

**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, March 17, 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 February 17, 2010. P. 5
- D.2 Consider approval of February 2010 Treasurer's Report P. 12

- D.3 No DCV Violations this month.
- D.4 Approve Nomination of General Manager Shopay to the California Special District Board of Directors P. 26
- D.5 Consider Declaring the Generator at Ramey Pump Station Surplus P. 30

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

- E.1 Humboldt County Association of Governments (HCAOG) Regional Blueprint Planning Project is a State initiative developed to help transportation agencies engage in public outreach in selecting a community preferred growth scenario "blueprint" for the future. HCAOG will be forming a Blueprint Advisory Committee in the coming weeks. A presentation will be made by George Williamson of Planwest Partners Inc. regarding the Humboldt County Association of Government's Blueprint Planning project. P. 31
- E.2 Fiscal Year 2010/2011 preliminary capital improvement project budget discussion. P. 32
- E.3 Call for Nominations to serve as a special district representative and/or alternate representative on the Humboldt Local Agency Formation Commission. P. 36
- E.4 Consider award of Measure B renewal proposal submitted by The Lew Edwards Group for assistance related to the Measure B renewal process in an amount not to exceed \$45,000 for the current FY 2010/11. P. 41
- E.5. Consider request by the Community Garden Committee to:  
1) designate a site or sites on MCSD property where a Community Garden project may be established, and 2) establish a policy for supplying water to the Community Garden project, either at no charge or at cost. P. 44
- E.6. Approval of Resolution 2010-05 designating the General Manager or Finance Director as agents for the District for the purpose of obtaining Disaster Aid. P. 55

## **F. REPORTS**

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

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

- a. Recreation Advisory Committee (Couch/Mayo (alternate))
- b. Area Fund (John Kulstad)
- c. Redwood Region Economic Development Commission ((Edwards, Wennerholm (alternate))

- d. McKinleyville Senior Center (Wennerholm)
- e. Audit (Corbett, Edwards)
- f. Negotiations (Wennerholm, Edwards)
- g. Water Task Force ((Mayo, Corbett (alternate))
- h. AdHoc No Drugs & Toxics Down the Drain (Mayo)

#### F.2. STAFF REPORTS

- a. Support Services Department (Steve Edmiston) P.57
- b. Operations Department (Greg Orsini) P.58
- c. Parks and Recreation Department (Jason Sehon) P.60
- d. General Manager (Norman Shopay) P.62

#### F.3. CHAIRMAN'S REPORT

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

### G. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

### H. CLOSED SESSION 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.*

#### H1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Property: Real property parcel located at 1414 Fischer Road McKinleyville, CA MCSD negotiators: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel. Parties with whom MCSD may negotiate: Fernando Lourenco, Jorge Lourenco. Under Negotiation: Instructions to MCSD negotiators to include both price and terms of payment.

#### H2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Property: Real property parcel at/near intersection of School Road and Washington Avenue, APN 508-242-008. MCSD negotiators: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel. Parties with whom MCSD may negotiate: Dena McCullough, McKinleyville Union School District, or designee, Steve Hartsell,

Humboldt County Office of Education legal counsel, or designee.  
Under Negotiation: Instructions to MCSD negotiators to include both price and terms of payment.

- H3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:  
Property: Real property parcel located at/near Gwin Road, APN 510-401-025. MCSD negotiators: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel. Parties with whom MCSD may negotiate: Jim Furtado, dba JLF Construction. Under Negotiation: Instructions to MCSD negotiators to include both price and terms of payment.

**I. ADJOURNMENT**

**Posted 5:00 pm on Friday March 12, 2010.**

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: D.1. Minutes of February 17, 2010 Board Meeting**

**PRESENTED BY: David Baldosser, Customer Service**

**TYPE OF ACTION: Voice Vote**

**Recommendation:**

Staff Requests the Board approve the attached minutes of the February 17, 2010 meeting.

**Discussion:**

none

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Note any corrections and approve with noted corrections.

**Fiscal Analysis:** Not applicable

**Environmental Requirements:** Not applicable

**Exhibits/Attachments** Minutes of February 17, 2010 Board Meeting

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(In accordance with 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.")

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON  
WEDNESDAY, FEBRUARY 17, 2010 AT 7:00PM AT AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE**

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

The following Directors attended the meeting:

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

The following Staff attended the meeting:

Norman Shopay, General Manager  
Gregory Orsini, Operations Director  
Jason Sehon, Park & Recreation Director  
Steve Edmiston, Finance Director  
Sharon Denison, Board Secretary  
David Baldosser, Customer Service  
Russ Gans, District Legal Counsel

Director John Corbett was absent.

**AGENDA ITEM A: CALL TO ORDER, ROLL CALL, A PRESENTATION OF COLORS AND PLEDGE OF ALLEGIANCE BY THE BOY SCOUTS AND ADDITIONS TO THE AGENDA:** President Edwards called the meeting to order at 7:00 p.m. The roll call of the Board Members reflected that John Corbett was not in attendance. Members of the Boy Scout Troop 99 presented the colors and led the assembly in the pledge of allegiance. There were no additions to the agenda.

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

During public comment, David Elsebusch asked to have Items H1, H2, H3, and H4 removed from the agenda.

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

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

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

**AGENDA ITEM C. PUBLIC HEARINGS** There were no public hearing items.

**AGENDA ITEM D. CONSENT CALENDAR Consider approval(s) of:**

1 Minutes of the Board of Directors' Regular Meeting of January 20, 2010

2 January, 2010 Treasurer's Report

3 Service disconnections for Double Check Valve (DCV) Violations

4 Memorandum of Understanding with California Conservation Corps for the use of the Pierson Park Trailer  
Secretary Sharon Denison reported that she had made an error in reporting the committee assignments, Agenda Item E4 and that John Corbett should have been listed as the alternate for Dennis Mayo on the Water Task Force.

**MOTION:** It was moved to approve the consent calendar as presented with the correction as noted. Motion by Mayo; second by Wennerholm.

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

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

**AGENDA ITEM E.1** Consider adoption of resolution 2010-02 recognizing, honoring and commending Diane Sloane for her fifteen (15) years of service at McKinleyville Community Services District. This item was presented by GM Shopay with great enthusiasm. No public comment was offered.

**MOTION:** It was moved to approve the resolution 2010-02 as presented. Motion by Wennerholm; second by Couch.

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**MOTION VOTE:** Ayes: Couch, Mayo, Wennerholm, Edwards (Roll Call)

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

**AGENDA ITEM E.2** Consider adopting resolution 2010-03, expressing support for the designation of February 8, 2010 as “Boy Scouts of America Day” in celebration of its 100<sup>th</sup> anniversary. This item was presented by Jason Sehon, Director of Parks and Recreation. President Edwards stated that her husband had been involved in scouting. No public comment was offered.

**MOTION:** It was moved to approve the resolution 2010-03 as presented. Motion by Wennerholm; second by Mayo.

**MOTION VOTE:** Ayes: Couch, Mayo, Wennerholm, Edwards (Roll Call)

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

**AGENDA ITEM E.6** Update on District waste water marsh project, water quality and district recommended reduction in frequency in sampling related to the Regional Water Quality Control Board (RWQCB) National Pollutant Discharge Elimination System (NPDES) Permit. A power point presentation showing the work completed in 2009 and a timeline for completion of future tasks was presented by Lisa Stromme P.E. of SHN Consulting Engineers & Geologists. Near the conclusion of her presentation, she informed the assembly that there would be an opportunity for public input on April 7, 2010 @ 7:00 p.m. at Azalea Hall. Public comment was offered by David Elsebusch, Penny Elsebusch and Terra Prucha.

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

Public comment was offered by David Elsebusch and Penny Elsebusch. No Board discussion ensued.

**MOTION:** It was moved to approve the resolution 2010-04 as presented. Motion by Wennerholm; second by Mayo.

**MOTION VOTE:** Ayes: Couch, Mayo, Wennerholm, Edwards (Roll Call)

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

**AGENDA ITEM E.4** Consider the Recreation Advisory Committee’s (RAC) request to amend the Parks Rules and Regulations to prohibit model rockets and remote control model airplanes from McKinleyville Parks and Open Space Zones without prior approval from the District’s General Manager. Item was presented by Jason Sehon, Director of Parks and Recreation. No public comment was offered. Board discussion included the mention of the Samoa Model Rocket club as an alternative and GM Shopay requested that the GM’s approval be in writing.

**MOTION:** It was moved to approve the amendment to the Parks Rules as presented *with the addition that approval from the District’s General Manager must be in writing*. Motion by Mayo; second by Wennerholm.

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

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

**AGENDA ITEM E.5** Consider approval of Youth Sports Organizations Facility Use Agreements for the use of Hiller Sports Complex. Item was presented by Jason Sehon, Director of Parks and Recreation. The organizations involved are McKinleyville Little League, McKinleyville Babe Ruth and Mad River Girls Fast Pitch Softball leagues. No Board discussion or public comment offered.

**MOTION:** It was moved to approve all three agreements as presented. Motion by Wennerholm; Second by Couch.

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

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

**AGENDA ITEM E.7** Consider McKinleyville Little League (MLL) Request to construct batting cages at Hiller Sports Complex. Item was presented by Jason Sehon, Director of Parks and Recreation. P/R Director Sehon explained that all costs associated with construction and maintenance would be the responsibility of McKinleyville Little League. Penny Elsebusch offered public comment. Director Mayo asked if MCSD would own the cages and P/R Director Sehon said yes. P/R Director Sehon said he would develop a contract with the MLL that addressed these issues and he would bring it back to the board for their review and approval.

**MOTION:** It was moved to allow McKinleyville Little League to construct batting cages at the Hiller Sports Complex as presented. Motion by Wennerholm; Second by Mayo.

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

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

**AGENDA ITEM E.3** Consider request by the Community Garden Committee to:

1) designate a site or sites on MCSD property where a Community Garden project may be established, and 2) establish a policy for supplying water to the Community Garden project, either at no charge or at cost. Item was presented by Jason Sehon, Director of Parks and Recreation. Public comment was offered by Gerald Rees, Jr. Due to the nebulousness of the concept, the Board decided to table this item.

**AGENDA ITEM E.10** Consider appointing Jeff Dunk and re-appointing Jim Fritz and Neil Montgomery to 4 year terms on the Recreation Advisory Committee. Director Mayo stated his appreciation for all three appointees and their efforts. Public comment was offered by David Elsebusch.

**MOTION:** It was moved to appoint Jeff Dunk and re-appoint Jim Fritz and Neil Montgomery to the Recreation Advisory Committee. Motion by Mayo; Second by Wennerholm.

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

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

**AGENDA ITEM E.11** Consider Acquisition of Real Property Parcel located at 1414 Fischer Road, McKinleyville, and each of the following related issues:

A: Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;

B: Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and

C: Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Staff suggested persons include Fernando Lourenco and Jorge Lourenco.

This item was presented by Greg Orsini, Operations Director. No Board Discussion ensued. Public comment was offered by David Elsebusch, Penny Elsebusch and Jeff Dunk.

**MOTION:** It was moved to approve the consideration of acquiring real property parcel at 1414 Fischer Road, McKinleyville along with the attached items labeled A, B and C listed above. Motion by Wennerholm; Second by Mayo.

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

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

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

A: Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;

B: Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and

C: Identify persons with whom McKinleyville Community Services District's appointed negotiator(s) may negotiate: Dena McCullough, McKinleyville Union School District (MUSD) or designee; Steve Hartsell, Humboldt County Office of Education legal counsel (or designee).

Item was presented by Jason Sehon, Director of Parks and Recreation. There was no Board discussion. Public comment was offered by David Elsebusch and Penny Elsebusch.

**MOTION:** It was moved to approve the consideration of acquiring real property located at/near the junction of School Road and Washington Avenue, McKinleyville (APN 508-242-008) along with the attached items labeled A, B and C listed above. Motion by Mayo; Second by Wennerholm.

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

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

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

A: Whether to pursue purchase or lease of the subject real property parcel, or both potential interests simultaneously;

B: Identify and appoint persons to serve as the McKinleyville Community Services District's negotiator(s), Staff suggested panel to include: Norman Shopay, General Manager; Steve Edmiston, Finance Director; Greg Orsini, Operations Director; Jason Sehon, Parks and Recreation Director, Russell Gans and/or Paul Brisso, District legal counsel; and

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

Item was presented by Jason Sehon, Director of Parks and Recreation. Public comment was offered by Terra Prucha, David Elsebusch and Penny Elsebusch.

**MOTION:** It was moved to approve the consideration of acquiring real property located at/near Gwin Road, McKinleyville (APN 510-401-025) along with the attached items labeled A, B and C listed above. Motion by Mayo; Second by Wennerholm.

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

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

**AGENDA ITEM E.9** Update and general informational discussion on MCSD priority, goals and objectives tracking table. GM Shopay asked the Directors to formulate questions and concerns as convey them to him prior to the next meeting to allow time to research and respond to said questions and concerns. Due to the time constraints and pending closed session, President Edwards tabled this item.

## **AGENDA ITEM F. REPORTS**

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(In accordance with 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.")

**F.1.a. Recreation Advisory Committee:** Director Mayo stated that tonight's meeting covered the activities of the RAC.

**F.1.b. Area Fund:** John Kulstad was not present, no report given.

**F.1.c. Redwood Region Economic Development Commission:** Nothing to report

**F.1.d. McKinleyville Senior Center:** Director Wennerholm got invited, forgot to go.

**F.1.e. Audit** Nothing to report

**F.1.f. Negotiations** Nothing to report

**F.1.g. Water Task Force** Director Mayo said that the Task Force meetings have been productive and that there was a meeting scheduled for Monday March 1, 2010. The Task Force was compiling all the information and hoped to move forward soon. He promised to notify of all the dates of future meetings.

**F.1.h. AdHoc No Drugs & Toxics Down the Drain** Director Mayo said that he is working with Greg Cain from Humboldt Sanitation on providing a location to dispose of household grease and oils. He is also working on a program to present to local school children.

**F.2.a. Support Services Department** Finance Director Steve Edmiston wanted to be sure the Directors had seen the letter from the County Tax Collector, Stephen Strawn regarding the performance of the Local Agency Investment Fund on page 81. FD Edmiston added that Mr. Strawn was willing to give a presentation to the Board on District Investment Policy and that FD Edmiston was working with GM Shopay to schedule this meeting.

**F.2.b. Operations** Department Nothing to add

**F.2.c. Parks and Recreation** P/R D Sehon added that he had secured funding for the landscaping project at the District office on Sutter Road. He stated that Miller Farms donated the plans and North State Horticultural Supply would donate the plants and ADA issues with the sidewalk were being addressed also.

**F.2.d. General Manager** Nothing to add

**F.3. CHAIRMAN'S REPORT** President Edwards said she would be gone during the next RREDC meeting and asked Director Wennerholm to attend in her stead. He affirmed he would do so. President Edwards had nothing further to report.

**F.4. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS** Director Mayo stated that he appreciated the General Manager's weekly update and Director Couch said he had completed a California Special District Association class on "How to be an effective board member" and said that the Rural Community Assistance Corporation would be offering a "Capital Improvement Planning, Asset Management and Funding Options" workshop in McKinleyville. (April 29, 2010 @ Holiday Inn Express at Eureka/Arcata Airport)

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

David Elsebusch spoke regarding the General Manager, public records requests and the public comment section of the agenda.

Penny Elsebusch spoke regarding the closed sessions.

Jeff Dunk spoke regarding closed sessions and the upcoming election for the 5<sup>th</sup> District Supervisors position.

Regular Meeting Adjourned to Closed Session at 9:25 p.m.

## **AGENDA ITEM H Closed Session**

**Public Comment** President Edwards asked for public comments.

David Elsebusch stated that the Board should not discuss the acquisition of property.

Penny Elsebusch said that Item H4 was not pertinent because David Elsebusch was no longer interested in suing the District. President Edwards closed public comment at 9:35 p.m. The Board then took a 5 minute break before proceeding to the closed session.

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(In accordance with 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.")

Closed Session started at 9:40 p.m.

**Items considered in closed session:**

**H.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Real property parcel located at 1414 Fischer Road McKinleyville, CA per GC 54956.8

**H.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Real property parcel at/near intersection of School Road and Washington Avenue, APN 508-242-008 per GC 54956.8

**H.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Real property parcel located at/near Gwin Road, APN 510-401-025 per GC 54956.8

**H.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9. Copies of these written statements are available for inspection pursuant to Government Code § 54957.5.

The Board came out from closed session at 10:25 p.m. and reported that Board directed the MCSD negotiators to proceed in regards to Items H1, H2 and H3 and contact each respective property owner and learn potential price points for each respective parcel, but no specific Board action was taken. No action was taken on item H.4.

**AGENDA ITEM I: ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 10:26 p.m. Motion by Couch; Second by Mayo.

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

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

Respectfully Submitted

By David A. Baldosser  
Customer Service Rep.

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# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **ACTION**

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

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

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

**Recommendation:**

Staff Requests the Board approve the February 2010 Treasurer's Report.

**Discussion:**

The February, 2010 Treasurer's Report is attached.

**Alternatives:**

Take no action.

**Fiscal Analysis:**

See attached February, 2010 Treasurer's Report.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

February, 2010 Treasurer's Report.

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

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

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

General Disbursement and Money Market Account:

Beginning Balance		284,485.49	
Utility Billing (inc. \$33,511.11 in CC, EFT, web pay)	236,912.90		
New Services & Capacity Fees: Water	0.00		
New Services & Capacity Fees: Sewer	0.00		
Money Market Account Interest	89.85		
Other Cash Receipts	32,912.49		
Transfer from Humboldt Co. #2560	<u>0.00</u>		
Total Cash Receipts		269,915.24	
Cash Expenditures:			
Payroll, Taxes, etc.	(123,185.80)		
Capital Expenditures	(44,700.00)		
Debt Service	(4,644.48)		
Other Expenditures	<u>(184,689.36)</u>		
Total Cash Expenditures		<u>(357,219.64)</u>	Estimated Annual Interest Rate
Total Cash in Umpqua Bank		197,181.09	0.76%
Investment Funds:			
LAIF	126,076.71		
Interest Income	<u>0.00</u>		
Balance in LAIF		126,076.71	0.75%
Humboldt Co. #2560 - Beginning Balance	1,273,167.65		
Interest Income	2,121.95		
Secured Property Tax & Measure B Assessment	0.00		
Transfer to Operating Account	<u>0.00</u>		
Balance in Humboldt Co. #2560		1,275,289.60	2.00%
Humboldt Co. #4240 - Beginning Balance	5,120,979.11		
Interest Income	8,534.97		
Transfer from Fund #2560	<u>0.00</u>		
Balance in Humboldt Co. #4240		5,129,514.08	2.00%
Balance in Humboldt Co. #9390		110,584.48	
USDA Bond Reserve Fund	141,463.76		
Bond Reserve Payment	7,800.00		
Interest Income	34.83		
Debt Service Payment	<u>(21,375.00)</u>		
Balance in USDA Reserve Funds		<u>127,923.59</u>	0.61%
Total Investments		6,769,388.46	
Total Cash and Investments		6,966,569.55	
Total Cash and Investments Last Month		<u>7,056,757.20</u>	
Net Change to Cash and Investments This Month		<u>(90,187.65)</u>	

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

	February	YTD Total	FY 10 Budget	Remaining Budget	Budget %
<b>Water Department</b>					
Pump Upgrades	13,138	135,653	1,000,000	864,347	86%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Fire Hydrant Commercial Retrofit	-	1,473	8,000	6,527	82%
Meter Replacements	-	5,375	7,000	1,625	23%
Misc. Replacements	-	927	-	(927)	
<b>Subtotal</b>	<b>13,138</b>	<b>143,428</b>	<b>1,035,000</b>	<b>891,572</b>	
<b>Sewer Department</b>					
WWMF Upgrade Design	3,030	3,030	400,000	396,970	99%
Collection System Upgrades	-	-	200,000	200,000	100%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Meter Replacement: WWMF, FIS, Perc Ponds, etc.	-	-	7,000	7,000	100%
WWMF SO2 and CL2 Emergency Tank Shut-off	-	-	15,000	15,000	100%
Studies for Treatment Plant - current fiscal year only	4,065	55,022	80,000	24,978	31%
Meter Replacements	-	-	2,000	2,000	100%
Grinder Repair	-	794	-	(794)	
<b>Subtotal</b>	<b>7,095</b>	<b>58,052</b>	<b>724,000</b>	<b>665,948</b>	
<b>Water and Sewer Operations</b>					
3/4 or 1 Ton Pickup	-	-	26,000	26,000	100%
Air Compressor	-	-	10,000	10,000	100%
Sutter Addition	1,195	130,434	250,000	119,566	48%
Digital Network Office Copier	-	-	18,000	18,000	100%
Emergency/Misc. Equipment	-	-	14,000	14,000	100%
Computer Replacement and Upgrades	-	3,409	8,000	4,591	57%
<b>Subtotal</b>	<b>1,195</b>	<b>133,843</b>	<b>326,000</b>	<b>192,157</b>	
<b>Enterprise Fund Total</b>	<b>21,428</b>	<b>335,323</b>	<b>2,085,000</b>	<b>1,749,677</b>	
<b>Parks and Recreation Department</b>					
Hewett Ranch Improvements	-	-	25,000	25,000	100%
Hiller Park Signage and Equipment	240	240	3,000	2,760	92%
Play Structure for Hiller Park	22,650	22,650	-	(22,650)	#DIV/0!
Aerator	-	4,605	5,000	395	8%
Pierson Park Landscaping and Signage	-	-	2,000	2,000	100%
AH Equipment	-	-	2,000	2,000	100%
MAC Equipment	-	1,780	2,000	220	11%
Computers, Software & Copiers	-	3,738	2,000	(1,738)	-87%
Emergency/Miscellaneous Equipment Replacement	-	-	6,000	6,000	100%
Skate Park	-	-	25,000	25,000	100%
Library	382	5,309	10,000	4,691	47%
Bocce Ball Courts	-	6,395	5,000	(1,395)	-28%
Law Enforcement Facility Paving	-	-	3,500	3,500	100%
<b>General Fund Total</b>	<b>23,272</b>	<b>44,717</b>	<b>90,500</b>	<b>45,783</b>	
<b>MCSD Total</b>	<b>44,700</b>	<b>380,040</b>	<b>2,175,500</b>	<b>1,795,460</b>	

McKinleyville Community Services District	
Activity Summary by Fund	
February 2010	

Activity Summary by Fund February 2010									
Department Summaries									
Water:									
Water Sales	103,344	1,110,360	1,133,333	(22,973)	-2.03%				
Other Water Revenues	5,601	73,305	82,535	(9,230)	-11.18%				
Total Operating Revenue	108,945	1,183,665	1,215,868	(32,203)	-2.65%				
Salaries & Benefits	51,231	452,293	435,743	(16,550)	-3.80%				
Water Cost	42,922	362,314	400,000	37,686	9.42%				
Other Expenses	20,947	166,631	207,649	41,018	19.75%				
Depreciation	18,750	150,000	150,000	-	0.00%				
Total Operating Expenses	133,850	1,131,238	1,193,392	62,154	5.21%				
Net Operating Income	(24,905)	52,427	22,476	29,951	47.45%				
Interest Income	4,037	34,332	65,333	31,001	0.21%				
Interest Expense	(4,693)	(37,545)	(37,467)	(78)					
Net Income	(25,561)	49,214	50,342						
Sewer:									
Sewer Service Charges	110,667	909,525	933,333	(23,808)	-2.55%				
Other Sewer Revenues	3,884	115,106	146,397	(31,291)	-21.37%				
Total Operating Revenue	114,551	1,024,631	1,079,730	(55,099)	-5.10%				
Salaries & Benefits	54,516	460,382	507,781	47,399	9.33%				
Other Expenses	17,451	225,990	289,163	63,173	21.85%				
Depreciation	35,500	284,000	283,333	(667)	-0.24%				
Total Operating Expenses	107,467	970,372	1,080,277	109,905	10.17%				
Net Operating Income	7,084	54,259	(547)	54,806	52.19%				
Interest Income	4,654	39,524	82,667	43,143	9.11%				
Interest Expense	-	(84,232)	(77,202)	(7,030)					
Net Income	11,738	9,551	4,918						
Enterprise Funds Net Income	(13,823)	58,765	55,260						



# McKinleyville Community Services District

## Activity Summary by Fund

February 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)**

	February	FY10				YTD		%	Notes	% Year Remaining:	
		YTD	YTD Budget	YTD Variance	YTD Budget	YTD Variance	YTD Budget			FY10 Budget	Remaining Budget Budget %
	20,728	166,055	193,333	(27,278)	(27,278)	-14.11%	290,000	(123,945)	-42.74%		
	4,575	35,271	41,200	(5,929)	(5,929)	-14.39%	61,800	(26,529)	-42.93%		
	-	254,558	286,667	(32,109)	(32,109)	-11.20%	430,000	(175,442)	-40.80%		
	-	115,428	130,000	(14,572)	(14,572)	-11.21%	195,000	(79,572)	-40.81%		
	-	-	64,333	(64,333)	(64,333)	-100.00%	96,500	(96,500)	-100.00%		
	5,448	75,831	43,127	32,704	32,704	75.83%	64,691	11,140	17.22%		
	2,087	15,711	13,333	2,378	2,378	17.84%	20,000	(4,289)	-21.45%		
	32,838	662,854	771,993	(109,139)	(109,139)	-14.14%	1,157,991	(495,137)	-42.76%		
	49,382	398,348	426,690	28,342	28,342	6.64%	640,035	241,687	37.76%		
	-	88,799	117,680	28,881	28,881	24.54%	176,520	87,721	49.69%		
	10,763	202,372	123,616	(78,756)	(78,756)	-63.71%	185,424	(16,948)	-9.14%		
	22,650	31,457	60,333	28,876	28,876	47.86%	90,500	59,043	65.24%		
	82,795	720,976	728,319	7,343	7,343	1.01%	1,092,479	371,503	34.01%		
	<b>(49,957)</b>	<b>(58,122)</b>	<b>43,674</b>				<b>65,512</b>				
	6,604	53,882	52,805	1,077	1,077	2.04%	79,207	(25,325)	-31.97%		
	2,820	19,485	18,707	(778)	(778)	-4.16%	28,060	8,575	30.56%		
	3,129	25,344	24,146	(1,198)	(1,198)	-4.96%	36,219	10,875	30.03%		
	-	17,304	11,164	(6,140)	(6,140)	-55.00%	16,746	(558)	-3.33%		
	5,949	62,133	54,017	(8,116)	(8,116)	-15.02%	81,025	18,892	23.32%		
	<b>655</b>	<b>(8,251)</b>	<b>(1,212)</b>				<b>(1,818)</b>				
	<b>(49,302)</b>	<b>(66,373)</b>	<b>42,462</b>				<b>63,694</b>				

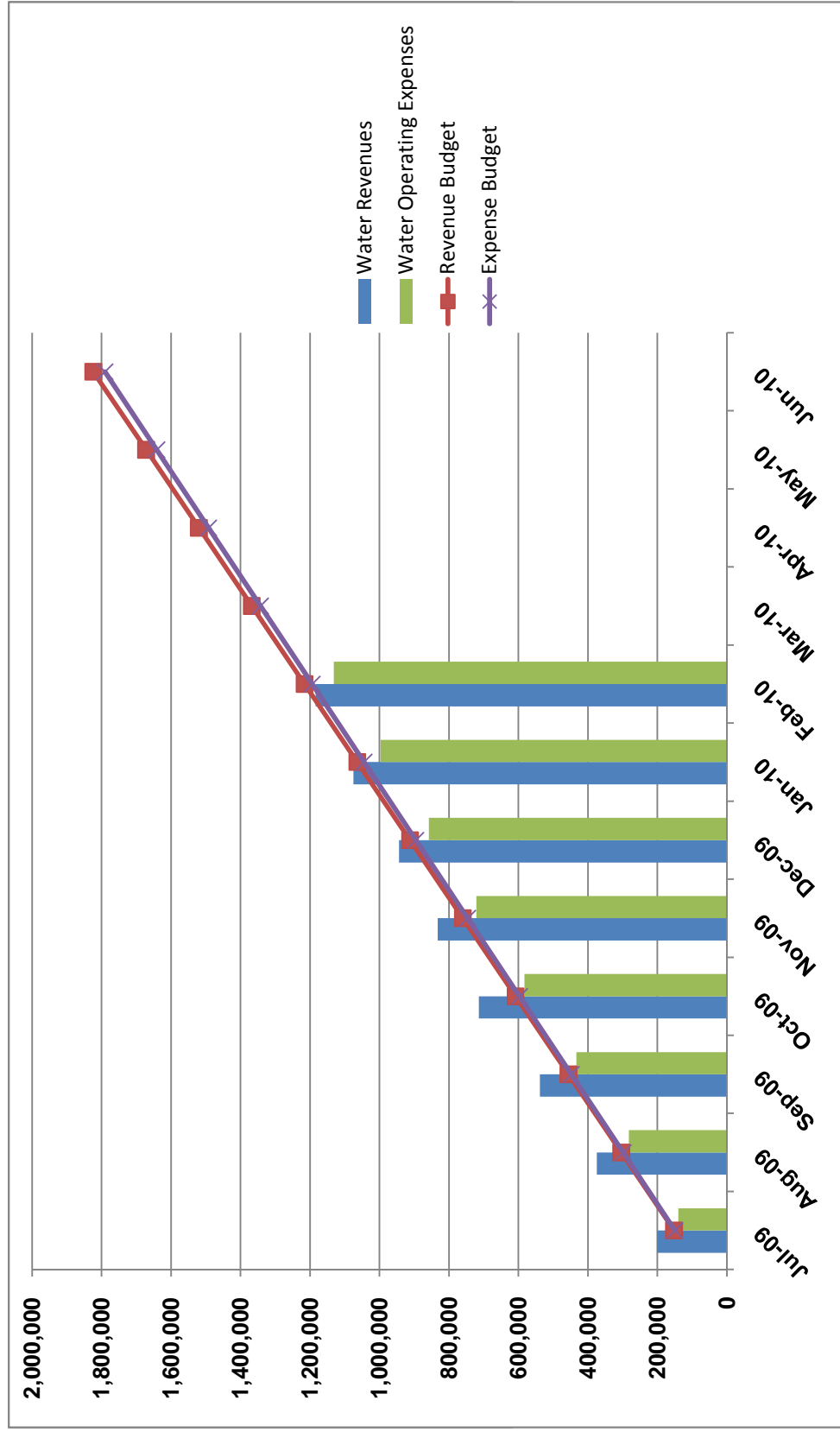
Collection of property tax and measure B assessments occur in December and April.

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

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

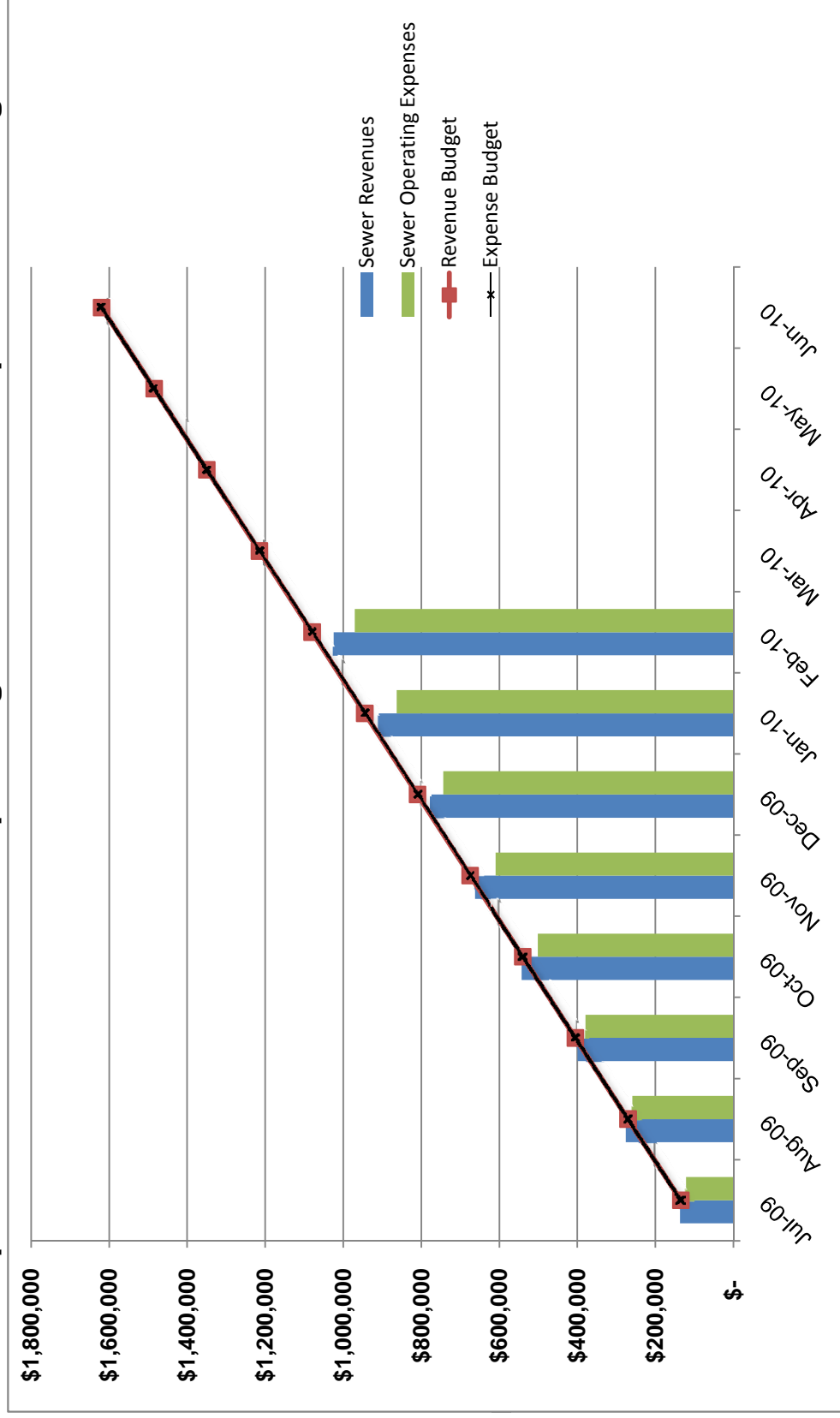
# McKinleyville CSD February 2010

Comparison of Water Fund Operating Revenues and Expenses to Budget



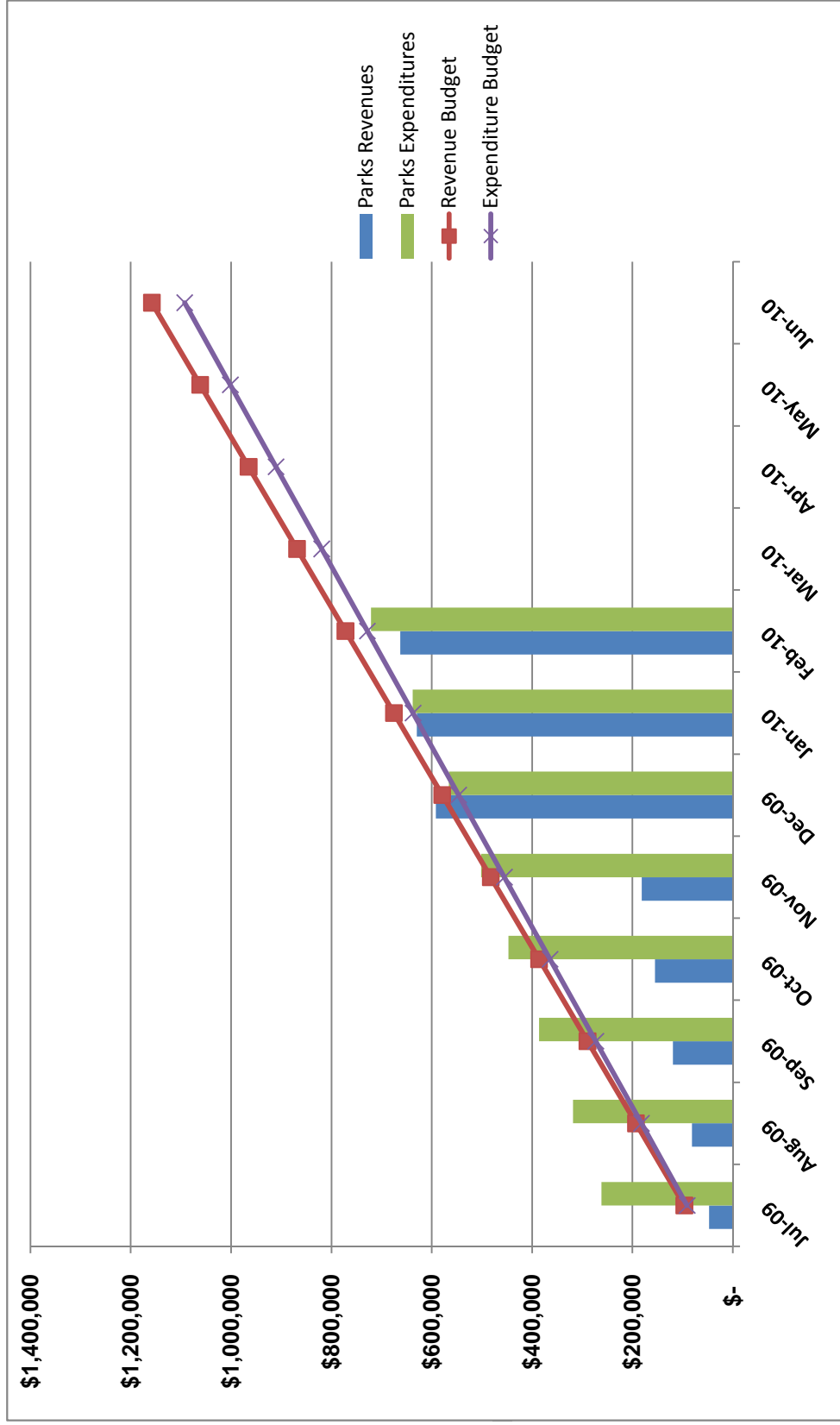
# McKinleyville CSD February 2010

Comparison of Sewer Fund Operating Revenues and Expenses to Budget



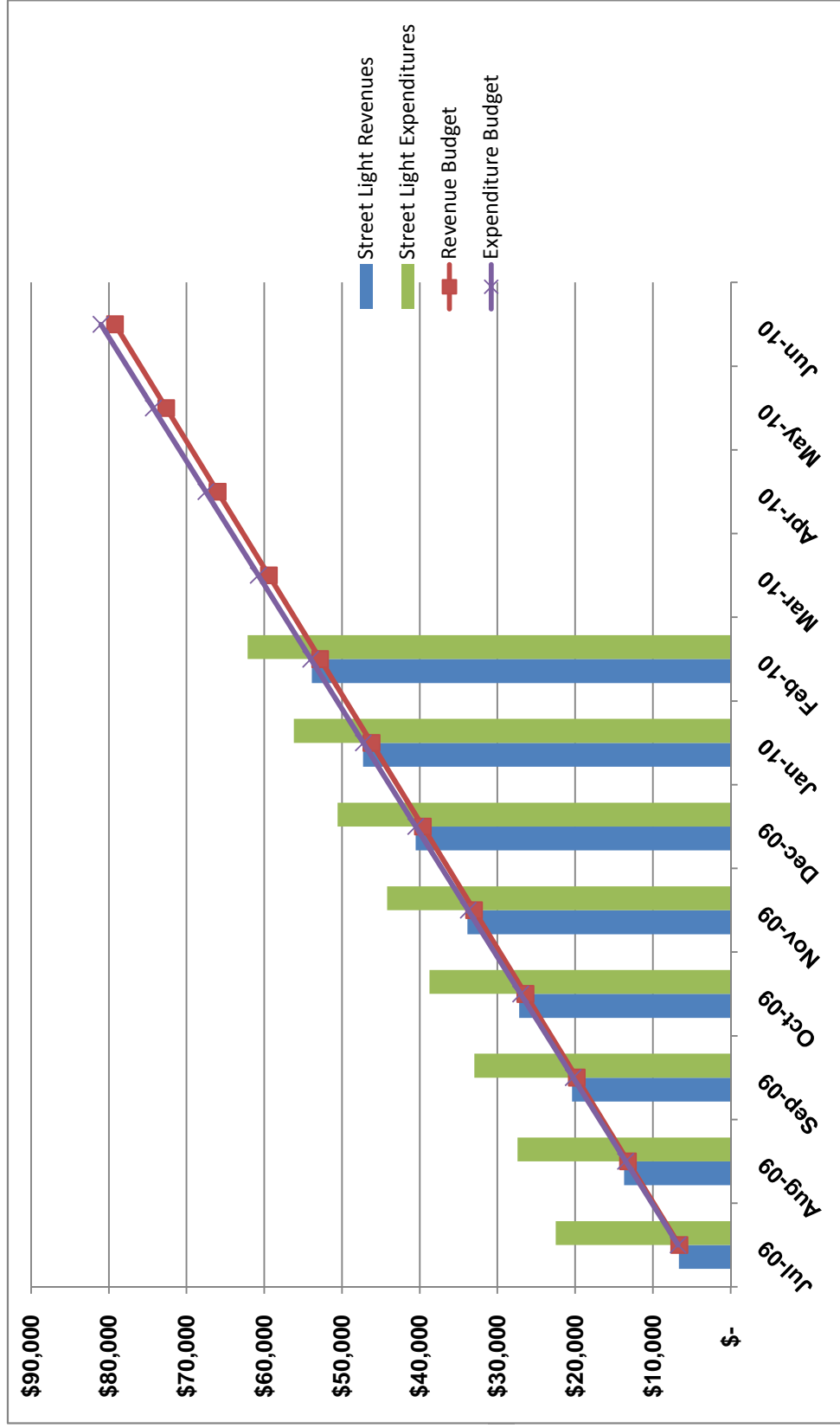
# McKinleyville CSD February 2010

Comparison of Parks Operating Revenues and Expenditures to Budget

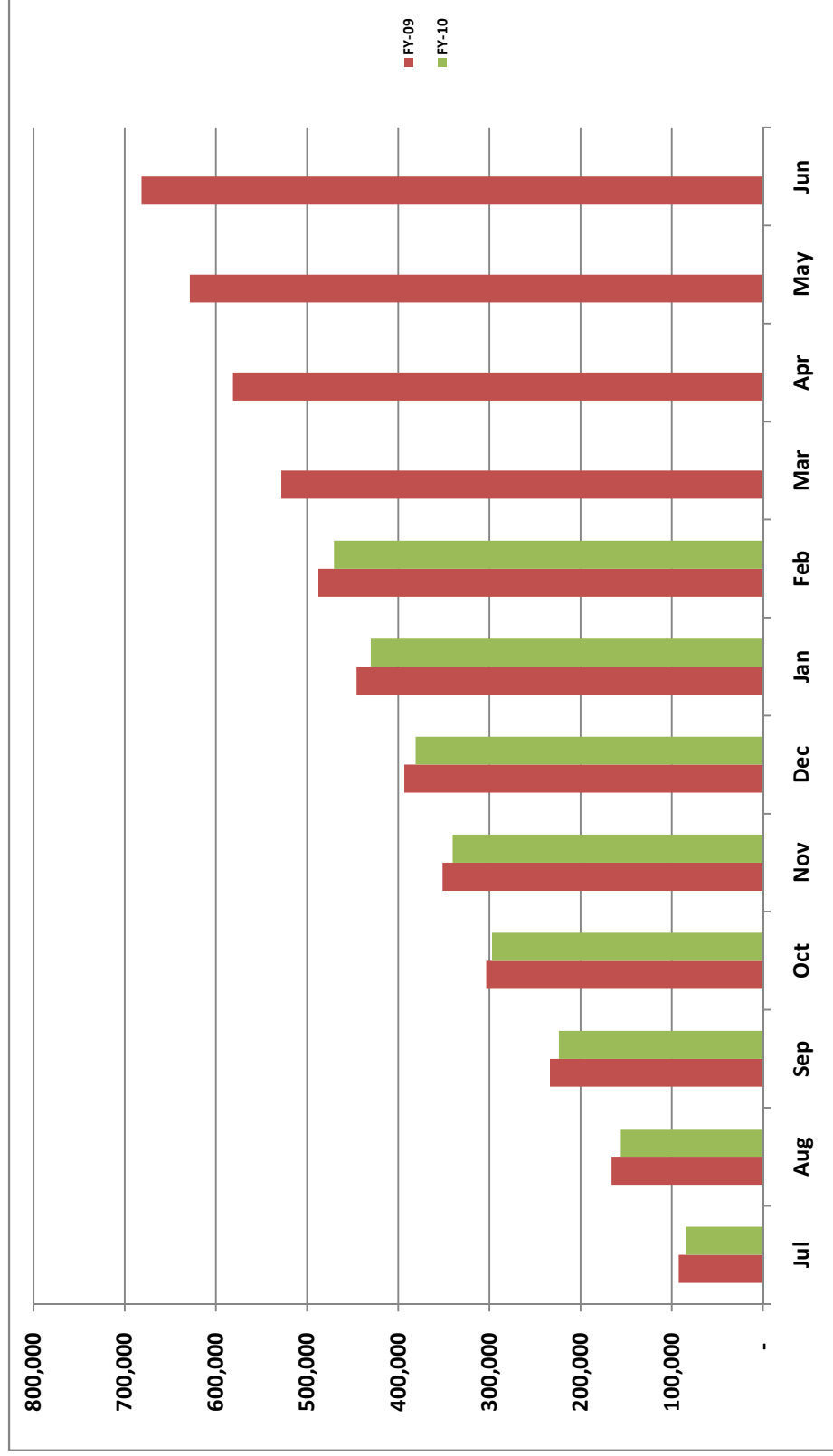


# McKinleyville CSD February 2010

## Comparison of Street Light Fund Revenues to Budget



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



REPORT.: Mar 09 10 Tuesday  
 RUN....: Mar 09 10 Time: 15:17  
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 02-10 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
021270	02/24/10	*0001	ANA OCEQUEDA	-90.00	.00	-90.00	B00112u	Ck# 021270 Reversed
021303	02/19/10	GOL02	GOLDEN STATE FURNITURE IN	-298.77	.00	-298.77	202122u	Ck# 021303 Reversed
021349	02/04/10	ARC02	Arcata Stationers	108.89	.00	108.89	B00204	PAPER FOR PARKS AND REC
021350	02/04/10	BAY02	BAY WEST SUPPLY, INC.	1266.25	.00	1266.25	M4250	REPAIRS/SUPPLY
021351	02/04/10	CAM01	CAMPTON ELECTRIC SUPPLY	134.98	.00	134.98	B00202	MAC EMERGENCY LIGHT AND R
021352	02/04/10	COS02	COSTCO WHOLESALE	244.99	.00	244.99	1501	CONCESSION FOOD
021353	02/04/10	CSK01	CSK AUTO, INC. (KRAGEN)	118.25	.00	118.25	B00202	ALTERNATOR FOR UNIT #9
021354	02/04/10	EDM01	STEVEN EDMISTON	31.50	.00	31.50	B00203	MILEAGE REIMBURSEMENT
021355	02/04/10	FNW01	FERGUSON ENTERPRISES, INC.	237.85	.00	237.85	B00203	PIPE PLUG, HYDRANT GASKET
021356	02/04/10	HAR03	HARVEY M. HARPER CO.	109.67	.00	109.67	686109	TRUCK SERVICED
021357	02/04/10	HUM01	HUMBOLDT BAY MUNICIPAL WA	42816.23	.00	42816.23	B00202	WTR PURCHASED
021358	02/04/10	HUM08	HUMBOLDT SANITATION	1037.70	.00	1037.70	B00203	TRASH SERVICE
021359	02/04/10	LOU01	FERNANDO LOURENCO	200.00	.00	200.00	B00203	PAYMENT FOR APPRAISAL
021360	02/04/10	MCK02	MCKINLEYVILLE GLASS CO.	195.00	.00	195.00	B00202	1/4 CLEAR TEMPERD GLASS
021361	02/04/10	MCK04	MCK ACE HARDWARE	677.06	.00	677.06	B00203	LOCK FOR DROP BOX, PAINT
021362	02/04/10	MCK12	MCKINLEYVILLE UNION SCHOO	1588.69	.00	1588.69	123109	KIDS CLUB SNACKS
				128.20	.00	128.20	B00203	TRANSPORTATION TO PUMPKIN
			Check Total.....:	1716.89	.00	1716.89		
021363	02/04/10	MCM01	McMaster-Carr Supply Co.	9.65	.00	9.65	45443390	SILICONE O-RING
021364	02/04/10	MIL01	Miller Farms Nursery	299.55	.00	299.55	3656	WEED CLOTH, UNIT 15& BOCCI
021365	02/04/10	NEC01	NEC FINANCIAL SERVICES,LL	515.87	.00	515.87	1329843	PHONE SYSTEM
021366	02/04/10	NOC01	NORTH COAST LABS	4016.00	.00	4016.00	B00203	LAB TESTS
021367	02/04/10	NYL01	NYLEX.NET	315.00	.00	315.00	67629	SET UP DAVES COMPUTER, SE
021368	02/04/10	ORS01	GREG ORSINI	410.89	.00	410.89	B00202	REIMBURSEMENT FOR CC USED
021369	02/04/10	REN01	RENNER PETROLEUM	1667.33	.00	1667.33	B00203	GAS/OIL/LUBE
021370	02/04/10	RES01	Resale Lumber Products	151.55	.00	151.55	7675	4 55GAL TRASH CANS
021371	02/04/10	S&S02	S & S WORLDWIDE, INC.	497.61	.00	497.61	6485268	MINI STEEL GOAL & RUBBER
021372	02/04/10	SHN01	SHN ENGINEERING	6142.75	.00	6142.75	70784	NPDES WORK
021373	02/04/10	SIE01	SIERRA FOOTHILL LAB, INC.	350.00	.00	350.00	80772	LAB SAMPLE
021374	02/04/10	THO02	Thomas Home Center	156.24	.00	156.24	B00203	SECURITY WINDOW, SAFTY LA
021375	02/04/10	UPS01	UPS	70.11	.00	70.11	Y6R493030	TESTING SHIPPING
021376	02/04/10	VER01	VERISON WIRELESS	201.98	.00	201.98	B00129	D.O. AND P/R CELL PHONES
				-201.98	.00	-201.98	B00129u	Ck# 021376 Reversed
			Check Total.....:	.00	.00	.00		
021377	02/04/10	WES09	WEST COAST PLUMBING	35.55	.00	35.55	B00202	AZALEA HALL TOILET
021378	02/04/10	WIN02	Winzler & Kelly	34207.92	.00	34207.92	49856	RAMEY PUMP IMPROVEMENT DE
021379	02/05/10	*0009	CHRISTINE PIERCE	100.00	.00	100.00	B00128	REFUND DEPOSIT FOR AZALEA
021380	02/05/10	*0010	AMBER THOMPSON	100.00	.00	100.00	B00129	AZALEA HALL DEPOSIT REFUN
021381	02/05/10	*0011	RYAN SUNDBERG	80.00	.00	80.00	B00204	SUNDBERG-#19495 REFUND PA
021382	02/05/10	*0012	UMC OF THE JOYFUL HEALERS	71.00	.00	71.00	B00204	R#18089 PARTIAL DEPOSIT R
021383	02/05/10	*0013	ALYSIA DAVIDSON	90.00	.00	90.00	B00204	R#19513 DAVIDSON PARTIAL
021384	02/05/10	*0014	ALAN WILKINSON	62.50	.00	62.50	B00204	R#19504 WILKINSON PARTIAL
021385	02/05/10	*0015	PATRICIA HASSEN	62.50	.00	62.50	B00204	R#19370 HASSEN PARTIAL RE
021386	02/05/10	BOR01	BORGES & MAHONEY CO.	341.45	.00	341.45	129017	O-RINGS, GASKETS, TUBING,
021387	02/05/10	COR01	CORBIN WILLITS SYSTEMS	833.42	.00	833.42	B001151	FEB SOFTWARE SUPPORT
021388	02/05/10	EUR05	Eureka Oxygen Co	421.80	.00	421.80	232200	NOR TRESPASSING SIGN, EAR
021389	02/05/10	GUA01	THE GUARDIAN	3434.35	.00	3434.35	B00129	FEB DENTAL INSURANCE

REPORT.: Mar 09 10 Tuesday  
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McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 02-10 Bank Account.: 10011

PAGE: 002  
 ID #: PY-DP  
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
021390	02/05/10	HAC01	HACH COMPANY	444.13	.00	444.13	6585760	FILTERS,AMMONIA REAGENT,C
021391	02/05/10	HAR13	The Hartford - Priority A	599.01	.00	599.01	4715644-3	LIFE INSURANCE
021392	02/05/10	PGE01	PG & E (Office & Field)	46.18	.00	46.18	B00208	GAS & ELECTRIC
021393	02/05/10	ROS02	ROSS RECREATION EQUIPMENT	22649.60	.00	22649.60	87308	PLAY STRUCTURE FOR HILLER
021394	02/05/10	STA13	S.W.R.C.B.	27906.34	.00	27906.34	B00204	LOAN REPAYMENT
021395	02/05/10	SUD01	SUDDENLINK	173.95	.00	173.95	B00203	OFFICE INTERNET
021396	02/05/10	UMP03	UMPQUA BANK--VISA	3710.79	.00	3710.79	B00208	CREDIT CARDS, NORMAN, GRE
021397	02/05/10	USB01	U.S. BANK TRUST N.A.	7800.00	.00	7800.00	000B002011	SEWER BOND PAYMENT
021398	02/05/10	USP02	USPS: ARCATA BMEU	1500.00	.00	1500.00	B00205	REFILL PERMIT 202
021399	02/18/10	*0016	LILITH TAYLOR	100.00	.00	100.00	B00211	REFUND AZ HALL DEPOSIT
021400	02/18/10	*0017	KATHY VIA	12.00	.00	12.00	B00211	HOT SHOTS REFUND, PROGRAM
021401	02/18/10	*0018	SADIE ALVES	24.00	.00	24.00	B00218	R#19563 PROGRAM CANCELLED
021402	02/18/10	ACW01	ACWA HEALTH BENEFITS AUTH	31590.20	.00	31590.20	B00211	GRP. HEALTH INS
021403	02/18/10	ATT01	AT&T	1152.79	.00	1152.79	B00217	PHONE BILL
021404	02/18/10	AWW02	AM. WATER WORKS ASSOC.CUS	498.00	.00	498.00	B00217	STANDARDS ON CD
021405	02/18/10	BAS01	BASIC LABORATORY INC.	1153.00	.00	1153.00	1000971	QUARERLY TESTING
021406	02/18/10	BON02	BONNIE L. OLIVER	382.10	.00	382.10	04	BUILDING PERMIT PREP, PRO
021407	02/18/10	COR01	CORBIN WILLITS SYSTEMS	65.00	.00	65.00	B00131	ADDING DAVIDS NEW WORK ST
021408	02/18/10	COU09	DAVID R. COUCH	100.00	.00	100.00	B00218	BOARD MEETING PAYMENT
021409	02/18/10	CWE01	CWEA	132.00	.00	132.00	1571	MEMBERSHIP RENEWAL
021410	02/18/10	DEP05	DEPARTMENT OF JUSTICE	64.00	.00	64.00	775965	FINGERPRINTING REC PROGRA
021411	02/18/10	EDW01	HELEN L. EDWARDS	100.00	.00	100.00	B00218	BOARD MEETING PAYMENT
021412	02/18/10	EUR07	Eureka Rubber Stamp Co.	25.60	.00	25.60	01134	OFFICE SUPPLIES
021413	02/18/10	GOL02	GOLDEN STATE FURNITURE IN	1195.08	.00	1195.08	202137	CONFERENCE ROOM CHAIRS
021414	02/18/10	HEN03	JAMES G. HENRY	65.00	.00	65.00	B00217	WATER T2 EXAM
021415	02/18/10	KEY01	KEY EQUIPMENT FINANCE	314.57	.00	314.57	B00217	EQUIPMENT LEASE
021416	02/18/10	MAY02	DENNIS MAYO	100.00	.00	100.00	B00218	DIRECTORS FEES
021417	02/18/10	MIT01	Mitchell, Brisso, Delaney	2001.00	.00	2001.00	26309	LEGAL
021418	02/18/10	NOR13	NORTHERN CALIFORNIA SAFET	80.00	.00	80.00	16732	FEB 2010 MONTHLY DUES
021419	02/18/10	NOR35	NORTHERN HUMBOLDT	232.47	.00	232.47	10-0149	CENTRAL AVE LANDSCAPING,
021420	02/18/10	NYL01	NYLEX.NET	45.00	.00	45.00	67730	FIXING MIKE FREEMANS EMAI
021421	02/18/10	OCC01	OCCUPATIONAL HEALTH	85.00	.00	85.00	523*01-10	BILL MCBROOME PHYSICAL
021422	02/18/10	PGE01	PG & E (Office & Field)	11335.87	.00	11335.87	B00217	GAS & ELECTRIC
021423	02/18/10	PRE08	PRECISION INTERMEDIA	2592.50	.00	2592.50	11446	WEB IMPROVEMENTS AND DESI
021424	02/18/10	SIE02	SIERRA CHEMICAL CO.	681.07	.00	681.07	195915	CHLORINE
021425	02/18/10	TIM01	TIMES-STANDARD	195.00	.00	195.00	154492	ADS/MARKETING
021426	02/18/10	UPS01	UPS	387.08	.00	387.08	Y6R493060	CHRONIC TOXICITY SHIPPING
021427	02/18/10	WEN01	WILLIAM WENNERHOLM, DC	100.00	.00	100.00	B00218	DIRECTORS FEES
021428	02/19/10	GOL02	GOLDEN STATE FURNITURE IN	298.77 -298.77	.00 .00	298.77 -298.77	202122P 202122u	CONFERENCE ROOM CHAIRS Ck# 021428 Reversed
			Check Total.....:	.00	.00	.00		
021429	02/19/10	GOL02	GOLDEN STATE FURNITURE IN	298.77	.00	298.77	202122-AP	CONFERENCE ROOM CHAIRS-IS
021430	02/25/10	*0019	VANIA CERECERA	20.00	.00	20.00	B00224	FINGERPRINTING FOR PLAYGR
021431	02/25/10	*0020	ELECT-MIKE DOWNEY FOR SHE	100.00	.00	100.00	B00225	AZ HALL DEPOSIT REFUND
021432	02/25/10	CBA01	CALIFORNIA BOARD OF ACCOU	200.00	.00	200.00	CPA 47876	LICENSE RENEWAL
021433	02/25/10	COU02	HUMBOLDT COUNTY ASSESSOR	11.81	.00	11.81	B00224	MAPS REQUESTED BY MCSD



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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
021434	02/25/10	GAY01	GAYNOR TELESYSTEMS, INC	23.64	.00	23.64	13768	WORK COMPLETED PER CONTRA
021435	02/25/10	HIG01	HIGH YIELD IND. PRODUCTS	523.39	.00	523.39	124911	SAFETY VESTS
021436	02/25/10	MAP01	MAPLESERVICE	200.00	.00	200.00	73541	CLEARED TRAP PRIMER DRAIN
021437	02/25/10	MCK03	MCKINLEYVILLE OFFICE SUPP	60.02	.00	60.02	41138	OFFICE SUPPLIES
021438	02/25/10	MCK12	MCKINLEYVILLE UNION SCHOO	5.00	.00	5.00	B00224	AUDIO TAPE RECORDING OF M
021439	02/25/10	NOR20	NORTH COAST JOURNAL	25.20	.00	25.20	222-10-07	AD FOR CSR1
021440	02/25/10	NYL01	NYLEX.NET	180.00	.00	180.00	67806	GET VOICEMAIL SENDING AND
021441	02/25/10	PGE01	PG & E (Office & Field)	807.77	.00	807.77	B00222	GAS & ELECTRIC
021442	02/25/10	PGE02	PACIFIC GAS & ELECTRIC	2385.63	.00	2385.63	B00224	ELECTRIC
021443	02/25/10	SAF04	SAFEWAY INC. FILE # 72905	18.45	.00	18.45	21010	2 DOZEN DONUTS FOR SEXUAL
021444	02/25/10	SEC03	SECURITY LOCK & ALARM	161.00	.00	161.00	65786	TRIP CHARGE, REKEY, KEYS,
021445	02/25/10	STA11	STAPLES CREDIT PLAN	920.45	.00	920.45	00343847	OFFICE SUPPLIES
021446	02/25/10	SUP01	Superior Alarm Sys., Inc.	110.00	.00	110.00	87434	FISHER STATION HEAT DETEC
Cash Account Total.....:				228638.99	.00	228638.99		
Total Disbursements.....:				228638.99	.00	228638.99		

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **ACTION**

---

**ITEM: D.4. Consider Nomination of General Manager Shopay to the California Special Districts Association Board of Directors**

**PRESENTED BY: Sharon Denison**

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

**Recommendation:**

Staff Requests the Board consider nominating Manager Shopay to the CSDA Board for a three year term.

**Discussion:**

The California Special Districts Association has asked MCSD for a nomination to serve on their Board for the 2010-2013 term. Their Board meetings are held every other month in Sacramento. CSDA reimburses Directors for their related expenses for attendance at those meetings. General Manager Shopay has graciously agreed to be MCSD's nominee.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

No Direct Cost to the District other than General Manager Shopay's time away to attend meetings.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Information letter from CSDA and nomination form

**RECEIVED**

MAR 01 2010

**McK. C.S.D.**

**DATE:** February 26, 2010

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2010-2013 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

**Commitment:** Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

**Nomination Procedures:** Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The**

**deadline for receiving nominations is May 28, 2010.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 11. The ballots must be received by CSDA no later than 5:00 p.m. August 6 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10. All selected Board Members will be introduced at the Annual Conference in Newport Beach, CA in September.

### **Expiring Terms**

(See enclosed map for regional breakdown)

<b>Region 1</b>	Seat B	Alan Schoenstein, McCloud Community Services District
<b>Region 2</b>	Seat B	Ginger Root, Eastside Rural County Fire Protection District*
<b>Region 3</b>	Seat B	Sherry Sterrett, Pleasant Hill Recreation & Park District*
<b>Region 4</b>	Seat B	Sandy Young, Stallion Springs Community Services District*
<b>Region 5</b>	Seat B	John Fox, Goleta Sanitary District*
<b>Region 6</b>	Seat B	Arlene Schafer, Costa Mesa Sanitary District*

(\* = Incumbent is running for reelection)

If you have any questions, please contact Diana Zavala at 877-924-CSDA or [dianaz@csda.net](mailto:dianaz@csda.net).

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
BOARD OF DIRECTORS**

**NOMINATION FORM**

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

**Name of Candidate:** \_\_\_\_\_

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

**Mailing  
Address:** \_\_\_\_\_  
\_\_\_\_\_

**Region:** \_\_\_\_\_ (see attached map)

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nominated by (optional):** \_\_\_\_\_

Return this **form and a Board resolution/minute action** supporting  
the candidate by fax or mail to:

CSDA  
Attn: Diana Zavala  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(916) 442-7887/(916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 28, 2010***

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **ACTION**

---

**ITEM: D.5.**                      **Consider Declaring the Generator at Ramey Pump Station Surplus**

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

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

### **Recommendation:**

Staff recommends the Board declare surplus this generator, associated accessories and authorize the Manager to dispose of it with sealed bid upon removal from the station. If another public agency has an interest they would have priority and would be allowed to purchase it at the minimum bid price. Public Agencies are given priority for the disposal of surplus equipment.

### **Discussion:**

As part of the Ramey Pump Station Upgrade the emergency generator will requirements will need to be increased from 115 kilowatts to 250 kilowatts making the existing generator inadequate. The existing generator only has 2,800 hours but is a 1970s vintage Natural Gas/ LPG fueled generator. The generator is very well maintained but is 40 years old making it highly unlikely the District will be able to fetch more than \$5,000. Staff has researched the value of the generator with various suppliers and we have determined the values listed are appropriate.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Staff recommends a minimum bid price of \$2,500 for this unit due to its age. It will be advertised for sale to the public and disposed of by a sealed bid process after it is removed from the station.

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **INFORMATIONAL**

---

**ITEM: E.1. Presentation by Humboldt County Association of Governments (HCAOG) Regarding Regional Blueprint Planning Project**

**PRESENTED BY: Norman Shopay**

**TYPE OF ACTION: None**

**Recommendation:**

Staff Requests the Board provide an opportunity to hear information presented by the HCAOG representative.

**Discussion:**

Humboldt County Association of Governments (HCAOG) Regional Blueprint Planning Project is a State initiative developed to help transportation agencies engage in public outreach in selecting a community preferred growth scenario "blueprint" for the future. HCAOG will be forming a Blueprint Advisory Committee in the coming weeks. A presentation will be made by George Williamson of Planwest Partners Inc. regarding the Humboldt County Association of Government's Blueprint Planning project.

**Alternatives:**

Take Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- None

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **INFORMATION**

---

**ITEM: E.2. Fiscal Year 2010/2011 Preliminary Draft Capital Improvement Projects Budget Discussion**

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

**TYPE OF ACTION: Information/Discussion only**

**Recommendation:**

Staff is providing the preliminary draft capital improvement projects budget for fiscal year 2010/2011 for discussion purposes.

**Discussion:**

The attached schedules provide an initial look at the upcoming ten fiscal years of anticipated capital improvements for the District. The portion related to the fiscal year 2010/2011 will be included in the next budget document.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

See attachments.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Preliminary Draft Capital Improvement Projects Budget projection for the fiscal years ending June 30, 2011 – 2020 for all District funds.



**McKinleyville Community Services District  
Enterprise Fund Capital Improvement Projects  
For the Fiscal Years Ending June 30, 2011 - 2020**

Fiscal Year Ending (in thousands - \$000.)

	June 30, 2011	June 30, 2012	June 30, 2013	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020
<b>1. Heavy Equipment</b>										
Hydrocleaner (Sewer Fund)							300			
Backhoe								60		
Dump Truck	50									
Tractor and Attachments	45	10		10						
Air Compressor	17									20
<b>2. Utility Vehicles</b>										
3/4 or 1-Ton Pickup	26	27	27	28	28	28	29			31
Van/Car			20							
Light Duty Utility Truck							19	19	19	
<b>3. Water System</b>										
Murray Road Tank	200	3,200								
Emergency Water Line River Crossing	200	100								
Water Tank Upgrade		150			150		150	150		
Pump Upgrades	1,100									
Radio Telemetry Upgrade	20	20	15							
Meter Reader Upgrade					10					
Generator Testing	2		2							
McCluski Tank 3A Roof Upgrade				5						
Fire Hydrant System Upgrade	7	13	7	8	9	13	14			
Water Main Rehabilitation and Replacement										1,000
Meter Replacements	55	55	55	55	55	55				
<b>4. Sewer System</b>										
NPDES Permit	80	50	50							
Emergency Water Supply	40	30	15							
Industrial Permit Discharge	22	8	5	5						
WWMF Upgrade	60	100	500	5,000						
WWMF Driveway Repaving		8								
WWMF Fencing and Gate				10						
WWMF SO2/Chlorine Injector Controllers	15			8				10	10	
WWMF SO2/Chlorine Shut Off	25									
WWMF Security Upgrades	6	3								
WWMF Building Maintenance	7	10								
WWMF Grinder Maintenance				12					12	
Collection System Upgrades	200		50		50		50		50	
Sewer Main Rehabilitation and Replacement										1,000
Sewer Lift Sta. Pump Maint. and Replacement		20		20		20		20		20
Radio Telemetry Upgrade	20	20			10			10	10	
Meter Replacement: WWMF, FIS	20						7			
Fischer Lift Station Grinder Maint.	12					12				
Sewer Main Camera Unit			30							
Underground Pipe Locator & Camera					5					
Generator Upgrades Maintenance	2		2	150			10			
SCBA Apparatus and Bottles	6					6				
<b>5. Office, Corperation Yard and Shops</b>										
Facility Upgrades	15	10	10	10	10	10	10			
ADA Upgrade	6			6						
Building Roofs	10	10					10			
<b>7. Computers &amp; Software</b>										
PCs, Software, GIS & Printers	15	15	10	10	10	10	10	10	10	
File Server, Printer & MOM Upgrade	4	4	5	4	4	4	4	4	4	
General Office Equipment	8	4	5	5	5	5	5	5	5	
GIS Hardware and Software	10	4	4	4	4	4	4	4	4	
<b>8 Fischer Ranch</b>										
Barn and Fence Maintenance	3		3		3		3			
House Repairs and Maintenance		5			5			5		
<b>9 Small Equipment &amp; Other</b>										
Miscellaneous/Replacement Equipment	14	14	15	15	15	15	15	15	15	
GPS Equipment for GIS Surveying	5	20						20		
Emergency Response	5	3	3	3	3	3	3	3	3	

**Total Planned Expenditures**

<b>2,332</b>	<b>3,913</b>	<b>833</b>	<b>5,368</b>	<b>376</b>	<b>185</b>	<b>643</b>	<b>335</b>	<b>142</b>	<b>2,071</b>
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**Departmental Allocations:**

Water Fund	1,699	3,599	129	116	264	108	218	220	30	1,026
Sewer Fund	633	315	705	5,253	113	78	424	115	112	1,046
<b>Total</b>	<b>2,332</b>	<b>3,913</b>	<b>833</b>	<b>5,368</b>	<b>376</b>	<b>185</b>	<b>643</b>	<b>335</b>	<b>142</b>	<b>2,071</b>

**McKinleyville Community Services District**  
**General Fund (Parks) Capital Improvement Projects**  
**For the Fiscal Years Ending June 30, 2011 - 2020**

Fiscal Year Ending (in thousands - \$000,)											
	June 30, 2011	June 30, 2012	June 30, 2013	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021
<b>1. Hiller Park &amp; Sports Complex</b>											
Softball field addition	2										
Sports field netting along Hwy 101		4									
Hiller Loop Trail upgrade		2					2				
Other Park equipment & signage	3	4	4	4	5	5	5	5	5	6	6
Tot lot playground replacement		30									
Hot water heater replacement					2						
Pole barn/storage		30									
<b>Totals:</b>	<b>5</b>	<b>70</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>2. Pierson Park Upgrades</b>											
Tot lot playground replacement			24								
Park landscaping & signage	2	2	2	2	3	3	3	3	3	3	3
<b>Totals:</b>	<b>2</b>	<b>2</b>	<b>26</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>3. Azalea Hall Upgrades</b>											
Furnace replacement	3	3	3								
Miscellaneous equipment	2	2	2	2	3	3	3	4	4	4	4
Parking lot resurfacing				5							
Kitchen equipment replacement		12	10								
Replace tables & chairs	9			6							
P/A system and microphones	1		1			6					
Saber floor scrubber				8							
<b>Totals:</b>	<b>15</b>	<b>17</b>	<b>16</b>	<b>21</b>	<b>3</b>	<b>9</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>4. McKinleyville Activity Center Upgrades</b>											
Park landscaping & signage	2	2	2	2	3	3	3	3	3	3	4
Miscellaneous equipment replacement	4	4	4	4	5	5	5	5	5	5	6
Parking lot resurfacing				10							
Bleacher replacement									10		
Tables & chairs	2			2							
Furnace replacement		3	5							5	
Hot Water Heater		2					2				
<b>Totals:</b>	<b>8</b>	<b>11</b>	<b>11</b>	<b>16</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>18</b>	<b>13</b>	<b>10</b>
<b>5. Other Parks Projects &amp; Equipment</b>											
Computers & software & copiers	8	6	4	4	4	4	4	4	4	4	4
Mower & landscaping equipment		20									
Utility truck				27				28		28	
Light duty utility truck	19				19						20
Miscellaneous/replacement equipment	6	7	7	7	7	7	8	8	8	8	8
Land Acquisition	120				120				120		
<b>Totals:</b>	<b>153</b>	<b>33</b>	<b>11</b>	<b>38</b>	<b>150</b>	<b>11</b>	<b>12</b>	<b>40</b>	<b>132</b>	<b>40</b>	<b>32</b>
<b>6. Law Enforcement Facility Improvements</b>											
Furnace replacement				5							
Hot water heater replacement			2								
Roof replacement									3		
LEF/Library paving				8							
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>7. McKinleyville Library Improvements</b>											
Carpet replacement					8						
Furnace replacement				5							
Hot water heater replacement			2								
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. Projects contingent upon grant funding</b>											
<b>Totals:</b>	<b>550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>9. Projects funded by Quimby Funds</b>											
Library expansion project	10										
Larisa Park playground		18									
Hiller dog park	40										
Skate park	25										
Larissa Park playground upgrade			15								
Hewitt Ranch improvements	25										
Covered picnic area - bocce ball courts		20									
Land acquisition	100										
<b>Totals:</b>	<b>200</b>	<b>38</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Planned Capital Expenditures</b>	<b>933</b>	<b>171</b>	<b>87</b>	<b>101</b>	<b>179</b>	<b>36</b>	<b>35</b>	<b>60</b>	<b>165</b>	<b>66</b>	<b>55</b>

**McKinleyville Community Services District  
Streetlight Fund Capital Improvement Projects  
For the Fiscal Years Ending June 30, 2011 - 2020**

Fiscal Year Ending (in thousands - \$000,)

	June 30, 2011	June 30, 2012	June 30, 2013	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020
<b>1. Heavy Equipment</b>										
Lift		60								
<b>2. Poles</b>										
Inspection	30									
Replacement	7	7	7	7	7	7	7	7	7	7
<b>Total Planned Expenditures</b>	<b>37</b>	<b>67</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Preliminary Draft

# McKinleyville Community Services District

## BOARD OF DIRECTORS

March 17, 2010

TYPE OF ITEM: **ACTION**

---

**ITEM: E.3.** Call for Nominations to serve as a special district representative and/or alternate representative on the Humboldt Local Agency Formation Commission (LAFCo).

**PRESENTED BY:** Norman Shopay

**TYPE OF ACTION:** Voice Vote

**Recommendation:**

Staff Requests the Board consider nominating one member of the MCSD Board to submit the nomination form to serve as LAFCo special district “voting” representative.

**Discussion:**

The Humboldt Local Agency Formation Commission (LAFCo) is soliciting nominations for one special district representative and one alternate special district representative, each to serve for a four-year term. The special district representative will serve as a “voting member,” while the alternate special district representative will serve as a “voting member” in the absence of the alternate member. In Humboldt County, the Commission is composed of two county supervisors, two city mayors or council members, two special district representatives and one public member. The special district representative seat up for appointment is currently held by Kevin McKenny of the Humboldt Community Services District. The alternate special district representative seat up for appointment is currently held by Virginia Graziani of the Redway Community Services District.

As permitted by Government Code Section 56662c, the LAFCo Executive Officer will accept nominations for any person who is an elected or appointed special district officer residing within Humboldt County. Special districts may nominate any elected special district board member to serve on LAFCo, using the attached nomination form. All nominations must be received in the LAFCo office on or before March 26, 2010. Two separate nomination forms are included with this notice: one for the special district representative seat and one for the alternate special district representative seat.

**Alternatives:**

Staff’s analysis includes the following potential alternative:

- Take no action
- Nominating one member of the Board to submit the nomination form to serve as LAFCO special district “non- voting” alternate representative.

**Fiscal Analysis:**

LAFCo currently reimburses \$20 per meeting. A proposal to increase the reimbursement to \$50 per meeting is pending.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

Memorandum dated March 8, 2010



**RECEIVED**

**MAR 10 2010**

**McK. C.S.D.**

## **NOTICE OF VACANCY**

**DATE:** March 8, 2010  
**TO:** Independent Special Districts in Humboldt County  
**FROM:** George Williamson, Executive Officer  
**SUBJECT:** Call for Nominations to Serve as a Special District Representative and Call for Nominations to Serve as an Alternate Special District Representative on the Humboldt Local Agency Formation Commission

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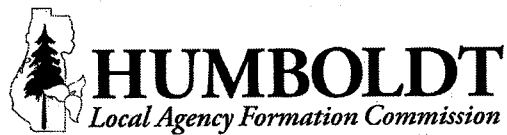
The Humboldt Local Agency Formation Commission (LAFCo) is soliciting nominations for one special district representative and one alternate special district representative, each to serve for a four-year term. The special district representative will serve as a "voting member," while the alternate special district representative will serve as a "voting member" in the absence of the alternate member. In Humboldt County, the Commission is composed of two county supervisors, two city mayors or council members, two special district representatives and one public member. The special district representative seat up for appointment is currently held by Kevin McKenny of the Humboldt Community Services District. The alternate special district representative seat up for appointment is currently held by Virginia Graziani of the Redway Community Services District.

As permitted by Government Code Section 56662c, the LAFCo Executive Officer will accept nominations for any person who is an elected or appointed special district officer residing within Humboldt County. Special districts may nominate any elected special district board member to serve on LAFCo, using the attached nomination form. All nominations must be received in the LAFCo office on or before March 26, 2010. Two separate nomination forms are included with this notice: one for the special district representative seat and one for the alternate special district representative seat.

At the end of the nomination period, a ballot for each position will be sent to each special district by certified or electronic mail. The legislative body of all special districts will then have 30 calendar days to meet and vote for the district officers who were nominated to serve on LAFCo. Please forward your email address to the LAFCo Executive Officer at [execofficer@humboldtlaftco.org](mailto:execofficer@humboldtlaftco.org) if you would like to receive your ballots by electronic mail.

The main objectives of LAFCo are to encourage the orderly formation of local government agencies, coordinate planning efforts by all local agencies, preserve agricultural and open space land and discourage urban sprawl. LAFCo has numerous powers under the state law, and those of primary interest are the power to act on local agency boundary changes, like annexations to cities or special districts, and the power to adopt spheres of influence for local agencies. A sphere of influence is defined as a "plan for the probable physical boundaries and service area of a local government agency as determined by the Commission"

Please contact Alisha Oloughlin at (707) 444-7508 for any additional information about the nomination process.



1125 16<sup>th</sup> Street, Suite 202 Arcata, CA 95521  
Ph: (707) 445-7508 Fax: (707) 825-9181  
[www.humboldtlafo.org](http://www.humboldtlafo.org)

## LAFCO SPECIAL DISTRICT REPRESENTATIVE NOMINATION FORM

This form is to be submitted by the Special District. Please provide the information below for both the Special District and the Nominee. Special Districts may nominate any elected district board member residing in Humboldt County to serve on the Humboldt Local Agency Formation Commission.

SPECIAL DISTRICT: \_\_\_\_\_

ADDRESS & PHONE: \_\_\_\_\_

NOMINEE: \_\_\_\_\_

ADDRESS PHONE AND EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

ORGANIZATION MEMBERSHIP(S): \_\_\_\_\_

SPECIAL INTERESTS/ EXPERIENCE: \_\_\_\_\_

3 REFERENCES (NAME AND PHONE): \_\_\_\_\_

Please return the completed form to Humboldt LAFCo at the above address or email to [administrator@humboldtlafo.org](mailto:administrator@humboldtlafo.org). Attach additional pages as necessary.



# HUMBOLDT

*Local Agency Formation Commission*

1125 16<sup>th</sup> Street, Suite 202 Arcata, CA 95521

Ph: (707) 445-7508 Fax: (707) 825-9181

[www.humboldtlafo.org](http://www.humboldtlafo.org)

## LAFCO ALTERNATE SPECIAL DISTRICT REPRESENTATIVE NOMINATION FORM

This form is to be submitted by the Special District. Please provide the information below for both the Special District and the Nominee. Special Districts may nominate any elected district board member residing in Humboldt County to serve on the Humboldt Local Agency Formation Commission.

SPECIAL DISTRICT: \_\_\_\_\_

ADDRESS & PHONE: \_\_\_\_\_

---

NOMINEE: \_\_\_\_\_

ADDRESS PHONE AND EMAIL: \_\_\_\_\_

---

OCCUPATION: \_\_\_\_\_

ORGANIZATION MEMBERSHIP(S): \_\_\_\_\_

---

SPECIAL INTERESTS/ EXPERIENCE: \_\_\_\_\_

---

3 REFERENCES (NAME AND PHONE): \_\_\_\_\_

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Please return the completed form to Humboldt LAFCo at the above address or email to [administrator@humboldtlafo.org](mailto:administrator@humboldtlafo.org). Attach additional pages as necessary.



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **ACTION**

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**ITEM: E.4.**                      **Consider award of Measure B renewal proposal submitted by The Lew Edwards Group for assistance related to the Measure B renewal process in an amount not to exceed \$45,000 for the current FY 2010/11.**

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

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

**Recommendation:**

Staff recommends that the Board approve proceeding to execute an agreement with The Lew Edwards Group at a cost not to exceed \$45,000 to implement selected tasks outlined in Exhibit 1. These funds will be used to conduct a poll and also to pay a portion of the professional service fees. This recommendation is based on the following evaluation of the proposals:

**Discussion:**

Staff prepared and submitted RFP to the following four (4) firms in January 2010 who expressed an interest. Attached as Exhibit 1, please find the Scope of Work submitted to each firm.

After reviewing the proposals, staff narrowed it down to two (2) firms, The Lew Edwards Group, and SCI Consulting Group. Staff then scheduled a follow-up phone interviews with each firm.

**Two Proposals:**

Included in the two proposals is the recommendation to conduct a polling/survey in order to identify not only what type of parks and recreation amenities, and or operation and maintenance funds the community would like to see, but also to identify how much voters might be willing to support the measure.

We spoke at length during phone conferences with each firm about the importance of doing a survey, and the each agreed and concurred that in their opinion it is in the best interest of the District to proceed with conducting a survey, to ensure a successful Measure.

In fact, during one of our recent Park Development Meetings, one member of the public specifically stated that they felt that only a valid professional survey

would identify support for a Measure and determine what the community feels is needed in the community.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

By comparison, the following is a breakdown of what the District paid for professional services in 1991 compared to what staff is proposing now.

According to the records we have found, in 1991, MCSD paid approximately \$55,000 to firms to assist with the polling, engineer's report, and mailing of the ballots.

The total proposal submitted by The Lew Edwards Group is for \$105,500. However, staff feels that we will have significant cost savings by completing a number of these tasks in house and also by submitting RFP's to other service providers.

An example of specific tasks that might be completed in house and/or through other service providers are:

Engineering costs

Balloting costs (design, print, mail)

Informational mailings

Staff feels that it is important to note that according to an inflation calculator, what cost \$55,000 in 1991 would cost \$85,548 in 2009.

After considering which tasks can be completed in house and after reviewing RFP's submitted for specific tasks, we will be requesting additional authorization for the release of funds from the Board throughout the budget process for next year's budget.

Staff would also like to point out that the FY 2010/11 budget underestimated revenues from Measure B in the amount of \$30,000, which will offset a portion of the cost.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Scope of Work for RFP's

**Scope for Proposal:**

E.4. Exhibit 1

Please provide us with the following:

1. Summary of your firm
2. Pertinent Experience
3. Key Considerations
  - a. Economic environment
  - b. Election timing and format (mail or poll) considerations
  - c. Property owner ballot considerations
  - d. Public opinion research

**SCOPE OF WORK**

4. Project facilitation/coaching:
5. Recommended key messages regarding education:
6. Communication services
  - a. Direct mailings
  - b. Public speaking
  - c. Press coverage
  - d. Response to negative media
7. Recommended project planning schedule/timeline
8. Proposed Professional fee's
  - a. Flat rate project fee (not fee-based on time and materials)
  - b. Include out of pocket budget (airfare, car rentals, etc.)
9. Recommended project planning schedule
10. Project Personnel

# McKinleyville Community Services District

## BOARD OF DIRECTORS

March 17, 2010

TYPE OF ITEM: **ACTION**

---

**ITEM: E.5.**                      **Consider request by the Community Garden Committee to 1) designate a site or sites on MCSD property where a Community Garden project may be established, and 2) establish a policy for supplying water to the Community Garden project, at the wholesale rate not to exceed 5,000 gallons per month.**

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

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

### **Recommendation:**

Consider approving Community Garden Committee's (CGC) request and designate a 3,000 square foot site located southwest of the bocce ball courts at Pierson Park.

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

Staff also recommends that the Parks & Recreation Department coordinates all plot rentals and establishes rules and regulations and an application form (attached, as Exhibit 1). Staff will also design a map that outlines the exact plot locations.

### **Discussion:**

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

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

After a series of meetings, the CGC presented a letter (attached, as Exhibit 2) to the RAC for consideration. Due to the late submission of the letter, it was not on the agenda and therefore the RAC was unable to make an official recommendation to the MCSD Board of Directors.

The Recreation Advisory Committee (RAC) met in a special meeting on Tuesday, February 16, 2010 at 12:00 noon at the MCSD Conference Room. The RAC's recommendation to the Board of Directors was to grant space at either Pierson Park or Hiller Park for the purpose of establishing a community garden.

At the February 17, 2010 Board meeting, the Board of Directors tabled the item and asked staff to meet with the CGC again and work out additional details.

After a few more meetings with the CGC, staff feels we are better informed on the details. Attached, as Exhibit 3 is a plot plan and attached as Exhibit 4 are examples of community gardens.

**MCSD Property:**

Staff feels that it would be appropriate to grant the CGC use of a total of 3,000 square feet of space southwest of the bocce ball courts at Pierson Park, with the following provisions:

1. Parks and Recreation Director to finalize exact layout and location of the 3,000 square foot space, which would provide approximately twenty (20) plots.
2. The CGC pay \$200.00 for the installation of a meter so that MCSD can monitor water use.
3. The CGC pay for all irrigation supplies and any required labor needed to extend the water line 100' to the garden site.
4. The CGC will not construct a fence around the perimeter of the community garden.
5. The CGC is responsible for all maintenance associated with the garden space.
6. The term of use expires December 31, 2010, with the option to bring back to the MCSD Board of Directors for renewal.

**Water Use:**

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

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis (Based on all plots reserved):**

**Total funds committed by Community Garden Committee:**

Water meter installation:	\$200.00
Deposit from Community Garden:	<u>\$200.00</u>
<i>Subtotal:</i>	<i>\$400.00</i>

**Total funds from plot rentals:**

MCSD will charge \$20.00 per plot (20 plots):	<u>\$400.00</u>
<i>Subtotal:</i>	<i>\$400.00</i>

***Total Committed Funds: \$800.00***

**Total Expense:**

Not to exceed 5,000 gallons per month for six (6) months:	\$20.00
Office staff labor (plot rental coordination):	\$200.00
Labor for plot management and inspections:	<u>\$300.00</u>

***Total Expenses:*    \$520.00**

**Total Net:    \$280.00**

Based on this fiscal analysis, if half of the available plots are rented, MCSD will break even.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Application form and Rules and Regulations.
- Letter submitted by CGC.

**McKinleyville Community Services District**  
**Department of Parks & Recreation**  
**COMMUNITY GARDEN RULES AND REGULATIONS**

The McKinleyville Community Services District oversees the garden plots at Pierson Park. The McKinleyville Community Garden Committee and individuals who lease plot space are responsible for all maintenance associated with the Community Garden. The Community Garden Chair is Jamie Rutten. The Community Garden consists of approximately twenty (20) plots (3' x 10'). Plot rentals are available for residents of McKinleyville only.

The rules for use of the Community Gardens are as follows:

**To ensure good neighbors:**

1. Ensuring an enjoyable gardening experience for all gardeners is a primary goal of the McKinleyville Community Garden Committee. Please respect your fellow gardeners.
2. Having Pierson Park land available and gardening in the Community Garden is a privilege, and the Parks & Recreation Department along with the McKinleyville Community Garden Committee will enforce all gardening policies.
3. Gardeners are asked to avoid planting spreading plants (zucchini, etc.) near the lanes or adjacent plots to avoid infringing on the walkway and on your neighbor's growing space. Gardeners must keep areas between individual gardens weed free.
4. Water spigots are placed within the gardens each spring. The McKinleyville Community Garden Committee provides some community hose. Please be considerate of the hose use and do not hook up personal sprinklers and leave the garden site. Gardeners must be present anytime they are using water spigots.
5. Gardeners must provide their own tools; however, the McKinleyville Community Garden Committee will provide some "community tools" for sharing. These tools will be designated by bright red handles and must remain at the gardens for all to use. The "community tools" idea is to encourage gardeners to walk or ride bikes to the gardens and have garden tools available.

**To encourage organic gardening:**

1. The Parks & Recreation Department supports and encourages gardeners to plant organic gardens.
2. The McKinleyville Community Garden Committee may have compost and wood chips available for the gardens.
3. Gardeners are strongly encouraged to cover their plot(s) with mulch as an excellent method of weed control. If you're unfamiliar with mulching techniques, contact a committee member or the Parks & Recreation Department.

**To oversee garden assignments:**

1. The Parks & Recreation Department will assign plots in the spring. Plot assignments will be given only to individuals who have submitted a community garden application along with \$20.00. In the event that there are more plots requested than available, plot assignments will be given by using the lottery system. The Parks & Recreation Department will issue a deadline to submit a community garden application.
2. Plots that appear to be unworked or abandoned will be reclaimed without refund. The Parks & Recreation Department has the authority to reassign the plot.
3. Please use the buddy system if you will be away and unable to tend or harvest your plot(s).
4. Weeds must be controlled in your plot(s). If they go to seed they will invade your neighbor's plots. The Parks & Recreation Department will send offending gardeners a letter notifying them of the weed problem. If it is not corrected by a designated deadline, the Parks & Recreation Department may deny the gardeners a plot in the following year.
5. All garden planting should be underway by June 1, weather permitting. If for some reason this is not possible, please contact the Parks & Recreation Department.

## Community Gardens Application - 2010

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

Phone(s): \_\_\_\_\_ / \_\_\_\_\_

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

Email: \_\_\_\_\_

I would like to request \_\_\_\_\_ plots for the 2010 garden season.

I would like to request the following plot #'s:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

4<sup>th</sup> Choice: \_\_\_\_\_

I understand that if the number of plot requests exceeds what is available, I may be limited to only one (1) plot. I also understand that I may not be given a plot if my name is not drawn in the event of a lottery system.

**I, the undersigned, agree to properly care for the plot(s) assigned to me and to clear the plot of cages, poles, etc. at season's end. I understand that I may be denied a plot in the future if the McKinleyville Community Garden Committee must clean my plot.** If I find that I cannot successfully comply with the rules and regulations set forth for the community garden, I will notify the Parks & Recreation Department by June 1, 2010 so my assigned plot can be reassigned to another gardener. I agree to abide by the rules of the Community Garden above.

Signed: \_\_\_\_\_

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

Completed applications must be submitted no later than 5:00 pm on April 15, 2010.  
Please make checks payable to: MCSD

You can mail forms to:

MCSD  
1656 Sutter Road  
McKinleyville CA 95519

Please call McKinleyville Parks & Recreation at **839-9003** for more information.



## Community Garden Proposal

January 28, 2010

Jason Sehon  
MCSD Recreational Advisory Committee

Dear Jason and RAC members,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

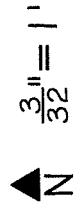
On behalf of all CGP members,  
Gerald C. Rees JR

---

Community Garden  
Project

Allotment Garden  
Plan

March 11, 2010



Key

— Irrigation Line

○ Spigot

— Gate

— Garden Boundary

— Garden Beds

— Site Furnishings

--- Fence

Bocce Ball Courts

Future Ornamental  
Community Garden

Existing Path

Vertical Gardens

Ornamental  
Community Garden

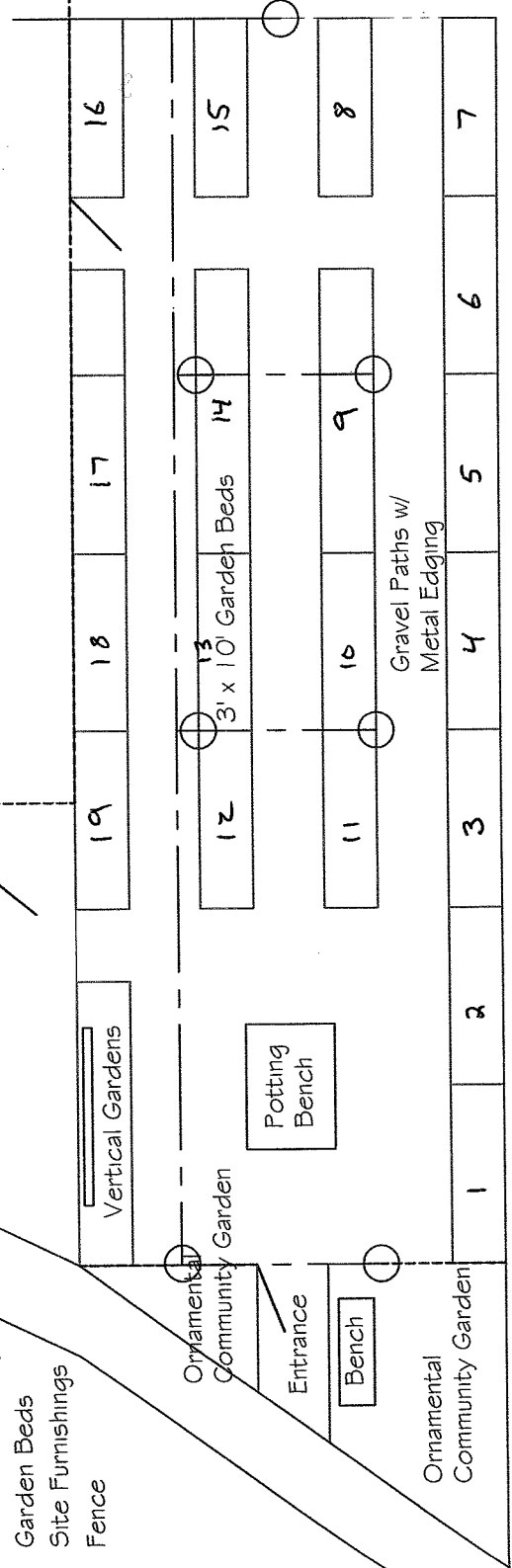
Potting  
Bench

Entrance

Bench

Gravel Paths w/  
Metal Edging

Ornamental  
Community Garden





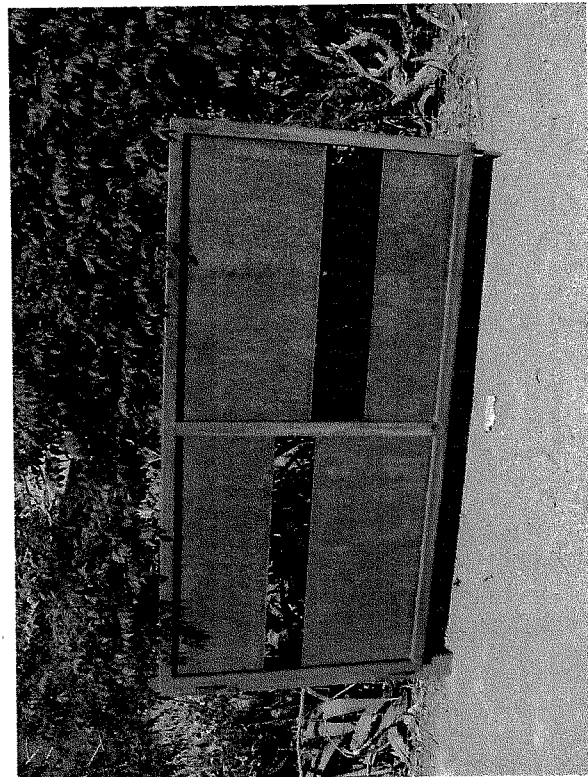
Bench



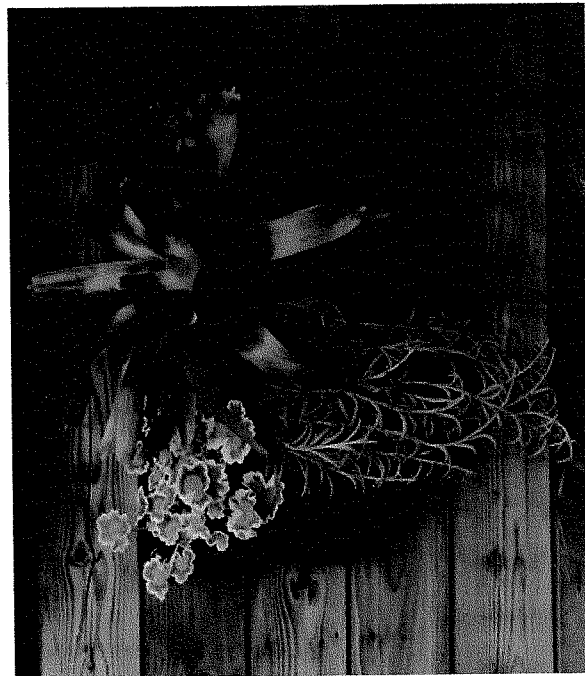
Simple Plantings for Community Garden



Simple Fence at Entry



Entry Gate



Wooly Pocket Vertical Garden





*Sample Potting Table/Bench*



*Sample "Green" Fencing/Barrier*



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LIMITED TIME OFFER

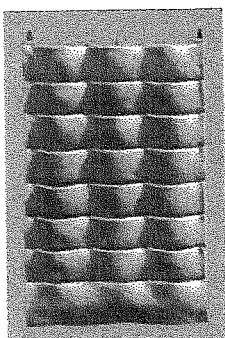
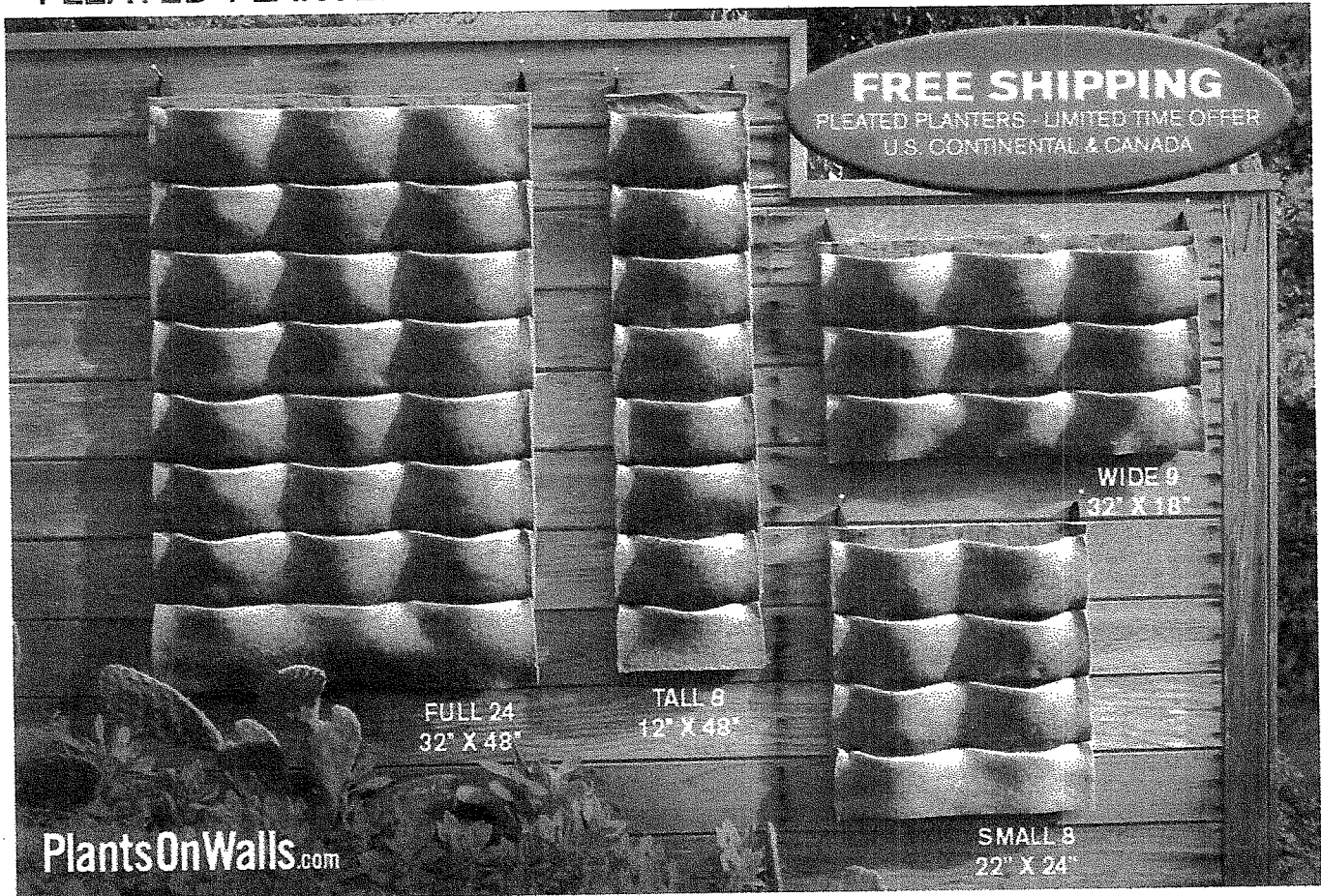
PLEATED PLANTER



ROOT WRAPPER



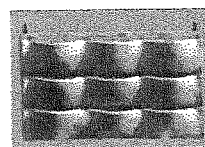
FLORAFRAME

HOME  
GALLERY  
VIDEOS  
CONTACT**PLEATED PLANTER** VERTICAL GARDEN PANELS**Full 24-Pocket**

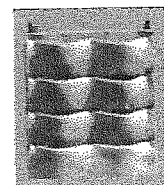
WEIGHT: 15-lbs  
(about 30-lbs planted)  
SIZE: 32" wide x 48" high  
x 2" deep

**Tall 8-Pocket**

WEIGHT: 7-lbs  
(about 20-lbs planted)  
SIZE: 12" wide x 48" high  
x 2" deep

**Wide 9-Pocket**

WEIGHT: 7-lbs  
(about 20-lbs planted)  
SIZE: 32" wide x 18" high  
x 2" deep

**Small 8-Pocket**

WEIGHT: 7-lbs  
(about 20-lbs planted)  
SIZE: 22" wide x 24" high  
x 2" deep



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

March 17, 2010

TYPE OF ITEM: **ACTION**

---

**ITEM: E.6.**                      **Approval of Resolution 2010-05 Designating the General Manager or Finance Director as Agents of the District for the Purpose of Obtaining Disaster Aid**

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

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

**Recommendation:**

Staff recommends the approval of Resolution 2010-05.

**Discussion:**

The State of California Office of Emergency Services requires that any non-state agency have a resolution on file indicating who its agents are, by title, in order to disburse disaster relief funds. The District is applying for disaster relief funds of approximately \$21,500 pertaining to damages and inspection costs resulting from the January 9, 2010 earthquake. The General Manager and Finance Director are named as authorized agents.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

The attached resolution is required to receive disaster relief funds of approximately \$21,500.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Resolution 2010-05.

**RESOLUTION 2010-05**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT APPOINTING THE GENERAL MANAGER AS THE DISTRICT AGENT TO SIGN APPLICATION FOR THE PURPOSE OF OBTAINING FEDERAL AND/OR STATE FINANCIAL ASSISTANCE UNDER THE CALIFORNIA DISASTER ASSISTANCE ACT**

**WHEREAS,** Government Code Section 8680.0 et seq. otherwise known as the California Disaster Act, is authorized to provide assistance to governmental agencies in the event of a disaster; and

**WHEREAS,** Government Code Section 61,000 et seq. defines the McKinleyville Community Services District as a Special District; and

**WHEREAS,** A Special District is hereby defined as a non-profit, self-governed public agency within the State of California, and comprised solely of public employees performing governmental rather than proprietary function; and

**WHEREAS,** McKinleyville Community Services District, hereinafter referred to as a Special District is an entity meeting the above definition;

**WHEREAS,** The District wishes to apply for funding assistance from the Disaster Assistance Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the McKinleyville Community Services District that THE GENERAL MANAGER or THE FINANCE DIRECTOR is hereby authorized to execute for and in behalf of the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, a public entity established under the laws of the State Of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P. L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and or state financial assistance under the California Disaster Assistance Act.

**THAT** the McKinleyville Community Services District, a public entity established under laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**PASSED AND ADOPTED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17<sup>th</sup> day of March 2010 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

**Helen Edwards, President of the  
Board of Directors**

**Attest:** \_\_\_\_\_  
**Sharon L. Denison, Secretary to the Board**



## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

Monthly Report

March 17, 2010

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

### **WATER AND SEWER BUDGET**

Revenues for water sales are within 2.03% of the budgeted amount for the fiscal year to date. This is consistent with the expected returned to a normal water usage pattern in the winter and spring months.

Sewer expenses are below the fiscal year to date budget by \$63,173. This is due to the seasonality of the District's sewer effluent testing requirements. In the summer months effluent is used to irrigate alfalfa fields adjacent to Fischer Road. In the winter months effluent is discharged in the Mad River which necessitates additional monitoring and lab testing costs which have not been invoiced to the District.

Water department wages are slightly higher (3.8%), and Sewer department wages are slightly lower (9.33%), than budgeted year to date. Full-time, permanent staff are budgeted with the assumption that 50% of each employee's working hours will be spent evenly between the water and sewer departments throughout the fiscal year. The allocation of manpower to daily tasks pertaining to either department is recorded based on the actual tasks performed.

### **PARKS AND RECREATIONBUDGET**

In December, 2009, the District received its first installment of secured property tax for the fiscal in the amount of \$254,558; and the first half of Measure B assessments in the amount of \$115,428. The balance will be received in April, 2010.

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

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

The District received correspondence from the public during February, 2010. The cost to the District for this is \$478.50 for February, 2010, bringing the total for the fiscal year to \$3,108.30.

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

Board Agenda Background: Department Report

March 11, 2010

**To:** MCSD Board

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

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

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

**Water Department:**

◇ **Water Statistics:**

**The district pumped 34 million gallons of water in February.**

**Five water quality complaints were investigated and rectified in February.**

**No service line leaks were reported or repaired in February.**

**One water service installation was completed in February.**

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

◇ **Double Check Valve Testing:**

**Routes 2, 3, and 4 testing was completed in February accounting for 57 devices.**

◇ **Capped Well Inspections:**

**As part of our cross connection control program, twice per year all inactive wells are inspected to ensure the cap is in place and within District Standards**

◇ **Fire Hydrant Maintenance:**

**Hydrant inspections and maintenance were completed in October and discrepancies discovered are addressed by severity or as time allows. During the Month of February clearing around hydrants and replacement of cracked concrete bases were addressed**

**New Construction Inspections:**

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

**Sewer Department:**

◇ **Waste Water Statistics:**

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

**37 million gallons of waste water were treated and discharged to the Mad River in February.**

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

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

◇ **Flow Monitoring:**

**Wet Weather flow monitoring of the sewer collection system has started and will continue throughout the winter. This biannual monitoring is conducted to collect data on inflow and infiltration and to monitor capacities in our sewer collection system.**

◇ **Sewer Lift Station Wet Well:**

**B Street and Fischer Sewer Lift Stations received their quarterly wet well wash downs. This maintenance removes grease and grit from the wet well and helps eliminate buildups of gas that will destroy the metal and concrete in the wet wells. Kelly Package Station cleanup of pumps and piping was conducted in February.**

◇ **Fischer Rd. Station Work Orders:**

**Various maintenance items were addressed including roof drain in radiator enclosure was repaired. Staff discovered the wet well blower was inoperative was disassembled and waiting to hear from manufacturer on replacement parts.**

◇ **Street Light Department:**

**Three streetlight problems were reported and repaired in February. Quarterly maintenance was conducted on the streetlights in Pierson Park and on Kristen Way.**

**Promote Staff Training and Advancement:**

**Weekly safety meetings were conducted.**

**Special Notes:**

**The Ramey Pump Upgrade Project went to bid in February after staff evaluated the final bid documentation. A site visit was provided for all interested Contractors so they would be able see the site. The dead line for the bids is March 6, 2010.**

**Staff completed the Job Application Packet and MCSD is advertising to fill a vacated position for a Utility Person to aid the Operations Department in the day to day operation of Water sewer and Streetlight facilities. The deadline for applications is March 6, 2010.**

**As a requirement of the District's NPDES permit staff must complete an annual report and file it with the Regional Board by March 1 of every year. The report is a recap of all the monthly data, information collected and other tabulated data that is not required to be reported on but collected throughout the year compiled in a tabular and graphical format.**

**During the installation of a gas service on Elm Ave. this week PG& E damaged an MCSD customer's sewer lateral. Staff responded to the report in a timely manner and repairs were affected on the damaged facility. PG& E utilized the Underground Service Alert system and the lateral was marked properly but still damaged during the excavation process. PG& E will be billed for time and material to repair the damage.**

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

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

**McKINLEYVILLE SKATE PARK:**

The McKinleyville Skate Park Committee is still working with Grindline to revise the design so that they can be re-submitted to the Board at a later date. They are also continuing their fundraising efforts. I received an email from a representative of the committee who said we should see the revised design sometime in April.

**McKINLEYVILLE LIBRARY EXPANSION PROJECT:**

Permits are ready to be picked up at the County and we will probably go out to bid sometime in April 2010.

**CALIFORNIA CONSERVATION CORPS (CCC):**

The CCC crew will be working at Hiller Sports Complex the week of April 12, 2010 in order to prep the fields and landscaping for the McKinleyville Little League Opening Ceremonies.

**SWAP CREW:**

The SWAP crews have been reinstated and have been working along Central Ave OSMZ. In addition, the SWAP crew has agreed to work an additional day per month as outlined in the Law Enforcement Facility Lease.

**HILLER PARK PLAYGROUND:**

The Hiller Park Playground was installed and we held a Grand Opening Field Dedication that was attended by MCSD staff and Board Members, and representatives from Coast Central Credit Union.

**MCSD OFFICE:**

MCSD's goal for this new landscaping is to "Lead by Example" by planting only native plants that will require little or no water. This is also in support of the Governors request for a 20 percent reduction in per capita water use statewide by 2020. On Saturday, March 13, 2010 at 10:00 am, Miller Farms will have a landscape architect present to have a discussion and do a demonstration on planting, and will also be available to answer any questions. We have invited community members to this free training opportunity.

**PONY EXPRESS DAYS:**

I have been meeting with the McKinleyville Chamber of Commerce to work out the details of this year's Pony Express Days at Pierson Park. The Chamber has authorized

a budget of \$500.00 for the Parks & Recreation Department to provide children's activities.

**PARK MAINTENANCE:**

I have received several applications for a Seasonal Laborer position. I will be reviewing applications and will start interviews in late March. This position will assist with the maintenance of parks, open space maintenance zones, and facilities.

**COMMUNITY SERVICE WORKERS:**

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

**GRAFFITI UPDATE:**

There was no graffiti reported during the last month.

**WORK EXPERIENCE (Cal Works PROGRAM)**

We now have four positions through the Cal Works program that are working with the Parks & Recreation 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, and workers compensation is also under the Counties umbrella. If MCSD hires an employee from this program, the County will pay for half their wages for the first year of employment.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

March 17, 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. Humboldt Bay Municipal Water District (HBMWD), Anticipated Rate Increase** – In a February meeting HBMWD provided three scenarios related to possible projected water rate increases that they are considering as follows:

HBMWD rate increase to MCSDs over the 2009/10 budget is \$21,258 in costs. This will result in a needed MCSD rate increase to customers of approximately 1.25%.

HBMWD rate increase to MCSD over the 2009/10 budget is \$102,291 in costs. This will result in a needed MCSD rate increase to customers of approximately 6.02%.

HBMWD rate increase to MCSD over the 2009/10 budget is \$167,118 in costs. This will result in a needed MCSD rate increase to customers of approximately 9.83%.

We will be bringing to the Board for consideration a rate increase proposal for a term of 5 years that is structured to allow a change in the MCSD rates based on the actual rate increases approved by HBMWD and passed along to MCSD.

**2. Library Expansion Project:** Final County permit completed and completed plans to be picked up and permit fees will be paid. The County permit fees are anticipated to be \$2,400. The Humboldt Library Foundation has agreed to donate and pay the permit fees up to \$2,000. After the next meeting with the Friends of the Library in Mid March we will proceed to finalize the bid documents and advertise the project for bid. The request for proposals is anticipated to be advertised by mid April.

**3. Emergency Response Planning:** Staff is completing the initial emergency response training online. Northern California Safety Consortium will be conducting additional emergency response training in mid April.

**4. Web Site Update:** Staff workgroup proceeding to enter initial information into website. A public Web site meeting will be scheduled for the first part of April. The new Web Site will be accessible via a link from our existing Web Site so that

the public can see the progress as it is being developed. This will allow an opportunity for input on the features as they are being developed.

## **5. Ramey Pump Station Improvements –**

MCSD proactively applied for a low interest 1% loan in the amount of \$165,100 through the American Reinvestment and Recovery Act grant funding for a portion of the funds needed for the Ramey Pump Station Upgrade. Limited low interest funding was available through this competitive program for energy savings related to the new pumps that will be installed. We were recently notified that MCSD was successful and approved from the pool of numerous applicants throughout the State.

Bid opening for the project occurred on March 5, 2010. A summary of the results for the bids received are as follows:

Wahlund Construction	\$864,468.00
Cal Electro	\$874,450.00
Mercer Fraser	\$882,700.00
Mountainside Construction	\$944,289.00
Pacific Infrastructure Group	\$999,400.00
Granite Construction	\$1,022,289.00

We received a Bid Protest immediately following the Bid opening and are currently evaluating it. We expect to bring an approval recommendation to the Board for approval in April.

**6. Emergency Water Line Bridge Crossing** – Met with City of Arcata to evaluate potential connection points and developing a cooperative agreement to supply water to each agency in case of an emergency if needed.

**7. NPDES Permit Compliance and 20-Year Facility Plan** – A public workshop to obtain input from the public on various future Waste Water Management Facility treatment and discharge alternatives will be discussed. The workshop is scheduled for April 7, 2010, 6:00 PM at Azalea Hall.

**8. Earthquake** – Cost recovery claim in the initial amount of approximately \$20,000 was submitted to OES on Friday March 12, 2010.

**9. No Drugs down the drain** – We will again participate in the printing of the message of “no drugs down the drain” on the prescription bags with Limas Pharmacy. A copy of the information that will be printed on the Pharmacy bags is attached.

**10. Hazardous Waste Collection Day** - Humboldt Sanitation has contacted us to determine if we would be interested in participating with them on a Hazardous Waste Collection day in the summer. When we have additional information we will bring this item back to the Board.







**McKinleyville Community Services District**  
1656 Sutter Road P. O. Box 2037 McKinleyville, CA 95519  
(707)839-3251 fax: (707)839-8456 e-mail: mcsd@mckinleyvillecsd.com

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February 26, 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 January 2010 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM.

The normal discharge of effluent was 31 day of discharge to the Mad River. The required monitoring and water quality constituents that were tested and were reported were in compliance.

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

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

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

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

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

Quarterly testing of M-001 and the Monitoring Wells were tested and reported.

**EXHIBITS:**

- A. January 2010 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, and quarterly monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet.
- C. River CFS and Discharge Dilution work sheet
- D. BOD and TSS work sheet.
- E. River Monitoring work Sheet for R-001 and R-002
- F. Backswamp Wetlands work sheet for R-003
- G. Hiller Wetland Monitoring work sheet for R-004 and R-005

- H. Acute Toxicity lab report
- I. Pollutants of Concern lab report
- J. Well Monitoring Data and Level Sheets

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

If you have any questions, please contact this office.

  
NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES  
FILE

# MCKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: JANUARY

YEAR: 2010

DATE	INFLUENT FLOW MGD	EFFLUENT FLOW MGD	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM		
					B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	CL <sub>2</sub> RES		SETTLABLE SOLIDS	
1	1.337	1.020	723	2630			7.0	11.3					1.7	0.0		
2	1.144	1.017	717	7610			7.0	11.6					1.1	0.0		
3	1.165	1.027	722	4670			7.2	10.6					4.0	0.0		
4	1.065	1.096	873	3710			6.7	10.5				26	3.2	0.0		<2
5	1.005	1.292	941	3200			6.8	11.1				28	1.5	0.0		
6	1.090	1.342	941	715			6.6	11.3				26	1.6	0.0		
7	1.081	1.205	952	931			7.1	11.6				30	1.8	0.0		
8	1.027	0.871	723	681	300	200	6.9	11.9	37	36		30	6.2	0.0	<0.1	
9	1.063	0.976	909	672			6.9	12.1					1.4	0.0		
10	1.117	1.261	889	640			6.9	11.8				30	1.8	0.0		
11	1.047	1.256	886	510			7.0	13.0				24	3.6	0.0		<2
12	1.200	1.332	982	611			6.9	13.1				28	3.5	0.0		
13	1.193	1.377	968	4370			6.9	13.5				28	3.2	0.0		
14	1.111	1.246	970	3080			6.9	12.3				28	3.3	0.0		
15	1.084	1.092	766	1850	270	260	7.0	13.1	48	52		32	3.2	0.0	<0.1	
16	1.112	1.156	847	1470			6.9	12.5					3.5	0.0		
17	1.125	1.212	850	1220			7.2	11.8					2.7	0.0		
18	1.213	1.278	935	1460			7.0	12.1				28	3.3	0.0		<2
19	1.313	1.431	1060	6730			7	11.9				28	3.5	0.0		
20	1.298	1.526	1098	7440			6.9	11.4				28	2.3	0.0		
21	1.300	1.487	1227	7680			6.9	11.8				26	2.5	0.0		
22	1.223	1.025	1094	5600	300	270	7.1	12.4	45	67		30	3.1	0.0	<0.1	
23	1.261	1.584	1114	4050			7.2	10.1					2.9	0.0		
24	1.303	1.610	1136	3250			7.2	10.3				28	2.9	0.0		
25	1.258	1.605	1128	3800			6.9	10.4				24	2.6	0.0		<2
26	1.350	1.571	1116	7600			7.2	10.3				26	2.8	0.0		
27	1.262	1.580	1129	6120			7	10.7				30	3.2	0.0		
28	1.191	1.244	1135	4120			7.0	11.5				32	1.2	0.0		
29	1.149	1.080	892	3270	250	340	6.9	11.0	23	31		32	3.9	0.0	<0.1	
30	1.274	1.483	1203	2870			6.9	11.1					1.0	0.0		
31	1.281	1.719	1207	2820			6.8	10.9					1.5	0.0		

## SPILLS:

None to report

DATE	TDS	AMMONIA	NITRATE	BORON
1/7/2010	260	28.0	ND	280

None to report

DATE	BOD	BOD	BOD	NFR	NFR	NFR
1/3/2010	38	332	86	47	404	82

30 DAY AVERAGE

DATE	Copper	Lead	Bis phthalate	aliph-BHC	4,4'-DDT	2,3,7,8-TCDD
1/3/2010	ND	ND	3	ND	ND	ND

Quantity Tests	Value in µg/l
Dichlorodimethane	0.1
Bromoforn	ND
Chlorodibromomethane	ND
Chloroforn	1.2

SIGNATURE:

REMARKS:

Rainbow Trout 1/5/2010  
C. dubia  
Indicates Permit Exceedance

DATE	% Survival
1/5/2010	100%
N/A	N/A

TESTED	SURVIVAL
Minnow	N/A
C. Dubia	N/A
Algae	N/A
TUc	

Total Coliform
Monthly
Median
<2
Daily
Maximum
<2