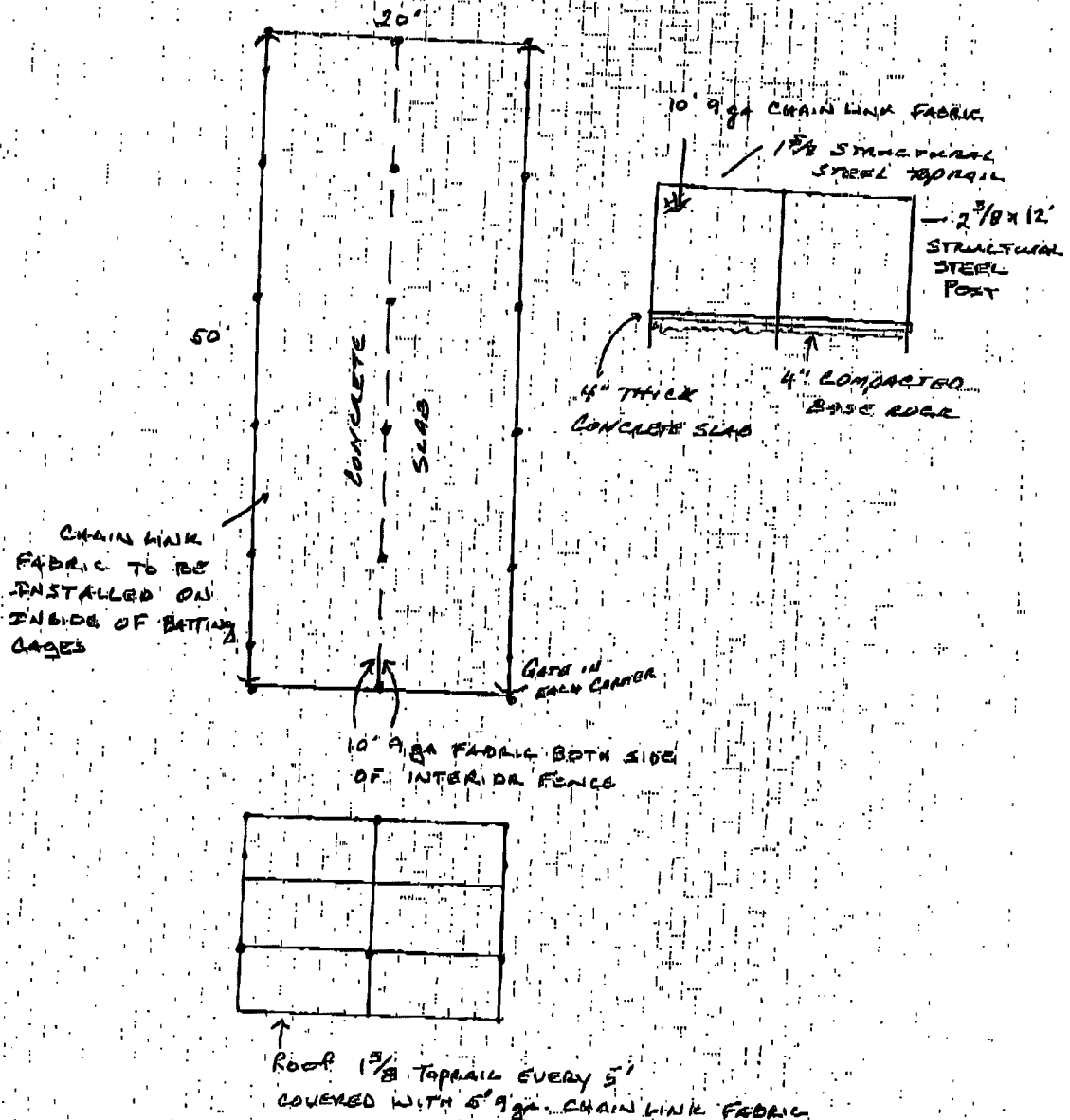
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DATE

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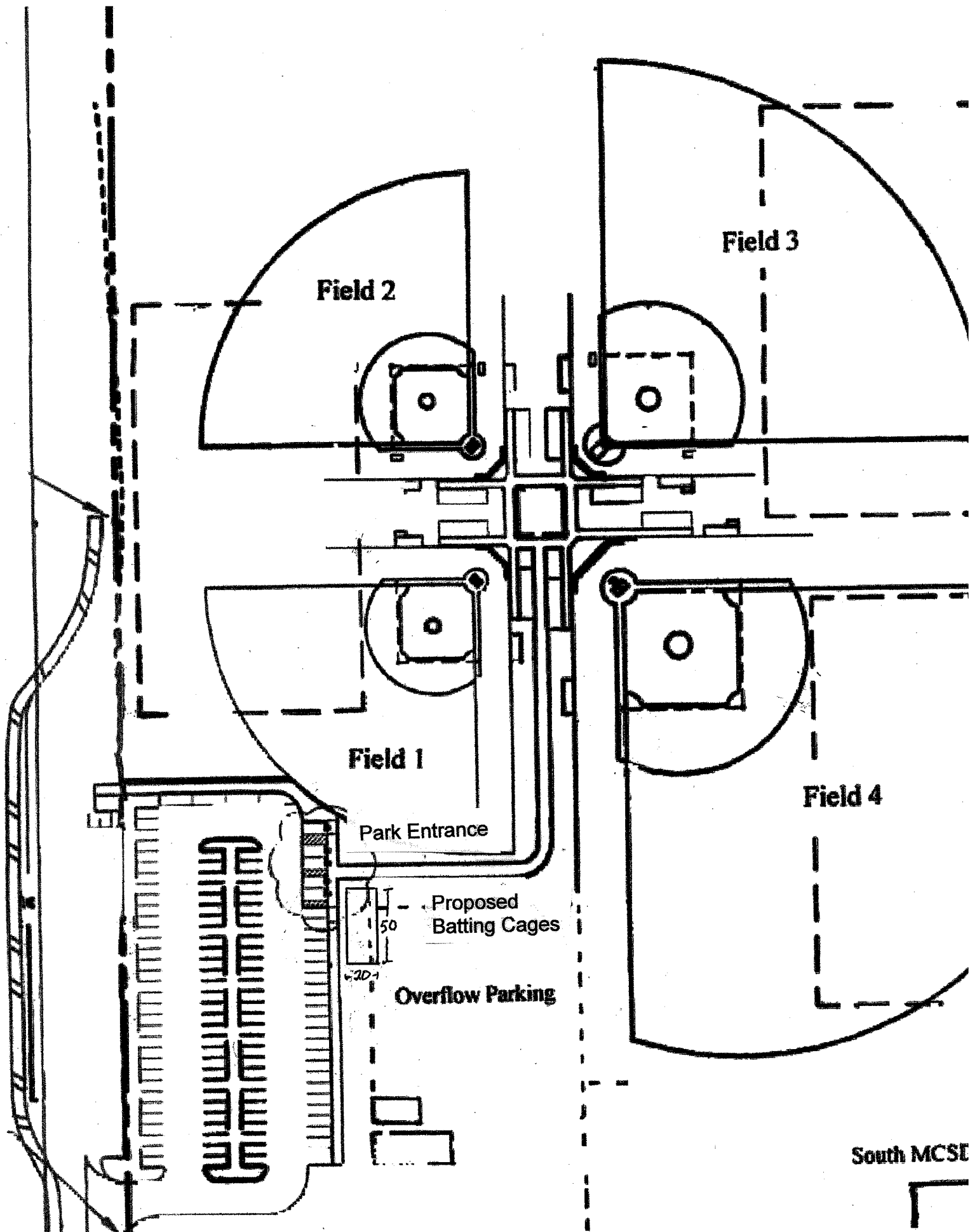
DATE

TERMS



EXCAVATION, FENCING, IRRIGATION & LANDSCAPING
LANDSCAPE CONTRACTORS LICENSE NO. 365302 A, B, C13 & C27
Nursery retail, landscape materials
power equipment sales & service





South MCSE

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.3. Consider request by the Community Garden Committee to 1) designate a site or sites on MCSD property where a Community Garden project may be established, and 2) establish a policy for supplying water to the Community Garden project, either at no charge or at cost.

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Voice Vote

Recommendation:

Consider approving Community Garden Committee's (CGC) request and designate a 1,000 square foot space due west of the Hiller Park Playground and Picnic Area, with the provisions included below.

Also consider approving staff's recommendation to provide the CGC with 5,000 gallons per month in water use provided by the Parks and Recreation Department, with the provisions included below under "Discussion".

Discussion:

Several months ago, the Recreation Advisory Committee (RAC) discussed the feasibility of building a Community Garden for the residents in McKinleyville. After discussion, the RAC decided to form a subcommittee to discuss the idea.

Since then, the CGC has met several times, and has also visited several potential locations, both private and on MCSD owned land.

After a series of meetings, the CGC presented the attached letter to the RAC for consideration. Due to the late submission of the letter, it was not on the agenda and therefore the RAC was unable to make an official recommendation to the MCSD Board of Directors.

The CGC has requested a special meeting be held on Tuesday, February 16, 2010 at 12:00 noon at the MCSD Conference Room. I will be able to provide the MCSD Board with any potential RAC recommendation at the MCSD Board meeting.

MCSD Property:

Staff feels that it would be appropriate to grant the CGC use of a 1,000 square foot space west of the playground and picnic area at Hiller Park, with the following provisions:

1. Parks and Recreation Director to finalize exact layout and location of the 1,000 square foot space.

2. The CGC pay \$200.00 for the installation of a meter so that MCSD can monitor water use.
3. The CGC pay for all irrigation supplies and any required labor needed to extend the water line to the garden site.
4. The CGC pay all costs associated with building a fence around the garden site.
5. The CGC is responsible for all maintenance of garden space.
6. The term of use expires December 31, 2010, with the option to bring back to the MCSD Board of Directors for renewal.

Water Use:

1. The Parks and Recreation Department provides no more than 5,000 gallons per month.
2. Any water usage over 5,000 gallons per month will be paid by the CGC at the going MCSD rate.
3. The CGC provide a \$200.00 deposit to MCSD by June 30, 2010.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Letter submitted by CGC.

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation Director

Community Garden Proposal

January 28, 2010

Jason Sehon
MCSD Recreational Advisory Committee

Dear Jason and RAC members,

On Saturday, January 23rd, 2010, the following persons met at the McKinleyville Starbucks at 9:00 AM to plan the development of Community Gardens in McKinleyville: Kathleen Carter (horticulturist), Spring Barret (home gardener), John Menzies (small scale agriculturist), Jamie Rutten (RAC member), Gerald Rees (home gardener). Three other interested persons were unable to attend.

I, Gerald Rees, served as note taker, and prepared this proposal at the request of the attendees.

Our intent is to break ground this Spring on a Community Garden Project (CGP) in McKinleyville. Kathleen Carter has a degree in horticulture from Cal Poly, John Menzies is a small-scale farmer, and the rest of us have extensive experience in home gardening. I will also take the UC Ag Extension Master Gardener course beginning Feb 23rd. We are committed to the CGP concept and have some expertise.

Our vision is to provide gardening knowledge and skills and access to vegetable food production, for all McKinleyville residents who want to participate. We believe it is important to have several CGP sites at different locations to enhance accessibility for all community locales.

In past informal conversation with MCSD personnel, there was a verbal commitment to designate public areas on MCSD property as suitable for the purpose of Community Gardening. We are interested in any areas available in the Pierson Park and Hiller Park locations, and any other locations deemed appropriate by MCSD. We have also made contact with several individuals who may collaborate on their private property with a CGP. However, since most participants would be more comfortable on public land, our main focus will be to develop CGPs on MCSD properties. These Gardens will become a source of "know how" which McKinleyville residents may practice in their back yard at home, in a container, on a patio, or in a windowsill, enabling a community of gardeners in addition to providing usable garden plots for interested residents.

Water rates could be tied to previous years' usage, charging the CGP for the amount over the last years' consumption, at whatever source or spigot used for irrigation. Metering could also be employed. We hope, of course, that MCSD will consider granting the water for a Community Garden at no charge for the residents of McKinleyville. MCSD might instead choose to sell water to the CGP at district cost. We are committed, in any case, to employing the most efficient means of irrigation. For instance, master gardener Stan Schmidt, who has a sizeable garden at the Grace Good Shepherd Church, uses a drip

irrigation system. He told the CGP that during the gardening season, the water bill only increases by about \$20/month. Last year he harvested approximately \$6,000 worth of produce from the garden that he then distributed throughout the community. This information supports our belief that the cost to the district, if any, will be minimal, but the return on the project will be great.

There is a concern that increased water usage over the previous year could result in moving the CGP into a higher rate tier. This could be especially onerous for any who might wish to join in a collaborative effort on available private land. Water and sewer rates could increase to a level that would prevent participation. We hope that MCSD will help provide a solution to such deterrents.

We wish to assure that MCSD district personnel would not become involved in CGP maintenance issues. CGP members will assume responsibility for all site preparation, maintenance, and dismantling and removal, as necessary. We will self fund all of our operations.

We ask the RAC to present this proposal for a Community Garden Project at the February MCSD Board meeting. The CGP group will acquire the necessary liability insurance if required. We understand that approval by the Board may be contingent on the CGP group's ability to provide proof of liability insurance. Such conditional approval would allow the district to designate one or more locations on MCSD property as CGP sites, and would allow for the gathering of materials in preparation for spring planting.

To recapitulate, we ask the MCSD Board of Directors to consider doing the following:

- 1) Designate a site or sites on MCSD property where a Community Garden Project may be established.
- 2) Establish a policy for supplying water to the Community Garden Project, either at no charge or at cost, in an equitable manner that does not have the unintended consequence of raising the water and sewer rates into a prohibitively costly rate tier.

We believe MCSD's support of the Community Garden Project will help advance community identity and pride, while offering the opportunity to provide better nutrition to community members who want to plant a seed.

The CGP group thanks the MCSD Board of Directors for their consideration of our proposal.

On behalf of all CGP members,
Gerald C. Rees JR

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.10 **Consider appointing Jeff Dunk and re-appointing Jim Fritz and Neil Montgomery to the Recreation Advisory Committee.**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Approve RAC's recommendation to appoint Jeff Dunk to the RAC for a four (4) year term. Also approve the RAC's recommendations to re-appoint Jim Fritz and Neil Montgomery to a four (4) year term.

Discussion:

Jeff Dunk served four (4) years on the MCSD Board of Directors. During his tenure, Mr. Dunk also served as the MCSD Board of Directors liaison to the RAC.

Jim Fritz and Neil Montgomery have each served a four (4) year term on the RAC. In their time on the Committee, they have each been instrumental in providing valuable input regarding a variety of programs and projects for the Parks and Recreation Department.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

Norman Shopay
General Manager

Jason Sehon
Parks & Recreation director

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.11. Consider Acquisition of Real Property Parcel located at 1414 Fischer Road, McKinleyville at, APN: 508-021-008

PRESENTED BY: **Greg Orsini, Operations Director**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends the Board Consider the following:

- (a) Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;
- (b) Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and
- (c) Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Staff suggested persons include Fernando Lourenco and Jorge Lourenco.

Discussion:

In spring of 2009 staff met with Mr. Fernando Lourenco and his son Jorge Lourenco to discuss selling a portion of or all the real property Mr. Lourenco owns at 1414 Fischer Ave. This subject was on the April 27, 2009 special meeting agenda and the Board of Directors were briefed on the possibility. The board expressed interest in pursuing the idea and directed the staff to discuss the concept.

Since those initial conversations with Mr. Lourenco staff returned to the Board with a request to share in the cost of an appraisal of the property, which the board agreed upon. Staff met with Mr. Lourenco again to gauge his

willingness to enter into an agreement with the District to purchase property, which he indicated is still the case. The initial appraisal was completed.

The Property is approximately 1892' x 172' covering 7.5 acres and runs north and south between the Fischer Ranch and Fischer Road having a common southern border with the District Ranch. There is a 1500 sq. ft. house and 3080sq. ft. barn on the agriculturally zoned property.

The acquisition of the property would assist in maintaining a buffer zone to the adjacent District property and assist in maintaining set backs during reclaimed water irrigation.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Determined after negotiations

Environmental Requirements:

Unknown at this time

Exhibits/Attachments

- Parcel Map

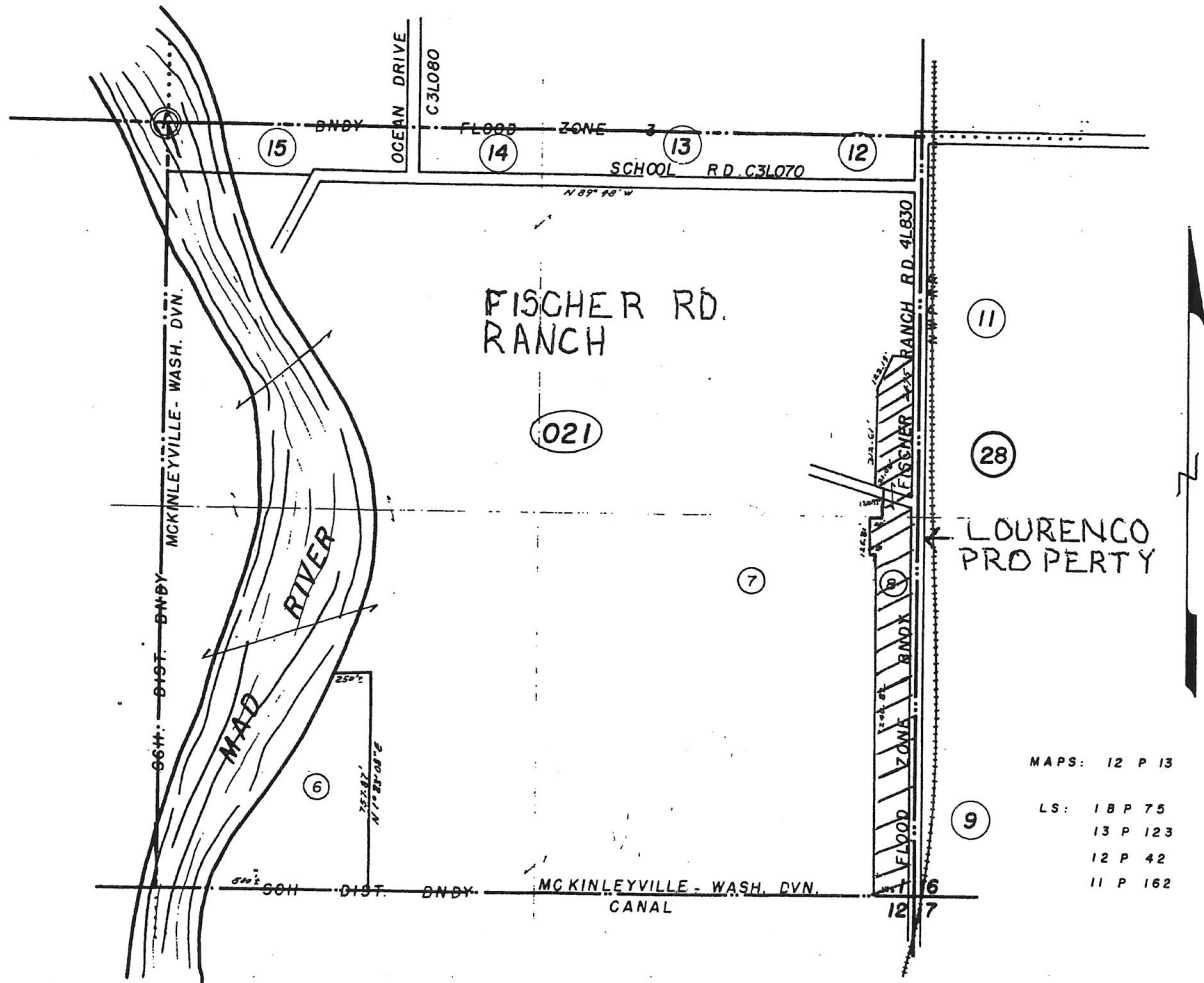
PTN SE $\frac{1}{4}$ SEC 1 6N1W

508-02

T.C.A. 115-03

1" = 400'

NOTE: PROPERTY NORTH OF HILLER RD.
IS ASSESSED OUTSIDE OF THE FLOOD ZONE.



McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.12 **Consider Acquisition of Real Property Parcel located at/near the junction of School Road and Washington Avenue, McKinleyville (APN 508-242-008).**

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

TYPE OF ACTION: **Voice Vote**

Recommendation :

Staff recommends the Board consider the following:

- (a) Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;
- (b) Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and
- (c) Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Dena McCullough, McKinleyville Union School District (MUSD) or designee; Steve Hartsell, Humboldt County Office of Education legal counsel (or designee).

Discussion:

We received a letter from McKinleyville Union School District (MUSD) regarding the Notice of Availability of surplus school district property. Staff sent a response to MUSD stating that the District was interested in learning more about the property. Staff obtained more specific information on the property from the school district.

The entire property is comprised of approximately ten (10) acres, located on the corner of School Road and Washington Ave. The property is generally level and open with some trees. 30% of the property is located on a fault line and therefore no permanent structures can be built.

There are several potential uses for the property that MCSD can consider as identified in the Parks Master Plan. All or a portion of this property may be suitable for use as a community park. Currently no community park exists within a one-half mile radius of this property. Staff plans to discuss potential uses of the property with the Recreation Advisory Committee.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

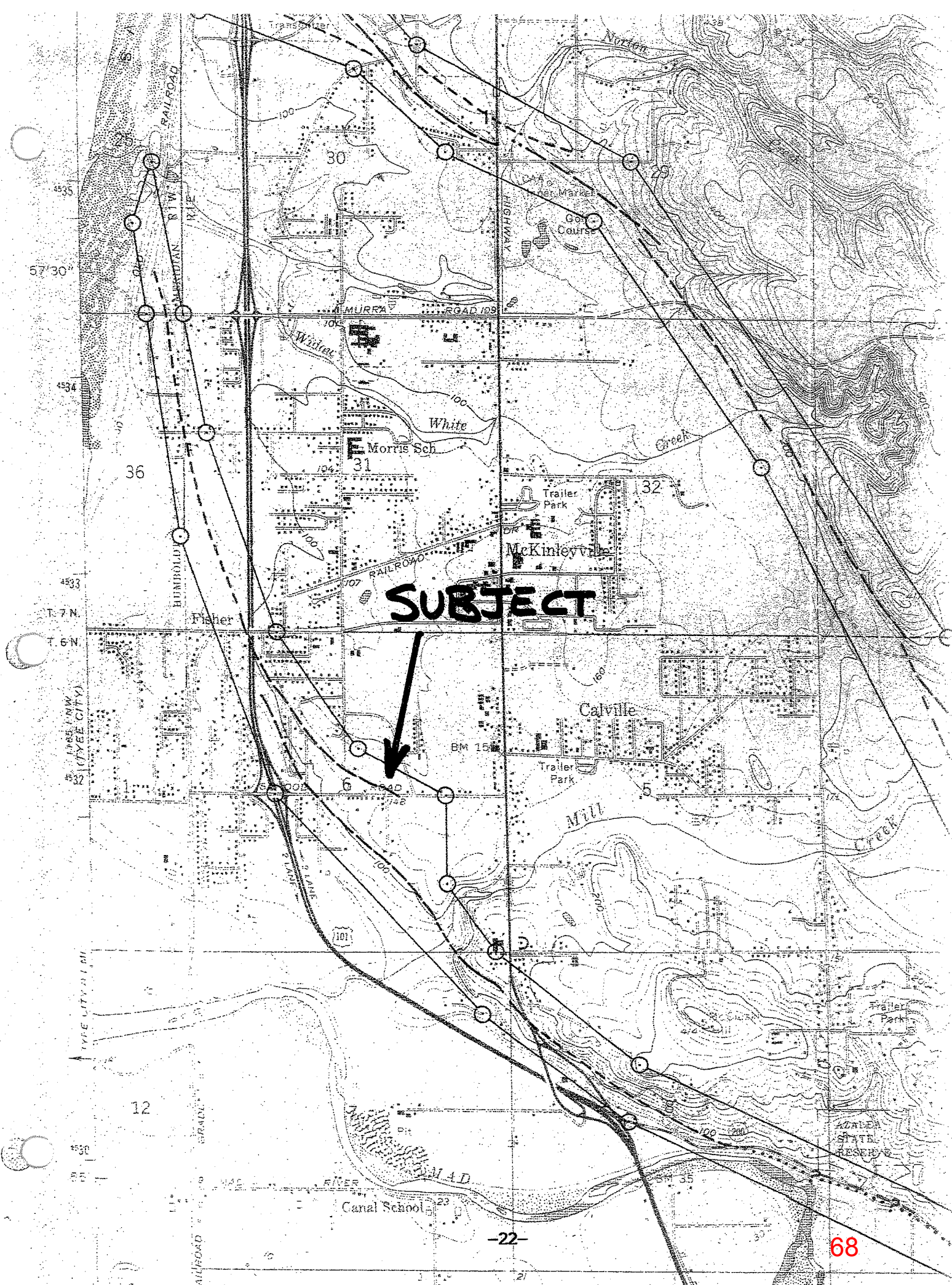
Evaluated after negotiations

Environmental Requirements:

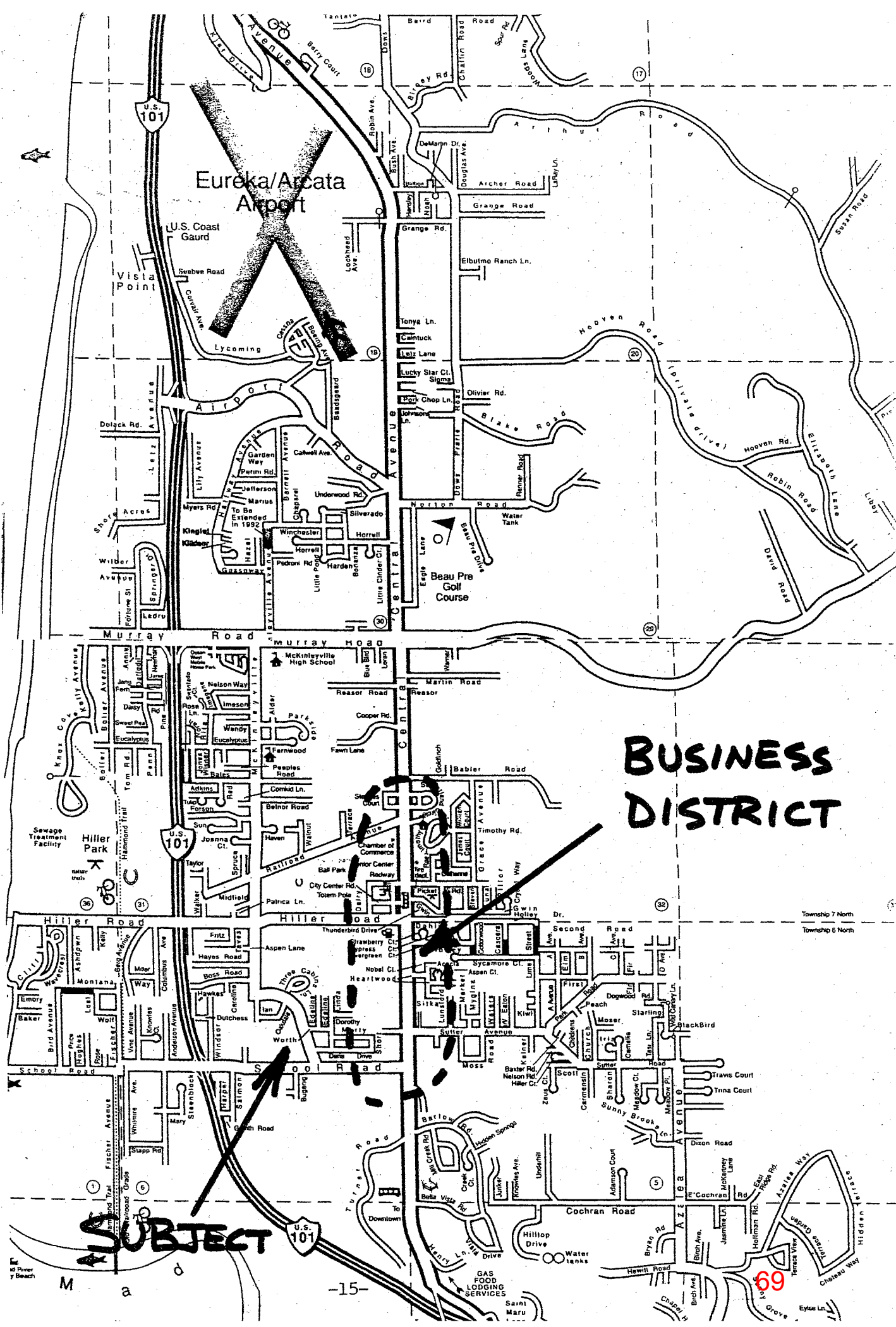
Unknown at this time

Exhibits/Attachments

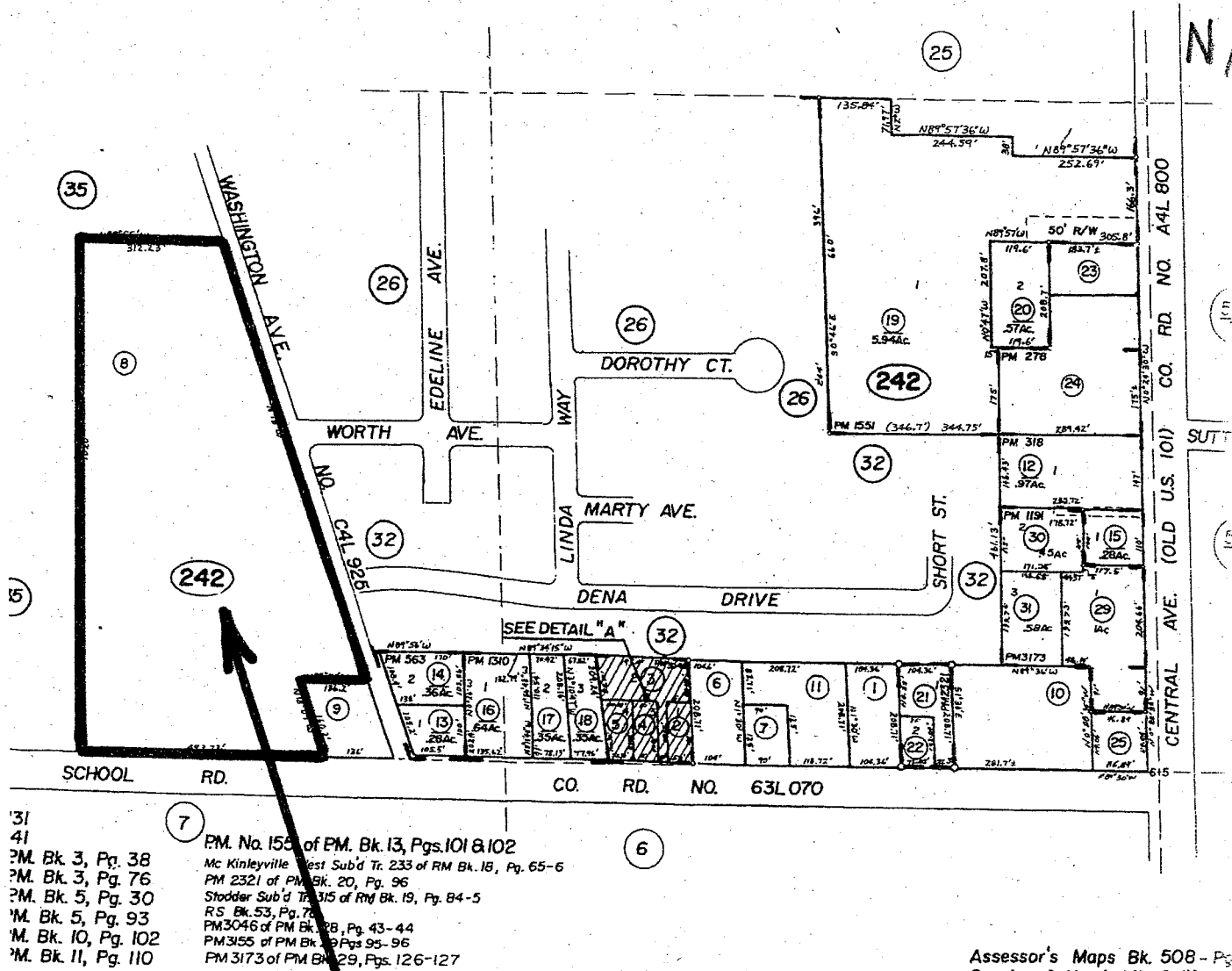
- Parcel Map



SUBJECT

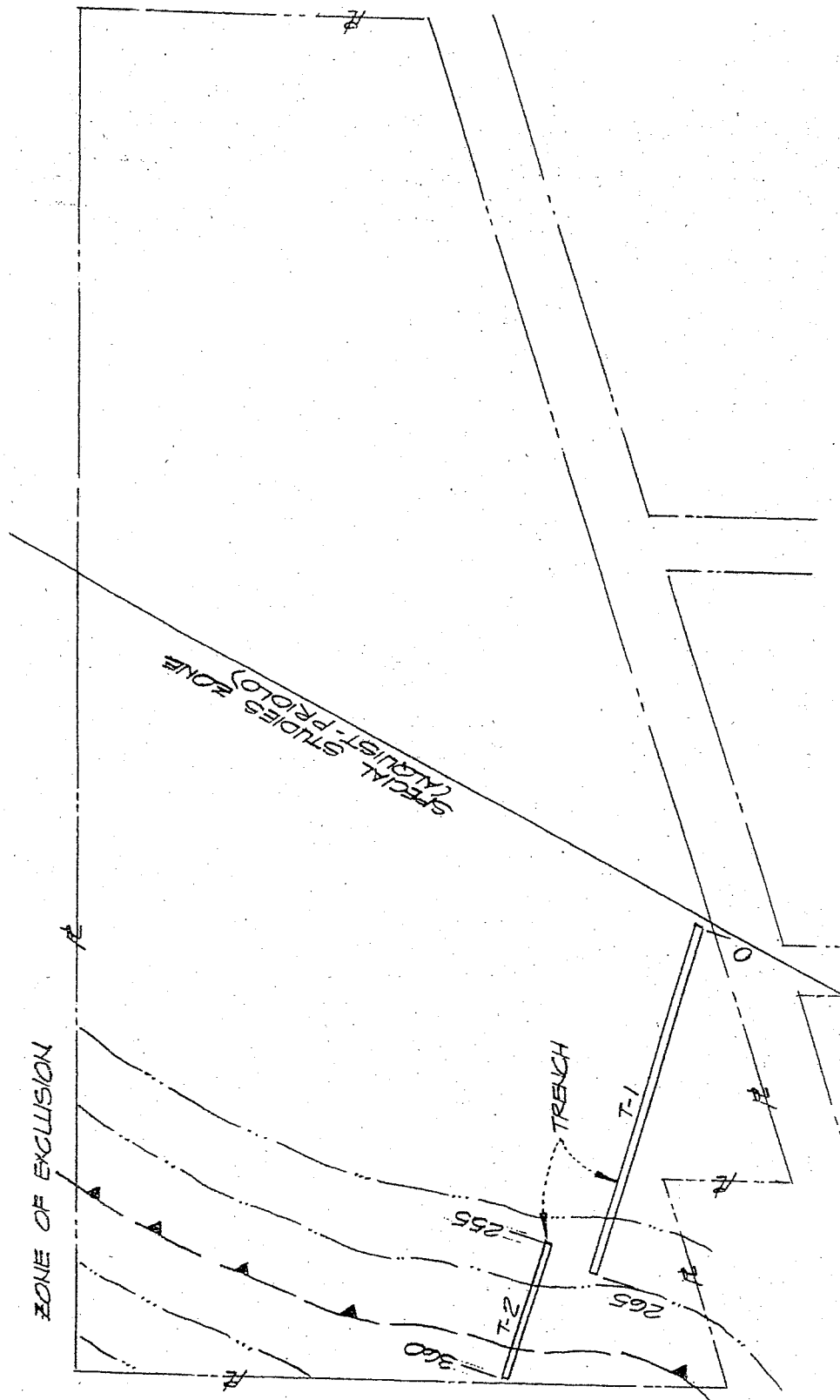


SUBJECT



SUBJECT

N ↑



McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.13 Consider Acquisition of Real Property Parcel located at/near Gwin Road, McKinleyville (APN 510-401-025)

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends the Board consider the following:

- (a) Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;
- (b) Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and
- (c) Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate:
Jim Furtado, dba JLF Construction.

Discussion:

Staff met with Mr. Jim Furtado with JLF Investments to inquire about the property located adjacent to the McKinleyville Activity Center (immediately to the west). During the conversation, Mr. Furtado said he would be willing to consider selling the property to the District.

The property is .28 acres and is flat with no trees. The property could be used for future expansion of the McKinleyville Activity Center (MAC) and/or Pierson Park, parking, or as a buffer zone adjacent to the MAC in the future.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

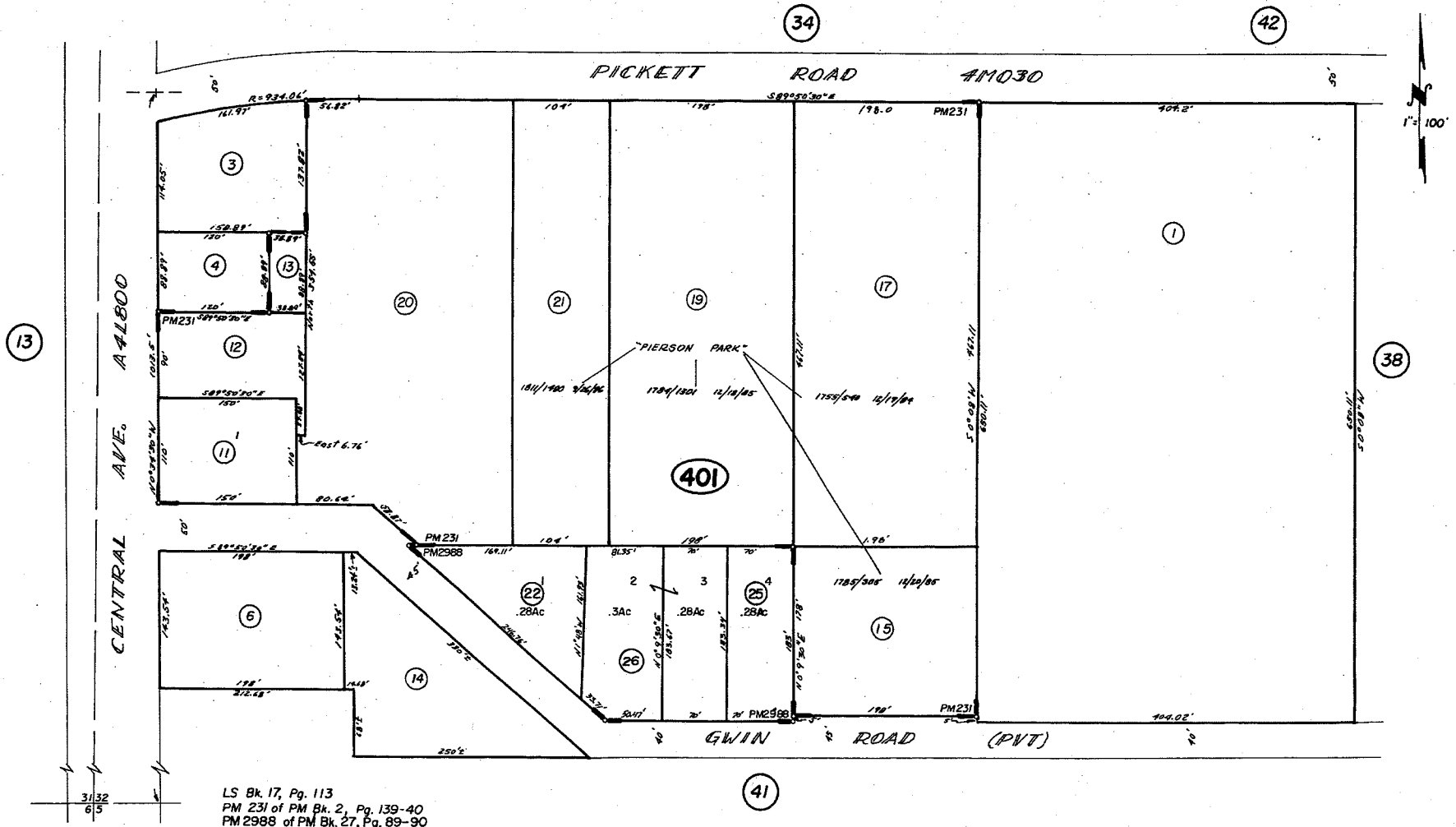
Evaluated as part of negotiations

Environmental Requirements:

Unknown at this time

Exhibits/Attachments

- Parcel map



APN # 510-401-025

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.9. Update and general informational discussion on MCSD priority, goals and objectives tracking table

PRESENTED BY: Norman Shopay

TYPE OF ACTION: None

Recommendation:

Staff Requests the Board review the attached table, discuss the priorities and determine if any additional items are desired to be added or modified by the Board.

Discussion:

On August 13, 2009 a public workshop was conducted by the General Manager to assist him and staff through collaborative open discussion and dialogue with the Board related to short and long term goals and objectives that were identified or were being considered.

Discussion of these items was related to general policy and direction desired by the Board. The initial workshop began an open discussion process to obtain feedback from the Board in the prioritization, and scheduling of various activities.

It was not the intention to discuss each of these items in detail but to identify short, intermediate and long-term key goals and objectives. As a result of that workshop and input from the Board the attached table was modified.

The purpose of today's discussion is to review the updated table and discuss the Boards desire to reprioritize, add or delete activities. Items that have been completed new items added are highlighted.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Table

Suggested Priority	Activity	Description	Notes
1	Standard MCSD Contracts	MCSD should develop standard District contracts and terms for Professional Services, Construction and Non- Construction Activities. This would reduce the need to have legal review each new contract provided by the vendor or firm.	Professional Services Contract completed, reviewd by Legal and Finalized. Construction Contract completed, reviewed by Legal and Finalized
1	WEB Site and Logo Revisions and Update	Desireable to form WEB and Logo update working group consisting of a few MCSD staff members and also request participation from interested members of the community. Since the WEB site is for community access, it should take into account feedback and input from the community. Would recommend an open workgroup.	Internal WEB and Logo working group formed. Working on initial layout of web site, have completed initial logo design. Expect to have a "draft" working Web site for initial presentation to public in April 2010
1	Record Retention Policy	A few separate versions exist. Recommending revising and combining into one version for Board approval.	Completed and Approved by Board
1	Measure B (Future)	Measure B will be ending soon. It has accomplished allot and we should inform the community of the benefits received. We should consider continuing with a new measure in the future. I would recommend beginning workshops in October to begin to obtain community and stakeholder input early in the process. Depending on interest from the community we could consider placing a new measure on the ballot in 2010.	Requested Proposals. Bids due in Mid February 2010. Will be requesting approval from Board at February Meeting.

1	Emergency Response Exercise - SIMS	Update to the emergency response plan needed.	Scope of training finalized with California Safety Consortium and will be beginning initial training in March 2010
1	District is assuming the fire hydrant valve exercise and maintenance	Need to explore if this program is assumed by the District, will the Fire Department be able to provide any financial assistance.	Project completed for this year. Will continue to explore financial assistance with Fire Department
1	NPDES Requirements and request for sampling frequency modifications	We are evaluating the current NPDES permit and looking at ways to reduce the costs and burden of the activities and sampling and laboratory costs. Evaluating information to look at options for short term improvements to the system while looking at future long-term solutions.	Letters submitted to RWQCB, some requested revision approved. Additional information being prepared to submit to RWQCB as requested
1	Resource Sharing and combined Training opportunities with other districts	It would be cost beneficial to work with other districts to share resources and cost and jointly participating in Training	Rio Dell is using a new work order program that staff will be meeting with to discuss pros and cons.
1	Central Avenue Open Space Zone Renewal and reformation	The 5-year Central Avenue open Space zone MOU will expire shortly. We desire to start to process to reform (renew) the zone.	Schedule to bring initial information to Board in April.
1	Mad River Emergency Bridge Crossing	Plans and Specs finalized	Will release bid documents in February 2010
1	Ramey Pump Station Upgrade	Plans and Specs finalized	Will release bid documents in February 2010

1	Grants	Grants can provide the district a significant source of funds. Recommend considering the benefits of evaluation and applying for various Grant funds in order to reduce costs on district projects. We need to participate and work within the current North Coast Integrated Regional Water Management Plan (IRWM) process. Need to get our projects in the plan. Other districts received funds under Prop 50 and we did not.	Currently preparing application for available parks grant funds. Application due in March 2010
1	Water and Sewer 20-year plan and Rate Study Evaluation	With the recent cost increase from HBWD we should keep a close watch on our current water rate structure. As we move forward to make improvements at the discharge ponds and consider future capital improvement projects.	Being considered as part of the NPDES permit process. Board presentation in February and public meeting scheduled for April
2	Annual MCSD Goals and Objectives	Annual goals and objectives were attached as a "draft" to the budget. It would be desirable to work on short and long-term goals and objectives over the next few months and finalize the document.	Will update the goals and objectives as part of the FY 10/11 budget process
2	Process Safety Management Plan	This is an existing plan that needs to be updated	Reviewing
2	Hazardous Materials Business Plan	This is an existing plan that needs to be updated	Reviewing
2	District News Letter	Some ideas for the next newsletter would be helpful from the Board and community.	Continue to obtain input and ideas.
2	Brown Act	It may be useful to have some training for District staff and the Board regarding the Brown Act. This would be especially useful when a new Board members joins.	Possible discussion scheduled for March or April 2010

2	Board process	It may be useful to have some training for District staff and the Board regarding Board Governance vs. District. Maybe create a quick training and reference chart. Operations and roles and responsibilities related to items such as Contracts, personnel issues and lines of responsibilities. This could be done in conjunction with the Board Policy Manual	Considering possible dates in the future. May be able to combine with Brown Act discussion.
3	Employee Handbook	Review of the Handbook indicates that some changes are needed.	Scheduled to start review process in March 2010
3	Expenditure Control Guidelines	2003 Version, Update needed	Will be evaluated during budget process
3	Fixed Asset Policy	Review and update needed	Will be evaluated during budget process
3	Investment Policy	Review and update needed	Will be evaluated during budget process
3	Supervisor Manual	Needs to be consistent with employee handbook, update needed	Will address after completing revision to employee handbook
3	Board Policy Manual	Understand that this item was previously discussed at a Board meeting and may be in the works.	Board currently Reviewing
3	Groundwater Management Plan	The District does not have a GWMP. State funds will be available shortly to assist in this effort. The GWMP can be a starting point to evaluate potential sources of groundwater within the district that may be able to be used as an supplemental or alternate water source.	Priority will be 1 if Potential Grant Funding may become available and we have an opportunity to apply

3	Tap the Mad / Don't Grind Compost	The current program by HBWD encourages non bottled water use. The district may want to consider an educational program that encourages composting or other disposal methods rather than garbage disposal grinding. This would have a positive benefit to our sewer discharges and costs for the treatment ponds.	Tap the Mad resolution will be brought back to the Board in April or May to update. Working on options for grease rycycling for homes.
3	District Staffing and Organization Structure	While significant growth in the district has occurred over the past several years, the staffing has essentially remained at the same levels. Will be evaluating future projected staffing needs and the organizational structure to accommodate current and future growth. Taking full advantage of the various Federal and State Grant opportunities will require additional staff resources that will result in additional Grant funds to the District.	Evaluating as part of the budget process
3	Haz Materials and E-Waste Day, No Drugs down the drain	This was a successful program and resulted in a reduced risk of chemical entering our system. I recommend that we look at participating in another similar program and consider preparing a informational sheet on the success of the last program	Continue to evaluate options
3	Regional Sludge Composting Facility Study	Participation by the District would be useful if option is presented in the future.	No future option is being currently considered
1 - Local; 3 - Other	Legislative Goals and Objectives	Has the Board or is there a desire to develop short and long range State, Federal and Local legislative interaction and goals and objectives. I would recommend that we set up, track and respond to various proposed bills and legislations	Plan to prepare talking points an meet with some leg representatives and ageny directors prior to November

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Monthly Report
February 17, 2010

AGENDA ITEM: F.2.a.
PRESENTED TO: MCSD Board of Directors
FROM: Steven Edmiston, Finance Director
SUBJECT: Monthly Report

CORRESPONDENCE FROM COUNTY TREASURER-TAX COLLECTOR

Attached is February 4, 2010, correspondence from Stephen Strawn, Treasurer-Tax Collector regarding interest earnings on funds held by the County Treasury. District funds are earning approximately 2% which is better than other options currently available.

WATER AND SEWER BUDGET

Revenues for water sales are ahead of the fiscal year to date budget by \$15,349. This is due to the seasonal nature of water usage during the summer months. The District has returned to a normal water usage pattern in the upcoming months.

Sewer expenses are below the fiscal year to date budget by \$48,852. This is due to the seasonality of the District's sewer effluent testing requirements. In the summer months effluent is used to irrigate alfalfa fields adjacent to Fischer Road. In the winter months effluent is discharged in the Mad River which necessitates additional monitoring and lab testing costs which have not been invoiced to the District.

Water department wages are slightly higher (5.2%) than budgeted year to date. This is primarily due to seasonal hiring which has culminated. There is also an allocation issue regarding the allocation of the payroll load between the water and sewer departments.

PARKS AND RECREATION BUDGET

In December, 2009, the District received its first installment of secured property tax for the fiscal in the amount of \$254,558, which is 18.4% more than was budgeted for the fiscal year to date. The first half of Measure B assessments were also received during December, 2009, in the amount of \$115,428, which is 18.39% more than was budgeted for the fiscal year to date.

The annual interest and principal debt service payment for the General Fund is due August 1. The portion of this payment attributable to the General Fund was \$204,200 for the fiscal year. An interest only payment on this obligation was due on February 1.

COST OF PUBLIC INFORMATION REQUEST

The District received correspondence regarding public information during January, 2010. The cost to the District pertaining to this matter is \$304.50 for January, 2010, bringing the total for the fiscal year to \$2,629.80.



COUNTY OF HUMBOLDT

STEPHEN A. STRAWN
TREASURER-TAX COLLECTOR

825 FIFTH STREET ROOM 125
EUREKA, CALIFORNIA 95501

PHONE: 707-476-2450

FAX: 707-445-7608

TOLL FREE: 877-448-6829

EMAIL: taxinfo@co.humboldt.ca.us

TO: GOVERNING BOARDS OF ALL AGENCIES/DISTRICTS

February 4, 2010

Enclosed is the information regarding interest earned on your fund balances in the County Treasury during July through September 2009. The accounts were credited with the interest earned the day following the end of the quarter, (October 1). The total interest earned July through September 2009 was \$1,202,924.27, for an annual rate of 2.04%. This compared with an LAIF rate of 0.90%. Interest rates have remained at low levels due to Federal Reserve actions to strengthen the economy. LAIF is reporting a daily rate of 0.55% as of January 28.

Low interest rates continue to be the norm and there is little indication that things will change at least for the next few months. The lagging economy and high unemployment discourage the Federal Reserve raising interest rates and compounding the situation. The administration is still trying to find solutions that will boost the economy. So far, the large infusion of money by the government has added to the debt which will be faced by future generations.

The State of California's budget crisis continues to harm local governments and education. Proposals to reduce services, delay payments and diverting monies due local government agencies continue to be studied.

Not much has changed since my last letter. Local agency revenues continue to be reduced from sales tax, bed tax, and reduced activity fees. Few expect any positive changes until early 2011 or beyond. Education and local government officials must look toward tough decisions to provide essential services while retaining valuable staff with limited resources. It is essential to retain knowledgeable and productive people in organizations when facing difficult decisions. That will be one of the most challenging aspects of the upcoming budget deliberations.

If you have any questions about the investment of your funds, please do not hesitate to telephone me. I am also available to attend your agency board meetings to explain how this office can help your agency in financial matters such as funding capital projects, the issuance of certificates of participation, bonds, or tax and revenue anticipation notes.

Stephen A. Strawn

Treasurer-Tax Collector

MCKINLEYVILLE CSD
Cash Transactions Detail Report
Sorted by Fund - Fund
October 1, 2009 - October 1, 2009

Investment #	Fund	Issuer	Transaction Date	Receipt Number	Comment	Deposits	Withdrawals	Interest Received	Balance
MCSD Operating									
2560	2560	Fund Participant	10/01/2009		Interest Earnings			5,221.96	907,358.56
									912,580.52
					Subtotal and Ending Balance	0.00	0.00	5,221.96	912,580.52
McKinleyville-CSD-Investmt									
4240	4240	Fund Participant	10/01/2009		Interest Earnings			25,980.65	5,050,571.26
				9390	Interest Earnings: Allocation = 568.86, Fee = 0.00	568.86			5,076,551.91
					Subtotal and Ending Balance	568.86	0.00	25,980.65	5,077,120.77
McKinleyville CSD									
9390	9390	Fund Participant	10/01/2009		Interest Earnings			568.86	110,584.48
					Interest Earnings: Transfer to 4240		568.86		111,153.34
					Subtotal and Ending Balance	0.00	568.86	568.86	110,584.48
Total						568.86	568.86	31,771.47	6,100,285.77

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

February 10, 2010

To: MCS D Board

From: Gregory P Orsini, Operations Director

Subject: Agenda Item: F.2.B. – February 17, 2010 Board Meeting
Operations Department - January 2009 Report

Progress in achieving the Board's adopted FY09-10 Goals are summarized in the following narrative:

Water Department:

◇ Water Statistics:

The district pumped 37 million gallons of water in January.

Four water quality complaints were investigated and rectified in January.

One service line leak was reported and repaired in January.

No water service installations were completed in January.

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

◇ Double Check Valve Testing:

Route 1 testing was completed in January accounting for 68 devices.

◇ New Receptionist Window:

As anyone who pays their bill in person at the District Office is aware, there was a large opening that separated the foyer from the receptionist desk. During the winter months this open area allows cold air and gusts of wind to migrate from outside into the front office area creating an uneven heat balance in the office and increasing the energy demand when the front door is opened. This problem was rectified by placing a window in the opening and has also improved security for the front office staff.

◇ Fire Hydrant Maintenance:

Hydrant inspections and maintenance were completed in October and discrepancies discovered are addressed by severity or as time allows. During the Month of January a portion of approximately 12 days was spend addressing discrepancies.

◇ Steel Water Reservoir Maintenance:

During monthly inspections a defect was discovered in the screens on the tank. This discrepancy was temporally fixed and will be repair prenatally when the proper materials are received.

◇ New Construction Inspections:

Airport Ramp Project, no change; Central Terrace, no change; School Ridge, underground is complete; Valadao Subdivision, underground is complete and Van Eaton Subdivision, should be completed soon.

Sewer Department:

◇ Waste Water Statistics:

37 million gallons of wastewater were collected and pumped to the W.W.M.F in January.

40 million gallons of waste water were treated and discharged to the Mad River in January.

No sewer services were completed in January.

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

◇ Flow Monitoring:

Wet Weather flow monitoring of the sewer collection system has started and will continue

throughout the winter. This biannual monitoring is conducted to collect data on inflow and infiltration and to monitor capacities in our sewer collection system.

◇ **WWMF Work Orders and Routine Maintenance:**

During monthly inspections deficiencies are noted and work order are generated. In January various work orders for the WWMF were completed including, Pond 4 catwalk and structures being pressure washed, electrical outlet repaired, the conduit at Pond 4 pumps was repaired and the Control Building door weather stripping was replace. Also at the WWMF, annually all dosing equipment for chlorine and sulfurdioxide injection is maintained. This program is part of our planned maintenance and is carried out to minimize the risk of equipment failure that could have health and environmental ramifications. This equipment is completely disassembled; inspected and all consumable parts are replaced, and the annual replacement of the CL2 sensor on the gas detector.

◇ **Sewer Lift Station Wet Well:**

Quarterly wash down of Kelly and Letz Sewer Lift Stations were completed. This Maintenance is carried out to remove grease and grit from the wet wells and to inhibit sulfide gas buildup that would damage the interior surfaces in the wet well.

◇ **Street Light Department:**

Four streetlight problems were reported and repaired in January.

Promote Staff Training and Advancement:

Weekly safety meetings were conducted.

Special Notes:

At approximately 4:40 pm Saturday January 9, 2010 the area experience an earth quake. By 4:55 pm Operations Department Staff were on scene at the District Office monitoring the supervisory control and data acquisition (SCADA) system for any alarm situation and to assess damage to water and sewer infrastructure remotely. The duty pager person arrived and one other field crew staff were coordinated and able to complete a preliminary damage and operational assessment on all water and sewer facilities by 6:00 pm. The preliminary assessment was that no apparent damage was sustained but minor power outages on the west side of the freeway occurred. Backup generators at various sites started automatically and shut down automatically as the power was restored. The WWMF was without power but all telemetry and alarming capability was maintained through battery backup and no interruption in discharge was experienced. Kelly Sewer Lift does not have a generator so a portable generator was placed at that site when the priorities before it were addressed. All power was restored by 8:30 pm and Operations were back to normal with full capability at that time. A more thorough assessment was completed Monday and secondary assessments have been completed since the episode.

Staff met with members of Arcata Fire Protection District (AFPD) to discuss MCSD Board action to fund 50% for two of the eight fire hydrants requested by AFPD on Central Ave. AFPD will took this matter to their board to seek the remainder of the funding. Staff supplied them with the agenda item form the December meeting and the associated minutes on the decision from MCSD Board. AFPD Board of Directors were in agreement and have pledged half the money to install the fire hydrants. This project will take place later this spring.

Staff started consideration and planning for FY 10/11 budget year. We routinely start with the Capitol Improve and Replacement Plan and work towards completion of the entire

budget and will present drafts to the board in successive months with a final for approval in June.

A 100% design meeting was held with staff and members of Winzler and Kelly for final comment on the design documents for the Ramey Pump Station upgrade. By the time of the February Board Meeting this project will have gone to bid.

Review and commenting have been completed and the District is in custody of the bid documents for the Mad River Bridge Crossing emergency water line. This project is ready to go to bid and a schedule will be forthcoming.

Staff met with members of the Regional Water Quality Control Board in January to discuss progress in compliance with the District's NPDES Permit, to discuss a public scoping process for ideas regarding a WWMF upgrade, reductions in testing locations and frequency. The meeting went well and reinforces staff commitment to the Regional Board to be diligent in complying with our permit.

MCSD Staff met with Arcata Staff to reaffirm their commitment to the concept of the Emergency water line in the Mad River Bridge Crossing and to begin to forge a formal agreement for use of the crossing.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
February 17, 2010

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

McKINLEYVILLE SKATE PARK:

The McKinleyville Skate Park Committee is still working with Grindline to revise the plans so that they can be re-submitted to the Board at a later date. They are also continuing their fundraising efforts.

McKINLEYVILLE LIBRARY:

Parks crew replaced tile in entrance way at the McKinleyville Library. Bonnie Oliver, Architect has re-submitted revisions the plans to the County for review.

CALIFORNIA CONSERVATION CORPS (CCC):

We met with representatives of the CCC to discuss the Contract for the use of the Pierson Park Trailer in trade of four (4) weeks of crews. The CCC agreed to increase # of weeks from three (3) to four (4).

I have since scheduled three (3) weeks of CCC crews in April (Hiller Sports Complex), May (Central Ave OSMZ), and June (project pending).

SWAP CREW:

The SWAP crews have been reinstated and have been working along Central Ave OSMZ.

STATE GRANTS:

Our staff continues to research grants for potential park development projects. We have scheduled a series of meetings (ten total) to gather community input for potential park development projects. We are currently focusing on two underserved areas of McKinleyville, 1) area north of Murray Road, 2) area southwest of MCSD Office.\

I would like to thank Recreation Supervisor Lesley Frisbee for her hard work on researching grants.

MCSD OFFICE:

I received a plan and cost estimate for improving the landscaping in front of the MCSD Office. I am currently working on securing donations to pay for the improvements.

CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE:

We have been researching and discussing the possibility of purchasing Christmas and Pony Express Days banners along Central Ave OSMZ through a Proposition 218 ballot.

HILLER SPORTS COMPLEX:

We scheduled a CCC crew to help prepare for the McKinleyville Little League Grand Opening Ceremonies in April.

HAZWOPPER:

Cal Works volunteer attended a Hazwopper class.

PARK MAINTENANCE:

I have posted a Seasonal Laborer position to start mid March to assist with maintaining parks and facilities.

COMMUNITY SERVICE WORKERS:

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

GRAFFITI UPDATE:

There was no graffiti reported during the last month.

WORK EXPERIENCE (Cal Works PROGRAM)

We now have three positions (1 @ 40 hours per week, 1 @ 32 hours per week) through the Cal Works program.

This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period, and workers compensation is also under the Counties umbrella. If MCSD hires an employee from this program, the County will pay for half their wages for the first year of employment.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 17, 2010

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D. General Manager's Report

PRESENTED BY: Norman Shopay

TYPE OF ACTION: None

1. Library Expansion Project: Plan reviewed completed by County Building Department for permit. Addition plan correction check list picked up. It was a short list, one to add a note about having the foundation concrete inspected for 3000 psi bearing capacity and secondly, adding an accessibility specification page for the counters, door hardware, thresholds etc. We will complete these items and turn the plans back in to the County. No additional plan changes required, just this additional specification information. Initially the "Friends of the Library" indicated that the permit fees would be waived. However, upon submission of the permit the County indicated that the new policy was not to waive any permit fees. The Friends of the Library continue to follow-up. After County permit approval the bid documents will be released.

2. Emergency Response Planning: Northern California Safety Consortium contacted to proceed with updating MCSD emergency response plan and start conducting appropriate training for staff, Meeting to plan and schedule training occurred on February 12, 2010.

3. Measure B: Prepared RFP and requested proposals from several consultants. Proposals due February 10, 2010. Will evaluate proposal and make recommendation to Board at March Board meeting.

4. Web Site Update: Staff workgroup proceeding to enter initial information into website. Once we have sufficient content into the Web site we desire to have a community meeting to conduct a review of the initial web information and layout and request further input from community.

5. Master Construction Contract: Completed final review of draft contract. The final contract ready for distribution with bid documents.

6. Humboldt Bay Municipal Water District (HBMWD), Pulp Mill – Freshwater Tissue has requested a fixed price contract. If a fixed price contract is approved by HBMWD Board, it is anticipated that MCSD will be asked to amend Ordinance 16 with HBMWD. HBMWD has not made any decision regarding potential increased rates. However, forecasting an anticipated potential HBMWD rate increase of 50%, would translate into a potential 12.5% increase in MCSD water customers. Please be aware that while this rate increase addresses only HBMWD need for Capital

Improvement Projects (CIP), it does not include consideration of CIP for MCSD in the future or the placement of additional funds into a reserve account for future CIP.

7. Ramey Pump Station Improvements – Final design documents prepared. We have applied for a 1% energy saving loan related to a portion of the project that will fund approximately \$165,000 of the project. We have also applied for a grant related to the chlorine injection system. The Finance Director is working on evaluation other funding options including State Revolving Fund (SRF) financing options.

8. Emergency Water Line Bridge Crossing – A MCSD letter to CalTrans requested that the water line remain in the Northbound Bridge. Cal Trans appears acceptable to this request. This will save the District approximately 50% of the increased cost to place the pipe in the southbound section. CalTrans completed review of our plans and specification. Final plans are completed and will be advertised for bid shortly. Met with City of Arcata and will be working on similar resolution to agree to supply water to each agency in case of an emergency if needed.

9. NPDES Permit Compliance and 20-Year Facility Plan – Presentation on this topic will occur at the Board meeting.

10 Earthquake – Working on cost recovery opportunities through OES.

11 FY 10/11 Budget Internal budget process for fiscal year 10/11. Departments continue. Working on projected Capital Improvement Projects (CIP) and budget categories.



January 28, 2010

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

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the monthly Monitoring Report for December 2009 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM.

The normal discharge of effluent was 18 days of discharge to land reclamation and disposal from December 1 through December 18 and 14 day of discharge to the Mad River from December 18 through 31. The required monitoring and water quality constituents that were tested and were reported were in compliance.

The requirement for BOD is 45 mg/L, a maximum of 441 pounds of BOD for the 30-day average, a minimum of 65% removal and a weekly average of 65 mg/L. With five weekly tests in December, that constitutes eight criteria. The BOD results for December are in compliance.

The requirement for NFR is 83 mg/L, a maximum of 931 pounds per-day and a minimum of 65% removal for the 30-day average. With five weekly tests in December, that constitutes three criteria. The NFR results for December are in compliance.

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10mg/L. One test was conducted in December and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of December are as follows. Median was <2 and a Maximum of <2. Four samples were collected and all are in compliance.

The Requirement for Acute Toxicity testing is a minimum of 70% survival for any one test and median for all tests in one month of 90%. One test was conducted in December and is in compliance with 100% survival.

Pollutants of Concern testing was conducted in December and all were in compliance.

Monitoring of the Mad River, Storm Water Wetlands at Hiller and Backswamp Wetlands were conducted in December.

A sewer main backup was reported and flow was returned promptly December 18. A small spill in the residence bathroom was contained and cleaned up with no danger of contact with a receiving water. The Regional Board was contacted the same day.

EXHIBITS:

- A. December 2009 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, and quarterly monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet.
- C. River CFS and Discharge Dilution work sheet

- D. BOD and TSS work sheet.
- E. River Monitoring work Sheet for R-001 and R-002
- F. Backswamp Wetlands work sheet for R-003
- G. Hiller Wetland Monitoring work sheet for R-004 and R-005
- H. Acute Toxicity lab report
- I. Pollutants of Concern lab report
- J. Spill Report dated December 18, 2009

"I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED, IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS."

If you have any questions, please contact this office.


NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES
FILE

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: DECEMBER

YEAR: 2009

DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING						SETTLABLE SOLIDS	TOTAL COLIFORM
					B.O.D. mg/L	N.F.R. mg/L	pH	TEMP (°C)	B.O.D. mg/L	NFR mg/L	AMMONIA mg/L	CL ₂ RES	CL ₂ RES	
1	0.910	1.044	737				6.9	9.3			32	3.5		3X5
2	0.932	1.032	721				7.0	9.2			32	3.3		
3	0.921	1.032	723				7.0	9.2			32	3.2		
4	0.890	0.829	785		290	130	7.0	10.3	29	46	28	3.2		
5	0.963	0.614	434											
6	1.010	0.617	437											
7	0.923	0.878	755				7.1	7.5			30	3.7		<2
8	0.919	1.057	741				7.0	7.0			30	3.8		
9	0.912	1.059	743				7.0	6.8			30	3.9		
10	0.910	1.057	741				7.0	6.9			28	3.9		
11	0.892	0.780	734		320	310	7.1	6.8	32	33	32	3.8		<0.1
12	0.948	0.565	397											
13	1.021	0.565	397											
14	0.926	0.839	768				7.1	8.9			34	2.2		<2
15	0.981	1.125	992				6.9	8.7			34	1.9		
16	0.998	1.321	995				6.9	10.5			30	1.7		
17	0.950	1.233	863				6.9	9.9			32	5.1		
18	0.944	1.156	858		280	180	7.1	10.8	31	38	28	3.2		<0.1
19	0.979	1.416	1113				6.8	11.7				3.3		
20	1.017	1.580	1113				6.9	11.9				2.1		
21	1.106	1.284	1110				6.9	11.9			32	2.9		<2
22	1.059	1.183	832				6.9	11.0			30	3.3		
23	1.013	1.199	840		260	170	7.0	9.4	19	25	32	3.5		<0.1
24	1.002	1.207	855				6.9	9.4				3.8		
25	0.919	1.229	859				6.8	9.8				2.9		
26	0.940	1.229	861				6.8	9				3.4		
27	0.988	1.227	860				7	9.9				3.6		
28	0.980	1.229	862				6.9	9.1			32	3.1		<2
29	0.984	1.182	864				6.9	8.7			32	3.7		
30	0.943	1.037	729		270	110	6.9	8.9	31	35	32	4.6		
31	0.972	1.037	727				6.9	9.3			32	4.4		<0.1

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
12/21/2009	260	28.0	ND

DATE	Copper	Lead	Bis phthalate	alpha-BHC	4,4'-DDT	2,3,7,8-TCDD
12/21/2009	18	ND	3	ND	ND	ND

SIGNATURE:

[Signature]

REMARKS:

Indicates Permit Exceedance

ACUTE TOXICITY	
DATE	% Survival
12/8/2009	100%

Rainbow Trout

CHRONIC TOXICITY	
TESTED	SURVIVAL
Milnow	N/A
C. Dubia	N/A
Algae	N/A
Tuc	N/A

Total Coliform	
Monthly	Median
<2	<2
Daily	
Maximum	<2

SPILLS					
12/18/2009: 2346 Sutter Rd. Customer had back up into shower and on bathroom floor.					
BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
28	234	90	35	291	77

30 DAY AVERAGE