

**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, October 20, 2010  
7:00 P.M.**

**AGENDA**

**A. CALL TO ORDER**

**ROLL CALL**

**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 September 15, 2010 **P. 4**
- D.2 Consider approval of September 2010 Treasurer's Report **P. 9**
- D.3 No DCV Violations this month.

D.4	Consider approval of revised Employee Handbook	P. 25
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## **E. CONTINUED AND NEW BUSINESS**

E.1	Presentation by Humboldt Bay Municipal Water District related to advisory committee recommendations for water use options presented in their August 2010 report	P. 27
E.2	Consider revised Mission Statement, and District focused Goals and Objectives for short-term planning period of approximately three to five years	P. 41
E.3	Consider approval of revised Board Policy Manual	P. 46
E.4	Analysis of Ramey Pump Station Upgrade project financing options	P. 59
E.5	Consider Letter of Support to California Marine Life Protection Act Initiative North Coast Regional Stakeholder Group	P. 63

## **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. Water Task Force ((Mayo, Corbett (alternate))
- g. AdHoc No Drugs & Toxics Down the Drain (Mayo)

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

a.	Support Services Department (Steve Edmiston)	P. 67
b.	Operations Department (Greg Orsini)	P. 68
c.	Parks and Recreation Department (Jason Sehon)	P. 71
d.	General Manager (Norman Shopay)	P. 73

### **F.3. BOARD PRESIDENT'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 DISCUSSION**

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

**NO CLOSED SESSION SCHEDULED**

## **I. ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, SEPTEMBER 15, 2010 AT 7:00PM AT AZALEA HALL,  
1620 PICKETT ROAD, MCKINLEYVILLE**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00pm with the following Directors and staff in attendance:

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

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, ADDITIONS TO THE AGENDA:**

At 7:00pm President Edwards called the meeting to order with Directors Corbett, Couch, Mayo and Wennerholm present. There were no additions to the agenda. President Edwards announced there was a problem with the sound system and asked for input if discussion was not audible.

**AGENDA ITEM B-APPROVAL OF THE AGENDA:**

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

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

**MOTION SUMMARY:** Motion passed-5 AYES; 0 NAYS

**AGENDA ITEM C-PUBLIC HEARINGS:**

**C.1-CONSIDER CENTRAL AVENUE OPEN SPACE ZONE REFORMATION:** Park and Recreation Director Sehon briefly reviewed the timeline for renewal of this open space zone, financial impact including revisions to the cost reducing it an increase of \$.10 per linear foot and staff recommendations. He explained that the continued support of maintenance by County Swap crew was in question and he would keep the Board updated on that as it could affect the charges for Customers in the zone. There was a brief Board discussion and no public input was given.

**MOTION:** It was moved to adopt Resolution 2010-09, a Resolution of the McKinleyville Community Services District initiating reformation of the Central Avenue Open Space Zone #6. Motion by Corbett; second by Mayo.

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

**MOTION SUMMARY:** Motion passed-5AYES; 0 NAYS

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( In accordance w/Robert's Rules of Order, 10<sup>th</sup> edition, Pg. 451, Section 48: "Unless the minutes are to be published, they should contain mainly a record of what was done at the meeting, not what was said by the members".)

**C.2-CONSIDER ADOPTING RESOLUTION AUTHORIZING COLLECTION OF MEASURE B ASSESSMENTS FOR FISCAL YEAR 2011:** Park and Recreation Director Sehon reviewed the proposal and staff recommendations. There was no public input on this item.

**MOTION:** It was moved to adopt Resolution 20110-15 confirming the engineer's report, ordering improvements and levying fiscal year 2010/2011 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 D-CONSENT CALENDAR:**

1. Consider approval of minutes of the Board of Directors' Regular Meeting of August 18, 2010
2. Consider approval of August 2010 Treasurer's Report
3. DCV Violations for September

**MOTION:** It was moved to approve consent calendar items D1- D3. 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.1-PRESENT "COMMUNITY BUILDER AWARD" TO CALWORKS PROGRAM**

**DEPARTMENT:** Park & Recreation Director Sehon reported that this month's "Community Builder Award" was being presented to the CalWORKS Program. Both he and General Manager Shopay praised their department for the continuing partnership with the District that has resulted in the placement of at least 10 individuals, with two being hired on as full time employees with the District. Three representatives from CalWorks were present. President Edwards presented the plaque to the representatives who said they were honored to accept the award and have had nothing but positive input from the District.

**AGENDA ITEM E.2-INFORMATION REGARDING EXPENDITURE RELATED TO THE 2008 ALGARHYTHMS PROJECT FOR LABORATORY TESTING OF ALGAE AT THE WASTE WATER MANAGEMENT FACILITY:**

Operations Director Orsini explained that per a request at the last Board meeting he was bringing information to the Board as requested. He briefly reviewed the reports and expenditures related to this project, and summarized by explaining that the results of the laboratory analysis were inconclusive due to the quality of samples because the solids and liquids did not separate adequately and a decision was made not to proceed with a pilot study. Director Couch thanked Operations Director for the information.

**AGENDA ITEM E.3-CONSIDER FISCHER RANCH REQUEST FOR LEASE PROPOSALS AND DRAFT LEASE AGREEMENT:**

Prior to the beginning of discussion General Manager Shopay reviewed the changes to staff recommendations given to the Directors prior to the start of the meeting. He explained that after evaluation of the proposals staff would provide a recommendation and bring the proposal back to the Board for consideration, review and approval. After a brief Board discussion Director Couch asked for a change in the request for proposal, Exhibit 1, Page 65 to clarify that 42 acres of the 65 acre parcel "must

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be irrigated with treated wastewater” and a change in the lease proposal, Page 71, item 3.6 to read that “Lessee shall be responsible to keep the premises free of noxious and invasive weeds”.

**MOTION:** It was moved to approve the Request for Lease Proposal with the changes as outlined by staff and requested by Director Couch. Motion by Corbett; second by Mayo.

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

**MOTION SUMMARY:** Motion Passed-5 AYES; 0 NAYS

**AGENDA ITEM E4-CONSIDER REVISED BOARD POLICY MANUAL:** General Manager Shopay explained that the Board typically reviews their policy manual annually and make changes and modifications as needed. President Edwards felt it was appropriate to assign a working committee to gather Director Input, evaluate the manual and bring it back for Board consideration. Director Corbett volunteered to work with President Edwards on the committee. After a brief discussion President Edwards tabled this until next month, with the committee to meet with staff prior to then and bring a report and recommendations back to the Board.

**AGENDA ITEM E5-INFORMATION AND COMPARISON OF CURRENT DISTRICT WATER AND SEWER CAPACITY FEE RATES FOR NEW CONNECTIONS:** General Manager Shopay reported that he was in the process of reviewing MCSD water and sewer capacity fees for new connections and had discovered that the water capacity fees had not been increased since 1991 and the sewer capacity fees had not been increased since 1999. He reported that current fees are relatively low in comparison to all other local agencies and do not adequately fund previous debt service, updated system demands and/or needs for expanded or additional facilities. He advised the Board that this was a preliminary step that will require immediate focus and evaluation to determine what costs need to be allocated to capacity fees for future development. There was a brief Board discussion with all Directors in agreement that these fees need to be evaluated on a regular basis. Director Corbett thanked staff for the financial review of capacity fees and Director Mayo commented that the Board had selected General Manager Shopay for his expertise in this area.

**AGENDA ITEM E6-CONSIDER APPROVAL OF SEPTEMBER 2010 NEWSLETTER AND RECREATION**

**ACTIVITY GUIDE:** Park & Recreation Director Sehon explained the importance of the newsletter and activity guide and reviewed the new proposal. Director Mayo suggested staff contact the schools regarding possible placement of the activity guides there.

**MOTION:** It was moved to approve the September 2010 Newsletter and Recreation Activity Guide Motion by Corbett; second by Couch.

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

**MOTION SUMMARY:** Motion passed-5 AYES; 0 NAYS

**AGENDA ITEM E7-CONSIDER RESOLUTION AUTHORIZING SUBMISSION OF FINANCING APPLICATION-**

**RAMEY PUMP STATION UPGRADE:** Finance Manager Edmiston reported that the District had just received an invitation to apply for financing with i-Bank. He reviewed staff recommendations and added that he would be analyzing all documents related to financing the Ramey Pump Station Upgrade to

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determine the additional costs and fees associated with the program and will present that information with the loan documents. He explained that the Resolution was required to begin the loan application.

**MOTION:** It was moved to adopt Resolution 2010-16 to authorize the submission of the application to the California Infrastructure and Economic Development Bank for financing of the Ramey Pump Station upgrade, declaration of official intent to reimburse certain expenditures from proceeds of obligation, and approving certain other matters in connection therewith. 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 F-REPORTS:**

**F1a-RAC:** Director Couch reported that the RAC will meet September 23<sup>rd</sup> and will begin working on the Park & Recreation master plan.

**F1b-McK Area Fund:** President Edwards reported that she had received word that the Area Fund had received approval to grant \$10,000 to the McKinleyville Library.

**F1c-RREDC:** President Edwards reported that she has been attending regular meetings and that there may be opportunities coming in the future to participate in loan programs and grant funding.

**F1d-McK Senior Center:** Director Wennerholm gave a brief report on the last meeting and reminded everyone that the Senior Center will be offering whooping cough vaccinations next Monday afternoon.

**F1e-Audit:** President Edwards reported that the audit committee had not met.

**F1f-Water Task Force:** Director Mayo announced that Carol Rische from HBMWD will attend next month's meeting to give a brief presentation and update the Board.

**F1g-AdHoc No Drugs & Toxics down the Drain:** Director Mayo had nothing to report.

**F1h-AdHoc Committee-review goals, objectives and mission statement:** President Edwards reported has been meeting and are in the process of review, but planned to bring this to the Board possible next month.

**F1i-AdHoc Financial Reserve Committee:** President Edwards reported that they had not met yet, but were working on that.

**F2a-Support Services Department:** Finance Director Edmiston advised the Board that the public records request costs are averaging about \$1250 per month.

**F2b-Operations Department:** Operations Director Orsini had nothing to add to his written report.

**F2c-Park & Recreation Department:** Park and Recreation Director Sehon shared positive experiences encountered on a recent Saturday in McKinleyville at several of the Park facilities. He reported that there was a lot happening in McKinleyville and a lot of attendance and use of facilities.

**F2d-General Manager:** General Manager Shopay gave an update on the library expansion project and reported that they should be finished by the end of the month. He added that the Friends of the library have planned a grand opening and appreciation day on October 7<sup>th</sup> and he would get details on that to the Board. He added that his staff report included an item on School Road Improvements and he will be meeting with the County representatives on October 18<sup>th</sup> regarding their request for MCSD to pay all the costs for relocating the water main as staff does not agree with the County's request. Director Mayo expressed concern with the lack of communication with the County and felt this was not acceptable behavior.

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**F3-Chairman's Report:** President Edwards had nothing to report.

**F4-Board Members comments, Announcements and Reports:** Director Wennerholm said that this was a pleasant meeting with a lot accomplished without dissention.

**AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Edwards opened public input and Elaine from the McKinleyville Press told the Board it was impossible to hear a lot of tonight's conversation. President Edwards apologized that Elaine was not present at the beginning of the meeting when the announcement was made about a problem with the sound system.

**AGENDA ITEM H-CLOSED SESSION DISCUSSION:** no closed session

**AGENDA ITEM I-ADJOURNMENT:** With all business complete President Edwards adjourned the meeting at 8:35PM.

Respectfully Submitted,

Sharon L. Denison,  
Board Secretary

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# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 20, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: D.2. Consider Approval of September, 2010 Treasurer's Report**

**PRESENTED BY: Steven Edmiston, Finance Director**

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

**Recommendation:**

Staff Requests the Board accept the September, 2010 Treasurer's Report as presented.

**Discussion:**

The September, 2010 Treasurer's Report is attached.

**Alternatives:**

Take no action.

**Fiscal Analysis:**

See attached September, 2010 Treasurer's Report.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

September, 2010 Treasurer's Report.

**McKinleyville Community Services District  
Treasurer's Report  
September 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 10	Consolidated Balance Sheets
Page 11	Debt Summary
Page 13	Cash Disbursement Report

**McKinleyville Community Services District**  
**Investments and Cash Flow Report**  
**September 2010**

General Disbursement and Money Market Account:

Beginning Balance		375,418.54	
Utility Billing (inc. \$36,287.19 in CC, EFT, web pay)	247,580.12		
New Services & Capacity Fees: Water	4,343.92		
New Services & Capacity Fees: Sewer	10,835.41		
Money Market Account Interest	94.63		
Other Cash Receipts	43,590.18		
Transfer from Humboldt Co. #2560	<u>0.00</u>		
Total Cash Receipts		306,444.26	
Cash Expenditures:			
Payroll, Taxes, etc.	(141,839.17)		
Capital Expenditures	(70,921.44)		
Debt Service	(4,644.48)		
Other Expenditures	<u>(235,032.52)</u>		
Total Cash Expenditures		<u>(452,437.61)</u>	Estimated Annual Interest Rate
Total Cash in Umpqua Bank		229,425.19	0.64%
Investment Funds:			
LAIF	126,617.61		
Interest Income	<u>0.00</u>		
Balance in LAIF		126,617.61	0.55%
Humboldt Co. #2560 - Beginning Balance	937,669.55		
Interest Income	1,173.56		
Secured Property Tax & Measure B Assessment	0.00		
Transfer to Operating Account	<u>0.00</u>		
Balance in Humboldt Co. #2560		938,843.11	1.50%
Humboldt Co. #4240 - Beginning Balance	5,137,100.27		
Interest Income	3,711.10		
Transfer from Fund #2560	<u>0.00</u>		
Balance in Humboldt Co. #4240		5,140,811.37	1.50%
Balance in Humboldt Co. #9390		110,584.48	
USDA Bond Reserve Fund	102,908.20		
Bond Reserve Payment	7,500.00		
Interest Income	0.00		
Debt Service Payment	<u>0.00</u>		
Balance in USDA Reserve Funds		<u>110,408.20</u>	0.21%
Total Investments		6,427,264.77	
Total Cash and Investments		6,656,689.96	
Total Cash and Investments Last Month		<u>6,810,849.25</u>	
Net Change to Cash and Investments This Month		<u>(154,159.29)</u>	

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

	September	YTD Total	FY 11 Budget	Remaining Budget	Budget %
<b>Water Department</b>					
Ramey Pump Upgrades	53,308	137,890	1,100,000	962,110	87%
Emergency Water Line River Crossing	-	-	200,000	200,000	100%
Murray Road Tank	-	-	80,000	80,000	100%
Meter Replacements	-	-	65,000	65,000	100%
Emergency Water Supply	-	-	45,000	45,000	100%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Misc. Replacements	-	1,660	9,000	7,340	82%
<b>Subtotal</b>	<b>53,308</b>	<b>139,550</b>	<b>1,519,000</b>	<b>1,379,450</b>	<b>91%</b>
<b>Sewer Department</b>					
WWMF Upgrade and Capital Maintenance	5,179	7,587	113,000	105,413	93%
NPDES Permit	2,955	8,944	80,000	71,056	89%
Industrial Discharge Permit	-	910	25,000	24,090	96%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Meter Replacements	-	-	20,000	20,000	100%
Misc. Replacements	-	-	24,000	24,000	100%
<b>Subtotal</b>	<b>8,134</b>	<b>17,441</b>	<b>282,000</b>	<b>264,559</b>	<b>94%</b>
<b>Water and Sewer Operations</b>					
Dump Truck	-	-	50,000	50,000	100%
Air Compressor	-	-	17,000	17,000	100%
3/4 or 1 Ton Pickup	-	-	29,000	29,000	100%
Emergency Response Equipment and Supplies	-	-	6,000	6,000	100%
Office, Corporation Yard and Shops	-	616	36,000	35,384	98%
Computer Replacement and Upgrades	2,928	7,428	41,000	33,572	82%
Small Equipment & Other	-	-	41,000	41,000	100%
Streetlight Pole Replacements	-	-	7,000	7,000	100%
<b>Subtotal</b>	<b>2,928</b>	<b>8,044</b>	<b>227,000</b>	<b>218,956</b>	<b>96%</b>
<b>Enterprise Fund Total</b>	<b>64,370</b>	<b>165,035</b>	<b>2,028,000</b>	<b>1,862,965</b>	<b>92%</b>
<b>Parks and Recreation Department</b>					
Projects contingent upon grant funding	-	-	4,379,000	4,379,000	100%
Projects funded by Quimby/Other Funds	370	370	185,000	184,630	100%
Other Parks Projects & Equipment	6,181	6,346	65,000	58,654	90%
<b>General Fund Total</b>	<b>6,551</b>	<b>6,716</b>	<b>4,629,000</b>	<b>4,622,284</b>	<b>100%</b>
<b>All Funds Total</b>	<b>70,921</b>	<b>171,751</b>	<b>6,657,000</b>	<b>6,485,249</b>	<b>97%</b>

# McKinleyville Community Services District

## Activity Summary by Fund

September 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

September	FY10 YTD	YTD Budget	YTD Budget	YTD Variance	YTD Budget	YTD Variance	% Variance	% Year Remaining:	
								FY10 Budget	Remaining Budget
188,655	523,510	496,975	26,535	5.34%	1,987,900	(1,464,390)	-73.67%	138,686	(74,081)
22,974	64,605	34,672	29,933	86.33%	1,216,586	(1,538,471)	-72.34%	712,535	535,648
211,629	588,115	531,647	56,468	10.62%	629,880	470,337	75.17%	318,693	256,151
59,561	176,887	178,134	1,247	0.70%	228,000	171,000	75.00%	1,889,108	1,433,136
54,328	159,543	157,470	(2,073)	-1.32%	237,478	(105,335)	81.54%	49,000	39,957
18,829	62,542	79,673	17,131	21.50%	(87,078)	(72,200)	82.91%	1,437,944	(1,064,665)
19,000	57,000	57,000	-	0.00%	292,645	(237,441)	-81.14%	1,730,589	(1,302,106)
151,718	455,972	472,277	16,305	3.45%	712,535	531,363	74.57%	1,632,311	1,270,255
59,911	132,143	59,370	72,773	26.18%	98,278	(31,851)	80.87%	55,000	44,478
1,729	9,043	12,250	3,207	-31.66%	55,000	(64,526)	75.18%	88,752	
(4,486)	(14,878)	(21,770)	6,892		288,152				
57,154	126,308	49,850							
132,042	373,279	359,486	13,793	3.84%	1,437,944	(1,064,665)	-74.04%	292,645	(237,441)
18,179	55,204	73,161	(17,957)	-24.54%	1,730,589	(1,302,106)	-75.24%	712,535	531,363
150,221	428,483	432,647	(4,164)	-0.96%	511,776	432,892	84.59%	408,000	306,000
61,335	181,172	178,134	(3,038)	-1.71%	1,632,311	1,270,255	77.82%	98,278	(31,851)
20,131	78,884	127,944	49,060	38.34%	55,000	44,478	80.87%	55,000	44,478
34,000	102,000	102,000	-	0.00%	(64,526)	(48,512)	75.18%	88,752	
115,466	362,056	408,078	46,022	11.28%	288,152				
34,755	66,427	24,569	41,858	23.48%					
2,044	10,522	13,750	3,228	-0.73%					
(5,324)	(16,014)	(16,132)	118						
31,475	60,935	22,187							
88,629	187,243	72,037							

Water sales are ahead of projections due to seasonal usage.

Other water revenues are seasonally higher due to higher developer fees during the summer months

Interest income is below projections due to depressed rate pressures.

Other sewer revenues are seasonally higher due to higher developer fees during the summer months

Interest income is below projections due to depressed rate pressures.

# McKinleyville Community Services District

## Activity Summary by Fund

September 2010

### Department Summaries

#### Parks & Recreation:

##### Programs

Rentals

Property Tax Assessments

Measure B Assessment

State Bonds & Grants

Other Revenue

Interest Revenue

Total Revenue

Salaries & Benefits

Other Expenditures

Debt Service

Capital Expenditures

Total Expenditures

**Excess (Deficit)**

#### Street Lights:

Total Revenue

Salaries & Benefits

Other Expenditures

Debt Service

Total Expenditures

**Excess (Deficit)**

**Governmental Funds Excess (Deficit)**

	September	FY10				YTD		%	Notes
		YTD	Budget	Variance		Budget	Variance		
	13,427	64,509	82,327	(17,818)	-21.64%				
	3,720	15,174	15,600	(426)	-2.73%				
	-	-	130,000	(130,000)	-100.00%				
	-	-	53,500	(53,500)	-100.00%				
	-	12,000	1,094,750	(1,082,750)	-98.90%				
	5,681	17,968	69,044	(51,076)	-73.98%				
	1,174	4,651	5,000	(349)	-6.99%				
	24,002	114,302	1,450,221	(1,335,919)	-92.12%				
	59,405	183,685	200,197	16,512	8.25%				
	16,350	75,988	54,785	(21,203)	-38.70%				
	-	125,682	31,969	(93,713)	-293.14%				
	6,551	6,716	1,157,250	1,150,534	99.42%				
	82,306	392,071	1,444,201	1,052,130	72.85%				
	<b>(58,304)</b>	<b>(277,769)</b>	<b>6,020</b>						
	6,812	23,523	20,000	3,523	17.62%				
	2,678	9,600	8,960	(640)	-7.14%				
	3,078	8,740	19,058	10,318	54.14%				
	-	11,348	2,887	(8,461)	-293.07%				
	5,756	29,688	30,905	1,217	3.94%				
	<b>1,056</b>	<b>(6,165)</b>	<b>(10,905)</b>						
	<b>(57,248)</b>	<b>(283,934)</b>	<b>(4,885)</b>						

	% Year Remaining:		75.00%	
	FY10	Remaining	Budget	Budget %
	329,306	(264,797)	-80.41%	
	62,400	(47,226)	-75.68%	
	520,000	(520,000)	-100.00%	
	214,000	(214,000)	-100.00%	
	4,379,000	(4,367,000)	-99.73%	
	276,176	(258,208)	-93.49%	
	20,000	(15,349)	-76.75%	
	5,800,882	(5,686,580)	-98.03%	
	800,787	617,102	77.06%	
	219,141	143,153	65.32%	
	127,877	2,195	1.72%	
	4,629,000	4,622,284	99.85%	
	5,776,805	5,384,734	93.21%	
	<b>24,077</b>			
	80,000	(56,477)	-70.60%	
	35,841	26,241	73.22%	
	76,231	67,491	88.53%	
	11,549	201	1.74%	
	123,621	93,933	75.98%	
	<b>(43,621)</b>			
	<b>(19,544)</b>			

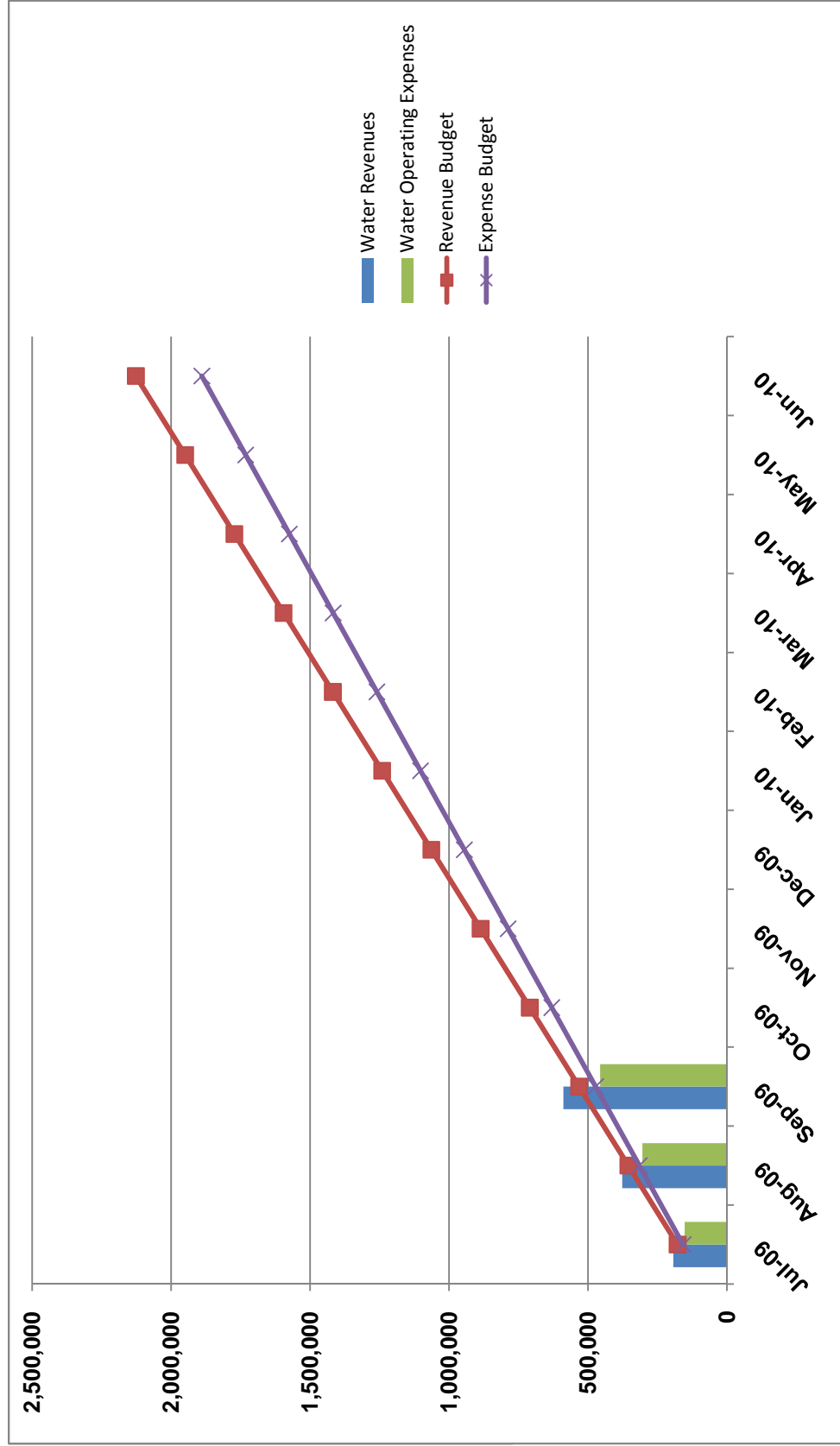
Collection of property tax and measure B assessments occur in December and April.

Principal and interest payment on outstanding debt was made in July

Principal and interest payment on outstanding debt was made in July

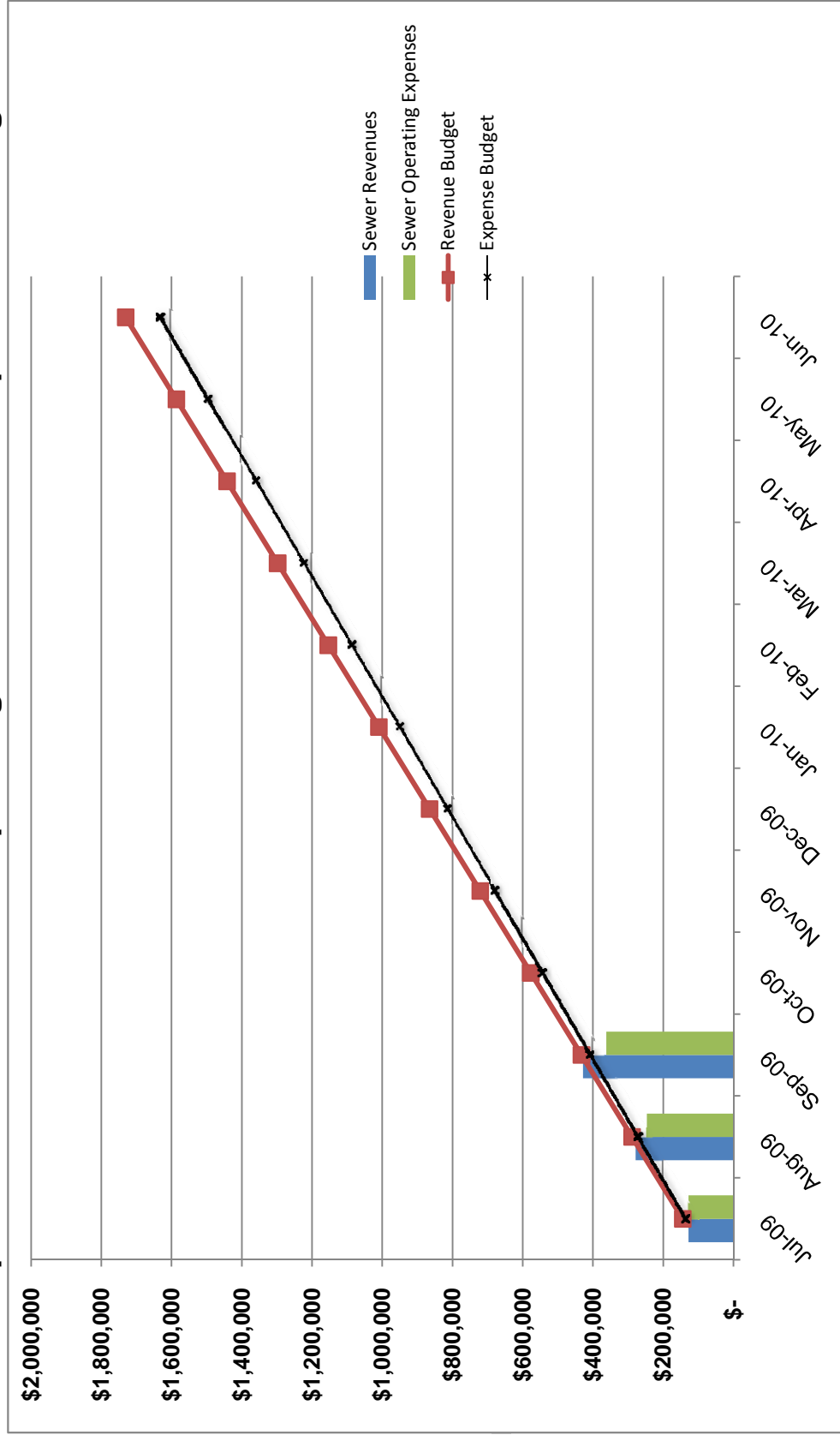
# McKinleyville Community Services District September 2010

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



# McKinleyville Community Services District September 2010

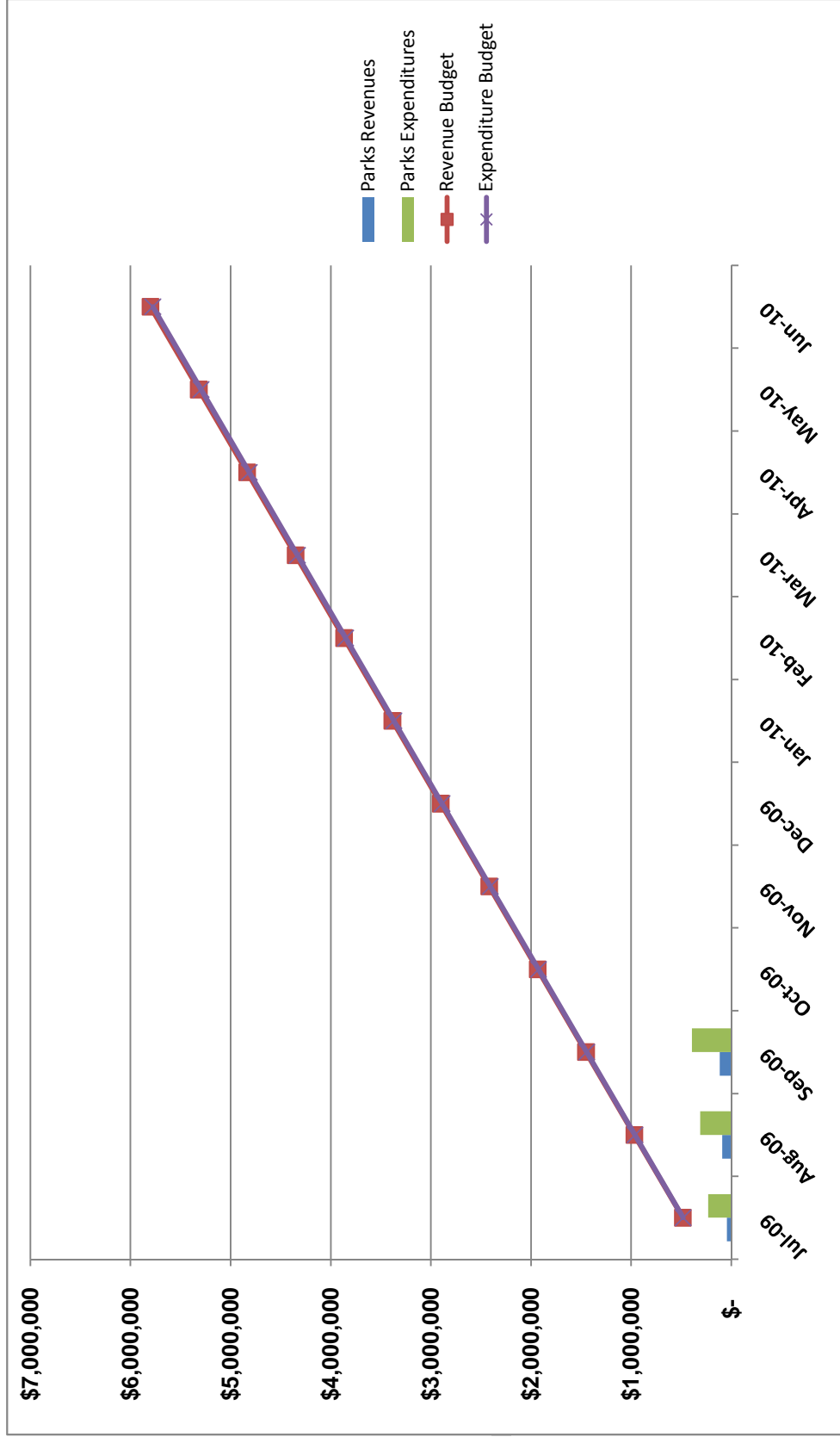
Comparison of Sewer Fund Operating Revenues and Expenses to Budget





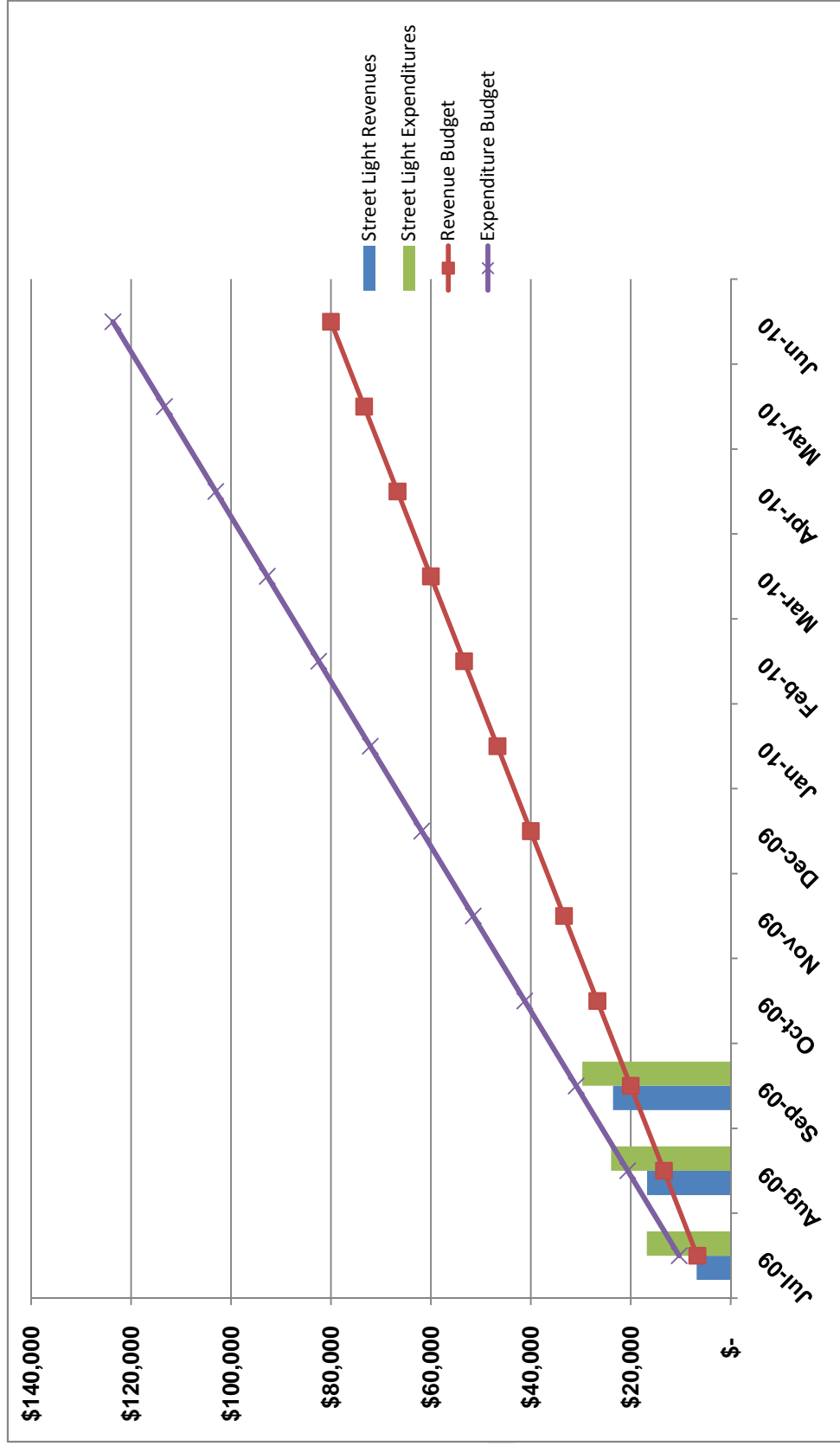
# McKinleyville Community Services District September 2010

## Comparison of Parks Operating Revenues and Expenditures to Budget



# McKinleyville Community Services District September 2010

## Comparison of Street Light Fund Revenues to Budget



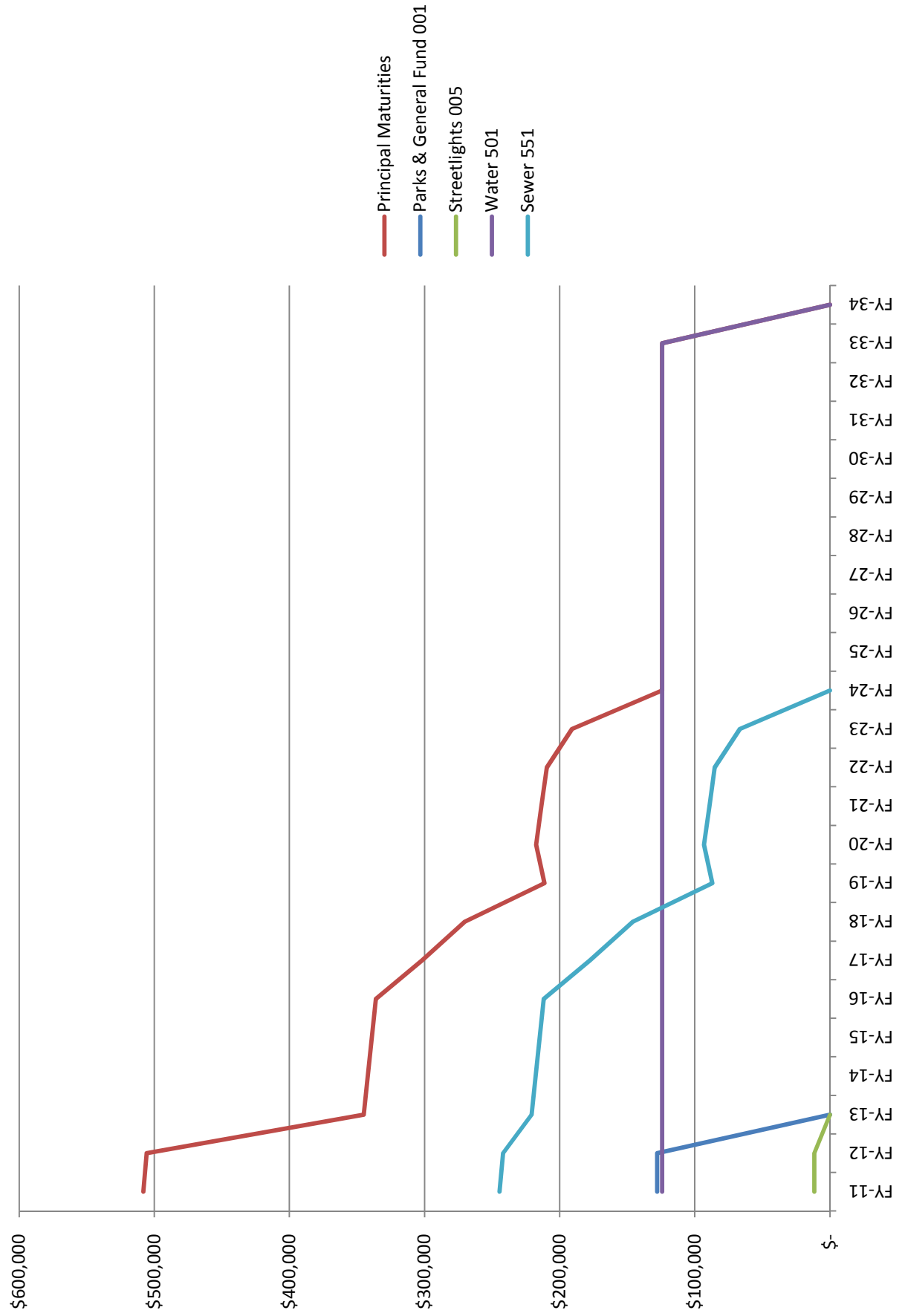
**McKinleyville Community Services District**  
Consolidated Balance Sheet by Fund  
as of September 30, 2010

	<u>ASSETS</u>				Total (Memorandum Only)	
	Parks	Streetlights	Water	Sewer		
Unrestricted cash and cash equivalents	\$ 1,012,880.84	\$ (2,709.17)	\$ 1,787,849.10	\$ 3,175,360.33	\$	\$ 5,973,381.10
Receivable from utility ratepayers	2,577.00	4,193.11	135,254.87	84,698.84		226,723.82
Prepaid and other current assets	13,915.89	2,122.71	120,001.79	64,938.40		200,978.79
Total current assets	\$ 1,029,373.73	\$ 3,606.65	\$ 2,043,105.76	\$ 3,324,997.57	\$	\$ 6,401,083.71
Total noncurrent assets	40,441.62	64.63	6,033,519.29	12,106,839.62		18,180,865.16
<b>TOTAL ASSETS</b>	<b>\$ 1,069,815.35</b>	<b>\$ 3,671.28</b>	<b>\$ 8,076,625.05</b>	<b>\$ 15,431,837.19</b>	<b>\$</b>	<b>\$ 24,581,948.87</b>
 <u>LIABILITIES AND FUND BALANCE &amp; RETAINED EARNINGS</u>						
Accrued payroll and related liabilities	\$ 87,950.01	\$ -	\$ 29,774.88	\$ 29,774.88	\$	\$ 147,499.77
Trade and other current liabilities	10,787.42	2,545.99	126,212.39	15,414.06		154,959.86
Total current liabilities	\$ 98,737.43	\$ 2,545.99	\$ 155,987.27	\$ 45,188.94	\$	\$ 302,459.63
Long term debt and noncurrent liabilities	204,058.43	-	2,576,854.39	1,613,796.98		4,394,709.80
<b>TOTAL LIABILITIES</b>	<b>\$ 302,795.86</b>	<b>\$ 2,545.99</b>	<b>\$ 2,732,841.66</b>	<b>\$ 1,658,985.92</b>	<b>\$</b>	<b>\$ 4,697,169.43</b>
Fund balance & retained earnings	\$ 1,044,788.12	\$ 7,590.78	\$ 5,217,475.05	\$ 13,711,916.08	\$	\$ 19,981,770.03
Current earnings	(277,768.63)	(6,465.49)	126,308.34	60,935.19		(96,990.59)
<b>TOTAL FUND BALANCE &amp; RETAINED EARNINGS</b>	<b>\$ 767,019.49</b>	<b>\$ 1,125.29</b>	<b>\$ 272,509.57</b>	<b>\$ 204,435.12</b>	<b>\$</b>	<b>\$ 19,884,779.44</b>
<b>TOTAL LIABILITIES AND FUND BALANCE &amp; RETAINED EARNINGS</b>	<b>\$ 1,069,815.35</b>	<b>\$ 3,671.28</b>	<b>\$ 8,076,625.05</b>	<b>\$ 15,431,837.19</b>	<b>\$</b>	<b>\$ 24,581,948.87</b>
 Investment in General Fixed Assets						
General Long Term Debt	3,368,503.58					
	(336,128.99)					

**McKinleyville Community Services District**  
**Summary of Long-Term Debt**

			Principal Maturities and Scheduled Interest							
	Maturity %	Balance - July 1, 2010	Date	FY-11	FY-12	FY-13	FY-14	FY-15	FY-16	FY-17
WestAmerica Bank Interest	3.5%	324,201.20	8/1/11	159,263.84	164,937.36	-	-	-	-	-
				8,559.92	2,886.40	-	-	-	-	-
State of California WRCB (SCEP I) Interest	0.0%	245,520.60	4/15/16	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	-
State of California WRCB (SCEP II) Interest	2.6%	199,222.15	3/27/18	22,726.56	23,329.99	23,924.03	24,546.06	25,184.26	25,844.70	26,511.01
				5,179.78	4,576.35	3,982.31	3,360.28	2,722.08	2,061.64	1,395.33
Umpqua Bank Interest	5.5%	341,674.66	12/4/17	37,887.27	40,024.42	42,282.10	44,667.13	47,186.72	49,848.42	52,660.26
				17,846.49	15,709.34	13,451.66	11,066.63	8,547.04	5,885.34	3,073.50
Sewer Bond (USDA) Interest	5.0%	855,000.00	8/1/22	50,000.00	50,000.00	60,000.00	60,000.00	60,000.00	60,000.00	70,000.00
				41,500.00	39,000.00	36,250.00	33,250.00	30,250.00	27,250.00	24,000.00
Davis Grunsky Interest	2.5%	2,153,395.10	1/1/33	70,408.22	72,168.43	73,972.64	75,821.96	77,717.50	79,660.44	81,651.96
				53,834.88	52,074.67	50,270.46	48,421.14	46,525.60	44,582.66	42,591.14
Total				508,127.06	505,627.06	345,053.30	342,053.30	339,053.30	336,053.30	301,883.20
Principal & Interest Recap:										
Principal Interest		4,119,013.71		381,205.99	391,380.30	241,098.87	245,955.25	251,008.58	256,273.66	230,823.23
			126,921.07	114,246.76	103,954.43	96,098.05	88,044.72	79,779.64	71,059.97	
Recap by Fund:										
Parks & General Fund (001)		247,041.31		127,881.71	127,881.71	-	-	-	-	-
Streetlights (005)		22,305.04		11,546.27	11,546.27	-	-	-	-	-
Water Fund (501) Interest		2,153,395.10		70,408.22	72,168.43	73,972.64	75,821.96	77,717.50	79,660.44	81,651.96
			53,834.88	52,074.67	50,270.46	48,421.14	46,525.60	44,582.66	42,591.14	
			124,243.10	124,243.10	124,243.10	124,243.10	124,243.10	124,243.10	124,243.10	
Sewer Fund (551) Interest		1,696,272.25		179,929.71	182,670.29	167,126.23	170,133.29	173,291.08	176,613.22	149,171.27
			64,526.27	59,285.69	53,683.97	47,676.91	41,519.12	35,196.98	28,468.83	
			244,455.98	241,955.98	220,810.20	217,810.20	214,810.20	211,810.20	177,640.10	
Total				508,127.06	505,627.06	345,053.30	342,053.30	339,053.30	336,053.30	301,883.20

## Debt Service by Fiscal Year



REPORT.: Oct 01 10 Friday  
 RUN....: Oct 01 10 Time: 11:07  
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 09-10 Bank Account.: 10011

PAGE: 001  
 ID #: PY-DP  
 CTL.: MCK

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
022127	09/07/10	10101	101 THINGS TO DO PUBLICAT	415.00	.00	415.00	10KID028	KIDS DIGEST ADVERTISING
022128	09/07/10	BAL01	DAVID BALDOSSER	78.95	.00	78.95	B00830	AFLAC FLEX SPENDING REIMB
022129	09/07/10	BAY02	BAY WEST SUPPLY, INC.	1008.15	.00	1008.15	B00902	JANITORIAL SUPPLIES FOR A
022130	09/07/10	BLA08	ERIC BLAKE	74.75	.00	74.75	B00830	INSTRUCTOR PAYMENT
022131	09/07/10	CAP02	CAPITOL ENGINEERING LABS	957.08	.00	957.08	33797	FISCHER HOIST INSP. INSID
022132	09/07/10	CAS02	CASH	95.68	.00	95.68	B00830	SAFEBWAY, RAYS, SPORTS AND
022133	09/07/10	COS03	COSTCO WHOLESALE	152.34	.00	152.34	B00902	CHAIR FOR J.H., COFFEE, C
022134	09/07/10	COU02	HUMBOLDT COUNTY ASSESSOR	6.95	.00	6.95	B00830	MEASURE B MAPS
022135	09/07/10	CSK01	CSK AUTO, INC. (KRAGEN)	28.47	.00	28.47	725399	INV 729140 729707 OIL FIL
022136	09/07/10	FRE07	FRESHWATER ENVIRONMENTAL	910.00	.00	910.00	377	REVISION OF LOCAL LIMITS
022137	09/07/10	HAR03	HARVEY M. HARPER CO.	27407.91	.00	27407.91	7600	PURCHASE OF 2011 SUPER DU
022138	09/07/10	HIG01	HIGH YIELD IND. PRODUCTS	402.88	.00	402.88	B00907	ELECTRICAL TAPE, DUCT TAP
022139	09/07/10	HUB02	HUB INTERNATIONAL INSURAN	293.28	.00	293.28	B00831	INSURANCE FOR USE OF FACI
022140	09/07/10	HUM01	HUMBOLDT BAY MUNICIPAL WA	53025.74	.00	53025.74	B00901	WATER PURCHASED IN AUG 20
022141	09/07/10	HUM08	HUMBOLDT SANITATION	829.20	.00	829.20	B00907	TRASH SERVICE FOR DO & AH
022142	09/07/10	HUM24	HUMBOLDT MOVING & STORAGE	840.00	.00	840.00	B00830	MOVING EXPENSE FOR N.SHOP
022143	09/07/10	HUM41	HUMBOLDT WASTE	10000.00	.00	10000.00	002122	HAZARDOUS WASTE COLLECTIN
022144	09/07/10	IND02	Industrial Electric Serv	175.76	.00	175.76	1946 1980	SHOP LABOR TO WASH & DIP A
022145	09/07/10	LES01	LES SCHWAB TIRE CENTER	128.15	.00	128.15	B00907	BATTERY FOR FLEET TRUCK
022146	09/07/10	MCK04	MCK ACE HARDWARE	1601.12	.00	1601.12	B00903	FASTNERS, JOINT, SOCKET,B
022147	09/07/10	MIL01	Miller Farms Nursery	894.32	.00	894.32	B00903	GOHER BAIT, TRACTOR HEAD
022148	09/07/10	MUN02	MUNICIPAL MAINTENANCE	381.57	.00	381.57	62612-IN	SUCTION HOSE FOR VAC-CON
022149	09/07/10	NAT06	NATIONAL METER & AUTOMATI	3155.91	.00	3155.91	S1028038	5BADGER METERS, 3BADGER M
022150	09/07/10	NOR01	NORTH COAST LABORATORIES	3599.00	.00	3599.00	B00903	LAB TESTING FOR AUG 2010
022151	09/07/10	NOR35	NORTHERN HUMBOLDT	260.51	.00	260.51	B00830	LANDSCAPING FOR JULY 2010
022152	09/07/10	NOR36	NORTH COAST PARTS & SUPPL	199.09	.00	199.09	395091	BACKUP SWITCH HEADLIGHTS,
022153	09/07/10	NYL01	NYLEX.NET	45.00	.00	45.00	68748	FIX PROFILE ERRORS ON JAS
022154	09/07/10	OCC01	OCCUPATIONAL HEALTH	170.00	.00	170.00	52308-10	DMV PHYSICAL- JM MF
022155	09/07/10	REN01	RENNER PETROLEUM	2615.67	.00	2615.67	B00902	FLEET FUEL FOR AUG 2010
022156	09/07/10	RES05	RESERVE ACCOUNT	1000.00	.00	1000.00	B00901	POSTAGE METER
022157	09/07/10	S&S02	S & S WORLDWIDE, INC.	844.27	.00	844.27	6702459	INV 6710811 GATOR BALLS,
022158	09/07/10	SEC03	SECURITY LOCK & ALARM	81.70	.00	81.70	68036	TRIP CHARGE, REKEY, SET O
022159	09/07/10	SHN01	SHN ENGINEERING	6108.70	.00	6108.70	72639	PROJECT 8189 NPDES COMPLI
022160	09/07/10	SIE02	SIERRA CHEMICAL CO.	957.67	.00	957.67	205407	CHLORINE & CONTAINER DEPO
022161	09/07/10	SIM04	SIMPLY SOFTWARE	1100.00	.00	1100.00	10141	MEASURE B PROCESSING-50%
				1340.00	.00	1340.00	10170	MEASURE B PROCESSING COMP
			Check Total.....:	2440.00	.00	2440.00		
022162	09/07/10	STA11	STAPLES CREDIT PLAN	1100.71	.00	1100.71	B00830	BINDERS PENS, HIGHLIGHTER
022163	09/07/10	STE12	STEVE MORRIS LOGGING & CO	604.20	.00	604.20	4323	GREEN WASTE, DELIVERY/PIC
022164	09/07/10	SUP01	Superior Alarm Sys., Inc.	100.00	.00	100.00	91760	REPLACE ONE SWITCH THAT W
022165	09/07/10	THE06	THE LEW EDWARDS GROUP	5500.00	.00	5500.00	8083	MEASURE B STRATEGY AND PR
022166	09/07/10	THO02	Thomas Home Center	257.42	.00	257.42	B00902	LIGHT BULBS, LOCKING MECH
022167	09/07/10	THR01	THRIFTY SUPPLY COMPANY	8276.44	.00	8276.44	1285147	GASKET, MEGA LUG, BOLT SE
022168	09/07/10	UNI05	UNITED RENTALS NORTHWEST	124.78	.00	124.78	88893839	SHORING FLUID
				594.88	.00	594.88	89374499	SHORING EQUIPMENT
			Check Total.....:	719.66	.00	719.66		
022169	09/07/10	UNI06	UNITED GROCERS	188.81	.00	188.81	B00907	COFFEE MAKER FOR AH

REPORT.: Oct 01 10 Friday  
 RUN....: Oct 01 10 Time: 11:07  
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 09-10 Bank Account.: 10011

PAGE: 002  
 ID #: PY-DP  
 CTL.: MCK

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information- Description
022170	09/07/10	UPS01	UPS	25.83	.00	25.83	Y6R493320	LAB SHIPPING
022171	09/07/10	USP02	USPS: ARCATA BMEU	1500.00	.00	1500.00	B00901	PERMIT 202
				185.00	.00	185.00	B00907	FOR PERMIT 239 FOR NEWSLE
			Check Total.....:	1685.00	.00	1685.00		
022172	09/07/10	VER01	VERISON WIRELESS	176.09	.00	176.09	B00830	CELL PHONES FOR DISTRICT
022173	09/07/10	WIN02	Winzler & Kelly	5494.00	.00	5494.00	53034	RAMEY PUMP UPGRADE
022174	09/07/10	ZEP01	ZEP MANUFACTURING CO.	935.47	.00	935.47	53374358	ZEP-O-SHINE HAND CLEANING
022175	09/07/10	UMP02	UMPQUA BANK	1843.83	.00	1843.83	B00907	DURACELL, FRED PRYOR, SAF
022176	09/07/10	*0024	TINA CLIBORN	20.00	.00	20.00	B00903	KIDSClub 2ND WEEK CANCELL
022177	09/07/10	*0025	TARA JACKSON	100.00	.00	100.00	B00903	AZALEA HALL DEPOSIT REFUN
022178	09/07/10	*0026	ALPHA OMEGA	100.00	.00	100.00	B00903	AZALEA HALL DEPOSIT REFUN
022179	09/07/10	*0027	KATHY FEIGE	100.00	.00	100.00	B00903	AZALEA HALL DEPOSIT REFUN
022180	09/07/10	*0028	SAUSAGE LOVERS	100.00	.00	100.00	B00903	AZALEA HALL KITCHEN DEPOS
022181	09/07/10	GUA01	THE GUARDIAN	3919.06	.00	3919.06	B00831	DENTAL INSURANCE FOR SEPT
022182	09/07/10	HAR13	The Hartford - Priority A	616.08	.00	616.08	B00831	LIFE INSURANCE FOR SEPT 2
022183	09/07/10	KEY01	KEY EQUIPMENT FINANCE	424.45	.00	424.45	1010	PANASONIC MONTHLY PAYMENT
022184	09/07/10	SUD01	SUDDENLINK	173.95	.00	173.95	B00831	MONTHLY PAYMENT FOR INTER
022185	09/07/10	USB01	U.S. BANK TRUST N.A.	7500.00	.00	7500.00	001B009011	SEWER BOND PAYMENT
022186	09/07/10	\A008	ALVES INC,	230.92	.00	230.92	000B00901	MQ CUSTOMER REFUND FOR AL
022187	09/07/10	\C004	CHANCE LN TOWNHOMES LLC.,	5.61	.00	5.61	000B00901	MQ CUSTOMER REFUND FOR CH
022188	09/07/10	\C010	COOK, JENNY	52.51	.00	52.51	000B00901	MQ CUSTOMER REFUND FOR CO
022189	09/07/10	\C011	CRESTMARK ARCH. MILLWORKS	73.09	.00	73.09	000B00901	MQ CUSTOMER REFUND FOR CR
022190	09/07/10	\D010	DANSEREAU, RENE	66.71	.00	66.71	000B00901	MQ CUSTOMER REFUND FOR DA
022191	09/07/10	\G009	GEVEDEN INDUSTRIAL,	356.97	.00	356.97	000B00901	MQ CUSTOMER REFUND FOR GE
022192	09/07/10	\G010	GROSSMAN, CHRIS	5.82	.00	5.82	000B00901	MQ CUSTOMER REFUND FOR GR
022193	09/07/10	\J008	JANES, TOM	50.35	.00	50.35	000B00901	MQ CUSTOMER REFUND FOR JA
022194	09/07/10	\K002	KEFFER, TOSHA	32.47	.00	32.47	000B00901	MQ CUSTOMER REFUND FOR KE
022195	09/07/10	\K003	KULL, JEREMY	142.98	.00	142.98	000B00901	MQ CUSTOMER REFUND FOR KU
022196	09/07/10	\M004	MARCANO, JUAN	6.86	.00	6.86	000B00901	MQ CUSTOMER REFUND FOR MA
022197	09/07/10	\M011	MCCLELLAN, KATHY	29.89	.00	29.89	000B00901	MQ CUSTOMER REFUND FOR MC
022198	09/07/10	\S004	SMITH, JENNY	35.15	.00	35.15	000B00901	MQ CUSTOMER REFUND FOR SM
022199	09/07/10	\S014	STANNARD, JENNIFER	42.93	.00	42.93	000B00901	MQ CUSTOMER REFUND FOR ST
022200	09/08/10	ACW01	ACWA HEALTH BENEFITS AUTH	34115.17	.00	34115.17	B00908	GRP. HEALTH INS FOR SEPT
022201	09/08/10	NOR13	NORTHERN CALIFORNIA SAFET	1160.00	.00	1160.00	17217	17105 17150 UPDATE ERP MO
022202	09/08/10	PGE01	PG & E (Office & Field)	16416.38	.00	16416.38	B00908	GAS & ELECTRIC FOR AUG 20
022203	09/08/10	SDR01	SDRMA	9253.00	.00	9253.00	0034214-I	FY-11 Q2 WORKERS COMP
022204	09/08/10	UPS01	UPS	1.55	.00	1.55	Y6R493360	LATE CHARGE FOR SHIPPMENT
022205	09/08/10	USB02	US BANK	968.00	.00	968.00	2691362	ANNUAL FEE
022206	09/08/10	WAH02	WAHLUND CONSTRUCTION INC.	65533.40	.00	65533.40	B00908	RAMEY PUMP UPGRADE, PAY R
				-65533.40	.00	-65533.40	B00908u	Ck# 022206 Reversed
			Check Total.....:	.00	.00	.00		
022207	09/16/10	*0029	DEBORAH KETELSEN	80.00	.00	80.00	B00916	AZALEA HALL DEPOSIT REFUN
022208	09/16/10	*0030	SHANNON CLARK	260.00	.00	260.00	B00916	K-CAMP DEPOSIT REFUND
022209	09/16/10	*0031	C. ELAINE LEWIS	100.00	.00	100.00	B00916	AZALEA HALL DEPOSIT REFUN
022210	09/16/10	BON02	BONNIE L. OLIVER	859.74	.00	859.74	B00915	LIBRARY EXPANSION PROFESS
022211	09/16/10	COA02	COASTAL BUSINESS SYSTEMS	121.06	.00	121.06	73549A	RISO MACHINE INK
022212	09/16/10	COL05	COLANTUONO & LEVIN, PC	435.00	.00	435.00	20518	VARIOUS PROF. SERVICES

REPORT.: Oct 01 10 Friday  
 RUN....: Oct 01 10 Time: 11:07  
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 09-10 Bank Account.: 10011

PAGE: 003  
 ID #: PY-DP  
 CTL.: MCK

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
022213	09/16/10	COR07	JOHN W. CORBETT	100.00	.00	100.00	B00916	DIRECTORS FEES
022214	09/16/10	COU09	DAVID R. COUCH	100.00	.00	100.00	B00916	DIRECTOR FEES
022215	09/16/10	DEP05	DEPARTMENT OF JUSTICE	64.00	.00	64.00	808232	FINGERPRINTING
022216	09/16/10	EDW01	HELEN L. EDWARDS	100.00	.00	100.00	B00916	DIRECTOR FEES
022217	09/16/10	GRO02	GROUND'S KEEPER	1250.00	.00	1250.00	12993	BULK BARK DELIVERED TO HI
022218	09/16/10	HEL01	KEVIN HELD	300.00	.00	300.00	B00914	JR HIGH SCHOOL DANCE DJ P
022219	09/16/10	IND01	INDEPENDENT BUS. FORMS	712.82	.00	712.82	19959	SPECIAL WINDOW ENVELOPES
022220	09/16/10	MAY02	DENNIS MAYO	100.00	.00	100.00	B00916	DIRECTORS FEES
022221	09/16/10	MCB02	BILL MCBROOME	102.43	.00	102.43	B00914	HEADPHONES FOR LEAK LOCAT
022222	09/16/10	MIT01	Mitchell, Brisso, Delaney	2276.50	.00	2276.50	27522	LEGAL COUNSEL
022223	09/16/10	SAF04	SAFEWAY INC. FILE # 72905	76.91	.00	76.91	B00914	CHARCOAL, HEINZ SQUEEZE,
022224	09/16/10	UMP02	UMPQUA BANK	182.66	.00	182.66	B00914	T-SHIRTS, WHIP TOPPING, O
022225	09/16/10	WEN01	WILLIAM WENNERHOLM, DC	100.00	.00	100.00	B00916	DIRECTORS FEES
022227	09/16/10	WAH02	WAHLUND CONSTRUCTION INC.	58980.06	.00	58980.06	B00916P	RAMEY PUMP UPGRADE
022228	09/27/10	*0031	C. ELAINE LEWIS	548.00 -548.00	.00 .00	548.00 -548.00	B00922 B00922u	DEPOSIT W/H, EVENT CANCEL Ck# 022228 Reversed
Check Total.....:				.00	.00	.00		
022229	09/27/10	*0032	JACQUELINE SINNEN	62.50	.00	62.50	B00927	REFUND FROM DOG OBED. CLA
022230	09/27/10	ATT01	AT&T	1145.63	.00	1145.63	B00927	MONTHLY PHONE BILL
022231	09/27/10	COR01	CORBIN WILLITS SYSTEMS	833.42	.00	833.42	B009151	MONTHLY MOM MAINTENANCE A
022232	09/27/10	COU02	HUMBOLDT COUNTY ASSESSOR	16.84	.00	16.84	B00927	MEASURE B MAPS
022233	09/27/10	DEL05	DELL MARKETING L.P.	3574.37	.00	3574.37	XF2N1FW8	INVXF2NW7P8 NEW COMPUTERS
022234	09/27/10	EDM01	STEVEN EDMISTON	140.92	.00	140.92	B00927	AFLAC FLEX SPENDING REIMB
022235	09/27/10	JON05	CHRISTOPHER G. JONES	184.01	.00	184.01	B00927	NEW SAFETY STEEL TOE BOOT
022236	09/27/10	KIW01	KIWANIS CLUB OF MCKINLEYV	130.00	.00	130.00	B00927	KIWANIS DUES
022237	09/27/10	MDS01	MD'S TREE SERVICE	1700.00	.00	1700.00	B00927	REMOVED PINE TREE
022238	09/27/10	NYL01	NYLEX.NET	540.00	.00	540.00	68957	COMPUTER SETUP
022239	09/27/10	SIX04	SIX RIVERS EMERGENCY PHYS	186.00	.00	186.00	B00927	BAL OF DOS 10-3-08 #81003
022240	09/27/10	UPS01	UPS	25.79	.00	25.79	Y6R493380	METER SHIPMENT
022241	09/28/10	*0031	SAYURI RIECKE	548.00	.00	548.00	B00928	R21542 REFUND EVENT HRS/C
022242	09/28/10	*0033	DEE ANNA LOWERY	62.50	.00	62.50	B00928	PUPPY OBEDIENCE REFUND
022243	09/28/10	SHN01	SHN ENGINEERING	8403.64	.00	8403.64	72790	NPDES COMPLIANCE
022244	09/28/10	STA11	STAPLES CREDIT PLAN	992.18	.00	992.18	B00928	LABELS, PENS, FOOD CONTAI
Cash Account Total.....:				309039.16	.00	309039.16		
Total Disbursements.....:				309039.16	.00	309039.16		
Cash Account Total.....:				.00	.00	.00		



# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 20, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Revised MCSD Employee Handbook**

**PRESENTED BY:**              **Norman Shopay**

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

**Recommendation:**

Consider approval of the revised MCSD Employee Handbook

**Discussion:**

The MCSD Employee handbook is reviewed and updated periodically to provide additional clarification, ensure compliance with current laws and regulations and identify any conflicting language. The last time the employee handbook was reviewed was December 2008. Over the past few months the Human Resource Manager, Board Secretary and General Manager worked on revisions to the employee handbook. The handbook was then forwarded for legal review. Additional changes were incorporated as a result of that review and a final draft document prepared. A copy of the final draft document was previously provided to the Board of Directors. A copy of the document is also available for review at the district office. A summary of the significant changes include the following:

1. Bereavement leave: Three (3) days of bereavement leave will be allowed in the event of the death of an immediate family member upon written approval of the employee's supervisor and General Manager.
2. Smoking in District Vehicles: Smoking in District vehicles will no longer be allowed.
3. Addition of restriction of texting to District cell phone policy.
4. Restriction to two times per fiscal year for pay advances and Vacation buy-outs with the additional restriction for buy outs that the employee must have a minimum of 40 hours accrued to make the request.
5. Clarification of introductory period definition (probation period) of accrued benefits and their effective date.
6. Clarification upon separation from employment of balance of sick time accrued.
7. Addition of a new section defining "Employee Assistance During Response to Emergency Situations".

**Alternatives:**

- Take no action

**Fiscal Analysis:**

- Not applicable

**Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

- None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 20, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: E.1. Presentation by Humboldt Bay Municipal Water District related to advisory committee recommendations for water use options presented in their August 2010 report**

**PRESENTED BY: Norman Shopay  
Humboldt Bay Municipal Water District (HBMWD)**

**TYPE OF ACTION: Voice Vote**

### **Recommendation:**

Staff Requests the Board listen to the HBMWD information and presentation, receive comments from the public, and determine if the MCSD Board desires to prepare and send a letter to HBMWD Board of Directors in support of any of the proposed HBMWD Advisory Committee recommendations. Staff recommends that the Board consider each of the HBMWD recommendations as they relate to potential increased water rates, and potential beneficial uses.

### **Discussion:**

HBMWD formed an Advisory Committee comprised of diverse stakeholders. The Advisory Committee worked to evaluate possible water use options and develop recommendations to HBMWD Board of Directors. The recommendations were presented in an August 2010 report. That report is available on the HBMWD web site as follows:

[http://www.hbmwd.com/final\\_water\\_resources\\_planning\\_report](http://www.hbmwd.com/final_water_resources_planning_report)

In that report the Advisory Committee recommended that HBMWD “immediately pursue” four options:

1. Actively pursue companies that utilize significant water in their process or products to locate here:
2. Expand the District boundaries to serve more commercial, agricultural or municipal users:
3. Sell untreated water to another municipally for transfer and use within their jurisdiction; and
4. Release water from Ruth Lake during the summer or fall – with no corresponding downstream diversion – to provide environmental benefit to aquatic species or habitat.

These recommendations will be brought to the HBMWD Board of Directors for approval in the near future.

**Alternatives:**

Take no action

**Fiscal Analysis:**

A fiscal analysis of each option has not been completed by HBMWD. MCSD staff believes that in general options 1, 2 and 3 may require some additional infrastructure improvements that could result in potential increased cost to MCSD, if the project proponent does not completely pay for all required improvements. MCSD staff believes that Option 3 will result in increased cost to MCSD without any identified supplemental revenue stream to HBMWD to support that activity.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- HBMWD presentation

**Humboldt Bay Municipal Water District  
Water Resource Planning**

**Advisory Committee Recommendations  
for Water Use Options**


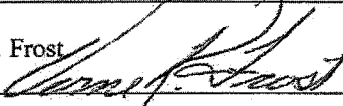
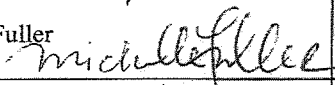
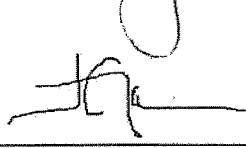
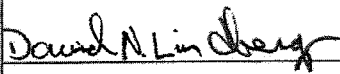
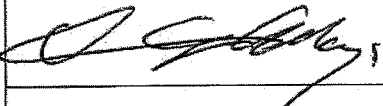


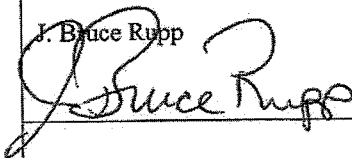
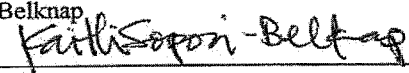
**Supported by a Community-based Planning Process**

**Prepared by  
The Water Resource Planning Advisory Committee**

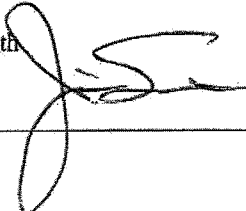

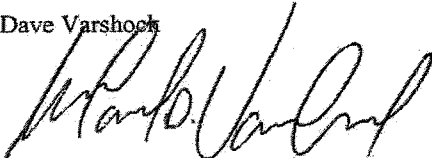
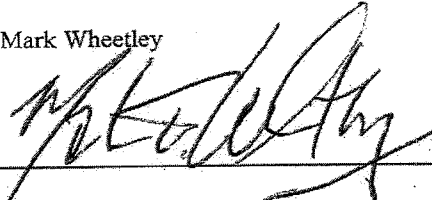
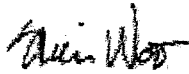
**Prepared for  
The Humboldt Bay Municipal Water District Board  
And Members of the Public**

**August 2010**

**Members of the Water Resources Planning Advisory Committee:**

Jacqueline Debets 	Jacqueline Debets is a fifth generation native to Humboldt County. She coordinates economic and workforce development for the county and is an advisor to the Cascadia Center for Leadership.
Verne R. Frost 	Verne R. Frost retired from career in the power industry and currently serves as on the Board of Directors of the Humboldt Community Services District.
Michelle Fuller 	Michelle Fuller is a watershed biologist currently serving as the Tribal Environmental Director for the Blue Lake Rancheria.
Jana Ganion 	Jana Ganion serves as Communication Director for the Blue Lake Rancheria Tribal Government, a position she has held for over 7 years. Prior to her work for the Tribe, she has served in communication, marketing and operations management in both non-profit and for-profit environments.
David Lindberg C.E.G. 	David Lindberg C.E.G. is a California-Certified Engineering Geologist with over twenty years of experience as a geologic consultant in northwestern California. He has been involved in geologic investigations, including soils, landslide, fault, and environmental investigations throughout the Mad River watershed.
Dennis Mayo 	Dennis Mayo is a rancher and horse trainer. He is the vice president of the McKinleyville Community Services District, ACWA region 1 board member, Humboldt County 5th District Planning Commissioner, Vice President of the McKinleyville Rodeo Association, North Coast representative for the Blue Ribbon Coalition, and the founder of recreational access group Open Beaches & Trails.
Dennis Mullins 	Dennis Mullins is a research analyst with the Labor Market Information Division <a href="http://www.labormarketinfo.edd.ca.gov">www.labormarketinfo.edd.ca.gov</a> of the California Employment Development. He is the primary labor force consultant for the North Coast and adjacent county region from Del Norte to Colusa and alternate for an additional seven inland counties.
Pete Nichols 	Pete Nichols is a founder and Executive Director of Humboldt Baykeeper, a Humboldt Bay and coastal environmental advocacy organization. Pete has a background in Conservation Biology and has been involved in environmental issues on the north coast for nearly 20 years. In addition to his work at Humboldt Baykeeper, Pete also serves on the Board of the International Waterkeeper Alliance, California Coastkeeper Alliance, the Humboldt Folklife Society, and is the President of the Northcoast Environmental Center.
J. Bruce Rupp 	J. Bruce Rupp is a former city manager, county administrator and owned his own real estate business for twelve years. He is a current member of the Humboldt Bay Municipal Water District Board, past President of the Humboldt Board of Realtors, and has remained active in various aspects of public life after his retirement in 2004.
Kaitlin Sopoci-Belknap 	Kaitlin Sopoci-Belknap is President of the Humboldt Bay Municipal Water District and Executive Director of Democracy Unlimited of Humboldt County ( <a href="http://www.duhc.org">www.duhc.org</a> ). She is also the Co-Founder and Coordinator of the Humboldt Independent Business Alliance ( <a href="http://www.humiba.org">www.humiba.org</a> ).

**Members of the Water Resources Planning Advisory Committee:**

<p>Jim Smith</p> 	<p>Jim Smith is the current President of the Central Labor Council of Humboldt and Del Norte Counties, AFL-CIO. He is also a retired Business Agent for AFSCME Council 57 and SEIU Local 1000 on the great north coast of California.</p>
<p>William F. Thorington</p> 	<p>William F. Thorington is currently President of the Humboldt Watershed Council (<a href="http://www.voicesofhumboldtcounty.com">www.voicesofhumboldtcounty.com</a>), owns and operates the Green Living Center (<a href="http://www.greenlivingstore.net">www.greenlivingstore.net</a>) in Fortuna, and is the principal in Thorington Consulting Group offering business merger/acquisition/dissolution negotiations and Court appointed Trustee and Receivership services. He is also a retired banker, having founded and operated Six Rivers National Bank until 1998.</p>
<p>Dave Varshock</p> 	<p>Dave Varshock most importantly is the husband to Heidi Varshock and Dad to daughters Jaysea and Sydney. Dave is the Broker, President &amp; Auctioneer for United Country Coast Realty &amp; Auctions Services (<a href="http://www.coastcentralrealty.com">www.coastcentralrealty.com</a>), Property Manager for Coast Central Properties (<a href="http://www.coastcentralproperties.com">www.coastcentralproperties.com</a>), Chair of the Government Relations Committee for the Humboldt Association of Realtors, member of the National, California, and Humboldt Association of Realtors®, the Find Our Lots Team, and the Humboldt Coalition for Property Rights.</p>
<p>Mark Wheatley</p> 	<p>Mark Wheatley was elected to the Arcata City Council in 2005, serving as Mayor 2008 to 2009. He chairs the Humboldt County Association of Governments (HCOAG), is the former chair of the League of California Cities (LCC) Environmental Quality Policy Committee and a member of the LCC Water Task Force. He works as the North Coast basin planner at the Department of Fish and Game, Coastal Watershed Planning and Assessment Program coordinating watershed restoration projects.</p>
<p>Sheri Woo PE</p> 	<p>Sheri Woo, PE, is a science writer and professional environmental engineer. She is employed by HT Harvey &amp; Associates as an ecological analyst, and by Humboldt State University, where she teaches technical communications and environmental impact analysis in the Engineering Department.</p>

**HBMWD Staff and Consultants**

David Aladjem	David Aladjem is a partner in the Sacramento law firm of Downey Brand LLP, where his practice focuses on all aspects of water resource development, management and use. In addition, he has substantial experience in guiding clients through complex, multi-party negotiations that seek to balance the needs of water users and the environment and so serve the public interest in sustainable water use
Heather Equinoss	Heather Equinoss is a Community Strategies Program Officer at the Humboldt Area Foundation and serves on the faculty of the Cascadia Center for Leadership. She previously worked in secondary and post-secondary education in the United States and overseas.
Mary V. Gelinas, Ed.D	Mary V. Gelinas, Ed.D. is an organization development/process design consultant, meeting/conversation facilitator, educator and author. She is a Managing Director of Gelinas James, Inc. ( <a href="http://www.gelinasjames.com">www.gelinasjames.com</a> ) and a Director of the Cascadia Center for Leadership ( <a href="http://www.cascadialeadership.org">www.cascadialeadership.org</a> ).
Carol Harrison	Carol Harrison is a freelance journalist focusing on community, health and senior issues. She is also an independent consultant for local agencies, businesses and nonprofits that seek to understand news values and local media realities while developing effective messages and outreach programs.
Carol Rische, PE	Carol Rische, PE, has worked at the Humboldt Bay Municipal Water District for 14 years, and has been the General Manager for the last ten. Prior to the Water District, she worked for 12 years at PG&E, first as an engineer, then in various management roles at their corporate headquarters.
Sherrie Sobol	Sherrie Sobol has been the Executive Assistant/Board Secretary for HBMWD for the past two years. She previously worked in the Human Resources field.
Kerry Topel	Kerry Topel (recorder) is a graduate student at HSU studying social barriers and opportunities to rural sustainable development. She is also a science educator and a graduate of the Cascadia Center for Leadership.



## Acknowledgements and Appreciation

The Advisory Committee thanks the following individuals and organizations. This list is in no particular order; everyone's contributions were exactly what we needed, when we needed it. Thank you!

### Process Facilitator:

Mary Gelinas, Gelinas James, Inc.  
Assistants: Heather Equinoss and Kerry Topel

### All HBMWD staff:

especially Sherrie Sobol  
(administrative assistance)

### Process financial support:

Common Sense California (Pete Peterson)  
Humboldt Area Foundation

### Water Workshop financial support:

Headwaters Fund Mini Grant  
Winzler & Kelly Consulting Engineers  
Dun & Martinek Law Firm  
Downey Brand Law Firm

### Water Workshop, Mad River ecosystem overview, reviewers:

Dennis Halligan, Stillwater Sciences  
Bill Trush, McBain & Trush  
Philip Bairrington, California Department of Fish and Game  
Neal Carnam, Winzler & Kelly

### Water Use by Sector research:

Humboldt State University's Office for Economic and Community Development, Bob Judevine and Adrienne Harling

### Water Workshop Speakers:

See Section 3.4.2 for full list of speakers

### Meeting rooms:

Humboldt Area Foundation  
McBain & Trush  
Labor Temple  
Elks Lodge

### Data analysis (Raptools):

Peter Nelson, HT Harvey & Associates

### Communications and Media Relations:

Carol Harrison  
Jana Ganion

### Ideas, concepts, passion, and time:

Citizens of Humboldt County, who came to meetings, wrote letters and email, read megabytes of information from the website, and voiced their thoughts and opinions

### **Suggested Citation:**

Water Resources Planning Advisory Committee 2010. Humboldt Bay Municipal Water District, Water Resource Planning Advisory Committee Recommendations for Water Use Options, Supported by a Community-based Planning Process. August 2010. Eureka, California. 52 pages plus front matter and appendices (130 pages total).

## Executive Summary

The Humboldt Bay Municipal Water District provides a reliable supply of drinking and industrial water to customers in the greater Humboldt Bay area of Humboldt County. It operates and maintains two separate and distinct water supply and delivery systems:

1. an Industrial Water System, capable of supplying 60 million gallons per day (MGD) of untreated water, which served wholesale industrial customer(s) located on the Samoa Peninsula, and
2. a Domestic Water System capable of supplying about 20 MGD of treated drinking water wholesale to its seven municipal customers.

The key challenge facing the District is the loss of its entire industrial customer base. This has resulted in:

- a significant loss in revenues that has shifted substantial costs to the District's municipal customers who, in turn, increased water rates to the ratepayers;<sup>1</sup>
- non-use of the industrial water system and under-utilization of the District's water rights, which will be lost in the future if not used once again.

Therefore, to address revenue loss and to avoid the potential loss of water rights in the future, the District must find uses for the 60 MGD untreated "industrial" water. The District Board of Directors turned to the community to identify possible water use options. The process of engaging the community and identifying water use options was termed "Water Resource Planning."

The purpose of this Water Resource Planning report is to:

1. educate the public as to the conditions facing the District,
2. communicate recommendations for water use options that were developed by an advisory committee formed during the planning process, and
3. describe the community planning process that led up to these recommendations.

The Water Resource Planning (WRP) process initiated by the District Board of Directors was developed to:

- Provide the community with an understanding of the key challenges and opportunities facing the District, its customers, and the community
- Enable Board members to understand the community's priorities regarding the Mad River and use of its water
- Strengthen the District's position to maintain control of its water resource
- Position the Board so it can make decisions that benefit the community, and
- Develop a stronger and more trusting relationship between the District Board and the community

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<sup>1</sup> It should be noted that not all of the municipal rate increases are due the District's increases, but also to a municipality's need to provide for its own aging infrastructure and delivery system.

An over-all goal for the District's WRP process was to set new standards for public processes and avoid the problems that plague many public processes, including polarized citizens, bad decisions, stalemate, or wasted time and dollars. Specifically, the District Board wanted the WRP process to be participatory, open and fair, efficient and time bound, educational, respectful and clear.

The District's outreach to the community was both wide-ranging and in-depth. To lead the process, the Board created an Advisory Committee (AC) comprised of three representatives from its Municipal Customer group, nine citizens representing multiple stakeholder perspectives, and two members of the Board. The AC began its work in June 2009. During its 14-month process, the AC gathered input and feedback from the public at 11 meetings, conducted an educational Water Workshop, and formed a Citizen's Study Group (CSG) comprised of invited stakeholders and citizens randomly selected and invited from voter rolls. The District used television, radio, print media, and the internet to further communicate with the community. For example, 29 articles appeared in eight newspapers or newsletters. The District also gave 22 presentations to various stakeholder groups throughout Humboldt County.

We have identified six distinct achievements or results of the WRP process. They are:

1. Created a "Framework for Evaluating Water Resource Planning Options"
2. Identified options evaluated by the public and the AC
3. Created detailed descriptions of the options
4. Provided public outreach and education
5. Analyzed options
6. Provided recommendations to the District Board

The "Framework for Evaluating Water Resource Planning Options" is a list of criteria by which one can evaluate water use options. It was synthesized from the values and priorities expressed by the public, the Citizen's Study Group, and the AC during the first set of public meetings. Seven categories of evaluation criteria were identified; a water use option should:

1. Maintain local control of the District's water rights
2. Be legally viable
3. Support the preservation or enhancement of Mad River watershed
4. Maintain the community's access to water
5. Support economic development
6. Provide District cost recovery
7. Preserve or maintain our "quality of life"

Two of these evaluations were deemed so important that they were "elevated" to become thresholds, that is, an option must pass the two thresholds to be further considered as a water use option. Maintaining local control of water and being legally viable were the two water use thresholds.

Results 2, 3, and 4 of the WRP process occurred over six months (January to June 2010). During that time numerous and varied water use options were identified, described, researched, and discussed by the public, the CSG and the AC. Many options were slight variations on a concept, and the AC ultimately defined and analyzed 12 water use options. Then, using the "Framework

for Evaluating Water Resource Planning Options”, and considering all of the public input from meetings, letters, and emails, the AC was able to narrow the water use options to ten (Table A). Option B4 was set aside because it would not likely meet the “maintain local control” threshold and would introduce adverse environmental impacts in the Mad River watershed. Option D2 was set aside because it was a non-consumptive use, therefore it did not address the primary objective of this planning effort (i.e., identifying options to use additional water given loss the mills), and it was unclear whether it would “maintain local control” of the District’s water rights.

**Table A. Summary of water use options and initial screening**

Water Use Options	Options set aside from further consideration	Options recommended for consideration
A1. Actively pursue companies that use water		X
A2. Expand District boundaries		X
A3. Develop Lake in Blue Lake		X
A4. Develop aquaculture for appropriate species		X
A5. Divert water to Mad River fish hatchery		X
A6. Develop aquaculture for algae		X
B1. Sell untreated water to another municipality		X
B2. Sell untreated water to a private entity		X
B3. Build a pipeline in NCRA right-of-way to Sonoma		X
B4. Transfer water to Van Duzen or Trinity rivers	X	
C1. Transfer water (in Mad River watershed) for environmental restoration/enhancement (this was also called “in-stream flow” option)		X
D1. Develop micro-hydro in watershed		X
D2. Recreational opportunities at Ruth Lake	X	

The AC evaluated the remaining ten options and also solicited input from the CSG and public during the third round of public meetings. Following extensive consideration, the AC tiered its final recommendations that are presented in Table B. The only option on which the AC could not reach consensus was Option B3, building a pipeline to Sonoma County in the North Coast Railroad right-of-way.

**Table B. Summary of the AC’s Tiered Recommendations**

Option	Immediately pursue	Passively pursue	Defer	Not Recommended
A1. Actively pursue companies that use water	X			
A2. Expand District boundaries	X			
A3. Develop Lake in Blue Lake		X		
A4. Develop aquaculture for appropriate species		X		
A5. Divert water to Mad River fish hatchery		X		
A6. Develop aquaculture for algae		X		
B1. Sell untreated water to another municipality	X			

B2. Sell untreated water to a private entity		X		
B3. Build a pipeline in NCRA right-of-way to Sonoma	*AC unable to reach consensus			
C1. Transfer water (in Mad River watershed) for environmental restoration/enhancement (also called in-stream flow option)	X			
D1. Develop micro-hydro in watershed		X		
* The AC's views varied widely on this option, and they were not able to reach agreement on a final recommendation. See Section 3.6 of the report for an explanation.				

An evaluation of the WRP process itself is on-going. At the end of each public meeting, participants were asked to evaluate the process. Of those at the public meetings (approximately 390), 230 responded and expressed "very positive feelings" about the process. For example, participants were asked how well the meetings achieved the desired outcomes. On a scale of 1 to 5, with 5 being that the outcomes were fully achieved, 88.7% responded with either a 4 or a 5; the average response was 4.4. During August and September 2010, the District will conduct a survey of the groups who were involved in the process including District staff, the AC, the Citizen's Study Group, the Water Task Force, and members of the stakeholder groups. AC members and District staff will also be debriefed in interviews.



**Table 2. Water Use Options based on public and stakeholder input**

Categories of Water Use (per CA Water Law)	Water Use Options (based on public and stakeholder input)	Potential Water Use (up to 60 MGD)	Likely Time Period Necessary to Develop		Time Frame for Operation (When could water be "in use"?)		
			Research or Studies	Implementation	Short-Term (within 1-2 Years)	Medium (within 2-5 years)	Long-Term (within 5-10 years)
Use Water within District's Existing Boundaries	A1. Actively pursue companies that utilize significant water in their process and/or product to locate on the Samoa Peninsula and contract for water purchase	Unknown (likely less than 5 MGD, if any)	Varies personal interviews and contacts	Varies, none vs. many years	<-----Depends on many factors----->		
	A2. Expand HBMWD District boundaries to serve more commercial/agriculture and municipal users (and when expanded, use would be within the District)	Unknown (likely less than 5 MGD)	District 1 - 2 years plus LAFCO 6-12 months	Unknown (depends on opportunity & infrastructure needs)	<----- Depends on many factors ----->		
	A3. Create a lake in Blue Lake for recreation and fishing purposes (or at another area adjoining lower Mad River)	Unknown (assuming one turn per month -- about 1 MGD)	2 - 3 years	1 - 2 years		X	
	A4. Develop general aquaculture for appropriate species	2 - 5 MGD	1 - 2 years	2 - 3 years		X	
	A5. Divert Mad River water to existing Mad River Fish Hatchery (in lieu of well water)	Peak = 7 MGD Min = 0.2 MGD	3 - 4 years	2 - 3 years		X	X
	A6. Develop aquaculture industry based on algae for a variety of uses (e.g. biomass, fuels, carbon sequestration)	2 - 7 MGD	1 - 2 years	2 - 3 years		X	

Categories of Water Use (per CA Water Law)	Water Use Options (based on public and stakeholder input)	Potential Water Use (up to 60 MGD)	Likely Time Period Necessary to Develop		Time Frame for Operation (When could water be "in use"?)		
			Research or Studies	Implementation	Short-Term (within 1-2 Years)	Medium (within 2-5 years)	Long-Term (within 5-10 years)
Sell or Transfer Water for Use Outside District	B1. Sell untreated water to another municipality or public agency for transfer and use within their jurisdiction	Any amount possible up to entire 60 MGD	3 - 4 years	Variable (depends on term, environmental work and infrastructure)		X	X
	B2. Sell untreated water to a private entity for transfer and use by another agency or customer	Any amount possible up to entire 60 MGD	3 - 4 years	Variable (depends on term, environmental work and infrastructure)		X	X
	B3. Build a pipeline in NCRA right-of-way and sell untreated water to Municipalities or agricultural customers in Mendocino or Sonoma Counties	Any amount possible up to entire 60 MGD	5 - 8 years (3-4 years up front, and 2-4 years engr. & permitting)	3 - 5 years			X
	B4. Transfer water from the Mad River watershed to another watershed (e.g. Van Duzen or Trinity) to enhance instream flows in the receiving watershed for environmental benefit (Note – this could possibly provide municipal or ag water supply too)	Variable (likely between 10 – 30 MGD)	A long time (5 - 10 years)	5 - 7 years			X

Categories of Water Use (per CA Water Law)	Water Use Options (based on public and stakeholder input)	Potential Water Use (up to 60 MGD)	Likely Time Period Necessary to Develop		Time Frame for Operation (When could water be "in use"?)		
			Research or Studies	Implementation	Short-Term (within 1-2 Years)	Medium (within 2-5 years)	Long-Term (within 5-10 years)
Transfer water for environmental restoration/enhancement	C1. Release water from Ruth Lake during summer/fall (with no corresponding downstream diversion) to provide environmental benefit to aquatic species or their habitat  (Note #1: Per CA water law, this option would occur via a "transfer" mechanism, and for such to be allowed, a specific environmental benefit must be defined)  (Note #2: During planning process this was called the in-stream flow option)	Any amount possible up to entire 60 MGD	3 - 5 years	Variable (depends on environmental studies & approvals, as well as any infrastructure to implement)		X (possible)	X (more likely)
	D1. Energy production via installation of micro-hydropower (with the possibility of in-stream flow as secondary use)	Unknown (likely limited given grid factors, river gradient and geography)	3 - 5 years	Variable (depends on environmental work and infrastructure) Likely 3-5 years			X
Other: Hydro-electric or Recreation	D2. Recreational opportunities at Ruth Lake	n/a	This option was not evaluated since it is not a consumptive use of water, and therefore, would not utilize the District's water rights as other options would.				



# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 20, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: E.2.**                      **Consider revised Mission Statement, and District focused goals and objectives for short-term planning period of approximately three to five years**

**PRESENTED BY:**              **Helen Edwards/John Corbett/Norman Shopay**

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

**Recommendation:**

Consider approval of revised MCSD mission statement and District focused goals and objectives for a planning period of approximately three to five years.

**Discussion:**

The Board previously formed a temporary committee consisting of Board members Helen Edwards and John Corbett to work with District staff to consider focused goals and objectives for a short-term planning period of approximately three to five years. The temporary committee met with staff over the past few months and through a series of meetings and document revisions prepared the attached goals and objectives for Board consideration.

The identified goals and objectives are intended to be a short term planning tool (approximately 3 years in duration) that focuses efforts and acknowledges the current Board priorities. Please note that these goals and objectives are in addition to the common day-to-day activities that staff is currently addressing. The goals and objectives are intended to be general in nature and the purpose was not to generate a detailed list of every and all activities.

**Alternatives:**

Staff's analysis includes the following potential alternatives:

- Take no action
- Provide further revisions to the Mission Statement
- Provide further revisions, additions, or deletions to the Goals and Objectives

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Goals and Objectives

**McKinleyville Community Services District (MCSD)**  
**Mission Statement, Goals and Objectives**

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**MISSION STATEMENT:**

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

**SUMMARY:**

The following goals and objectives are intended to be a short term planning tool (3 years) that focuses efforts and acknowledges the current Board priorities. These are in addition to the common day-to-day activities that are currently being addressed.

**GOAL 1:**

Increase ability to serve MCSD growing population with water, sewer street lights parks recreation, and library.

**OBJECTIVES:**

1. Research trends and current needs of the community
  - a. Complete an independent survey that evaluates desired recreational activities within the community by June 30, 2011 related to Measure B renewal.
  - b. Update Parks Master Plan for Board approval by December 31, 2011
  - c. Determine the feasibility of establishing a pilot solar project for the Parks and Recreation Department or Corporation yard by June 2011
2. Increase water storage capacity through design and construction of new water storage at Murray Road.
  - a. Complete preliminary conceptual design in order to be able to apply for grant funding June 30, 2011
3. Encourage state, county and other regional agencies to work cooperatively with the District in planning and development to utilize existing infrastructure in an efficient and realistic manner
  - a. Establish a calendar to meet on a regular basis with County staff
  - b. Become active in the California Special District, Board of Directors, and/or a CSDA committee. Participate in CSDA meetings
  - c. Become active and participate in the Integrated Regional Water Management (IRWM) process
  - d. Meet with Federal, State and County Legislative staff to provide information on our District and discuss issues and concerns

**McKinleyville Community Services District (MCSD)**  
**Mission Statement, Goals and Objectives**

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- e. Determine if the current MCSD contract with Humboldt Bay Municipal Water District can be reopened for negotiations related to the inclusion of pipeline under the Mad River or revisions to cost share that MCSD is assessed to maintain other pipelines by June 2011.
- 4. Conduct analysis of alternative options for emergency backup services and future requirements
  - a. Water supply – Determine if groundwater would be a viable option as an emergency backup to our water supply system, near our existing water tanks, by June 30, 2012
  - b. Generators – Consider feasibility of upgrading or replacing generators at the sewer lift stations by completing technical evaluation memorandum by June 30, 2013
  - c. Install generator and automatic transfer switch at District Office by June 30, 2011
- 5. Ensure adherence to present and future regulatory requirements for Waste Water Management Facility and collection system
  - a. Identify treatment alternatives to carry forward in the 20-year Facilities Plan by December 30, 2010
  - b. Implement the findings from the 20 year Facilities Plan by June 30, 2013
  - c. Develop sewer pre-treatment program and modification of local limits in the rules and regulations by June 30, 2012

**GOAL 2:**

Insure appropriate funding is available to meet service objectives

**OBJECTIVES:**

- 1. Ensure that the reserve methodology is sufficient to fund service objectives
  - a. Determine needed reserve categories by June 2011
  - b. Determine what portion of our water and sewer rates should be set aside into each reserve category by June 30, 2012
  - c. Upon retirement of debt for purchase of streetlights reevaluate rate structure to ensure appropriate reserves for capital replacement program by June 30, 2013.
  - d. Identify long term medical reserve amounts and propose a plan to fund those amounts by March 31, 2011
- 2. Determine appropriate reserve strategy for accumulation of reserves and adjust sewer, water and streetlight connection fees rates to accommodate

**McKinleyville Community Services District (MCSD)**  
**Mission Statement, Goals and Objectives**

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- a. Establish and complete revised connection and capacity fee structure for all new services by September 30, 2011
- b. Evaluate park and facility fees by June 30, 2011

**GOAL 3:**

Develop succession and staffing plan

**OBJECTIVES:**

- 1. Determine long term staffing needs
  - a. Create a 5-year staff development plan
  - b. Develop district office facility expansion plan by December 30, 2012
- 2. Increase youth recruitment
  - a. Establish a calendar to meet on a regular basis with students

**GOAL 4:**

Prepare for major disasters

**OBJECTIVES:**

- 1. Update and implement the Emergency Response Plan
  - a. Meet annually to ensure Emergency Response Plan is current with staff
  - b. Annually Verify Mutual Aid Agreements are accurate and plan meets local state and federal requirements
- 2. Work with staff and other agencies to prepare and train for major disasters
  - a. Participate in a minimum of one (1) table-top exercise annually

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 20, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: E.3                      Review Board Policy Manual**

**PRESENTED BY:              Helen Edwards/John Corbett/Norman Shopay**

**TYPE OF ACTION:              Voice Vote**

### **Recommendation:**

Staff requests the Board review and consider approval of the revised Board Policy Manual.

### **Discussion:**

The Board typically reviews the Board Policy Manual on a regular basis and makes changes or modifications as needed. The Board Policy Manual was last reviewed and updated on January 21, 2009. The Board Policy Manual (with revisions) was brought to the Board for review at the September 15, 2010 Board meeting. The Board Policy Manual was discussed and comments received. The Board decided to form a temporary committee and appointed Helen Edwards and John Corbett to review and compile comments and provide a revised document for consideration at this meeting. Previously District legal counsel has reviewed and provided comments on the draft document. Comments and revisions are provided in track changes mode. Staff requests the Board to review the proposed changes, obtain any additional input and consider approval of the revised document.

### **Alternatives:**

- Take no action
- Incorporate additional changes

### **Fiscal Analysis:**

- Not applicable

### **Environmental Requirements:**

- Not applicable

### **Exhibits/Attachments**

- Board Policy Manual, Dated October 20, 2010

**POLICY MANUAL**  
**OF THE BOARD OF DIRECTORS**  
**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

**PART 1 -- GENERAL RULES**

**RULE 1-1: PURPOSE --** The purpose of this Policy Manual is to provide guidelines for the conduct of the Board of Directors of the McKinleyville Community Services District (MCSD) to help maintain the highest standard of ethics for its Board members. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Board members' conduct, and (3) improve ethical decision-making and values-based management.

**RULE 1-2: SUSPENSION OF RULES --** Any of the within rules not required by law may be suspended by a majority of the Board.

**RULE 1-3: ALTERATION, AMENDMENT OR REPEAL --** Any rule may be altered, amended or repealed at a duly noticed meeting by a majority vote of the Board.

**PART 2 -- BASIS OF AUTHORITY**

**RULE 2-1: AUTHORITY OF THE BOARD --** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure.

**RULE 2-2: REPRESENTATION --** The Board of Directors as a whole should not represent any factional segment of the community, but rather represent and act for the community as a whole. The proper operation of the District requires decisions and policy to be made within the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain objective, impartial and responsive to the needs of the public they serve.

**RULE 2-3: GOVERNING LAWS --** Board Members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board Members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government meeting laws. Board Members will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work.

**PART 3 -- BOARD STRUCTURE**

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

**RULE 3-2: PRESIDENT --** The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors

prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group. This requires the assistance and cooperation of all of the Board Members.

**RULE 3-3: VICE-PRESIDENT** – In the absence of the President, the Vice-President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item or declares himself/herself partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

**RULE 3-4: COMMITTEES** -- Committees of the Board, whether standing or ad hoc, may, from time to time, be established by the President of the Board, subject to confirmation by the Board. Unless authority to perform a duty is expressly delegated by the Board to a committee, committee motions and recommendations shall be advisory to the Board. Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

Where the Board has agreed to designate a Director or Directors to serve on a non-District Committee, the President shall appoint said Directors for Board ratification.

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

**RULE 4-1: OBJECTIVES** -- The Board of Directors of MCSD are committed to providing excellence in legislative leadership that results in the provision of the highest quality services and representation to the District's constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following guidelines are recommended:

**4-1A Respect:** The dignity, style, values and opinions of each director shall be respected.

**4-1B Listening:** Responsive and attentive listening during communications is encouraged.

**4-1C Representation:** The needs and desires of the District's constituents shall be a priority of the Board of Directors.

**4-1D Responsibility:** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager of the District.

**4-1E Attitude:** Directors should commit themselves to emphasizing a positive and professional attitude at all times.

**4-1F Issue Orientation:** Directors should commit themselves to focusing on issues and not personal attacks. The presentation of the opinions of others should be encouraged. The formation of voting blocs based on personal relationships rather than the merit of issues must be avoided.



**4-1G Openness:** Different viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, ~~dissenting~~ Directors should support that action regardless of differing opinions. ~~not create barriers to the implementation of such action.~~

**4-1H Code of Ethics:** Directors are required by law (AB1234, California Government Code § 53234, et seq.) to receive a minimum of two hours of training every two years in general ethics principals and law. Proof of completion must be provided to the District. If any one Board member is not in compliance the meeting compensation fee will be withheld for all Directors until compliance is met.

**4-1I Conflict of Interest:** Each Director is responsible for completion and submittal of an annual Conflict of Interest (Form 700) to the District Filing Officer. This form is then forwarded to the County Elections Office and is kept on file for public review.

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

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

**4-2B Complaints:** In handling complaints from residents and property owners of the District, said complaints should be referred to the General Manager.

**4-2C Safety:** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District Office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4-2D Policy:** In seeking clarification for administrative policy related concerns, especially those involving personnel, legal action, land acquisition, finances, and programming, said concerns should be directed to the General Manager.

**RULE 4-3: INTERACTION WITH STAFF --** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. ~~appropriate staff supervisor.~~

**RULE 4-4: TEAM EFFORT --** The smooth working of the District is a team effort. All individuals should try to work together in the collaborative process, assisting each other in conducting the affairs of the District.

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

**RULE 4-6: INTERACTION WITH GENERAL MANAGER:** The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board and Committee meetings. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**RULE 4-7: BOARD AS A WHOLE** Directors should function as a part of the whole. Issues should be brought by individual Board members to the attention of the Board as a whole, rather than to individual members selectively. The Board of Directors functions collectively, not as individuals and all members should be tolerant of each other's views. Unless the Board, by formal action, delegates responsibility to one or more individual Board members and such delegation is authorized by law, no Director has the legal capacity to act on behalf of the District.

**RULE 4-8: MONITORING PROGRESS** -- Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

**RULE 4-9: PREPARATION** -- Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from the General Manager staff, but contact among Board members concerning District affairs outside of the meeting context, is to be avoided, as such activity may constitute a violation of the State of California open meeting laws.

**RULE 4-10: STAFF NOTES** -- Information that is exchanged before the meetings shall be distributed through the Manager, and all Directors will receive all information being distributed.

**RULE 4-11: COURTESY** -- Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

**RULE 4-12: QUESTIONS** -- Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be confined to the matter being discussed by the Board.

**RULE 4-13: MINUTES-RECORDING OF INFORMATION--**

**4-13A** Unless directed otherwise by the Board President, all open sessions of the Board meetings shall be audio recorded in their entirety. The recordings will be retained in accordance with the current MCSD records retention policy.

**4-13B** Copies of meeting minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in the District vault.

**4-13C** Action minutes shall be taken by the Board Secretary which summarize (a) Action taken, with a recordation of motion noting name of each person making and seconding the motion (b) Action taken, with a recordation of voting by name on each motion where a roll call vote is required (c) Specific information requested by the Board to be entered in the minutes.

**RULE 4-14: CONFLICT OF INTEREST** -- Directors shall abstain from participating in consideration on any item involving a legally prohibited conflict of interest and shall declare the nature of that conflict to the Board.

**RULE 4-15: CORRESPONDENCE** -- Staff shall date-stamp the original of all correspondence from constituents, responsible agencies, and trustee agencies upon receipt and distribute a copy to each director within one week. Where a response is requested or where the Manager believes a response is needed, the Manager will cause

a response to be transmitted to the author with copies to the Board as soon as workloads allow but no later than ten working days following receipt.

**RULE 4-16: DIRECTOR REACTION TO CORRESPONDENCE --** A Director that believes the Board should address an issue raised by the author of correspondence, or by staff's response to correspondence reserves the right to request Board review on a subsequent agenda by submitting a written request to the Manager at least seventeen days prior to that meeting. When a Director submits such a request staff will prepare a draft response for Board edit at the Board Meeting. Where a concern arises within seventeen days of a Board Meeting, the Director with the concern should express his or her concern at the Board meeting and request the inclusion of the issue as an agenda item at a subsequent Board meeting.

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

**RULE 5-1: REGULAR MEETINGS --** Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00 PM at Azalea Hall. The date, time, and place of regular meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**RULE 5-2: SPECIAL MEETINGS (NON-EMERGENCY) --** Special meetings (non-emergency) of the Board of Directors may be called by the President.

**5-2A Notice:** All Directors, the Manager and District Counsel shall be notified of the Special Board Meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

**5-2B Notification:** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of Special Meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54960) shall be notified by a mailing unless the Special Meeting is called less than one week in advance, in which case, notice, including a description of the business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as is practical.

**5-2C Agenda:** An agenda shall be prepared as specified for the Regular Board Meetings and shall be delivered with the notice of the Special Meeting to those specified above.

**5-2D New Business:** Only those items of business listed in the call for the Special Meeting shall be considered at any Special Meeting.

**RULE 5-3: SPECIAL MEETINGS (EMERGENCY) --** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened immediate disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required above. An emergency situation means a substantial emergency which severely impairs or threatens public health, safety or both, as determined by the Manager and Board President or Vice President in the Presidents absence.

**5-3A Notification:** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of Special Meetings in accordance with the Ralph M. Brown Act shall be notified by at least one (1) hour

prior to the emergency meeting. In the event that telephone services are not working, the notice requirement of one hour is waived, but the Manager, or his/her designee, shall notify such newspapers, radio stations or television stations of the fact of holding the Emergency Special Meeting and of any action taken by the Board, as soon after the meeting as possible.

**5-3B New Business:** No Closed Session may be held during an Emergency Special Meeting, and all other rules governing Special Meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the Emergency Special Meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**RULE 5-4: ADJOURNED MEETINGS --** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda, to any time and place specified in the order of adjournment, except when a quorum is lacking at any Regular or Adjourned Meeting, the members present may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified above.

**RULE 5-5: ANNUAL ORGANIZATIONAL MEETING --** The Board of Directors shall hold an annual meeting at its Regular Meeting in December. At this meeting the Board will elect a President and Vice-President from among its members to serve during the coming calendar year, and will appoint the Finance Director as the Board's Treasurer and the General Manager shall select a staff member to serve as the Board's Secretary. The Board is committed to periodically review and adjust rates and charges as needed and appropriate.

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

**RULE 5-7: MEETING ROOM PREPARATION --** The President and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

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

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

**RULE 6-2: CONDUCT OBJECTIVE --** The conduct of meetings shall to the fullest extent possible, enable Directors to consider problems to be solved; weigh evidence related thereto, and make wise decisions intended to solve the problems; receive, consider and take any needed action with respect to reports of accomplishments of District operations.

**RULE 6-3: PUBLIC INPUT --** Provisions for permitting any individual or group to address the Board concerning items on the agenda of a Special Meeting, or to address the Board at a Regular Meeting on any subject that lies primarily within the jurisdiction of the Board President and as follows:

**6-3A Time Limits:** The President, unless a majority of the Board objects, may allot a maximum amount of time for each speaker and a maximum amount of time to each subject matter.

**6-3B Boisterous Conduct:** No boisterous, insulting, offensive, threatening, intimidating, demeaning, or hostile conduct actions or speech shall be permitted at any Board meeting. Persistence in ~~such boisterous~~ conduct shall be grounds for summary termination, by the President, of the speaker's privilege of address and/or removal of the individual from the meeting.

**RULE 6-4: WILLFUL DISRUPTION --** Willful disruption of any meeting of the Board of Directors shall not be permitted. If the President with the concurrence of the Directors finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

**6-4A New Business:** In such an event, only matters appearing on the agenda may be considered in such a session.

**6-4B Readmittance:** After clearing the room, the President should permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted.

**6-4C Media:** Representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

**RULE 6-5: QUORUM AND MAJORITY --** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a minimum quorum is present, therefore, require all three (3) votes to be effective.

**RULE 6-6: ABSTENTIONS --** Where a Director abstains in a vote with respect to a potential Conflict of Interest the Director shall be considered to be absent. Where a Director abstains in a vote for any reason other than a potential Conflict of Interest (see Rule 4-14, above), the abstention will be recorded as an abstention which has the same effect as a "NO" vote. Thus, if only three directors are present and one abstains, no action can be taken on the item because a "Majority of the Board" did not vote "YES".

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



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

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

**RULE 7-2: AUTHORITY OF PRESIDING OFFICER** -- The Presiding Officer shall not make motions or second motions but he/she may debate and vote on any matter under consideration. Where the President wishes to make or second a motion he/she should vacate the role of Presiding Officer until that item is resolved. Where the President has vacated the role of Presiding Officer for a particular agenda item, the Vice-President (or another director) shall become the Presiding Officer until all action on that agenda item is completed.

**RULE 7-3: CALL FOR QUESTION** -- A "call for question" shall be deemed a non-binding request that the Presiding Officer close debate and bring a motion to an immediate vote. The Presiding Officer may choose to continue discussion of the issue.

**RULE 7-4: MOTION TO CLOSE DEBATE** -- The "motion to close debate", if seconded, shall be a non-debatable motion, and shall have precedence over any other motion except for a parliamentary inquiry, or a motion to adjourn. Should the "motion to close debate" pass by a majority vote, the Presiding Officer shall thereafter immediately call the question on the pending motion.

**RULE 7-5: AMENDMENTS TO MOTIONS** -- A main motion may only be amended with the consent of the maker and seconder. Without this approval, no amendment to a motion shall be in order without a vote on the principal motion. A "substitute motion" shall be construed as an amendment to the main motion, and shall follow the process described in this rule.

**RULE 7-6: RECONSIDERATION** -- Any Director that voted for an approved motion on an agenda item may move to reconsider that item at a subsequent meeting. If seconded by any other Director and passed by a majority vote, the effect of the motion is to nullify the earlier motion so that a new motion may be debated at the subsequent meeting. Under no circumstances can such an item be reconsidered at the same meeting. If the matter is to be reconsidered at a subsequent meeting, notice of that fact must be stated in the agenda for the subsequent meeting.

**RULE 7-7: RECONSIDERATION (Subsequent to Meeting)** -- Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The Presiding Officer may reject this request if no new information is presented in his/her opinion to warrant further debate. At the meeting where the item rejected by the President could have been considered a majority of the Board may place an item on a subsequent meeting's agenda.

**RULE 7-8: MOTION TO CONTINUE** -- Any Director may move that an item be continued to a specific future Board Meeting even if a main motion is pending consideration. If a motion to continue is seconded and passed all consideration on that item is halted and continued until the subsequent meeting.

**RULE 7-9: MOTION TO TABLE** -- Any Director may move that an item be tabled for an indefinite time, even if a main motion is pending consideration. If such a motion is seconded and passed all consideration on that item is halted until a Director requests consideration on a subsequent agenda.

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

**7-10A Presentation:** Staff shall present the issue with any recommendations.

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

**7-10C Audience Input:** Members of the audience may make statements or ask questions regarding the matter. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed to the President. The President may impose reasonable limitations upon the amount of time each person can speak or the number of times any speaker can speak. After affording public comment, he or she may close the public comment period when necessary to allow the Board to complete its business.

**7-10D Board Discussion and Resolution:** Following closure of public input, the Board shall discuss the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the President but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

**RULE 7-11: ORDER OF DEBATE (Quasi Judicial)** -- The Presiding Officer shall follow the following order of debate in the consideration of quasi judicial/adjudicative matters:

**7-11A Presentation:** Staff shall present the issue with any recommendations.

**7-11B Questions of Staff by Board:** The Board may ask questions of staff to clarify the issue or the recommendation.

**7-11C Public Hearing:** The Presiding Officer shall open the Public Hearing, call upon the Applicant to make a statement, and then receive any and all input from the public. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed through the President. Following receipt of public comment, the applicant shall be given the opportunity to respond to comments received. The President may limit the amount of time each person can speak or the number of times a speaker can speak and may close public comment restricting further discussion to the Board level unless a majority of the Board wishes to hear other testimony. The President shall then close the Public Hearing.

**7-11D Board Discussion and Resolution:** Following closure of public input, the Board shall debate the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the President but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

## **RULE 7-12: ORDER OF DEBATE (Non-Legislative Matter, Informational Items)**

**7-12A Presentation:** Staff shall present the issue with any recommendations.

**7-12B Questions of Staff by Board:** The Board may ask questions of staff to clarify the issue or the recommendation.

**7-12C Audience Input:** The Board President may choose to accept input from the audience regarding the matter, however such input is optional and at the Board President's discretion.

**RULE 7-13: EX PARTE CONTACT AND DISCLOSURE** -- If a Director talks to or is otherwise contacted by a party in a quasi-judicial/adjudicative matter pending before the Board, that Director must disclose to the Board of Directors that he or she was contacted and disclose the name of the person who contacted them.

## **PART 8 -- REMUNERATION**

**RULE 8-1: BOARD MEETING COMPENSATION** -- Board Members compensation shall be governed by section 61047 of the California Government Code. The Board of Directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the Board of Directors shall not receive compensation for more than six days of service in a month. However, the MCSD Board in August of 2000 unanimously voted that "Directors would be compensated \$100 per noticed meeting attended up to a maximum of \$200 per month per Director with no compensation for Committee Meetings or Ceremonial Meetings". For the purposes of this section, a "day of service" means any of the following:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with [Section 54950](#)) of Part 1 of Division 2 of Title 5 of the Government Code.
- (2) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public event.
- (3) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public meeting or public hearing.
- (4) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the



Board of Directors has previously approved the member's representation at a Board of Directors' meeting and the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Directors' meeting, and that the member delivers a written report to the Board of Directors regarding the member's participation at the next Board of Directors' meeting following the training program.

**RULE 8-2: BOARD MEMBER EXPENSES** -- Board Members that incur expenses for service rendered at the request of the Board shall be reimbursed on the basis established under the District's Expenditure Control Guidelines.

**RULE 8-3: INSURANCE** -- Board Members serving continuously prior to December 31, 1995 shall be eligible for the same insurance benefits as afforded regular employees while serving on the Board. These Board Members shall not be eligible for insurance benefits after they stop serving on the Board unless they participate on a self pay basis. Board Members starting terms on or after January 1, 1996 shall not be eligible for insurance benefits unless the recipient participates on a self pay basis.

## **PART 9-- PERSONNEL POLICIES**

**RULE 9-1: SEXUAL HARASSMENT** -- The District will not tolerate sexual harassment (which includes harassment based on verbal, physical and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance) by a Board Member, consultants, clients, customers, members of the public, or visitors. The Board considers sexual harassment to be a major offense which may result in disciplinary action of the offending Director. The District is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state or local laws.

An employee who feels that he/she is being harassed is encouraged to immediately report such incident to the immediate supervisor of the accused individual without fear of reprisal. The Manager shall be informed of all such complaints and will assist in the investigation and resolution of complaints.

**RULE 9-2 WORKPLACE VIOLENCE** - In recognition of the fact that workplace violence is a concern among Boards, employers and employees across the country the District has committed itself to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, clients, customers, members of the public, visitors, or anyone else on MCSD premises or engaging in a District-related activity from behaving in a violent, threatening, intimidating, or hostile manner.

Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The District believes that prevention of workplace violence begins with recognition and awareness of potentially early warning signs and the Board shall respond to any situation that may present the possibility of violence.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, threats to Board or staff members, sabotage, or threats of sabotage of District property, or a demonstrated pattern of refusal to follow District policies and procedures;
- Defacing District property or causing physical damage to the facilities.

**RULE 9-3: NON-DISCRIMINATION** -- The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or Vietnam era veteran status.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All Directors are expected to carry out their duties in a manner that is free from discriminatory statements or conduct.

**RULE 9-4: REASONABLE ACCOMMODATION** -- Pursuant to the Americans with Disabilities Act, MCSD has a duty to reasonably accommodate Directors with known disabilities. This accommodation is not generally required until the person with the disability requests it.

## **PART 10 -- DIRECTORS LEGAL LIABILITY**

**RULE 10-1: DEFENSE** -- The District shall defend and indemnify Board Members from any claim, liability or demand that arises out of a Director's performance of his or her duties as a Board Member or Officer of the District.

**RULE 10-2: LEGAL COUNSEL** -- The District Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board Member's participation in District matters. No Board Member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that Member's participation.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 20, 2010

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.4. Analysis of Ramey Pump Station Upgrade project financing options.**

**PRESENTED BY: Steven Edmiston, Finance Director**

**TYPE OF ACTION: None**

**Recommendation:**

Information only.

**Discussion:**

The Ramey Pump Station Upgrade project is projected to cost approximately \$1,400,000. The District has secured ARRA financing in the amount of \$165,100 and is seeking to finance the balance via one of several financing options. Attached is a comparison of three options that are currently being pursued. Each option has merits as well as issues.

- **I-Bank** The i-Bank option has the most favorable cash flow of the three options under consideration. The District received a favorable response to the preliminary application. The actual application is a substantial undertaking with no promise of ultimate approval. I-Bank charges a loan origination fee of .85% and there is also an annual service fee of .3% of the outstanding principal balance. The interest rate is tied to the Thompson's Municipal Rate Index. Early payment would not be an option. They have an approval timetable that will require the District to continue to pay construction costs from reserves until approval and disbursement.
- **US Bank** US Bank has begun to enter the municipal finance market and has rates that are slightly higher than i-Bank without the loan origination fee or maintenance charge. Their approval process would be a matter of weeks with a prompt disbursement schedule.
- **Municipal Finance Corp** The District has been approved for financing with the Municipal Finance Corp. They are prepared to disburse funds upon a resolution by the Board. The attached analysis indicates that this would be the least favorable option from a cash flow standpoint however they stand prepared to execute the loan.

**Alternatives:**

Take Action

**Fiscal Analysis:**

See attached comparison of debt financing options for the Ramey Pump Station Upgrade Project.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- See attached comparison of debt financing options for the Ramey Pump Station Upgrade Project.

**McKinleyville Community Services District**  
**Comparison of Debt Financing Options for the Ramey Pump Station Upgrade Project**  
**Agenda item E.4**

	i-Bank			US Bank			Municipal Finance Corp		
Anticipated project cost	1,400,000			1,400,000			1,400,000		
Loan fee	10,500			-			-		
ARRA loan commitment	(165,100)			(165,100)			(165,100)		
Borrowing needed	1,245,400			1,234,900			1,234,900		
10-Year Term	2.193%			0.300%			3.500%		
	Total	Principal	Interest	Service fee	Total	Principal	Interest	Total	Principal
	143,447.78	112,738.17	27,311.62	3,397.99	148,486.07	105,264.57	43,221.50	160,702.76	97,722.86
	143,102.14	115,210.52	24,839.27	3,052.35	148,486.06	108,948.82	39,537.24	160,702.76	102,706.73
	142,748.94	117,737.09	22,312.71	2,699.14	148,486.06	112,762.03	35,724.03	160,702.76	107,944.77
	142,387.98	120,319.06	19,730.73	2,338.19	148,486.07	116,708.71	31,777.36	160,702.77	113,449.96
	142,019.11	122,957.66	17,092.14	1,969.31	148,486.07	120,793.51	27,692.56	160,702.76	119,235.90
	141,642.14	125,654.12	14,395.67	1,592.35	148,486.06	125,021.28	23,464.78	160,702.77	125,316.94
	141,256.91	128,409.71	11,640.08	1,207.12	148,486.07	129,397.03	19,089.04	160,702.76	131,708.10
	140,863.23	131,225.74	8,824.05	813.44	148,486.06	133,925.92	14,560.14	160,702.76	138,425.21
	140,460.92	134,103.52	5,946.27	411.13	148,486.06	138,613.33	9,872.73	160,702.77	145,484.90
	140,049.79	137,044.41	3,005.38	-	148,486.07	143,464.80	5,021.27	160,702.77	152,904.63
	1,417,978.95	1,245,400.00	155,097.92	17,481.03	1,484,860.65	1,234,900.00	249,960.65	1,607,027.64	1,234,900.00
	66,881.70	Net cash flow over US Bank option			122,166.99	Net cash flow over Municipal Finance Corp option			372,127.64
	189,048.69	Net cash flow over Municipal Finance Corp option							
15-Year Term	2.713%			0.300%			3.750%		
	Total	Principal	Interest	Service fee	Total	Principal	Interest	Total	Principal
	105,700.34	68,381.58	33,787.70	3,531.06	109,135.45	62,826.70	46,308.75	121,804.24	55,737.09
	105,489.62	70,236.77	31,932.51	3,320.34	109,135.46	65,182.71	43,952.75	121,804.25	58,719.03
	105,273.21	72,142.30	30,026.99	3,103.92	109,135.46	67,627.06	41,508.40	121,804.25	61,860.50
	105,050.91	74,099.52	28,069.77	2,881.62	109,135.45	70,163.07	38,972.38	121,804.24	65,170.03
	104,822.58	76,109.84	26,059.45	2,653.29	109,135.46	72,794.19	36,341.27	121,804.24	68,656.63
	104,588.06	78,174.70	23,994.59	2,418.77	109,135.46	75,523.97	33,611.49	121,804.24	72,329.76
	104,347.16	80,295.57	21,873.71	2,177.88	109,135.46	78,356.12	30,779.34	121,804.24	76,199.40
	104,099.74	82,473.99	19,695.29	1,930.46	109,135.45	81,294.47	27,840.98	121,804.24	80,276.07
	103,845.60	84,711.51	17,457.77	1,676.32	109,135.46	84,343.02	24,792.44	121,804.24	84,570.84
	103,584.57	87,009.74	15,159.54	1,415.29	109,135.46	87,505.88	21,629.58	121,804.24	89,095.38
	103,316.46	89,370.31	12,798.97	1,147.18	109,135.46	90,787.35	18,348.11	121,804.24	93,861.98
	103,041.08	91,794.93	10,374.35	871.80	109,135.45	94,191.87	14,943.58	121,804.25	98,883.60
	102,758.22	94,285.32	7,883.96	588.94	109,135.45	97,724.07	11,411.38	121,804.24	104,173.87
	102,467.69	96,843.28	5,326.00	298.41	109,135.45	101,388.72	7,746.73	121,804.24	109,747.17
	102,169.28	99,470.64	2,698.64	-	109,135.45	105,190.80	3,944.65	121,804.25	115,618.65
	1,560,554.52	1,245,400.00	287,139.24	28,015.28	1,637,031.83	1,234,900.00	402,131.83	1,827,063.64	1,234,900.00
	76,477.31	Net cash flow over US Bank option			190,031.81	Net cash flow over Municipal Finance Corp option			592,163.64
	266,509.12	Net cash flow over Municipal Finance Corp option							

**McKinleyville Community Services District**  
**Comparison of Debt Financing Options for the Ramey Pump Station Upgrade Project**  
**Agenda item E.4**

i-Bank			US Bank			Municipal Finance Corp		
Anticipated project cost	1,400,000		1,400,000			1,400,000		
Loan fee	10,500		-			-		
ARRA loan commitment	(165,100)		(165,100)			(165,100)		
<b>Borrowing needed</b>	<b>1,245,400</b>		<b>1,234,900</b>			<b>1,234,900</b>		
<b>20-Year Term</b>								
Total	Principal	Interest	Service fee	Total	Principal	Interest	Total	Principal
86,997.76	46,537.33	36,863.84	3,596.59	90,866.10	41,470.10	49,396.00	104,625.41	34,853.56
86,854.02	47,914.84	35,486.34	3,452.84	90,866.11	43,128.91	47,737.20	104,625.41	36,822.79
86,706.01	49,333.11	34,068.06	3,304.84	90,866.10	44,854.06	46,012.04	104,625.41	38,903.27
86,553.63	50,793.37	32,607.80	3,152.46	90,866.11	46,648.23	44,217.88	104,625.41	41,101.31
86,396.74	52,296.86	31,104.31	2,995.57	90,866.11	48,514.16	42,351.95	104,625.41	43,423.53
86,235.21	53,844.85	29,556.32	2,834.04	90,866.10	50,454.72	40,411.38	104,625.41	45,876.96
86,068.89	55,438.65	27,962.52	2,667.72	90,866.10	52,472.91	38,393.19	104,625.41	48,469.01
85,897.65	57,079.64	26,321.53	2,496.48	90,866.11	54,571.83	36,294.28	104,625.41	51,207.51
85,721.35	58,769.19	24,631.98	2,320.18	90,866.10	56,754.70	34,111.40	104,625.41	54,100.73
85,539.82	60,508.76	22,892.41	2,138.65	90,866.11	59,024.89	31,841.22	104,625.41	57,157.43
85,352.92	62,299.82	21,101.35	1,951.75	90,866.10	61,385.88	29,480.22	104,625.41	60,386.82
85,160.49	64,143.90	19,257.27	1,759.32	90,866.10	63,841.32	27,024.78	104,625.41	63,798.68
84,962.36	66,042.56	17,358.61	1,561.19	90,866.10	66,394.97	24,471.13	104,625.41	67,403.30
84,758.37	67,997.42	15,403.75	1,357.20	90,866.10	69,050.77	21,815.33	104,625.41	71,211.59
84,548.34	70,010.14	13,391.03	1,147.17	90,866.10	71,812.80	19,053.30	104,625.41	75,235.04
84,332.09	72,082.44	11,318.73	930.92	90,866.10	74,685.31	16,180.79	104,625.41	79,485.82
84,109.44	74,216.08	9,185.09	708.27	90,866.11	77,672.73	13,193.38	104,625.41	83,976.77
83,880.20	76,412.88	6,988.29	479.03	90,866.11	80,779.64	10,086.47	104,625.41	88,721.46
83,644.18	78,674.70	4,726.47	243.01	90,866.10	84,010.82	6,855.28	104,625.41	93,734.22
83,401.16	81,003.46	2,397.70	-	90,866.10	87,371.25	3,494.85	104,625.41	99,030.20
<b>1,707,120.65</b>	<b>1,245,400.00</b>	<b>422,623.40</b>	<b>39,097.25</b>	<b>1,817,322.07</b>	<b>1,234,900.00</b>	<b>582,422.07</b>	<b>2,092,508.20</b>	<b>1,234,900.00</b>
110,201.42	Net cash flow over US Bank option			275,186.13	Net cash flow over Municipal Finance Corp option			857,608.20
385,387.55	Net cash flow over Municipal Finance Corp option							

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

October 20, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: E.5. Consider Letter of Support to California Marine life Protection Act Initiative North Coast Regional Stakeholder Group**

**PRESENTED BY: Helen Edwards**

**TYPE OF ACTION: Voice Vote**

### **Recommendation:**

Request the Board consider preparation of a letter to encourage the Marine Life Protection Act Initiative Blue Ribbon Task Force and California Fish and Game Commission to support and adopt the Regional Stakeholder Group Marine Protected Area (MPA) Array Proposal (Unified MPA Array).

### **Discussion:**

The MLPA North Coast Regional Stakeholder Group has been working together since June 2009 to design and evaluate proposals and reach consensus on a proposal that would meet both the goals of the Marine Life Protection Act and give consideration towards our North Coast Economic Systems. The proposal represents both the Stakeholder Group and the diverse interests of our North Coast Communities. Attached is a September 14, 2010 narrative explaining in detail about the importance of the MPLA and its potential effect on the North Coast.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Exhibit 1-Marine Protected Area Proposal Narrative



**California Marine Life Protection Act Initiative**  
**North Coast Regional Stakeholder Group**  
**Marine Protected Area Proposal Narrative**  
**September 14, 2010**

The marine protected area (MPA) proposal developed by the MLPA North Coast Regional Stakeholder Group (NCRSG) is the result of extensive collaborative efforts by diverse north coast stakeholders since June 2009 to design and evaluate different MPA arrays and proposals. Discussions began during Round 1, when self-selected stakeholders first came together to develop external proposals. Many of the stakeholders from Round 1 were selected for the NCRSG and developed Round 2 draft proposals, intended to meet the minimum and preferred MLPA Master Plan Science Advisory Team guidelines (SAT Guidelines). By Round 3, the NCRSG established a sound understanding of the SAT Guidelines and the north coast's ecological and socioeconomic systems. This understanding, combined with recognition of the diverse interests and cultures represented, allowed the NCRSG to reach consensus on the Unified MPA Proposal described here, a proposal that meets the goals of the Marine Life Protection Act (MLPA) while giving meaningful consideration toward north coast socioeconomic systems. Many of the MPAs in the Unified MPA Proposal were designed during community meetings held in Crescent City, Orick, Trinidad, Eureka, Petrolia, Shelter Cove, Fort Bragg and Albion. The Unified MPA Proposal represents both a unified proposal of the NCRSG and the diverse interests of north coast communities.

## **The North Coast**

California is a diverse state and regional MPA planning is therefore the best approach. This approach allows for consideration of each region's unique features and demographics. The north coast is different from the remainder of California in several ways. Rough seas frequently prevent use of the ocean. Even when the weather is good, the small population size significantly reduces consumptive and non-consumptive uses. Factors such as high economic dependence on fishing, isolated communities, limited industry diversification, high unemployment and poverty rates, make north coast counties relatively vulnerable to changes in fisheries management measures<sup>1</sup>. Additionally, the north coast is characterized by highly productive ecosystems and recent data indicates that north coast fisheries are currently sustainable or rebuilding<sup>2</sup>.

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<sup>1</sup> Pacific Fishery Management Council and National Marine Fisheries Service. 2006. *Proposed acceptable biological catch and optimum yield specifications and management measures for the 2007-2008 Pacific coast groundfish fishery, and Amendment 16-4: rebuilding plans for seven depleted Pacific coast groundfish species; final environmental impact statement including regulatory impact review and initial regulatory flexibility analysis.* Pacific Fishery Management Council, Portland, Oregon, 2006.

<sup>2</sup> National Marine Fisheries Service. 2009. *Our living oceans: report on the status of U.S. living marine resources, 6<sup>th</sup> edition.* U.S. Dep. Commerce, NOAA Technical Memo. NMFS-F/SPO-80.



## **The Unified MPA Proposal**

The Unified MPA Proposal consists of eleven coastal MPA clusters and four estuarine MPAs. The coastal MPAs are distributed throughout the MLPA North Coast Study Region, capturing diverse habitats and forming a robust system of MPAs that are connected by the north coast's strong currents and productive ecosystems. The estuarine MPAs protect diverse estuarine habitat throughout the north coast. The Unified MPA Proposal offers an excellent study environment where we can gain a better understanding of how north coast ecosystems respond to implementation of MPAs, and through adaptive management, can continue to advance the goals of the MLPA.

## **Science Guidelines**

Stakeholders strove to design a proposal compliant with the SAT Guidelines. Many options, configurations and creative ideas were discussed in both formal and informal meetings, until all possibilities had been exhausted. It is important to recognize that the SAT Guidelines were adopted prior to availability of the north coast substrate data. Hence, when adopting the SAT Guidelines, the MLPA Master Plan Science Advisory Team (SAT) could not evaluate the configuration of an MPA array that fully adheres to the SAT Guidelines, or consider what the implications of such a design would be. The NCRSG took the lead in examining how different MPA designs reflect the SAT Guidelines and the implications for north coast ecological and socioeconomic systems. The SAT analysis and MLPA Blue Ribbon Task Force (BRTF) guidance has been critical for NCRSG decision making. The NCRSG has deliberated about conservation and socioeconomic tradeoffs, while sincerely striving to meet the SAT Guidelines. However, when considering MPA proposal designs that fully satisfy the SAT guidelines, it has been repeatedly concluded that the socioeconomic impacts of certain MPAs would be unacceptable for the communities who live near and utilize those areas. Hence, the Unified MPA Proposal comes as close as possible to meeting the SAT Guidelines without having unacceptable impacts to humans, as based upon long-term deliberations among the NCRSG and north coast communities.

## **Consideration of Uses by California Tribes and Tribal Communities**

An immediate problem facing stakeholders arose from the legal misunderstanding between the State of California and California Tribes and Tribal Communities regarding authority to properly recognize the unimpeded continuance of traditional tribal uses while establishing MPAs. In attempting to fulfill their charge, while respecting the uses by California Tribes and Tribal Communities, the NCRSG has had ongoing, involved dialogue amongst themselves, with the MLPA Initiative staff, BRTF, California Department of Fish and Game, and representatives of California Tribes and Tribal Communities. Within the framework provided, the NCRSG has done as much as possible to respect the non-commercial subsistence, ceremonial, and customary uses of the Tribes and Tribal Communities by expressing intent verbally and in the descriptions that accompany individual MPAs that these uses will in no way be infringed upon, and that opportunities for co-management shall be sought between the state and specific

Tribes and Tribal Communities for any given MPA. As the BRTF has also consistently sought to ensure tribal use is not impeded by MLPA implementation, it is hoped that advocacy will continue and that the appropriate, effective remedy will be enacted accordingly.

Despite supporting the presentation of one proposal to the BRTF, it must be understood that Tribes and Tribal communities in the north coast do not support any infringement on the subsistence, ceremonial, and customary uses of Tribal citizens by the State of California. Tribes and Tribal communities participated in this process in order to inform the process of their inherent, unabrogated rights to continue to use the lagoon, estuarine, coastal, and marine ecosystems as they have since time immemorial. The presentation of one array should in no way be construed as a recognition of abrogation of these rights and uses, a relinquishment to state authority, or recognition of state authority in the implementation of the MLPA on the part of Tribes and Tribal communities. Tribes and Tribal communities will continue to use these ecosystems as they always have and as is their inherent unceded right, despite state MPA designation in any location.

## **Moving Forward**

The Unified MPA Proposal represents compromises that have been reached within communities and within the NCRSG. Altering any single element of the Unified MPA Proposal would upset this careful balance and has the potential to undermine its cohesiveness. This cohesiveness, and recognition of the compromises that have been made, is essential to retaining the Unified MPA Proposal's integrity and support by local communities.

The benefits of adopting the Unified MPA Proposal cannot be overstated. Long-term achievement of the MLPA's goals depends on community support and involvement in resource management decisions. Acceptance of the Unified MPA Proposal will build the north coast's capacity for collaborative research and management. Adopting an MPA array that has not been vetted with north coast communities and stakeholders, or altering the Unified MPA Proposal, would be disheartening to north coast residents who have worked very hard, and successfully, to develop an MPA proposal that meets the goals of the MLPA and has broad support from diverse north coast interests.

## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

Monthly Report  
October 20, 2010

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

### **ADDITIONS TO THE TREASURER'S REPORT**

Beginning with the September, 2010, reporting cycle, the monthly Treasurer's Report includes a consolidated balance sheet for all District funds on page 10. Also included is a summary of the District's long term debt and scheduled maturities through the fiscal year ending June 30, 2017, on pages 11 and 12.

### **WATER AND SEWER BUDGET**

Revenues for water sales are 5.34% ahead the budgeted amount for the fiscal year to date and revenues for sewer service are 3.84% ahead of budget. Other water and sewer revenues, including connection and capacity fees, are seasonally higher year to date due to the timing of the associated construction activity.

Water and Sewer expenses are below the fiscal year to date budgeted amounts by due the seasonal nature of testing and treatment costs for the summer months.

### **PARKS AND RECREATION BUDGET**

Secured property tax and Measure B assessments are collected by the County Treasurer-Tax Collector in December and April of each year and deposited to the District's Trust account. The District anticipates that approximately \$520,000 in secured property taxes, and \$210,000 in measure B assessments will be collected during the current fiscal year.

The District has submitted grant applications for funds totaling \$4,379,000. Such funds will be recorded as revenue upon receipt of an award letter from the grantor agency.

The annual interest and principal debt service payment for the General Fund was disbursed in advance of the August 1 due date in order to avoid delinquent payment penalties. An interest payment on this obligation will be due on February 1, 2011.

### **COST OF PUBLIC INFORMATION REQUESTS AND CORRESPONDENCE**

The District received numerous correspondences from the public during September, 2010. The cost to the District for this is \$988.20 for September, 2010; bringing the total cost for FY-11 to \$3,497.48.

## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

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

October 7, 2010

**To:** MCSD Board

**From:** Gregory P Orsini, Operations Director

**Subject:** Agenda Item: F.2.B. –October 20, 2010 Board Meeting  
Operations Department - September 2010 Report

Progress in achieving the Board's adopted FY10-11 Goals are summarized in the following narrative:

#### **Water Department:**

##### **◇ Water Statistics:**

**The district pumped 54 million gallons of water in September.**

**Nine water quality complaints were investigated and rectified in September.**

**One service line leak was reported and repaired in September.**

**Two water service installations were completed in September.**

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

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

**During the summer months, the District's water consumption typically increases dramatically we will report throughout the summer months on the average and maximum usage day. The maximum water usage day was 2.6 million gallons and the average usage per day was 1.8 million gallons for the month of September. As we near the end of the summer the average daily usage is dropping but the maximum daily use is still quite high.**

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

**Route 16 testing was completed in September accounting for 42 devices.**

##### **◇ Annual Valve Exercising:**

**Staff continued valve exercising in September. This requires the operation of every valve in the District. Staff has been working to complete this program. We are well over half way complete and estimate completion by Mid November. During this annual exercise, valve discrepancies can be noted, work orders generated and repaired in a timely manner.**

##### **◇ Pressure Reducing Valve Repairs (PRV):**

**While on his way to work a member of the Operations Department noted water running from the pressure reducing valve pit on School Road. He was able to respond at that time to the incident because he was in his utility truck and had all the necessary equipment. He summoned another crew member and they secured the leak and affected repairs to a copper control pipe that failed. The control pipes are replaced tri-annually but due to poor materials this one failed prematurely. Later in the month another PRV malfunctioned and was repaired at the Eucalyptus station. Annual inspection of all PRV was conducted during the month as a part of annual maintenance.**

##### **◇ Seismic Valve Annual Inspection:**

**The actuators on these valves are designed to operate, closing the tank valve when an acceleration of .5 g is observed, assuming that during a seismic event an acceleration of that magnitude could have the potential to cause damage to the distribution system. During inspections a faulty actuator was reported at Tank 1. Staff dismantled the seismic valve to determine fault, parts were ordered, the valve was reassembled and is operational. This testing is handled by a certified tester and conducted annually.**

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

**Airport Ramp Project, waiting on completion of punch list; Central Estates Phase 2A and B, storm drain and manhole base work continues; Dows Prairie School, job complete with the exception of punch list and as-builds; Landis, our portion of the project is complete; Santos Subdivision, construction has begun; Van Eaton Subdivision, pending as-builds and completion letter.**

#### **Waste Water Statistics:**

**26.5 million gallons of wastewater were collected and pumped to the W.W.M.F in September.**

**29 million gallons of waste water were treated and discharged to land disposal in September.**

**No sewer services were completed in September.**

Daily, weekly and monthly inspections of all sewer facilities were conducted. Staff replaced bearings in pump 3 at Fischer Station this week. The bearings were making noise, which resulted in a lock out tag out on this pump until repairs were made to avoid further damage.

◇ **Sewer Lift Station Maintenance:**

**Kelly and B Street pumps and piping were repainted in September. Pump3 at Fischer Road was making noise and was disassembled to investigate. It was determined the bearing were worn and presented the potential for failure. The bearings were replaced and the pump reassembled in house.**

◇ **Wet Well Wash Down:**

**Letz and Kelly Sewer Lift Station wet wells had their quarterly wash down. These wash downs are conducted on a regular basis to prevent build up of grease, grit and prevent damage that would be caused by hydrogen sulfide gas accumulation.**

◇ **Hydro Cleaning:**

**Quarterly problem areas of the sewer collection system are cleaned with high pressure water. This maintenance is carried out to prevent blockages that could result in property damage and cause environmental harm. This time is also used to observe the condition of these areas to evaluate the necessity of other action. 11,000 feet of sewer main was cleaned.**

◇ **Sewer Right of Way (ROW):**

**Staff completed the ROW that runs from Sharon to Bartow, Turner and the west fence line at the Fischer Ranch. The ROW are cleared annually so staff can access off site manholes, maintain a presents along those granted easements, and prevent brush and trees from growing and root wrapping the mains.**

**Street Light Department:**

**Five streetlight problems were reported and repaired in September.**

**Promote Staff Training and Advancement:**

**Weekly safety meetings were conducted.**

**Special Notes:**

**The no drugs down the drain program partnership with the Open Door Clinic is proud to announce Open Door Clinic has now opened the bin in their McKinleyville office to the public for medication as of 9/1/10.**

**The Local Limits Development Work Plan is in draft form and was sent to a member of the EPA. This person was responsible for writing the guidance documentation for work plan development. It was in his opinion unnecessary for the District to have to test as rigorously as set forth in the EPA documentation. Staff will be in contact with the Regional Board to work out a testing program that will be adequate for our agency and less costly. Staff at the Regional Board communicated we would be able to come to a consensus that would satisfy them and not place unnecessary expense on the District.**

**The Copper Water Effects Ratio (WER) Study is finally complete. As part of an investigation to determine the appropriate discharger-specific WER for use in the District copper discharge limitations, Staff enlisted the services of a local consulting firm and Pacific EcoRisk Laboratory (PER) to conduct two rounds of WER testing. In order to assess the sensitivity of the C. dubia test organisms to toxic stress, a reference toxicant test was performed concurrently with each round of testing. This testing was performed in support of determining the applicable discharger-specific WER for use in the District copper discharge limitations. In order to assure that an appropriate range of copper concentrations would be used in the subsequent definitive tests, a preliminary copper rangefinding test was performed with each District effluent sample. Rangefinding test solutions were prepared by spiking aliquots of the effluent with copper. Water quality characteristics (pH, dissolved oxygen [D.O.], and conductivity) were measured for each test solution immediately prior to use in these rangefinding tests.**

**Two rounds of sampling and testing were conducted and the results are as follows. Round 1 had a**



WER of 29.5 and Round 2 had a WER of 31.6 for a Geometric Mean of 30.5. In summery our copper limitation has the potential to go from a monthly average 3.6 micrograms/ Liter to approximately 34 micrograms/ Liter. This is well above the copper concentration in our effluent which averages <20 micrograms/ Liter. This limit is an actual measurement of the concentration of copper that is toxic in our unique treated effluent and not an assumption from laboratory tests conducted with laboratory water which is how the limits were set originally.

The cost of this study will be recouped during the first discharge season

The next step will be getting the Regional Board to concur with PER's findings and increase our limit accordingly. This will be addressed during the December or January Regional Board Meeting.

Ramey Upgrade Project continues with MCSD Staff conducting project management. The pump manufacturer was able to move up the delivery date of the pumps to October. This should have little impact on the ultimate schedule of the project but will give the general contractor a bit of latitude in scheduling. The electrical contractor has removed the existing emergency generator and staff has prepared a contingency plan involving a portable generator to ensure the uninterrupted supply of water to district customers. The turbine cans were delivered in September; these 6000 pond steel sleeves will be set in the ground and surrounded by concrete. This will be the attachment point for the vertical turbine pumps.

The population of the database for the District asset management software was accomplished by using spreadsheet templates to import the information into the database. Staff worked on gathering and inputting information for assets, inventory, customers and vendor information. The software will aid in scheduling and issuing work orders, scheduling of testing, organization of testing results, and tracking manpower.

A fire hydrant was knocked off at Murray and Central this in September by a Bettendorf truck driver. Staff was notified by CHP and Bettendorf Trucking. When staff arrived, there was approximately a 68' plume of water. Staff squeezed down on the valve until plume was at 2' and let it run for 10 minutes to clear any dirty water. There were no dirty water complaints called in due to this incident. Approximately 107,000 gallons were wasted. The fire hydrant was replaced by staff and back on line within the hour. A police report was taken and Bettendorf will be billed for time, materials and water.

MD's Tree Service removed a tree at Tank 3 that was a danger to our facility. This project was not conducted in house due to the quote for cutting and removing the tree and branches was so low we could not justify it and none of the District staff possess expertise required.

An internship for a Wastewater Management Operator began. As part of the new curriculum at C.R. water and wastewater courses are being offered. These courses are quite popular and have been attracting a large segment of workers displaced from the pulp and timber industries. The District is participating in this internship program to allow students on the job training that is a requirement of the certain certifications. The students will get mandatory on the job training and the District a source of free labor, a win win situation. The eligible students are interviewed by Staff to screen them and to assure they meet our criteria and all insurance and workmen's compensation is paid by the college.

The Operations Department is advertising for a full time Maintenance Utility Worker. The main duties of this position are as support to the Utility Workers, meter reading and service orders. Staff reviewed the Job Description and drafted a Job Announcement for this position and will advertise for several weeks. This position was recently vacated and will be filled to bring manpower levels back to normal.

Staff completed the RFP for Fischer Ranch lease and will be advertising by placing the packet in feed stores, tractor supplies and areas local ranchers and farmers congregate. The Packet will also be available on line and at the front desk.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
October 20, 2010

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

**McKINLEYVILLE LIBRARY EXPANSION PROJECT:**

The McKinleyville Library Expansion Project is nearing completion. The building is completed and staff has ordered a projector, projector screen, conference table, flag, and window coverings. Staff has also installed landscaping. In addition, staff is working on a revised Lease Agreement with Humboldt County for the use of the facility.

**FENCE DAMAGE AT HILLER SPORTS COMPLEX:**

A vehicle drove through the fence at Hiller Sports Complex, taking out three (3) sections of fence. Staff secured the fencing and will come up with an estimate for the cost to replace the damaged fence. The California Highway Patrol responded to the incident and reported it. The individual who owns the vehicle has agreed to pay for all costs.

**McKINLEYVILLE SKATE PARK COMMITTEE:**

Two representatives from the McKinleyville Skate Park Organization have signed the Right of Entry Agreement.

**AZALEA HALL STAGE FLOOR TILE:**

While doing a deep cleaning of the floor tile on the stage at Azalea Hall, staff discovered that the tile needed to be replaced. Staff utilized help with a Maintenance Worker employed through the CALWorks program in order to keep costs down.

**MAINTENANCE SUPERVISOR POSITION:**

We have promoted a District employee from Maintenance Worker to Parks Supervisor. The position is in the FY 2010/2011 budget. This new position will be a working supervisor in the field and will manage Maintenance Workers on a variety of projects and routine maintenance. The position reports to the Parks & Recreation Director.

**FACILITY RENTAL POLICIES:**

Staff is in the process of updating the Facility Rental Policies and fees. Our goal is to bring this to the Board of Directors in December to consider approval.

**MEASURE B:**

Staff continues to work on the Measure B renewal.

**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.

**WORK EXPERIENCE (Cal Works PROGRAM)**

We now have five (5) positions through the Cal Works program that are working with the Parks & Recreation Department, Operations Department, and Business Department. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the Counties umbrella. If MCSD hires an employee from this program, the County will pay for half their wages for the first year of employment.

**GRAFFITI UPDATE:**

There was graffiti discovered at the MCSD office on Sutter Road and at the Hiller Park Restrooms.



## McKinleyville Community Services District

### BOARD OF DIRECTORS

October 20, 2010

TYPE OF ITEM: **INFORMATION**

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

**PRESENTED BY: Norman Shopay**

**TYPE OF ACTION: None**

**1. Cost Savings Related to District Activities** – While the Board remains fully informed and up-to-date on all the various staff efforts, cost savings, and extra work done by the dedicated District staff members in their continued efforts to look for creative opportunities for cost and efficiency savings measures for the District, these activities may not be fully understood and realized by some members of the public. Therefore, I thought it would be useful to highlight some of the cost savings. The following is a summary of some of the recent District cost savings opportunities staff has identified.

- One additional CALWorks employee added for an additional cost savings of \$50,000 per year, making the total cost savings through the program at over \$20,000 per month.
- Parks Crew utilized volunteers to help landscape the library edition in house. Cost savings estimated at \$500.00
- Parks crew replaced the floor tile on the stage at Azalea Hall in house by utilizing volunteers for cost savings estimated at \$400.00
- Staff designed the newsletter in house for a cost savings estimated at \$2,000.
- We have an intern working at the WWMF for 16 hours per week as an Operator in Training (OIT). Our OITs get on average \$34 per hour multiplied times 16 hours per week is a savings of \$544 per week.
- Rebuilt Sewer Pump in house \$300 savings
- Power steering on unit 9 replaced in house \$200 savings
- Shipping of speed shoring paid \$67-normal shipping was \$620 by arranging shipping with another agency we saved \$550
- GPS collecting points in house for three days. Our cost \$1762. If we farmed this out it would have cost \$4440, for a \$2,678 savings.

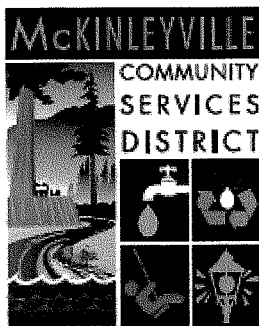
2. **Library Expansion Project:** Construction is completed. Walk through conducted and items identified will be repaired. Furniture was ordered.
3. **Emergency Response Planning:** Updates to the emergency response plan completed. Staff is working on obtaining mutual aid agreements with service, material, and equipment providers.
4. **Ramey Pump Station Upgrade:** Construction proceeding as planned. A crew has formed and poured the pad, and the trench for the electrical from the building to the pole was completed.
5. **NPDES Permit Compliance and 20-Year Facility Plan** – Meeting held with regulatory agencies to determine the feasibility of permitting an ocean outfall. We will be meeting with the Coastal Commission in the future.
6. **HBMWD – Advisory Committee Recommendations for water use options** – HBMWD will be providing a presentation at today's Board meeting.
7. **HBMWD Pulp Mill Status** – The Pulp mill will be closed according to Mr. Simpson's press release.
8. **NPDES Permit Changes** – Staff has completed and mailed the letter to the RWQCB requesting revisions to the NPDES monitoring program. The letter requests changes in our sampling schedule that will result in a significant decrease in annual sampling and laboratory costs. The RWQCB expects to bring these recommendations to the RWQCB Board meeting in January.
9. **Emergency Water Line Crossing over the Mad River** – Staff will be preparing an RFP to obtain bids for the emergency water line over the Mad River.
10. **School Road Improvements** - The County has stated that they want MCSD to pay all cost for the lowering of the water line on School Road (estimated \$60,000 if existing line can be used as backfill) when the grade of the road is lowered as a result of County improvements associated with the new residential development on School Road. Staff does not agree with this county position. The county did not include this portion of the work when applying for Grant funding. The County did not negotiate and require the developers to pay this cost. Staff and a Board member will be meeting with the County and County Supervisor on October 18, 2010.

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

September 30, 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 August 2010 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM.

The normal discharge of effluent was 30 days to land reclamation and disposal and one day shutdown for cleaning the Chlorine Contact Basin. The required monitoring and water quality constituents that were tested and were reported were in compliance in August.

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 four weekly tests in August, that constitutes seven criteria. The BOD results for August 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 four weekly tests in August, that constitutes three criteria. The NFR results for August are in compliance.

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10 mg/L. One test was conducted in August 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 August are as follows. Median was <2 and a Maximum of <2. Five samples were collected in the month of August and were in compliance.

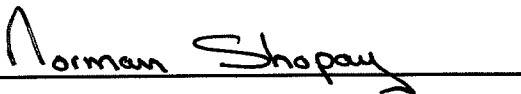
Monitoring of the Mad River was conducted in August but Storm Water Wetlands at Hiller and Backswamp Wetlands were dry

**EXHIBITS:**

- A. August 2010 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, quarterly and annual monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet.
- C. BOD and TSS work sheet.
- D. River Monitoring work Sheet for R-001 and R-002

"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.

A handwritten signature in black ink, reading "Norman Shopay", is written over a horizontal line.

NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES

FILE

**YEAR: 2010**

MONTHLY TESTS				
DATE	TDS	AMMONIA	NITRATE	BORON
8/3/2010	300	18.0	ND	270

DATE	Copper	Lead	Bis phthalate	aliph-BHC	4,4'-DDT	2,3,7,8-TCDD
N/A						

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

30 DAY AVERAGE	32	245	89	23	178	91
	mg/l	lbs/day	% Removal	mg/l	lbs/day	% Removal

SPILLS:	
None to report	

BOD	BOD	BOD	NFR	NFR	NFR
mg/l	lbs/day	% Removal	mg/l	lbs/day	% Removal

ACUTE TOXICITY	
DATE	% Survival
N/A	

CHRONIC TOXICITY	
TESTED	SURVIVAL
Milimow	N/A
C. Dubbia	N/A
Algae	N/A

Total Coliform	
Monthly	MEDIAN
<2	
Daily	
Maximum	
<2	

REMARKS:	
Indicates Permit Exceedance	