

**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, May 18, 2011
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 April 20, 2011 Pg. 5
- D.2 Consider approval of April, 2011 Treasurer's Report Pg. 11
- D.3 No DCV Violations this month

- D.4 Consider Approval of the Sewer System Management Plan (SSMP) Pg. 28
- D.5 Consider approval of the Summer Newsletter and Recreation Activity Guide Pg. 130
- D.6 Consider approval of Senior Center Lease Agreement Pg. 147
- D.7 Consider approval of mainline extension agreements for Fudali and McKinleyville Middle School Pg. 160

E. CONTINUED AND NEW BUSINESS

- E.1 Resolution 2011-09 to honor Cheryl Malin upon her retirement from MCSD Pg. 165
- E.2 Present Community Builder Award to the McKinleyville Press Pg. 167
- E.3 Update on the recently renewed National Pollution Discharge Elimination System (NPDES) and status of 20-year facility planning process for the Waste Water Management Facility (WWMF) Pg. 169
- E.4 Update on the recently prepared growth projections for the MCSD Service area and the Humboldt County Notice of Preparation (NOP) for the proposed multi-family property rezoning. Review service analysis approach for assessing impacts Pg. 171
- E.5 Review and approval of proposal to conduct an independent evaluation, analysis, and review MCSD's current utility user rate structures in order to develop an equitable system of utility rates that recover the District's costs of providing service Pg. 215
- E.6 In connection with potential acquisition of property from the McKinleyville Union School District (MUSD) at/near Washington Avenue and School Road in McKinleyville, California, consider and enter finding that existing public lands in the vicinity of the MUSD property are inadequate to meet the existing and foreseeable needs of the community for playgrounds, playing fields, or other outdoor recreational and open space purposes pursuant to California Education Code Section 17492. Pg. 229
- E.7 Adopt a plan for the purchase of the McKinleyville Union School District (MUSD) property at/near Washington Avenue and School Road in McKinleyville, California, pursuant to California Education Code Section 17493. Pg. 231
- E.8 Revise District's Water Leak Adjustment Policy Pg. 234

- E.9 Decide parameters for November Board of Directors election Pg. 238
E.10 Consider approval of Fiscal Year 2011/2012 Budget Pg. 243

F. REPORTS

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

F.1. ACTIVE COMMITTEE REPORTS

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

F.2. STAFF REPORTS

- a. Support Services Department (Steve Edmiston) Pg. 276
- b. Operations Department (Greg Orsini) Pg. 280
- c. Parks and Recreation Department (Jason Sehon) Pg. 282
- d. General Manager (Norman Shopay) Pg. 285

F.3. PRESIDENT'S REPORT

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

G. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

H. CLOSED SESSION DISCUSSION

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

NO CLOSED SESSION SCHEDULED

I. ADJOURNMENT

Posted 5:00 pm on Friday May 13th, 2011

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, APRIL 20, 2011 AT 7:00PM AT AZALEA HALL,
1620 PICKETT ROAD, MCKINLEYVILLE**

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

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

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

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

At 7:00pm Vice-President Mayo called the meeting to order and announced that he would be chairing the meeting tonight as President Edwards had some vision issues. President Edwards and Directors Corbett, Couch, and Wennerholm were in attendance. There were no additions to the Agenda, however Staff made a request to pull Items E.12 & H.1 from the agenda. Director Wennerholm led the pledge of allegiance.

AGENDA ITEM B-APPROVAL OF THE AGENDA:

MOTION: It was moved to approve the balance of the agenda. Motion by Corbett; second by Edwards.

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM C-PUBLIC HEARINGS-none

AGENDA ITEM D-CONSENT CALENDAR:

1. Consider approval of minutes of the Board of Directors' Regular Meeting of March 16, 2011
2. Consider approval of March 2011 Treasurer's Report
3. DCV Violations this month
4. Consider Approval of minutes of the Board of Directors' Special Meeting of March 17, 2011

MOTION: It was moved to approve consent calendar items D1 through D4. Motion by Corbett; second by Wennerholm.

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

(In accordance w/Robert's Rules of Order, 10th 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".)

AGENDA ITEM E.1-MCSD'S BIRTHDAY WAS ON APRIL 7th. WE ARE 41: Park and Recreation Director Sehon explained that as of April 7, 2011 the District turned 41 years old. He introduced MCSD employee Jason Patton who gave a brief PowerPoint presentation to cover the history of the District since initial formation and highlight the major milestones and some of the recent accomplishments of the District. Vice-President thanked Jason Patton for the presentation.

AGENDA ITEM E.2- CONSIDER APPOINTING ONE NEW ALTERNATE MEMBER TO THE RECREATION ADVISORY COMMITTEE (RAC):

MOTION: It was moved to approve the appointment of Larry Hourany as an alternate member to the Recreation Advisory Committee. Motion by Couch; second by Wennerholm

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.3-DETERMINE IF THE MCSD BOARD DESIRES TO PLACE ON A FUTURE AGENDA AN ITEM FOR THE RECONSIDERATION OF THE PREVIOUS MCSD BOARD DECISION THAT APPROVED THE BEAU PRE HEIGHT DEVELOPMENT PROJECT FOR 80 RESIDENTIAL UNITS: A representative from developer Danco Group addressed the Board to explain that the Planning Commission was asking them for a denser development and requested they come back to the MCSD Board for consideration. Four members of the public addressed the Board and all supported 80 units and following the McK Area Plan.

MOTION: It was moved to accept staff recommendations to re-affirm previous Board action that rejected the proposal for 208-274 units and limited development to 80 units. Motion by Edwards; second by Corbett.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.4-DISCUSS CONCEPT OF HAVING THE HUMBOLDT COUNTY BOARD OF SUPERVISORS INDORSE/REFORM/AGREE/CONTINUE THE MCKINLEYVILLE ADVISORY COMMITTEE (MAC): General Manager Shopay reported that the County had expressed interest in the concept of a McKinleyville Advisory Committee and that 5th District Supervisor Ryan Sundberg and Planning Director Kirk Girard were present to address the Board tonight and answer questions and concerns. Mr. Sundberg spoke in support of a MAC. There was concern expressed by staff and the Directors that a MAC would be advisory only and thus the District would have reduced impact and control over any outcome. After much Board discussion Vice-President Mayo opened public input and seven people addressed the Board. Five people were in support of the concept, one person had questions on how it would work and one person expressed concern with pursuing this when MCSD has no planning powers. The Board discussed the proposal at length after which President Edwards, Director Corbett and Director Couch volunteered to serve as Board appointees on a MAC if this was the direction the Board decided to pursue.

MOTION: It was moved to approve staff recommendation to support the general concept of participating in a MAC, but postpone a final decision until more information and details can be brought back to the Board, with direction given to General Manager Shopay to work out the details of appointments and formation. Motion by Wennerholm; second by Couch.

(In accordance w/Robert's Rules of Order, 10th 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".)

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

MOTION SUMMARY: Motion Passed-3 AYES; 2 NAYS

(President Edwards and Director Corbett stressed that they supported the concept but not asking General Manager Shopay to handle the Board appointments and details of the process).

AGENDA ITEM E.5-DISCUSS TEMPORARILY POSTPONING APPOINTING COMMUNITY MEMBERS TO THE MCSD AREA PLANNING COMMISSION FORMATION COMMITTEE: There was a brief Board discussion and no public input on this item.

MOTION: It was moved to approve staff recommendations to appoint two (2) Board members to look into the formation of an APC or MAC and steps needed to create a charter. Motion by Edwards; second by Corbett.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

After a brief discussion Vice-President Mayo appointed President Edwards and Director Corbett to the area planning commission formation committee.

AGENDA ITEM E.6-DISCUSSION REGARDING POTENTIAL TALKING POINTS THE BOARD WOULD LIKE TO REQUEST THAT HUMBOLDT COUNTY PLANNING DEPARTMENT DISCUSS AT A FUTURE MCSD BOARD MEETING:

AGENDA ITEM E.7-DISCUSSION REGARDING POTENTIAL TALKING POINTS THE BOARD WOULD LIKE TO REQUEST THAT THE CALIFORNIA DEPARTMENT HOUSING AND COMMUNITY DEVELOPMENT TO DISCUSS AT A FUTURE MCSD BOARD MEETING:

(These two items were discussed in tandem) General Manager Shopay reported that he had been in contact with California Department of Housing and Community Development, Humboldt County Association of Government, and County Planning and that all of the agencies had agreed to give a presentation at a scheduled Board meeting. He explained that he had brought this back to the Board following last month's meeting for discussion of the range of topics and type of presentation. It was Board consensus to schedule all three agencies at the same time and to start discussion with the State perspective first, HCOAG next and Humboldt County Planning last. The Board discussed their ideas on topics after which Vice-President Mayo opened public input and seven people addressed the Board to comment. Six were in favor of proceeding on this and one person expressed concern that MCSD has no purview in planning. The Board directed staff to contact the agencies to schedule a meeting date agreeable to all and to report back to the Board on the schedule and in the interim to allow the public to submit their questions either in writing or by posting them on the District web-site.

AGENDA ITEM E.8-CONSIDER AMENDING BUDGET AUTHORITY AND AUTHORIZATION OF EARLY PAYMENT OF THE FINAL OBLIGATION TO WEST AMERICA BANCORP:

MOTION: It was moved to approve amendment of the FY-11 budget authority to allow the final payment of the obligation to WestAmerica Bancorp in advance of the end of FY-2011. Motion by Edwards; second by Corbett.

(In accordance w/Robert's Rules of Order, 10th 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".)

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.9-REVIEW PRELIMINARY DRAFT WATER/SEWER AND STREETLIGHT 2011/2012

BUDGET: Finance Director Edmiston introduced this item and briefly reviewed the draft summary budget. He explained that the anticipated deficit in the water budget does not include rate adjustments that need to be considered to cover cost increases charged by HBMWD. There was a brief Board discussion and no public input on this item. Director Corbett expressed concern regarding the water rates and felt a rate study and adjustment is needed to close the gap.

AGENDA ITEM E.10-CONSIDER NOMINATION OF J. BRUCE RUPP TO THE ACWA HBA BOARD OF DIRECTORS:

MOTION: It was moved to adopt Resolution 2011-08 in support of the nomination of J. Bruce Rupp to the Association of California Water Agencies Health benefits Authority (ACWA HBA) Board of Directors. Motion by Couch; second by Wennerholm

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.11-REVIEW OF INITIAL BID RESULTS FROM THE RFP FOR THE EMERGENCY WATER LINE IN THE MAD RIVER BRIDGE. APPROVE AND EXECUTE CONTRACT AND AUTHORIZE FUNDS TO COMPLETE PROJECT: Operations Director Orsini reviewed the bid results and staff recommendations.

MOTION: It was moved to approve staff recommendations:

1. Approve a total expenditure not to exceed \$246,073.00
2. Enter into an agreement with Golden State Bridge to construct the Emergency Water Line Upgrade Project for a cost of \$128, 703.00.
3. Approve up to \$95,000 for purchase of expansion couplings and precast pipe supports.
4. Approve a 10% project contingency amount up to \$22,370.00

Motion by Corbett; second by Edwards.

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

MOTION SUMMARY: Motion Passes-5 AYES; 0 NAYS

AGENDA ITEM E.12-CONTINUED BUSINESS ITEM: STATUS REPORT REGARDING NEGOTIATIONS FOR ACQUISITION OF REAL PROPERTY PARCEL LOCATED AT 1414 FISCHER ROAD, MCKINLEYVILLE, CALIFORNIA AND FOLLOWING RELATED ITEMS:

- (a) Summary report of MCSD efforts to pursue purchase of subject real property parcel following Board action to seek purchase on or about February 17, 2010:
- (b) Persons appointed to serve as the McKinleyville Community Services District's negotiator(s) following Board action on or about February 17, 2010: 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;

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

- (c) **Persons with whom MCSD's appointed negotiator(s) may negotiate pursuant to Board action on or about February 17, 2010; Fernando Lourenco and Jorge Lourenco; and Jill MacDonald**

THIS ITEM WAS PULLED FROM THE AGENDA AS ANNOUNCED AT THE BEGINNING OF TONIGHT'S MEETING

AGENDA ITEM F-REPORTS:

F1a-RAC: Director Couch reported that they had met and were focused on the Park & Recreation Master Plan update.

F1b-McK Area Fund: President Edwards reported that they had met and awarded 5 grants to local groups and would be meeting again later this month and would be awarding a scholarship.

F1c-RREDC: Director Wennerholm briefly reviewed the topics of discussion at the last meeting.

F1d-McK Senior Center: Director Wennerholm reviewed the report he received from the last senior meeting and added he had not been invited.

F1e-Audit: No report was given.

F1f-Water Task Force: Director Mayo reported he had received a synopsis on a report from the planning process and they were addressing two key issues: infrastructure and loss of the Mill as the largest water customer. He added they planned to meet to discuss these key issues and he would report on that and may be requesting an agenda item in the future.

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

F1h-Humboldt County Advisory: No report was given.

F2a-Support Services Department: Finance Director Edmiston had nothing to add to his written report.

F2b-Operations Department: Operations Director Orsini reported that staff had just received news that the State Board had accepted the District's new water discharge permit. He added that this should substantially lower testing costs and this was not reflected in the budget draft.

F2c-Park & Recreation Department: Park and Recreation Director Sehon reported that the Pony Express banners had been installed on Central Avenue and added that banners had been ordered for the street light poles in Pierson Park.

F2d-General Manager: General Manager Shopay had nothing to add to his written report.

F3-President's Report: No report was given.

F4-Board Members comments, Announcements and Reports: No comments were made.

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: Vice President Mayo opened public input and the four people addressed the Board with their comments and concerns:

At 10:18pm Vice-President Mayo adjourned the regular meeting for a short break prior to closed session discussion. By public request Vice-President Mayo opened public input prior to adjournment for closed session items and both David & Penny Elsebusch expressed their concern that litigation was not described, that legal counsel is present and that this was done in closed session.

(In accordance w/Robert's Rules of Order, 10th 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".)

AGENDA ITEM H-CLOSED SESSION DISCUSSION: At 10:25, after clearing the room the Board went into closed session for discussion of Item H2-Conference with Legal Counsel-Anticipated Litigation. (Item H1 was removed from the agenda at the beginning of the meeting).

Time Out of Closed Session: The Board came out of closed session at 10:40PM and Vice President Mayo announced that the decision was unanimous to reject the claim from Mr. Lurtz for the property damage caused by the Saint Maru water leak.

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 10:41pm. Motion by Edwards; second by Corbett.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Sharon L. Denison,
Board Secretary

(In accordance w/Robert's Rules of Order, 10th 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".)

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: D.2. Consider Approval of April, 2011 Treasurer's Report

PRESENTED BY: Steven Edmiston, Finance Director

TYPE OF ACTION: Voice Vote – Consent Calendar

Recommendation:

Staff Requests the Board accept the April, 2011 Treasurer's Report as presented.

Discussion:

The April, 2011 Treasurer's Report is attached.

Alternatives:

Take no action.

Fiscal Analysis:

See attached April, 2011 Treasurer's Report.

Environmental Requirements:

Not applicable

Exhibits/Attachments

April, 2011 Treasurer's Report.

**McKinleyville Community Services District
Treasurer's Report
April 2011**

Page 2	Investments and Cash Flow Report
Page 3	Capital Expenditure Report
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 12	Consolidated Balance Sheets
Page 13	Debt Summary
Page 14	Cash Disbursement Report

McKinleyville Community Services District
Investments and Cash Flow Report
April 2011

General Disbursement and Money Market Account:

Beginning Balance		64,203.86	
Utility Billing (inc. \$41,757.52 in CC, EFT, web pay)	204,115.03		
New Services & Capacity Fees: Water	430.00		
New Services & Capacity Fees: Sewer	1,761.00		
Money Market Account Interest	42.92		
Other Cash Receipts	37,943.21		
Transfer from Humboldt Co. #2560	<u>300,000.00</u>		
 Total Cash Receipts		 544,292.16	
Cash Expenditures:			
Payroll, Taxes, etc.	(161,843.27)		
Capital Expenditures	(172,626.13)		
Debt Service	(4,644.48)		
Other Expenditures	<u>(43,648.82)</u>		
 Total Cash Expenditures		 (382,762.70)	 Estimated Annual Interest Rate
Total Cash in Umpqua Bank		225,733.32	0.64%
Petty Cash & Change Funds		940.00	
Investment Funds:			
LAIF	126,926.76		
Interest Income	<u>158.79</u>		
Balance in LAIF		127,085.55	0.54%
 Humboldt Co. #2560 - Beginning Balance	715,439.22		
Interest Income	813.62		
Secured Property Tax & Measure B Assessment	300,197.89		
Transfer to Operating Account	<u>(300,000.00)</u>		
Balance in Humboldt Co. #2560		716,450.73	1.30%
 Humboldt Co. #4240 - Beginning Balance	5,176,902.09		
Interest Income	5,608.31		
Transfer from Fund #2560	<u>0.00</u>		
Balance in Humboldt Co. #4240		5,182,510.40	1.30%
 Balance in Humboldt Co. #9390		110,584.48	
 USDA Bond Reserve Fund	135,421.45		
Bond Reserve Payment	7,500.00		
Interest Income	22.43		
Debt Service Payment	<u>0.00</u>		
Balance in USDA Reserve Funds		142,943.88	0.21%
 Total Investments		 6,279,575.04	
Total Cash and Investments		6,506,248.36	
Total Cash and Investments Last Month		<u>6,330,417.86</u>	
 Net Change to Cash and Investments This Month		 <u>175,830.50</u>	
Recap:			
Cash and Cash Equivalents		5,692,978.82	
Davis-Grunsky Loan Reserve		592,110.66	
Waste Water Capital Reserve		96,555.00	
USDA Bond Reserve Fund		142,943.88	
Market Valuation Account		<u>(18,340.00)</u>	
 Total Cash and Investments:		 <u>6,506,248.36</u>	

McKinleyville Community Services District
Capital Expenditure Report
April 2011

	April	YTD Total	FY 11 Budget	Remaining Budget	Budget %
Water Department					
Ramey Pump Upgrades	96,673	812,558	1,100,000	287,442	26%
Emergency Water Line River Crossing	-	1,030	200,000	198,970	99%
Murray Road Tank	-	-	80,000	80,000	100%
Meter Replacements	64,932	72,214	65,000	(7,214)	-11%
Emergency Water Supply	-	-	45,000	45,000	100%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Misc. Replacements	-	4,569	9,000	4,431	49%
Subtotal	161,605	890,371	1,519,000	628,629	41%
Sewer Department					
WWMF Upgrade and Capital Maintenance	4,556	56,259	113,000	56,741	50%
NPDES Permit	4,627	57,197	80,000	22,803	29%
Industrial Discharge Permit	-	4,025	25,000	20,975	84%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Meter Replacements	-	-	20,000	20,000	100%
Misc. Replacements	798	14,328	24,000	9,672	40%
Subtotal	9,981	131,809	282,000	150,191	53%
Water and Sewer Operations					
Dump Truck	-	-	20,000	20,000	100%
Air Compressor	-	16,879	17,000	121	1%
3/4 or 1 Ton Pickup	-	55,612	59,000	3,388	6%
Emergency Response Equipment and Supplies	-	5,200	6,000	800	13%
Office, Corperation Yard and Shops	-	616	36,000	35,384	98%
Computer Replacement and Upgrades	-	16,397	41,000	24,603	60%
Small Equipment & Other	-	28,986	41,000	12,014	29%
Streetlight Pole Replacements	-	-	7,000	7,000	100%
Subtotal	-	123,690	227,000	103,310	46%
Enterprise Fund Total	171,586	1,145,870	2,028,000	882,130	43%
Parks and Recreation Department					
Projects contingent upon grant funding	-	-	4,379,000	4,379,000	100%
Projects funded by Quimby/Other Funds	-	14,643	185,000	170,357	92%
Other Parks Projects & Equipment	1,040	20,587	65,000	44,413	68%
General Fund Total	1,040	35,230	4,629,000	4,593,770	99%
All Funds Total	172,626	1,181,100	6,657,000	5,475,900	82%

McKinleyville Community Services District
Activity Summary by Fund
April 2011

Department Summaries

Water:

Water Sales
Other Water Revenues

Total Operating Revenue

Salaries & Benefits
Water Cost
Other Expenses
Depreciation

Total Operating Expenses

Net Operating Income
Interest Income
Interest Expense

Net Income (Loss)

Sewer:

Sewer Service Charges
Other Sewer Revenues

Total Operating Revenue

Salaries & Benefits
Other Expenses
Depreciation

Total Operating Expenses

Net Operating Income
Interest Income
Interest Expense

Net Income (Loss)

Enterprise Funds Net Income (Loss)

April	FY10 YTD	YTD Budget	YTD Variance	YTD Budget	YTD Variance	%	% Year Remaining:		Notes
							FY10 Budget	Remaining Budget	
119,048	1,326,115	1,656,583	(330,468)			-19.95%	1,987,900	(661,785)	Water sales continue to be below expectations.
9,923	156,429	115,572	40,857			35.35%	138,686	17,743	
128,971	1,482,544	1,772,155	(289,611)			-16.34%	2,126,586	(644,042)	-30.29%
62,392	584,491	593,779	9,288			1.56%	712,535	128,044	17.97%
50,304	520,071	524,900	4,829			0.92%	629,880	109,809	17.43%
23,512	233,172	265,578	32,406			12.20%	318,693	85,521	26.83%
19,000	190,000	190,000	-			0.00%	228,000	38,000	16.67%
155,208	1,527,734	1,574,257	46,523			2.96%	1,889,108	361,374	19.13%
(26,237)	(45,190)	197,898	(243,088)				237,478	(282,668)	
2,475	27,976	40,833	12,857			31.49%	49,000	21,024	42.91%
(4,487)	(46,282)	(72,565)	26,283			-36.22%	(87,078)	(40,796)	46.85%
(28,249)	(63,496)	166,166					199,400		
117,765	1,195,617	1,198,287	(2,670)			-0.22%	1,437,944	(242,327)	-16.85%
5,459	196,397	243,871	(47,474)			-19.47%	292,645	(96,248)	-32.89%
123,224	1,392,014	1,442,158	(50,144)			-3.48%	1,730,589	(338,575)	-19.56%
59,735	595,596	593,779	(1,817)			-0.31%	712,535	116,939	16.41%
25,231	311,878	450,145	138,267			30.72%	540,174	228,296	42.26%
34,000	340,000	340,000	-			0.00%	408,000	68,000	16.67%
118,966	1,247,474	1,383,924	136,450			9.86%	1,660,709	413,235	24.88%
4,258	144,540	58,234	86,306				69,880	74,660	
3,259	33,901	45,833	11,932			26.03%	55,000	21,099	38.36%
(6,065)	(65,455)	(53,772)	(11,683)			21.73%	(64,526)	929	-1.44%
1,452	112,986	50,295					60,354		
(26,797)	49,490	216,461					259,754		

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

Interest income is below projections due to depressed rate pressures.

McKinleyville Community Services District

Activity Summary by Fund

April 2011

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)

April	FY10 YTD	YTD Budget	YTD Variance	YTD Budget	YTD Variance	%	% Year Remaining:	
							FY10 Budget	Remaining Budget
18,862	217,439	274,422	(56,983)	(56,983)	-20.76%		329,306	(111,867)
3,461	51,001	52,000	(999)	(999)	-1.92%		62,400	(11,399)
211,898	464,620	433,333	31,287	31,287	7.22%		520,000	(55,380)
88,300	206,769	178,333	28,436	28,436	15.95%		214,000	(7,231)
-	12,000	3,649,167	(3,637,167)	(3,637,167)	-99.67%		4,379,000	(4,367,000)
7,032	63,641	230,147	(166,506)	(166,506)	-72.35%		276,176	(212,535)
910	10,420	16,667	(6,247)	(6,247)	-37.48%		20,000	(9,580)
330,463	1,025,890	4,834,069	(3,808,179)	(3,808,179)	-78.78%		5,800,882	(4,774,992)
60,672	607,915	667,323	59,408	59,408	8.90%		800,787	192,872
23,657	233,164	182,618	(50,546)	(50,546)	-27.68%		219,141	(14,023)
-	127,881	213,128	85,247	85,247	40.00%		255,754	127,873
-	30,121	3,857,500	3,827,379	3,827,379	99.22%		4,629,000	4,598,879
84,329	999,081	4,920,569	3,921,488	3,921,488	79.70%		5,904,682	4,905,601
246,134	26,809	(86,500)					(103,800)	
6,685	70,814	66,667	4,147	4,147	6.22%		80,000	(9,186)
6,415	32,819	29,868	(2,951)	(2,951)	-9.88%		35,841	3,022
3,194	31,685	63,526	31,841	31,841	50.12%		76,231	44,546
-	11,547	19,248	7,701	7,701	40.01%		23,098	11,551
9,609	76,051	112,642	36,591	36,591	32.48%		135,170	59,119
(2,924)	(5,237)	(45,975)					(55,170)	
243,210	21,572	(132,475)					(158,970)	

Programs are seasonal in nature and will increase as summer approaches.

The balance of property tax and measure B assessments were collected in April, 2011.

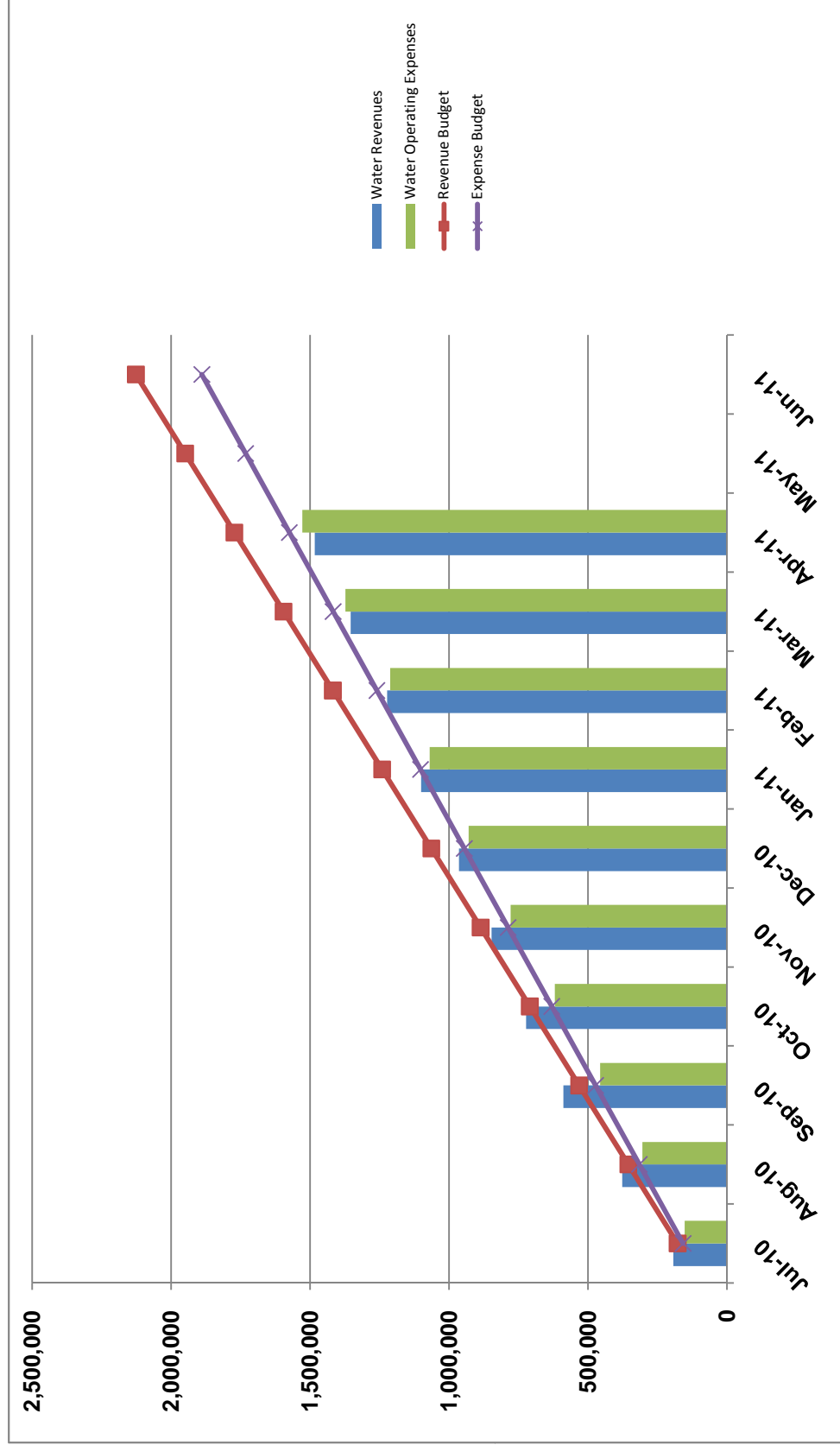
Other expenditures were higher in April due to the Measure B and prop 218 compliance costs.

Principal and interest payment on outstanding debt was made in July, 2010. The balance will be paid in June, 2011.

Principal and interest payment on outstanding debt was made in July, 2010. The balance will be paid in June, 2011.

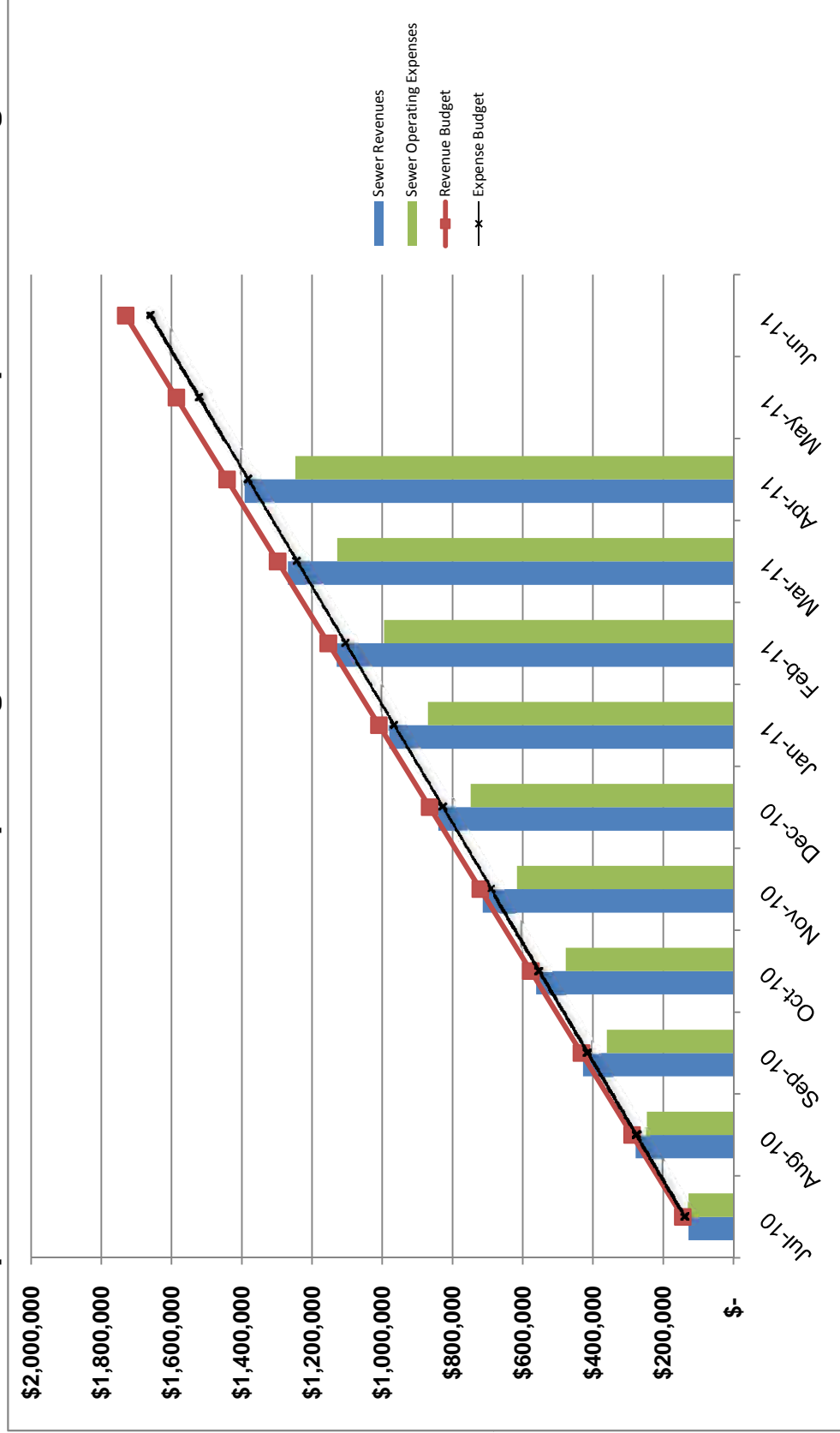
McKinleyville Community Services District April 2011

Comparison of Water Fund Operating Revenues and Expenses to Budget



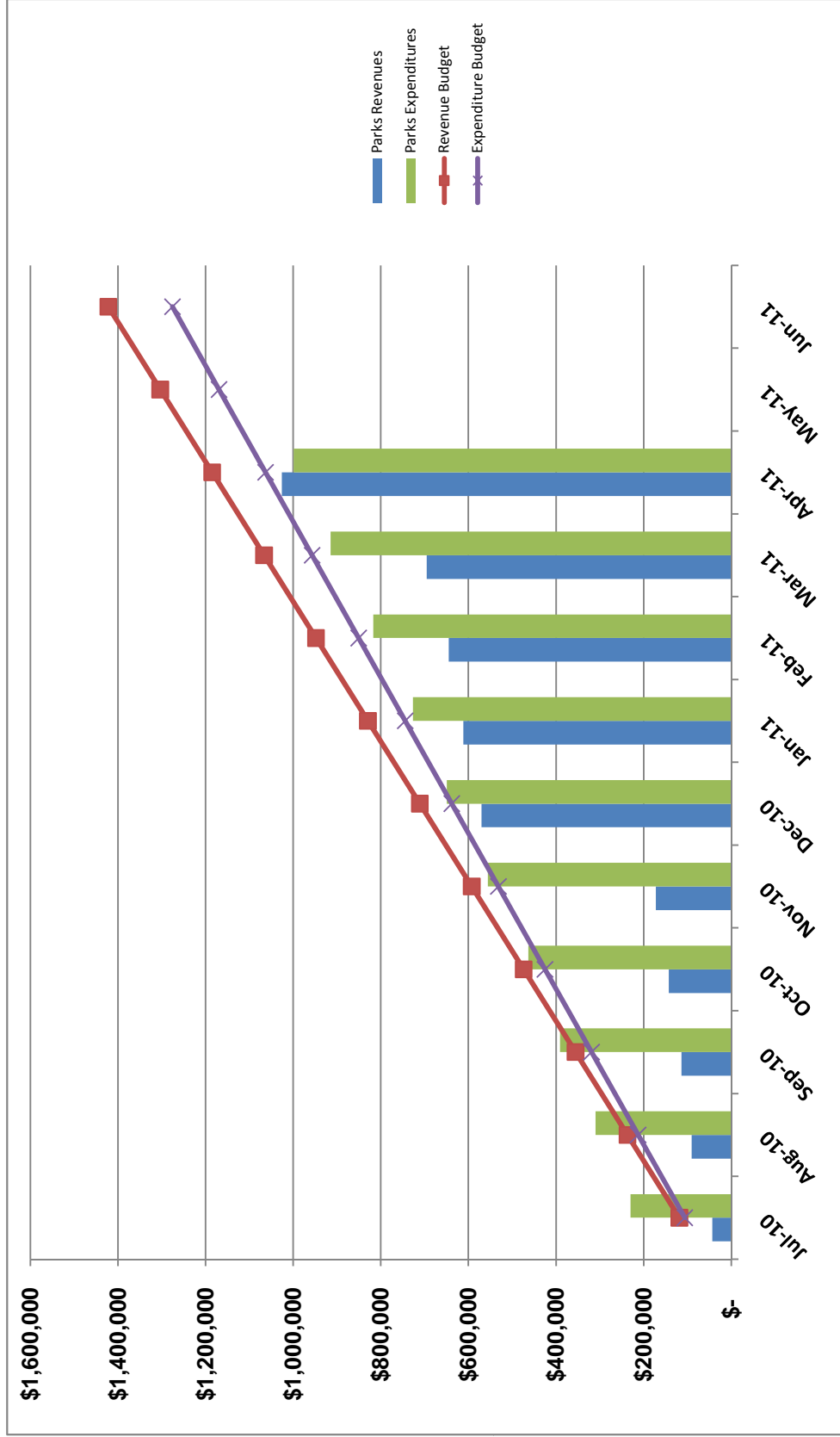
McKinleyville Community Services District April 2011

Comparison of Sewer Fund Operating Revenues and Expenses to Budget



McKinleyville Community Services District April 2011

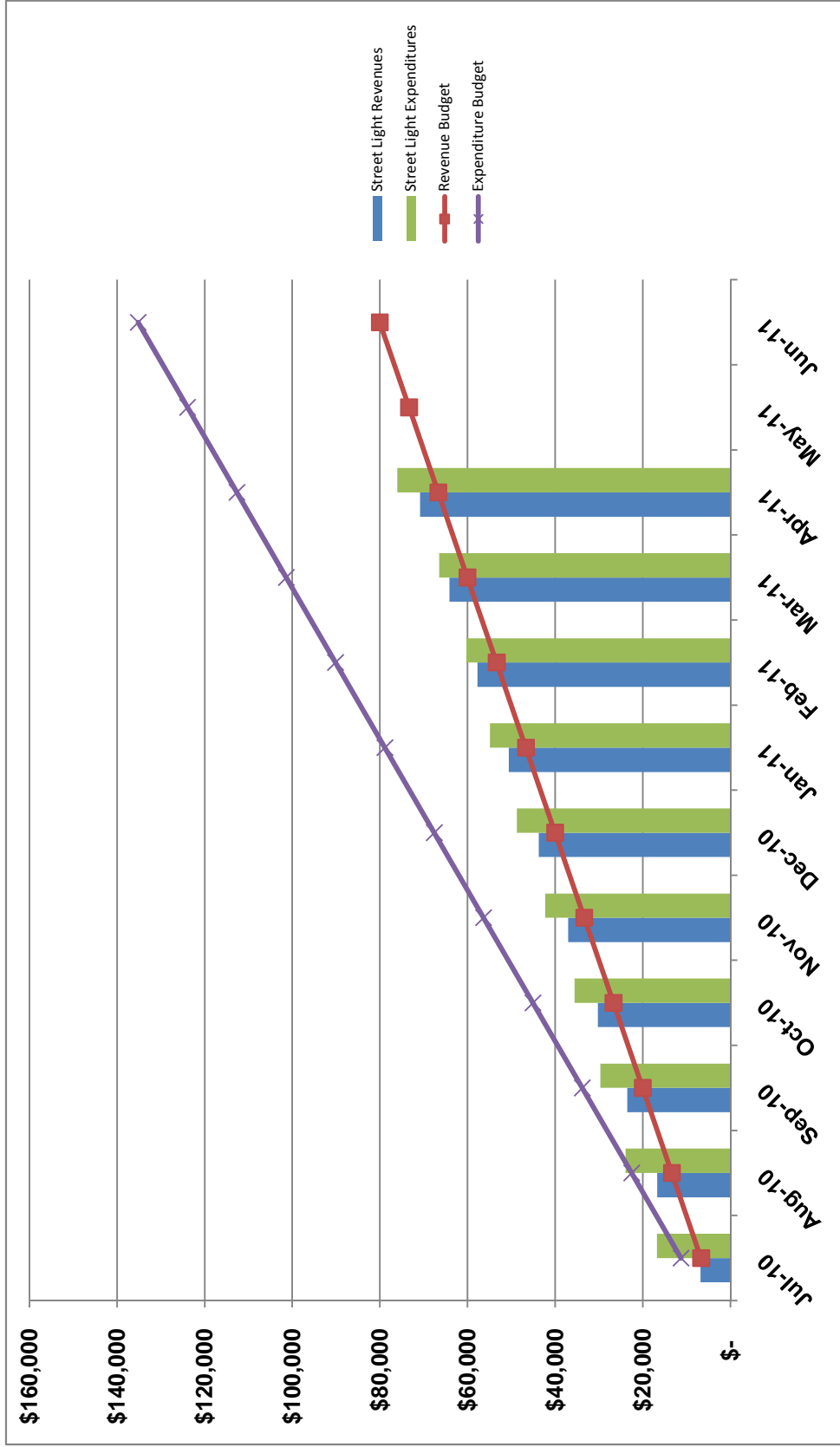
Comparison of Parks Operating Revenues and Expenditures to Budget



Note - Excludes effects of grant funded activities.

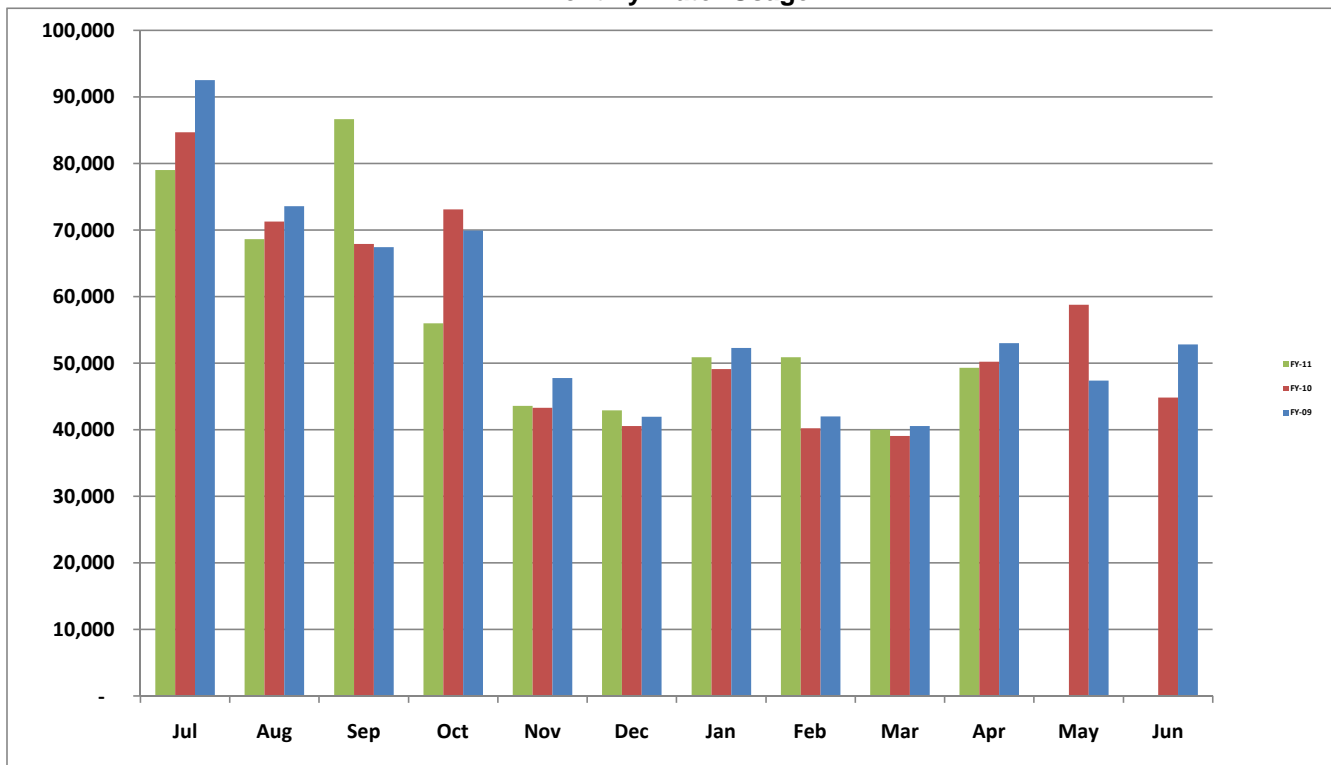
McKinleyville Community Services District April 2011

Comparison of Street Light Fund Revenues to Budget

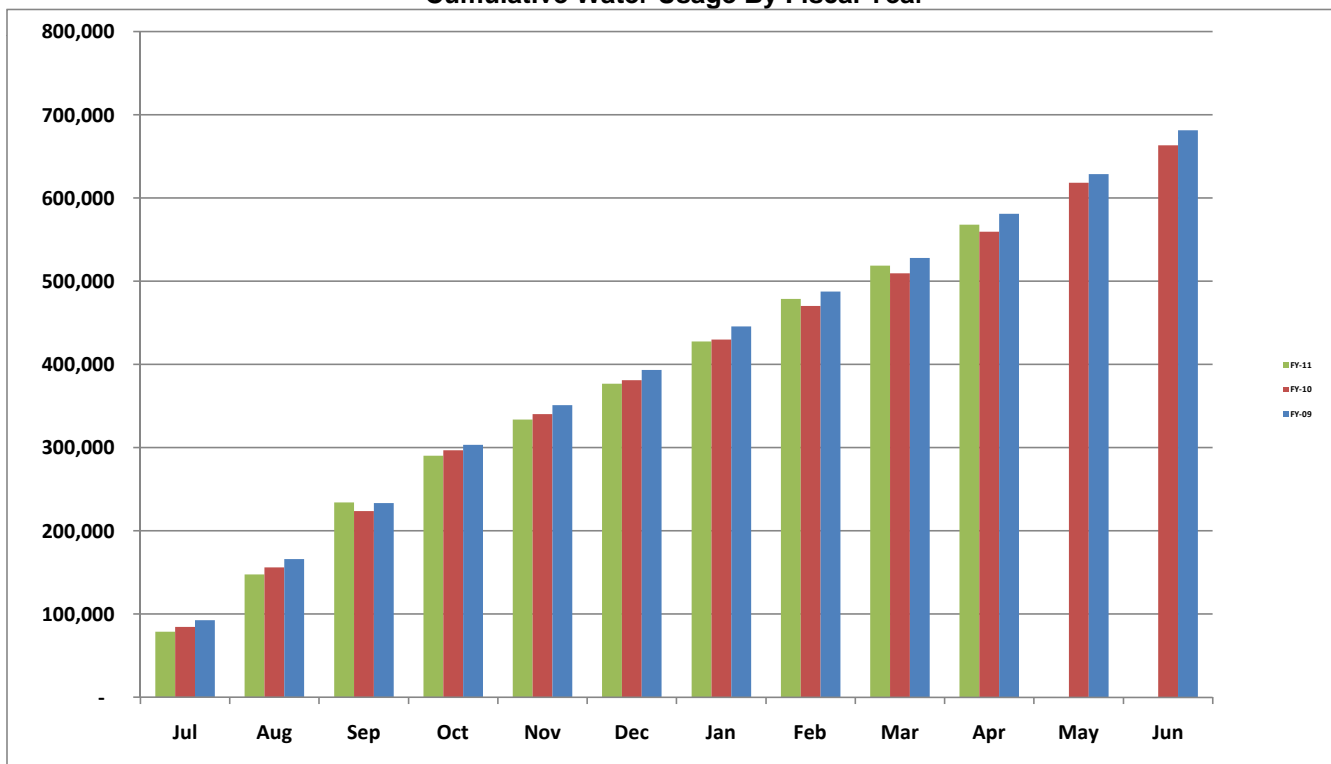


McKinleyville Community Services District Analysis of Water Volume Usage by Fiscal Year

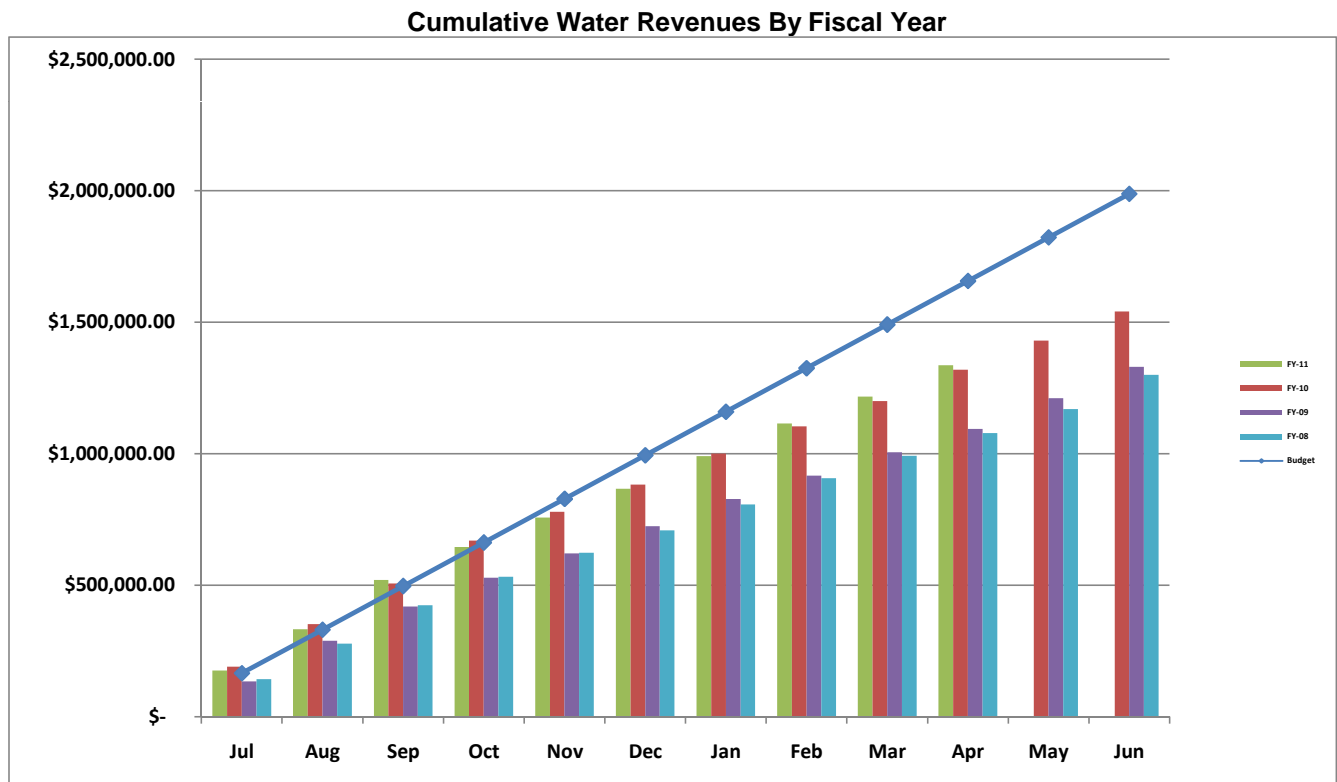
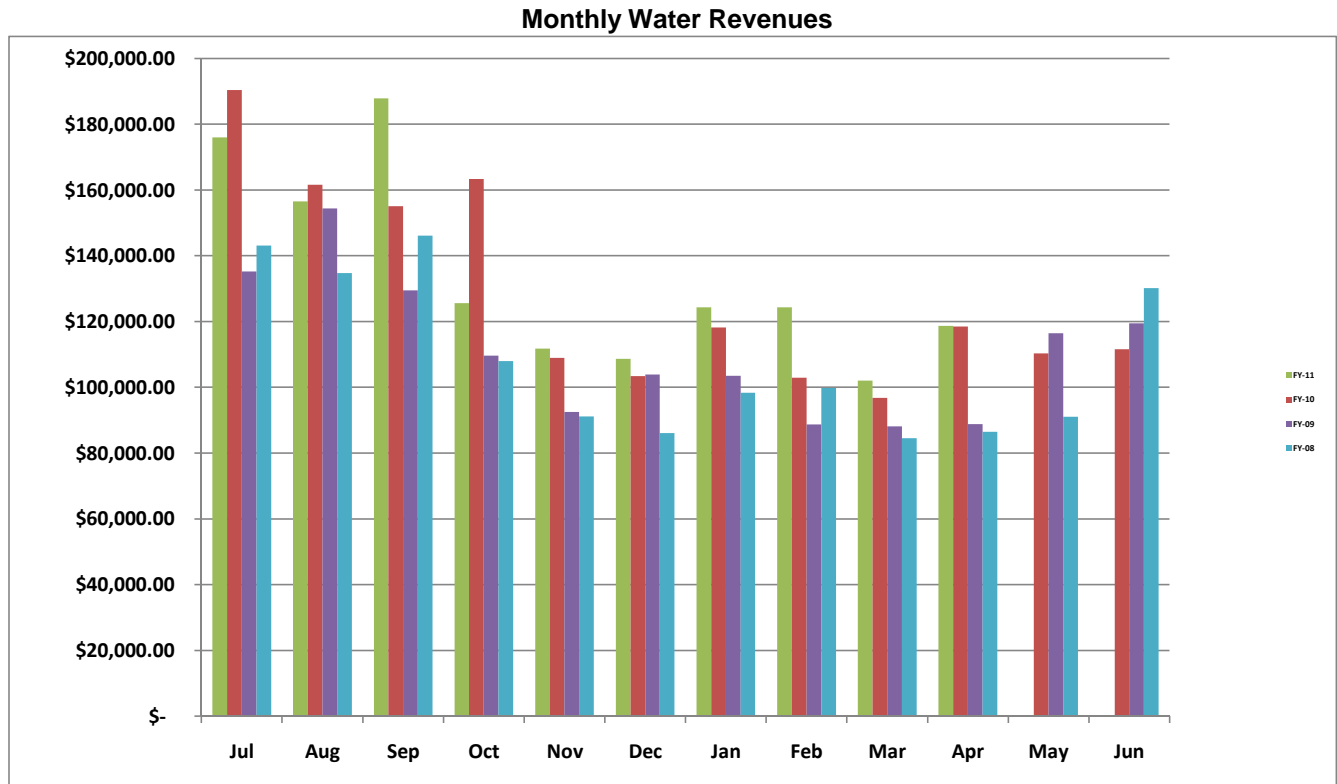
Monthly Water Usage



Cumulative Water Usage By Fiscal Year



McKinleyville Community Services District Analysis of Water Revenues by Fiscal Year



McKinleyville Community Services District
Consolidated Balance Sheet by Fund
as of April 30, 2011

						Total (Memorandum Only)
<u>ASSETS</u>						
Unrestricted cash and cash equivalents					Sewer	
Receivable from utility ratepayers					Water	
Prepaid and other current assets					Streetslights	
Total current assets	Parks & General					
Total noncurrent assets	\$ 1,167,446.38	\$ 4,405.96	\$ 1,289,530.62	\$ 3,231,595.86		\$ 5,692,978.82
	2,681.74	4,012.51	69,923.93	55,180.40		131,798.58
	8,093.70	675.41	105,462.83	50,399.44		164,631.38
	\$ 1,178,221.82	\$ 9,093.88	\$ 1,464,917.38	\$ 3,337,175.70		\$ 5,989,408.78
	48,874.33	64.63	6,695,099.47	12,150,068.81		18,894,107.24
TOTAL ASSETS	\$ 1,227,096.15	\$ 9,158.51	\$ 8,160,016.85	\$ 15,487,244.51		\$ 24,883,516.02
<u>LIABILITIES AND FUND BALANCE & RETAINED EARNINGS</u>						
Accrued payroll and related liabilities	\$ 84,181.48	\$ -	\$ 29,774.88	\$ 29,774.88		\$ 143,731.24
Trade and other current liabilities	5,634.03	216.08	272,368.95	46,180.19		324,399.25
Total current liabilities	\$ 89,815.51	\$ 216.08	\$ 302,143.83	\$ 75,955.07		\$ 468,130.49
Long term debt	-	-	2,606,344.17	1,496,343.77		4,102,687.94
Other noncurrent liabilities	39,325.43	-	79,460.88	79,460.88		198,247.19
Long term debt and noncurrent liabilities	\$ 39,325.43	\$ -	\$ 2,685,805.05	\$ 1,575,804.65		\$ 4,300,935.13
TOTAL LIABILITIES	\$ 129,140.94	\$ 216.08	\$ 2,987,948.88	\$ 1,651,759.72		\$ 4,769,065.62
Fund balance & retained earnings	\$ 1,071,146.12	\$ 14,179.78	\$ 5,235,564.05	\$ 13,722,499.14		\$ 20,043,389.09
Current earnings	26,809.09	(5,237.35)	(63,496.08)	112,985.65		71,061.31
TOTAL FUND BALANCE & RETAINED EARNINGS	\$ 1,097,955.21	\$ 8,942.43	\$ 100,794.15	\$ 267,068.64		\$ 20,114,450.40
TOTAL LIABILITIES AND FUND BALANCE & RETAINED EARNINGS	\$ 1,227,096.15	\$ 9,158.51	\$ 8,160,016.85	\$ 15,487,244.51		\$ 24,883,516.02
<u>INVESTMENT IN GENERAL FIXED ASSETS</u>						
WestAmerica Bank Obligation	\$ 3,368,503.58					
OPEB Liability	164,937.36					
Accrued Compensated Absences	23,902.00					
	11,927.79					
TOTAL GENERAL LONG TERM DEBT	\$ 200,767.15					

McKinleyville Community Services District
Summary of Long-Term Debt

Principal Maturities and Scheduled Interest										
	Maturity Date	Balance - July 1, 2010	Balance - April 30, 2011	Remaining for FY-11	FY-12	FY-13	FY-14	FY-15	FY-16	FY-17
WestAmerica Bank Interest	8/1/11 3.5%	324,201.20	164,937.36	-	164,937.36 2,886.40	-	-	-	-	-
State of California WRCB (SCEP I) Interest	4/15/16 0.0%	245,520.60	204,600.50	-	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	-
State of California WRCB (SCEP II) Interest	3/27/18 2.6%	199,222.15	176,496.09	-	23,329.99 4,576.35	23,924.03 3,982.31	24,546.06 3,360.28	25,184.26 2,722.08	25,844.70 2,061.64	26,511.01 1,395.33
Umpqua Bank Interest	12/4/17 5.5%	341,674.66	310,247.18	6,824.18 2,464.78	40,024.42 15,709.34	42,282.10 13,451.66	44,667.13 11,066.63	47,186.72 8,547.04	49,848.42 5,885.34	52,660.26 3,073.50
Sewer Bond (USDA) Interest	8/1/22 5.0%	855,000.00	805,000.00	-	50,000.00 39,000.00	60,000.00 36,250.00	60,000.00 33,250.00	60,000.00 30,250.00	60,000.00 27,250.00	70,000.00 24,000.00
ARRA (Total obligation will be \$165,100) Interest	12/22/26 1.0%	-	148,590.00	-	-	9,006.49 3,383.47	10,856.01 1,533.95	10,964.84 1,425.12	11,071.24 1,318.72	11,185.76 1,204.20
Davis Grunsky Davis Grunsky deferred interest Interest	1/1/33 1/1/33 2.5%	2,153,395.10 391,802.41	2,082,986.88 374,767.29	-	72,168.43 17,035.12	73,972.64 17,035.12	75,821.96 17,035.12	77,717.50 17,035.12	79,660.44 17,035.12	81,651.96 17,035.12
				-	52,074.67	50,270.46	48,421.14	46,525.60	44,582.66	42,591.14
Total		4,510,816.12	4,267,625.30	9,288.96	522,662.18	374,478.38	371,478.38	368,478.38	365,478.38	331,308.28
Principal & Interest Recap:										
Principal		4,510,816.12	4,267,625.30	6,824.18 2,464.78	408,415.42	267,140.48	273,846.38	279,008.54	284,380.02	259,044.11
Interest					114,246.76	107,337.90	97,632.00	89,469.84	81,098.36	72,264.17
Recap by Fund:										
General Long Term Debt Fund (001)		324,201.20	164,937.36	-	164,937.36	-	-	-	-	-
Water Fund (501) Interest		2,545,197.51	2,606,344.17	-	89,203.55 52,074.67	100,014.25 53,653.93	103,713.09 49,955.09	105,717.46 47,950.72	107,766.80 45,901.38	109,872.84 43,795.34
				-	141,278.22	153,668.18	153,668.18	153,668.18	153,668.18	153,668.18
Sewer Fund (551) Interest		1,641,417.41	1,496,343.77	6,824.18 2,464.78	154,274.51 59,285.69	167,126.23 53,683.97	170,133.29 47,676.91	173,291.08 41,519.12	176,613.22 35,196.98	149,171.27 28,468.83
				9,288.96	213,560.20	220,810.20	217,810.20	214,810.20	211,810.20	177,640.10
Total		4,510,816.12	4,267,625.30	9,288.96	519,775.78	374,478.38	371,478.38	368,478.38	365,478.38	331,308.28

REPORT.: May 06 11 Friday
 RUN....: May 06 11 Time: 15:16
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.
 Cash Disbursement Detail Report
 Check Listing for 04-11 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
023033	04/06/11	AGB01	AMERICAN GEOPHYSICAL	1595.00	.00	1595.00	M11-1271	INSPECTIONS
023034	04/06/11	ANS02	BRIAN ANSPACH	252.00 350.00	.00 .00	252.00 350.00	0005 00002	GIS WORK DONE CREATE AN INTERACTIVE MAP
			Check Total.....:	602.00	.00	602.00		
023035	04/06/11	BAS01	BASIC LABORATORY INC.	469.00	.00	469.00	1102765	LAB TESTING
023036	04/06/11	BAY02	BAY WEST SUPPLY, INC.	560.04	.00	560.04	B10404	JANITORIAL SUPPLIES FOR M
023037	04/06/11	BOR01	BORGES & MAHONEY CO.	1931.75 449.29	.00 .00	1931.75 449.29	130799 130959	SUPPLIES INV 130878 SUPPLIES
			Check Total.....:	2381.04	.00	2381.04		
023038	04/06/11	CAM01	CAMPTON ELECTRIC SUPPLY	75.97	.00	75.97	S1067980	REPAIRS/SUPPLY
023039	04/06/11	CDW01	CDW GOVERNMENT, INC.	4000.00	.00	4000.00	WWS9168	SUPPLIES MAINTENANCE
023040	04/06/11	COS03	COSTCO WHOLESALE	331.83	.00	331.83	B10404	SUPPLIES FOR MARCH 2011
023041	04/06/11	CRO03	CROWN TROPHY PETALUMA	430.22	.00	430.22	13748	SUPPLIES
023042	04/06/11	EUR06	EUREKA READY MIX	472.51	.00	472.51	107316	REPAIRS/SUPPLY
023043	04/06/11	FAL01	BRIAN FALLON PAINTING	6900.00	.00	6900.00	10-99B	REPAIR EARTH QUAKE DAMAGE
023044	04/06/11	FRE07	FRESHWATER ENVIRONMENTAL	1610.00	.00	1610.00	436	WORK DONE IN MARCH 2011
023045	04/06/11	FRI05	LESLEY FRISBEE	145.86	.00	145.86	B10331	MILEAGE TO REDDING
023046	04/06/11	GOL04	AARON GOLD	72.00	.00	72.00	B10405	SUPPLIES
023047	04/06/11	HAR03	HARVEY M. HARPER CO.	371.67	.00	371.67	B10404	TRUCK INSPECTIONS
023048	04/06/11	HUM01	HUMBOLDT BAY MUNICIPAL WA	50927.32	.00	50927.32	B10401	WTR PURCHASED
023049	04/06/11	HUM08	HUMBOLDT SANITATION	941.80	.00	941.80	B10405	TRASH SERVICE
023050	04/06/11	IND02	Industrial Electric Serv	67.14	.00	67.14	IN3236	REPAIRS/SUPPLY
023051	04/06/11	JON04	ERIK M. JONES	464.09	.00	464.09	B10404	GIS TRAINING FRESNO CA
023052	04/06/11	KEL03	T. SCOTT KELLY, P.E.	1330.00	.00	1330.00	B10405	MAD RIVER BRIDGE WATERLIN
023053	04/06/11	LES01	LES SCHWAB TIRE CENTER	144.75	.00	144.75	B10405	REPAIRS SUPPLIES
023054	04/06/11	MCK03	MCKINLEYVILLE OFFICE SUPP	40.95	.00	40.95	42620	COPIES MADE
023055	04/06/11	MCK04	MCK ACE HARDWARE	634.82	.00	634.82	B10405	REPAIRS/SUPPLY
023056	04/06/11	MIL01	Miller Farms Nursery	339.76	.00	339.76	B10405	REPAIRS/SUPPLY
023057	04/06/11	NEC01	NEC FINANCIAL SERVICES,LL	288.59	.00	288.59	1429146	PHONE SYSTEM
023058	04/06/11	NOR01	NORTH COAST LABORATORIES	3103.00 -3103.00	.00 .00	3103.00 -3103.00	B10406 B10406u	LAB TESTS Ck# 023058 Reversed
			Check Total.....:	.00	.00	.00		
023059	04/06/11	NOR36	NORTH COAST PARTS & SUPPL	66.63	.00	66.63	B10331	SUPPLIES MAINTENANCE
023060	04/06/11	ONT01	ON-THE-SPOT SPORTSWEAR	1312.30	.00	1312.30	100289	SUPPLIES
023061	04/06/11	OPI01	OPIE'S CHEVROLET & BUICK	9.23	.00	9.23	11791	SUPPLIES
023062	04/06/11	REN01	RENNER PETROLEUM	3407.32	.00	3407.32	B10405	FLEET FUEL
023063	04/06/11	ROU01	ROUND TABLE DEVELOPMENT C	86.98	.00	86.98	725	SPECIAL EVENT SUPPLIE
023064	04/06/11	SDR01	SDRMA	617.59	.00	617.59	35790	GEN. INSURANCE
023065	04/06/11	SEC03	SECURITY LOCK & ALARM	10.85 119.35	.00 .00	10.85 119.35	70868 70920	KEYS MADE REPAIR SUPPLIES
			Check Total.....:	130.20	.00	130.20		
023066	04/06/11	SEM01	SEMS TECHNOLOGIES	3500.00	.00	3500.00	828	CUSTOM DEVELOPMENT WORK
023067	04/06/11	SIE01	SIERRA FOOTHILL LAB, INC.	350.00	.00	350.00	95338	LAB TESTS TREATMENT
023068	04/06/11	SUP01	Superior Alarm Sys., Inc.	505.50	.00	505.50	95953	PAGING/ALARMS
023069	04/06/11	THO02	Thomas Home Center	134.02	.00	134.02	B10405	REPAIRS/SUPPLY
023070	04/06/11	THR01	THRIFTY SUPPLY COMPANY	1203.10	.00	1203.10	1297452	SUPPLIES/ MAINTENANCE
023071	04/06/11	THR02	THREE G'S HAY & GRAIN	14.61	.00	14.61	3434	SUPPLIES
023072	04/06/11	UMP02	UMPQUA BANK	6273.93	.00	6273.93	B10406	SUPPLIES IN MARCH 2011

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McKinleyville C.S.D.
 Cash Disbursement Detail Report
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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
023073	04/06/11	VER01	VERISON WIRELESS	188.67	.00	188.67	B10331 MONTHLY PAYMENT FOR CELL P
023074	04/06/11	*0001	KARL FERGUSON	5.00	.00	5.00	B10331 PWBB OVERCHARGED
023075	04/06/11	*0002	DANIELLE CARMESIN	59.50	.00	59.50	B10331 PWBB AND ALL STAR CAMP RE
023076	04/06/11	*0003	LEON CHALMERS	25.00	.00	25.00	B10331 FINGERPRINTING
023077	04/06/11	*0004	DANYA WIRTZ	30.00	.00	30.00	B10401 FINGERPRINTING
023078	04/06/11	*0005	SHANNON MACIEL	30.00	.00	30.00	B10404 FINGERPRINTING
023079	04/06/11	*0007	STARFISH HERO	100.00	.00	100.00	B10406 AZ HALL REFUND DEPOSIT
023080	04/06/11	*0008	KEVIN TOMLINSON	80.00	.00	80.00	B10406 ADULT DODGEBALL REFUND
023081	04/06/11	*0009	MARC DAVIS	80.00	.00	80.00	B10406 ADULT DODGEBALL REFUND
023082	04/06/11	*0010	MARLA HUNSUCKER	60.00	.00	60.00	B10406 REFUND ADULT 3 ON 3 BASKE
023083	04/06/11	COR01	CORBIN WILLITS SYSTEMS	833.42	.00	833.42	B10315 MOM MONTHLY CHARGE
023084	04/06/11	GUA01	THE GUARDIAN	3926.95	.00	3926.95	B10325 GRP DENTAL
023085	04/06/11	HAR13	The Hartford - Priority A	580.35	.00	580.35	B10328 GRP LIFE INSURANCE
023086	04/06/11	PRE08	PRECISION INTERMEDIA	30.00	.00	30.00	13957 APRIL WEB HOSTING
023087	04/06/11	SUD01	SUDDENLINK	173.95	.00	173.95	B10331 INTERNET FOR APRIL 2011
023088	04/06/11	USB01	U.S. BANK TRUST N.A.	7500.00	.00	7500.00	001B104011 SEWER BOND PAYMENT
023089	04/06/11	\A003	ARB INC.,	429.37	.00	429.37	000B10401 MQ CUSTOMER REFUND FOR AR
023090	04/06/11	\C015	CHAPPELL, DOLLY	55.42	.00	55.42	000B10401 MQ CUSTOMER REFUND FOR CH
023091	04/06/11	\C016	CRESCIONI, AMY	6.88	.00	6.88	000B10401 MQ CUSTOMER REFUND FOR CR
023092	04/06/11	\D015	DEES, AMY	75.19	.00	75.19	000B10401 MQ CUSTOMER REFUND FOR DE
023093	04/06/11	\H005	HAMILTON, DONALD R	21.11	.00	21.11	000B10401 MQ CUSTOMER REFUND FOR HA
023094	04/06/11	\H013	HUEY, PALANII	50.71	.00	50.71	000B10401 MQ CUSTOMER REFUND FOR HU
023095	04/06/11	\I001	INFANGER, CRAIG	44.76	.00	44.76	000B10401 MQ CUSTOMER REFUND FOR IN
023096	04/06/11	\L007	LUI, STEVEN	43.17	.00	43.17	000B10401 MQ CUSTOMER REFUND FOR LU
023097	04/06/11	\N001	NAHM, JOSH	10.24	.00	10.24	000B10401 MQ CUSTOMER REFUND FOR NA
023098	04/06/11	\O002	OPPER, WESTON	72.25	.00	72.25	000B10401 MQ CUSTOMER REFUND FOR OP
023099	04/06/11	\S006	SCHWICHTENBERG, DONNA	60.76	.00	60.76	000B10401 MQ CUSTOMER REFUND FOR SC
023100	04/06/11	\W018	WARREN, LISA	39.17	.00	39.17	000B10401 MQ CUSTOMER REFUND FOR WA
023101	04/06/11	\W019	WRATCHFORD, RYAN	38.07	.00	38.07	000B10401 MQ CUSTOMER REFUND FOR WR
023102	04/13/11	BAR10	JENNIFER BARBER	25.00	.00	25.00	B10413P W/D FROM EMPLOYEE FUND
023103	04/21/11	*0011	MCKINLEYVILLE LAND TRUST	100.00	.00	100.00	B10419 AZALEA HALL DEPOSIT REFUN
023104	04/21/11	*0012	DEAN DIAB	30.00	.00	30.00	B10419 FINGERPRINTING
023105	04/21/11	*0013	JASON LEWIS	20.00	.00	20.00	B10419 FINGERPRINTING
023106	04/21/11	*0014	SIX RIVERS NATIONAL FORES	100.00	.00	100.00	B10420 AZ HALL DEPOSIT REFUND
023107	04/21/11	ACW01	ACWA HEALTH BENEFITS AUTH	40165.65	.00	40165.65	B10419 GRP. HEALTH INS
023108	04/21/11	ATT01	AT&T	1154.68	.00	1154.68	B10419 PHONE SYSTEM AND TELEMETR
023109	04/21/11	BRU04	REBECCA J. BRUINEKOOL	1716.00	.00	1716.00	B10419 CONTRACTED INSTRUCTOR
023110	04/21/11	COR07	JOHN W. CORBETT	100.00	.00	100.00	B10421 DIRECTORS FEES
023111	04/21/11	COU09	DAVID R. COUCH	100.00	.00	100.00	B10421 DIRECTORS FEES
023112	04/21/11	DEP05	DEPARTMENT OF JUSTICE	81.00	.00	81.00	842155 FINGERPRINTING
023113	04/21/11	EDW01	HELEN L. EDWARDS	100.00	.00	100.00	B10421 DIRECTORS FEES
023114	04/21/11	EUR05	Eureka Oxygen Co	353.80	.00	353.80	61433 SUPPLIES
023115	04/21/11	GOL02	GOLDEN STATE FURNITURE IN	913.63	.00	913.63	B10419 CSR DESK FILE DRAWER USED
023116	04/21/11	HUM42	HUMBOLDT OUTFITTERS	1180.47	.00	1180.47	6704 SUPPLIES
023117	04/21/11	JON05	CHRISTOPHER G. JONES	70.46	.00	70.46	B10419 MONTHLY ALL STAFF MEETING
023118	04/21/11	KEY01	KEY EQUIPMENT FINANCE	314.57	.00	314.57	1105 EQUIPMENT LEASE

REPORT.: May 06 11 Friday
 RUN....: May 06 11 Time: 15:16
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.
 Cash Disbursement Detail Report
 Check Listing for 04-11 Bank Account.: 10011

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
023119	04/21/11	MAY02	DENNIS MAYO	100.00	.00	100.00	B10421 DIRECTORS FEES
023120	04/21/11	NOR13	NORTHERN CALIFORNIA SAFET	80.00	.00	80.00	17684 MONTHLY SUBSCRIPTION
023121	04/21/11	NOR35	NORTHERN HUMBOLDT	243.56	.00	243.56	ES11-0179 SERVICES/STIPND OPEN SPAC
023122	04/21/11	NYL01	NYLEX.NET	45.00	.00	45.00	70068 EMAIL DELAY FIXED
023123	04/21/11	ORI01	ORIENTAL TRADING CO. INC.	211.78	.00	211.78	643985810 SUPPLIES FOR REC PROGRAMS
023124	04/21/11	PGE01	PG & E (Office & Field)	11430.20	.00	11430.20	B10419 GAS & ELECTRIC
023125	04/21/11	PIT01	PITNEY BOWES	94.76	.00	94.76	533305 SUPPLIES FOR POSTAGE
023126	04/21/11	RES05	RESERVE ACCOUNT	1500.00	.00	1500.00	B10419 POSTAGE
023127	04/21/11	ROU01	ROUND TABLE DEVELOPMENT C	34.98	.00	34.98	10925 SKATING SUPPLIES
023128	04/21/11	S&S02	S & S WORLDWIDE, INC.	331.15	.00	331.15	6904657 REC PROGRAM SUPPLIES
023129	04/21/11	SIE02	SIERRA CHEMICAL CO.	2591.90	.00	2591.90	214488 REPAIRS AND MAINTENANCE
023130	04/21/11	WEN01	WILLIAM WENNERHOLM, DC	100.00	.00	100.00	B10421 DIRECTORS FEES
023131	04/26/11	*0015	KRISTEN IRELAND	43.70	.00	43.70	B10425 BREAKOUT REFUND
023132	04/26/11	ADA03	DANIEL ADAMSKI	52.50	.00	52.50	B10422 CONTRACTED REFEREE
023133	04/26/11	CHA05	MARK CHAFE	75.00	.00	75.00	B10422 CONTRACTED REFEREE
023134	04/26/11	COL05	COLANTUONO & LEVIN, PC	319.00	.00	319.00	21449 LEGAL SERVICES
023135	04/26/11	HUC01	DELILAH HUCK	398.13	.00	398.13	B10422 CONTRACTED INSTRUCTOR
023136	04/26/11	IND01	INDEPENDENT BUS. FORMS	3132.27	.00	3132.27	21311 OFFICE SUPPLIES
023137	04/26/11	JAC04	JACKSON & EKLUND	104.00	.00	104.00	B10422 PROFESSIONAL SERVICES REN
023138	04/26/11	MIT01	Mitchell, Brisso, Delaney	2159.28	.00	2159.28	28620 LEGAL SERVICES
023139	04/26/11	ORS01	GREG ORSINI	319.77	.00	319.77	B10425 ATTEND ANNUAL CWEA CONFER
023140	04/26/11	PEC03	KRISTOPHER PECKOSH	142.50	.00	142.50	B10422 CONTRACTED REFEREE
023141	04/26/11	PGE02	PACIFIC GAS & ELECTRIC	2343.44	.00	2343.44	B10425 STREETLIGHTS APRIL 2011
023142	04/26/11	SIE03	SIERRA DISPLAY, INC.	5095.83	.00	5095.83	15164 INSTALLATION OF BANNERS A
023143	04/26/11	STA11	STAPLES CREDIT PLAN	1169.02	.00	1169.02	B10426 OFFICE SUPPLIES
023144	04/26/11	UPS01	UPS	161.81	.00	161.81	Y6R493161 LAB SHIPMENT
023145	04/26/11	WAH02	WAHLUND CONSTRUCTION INC.	24889.48	.00	24889.48	9 RAMEY PUMP STATION UPGRAD
023146	04/26/11	WIL09	WILLDAN FINANCIAL SERVICE	3980.00	.00	3980.00	B10422 PROFESSIONAL SERVICES REN
Cash Account Total.....:				215132.03	.00	215132.03	
Total Disbursements.....:				215132.03	.00	215132.03	

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Approval of the Sewer System Management Plan (SSMPP)**

PRESENTED BY: **Greg Orsini**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends the Board of Directors Approve the SSMP with any additional edits.

Discussion:

As part of the Waste Discharge Requirements (WDR) and, pursuant to Order No. 2006-0003 all publicly owned sanitary sewer collection systems in California with more than one mile of sewer pipe must develop a SSMP. McKinleyville C.S.D.'s SSMP has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB). The WDR requires development and implementation of a written SSMP, and defines eleven (11) mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The time line for adoption was development of a plan and schedule for completion by November of 2007, with completion of the entire plan by August of 2009. During an audit of ongoing projects this oversight was realized and effort was made to complete the plan in a prompt manner.

The District's SSMP has been prepared with the assistance of Freshwater Environmental Services (FES). This initial SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements.

This document presents eleven elements in the order presented within the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Plan;
8. System Evaluation and Capacity Assurance Plan;

9. Monitoring, Measurements, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

This document is intended to be a living document and is very close operationally to the standard procedures in place now but adds requirements for public education, notification and annual review to maintain the SSMP. The state is in the process of updating the requirements for the SSMP. The District has reviewed the proposed changes and will apply the changes during our annual review when the SWRCB implements new requirements.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Exhibits/Attachments

- Draft SSMP

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT SANITARY SEWER MANAGEMENT PLAN

Prepared for:
McKinleyville Community Services District
1656 Sutter
McKinleyville, California 95519

March 17, 2011

Prepared by:
Orrin Plocher and Stan Thiesen
of



Freshwater Environmental Services

78 Sunny Brae Center
Arcata, California 95519
Phone (707) 839-0091

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APPENDIX E	MCSD EQUIPMENT INVENTORY
APPENDIX F	MCSD OVERFLOW EMERGENCY RESPONSE PLAN
APPENDIX G	MCSD FOG INSPECTION DOCUMENTATION

DRAFT

INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The McKinleyville Community Services District's (MCSD's) SSMP has been prepared with the assistance of Freshwater Environment Services (FES), as described in the agreement between the MCSD and FES dated December 27, 2010. This initial SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

This document presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

As contained in the MCSD National Pollution Discharge Elimination System (NPDES) permit, the MCSD (or District) owns and operates a secondary treatment facility. The treatment system consists of four aerated ponds followed by a treatment wetlands. During the discharge season, which extends from October 1 through May 14, wastewater is discharged from Discharge Point 001 to the Mad River, a water of the United States within the Blue Lake hydrologic area 109.10 and to percolation ponds adjacent to the Mad River Estuary when the flow in the Mad River is less than 200 cubic feet per second (cfs). During summer, a portion of the wastewater treatment plant effluent is used to irrigate the Hiller storm water treatment marsh where it provides moisture to sustain wetland vegetation through the dry season. Runoff producing rainfall events cause the Hiller storm water treatment marsh to overflow into an unnamed tributary to the Mad River estuary. Prior to the onset of the wet season and storm water overflows from the marsh, the wastewater application to the treatment marsh is ceased and the treatment marsh is allowed to dry through evaporation and evapotranspiration.

ELEMENT 1: GOALS

The intent of this section is to identify the goals that the District has established for its SSMP. These goals are intended to provide focus for District staff to continue proactive management of its wastewater collection system.

1.1 Regulatory Requirements for the Goals Element

The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

The goals of the MCSD's SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of sanitary SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Using funds available for sewer operations in the most efficient manner;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, fats, oils and grease (FOG) that may cause SSOs;
- Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintaining the SSMP, which will serve as a reference for the District's sanitary sewer system management practices.

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the District staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

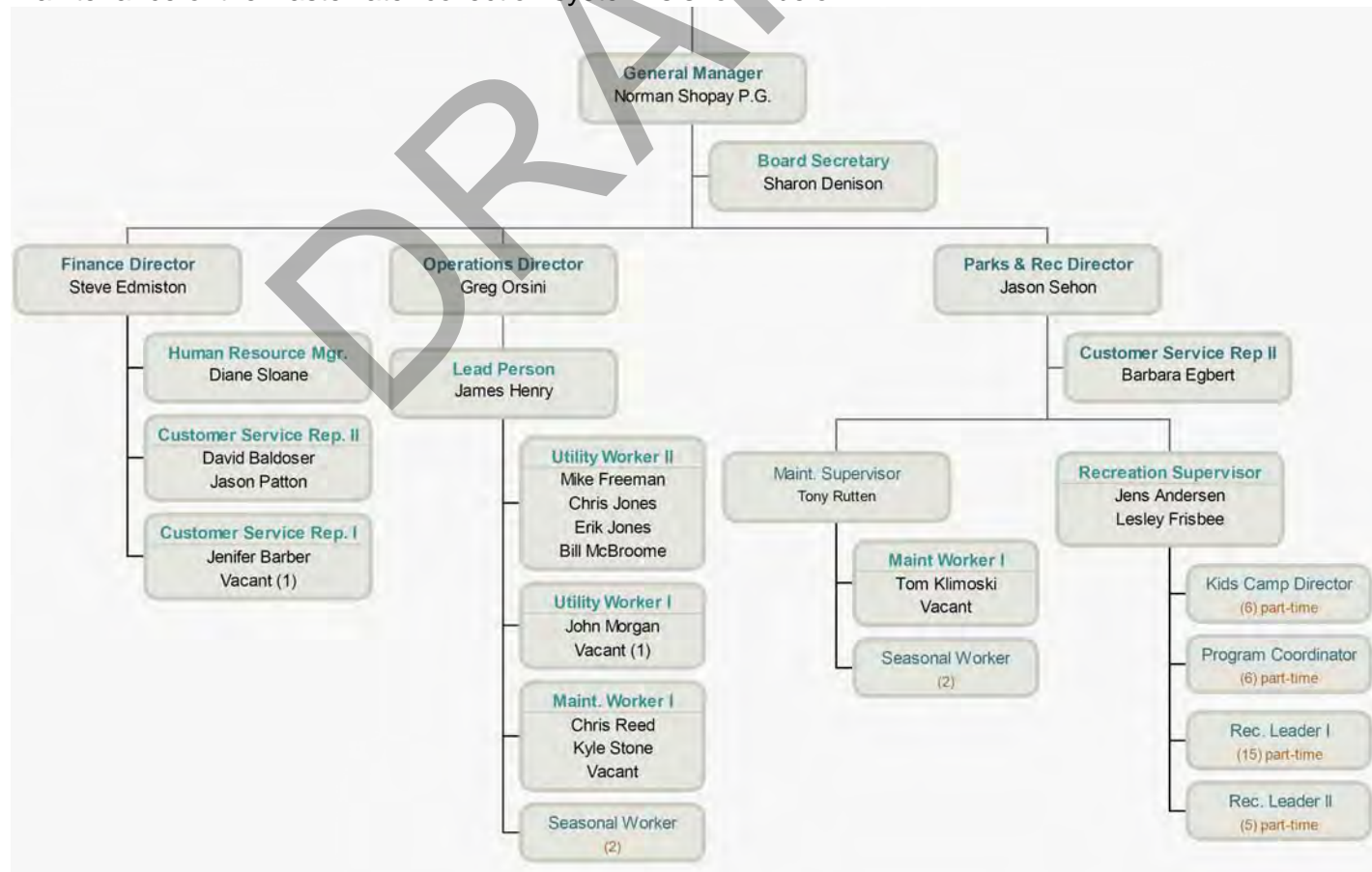
2.1 Regulatory Requirements for the Organization Element

The WDR requires that the Organization element of the SSMP provides the following:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable.

2.2 Organization

The portion of the District's organization chart related to management, operation, and the maintenance of the wastewater collection system is shown below:



A description of the roles for wastewater collection system agency staff is described below:

MCSD Board of Directors – Establishes policy.

General Manager – Enforces policy, plans strategy, directs staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.

Operations Director – Manages field operations and maintenance activities, provides relevant information to the General Manager and Board of Directors, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Lead Person – Oversees preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs.

Contract Engineer – MCSD utilizes the services of several local and regional engineering and environmental consulting firms on as an needed basis to provide a wide range of technical support services.

Position	Name	Phone Number
General Manager	Norman Shopay	(707) 839-3251
Operation Director	Greg Orsini	(707) 839-3251
Lead Person	James Henry	(707) 839-3251
Utility Workers	9 individuals and 2 seasonal	(707) 839-3251

2.3 Authorized Representative

The General Manager, Norman Shopay, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in Element 6.

The regulatory notification responsibility is as follows;

1. First responder (Utility Worker) collects field documentation and provides it to the Lead Person.
2. Lead Person reviews the field documentation and provides it to the Operations Director.
3. The Operations Director reviews the field documentation and prepares the necessary electronic submittals and notifications.
4. The electronic submittals are reviewed by the General Manager and certified.
5. Notifications are made by the Operations Director under the delegated authority of the General Manager.

ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the District's Legal Authority, including its Rules and Regulations and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
- Enforce any violation of its sewer ordinances.

3.2 MCSD Legal Authority

MCSD Rules and Regulations

The legal authority required for the SSMP is contained within the District's Rules and Regulations. Article III of the MCSD Rules and Regulations "Sewer Services" is dedicated to the sewer system, and is included in (Appendix A). The specific Rules and Regulations that satisfy the requirements of the SSMP are identified below:

- Regulation 17. - General Provisions - Sewer;
- Regulation 18. - Use of Public Sewers Required;
- Regulation 19. - Permits And Fees;
- Regulation 22. - Building Sewers, Lateral Sewers, and Connections;
- Regulation 23. - Community Sewer Construction;
- Regulation 24. - Use of Public Sewers;
- Regulation 26. - Discharge Report, Wastewater Discharge Permits, and Administration;
- Regulation 29. - Enforcement;
- Regulation 30. - Abatement; and
- Regulation 31. - Wastewater Capital Reserve Fund.

Portions of the above Regulations are discussed in the following sub-sections as they pertain to prevention of illicit discharges, proper design and construction of sewer and connections, maintenance access, and enforcement measures.

The District has adopted the most recent version of the Unified Plumbing Code as part of the MCSD Standards and Specifications. The District is in the process of updating the MCSD Rules and Regulations. All discussions in the following sub-sections on the District's legal authority, as required by the SSMP, are based on the District's existing Rules and Regulations as of the date of this plan.

Prevention of Illicit Discharges

Measures prohibiting illicit discharges are included in MCSD Rules and Regulation Article III, Sewer Use, Regulation 24, Use of Public Sewers, and Regulation 26 Discharge Report, Wastewater Discharge Permits and Administration. The specific Rules regarding prevention of illicit discharges are discussed in the sections below

Stormwater and I/I. The following Rules prohibits discharge of uncontaminated water, including stormwater, into a sanitary sewer through direct or indirect connection:

- Rule 24.02 Prohibitions on Storm Drainage and Ground Water;
- Rule 24.03 Prohibition on Unpolluted Water; and
- Rule 22.07 Cleanouts (All cleanouts shall be maintained watertight).

Industrial Waste. Regulation 26, "Discharge Report, Wastewater Discharge Permits and Administration", requires major contributing industry to obtain a permit and prohibits discharge in excess of the permit allowance. The permit issued may require pretreatment or include other provisions for wastewater quality and quantity. Additional prohibitions related to the discharge of industrial waste are listed below:

- Rule 24.01 Prohibitions on Discharge;
- Rule 24.04 Limitations on Radioactive Waste;
- Rule 24.05 Limitations on Use of Garbage Grinders;
- Rule 24.06 Limitations on Point of Discharge;
- Rule 24.07 Holding Tank Waste;
- Rule 24.08 Limitations on Wastewater Strength;
- Rule 24.09 Disposal of Unacceptable Waste;

Proper Design and Construction of Sewers and Connections

Regulations pertaining to the design, construction, and inspection of building sewers and connections are included in Article III of the MCSD Rules and Regulations.

- Permit Required. A permit is required prior to constructing a building or lateral sewer or connecting to a public sewer (Rule 19.01, Rule 22.01, and Rule 23.01).
- Design and Construction Requirements. Regulation 22, Building Sewer, Lateral, Sewers, and Connections, and Regulation 23, Community Sewer Construction specifies design and construction requirements. The specific Rules regarding design and construction standards are included in Rule 22.02 through 22.10 and Rule 23.09. The MCSD does have Standard District Specifications that are available at the District Office.

- Inspection and Testing. All building sewers and laterals must be inspected by the duly authorized employee of the District, per Rule 19.07. All building sewers and laterals must be tested by the duly authorized employee of the District, per Rule 22.13.

Maintenance Access

Rule 26.04 requires that property owners shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties.

Limit Discharge of FOG and Other Debris

Rule 24.08.2 established a limit of 300 mg/L fats oils and greases of animal or vegetable origin. The following Rules limits the introduction of FOG into the MCSD collection system:

- Rule 24.10 Interceptors Required;
- Rule 24.11 Preliminary Treatment of Wastes;
- Rule 24.12 Maintenance of Pretreatment Facilities;
- Rule 24.13 Availability of District Facilities;

Enforcement Measures

Regulation 29 established the authority for enforcement of the MCSD Rules and Regulations including issuance of Cease and Desist Orders. Regulation 30 established the authority for abatement of public nuisances including civil liability, penalties and authority for termination of service.

Control of I/I from a Satellite Collection System

The SSMP requirements state that the District must demonstrate that it has the legal authority to control I/I into its collection system, including I/I from satellite systems. MCSD does not have a satellite collection system.

3.3 Agreements with Other Agencies

The SSMP requirements for legal authority are fulfilled by MCSD's Rules and Regulations. The District does not have legal agreements with any other agencies.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

4.1 Regulatory Requirements for the Operations and Maintenance Program Element

The WDR states that the District shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- The District must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The District must describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The District must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- The District must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The District must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 Maps

The MCSD maintains a set of sanitary sewer system maps utilizing Computer Assisted Drafting (CAD) and Geographic Information System (GIS) software. The sanitary sewer system maps are updated with new and rehabilitated facilities by MCSD staff on an annual basis. Currently Humboldt County is working on mapping the storm water features in McKinleyville. Electronic copies of the maps are maintained at the field office. Hard copies of these maps are kept in the field office and in utility trucks and are used to locate and identify wastewater and storm drainage structures and to aid in the response to a SSO. When the storm water mapping data is available from Humboldt County, the District plans on having these two data sets merged into a GIS platform and will generate a combined wastewater and storm drainage atlas which will be utilized in the office and in the field.

4.3 Preventive Operations and Maintenance Program

The wastewater treatment plant (WWTP) performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment is managed using asset management software SEMs. The main goal of maintenance activities is to ensure equipment availability and reliability to meet plant process operation requirements.

The District prioritizes its preventive maintenance activities. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, referred to as “trouble spots”. The preventive maintenance program includes scheduled hydro-cleaning of the trouble spots list, regular inspection of lift stations, and investigation of customer complaints.

Gravity Sewers

The District currently uses in-house services for routine and emergency sewer cleaning as needed.

The primary focus of the District’s preventive maintenance activities is on sediment that accumulates in the bellies (low spots or sags in the collection system) of the sewer main forming trouble spots. Accumulations of Fats Oils and Greases is the secondary cause of restrictions in the gravity sewers. The MCSD maintains a list of trouble spots. Preventive maintenance on the trouble spots are performed and documented quarterly and semi-annually. The District maintains data tables indicating the manhole that was entered, direction of hydro-cleaning and observations. An example quarterly and semi-annual hydro-cleaning schedules and documentation is included in Appendix B.

Lift Stations and Force Mains

The District’s force mains O & M program consists of periodic inspections and corrective maintenance activities conducted by District staff. Flow inspections are made periodically from the manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains. Documentation of manhole inspections is contained in Appendix C.

The District’s WWTP staff is responsible for the District’s five lift stations. The District performs daily and weekly inspections of each lift station. Weekly inspections include cycling the valves, purging bubblers and recording pump hours in the lift station notebooks. Every two weeks backup generators at the lift stations are tested. Monthly lift station inspections are comprehensive and includes verification of all systems, battery charge and site inspection. Quarterly all wet wells at the lift stations are cleaned. Documentation of lift station inspections is contained in Appendix D.

The Supervisory Control and Data Acquisition (SCADA) computer system records and stores alarms automatically. The lift stations currently have Programmable Logic Controls (PLCs) that communicate alarms via radio to the SCADA computer in the District office, which utilizes a computer autodialer to call the on call pager after hours.

Root Control

The District has very few problems with roots throughout the system. There are three locations where roots cause issues. One pipe was excavated and repaired and two manholes currently have root intrusion.

Odor Control

The District receives very few odor complaints per year. The complaints are most often in the area of treatment lagoons in Hiller Park due to low water levels. The District has no official odor control program in place.

Non-Routine Maintenance

The District utilizes in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The District has a hot spots sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a quarterly and semi-annual cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance

The District's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The District has developed emergency response procedures contained within Element 6.

Information Systems/Data Collection

The District currently tracks assets and maintenance activities with an electronic work order system and assets management software published by SEMS Technology (SEMS Software Suite).

4.4 Rehabilitation and Replacement Program

The District utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- CCTV is used for inspections of trouble spots, any new installation, and 11 months after installation of new connections;
- Manhole inspections are completed every two years,
- A capacity analysis model is currently being developed by SHN Consulting Engineers & Geologists (SHN); and
- Smoke testing and dye testing is used based on manhole inspections to monitor and reduce I/I.

Given the relative young age of the MCSD collection system (less than 25 years) the District currently does not have any identified rehabilitation and replacement projects. When problems are encountered the policy is to "fix when found". Fixed assets are tracked and funding is allocated annually for sewer asset upgrades.

4.5 Training

The WWTP has developed a comprehensive Operator Training Program that expands the abilities of the operational staff, resulting in better service to the public. WWTP operating staff attends the trainings. The MCSD has a matrix indicating staff, certifications, renewal dates, and

continuing education requirements that is maintained by Human Resources staff. The MCSD offers numerous in-house training programs and participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications. MCSD has weekly safety meetings.

The trainings include:

- CPR;
- First Aid;
- 40 hour Hazardous Waste Operators Certification;
- Chlorine Safety;
- Driver Safety;
- Blood borne pathogen training;
- Confined Space Entry;
- Trenching Training;
- Back Safety;
- Excavation shoring;
- Sexual harassment training;
- Flagging Training; and
- Lockout/Tagout procedures.

The status of operator certification at the treatment plant for 2011 include three Grade IIs, and four Grade I operators.

4.6 Contingency Equipment and Replacement Parts Inventory

The District has a wastewater equipment inventory list contained in Appendix E. The District currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses. MCSD maintains an inventory of basic replacement parts including oil filters and air filters. Additional equipment or critical replacement parts can be acquired locally from equipment rental companies or can be overnight delivered from various vendors. The District has enough replacement parts to rebuild all of the lift stations if necessary.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the District's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires the Design and Performance element of the SSMP provide the following:

- The District must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The District must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Standards for Installation, Rehabilitation and Repair

The MCSD complies with this provision of the WDR through the use of the MCSD Rules and Regulations as listed below.

Regulation 22 Building Sewers, Lateral Sewers, And Connections

Rule 22.02 Design and Construction Requirements

Design and construction of building sewers and lateral sewers shall be in accordance with the rules, regulations and ordinances of the District.

Regulation 23 Community Sewer Construction

Rule 23.09 Design and Construction Standards

Minimum standards for the design and construction of sewers within the District shall be in accordance with the applicable provisions of the ordinances, rules, and regulations heretofore or hereinafter adopted by the District, copies of which are on file in the office of the General Manager.

In addition the MCSD maintains a Board approved set of Standards and Specification with details that was revised and approved in 2003. The MCSD has the goal of updating the Standards and Specification by 2013.

The MCSD Standard Specifications dated 2003 indicates the following:

- The District hereby adopts the Uniform Plumbing Code (latest edition) as a guide and supplement to this regulation. Any item not covered herein shall be referred to the code for a determination.

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

The MCSD complies with this provision of the WDR through the use of the MCSD Rules and Regulations as listed below.

Rule 22.06. Old Building Sewers

Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the Manager, to meet all requirements of the District.

Rule 22.13. Testing

All building sewers and lateral sewers shall be tested in strict accordance with rules, regulations and ordinances of the District.

RULE 23.11. Completion Of Sewer Required

Before acceptance of any sewer line by the District and prior to the admission of any wastewater into the system, the sewer line shall be tested and shall be complete in full compliance with all requirements of the accepted specifications and to the satisfaction of the Manager.

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ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to document the District's Overflow Emergency Response Plan (OERP) contained in Appendix F.

6.1 Regulatory Requirements for the Overflow Emergency Response Plan

The District shall develop and implement an Overflow Emergency Response Plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2008-0002-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Goals

The District's goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

6.3 SSO Notification Procedure

The processes that are used to notify the District of the occurrences of an SSOs are contained in Section 2.0 of the OERP (Appendix F).

6.4 SSO Response Procedures

The overflow response procedures that are employed by the District are contained in Section 3.0 of the OERP (Appendix F).

6.5 Public Notification

The public notification processes that are employed by the District are contained in Section 3.6 of the OERP (Appendix F).

6.6 Water Quality Sampling and Testing

Water quality sampling and testing procedures that are employed by the District are contained in Section 3.7 of the OERP (Appendix F).

6.7 SSO Investigation and Documentation

SSOs investigation and documentation procedures are contained in Section 4.0 of the OERP (Appendix F).

6.8 SSO Reporting

The internal and external reporting process for SSO events are contained in Section 5.0 of the OERP (Appendix F).

6.9 Equipment

A description of the equipment used to respond to SSOs is contained in Section 5.0 of the OERP (Appendix F).

6.10 Training

A Description of the training to support the OERP is contained in Section 5.0 of the OERP (Appendix F).

ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The intent of this section of the SSMP is to document the District's FOG Program and identify program additions.

7.1 Regulatory Requirements for the FOG Program

The District shall evaluate its service area to determine whether a FOG control program is needed. If the District determines that a FOG program is not needed, the District must provide justification for why it is not needed. If FOG is found to be a problem, the District must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

7.2 Public Education and Outreach Program

The MCSD provides public education and outreach during monthly interceptor inspections conducted by MCSD staff. MCSD provides additional FOG information to the community through inserts in their billings, monthly newsletter and on the District webpage.

7.3 FOG Source Control

The MCSD has an active and successful FOG source control program that includes monthly inspections that are documented by MCSD staff. If it is determined by the Inspector that an interceptor need maintenance the Lead Person provides a verbal notice to maintain (pump and remove contents of the interceptor). Documentation of MCSDs FOG inspections is included in Appendix G . If an interceptor is continually in need of maintenance the Lead Person can require an increased maintenance frequency. Following the notice to maintain an interceptor the operator must fax a copy of documentation that the interceptor has been maintained.

7.4 Disposal of FOG

Currently there are three FOG haulers in the area including Footprint Recycling, North State Rendering, and Steve's Septic. FOG generated within the MCSD sanitary sewer service area will be disposed of at one of the three above listed facilities.

7.5 Legal Authority for FOG Program

MCSD Regulation 24, Rule 24.08.2 prohibits discharge of oil and grease to a public sewer in concentrations greater than 300 mg/L. MCSD Regulation 24 Rule 24.10 of the MCSD Rules and Regulations requires an interceptor when necessary and also includes requirements for maintaining interceptors.

7.6 Requirements to Install Grease Removal Devices

The MCSD Regulation 24 Rule 24.10 requires an interceptor when necessary and includes requirements for maintaining interceptors.

7.7 Authority to Inspect Grease Producing Facilities

The MCSD Regulation 24 Rule 24.10.05 contains the authority for the District to inspect grease producing facilities.

The MCSD Regulation 26 Rule 26.04 additionally contains the authority for the District to inspect any user.

7.8 Identification of Grease Problem Areas and Sewer Cleaning

The MCSD maintains a list of trouble spots, primarily caused by low spots in the sewer mains. Preventive maintenance on the trouble spots are performed and documented monthly. Examples of the trouble spot list and documentation are included in Appendix B.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the District's capacity management measures, and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan

The WDR requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

- **Evaluation:** The District must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.
- **Design Criteria:** Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.
- **Capacity Enhancement Measures:** The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- **Schedule:** The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every five years.

8.2 Capacity Evaluation

The District is working with SHN Engineers and Geologists to develop a hydraulic model of the MCSD sanitary sewer collection system. MCSD has a goal of having the hydraulic model completed by December 2013. The resulting model will document the condition and capacity of the existing wastewater infrastructure, determine future facility requirements, and develop recommendations for near-term and longer-term improvements.

8.3 Recommended Capacity Projects

The MCSD sanitary sewer collection system is relatively young (less than 25 years) and the District currently has identified the following capacity projects;

- Line 5 between manholes (MH) 5-2 and 5-3;
- Line 6.3 between MH 6-17 and MH 6-6; and
- Line 6 between MH 6-3 and MH 6-4.

When problems are encountered the policy is to "fix when found". Fixed assets are tracked and funding is allocated annually for sewer asset upgrades. Following completion of the hydraulic model some capacity projects may be identified.

8.4 Schedule

The District has identified specific areas (listed above) that will require capacity expansion of the collection system if funding is available. If funding is not available, it is planned and approved during the next fiscal year.

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ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This section of the SSMP discusses parameters the District tracks to monitor the success of the SSMP and how the District plans to keep the SSMP current.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventive maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

9.2 Monitoring Information

The District will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 Performance Measures

The indicators that the District will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSO locations per 100 miles of sewer;
- Volume of spilled wastewater recovered (million gallon (MG) per year) compared to total volume of wastewater spilled (MG/yr); and
- Volume of spilled wastewater discharged to surface waters (MG/yr) compared to total volume of wastewater spilled (MG/yr).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both District staff and the public at all times through the CIWQS system.

Additional performance measures include programs that the MCSD is developing for implementation as a result of the SSMP development process. These programs include:

Future Activity and Schedule	Completion Date
<ul style="list-style-type: none"> When the storm water mapping data is available from Humboldt County, the District has a goal of having these two data sets merged into a GIS platform and will generate a combined wastewater and storm drainage atlas which will be utilized in the office and in the field. 	2013
<ul style="list-style-type: none"> The District has the goal of updating the District constructions Standards and Specification by 2013. 	2013
<ul style="list-style-type: none"> The District has the goal of completing the development of a hydraulic model used to evaluate system capacity by December 2011 	December 2011

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The District will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The District will review the successes and needed improvements of the SSMP as part of the SSMP biannual audit, described in Element 10.

District staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document the District's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

- The District shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Audits Discussion

The District will audit its SSMP every two years. The first audit will be completed prior to March 1, 2013 and will cover calendar years 2011 and 2012. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the District's current practices, and whether the District is following the SSMP.

The audit will be conducted by a team consisting of the MCSD Staff. The audit team may also include, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The District will update its SSMP at least every five years. The first update will be completed on or before March 1, 2016.

The District will determine the need to update its SSMP more frequently based on the results of the biannual audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the District decides that an update is warranted, the process to complete the update will be identified at that time. The District will complete the update within one year following identification of the need for the update.

The District Staff will seek the approval from the District Board of Directors for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Operations Director.

ELEMENT 11: COMMUNICATION PLAN

The intent of this section of the SSMP is to identify a plan to communicate information regarding the District's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the District on the SSMP.

11.1 Regulatory Requirements for the Communication Plan

The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP;
- The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented; and
- The District shall create a plan of communication with systems that are tributary and/or satellite to the District's sanitary sewer system.

11.2 Communication Plan

The District has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the District's Communication Plan.

- **District Website** – The District will evaluate the use of a webpage on the District's existing website to facilitate the transfer of information to the public regarding the SSMP. This webpage would include the entire SSMP, audit performance information, and associated information. The webpage would also serve as a venue for soliciting input from the public on the SSMP.
- **Monthly Newsletter** – An annual notice regarding the sanitary sewer system performance can be included in the monthly newsletters. The notice would contain general SSMP information. The notice could also refer the customers to the District website for additional details, if an SSMP webpage is implemented.
- **Notices in Public Spaces** – Notices of the SSMP project could be posted and handouts made available in public spaces such as the District Office and library. Information will reference the District's website with additional information.
- **Board of Directors Meetings** – Board of Directors Meetings are public meetings. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the Board of Directors agenda.

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- **Monthly Water and Sewer Billing** – An annual notice regarding the sanitary sewer system performance can be included in monthly water and sewer billings. The notice would contain general SSMP information. The notice could also refer the customers to the District website for additional details, if an SSMP webpage is implemented. The notice would be printed in both English and Spanish.
- **Notices in Public Spaces** – Notices of the SSMP project could be posted and handouts made available in public spaces such as the District Hall and library. Information would be presented in English and Spanish and have references to the District's website with additional information, if an SSMP webpage is implemented.
- **Board of Directors Meetings** – Board of Directors Meetings are public meetings. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the Board of Directors agenda.

APPENDIX A
MCSD ARTICLE III RULES AND REGULATIONS

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ARTICLE III - PUBLIC SEWER

REGULATION 17. - GENERAL PROVISIONS - SEWER

Rule 17.01. PURPOSE AND POLICY. This wastewater Discharge Ordinance sets uniform requirements for discharges into the wastewater collection and treatment system and enables the District to comply with the administrative provisions of the Clean Water Grant Regulations, the water quality requirements set by the Regional Water Quality Control Board and the applicable effluent limitations, national standards of performance, toxic and pre-treatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the Authority and District systems. This Ordinance provides a means of determining wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the costs of operating and maintaining adequate wastewater collection and treatment systems and to provide sufficient funds for capital outlay, bond service costs, capital improvements, and depreciation.

Rule 17.02. VIOLATION UNLAWFUL. It shall be unlawful for any person whose building is required to be connected to a public sewer under this Ordinance to connect to, construct, install or provide, maintain and use any other means of sewage disposal from said building except by connection to a public sewer in the manner as in this Ordinance provided.

Rule 17.03. RELIEF ON APPLICATION. When any person, by reason of special circumstances, is of the opinion that any provision of this Ordinance is unjust or inequitable as applied to their premises, they may make written application to the Board of Directors, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to their premises.

If such application be approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

Rule 17.04. RELIEF ON OWN MOTION. The Board may, on its own motion, find that by reason of special circumstances any provision of this regulation and Ordinance should be suspended or modified as applied to a particular premise and may, by resolution, order such suspension or modification for such premises during the period of such special circumstance, or any part thereof.

Rule 17.05. DISTRICT INSPECTOR. The Manager may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all side sewers, public sewers, and facilities in connection therewith in the District, to be known as the District Inspector.

Rule 17.06. SEWER PERMITS AND FEES. No public sewer, side sewer, building sewer or other sewerage facility shall be installed, altered or repaired within the District until a permit for the work has been obtained and all fees paid in accordance with the requirements of this Ordinance, and any other ordinance adopted by the Board of Directors.

REGULATION 18. - USE OF PUBLIC SEWERS REQUIRED.

Rule 18.01. TREATMENT OF WASTEWATERS REQUIRED. It shall be unlawful to discharge to any stream or watercourse any domestic or industrial wastewater or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this Ordinance.

Rule 18.02. UNLAWFUL DISPOSAL. Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of wastewater.

Rule 18.03. SEWER REQUIRED. The owner of any proposed building to be situated within the District and abutting on any street in which there is now located or may in the future be located a public sewer of the District, is hereby required to connect, at their expense, said building directly with the proper public sewer in accordance with the provisions of this Ordinance provided that said public sewer is within three hundred (300) feet of the nearest point of the property line and the building is within one thousand (1,000) feet of the public sewer.

The owner of any existing building, provided with a lateral connection resulting from the Special Assessment proceedings or otherwise, shall connect to the public sewer within ninety (90) days after date of official notice to do so.

Rule 18.04. PRIVATE WASTEWATER DISPOSAL SYSTEMS. Where a public sewer is not available under the provisions of Section 3.03, or as determined by the Board of Directors, the building sewer shall be connected to a private wastewater disposal system complying with public health Ordinances of the County of Humboldt and applicable regulations of the California Regional Water Quality Control Board, North Coast Region.

DETERMINATION. Where in the opinion of the Board, public sewer service is not available in accordance with this Ordinance, due to lack of treatment facilities capacity available to the District, approval may be given for the interim use of private Wastewater disposal systems.

APPLICATION. When regular application is made for sewer service, and it is determined that treatment capacity is not available to provide service to the property, the owner must enter into an agreement with the District to provide for the following:

- (a) Apply for and secure a private wastewater disposal permit from the Humboldt-Del Norte County Health Department, and/or California Regional Water Quality Control Board.
- (b) Pay all applicable costs for the installation of a sanitary sewer connection.
- (c) Construct the building sewer within three (3) feet of the final connection point of the building.
- (d) Agree to abandon the private wastewater disposal system and make a final connection to the sanitary sewer within ninety (90) days of notice from the District that public sewer is available.

Rule 18.05. OCCUPANCY PROHIBITED. No building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of the District.

Rule 18.06. ABANDONED SEWAGE DISPOSAL SYSTEMS. Where a sewage disposal system is abandoned consequent to connecting with the public sewer, the applicant making the connection shall fill the abandoned septic tank as required by the County Health Officer within thirty (30) days from the time of connecting to the public sewer. Every abandoned building sewer or part thereof shall be plugged or capped in an approved manner within five (5) feet of the property line.

REGULATION 19. - PERMITS AND FEES

Rule 19.01. PERMIT REQUIRED. No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any community sewer or appurtenances or perform any work on any lateral or building sewer without first obtaining a written permit from the District and paying to the District the applicable permit fee.

Rule 19.02. APPLICATION FOR PERMIT. There shall be five (5) classes of permits:

- (a) Single Family Residence.
- (b) Multiple Dwellings.
- (c) Commercial, Industrial, School, Public and Other User Permit.
- (d) Public Sewer Construction Permit.
- (e) Sewer Alteration Permit and Trailer Court.

Any person legally entitled to apply for and receive a permit shall make such application on forms provided by the District for that purpose. They shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith. The Manager may require plans, specifications or drawings and such other information as may be deemed necessary.

If the Manager determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with the ordinances, rules and regulations of the District, a permit shall be issued upon payment of the required fees. The issuance of wastewater discharge permits to establishments producing industrial wastes shall be governed by the provisions of Regulation 26 of this Ordinance.

Rule 19.03. SEWER PERMITS. There shall be five (5) classes of permits requiring various fees, as follows:

- (a) Single Family Residence: \$30.00
- (b) Multiple Dwellings: \$30.00 plus \$2.00 per living unit up to 50 units (all over 50 units at \$1.00 per unit).

The fees charges for (a) and (b) above allows for one on-site inspection. Any follow-up inspections required will be charged to the applicant at cost.

(c) Commercial, Industrial, School, Public and Other User Permit: \$30.00 plus \$.25 per ft. over 100 feet of building sewer length.

(d) Public Sewer Construction Permit: \$30.00 plus an amount equal to 5% of the estimated Construction Cost shall be deposited prior to Commencement of Construction. Actual cost will be charged when the project is approved by the District.

(e) Sewer Alteration Permit and Trailer Court. \$30.00 - ONE CALL ONLY

Rule 19.04. PLAN CHECK FEES. A plan check fee in the amount of 2% of the estimated construction cost for main extensions and engineering review of subdivisions will be charged when an application for service is filed with the District. Actual Cost will be charged when the application is approved by the Board of Directors.

Rule 19.05. COMPLIANCE WITH PERMIT. After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the sewer, the grade, materials, or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the District, the Manager or other authorized representatives.

Rule 19.06. AGREEMENT. The applicant's signature on an application for any permit shall constitute an agreement to comply with all of the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the plans and specifications filed with their application, if any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the applicant and may be altered only by the District upon the written request for the alteration from the applicant.

Rule 19.07. ALL WORK TO BE INSPECTED. All sewer construction work shall be inspected by an inspector acting for the District to insure compliance with all requirements of the District. No sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer shall be connected to the District's community sewer until the work covered by the permit has been completed, inspected and approved by the Inspector. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

Rule 19.08. NOTIFICATION. It shall be the duty of the person doing the work authorized by permit to notify the Manager of the District in writing that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

Rule 19.09. CONDEMNED WORK. When any work has been inspected and the work condemned and no certification of satisfactory completion given, the owner of the premises, or the agent of such owner, shall repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

Rule 19.10. ALL COSTS PAID BY OWNER. All costs and expenses incident to the installation and connection of any sewer or other work for which a permit has been issued shall be borne by the owner. Such costs shall include the costs expended by the District for the installation of lateral sewers. These costs are in addition to any other connection permit fee required by this or any other ordinance of the District that provides for connection fees, rates and charges. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

Rule 19.11. STREET EXCAVATION PERMIT. A separate permit must be secured from the State, County or any other person having jurisdiction thereover by owners or contractors intending to excavate a public street for the purpose of installing sewers or making sewer connections.

Rule 19.12. LIABILITY. The District and its officer, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such applicant. The applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from, any liability imposed by law upon the District or its officers, agents, or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

Rule 19.13. TIME LIMIT IN PERMITS. If work under a permit is not commenced within six (6) months from the date of issuance or if after partial completion, the work is discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of said new permit.

REGULATION 20. - EXTENSION CHARGES

Rule 20.01. GENERAL. In general, those requiring service that requires a main extension to or in front of their property shall pay the entire cost of such service, which in some cases may be partially reimbursable if other parties connect, all as allowed by District Ordinance.

Upon application, the Manager will determine the cost of such extension and arrange for such extension, either by District or outside contract services. Upon approval by the Board, and upon advance of funds by the applicant for such work, the District will cause the work to be performed.

The District shall use, as a guide for the cost of such services, the average cost of initial installation for the District system modified by inflation, depth, paving, and ground conditions as determined by the Manager. If the work is to be accomplished by District forces, or by outside contract, the estimated cost will be placed on deposit prior to the commencement of work. Any actual difference in cost will either be refunded to the applicant or paid in addition by them prior to use of the main extension.

REGULATION 21. - CONNECTION CHARGES

Rule 21.01. GENERAL. It is hereby found and determined that it is necessary to reimburse the District for money advanced and to establish conditions of equality as to properties, either not assessed or by later occurring facts, deemed to have been under-assessed, during special assessment proceedings conducted by the District for the purpose of constructing sewer mains and facilities to serve properties within the assessment district created therefore when such non-assessed properties are permitted to connect to such sewer mains and facilities.

"Non-assessed properties" include, but are not limited to, portions of larger parcels which, at the time of assessment levy, were expected to continue in residential use by a single family but which are thereafter divided or segregated for separate residential use, either alone or in combination with other property, and may include properties which at the time of assessment levy, were owned by a government entity but which thereafter become privately owned. "Non-assessed properties" also include acreage whose later parceling or subdivision results in a larger number of direct connections to the system than was originally anticipated at the time of assessment, or may also be the result of any "more intensive" use than was contemplated by the original assessment levy.

Rule 21.02. CONNECTION CHARGE. The connection charge provided by this Ordinance shall be computed by the Manager based upon "what the share of the cost of said sewer main and facilities of the connecting property would have been had it been assessed in said proceedings, using the same formula as used in the assessment district for determining the assessment." The basis of the original assessment levy is as follows:

(a) General area charge (all land within 600 feet of sewer main) = \$180.00 per acre.

(b) Local area charge (all land within 200 feet of a sewer main = \$540.00 per acre,

(c) Unit Charge

- | | |
|-----------------------------|-----------------------|
| 1. Lateral Charge | - 4 inch = \$1,200.00 |
| Lateral Charge | - 6 inch = \$1,425.00 |
| 2. Local Sewer Availability | - 4 inch = \$405.00 |
| Local Sewer Availability | - 6 inch = \$625.00 |

(d) Capacity Charge - \$1761.00 per Equivalent Residential Unit subject to adjustment as provided in Rule 1.21.

(e) Development intensity charge - per excess living unit with allowance of one living unit per one-half (1/2) acre of land = \$225.00 per unit.

(f) Example of application of above described charges: For a one-half (1/2) acre parcel of normal shape that falls entirely within the local and general area with a single dwelling unit constructed thereon, cost would be:

General area charge - \$180.00 x .5 acre = \$	90.00
\$540.00 x .5 acre	= 270.00
4 inch lateral	= 1,200.00
Sewer availability	= 405.00
Capacity charge	= <u>1,761.00</u>
Subtotal	= 3,726.00

(g) The connection charge for the addition of a secondary dwelling as defined by Humboldt County Ordinance No. 1633, Chapter 6.1 shall be the same as the local sewer availability charge for four - inch laterals as specified in subsection (c)2. above. If an additional lateral is required the full charge rate shall apply.

(h) Buy in capacity charge - For all lands added to the sewer service area the Manager shall collect the additional charges set forth in the respective Resolution amending the sewer service area in addition to the other charges described above.

(i) Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the developer.

Rule 21.03. DEVELOPMENT CREDIT. For subdivisions or main extensions wherein the owner constructs all of the local sewers at their own cost for connection to the District's system, a credit for such construction cost to be subtracted from the general connection charge may be made for all except the following:

- (a) The availability charge of \$405.00 per unit.
- (b) The intense land development charge of \$225.00 per excess unit.
- (c) The capacity charge.

REGULATION 22. - BUILDING SEWERS, LATERAL SEWERS AND CONNECTIONS

Rule 22.01. PERMIT REQUIRED. In accordance with Regulation 21 of this Ordinance, no person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the District and paying all fees and connection charges as required therein.

Rule 22.02. DESIGN AND CONSTRUCTION REQUIREMENTS. Design and construction of building sewers and lateral sewers shall be in accordance with the rules, regulations and ordinances of the District.

Rule 22.03. MINIMUM SIZE AND SLOPE. The size and slope of the building sewer shall be subject to the approval of the Manager, but in no event shall the diameter be less than three (3) inches. The slope of such 3-inch pipe shall not be less than one-fourth (1/4) inch per foot, except where the grade may require a slope of 1/8-inch per foot, which may be installed only with District approval.

Rule 22.04. BUILDING DRAIN. Whenever possible, the building sewer shall be brought to the building at an elevation below the lowest floor. No building sewer shall be laid parallel to or within three (3) feet of any bearing wall

which might thereby be weakened. The building sewer shall be laid at uniform grade and in straight alignment in so far as possible. Changes in direction shall be made only with properly curved pipe fittings, with clean-outs at each 45-degree bend or more, and in general conformance with the "Uniform Plumbing Code."

Rule 22.05. SEPARATE SEWERS. No two adjacent buildings fronting on the same street (or corner) shall be permitted to join in the use of the same side sewer. Every building or industrial facility must be separately connected with a community sewer if such community sewer exists in the street upon which the property abuts or in an easement which will serve said property. However, two or more buildings located on property belonging to the same owner may be served with the same side sewer provided the property cannot be subdivided into smaller legal-sized lots. Upon the subsequent subdivision and sale of a portion of said lot, the portion not directly connected with such community sewer shall be separately so connected with a community sewer, and it shall be unlawful for the owner thereof to continue to use or maintain such indirect connection.

Rule 22.06. OLD BUILDING SEWERS. Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the Manager, to meet all requirements of the District.

Rule 22.07. CLEANOUTS. Cleanouts in building sewers shall be provided in accordance with all applicable rules, regulations and ordinances. All cleanouts shall be maintained watertight. Cleanouts shall comply with the Uniform Plumbing Code.

Rule 22.08. SEWER TOO LOW. In all buildings hereafter constructed in which any building sewer is too low to permit gravity flow to the community sewer, sanitary wastewater carried by such building sewer shall be lifted by artificial means, approved by the Manager, and discharged to the community sewer at the expense of the owner. In all buildings in which the floor level is below the elevation of the nearest manhole located upstream from the point at which the lateral sewer intersects the main, a backflow prevention device shall be installed in the building sewer at the expense of the owner.

Rule 22.09. JOINTS AND CONNECTIONS. All excavations required for the installation of a side sewer shall be open trench work unless otherwise approved by the Manager. Pipe laying and backfill shall be performed in accordance with the rules, regulations and ordinances of the District, except that no backfill shall be placed until the work has been inspected.

Rule 22.10. CONNECTION TO PUBLIC SEWER. The connection of the building sewer into the community sewer shall be made in strict accordance with standard District specifications and at the applicant's expense. The invert of the building sewer at the point of connection shall be at a higher elevation than the invert of the community sewer. A smooth neat joint shall be made and the connection made secure and watertight. The connection to the community sewer shall be made in accordance with the rules, regulations and ordinances of the District. Any work on community sewers and any work on lateral sewers done within a public right of way shall be performed by a duly licensed plumber or contractor under the inspection of the District. Any damage to the public sewer shall be repaired at the cost of the applicant to the satisfaction of the District.

Rule 22.11. PROTECTION OF EXCAVATION. All excavations for side sewer installation shall be adequately guarded by the applicant with barricades or lights so as to protect the public from hazard. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the District or any other person having jurisdiction thereover.

Rule 22.12. MAINTENANCE OF BUILDING SEWER. Building sewers shall be maintained by the owner of the property served thereby. In the event of stoppage, the owner shall be responsible for rodding the entire side sewer. The District will perform all other lateral maintenance.

Rule 22.13. TESTING. All building sewers and lateral sewers shall be tested in strict accordance with rules, regulations and ordinances of the District.

REGULATION 23. - COMMUNITY SEWER CONSTRUCTION

Rule 23.01. PERMIT REQUIRED. Any person legally entitled to apply for a permit shall make such application on forms provided by the District for that purpose. The application shall be reviewed by the Manager who shall determine if it is complete. Where the Manager deems the application to be complete, the Manager shall set consideration of the application on the agenda of an upcoming Board meeting. Where the Manager deems the application to be incomplete, the applicant shall submit the additional information itemized by the Manager until the Manager deems the application to be complete. Where the County of Humboldt has required the applicant to offer the dedication of property to MCSD as a condition of land use approval, the Manager shall not deem the main extension application to be complete unless the applicant has satisfied the assessment district formation application requirements of Rule 72.01 and Rule 72.02 of Regulation 72 of the District's Rules and Regulations. In accordance with Article IV of this Ordinance, no person shall construct, extend or connect to any community sewer without first obtaining a written permit from the District and paying all fees and furnishing bonds as required therein. The provisions of this Section requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the District.

Rule 23.02. PLANS, PROFILES and SPECIFICATIONS. The application for a permit for community sewer construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of District prepared by a Registered Civil Engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by the Manager who shall approve them as filed or require them to be modified as he deems necessary for proper installation. After examination by the Manager, a permit shall be issued predicated upon the payment of all fees and furnishing bonds as required by the District. The permit shall prescribe such terms and conditions as the Manager finds necessary in the public interest.

Rule 23.03. SUBDIVISIONS. The requirements of Rule 23.01 and 23.02 of this Ordinance shall be fully complied with before any final subdivision map shall be approved by the County or District. The final subdivision map shall provide for dedication for public trail use of easements and right of ways in which community sewer lines are to be constructed where such use does not significantly threaten a sensitive natural resource and where the access is designated in a public agency adopted access/trail plan. If a final subdivision map of a tract is recorded and the work on constructing sewers to serve the tract is not completed within the time limit allowed in the permit, the Manager may extend the time limit or may complete the work and take appropriate steps to enforce the provisions of the bond furnished by the subdivider.

Rule 23.04. EASEMENTS OR RIGHTS OF WAY. In the event that an easement is required for the extension of the community sewer or the making of connections, the applicant shall procure and have accepted by the Manager proper easement or grant of right of way sufficient in width to allow the laying and maintenance of such extension or connection, normally 20 feet minimum.

Rule 23.05. PERSONS AUTHORIZED TO PERFORM WORK. Only properly licensed contractors shall be authorized to perform the work of community sewer construction within the District. All terms and conditions of the permit issued by the County and District to the applicant shall be binding on the contractor. The requirements of this Section shall apply to side sewers installed concurrently with community sewer construction.

Rule 23.06. GRADE STAKES. Grade and line stakes shall be set by a Registered Civil Engineer or Licensed Land Surveyor prior to the start of work on any community sewer construction. The contractor shall be responsible for accurately transferring grades to sewer invert.

Rule 23.07. COMPLIANCE WITH LOCAL REGULATIONS. Any person constructing a sewer within a street shall comply with all state and county laws, ordinances, rules and regulations pertaining to the cutting of pavement, opening, barricading, safety, lighting and protecting trenches, backfilling and repaving thereof and shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the District.

Rule 23.08. PROTECTION OF EXCAVATION. The applicant shall maintain such barriers, lights and signs as are necessary to give warning to the public at all times that a sewer is under construction and of each dangerous condition to be encountered as a result thereof. The applicant shall also protect the public in the use of the sidewalk against any such conditions in connection with the construction of the sewer. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in a manner satisfactory to the County and District and any other person having jurisdiction thereover.

Rule 23.09. DESIGN AND CONSTRUCTION STANDARDS. Minimum standards for the design and construction of sewers within the District shall be in accordance with the applicable provisions of the ordinances, rules, and regulations heretofore or hereinafter adopted by the District, copies of which are on file in the office of the Manager. The District may permit modifications or may require higher standards where unusual conditions are encountered.

"As-built" drawings showing the actual location of all mains, structures, Y's, T's, laterals and cleanouts shall be filed with the District before final acceptance of the work.

Rule 23.10. MAIN EXTENSION. The District will provide for all main extensions upon application for service. The applicant shall pay for the cost of the main to and across their frontage. Special provisions may be required for a corner lot or other irregular shaped lots and shall be determined by the Manager.

Normally the main shall be extended the same size as terminated or as a minimum eight (8) inch unless a waiver for short dead-end lines is allowed by the Manager, in which case a six (6) inch will be the minimum size required.

In the event the applicant is required to pay for the construction of a main extension across others property frontage where the property is already served by the District, the District may share in the cost of construction for that portion of the main extension, provided it is not a part of the applicants frontage. The District will share in the cost of construction only where it is the Manager's opinion the applicant can not reasonably expect a refund as provided in Rule 23 of this Ordinance.

The maximum District contribution toward construction costs will be fifty percent (50%) of the total construction cost, or One Thousand Two Hundred and Fifty Dollars (\$1,250.00), whichever is less.

The District will determine the fair and reasonable value for construction of said facilities.

The District will pay its share of construction costs when all facilities are completed in accordance with the District Standard Specifications and acceptance by the District.

The District will not be a party of any agreement, either verbal or written, by or between the applicant and their contractor.

The provisions of this section do not apply to Rule 6.03 of this Ordinance.

Rule 23.10.1. When a person applies to connect their property to a main extension previously paid for by another person as set forth above, such applicant shall pay to the District, in addition to all other charges, one-half of the actual original cost of the main extension across their street frontage, presuming they own property on one side of the street only. When such connection is made within ten years of the date of original connection of such extension to the District's system, the District shall, upon receipt of payment from such applicant, pay the amount so collected to the person who paid for the extension originally.

Rule 23.10.2. When a person applies for an additional or enlarged lateral to property that fronts on a main extension paid for by another owner subsequent to the date the applicant's property was originally connected to the system, such applicant shall pay the District one-half of the actual original cost of such main extension across his street frontage. When such additional or enlarged service is connected within ten years of the date of original connection, the District shall, upon receipt of payment from such applicant, pay the amount so collected to the person who paid for the main extension originally.

Rule 23.11. COMPLETION OF SEWER REQUIRED. Before acceptance of any sewer line by the District and prior to the admission of any wastewater into the system, the sewer line shall be tested and shall be complete in full compliance with all requirements of the accepted specifications and to the satisfaction of the Manager. Where the Applicant has applied to form an Open Space Maintenance Zone pursuant to Regulation 72 of the District's Rules and Regulations for the project, the District shall not consider acceptance of the facilities until the title to the donated property has been transferred and all conditions of the open space maintenance plan approval have been satisfied.

Rule 23.12. ZONES OF SPECIAL BENEFIT. The Board may, by resolution form zones of special benefit where service to a specific geographic area will entail extraordinary operating or maintenance costs that benefit only those properties in that specific geographic area. The resolution establishing each such zone shall describe the extraordinary operating and maintenance requirements, establish the initial annual zone-wide extraordinary operating and maintenance costs, determine the formula for division of annual costs among the properties within the zone, establish a monthly fee for each such property and direct staff to collect fees on the consolidated utility bill. The Board may amend the requirements, costs, formula and monthly fee by subsequent resolution to reflect any changes in the zone or the costs of providing extraordinary services to the zone. Where the Board has added new territory into the Sewer Service area, all lands within each such area shall constitute a zone of special benefit and all such lands shall pay the charges and fees set forth in the resolution adopted by the Board for those lands. Applicants may execute a development agreement

compatible with current state law and Board adopted policy in lieu of securing Board Acceptance of works prior to finalization of the subdivision map for the project. Where a development agreement is so executed, MCSD shall not activate sewer service to any portion of the subject property until all required improvements are installed to MCSD's satisfaction.

Rule 23.13. SEWER SERVICE AREA. The Board, by resolution, may establish the boundaries of the sewer service area. The initial resolution shall include all properties that are currently in the Sewer Collection System Assessment District administered by Humboldt County on behalf of the District.

Rule 23.14. EXPANSION OF SEWER SERVICE AREA. The Board, by resolution, may expand the boundaries of the sewer service area where the Board finds that the inclusion area

is contiguous to the existing sewer service area; that the inclusion will not result in islands of unserved property; that the applicant has paid all collection system, treatment system and disposal system buy in capacity charges and that the inclusion area is inside the District. Said resolution shall also establish one or more zones of special benefit. Where the area proposed for inclusion requires formation of one or more assessment districts to fund construction of sewer improvements, such assessment districts shall be formed prior to amendment of the sewer service area. The collection, treatment and disposal system buy in capacity charges shall be calculated by computing the existing sewer flow from the property and multiplying that flow times the then current annual buy in charge as set forth in a resolution to be adopted by the Board.

Rule 23.15. APPLICATION TO INCLUDE LANDS INTO SEWER SERVICE AREA. Any land owner may apply to the District to include properties in Sewer Service Area by submitting the completed form provided by the District along with a processing fee of \$100.00. Said application shall include a map of the area proposed for inclusion, a legal description of the area proposed for inclusion and a report prepared by a professional engineer projecting the sewer flows resulting from full buildout of the inclusion area, and describing the collection system needed to serve inclusion area full buildout sewer flows.

Rule 23.16. PROCESS FOR CONSIDERATION OF APPLICATION TO INCLUDE LANDS IN SEWER SERVICE AREA. When the Manager receives a complete application, the Manager shall set an agenda item on a subsequent Board agenda for Board consideration of the application. The manager shall submit said application and the Engineer's report along with a staff report projecting the buy in capacity charge for the proposed area. The Board shall review the application, the engineer's report and the Manager's report to determine if an assessment district is required to fund the works required to serve the full buildout of the inclusion area.

If no assessment district is required, the Board may consider adoption of a resolution amending the sewer service area or deny the application. Each such resolution shall establish a Zone of Special Benefit and require the payment of the adopted buy in capacity charge as a condition of adding the inclusion area into the sewer service area. If an assessment district is required, the Board may opt to initiate such an assessment district or deny the application. Should the Board agree to initiate such an assessment district, the Board may require the applicant to pay all legal, engineering, environmental and funding costs associated with the formation of said assessment district.

The Board may consider adoption of a resolution amending the sewer service area only after such an assessment district has been formed. Each such resolution shall establish a Zone of Special Benefit and require the payment of

the adopted buy-in capacity charge as a condition of adding the inclusion area into the sewer service area.

Rule 23.17. ADVANCE COSTS AND REFUNDS. When a person applies to connect their property to a main extension previously paid for by others, such applicant shall pay to the District, in addition to all other charges, one half of the actual original cost of the main extension across their street frontage, presuming they own property on one side of the street only. When such connection is made within ten years of the date of the original connection of such extension to the District's system, the District shall, upon receipt of payment from applicant, pay the amount so collected to the person who paid for the extension originally.

REGULATION 24. - USE OF THE PUBLIC SEWERS

Rule 24.01. PROHIBITIONS ON DISCHARGES. No person shall discharge wastes to a community sewer which cause, threaten to cause, or are capable of causing either alone or by interaction with other substances:

- (a) a fire or explosion;
- (b) obstruction of flow or injury to the treatment works;
- (c) danger to life or safety of personnel;
- (d) a strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- (e) air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;
- (f) interference with the wastewater treatment process;
- (g) the District's effluent or any other product of the treatment process, residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation or treatment process;
- (h) a detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District.
- (i) discoloration or any other condition in the quality of the District's treatment works effluent such that receiving water quality requirements established by law cannot be met;
- (j) conditions at or near the District's treatment works which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- (k) the District collection system's treatment works to be overloaded or cause excessive collection or treatment costs, or may use a disproportionate share of the facilities.

Rule 24.02. PROHIBITIONS ON STORM DRAINAGE AND GROUND WATER. Storm water, ground water, rain water, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer.

Rule 24.03. PROHIBITIONS ON UNPOLLUTED WATER. Unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a community sewer.

Rule 24.04. LIMITATIONS ON RADIOACTIVE WASTES. No person shall discharge or cause to be discharged, any radioactive waste into a community sewer except;

- (a) when the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and

(b) when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and recommendations for safe disposal, and

(c) when the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

Rule 24.05. LIMITATIONS ON THE USE OF GARBAGE GRINDERS. Waste from garbage grinders shall not be discharged into a community sewer except:

(a) Wastes generated in preparation of food normally consumed on the premises, or

(b) where the user has obtained a permit for that specific use from District, and agrees to undertake whatever self-monitoring is required to enable the District to equitably determine the charges and fees based on the waste constituents and characteristics.

Such grinders must shred (normally 3/8 inches minimum) the waste to a degree that all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse, that subsequently enters the sewer.

Rule 24.06. LIMITATIONS ON POINT OF DISCHARGE. No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer, unless he has been issued a permit by the District. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District.

Rule 24.07. HOLDING TANK WASTE. No person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the District. Unless otherwise allowed under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District. An exception to the above is that no permit will be required for discharge of domestic wastes from recreational vehicles holding tanks provided that such discharges are made into a District approved facility designed to receive such wastes.

Rule 24.08. LIMITATIONS ON WASTEWATER STRENGTH.

Rule 24.08.1. No person shall discharge wastewater containing in excess of:

- 0.1 mg/l arsenic
- 0.2 mg/l cadmium
- 2.0 mg/l copper
- 1.0 mg/l cyanide
- 1.0 mg/l lead 0.01 mg/l mercury
- 1.0 mg/l nickel
- 1.0 mg/l silver
- 0.5 mg/l total chromium
- 3.0 mg/l zinc

All analyses shall be performed in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater, by a State Certified Laboratory.

Rule 24.08.2. No person shall discharge any wastewater:

- (a) Having a temperature higher than 150 F (65.5 C).

(b) Containing more than 300 mg/l of oil or grease of animal or vegetable origin.

(c) Containing more than 100 mg/l of oil or grease of mineral or petroleum origin.

(d) Having a pH lower than 6.0 or higher than 9.0.

(e) Containing in excess of 0.02 mg/l total identifiable chlorinated hydrocarbons which cannot be removed by the Authority's wastewater treatment process.

(f) Containing in excess of 1.0 mg/l phenolic compounds which cannot be removed by the Authority's wastewater treatment process.

Rule 24.08.3. Effluent limitations promulgated by the Federal Act shall apply in any instance where they are more stringent than those in this Ordinance. Under Section 307 (b) of the Act, Federal pretreatment standards are designed to achieve two purposes: (1) to protect the operation of publicly owned treatment works, and (2) to prevent the discharge of pollutants which pass through such works inadequately treated. Users in industrial categories subject to effluent guidelines issued under Section 304 (b) of the Act, which are discharging incompatible pollutants to publicly owned treatment works, are required to adopt the best practicable control technology currently available, as defined by the Administrator pursuant to Section 304 (b) of the Act. Where the District's treatment works was designed to and does achieve substantial removal of pollutants other than the four pollutants listed in the definition for compatible pollutants in Section 1.11 (BOD, SS, pH, and fecal coliform bacteria), the District may, at its discretion, not require the user to achieve best practicable control technology currently available, since this may lead to an uneconomical duplication of treatment facilities. The term "substantial removal" contemplates removals in the order of 80 percent or greater. Minor incidental removals in the order of 10 to 30 percent are not considered "substantial."

Rule 24.08.4. The District Manager shall cause to be prepared from time to time a list of the maximum permissible quantities or concentrations of certain constituents in industrial or wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

Limitations on wastewater strength in Rule 24.08.1 and Rule 24.08.2 of this Ordinance may be supplemented with more stringent limitations pursuant to Rule 26.02.4.

(a) If the District determines that the limitations in Rules 24.08.1 and 24.08.2 may not be sufficient to protect the operation of the District's treatment works, or

(b) If the Authority determines that the limitations in Rule 24.08.1 and 24.08.2 may not be sufficient to enable the District's treatment works to comply with water quality standards or effluent limitations specified in the District's National Pollutant Discharge Elimination System (NPDES) permit.

Rule 24.09. DISPOSAL OF UNACCEPTABLE WASTE. Waste not permitted to be discharged into the community sewer must be transported to a State approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within 30 days to the District by the discharger.

Rule 24.10. INTERCEPTORS REQUIRED. Grease, oil and sand interceptors shall be provided when, in the opinion of the Manager, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such

interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the Manager and shall be so located as to be readily and easily accessible for cleaning and inspection.

All such grease, oil and sand interceptors shall be maintained by the Owner, at their expense, in continuous efficient operation at all times.

Rule 24.10.01. GREASE INTERCEPTORS/TRAPS. Establishments serving food, manufacturing food products, Slaughter Houses, Packing Establishments, Car Washes, Auto Wash Racks, etc. are grouped into the following major categories: INDUSTRIAL-commercial facilities as defined in sections 709 and 710 of the Uniform Plumbing Code, and those facilities designated by the General Manager.

HIGH VOLUME-full menu types establishments operating over 16 hours per day and/or serving 500 or more meals per day.

MEDIUM VOLUME-full menu or specialty menu type establishments serving full meals 8 to 16 hours per day, and/or 100 to 400 meals per day.

SMALL VOLUME-fast food, take out or specialty type food establishments with limited menus, a minimum of dish washing, and/or minimal seating capacity.

Rule 24.10.02. GREASE INTERCEPTORS. Industrial facilities, High Volume and Medium Volume food establishments as defined in Section 709 are required to install a grease interceptor.

The size, type and location of each grease interceptor shall be approved by the General Manager or his designated representative. Waste in excess of 140°F (60°C) shall not be discharged into a grease interceptor.

Grease interceptors shall have a minimum 750-gallon capacity.

Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a grease interceptor.

Interceptors shall be constructed and installed at the expense of the owner, in accordance with the design previously approved by the General Manager.

Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Proper location of the grease interceptor shall meet the Uniform Plumbing Code Requirements and the approval of the General Manager.

Each commercial facility or business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that business establishment.

Buildings remodeled for use requiring interceptors shall be subject to these regulations.

For the purpose of this section the term 'fixture' shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease interceptor by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the General Manager. Exception:

Toilets, urinals, and other fixtures containing fecal material may not flow through the interceptor.

The interceptors shall be maintained in efficient operating condition by periodic removal and proper disposal of the accumulated grease. No such collected grease shall be introduced into any drainage piping or public or private sewer.

Abandoned grease interceptors shall be emptied and filled in the same manner as required for abandoned septic tanks as described in Section 1119 of the Uniform Plumbing Code.

The cover for grease interceptors shall be one-half inch (1/2") steel plate reinforced as required by the General Manager, said reinforcing to depend upon the load to be imposed on the plate. Except as otherwise provided, the cover shall be gas-tight on all interceptors and the waste shall enter the interceptor through the inlet pipe only. Interceptors shall be so designed that they will not become air bound if closed covers are used. Each interceptor shall be properly vented, Sec 708(d) UPC.

Interceptors shall be installed in such a manner that drainage from areas outside the area intended to be served may not enter. Interceptors shall be tested in a manner approved by the District and shall be witnessed by a District Inspector. Grade rings may be used to establish final grade and shall be installed using Ram-Nek and Ram-Nek primer, and inspected by the District.

Rule 24.10.03. GREASE TRAPS. Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system which is deemed by the General Manager or his designated representative to be a Small Volume food establishment as described in Section 7.09 may choose to install a grease trap in place of a grease interceptor.

The size, type and location of each grease trap shall be approved by the General Manager or his designated representative. Wastes in excess of 140° F (60°C) shall not be discharged into a grease trap.

For the purpose of this section, the term "fixture" shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease trap by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the grease trap when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the grease trap.

No grease trap shall be installed which has an approval rate of flow of more than fifty-five (55) gallons per minute, nor less than twenty (20) gallons per minute, except with prior written approval of the General Manager.

Each plumbing fixture or piece of equipment connected to a grease trap shall be provided with an approved type flow control or restricting device installed in a readily accessible and visible location in the tailpiece or drain outlet of each such fixture. Flow control devices shall be so designed that the flow through such device or devices shall at no time be greater than the rated capacity of the grease trap. No flow control device having adjustable or removable parts shall be approved.

Each grease trap required by this section shall have an approved rate of flow, expressed in gallons per minutes, which is not less than forty (40) percent of the total capacity in gallons of fixtures discharging into said trap. The grease retention capacity of the trap, expressed in pounds of grease, shall not be less than two times the approved rate of flow in gallons per minute.

Any grease trap installed with the inlet more than four (4) feet lower in elevation than the outlet of any fixture discharging into such grease trap shall have an approved rate of flow which is not less than fifty (50) percent greater than that given in the preceding paragraph. Not more than four (4) separate fixtures shall be connected to or discharged into any one (1) grease trap.

Each fixture discharging into grease trap shall be individually trapped and vented in an approved manner. An approved type grease trap may be used as a fixture trap for a single fixture when the horizontal distance between the fixture outlet and the grease trap does not exceed four (4) feet and the vertical tailpipe or drain does not exceed two and one-half (2 ½) feet.

No water-jacketed grease trap or grease interceptor shall be approved or installed. No mechanical grease trap shall be allowed.

Each grease trap shall have an approved water seal of not less than two (2) inches in depth or the diameter of its outlet, whichever is greater.

Rule 24.10.04. TIME OF COMPLIANCE. All commercial facilities and food establishments described in Division VII shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- (a) Transfer of any ownership or interest in the commercial facility;
- (b) The issuance by the County of any building permit for the construction, reconstruction or related work to be performed on the premises costing more than \$5,000;
- (c) The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral;
- (d) Or ninety (90) days after receiving written notice from the General Manager of the necessity for installation of such facilities.

Rule 24.10.05. MONITORING AND REPORTING. All establishments having a grease trap or interceptor shall maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor shall be regularly maintained by the proprietor or property owner and records kept at the site for inspection by the District. Maintenance will vary depending upon the size of the unit and grease loading. The property owner or proprietor shall send a copy of the maintenance records to the District annually from the time of installation or some other agreed upon date by the District. At no time shall the unit be allowed to become clogged with grease so as to create damage to the District collection or treatment facilities. The Proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to District personnel upon request.

Rule 24.11. PRELIMINARY TREATMENT OF WASTES. The admission into the public sewers of any waters or wastes having

- (a) a 5-day Biochemical Oxygen Demand greater than 300 milligrams per liter, or (b) containing more than 350 milligrams per liter of suspended solids, or
- (c) containing any quantity of substance having the characteristics described in Rule 24.08, or
- (d) having an average daily flow greater than two percent of the average daily flow of the District,

shall be subject to the review and approval of the Manager. Where necessary in the opinion of the Manager, the owner shall provide, at their expense, such preliminary treatment as may be necessary to

- (i) reduce the Biochemical Oxygen Demand to 300 milligrams per liter, or
- (ii) reduce objectionable characteristics or constituents to within the maximum limits provided for in Rule 24.08, or
- (iii) control the quantities and rates of discharge of such waters or wastes.

Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the Manager and no construction of such facilities shall be commenced until said approvals are obtained in writing.

Rule 24.12. MAINTENANCE OF PRETREATMENT FACILITIES. Where required by the District, preliminary treatment facilities for any waters or wastes shall be maintained continuously in satisfactory and effective operation by the owner at their expense and to the satisfaction of District.

Rule 24.13. AVAILABILITY OF DISTRICT FACILITIES. If sewerage capacity is not available, the District may require the discharger to restrict their discharge until sufficient capacity can be made available. When requested, the District will advise persons desiring to locate new facilities as to the areas where wastewater of their proposed quantity and quality can be received by available sewerage facilities. The District may refuse service to persons locating facilities in areas where their proposed quantity or quality of wastewater is unacceptable in the available collection facility.

REGULATION 25. - WASTEWATER VOLUME DETERMINATION

Rule 25.01. METERED WATER SUPPLY. When charges and fees are based upon water usage, such charges and fees shall be applied against the total amount of water used from all sources unless, in the opinion of the District, significant portions of water received are not discharged into a community sewer. The total amount of water used from public and private sources will be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the District.

Rule 25.02. METERED WASTEWATER VOLUME AND METERED DIVERSIONS. When charges and fees are based upon water usage and where, in the opinion of the District, a significant portion of the water received from any metered source does not flow into the community sewer because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the community sewer. Written notification and proof of the diversion of water must be provided by the user, and approved by the District, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. The user may install a meter of a type and at a location approved by the District and at the user's expense. Such meters shall measure either the amount of wastewater discharged or the amount of water diverted. Such meters shall be maintained at the expense of the user and be tested for accuracy at the expense of the user when deemed necessary by the Manager.

Wastewater meters and vaults shall be approved by the District. They must be accurate, trouble free and allow easy access at any time, by District personnel for inspection, measurement or waste character and strength.

Rule 25.03. ESTIMATED WASTEWATER VOLUME.

Rule 25.03.1. For users where, in the opinion of the District, it is unnecessary or impractical to install meters the charges and fees may be

based upon an estimate of the volume to be discharged, prepared by the District. A rational method will be used to estimate the quantity of wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services or such determinations of water use necessary to estimate the wastewater volume discharged.

Rule 25.03.2. For users who, in the opinion of the District, divert a significant portion of their flow from a community sewer, the charges and fees may be based upon an estimate of the flow and volume to be discharged, prepared by the user and approved by the District provided the user obtains a Wastewater Discharge Permit and pays the applicable charges and fees. The estimate must include the method and calculations used to determine the wastewater volume and may consider such factors as the number of fixtures, seating capacity, population equivalents, annual production of goods and services, or such other determinations of water use necessary to estimate the wastewater volume discharged.

REGULATION 26. - DISCHARGE REPORT, WASTEWATER DISCHARGE PERMITS, AND ADMINISTRATION

Rule 26.01. DISCHARGE REPORTS. The District may require that any person discharging or proposing to discharge wastewater into a community sewer file a periodic Discharge Report. The Discharge Report may include, but not be limited to, nature of process, volume, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including wastewater discharge. Such reports may also include the chemical constituents and quantity of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the District may require information in the form of Wastewater Discharge Permit applications and self-monitoring reports.

Rule 26.02. WASTEWATER DISCHARGE PERMITS.

Rule 26.02.1. Each "major contributing industry" as defined in Rule 17.22 or other users with a discharge equivalent to that of a major contributing industry, if not connected to a community sewer, must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer.

Rule 26.02.2. The District may issue a Wastewater Discharge Permit to any user, upon application, in accordance with the terms of this Section in the following categories:

- (a) A user who requests charges and fees to be based on an estimate of wastewater flow, or
- (b) Any user whose wastewater strength is less than the normal range for the user classification to which he is assigned because of pretreatment, process changes or other reasons.
- (c) Any industrial user.

Rule 26.02.3. Applicants for a Wastewater Discharge Permit shall complete an application, in the form prescribed by the District. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- (a) Name, address, and SIC number of applicant;
- (b) Volume of wastewater to be discharged;
- (c) Wastewater constituents and characteristics including but not limited to those mentioned in Rules 24.08.1, 24.08.2 and 24.08.3 as determined by a laboratory approved by the District;

- (d) Time and duration of discharge;
- (e) Average and 30 minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
- (f) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation;
- (g) Description of activities, facilities and plant process on the premises including all materials, processes and types of materials which are or could be discharged;
- (h) Each product produced by type, amount, and rate of production;
- (i) Number and type of employees, and hours of work;
- (j) Any other information as may be deemed by the District to be necessary to evaluate the permit application.

Following approval, the District shall forward the application form and appurtenant plans and data to the Authority for review and approval. The District may require additional information on the characteristics of the wastewater discharge beyond that required on the application form.

Upon receipt of all required information, the application shall be processed and, upon approval, copies shall be filed with the District and one copy shall be returned to the applicant. When properly signed, the application shall constitute a valid Wastewater Discharge Permit. The application shall be approved if the applicant has complied with all applicable requirements of this Ordinance and furnished to the District all requested information and if the Manager determines that there is adequate capacity in the District's facilities to convey, treat, and dispose of the wastewaters.

Rule 26.02.4. Additional Assessment. Reasons for reopening the permit

- (a) The unit charge or schedule of charges and fees for the wastewater to be discharged to a community sewer;
- (b) The average and maximum wastewater constituents and characteristics;
- (c) Limits on rate and time of discharge or requirements for flow regulations and equalization;
- (d) Requirements for installation of inspection and sampling facilities;
- (e) Pre-treatment requirements;
- (f) Specifications for monitoring programs which may include locations, frequency and method of sampling, metering, number, types and standards for tests and reporting schedule;
- (g) Requirements for submission of technical reports or discharge reports;
- (h) Requirements for maintaining plant records relating to wastewater discharge as specified by the District and affording the District access thereto;
- (i) Mean and maximum mass emission rates, or other appropriate limits when incompatible pollutants (as defined by Section 1.19) are proposed or are present in the user's wastewater discharge.
- (j) Other conditions as deemed appropriate by the District to insure compliance with this Ordinance.

Rule 26.02.5. Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. If the user is not notified by the district 30 days prior to the expiration of the Permit, the Permit shall be extended one additional year. The terms and conditions of the Permit may be subject to modification and change by the District during the life of the Permit as limitations or requirements as identified in Rule 24.08 are modified and changed. The user shall be informed of any proposed changes in his Permit at least 30 days prior to the effective date of change. Any changes or

new conditions in the Permit shall include a reasonable time schedule for compliance. Any user proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the District at least forty-five (45) days prior to the proposed change or connection.

Rule 26.02.6. Wastewater Discharge Permits are issued to a specific user for a specific operation. Wastewater Discharge Permits shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation.

Rule 26.02.7. Any user who violates the conditions of the Wastewater Discharge Permit, any provisions of this Ordinance, applicable State and Federal regulations, or any of the following, is subject to having his permit revoked:

- (a) Failure of a user to factually report the wastewater constituents and characteristics of his discharge;
- (b) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics; or,
- (c) Refusal or reasonable access to the user's premises for the purpose of inspection or monitoring.

Rule 26.03. MONITORING FACILITIES. Users who propose to discharge, or who in the judgment of the District could discharge now or in the future, wastewater with constituents and characteristics different from that produced by a domestic premise (see Section 10.04 herein) will be required to install a monitoring facility. When more than one user can discharge into a common building sewer, the District may require installation of a separate monitoring facility for each user. Also when, in the judgment of the District, there is a significant difference in wastewater constituents and characteristics produced by different operations of a single user, the District may require that separate monitoring facilities be installed for each separate discharge.

Monitoring facilities that are required to be installed shall be constructed, operated and maintained at the user's expense. The purpose of the facility is to enable inspection, sampling and flow measurement of wastewaters produced by a user. If sampling or metering equipment is also required by the district, it shall be provided, installed and operated at the user's expense. The monitoring facility will normally be required to be located on the user's premises outside of the building. The District may, however, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area, with the approval of the public agency having jurisdiction over that street or sidewalk, and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow safe and immediate access for the District personnel, such as a gate secured with a District lock. There shall be ample room in or near such facility to allow accurate sampling and compositing of samples for analysis. The entire facility and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition by and at the expense of the user.

When constructed on public or private property, the monitoring facilities shall be constructed in accordance with the District's requirements and all applicable local agency construction standards and specifications.

When, in the judgment of the District, an existing user requires a monitoring facility, the user will be so notified in writing. Construction must be completed within 90 days following written notification unless a time extension is otherwise granted by the District.

All industries discharging into a public sewer shall perform such monitoring of their discharges as the District and/or other duly authorized employees of the District may reasonably require, including installation, use, and maintenance of monitoring equipment and records to the District. Such records shall be made available upon request by the District and to other Agencies having jurisdiction over discharges to the receiving waters.

Rule 26.04. INSPECTION AND SAMPLING. The District may inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The District shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the District will be permitted to enter without delay for the purposes of performing their specific responsibilities.

Rule 26.05. PRETREATMENT. Users shall make wastewater acceptable under the limitations established herein before discharging into any community sewer. Any facilities required to pretreat wastewater to a level acceptable to the District shall be provided and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review, and shall be approved by the District before construction of the facility. The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent complying with the provisions of this Ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be approved by the District.

Rule 26.06. PROTECTION FROM ACCIDENTAL DISCHARGE. Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the District for review, and shall be approved by the District before construction of the facility.

The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Ordinance.

Rule 26.07. CONFIDENTIAL INFORMATION. All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or any other governmental agency without restrictions unless the user specifically requests and is able to demonstrate, to the satisfaction of the District, that the release of such information would divulge information, processes or methods which would be detrimental to the user's competitive position.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available to governmental agencies for use in making studies; provided, however, that such portions of a report shall be available for use by the state or any state agency

in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information. Information accepted by the District as confidential shall not be transmitted to any governmental agency or to the general public by the District until and unless prior and adequate notification is given to the user.

Rule 26.08. SPECIAL AGREEMENTS. Special agreements and arrangements between the District and any persons or agencies may be established when, in the opinion of the District, unusual or extraordinary circumstances compel special terms and conditions.

DRAFT

APPENDIX B
QUARTERLY AND SEMI-ANNUAL HYDRO-CLEAN
SCHDULE/DOCUMENTATION

DRAFT

McKinleyville Community Services District

Hydro Cleaning Schedule (quarterly)

Date: 12/17/10		Updated: 12/10/10		Signature: ED, CJ,			
	Street	Line No.	MH To MH	Location	FT.	Condition of Line	% Of load
1	Central Ave	6.5	3-36a to 6-35	Pantry south	272	Small Grease	70%
2	Central Ave	6.5	6-34 to 6-36a	Taco Bell south	336	Dirty	70%
3	Central Ave	6.7	6-32 to 6-37	Up Holly	537	Clean	85%
4	Central Ave	6.6	6-38 to 6-39	Up Gwin	230	Greasay	65%
5	Central Ave	6.6	6-13 to 6-38	Hiller to north	335	Creamy water	75%
6	Central Ave	6.5	6-13 to 6-32	Hiller to south	505	Dirty	40%
7	Bella Vista	3.3.2	3-77 to 3-80	To Brewery	443	Grease in channel Creamy water	80%
8	Central Ave	3	3-22 to 3-73	Bartow to south	400	Dirty Water	80%
9	School Rd	3.1.2	3-67a to 3-67a1	School and Betty	267	Creamy Water	50%
10	School Rd	3.1.2	3-67a1 to 3-67	School	23	Creamy, Dirty	5%
11	School Rd	3.1.2	3-66 to 3-67	Wash. To east	507	Dirty Water	90%
12	Mck. Ave.	6.3	6-23 to 6-24	Worth North to Oakdale	506	Clean	90%
13	McKinleyville	6.3	6-17 to 6-6	Hiller to south	377	Dirty	80%
14	Chance Ln.	5.2.1	c/o 5-8 to 5-25a	West end of Chance	245	Some grease, dirty	40%
15	Chance Ln.	5.2	c/o 5-9 to 5-25a	East end of Chance	244	Some grease	40%
16	Railroad	5.2	5-10 to 5-25a	Railrd.to chance	450	Dirty water, chunks	90%
17	McKinleyville	7.0	7-6 to 7-20	Mac & Bates to north	10	thay grease chunks	20%
18	West Bates	7.0	7-5a to 7-6	To Mac	390	thay grease chunks, dirty - debr. s (grout)	75%
19	Rita	8.2	8-3 to 8-9	Euc. and Rita to North	325	Dirty water	70%

	Street	Line No.	MH To MH	Location	FT.	Condition of line	% Of load
20	Eucalyptus	8	8-3 to 8-4	Euc. and Rita to East	390	Creamy, dirty water	80
21	Eucalyptus	8	8-2 to 8-3	Euc. and Jones East to Rita	339	Some chunk grease, dirty	80
22	Jones	8	8-1 to 8-2	Jones North to Euc.	345	dirty	75
23	Jones	8	7-4 to 8-1	W. Bates and Jones North	339	dirty, some grease	75
24	West Bates	7	7-4 to 7-5	W. Bates and Jones East	341	Creamy & dirty	75
25	Mck.&Gass.	11	11-5 to 11-4	Mck&Gass.west	227	dirty	70
26	Gassaway	11	11-4 to 11-3	Next MH west	368	Greasy: dirty	80
27	Gassaway	11	11-3 to 11-2	Next MH west	298	GREASY & DIRTY	70
28	Halfway Ave	11.0	11-1 to 11-2	Coach to south	307	VERY GREASY & DIRTY ALOT OF CHUNKS	75
29	Azalea Ave	3.10	3-129 to 3-140	In dip to north	232	Greasy early, cleared up	60
30	Sutter Rd	3.4	3-84 to 3-93	in dip	125	VERY DIRTY -ALOT OF GREASE	20
31	D ST	14.0	14-6 to 14-7	2 nd & D south	350	Dark, dirty water Small chunks of grease	80
32	D ST	14.6	14-6 to 14-1	2 nd & D north	260	Dirty w/ some grease	60
33	2 nd & C	14.0	14-5 to 14-6	In gully to D	300	Dirty, Creamy	75
34	2 nd & C	14.0	14-4 to 14-5	2 nd & C to gully	325	Dirty, Creamy	75
35	Lime in B St ROW	15.1	15-8 to 15-2 Go thru 15-3	Gwin to Lime	482	DIRTY -LITTLE GREASE	95
36	B ST	15.0	15-2 to 15-1	B St Sta to west	318	VERY DIRTY, VERY GREASY	65
37							
38							
39							

McKinleyville Community Services District

6 month Hydro Cleaning Schedule (May and November)

Date:		Updated: 12/10/10				
Street		Line No.	MH To MH	Location	FT.	Comments
1	Sutter + Tasi	3.9	C/o3-18 to3-132	Sutter + Tasi	168	Date of last spill: 12/18/09
2	Sutter	3.9	3-132 to 3-131	Sutter	192	
3	Sutter	3.9	3-131 to 3-138A	Sutter	124	
4	Sutter+Azalea	3.9	3-138a to3-130	Sutter+Azalea	285	
5	Sutter Rd	3.5.2	c/o3-15to3-114	Sutter Rd.	?	Date of last spill: 1/15/10
6	Sutter + Cam.	3.5.2	3-114 to 3113a	Sutter Rd.	171	
7	Sutter+church	3.5.2	3-113a to 3-113	Sutter Rd.	285	
8	Sutter+Nelson	3.5.4	3-16 to 3-117	Sutter Rd.	259	
9	Sutter	3.5.4	3-117 to 3-117a	Sutter Rd.	146	
10	Sutter + Scott	3.5.4	3-117a to 3-112	Sutter Rd.	311	
11	Sutter + Scott	3.5.2	3-113 to 3-112	Sutter Rd.	294	
12	Bella Vista	3.3.1	3-79b to 3-79a	Bella Vista	312	Date of last spill: 6/14/08
13	Bella Vista	3.3.1	3-79a to 3-79	Bella Vista	422	
14	Bella Vista	3.3.1	3-79 to 3-78	Bella Vista	583	
15	Bella Vista	3.3.1	3-78 to 3-77	Bella Vista	504	
16	Salmon ROW	3.1	3-49 to 3-48	Salmon R.O.W.	424	Date of last spill: 12/10 and 9/07
17	Salmon ROW	3.1	3-48 to 3-47	Salmon R.O.W.	200	
18	Salmon ROW	3.1	3-47 to 3-46	Salmon R.O.W.	491	
19	Salmon ROW	3.1	3-46 to 3-45	Salmon R.O.W.	142	

Street		Line No.	MH To MH	Location	FT.	Comments
20	Salmon ROW	3.1	3-45 to 3-44	Salmon R.O.W.	390	
21	Salmon ROW	3.1	3-44 to 3-43	Salmon R.O.W.	500	
22	Salmon ROW	3.1	3-43 to 3-11	Salmon R.O.W.	250	
23	Kelly Pck. Sta.	13	13-2 to 13-1	Mh south of Kelly Pack Sta.	374	Date of last spill: 8/08 and 4/08
24	Kelly Pck. Sta.	13.4	13-9 to 13-1	Mh south of Kelly Pack Sta.	340	
25	Kelly Pck. Sta.	13.4	13-1 to P.S. WW	Kelly Package Station WW	93	
26	Swantado Ct.	8.2.2.1	c/o 8-8 to 8-11a	Swantado Ct.	112	Date of last spill: 3/08
27	Swantado + Imeson	8.2.2.1	8-11a to 8-11	Swantado Ct.	182	
28	Imeson and Rita	8.2.2	8-11 to 8-10	Imeson	98	
29	Airport		c/o to MH#1		439'	We contract with the Airport due to the spills they have experienced in the past.
30	Airport		MH1 to MH2		396'	
31	Airport		MH2 to MH3		82'	
32						
33	These are three other locations I added to quarterly schedule:					
34	Shool Rd.					Date of last spill: 1/08
35	Gwin Rd. ROW					Date of last spill: 1/09
36	Chance Ln.					Date of last spill: 8/06

APPENDIX C
MANHOLE INSPECTION DOCUMENTATION

DRAFT

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
SANITARY SEWER COLLECTION SYSTEM MANHOLE INSPECTION**

DATE: 1/8/09	INSP: CJ/KS	DATE:	INSP:	DATE:	INSP:
DATE:	INSP:	DATE:	INSP:	DATE:	INSP:
DATE:	INSP:	DATE:	INSP:	DATE:	INSP:
LINE #: 13.1	M.H. #: 13-10	M.H. DEPTH: 8'7"	LOCATION: Sand Point (Parking Lot)		
INITIAL INSPECTION		STRUCTURAL INSPECTION		HYDRAULIC INSPECTION	
LOCATION:		CONE:		INFLOW/INDICATION:	
ROADWAY		SERVICEABLE	X	DEBRIS/SIDES	
UNPAVED	X	BROKEN		DEBRIS/SHELF	
ALLEY		SULFIDES		OTHER:	
OFF SITE	X	MISALIGNED			
OTHER					
		RISER:		SURCHARGING:	
MANHOLE COVER:		SERVICEABLE		GREASE RING	
SERVICEABLE	X	BROKEN		DEBRIS RING	
DUSTCOVER		SULFIDES		OTHER:	
DAMAGED		MISALIGNED			
MISSING					
BELOW GRADE		SHELF:		CLARITY OF FLOW:	
ABOVE GRADE		SERVICEABLE		TURBID	
		DIRTY		CLEAR	
		SULFIDES		X	
RING AND FRAME:					
SERVICEABLE	X			FLOW:	
LOOSE		CHANNEL:		STEADY	
MISSING GROUT		SERVICEABLE		X	
DISPLACED		OBSTRUCTED		PULSING	
		DROP INLET		TURBULENT	
SIZE OF M.H. COVER:		JUNCTION M.H.		SURCHARGING	
24 INCH	X	STUBS		SLUGGISH	
30 INCH				X	
BOLTDOWN		LEAKS:		FLOW DEPTH COMPARED TO ADJACENT M.H.	
		CONE		SAME	
SIZE OF MANHOLE:		RISERS		LOWER	
4 FOOT	X	SHELF		HIGHER	
5 FOOT		CHANNEL		EXPECTED AMOUNT	
		STUBS		X	
ROD HOLE:					
SERVICEABLE	X	TIME: 10:33	FLOW DEPTH: 1"	TIME:	FLOW DEPTH:
HAS EXPANSION PLUG		TIME:	FLOW DEPTH:	TIME:	FLOW DEPTH:
		TIME:	FLOW DEPTH:	TIME:	FLOW DEPTH:
		TIME:	FLOW DEPTH:	TIME:	FLOW DEPTH:
VERMIN:	ROACHES:	Y (N)	RATS:	Y (N)	OTHER:
Observation Summary: Any trench settlement? Right of way conditions: NO; Clear					

APPENDIX D
LIFT STATION INSPECTION DOCUMENTATION

DRAFT

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
FISCHER ROAD PUMPING STATION
DAILY OPERATING DATA

MONTH MARCH YEAR 2010

PREVIOUS DAY		4/15/2020										3/14/2020										1/27/19										5825	
DATE	TIME	WEATHER	FLOW M.G.D.	PUMP #1 30 HP TOTAL	PUMP #2 30 HP TOTAL	PUMP #3 100 HP TOTAL	PUMP #4 100 HP TOTAL	TOTAL PUMP HOURS	GENERATOR HOURS TOTAL	RUN	GRIT PUMP #1	GRIT PUMP #2	TOTAL	ELECTRIC X 80 TOTAL	USE	DEMAND X 80																	
1	8:45	Cloudy	.605	7.7	6.5	-	-	14.2	4152.8	-	31439.0	16284.5	12.8	5831	480	.43																	
2	9:00	Cloudy	.642	7.8	7.4	-	-	15.2	4152.8	-	31455.7	16301.8	16.7	5837	480	.42																	
3	9:30	Clear	.695	9.9	6.9	-	-	16.8	4152.8	-	31464.6	16310.5	8.9	5841	320	.42																	
4	9:40	Clear	.637	8.7	6.4	-	-	15.1	4152.8	-	31477.6	16323.5	13.0	5846	400	.42																	
5	9:30	Cloudy							4152.8	-	31491.1	16336.5	13.5	5852	480	.42																	
6													12.7		320																		
7			.625	7.9	6.9	-	-	14.8					12.7		320																		
8	8:40	RAIN	.604	7.3	7.0	-	-	14.3	4159.6	6.8	31529.3	16375.5	12.8	5865	400	.41																	
9	8:40	Clear	.589	7.6	6.7	-	-	13.9	4159.6	-	31542.2	16388.5	12.9	5870	400	.41																	
10	8:40	Clear	.615	7.2	7.4	-	-	14.6	4159.6	-	31555.1	16401.5	12.9	5875	400	.41																	
11	8:35	Cloudy	.597	7.2	6.9	-	-	14.1	4159.6	-	31568.1	16414.5	13.0	5880	400	.41																	
12	9:35	RAIN							4159.6	-	31581.8	16427.6	13.1	5885	400	.40																	
13													12.9		400																		
14			.801	10.7	8.8	-	0.1	19.2					12.6		320																		
15	9:00	Clear	.634	8.6	6.5	-	-	15.1	4174.4	14.8	31619.6	16466.4	12.6	5898	320	.42																	
16	2:00	Rain	.598	7.4	6.8	-	-	14.2	4174.4	-	31635.5	16481.5	15.1	5904	480	.42																	
17	9:20	Clear	.616	7.8	6.7	-	-	14.5	4174.4	-	31645.2	16492.4	9.7	5909	400	.42																	
18	9:20	Clear	.594	8.0	6.1	-	-	14.1	4174.4	-	31658.4	16505.4	13.2	5914	400	.41																	
19	9:20	Clear							4174.4	-	31671.4	16518.4	13.0	5919	400	.41																	
20													12.9		400																		
21			.613	8.1	6.6	-	-	14.7					12.9		320																		
22	9:10	Clear	.580	7.4	6.4	-	-	13.8	4180.9	6.5	31710.1	16557.4	12.9	5932	320	.40																	
23			.561	7.4	5.9	-	-	13.3	4180.9	-	31722.7	16570.4	12.6	5936	320	.40																	
24	10:30	Overcast	.571	7.4	6.1	-	-	13.5	4180.9	-	31737.3	16583.7	13.6	5942	480	.40																	
25	8:20	RAIN	.634	8.7	6.5	-	-	15.2	4180.9	-	31748.3	16596.5	11.0	5946	320	.28																	
26	10:45	Clear							4180.9	-	31763.2	16609.9	14.9	5952	480	.33																	
27													12.7		400																		
28			.628	9.1	6.1	-	-	15.2					12.8		400																		
29	9:45	Rain	.606	7.8	6.7	-	-	14.5	4180.9	-	31801.5	16648.5	12.8	5967	400	.33																	
30	10:00	Rain	.672	8.3	7.8	-	-	16.1	4180.9	-	31814.8	16661.5	13.3	5972	400	.32																	
31	8:45	Rain	.724	10.6	6.8	-	-	17.4	4180.9	-	31826.3	16674.5	11.5	5977	400	.36																	

[illegible]

REMARKS:

[illegible]

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
FISCHER ROAD PUMPING STATION
SITE CONDITIONS

DATE: <u>December 2010</u>	
BUILDING: Roof <u>ok</u>	Doors <u>ok</u>
Locks <u>ok</u>	Screens <u>ok</u>
Emergency Lights <u>ok</u>	
Fire Extinguisher: #1 <u>195</u>	#2 <u>195</u>
FIRE ALARM SYSTEM: (test) <u>No</u>	
(battery) volts <u>13.7</u>	
SECURITY ALARM SYSTEM: (test) <u>yes</u>	(battery) volts <u>13.7</u>
GENERATOR: <u>ok</u>	
(hrs) <u>4313.6</u>	
FUEL DAY TANK: <u>ok</u>	FUEL TANK: (piping) <u>ok</u>
(tank) <u>ok</u>	(Level) inches <u>12.0"</u>
(Gallons) <u>106.68</u>	
BATTERY CHARGER: <u>ok</u>	AUTO TRANSFER SYSTEM: #1 <u>#1</u>
#2 <u>#1</u>	
Battery: (volts) #1 <u>13.5</u>	S/G (cell) #1 <u>>1.300</u>
#2 <u>>1.300</u>	#3 <u>>1.300</u>
#4 <u>>1.300</u>	#5 <u>>1.300</u>
#6 <u>>1.300</u>	
Battery: (volts) #2 <u>13.5</u>	S/G (cell) #1 <u>>1.300</u>
#2 <u>>1.300</u>	#3 <u>>1.300</u>
#4 <u>>1.300</u>	#5 <u>>1.300</u>
#6 <u>>1.300</u>	
RADIATOR: <u>ok</u>	BUBBLER COMPRESSORS #1 <u>ok</u>
#2 <u>ok</u>	Purge <u>No</u>
VAULTS: <u>ok</u>	LOCKS: <u>ok</u>
ELECTRIC PANELS: <u>ok</u>	CONTROLS: <u>ok</u>
SWITCHES: <u>ok</u>	PANEL LIGHTS: <u>ok</u>
LIGHTS: <u>#2</u>	
INTELLIMAC BATTERIES: (volts) #1 <u>12.7</u>	#2 <u>12.6</u>
CHARGER (volts) <u>26.2</u>	
SURGE TANK: <u>ok</u>	(compressor) <u>ok</u>
LIME TANK: <u>#3</u>	AIR RELIEF: <u>ok</u>
VALVES: <u>ok</u>	PIPING: <u>#4</u>
FLOW METER: <u>ok</u>	GAUGES: <u>ok</u>
PUMPS, MOTORS: #1 <u>#5</u>	#2 <u>ok</u>
#3 <u>#6</u>	#4 <u>ok</u>
DRY WELL BLOWER: <u>ok</u>	WET WELL BLOWER: <u>ok</u>
GRIT PITS: <u>ok</u>	WET WELL (wash) <u>11-10-10</u>
HOIST: (inside) <u>ok</u>	(outside) <u>ok</u>
HOIST BEAMS: <u>ok</u>	
FENCE CONDITION: Fence <u>ok</u>	Gates: <u>ok</u>
Locks <u>ok</u>	Barbed Wire <u>#7</u>
Signs <u>9</u>	
MAINTENANCE RECORDS UP TO DATE: (Y/N) <u>yes</u>	
SYNCHRONIZE CLOCK: (Y/N) <u>yes</u>	
GENERAL APPEARANCE: <u>Grass starting to grow in grass area, minor weeds in asphalt</u>	
REMARKS: <u>Sump pumps: ok</u>	
<u>Chain at top of wet well stairs needs to be replaced slo GEN</u>	
<u>#1) Fails occasionally</u>	<u>ok</u>
<u>#2) Outside light above wet well stairs out</u>	<u>slo PENDING</u>
<u>#3) Rusted and some parts look unstable</u>	<u>ok</u>
<u>#4) Dry well piping could use touch up paint</u>	<u>slo GEN</u>
<u>#5) Running long on hours</u>	<u>ok</u>
<u>#6) off line for bearing replacement</u>	<u>ok</u>
<u>#7) Barbed wire broken on west fence</u>	<u>slo PENDING</u>
SIGNATURE: <u>[Signature]</u>	

APPENDIX E
MCSD EQUIPMENT INVENTORY

DRAFT

McKinleyville CSD - Enterprise Fund Rolling Stock (#501/551-12420)
Property Plant & Equipment
as of June 30, 2009

					Accumulated Depreciation				
		Cost	Acqu. Date	Useful Life	Balance 6/30/2008	Dpr'n	Disposals	Balance 6/30/2009	Net BV
Enterprise Fund Crew Vehicles (50.8% Water Fund, 49.2% Sewer Fund):									
Unit 8	1998 light duty pickup (MR) 52408	12,451.89	1999	10	12,451.89	-		12,451.89	-
Unit 14	1999 Ford 3/4 ton F250 55561	23,729.06	1999	10	23,729.06	-		23,729.06	-
Unit 9	2000 Chevrolet 3/4 ton 74849	23,146.70	2000	10	18,517.36	2,314.67		20,832.03	2,314.67
Unit 17	2001 Ford F250 3/4 ton 28543	24,595.31	2001	10	19,676.24	2,459.53		22,135.78	2,459.54
Unit 16	2001 Ford F250 3/4 ton 28544	24,595.31	2001	10	19,676.24	2,459.53		22,135.78	2,459.54
Unit 3	2002 Ford F250 3/4 ton 11640	24,258.45	2002	10	16,980.92	2,425.85		19,406.77	4,851.69
Unit 13	2002 Ford Taurus (Mgr) 75251	17,317.99	2002	10	12,122.60	1,731.80		13,854.40	3,463.60
Unit 18	2003 Ford F-350 #31664	28,983.40	2003	10	17,390.04	2,898.34		20,288.38	8,695.02
Unit 19	2004 Ford F250 & Radio & Bed #73067	19,984.83	2004	10	9,992.41	1,998.48		11,990.90	7,993.94
Unit 2	2005 Ford F250 3/4 ton #23857	24,652.66	2005	10	7,395.80	2,465.27		9,861.06	14,791.60
Unit 1	2005 Ford F250 3/4 ton #23858	24,652.66	2005	10	7,395.80	2,465.27		9,861.06	14,791.60
Unit 4	2006 Ford F250 3/4 ton #89591	25,543.90	2006	10	5,108.78	2,554.39		7,663.17	17,880.73
Unit 5	2008 Ford Ranger Pickup #57907	14,141.33	2008	10	-	1,414.13		1,414.13	12,727.20
Unit 20	2008 Ford Ranger Pickup #57908	14,141.32	2008	10	-	1,414.13		1,414.13	12,727.19
Unit 12	2009 Ford Ranger Pickup #57909	15,873.24	2009	10	-	-		-	15,873.24
Other Enterprise Fund Vehicles (50.8% Water Fund, 49.2% Sewer Fund):									
Unit 6	1988 Ford F700 dumptruck 35450	39,289.00	1988	10	39,289.00	-		39,289.00	-
	1979 580-C Loader/Backhoe	32,664.52	1979	10	32,664.52	-		32,664.52	-
John Deere	1985 Deere Tractor/85" Bucket	28,103.99	1985	10	28,103.99	-		28,103.99	-
Utility Trlr	1979 Talley Utility Trailer TNT1378	3,260.00	1979	10	3,260.00	-		3,260.00	-
Super M	Case 580 SM Backhoe #JJG037637	71,283.93	2004	10	35,641.96	7,128.39		42,770.36	28,513.58
Sub-total Enterprise		492,669.49			309,396.61	33,729.78		343,126.39	
Sewer Fund Vehicles:									
Unit 7	Vac-Con Hydrocleaner #14026	203,238.75	2003	10	121,943.26	20,323.88		142,267.14	60,971.61
Unit 11	1979 Ford Econoline van 2983	4,909.00	1979	10	4,909.00	-		4,909.00	-
Pipe Trailer	Irrigation Pipe Trailer	1,155.00	1980	10	1,155.00	-		1,155.00	-
		209,302.75			128,007.26	20,323.88		148,331.14	
Combined Totals		701,972.24			437,403.87	54,053.65		491,457.53	
Water		250,276.10			157,173.48	17,134.73		174,308.21	
Sewer		451,696.13			280,230.39	36,918.93		317,149.32	
		701,972.24			437,403.87	54,053.65		491,457.53	

APPENDIX F
MCSD OVERFLOW EMERGENCY RESPONSE PLAN

DRAFT

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT OVERFLOW EMERGENCY RESPONSE PLAN

Prepared for:
McKinleyville Community Services District
1656 Sutter
McKinleyville, California 95519

March 17, 2011

Prepared by:
Orrin Plocher and Stan Thiesen
of



Freshwater Environmental Services

78 Sunny Brae Center
Arcata, California 95519
Phone (707) 839-0091

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DRAFT

1.0 INTRODUCTION

The intent of this document is to satisfy the McKinleyville Community Services District's (MCSD's) requirement to have an Overflow Emergency Response Plan (OERP).

1.1 Regulatory Requirements for the Overflow Emergency Response Plan

According to the Sanitary Sewer Management Plan (SSMP), the District shall develop and implement an Overflow Emergency Response Plan (OERP) that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all Sanitary Sewer Overflows (SSOs) in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2008-0002-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board Waste Discharge Requirements (WDRs) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

1.2 Goals

The District's goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

2.0 SSO NOTIFICATION PROCEDURE

The processes that are employed to notify the District of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by District Staff during the normal course of their work.

Public Observation

Public observation is the most common way that the District is notified of blockages and spills. During business hours calls are received at the District Office (707) 839-3251 and the Lead Utility Worker dispatches Utility Workers as an initial response. Calls may also be received by the Sherriff Office during the day who are then referred to the MCSD office.

After hours, calls to the District Office receive a pre-recorded message giving the phone number of the 24-hour pager assigned to MCSD Utility Staff that are on call (707) 268-4778.

The 24-hour emergency pager phone number (707) 268-4778 is also available on the MCSD website (mckinleyvillecsd.com).

Receipt of Alarm

The District's lift stations have alarm systems that automatically sends the signal alarms to the MCSD Office Supervisory Control And Data Acquisition (SCADA) computer which notifies the on-duty Utility Staff.

After hours the SCADA system auto dials the on-duty pager assigned to Utility staff who then respond.

District Staff Observation

District staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate District staff who respond to emergency situations. The MCSD has an electronic work order system.

3.0 SSO RESPONSE PROCEDURES

Sewer service calls and lift station alarms are considered high priority events that demand a prompt response to the location of the problem. The goals of this *Overflow Emergency Response Plan* is to protect the public from hazards, identify source of overflow and determine ownership, perform cleanup and abatement, complete proper reporting procedures and provide good customer service. This *Overflow Emergency Response Plan* provides detailed response procedures for the first responder and Utility Staff responsible for identifying the source of the problem, correcting the cause of the overflow, and cleaning the surrounding area. A reporting form to be completed by the first responder is included in Appendix A.

3.1 Priorities

The first responder's priorities are:

- To follow safe work practices;
- To respond promptly with the appropriate equipment;
- To contain the spill wherever feasible;
- To restore the flow as soon as practicable;
- To minimize public access to and/or contact with the spilled sewage;
- To promptly notify the Lead Person who will notify the Operations Director who will notify the General Manager in the event of any SSO;
- To return the spilled sewage to the sewer system;
- To restore the area to its original condition (or as close as possible);
- Notify Operations Director so that required regulatory notices can be initiated; and
- In the event of damage to private or District-owned property or equipment, notify the Operations Director to ensure that the General Manager is notified immediately.

3.2 Safety During Response

The first responder is responsible for following safety procedures on all jobs. Special safety precautions must be observed when performing sewer work.

There may be times when District personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

The first responder must assess the scene for hazards to the responders and/or the public. After completing the job hazard analysis the responder will:

- Utilize control devices such as signs, cones, delineators, lights, barricades, when work encroaches in lane(s) of traffic, or in an area subject to pedestrian or vehicle traffic;
- Utilize Personal Protection Equipment such as gloves; hardhat; safety glasses; safety vest; and splash goggles as needed; and

- Utilize proper lifting, pulling and bending techniques when removing a sanitary sewer access cover to protect the responders back.

3.3 Initial Response

The first responder must respond to the reported location or lift station site and visually check for potential sewer stoppages or overflows. All sewer system calls require a response to the reported location of the event.

The first responder will:

- Note arrival time at spill site;
- Verify the existence of a sewer system spill or backup;
- Identify and assess the affected area and extent of spill;
- Contact caller if time permits;
- Notify the Lead Person and or Operations Director in the event of any SSO, the Operations Director will notify the General Manager; and
- Notify the Operations Director if there is damage to private or District-owned property or equipment, reminding the Operations Director to immediately notify the District's General Manager.

The SSO is considered major if the following conditions are present:

- The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed;
- The spill appears to have caused damage to private or District property or equipment;
- The spill is in a public roadway and help with traffic control is needed to protect workers and the public; or
- Additional help is needed, Lead Utility worker will contact other employees, contractors, and/or equipment suppliers.

If the spill is large, has caused damage to private property, or is in a sensitive area, the responder will document conditions with photographs as soon as safety procedures and initial priorities have been implemented at the scene.

During the response to a major SSO District staff will need to decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:

- Small spills – proceed with restoring flow;
- Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures; or
- Moderate or large spills where containment is anticipated to be difficult – proceed with restoring flow; however, call for additional assistance after 15 minutes without restoration of flow and implement containment measures.

3.4 Initial Spill Containment Measures

The first responder should attempt to contain the spilled sewage using the following steps:

- Determine the immediate destination of the overflowing sewage;
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If overflowing sewage has entered the storm drainage system during dry weather, attempt to contain the spilled sewage by plugging downstream storm drainage facilities;
- Contain/direct the spilled sewage using dike/dam or sandbags; and
- Pump around the blockage/pipe failure/lift station.

3.5 Recovery and Cleanup

The recovery and cleanup phase begins when the flow has been restored and the overflow of sewage has been stopped. Recovery will be completed using a VAC-CON truck. Typically, the SSO recovery and cleanup procedures include an estimate of spill volume, recovery of spilled sewage and cleanup and disinfection of the area.

Estimate the Volume of Spilled Sewage

Wherever possible, document the estimate using photos of the SSO site before the recovery operation. Various detailed methods of spill volume estimating are included in Appendix C. District personnel are cautioned against making any comments to the public regarding the possible cause or volume of a SSO at any time. Estimates of the volume of spilled sewage and/or cause for the SSO will be made only by the Lead Person in conjunction with the Operations Director.

Recovery of Spilled Sewage

Vacuum or pump the spilled sewage and discharge it back into the sanitary sewer system.

Cleanup and Disinfection

Cleanup and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of District staff, a cleanup contractor will be used.

Cleanup Involving Private Property

- Offer assistance with cleanup and advise resident or property owner of claim procedures; and
- Contact insurance for damage assessment.

Cleanup of Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
- Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water;
- Disinfect all areas that were contaminated from the overflow using a pressure-wash; and

- Allow area to dry. Repeat the process if additional cleaning is required.

Cleanup of Landscaped and Unimproved Natural Vegetation

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
- Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill;
- Either contain or vacuum up the wash water so that none is released; and
- Allow the area to dry. Repeat the process if additional cleaning is required.

Steps for Cleanup of Natural Waterways

- The Department of Fish and Game should be notified in the event an SSO impacts any surface water or riparian habitat. Fish and Game will provide the professional guidance needed to effectively cleanup spills that occur in these sensitive environments;
- Cleanup should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen which will kill aquatic life; and
- Any water that is used in the cleanup should be de-chlorinated prior to use if chlorine residual is greater than 1 ppm (chlorine compounds are toxic to aquatic life).

Wet Weather Cleanup Modifications

Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

3.6 Public Notification

Post signs and place barricades to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Operations Director.

Creeks and streams that have been contaminated as a result of an SSO should have signs posted at visible access locations until the risk of exposure has subsided to acceptable background levels. The warning signs should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the location should also be inspected as soon as possible the following day. The Utility Staff should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Major spills may warrant broader public notice. The Operations Director will contact the General Manager for authorization to contact local media when significant areas may have been contaminated by sewage.

New reporting requirements as of February 2008 require that for any discharge of sewage that results in a discharge to a drainage channel or surface water, the District shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of the discharge.

- State Office of Emergency Services

- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board

In addition, the District must confirm that it notified these agencies within 24 hours after becoming aware of the discharge and send a report. The confirmation must be made to the Regional Water Quality Control Board.

3.7 Water Quality Sampling and Testing

Water quality sampling and testing is required whenever 500 gallons or more of spilled sewage enters surface water to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responder will collect samples. Samples should be collected as soon as possible after the discovery of the SSO event.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore on impoundments (e.g. ponds).
- The District's contract laboratory shall be used to analyze the samples to determine the nature and extent of the discharge. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

4.0 SSO INVESTIGATION AND DOCUMENTATION

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs include a failure analysis investigation, SSO documentation, and post-SSO debriefing.

Failure Analysis Investigation

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur. The failure analysis shall be conducted in conjunction with the Utilities Lead Worker, the Operations Director, and the District’s General Manager.

The investigation should include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation should include:

- Reviewing and completing the SSO Reporting Form;
- Reviewing past maintenance records;
- Reviewing available photographs;
- Conducting inspections to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The findings of the failure analysis investigation shall be signed by the Utilities Lead Worker, and the Operations Director and shall be presented to the General Manager.

SSO Documentation

The first responder will complete the SSO Response First Responder Form contained in Appendix A. The Operations Director will prepare a file for each individual SSO. The file should include the following information:

All SSOs

- Initial service calls information;
- Sanitary Sewer Overflow Reporting Form;
- Failure analysis investigation results; and
- SWRCB California Integrated Water Quality System (CIWQS) Report(s).

Large SSOs and/or SSOs to sensitive areas

- Volume estimate;
- Appropriate maps showing the spill location;
- Photographs of spill location; and

- Water quality sampling and test results.

Post SSO Event Debriefing

Every SSO event is an opportunity to thoroughly evaluate the response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters.

As soon as possible after major SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing will be recorded and tracked to ensure the action items are completed. The Lead Person, Operations Director and the General Manager shall be included in the SSO Event Debriefing.

4.1 SSO Reporting

The internal and external reporting process for SSO events that are intended to meet the SWRCB requirements are summarized below. Category 1 and 2 SSOs are defined as:

Category 1 SSO – Category 1 SSO refers to all discharges of sewage resulting from a failure in the District's sanitary sewer system that:

- Equal or exceed 1,000 gallons; or
- Result in a discharge to a drainage channel and/or surface water; or
- Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

Category 2 SSO – Category 2 SSO refers to all other discharges of sewage resulting from a failure in the District's sanitary sewer system that are not Category 1 SSOs.

Internal SSO Reporting Procedures Category 1 SSOs

The first responder will immediately notify the Lead Utility Worker (working hours or after hours) who will in turn notify the Operations Director. The Operations Director shall immediately notify the General Manager if there appears to have been damage to private or District-owned property or equipment.

The Lead Utility Worker (working hours or after hours) will meet with field crew(s) at the site of the SSO event to assess the situation and to document the conditions with photos.

The Lead Utility Worker will fill out the SSO Response Report Form, contained in Appendix B, and turn it in as soon as possible to the Operations Director (working hours or after hours).

In the event of a very large overflow or an overflow in a sensitive area, the Operations Director will notify the District's General Manager. The District General Manager may notify the Board of Directors.

Category 2 SSOs

The first responder notify the Lead Person who will then notify the Operations Director. The first responder will fill out the SSO Response First Responder Form contained in Appendix A and turn it in to the Lead Utility Worker by the start of the next workday.

External SSO Reporting Requirements Category 1 SSOs

New reporting requirements as of February 2008 require that for any discharge of sewage that results in a discharge to a drainage channel or surface water, the General Manager or Operations Director shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of the discharge:

- State Office of Emergency Services (and obtain a Spill Control Number);
- Humboldt County Department of Health and Human Services; and
- Regional Water Quality Control Board.

In addition, the District must confirm that it notified these agencies within 24 hours after becoming aware of the discharge. The confirmation must be made to the Regional Water Quality Control Board.

The Operations Director will prepare an initial electronic report using the California Integrated Water Quality System (CIWQS) within three working days of completion of the response and mitigation activities. The General Manager will certify the report. The report will include the information to meet the SWRCB requirements.

The Operations Director will prepare a final electronic report using CIWQS within fifteen calendar days of completion of the response and mitigation activities. The report will be reviewed and approved by the District General Manager before submittal. The General Manager will certify the report. The final report will include the information to meet the SWRCB requirements.

Category 2 SSOs

The Operations Director will prepare an electronic report using CIWQS within 30 calendar days following the month that the spill occurred in. The report will be reviewed and approved by the District General Manager before submittal. The General Manager will certify the report. The report will include the information to meet the SWRCB requirements and the Lead Person will call the SWRCB.

Negative Spill Reports

If there are no SSOs during the calendar month, the District will provide, within 30 days after the end of each calendar month, a statement using CIWQS certifying that there were no SSOs for the designated month. The General Manager will certify the report.

CIWQS Not Available

In the event that CIWQS is not available, the District will fax all required information to the RWQCB in accordance with the time schedules identified above. In such event, the District must also enter all required information into CIWQS as soon as practical. The RWQCB Fax number is (707) 523-0135.

5.0 EQUIPMENT AND TRAINING

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

Digital Camera

A digital or disposable camera is required to record the conditions upon arrival, during cleanup, and upon departure.

Utilities Trucks

Utility body pickup trucks are required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include spilled sewage containment and cleanup materials.

Portable Pumps and Hoses

Portable pumps and piping will be used to pump around failed facilities and to recover spilled sewage. Portable pumps and hoses are available through local rental agencies. The portable pump required to support this plan is a 6-inch pump.

VAC-Con Truck

The VAC-Con truck is equipped with a high-pressure rodder and is used to respond to SSOs. The VAC-Con truck is used to vacuum up any spilled sewage and to clear blockages.

5.1 Training

This section provides information on the training that is required to support this *Overflow Emergency Response Plan*.

Initial and Annual Refresher Training

All District Utility personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the after-hours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

SSO Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, lift station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be incorporated into the training matrix maintained by MCSD human resources staff.

APPENDIX A
SSO RESPONSE FIRST RESPONDER FORM

DRAFT

MCSD

Sanitary Sewer Overflow Response First Responder Form

Fill out this form as completely as possible. Take photographs of damaged and undamaged areas.

Date:	Location:
Time SSO was reported or discovered:	Discovered or reported by:
Time Staff Arrived on-site:	Staff Names:
Cleaning Contractor Contacted? Yes No	Contractor Name: Contractor Telephone: Time When Called:
Source of Spill (manhole, cleanout, etc.):	SSO Cause (Roots, FOG, Debris, etc.):
Vertical height of flow from the pick-hole or rim:	How was the volume calculated?
Number of Pictures Taken:	Approximate Amount of Spill:
What cleanup method was used for the spill?	What clean up equipment and materials were used for the spill?
Did any material enter a drainage channel or surface water? Yes No	Is this the location of previous spills? Yes No
Did any material enter the storm sewer system? Yes No	What efforts were used to protect storm water inlets and drainage ways?
What efforts were used to capture material from the storm water inlet and return to the sewer system?	Was all the material recovered? Yes No
Time and name of supervisor notified:	Time when blockage was cleared
Time staff left the site:	

First Responder Signature

Date

APPENDIX B
SSO RESPONSE REPORT FORM

DRAFT

MCSD

Sanitary Sewer Overflow Response Report Form

This Report is (*check one*): ☐ Preliminary ☐ Final ☐ Revised Final

SPILL LOCATION	
Spill Location Name:	
GPS Latitude Coordinates:	GPS Longitude Coordinates:
Street Name and Number:	Street Direction (e.g., N, S, W, NE, SW, etc.):
Nearest Cross Street:	City: Zip Code:
County:	Spill Location Description:
SPILL DESCRIPTION	
Spill Appearance Point: <input type="checkbox"/> Building/Structure <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Sewer <input type="checkbox"/> Other Sewer System Structure <input type="checkbox"/> Pump Station <input type="checkbox"/> Manhole- Structure ID#: _____ <input type="checkbox"/> Other (specify):	
Did the spill reach a drainage channel and/or surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the spill reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this spill from a service lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, name and address of facility:	
Final Spill Destination: <input type="checkbox"/> Beach <input type="checkbox"/> Building structure <input type="checkbox"/> Other paved surface <input type="checkbox"/> Storm drain <input type="checkbox"/> Street/curb & gutter <input type="checkbox"/> Surface water <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Other (<i>specify</i>):	
Estimated spill volume (in gallons):	Method calculated:
Est. volume of SSO recovered (gal):	Were photos taken? <input type="checkbox"/> No <input type="checkbox"/> Yes – how many?
Estimated volume of spill reaching surface water, drainage channel, or not recovered from a storm drain (gal):	
SPILL OCCURRENCE TIME	
SSO Reported to:	SSO Reported by:
Phone:	Estimated spill start date and time:
Date and time spill reported to sewer crew:	Date and time sewer crew arrived:
Estimated spill end date and time:	
Date and time sewer crew left the site:	

Date and time verbal report to RWQCB:
Weather conditions prior 72 hours: <input type="checkbox"/> Sunny Weather <input type="checkbox"/> Cloudy Weather <input type="checkbox"/> Measurable Rain <input type="checkbox"/> Rain for Several Days

CAUSE OF SPILL
SSO cause (check all that apply): <input type="checkbox"/> Debris/Blockage <input type="checkbox"/> Flow exceeded capacity <input type="checkbox"/> Grease <input type="checkbox"/> Operator error <input type="checkbox"/> Roots <input type="checkbox"/> Pipe problem/failure <input type="checkbox"/> Pump station failure <input type="checkbox"/> Rainfall exceeded design <input type="checkbox"/> Vandalism <input type="checkbox"/> Inflow/infiltration <input type="checkbox"/> Animal carcass <input type="checkbox"/> Electrical power failure <input type="checkbox"/> Bypass <input type="checkbox"/> Debris from laterals <input type="checkbox"/> Construction Debris <input type="checkbox"/> Other (specify):
If SSO is caused by a service lateral, please specify: This is the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Manager Property contact: Contact telephone:
If SSO is caused by wet weather, choose size of storm: <input type="checkbox"/> 1-yr <input type="checkbox"/> 2-yr <input type="checkbox"/> 5-yr <input type="checkbox"/> 10-yr <input type="checkbox"/> 50-yr <input type="checkbox"/> 100-yr <input type="checkbox"/> >100-yr <input type="checkbox"/> Unknown
Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):
Sewer pipe material at point of blockage/spill cause (if applicable):
Description of terrain surrounding point of blockage/spill cause: <input type="checkbox"/> Flat <input type="checkbox"/> Mixed <input type="checkbox"/> Steep
SPILL RESPONSE
Spill response activities (check all that apply): <input type="checkbox"/> Cleaned up <input type="checkbox"/> Contained all/portion of spill <input type="checkbox"/> TV inspection <input type="checkbox"/> Restored flow <input type="checkbox"/> Returned all/portion of spill to sanitary sewer <input type="checkbox"/> Other (specify):
Spill response completed (date & time): Name of impacted waters (if applicable):
Visual inspection result of impacted waters (if applicable):
Any fish killed? <input type="checkbox"/> Yes <input type="checkbox"/> No Any ongoing investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of impacted beach (if applicable): Were health warnings posted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Health warning/beach closure posting/details:
Were samples of impacted waters collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, select the analyses: <input type="checkbox"/> DO <input type="checkbox"/> Ammonia <input type="checkbox"/> Bacteria <input type="checkbox"/> Other

REGULATORY NOTIFICATION DETAILS
OES contacted date and time (if applicable): 800-852-7550
OES Control Number (if applicable):
Spoke to:
Humboldt County Division of Environmental Health contacted date and time (if applicable): 707-445-6215
Spoke to:
Regional Water Quality Control Board contacted date and time (if applicable): 707-576-2220
Spoke to:
Online Reporting of SSO (California Integrated Water Quality System (CIWQS)) http://ciwqs.waterboards.ca.go
Notify the Department of Fish and Game at (707) 445-6493 (if possible fish kill).

APPENDIX C
SSO VOLUME ESTIMATION GUIDE

DRAFT

SANITARY SEWER OVERFLOW - ESTIMATING VOLUME

METHOD 1: EYEBALL ESTIMATE

This method can be useful for small spills up to 100 gallons. To use this method, imagine the amount of water that would spill from a bucket or barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and multiply by 50 gallons.

METHOD 2: MEASURED VOLUME

Most small spills can be estimated with this method. The shape, dimensions, and depth of the spilled wastewater are needed. The shape and dimensions are used to calculate the area of the spill and the depth is used to calculate the volume.

Step 1 - Sketch the shape of the contained sewage

Step 2 - Measure or pace off the dimensions.

Step 3 - Measure the depth at several locations

Step 4 - Convert the dimensions including depth to feet

Step 5 - Calculate the area using the following formulas:

Rectangle Area = length x width

Circle Area = diameter x diameter x 0.785

Triangle Area = base x height x 0.5

Step 6 - Multiply area times the depth

Step 7 - Multiply the volume by 7.5 to convert it to gallons

METHOD 3: DURATION AND FLOW

This method is used when it is difficult or impossible to measure area and depth. The volume of the spill is estimated by multiplying the duration (in hours or days) by the flow rate (in gallons per hour or gallons per day). The time elapsed from the start of the spill to the time the spill has stopped. The following are some approaches that can be used to estimate duration. Start time: Initially, there will be limited deposits of grease and toilet paper at the spill site. After a few days, the grease forms a light colored residue. After a few weeks, the grease turns dark and the quantity of toilet paper and other materials will increase. These changes can be used to estimate start time in the absence of other information.

End time: The time is estimated by observing the “blow down” that occurs when the blockage has been removed.

Flow rate is the average flow leaving the sewer system at the time the spill has stopped. two ways to estimate the flow rate are:

- San Diego Manhole Flow Rate Reference Sheet (attached). This sheet shows the sewage flowing from a manhole cover for a variety of flow rates.
- Changes in flows in the downstream flow meters can be used to estimate the flow rate during the spill (better for large SSOs). Once the location of the spill is known, the number of upstream connections can be determined from the field maps. Multiply the number of connections by 150 gallons per day per connection or 8-10 gallons per hour per connection. Once the duration and flow rate have been estimated, the volume of the spill is the product of duration in hours or days times the flow rate in gallons per hour or gallons per day.

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Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	6"
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	8"
5 1/2	204	0.294	
5 3/4	224	0.322	
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	10"
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	6"
2 3/4	66	0.095	
3	78	0.113	
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	
5	243	0.350	8"
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	
6 1/4	387	0.558	
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	10"
7 1/2	551	0.794	
7 3/4	587	0.845	
8	622	0.896	
8 1/4	659	0.949	
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

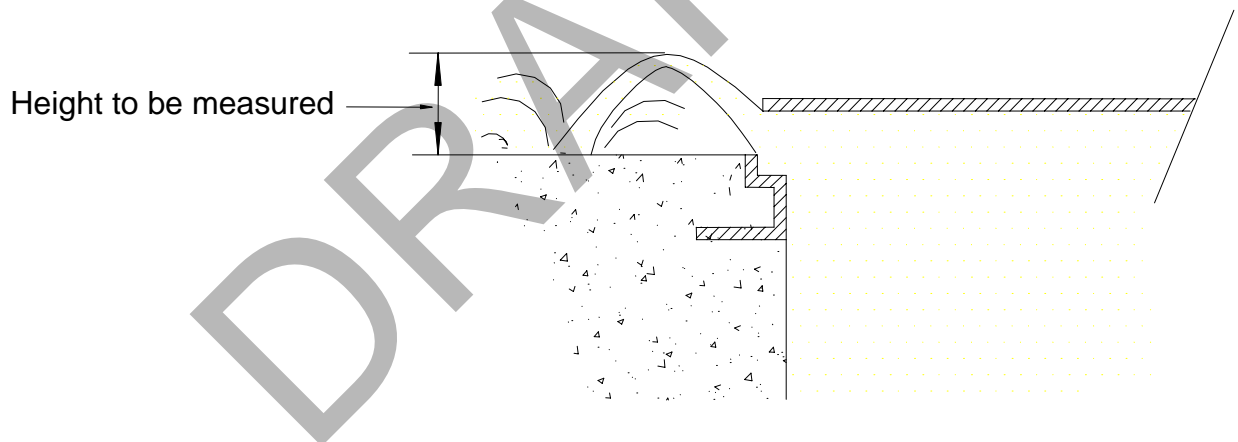
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The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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TABLE 'B'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

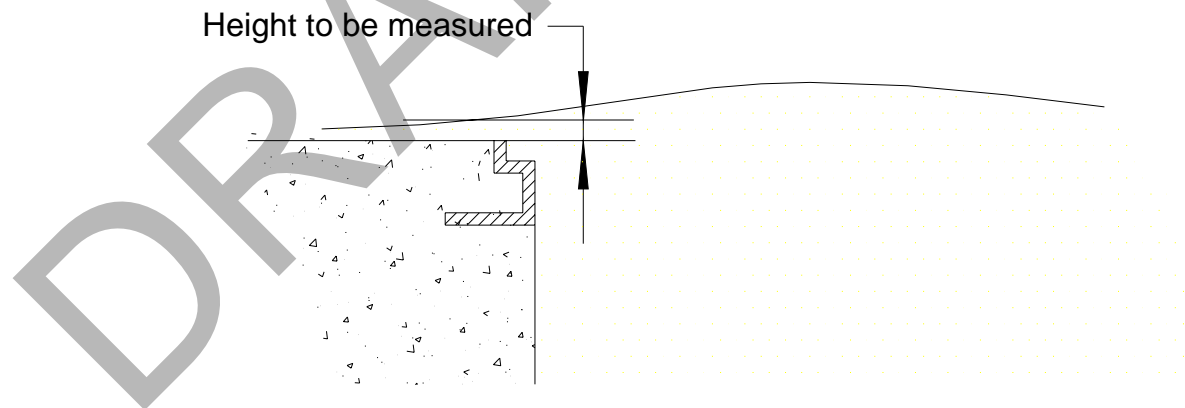
**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan

TABLE 'C'
ESTIMATED SSO FLOW OUT OF M/H PICK HOLE

Height of spout above M/H cover <u>H in inches</u>	SSO FLOW <u>Q in gpm</u>	Height of spout above M/H cover <u>H in inches</u>	SSO FLOW <u>Q in gpm</u>	
1/8	1.0	5 1/8	6.2	
1/4	1.4	5 1/4	6.3	
3/8	1.7	5 3/8	6.3	
1/2	1.9	5 1/2	6.4	
5/8	2.2	5 5/8	6.5	
3/4	2.4	5 3/4	6.6	
7/8	2.6	5 7/8	6.6	
1	2.7	6	6.7	
1 1/8	2.9	6 1/8	6.8	
1 1/4	3.1	6 1/4	6.8	
1 3/8	3.2	6 3/8	6.9	
1 1/2	3.4	6 1/2	7.0	Unrestrained M/H cover will start to lift
1 5/8	3.5	6 5/8	7.0	
1 3/4	3.6	6 3/4	7.1	
1 7/8	3.7	6 7/8	7.2	
2	3.9	7	7.2	
2 1/8	4.0	7 1/8	7.3	
2 1/4	4.1	7 1/4	7.4	
2 3/8	4.2	7 3/8	7.4	
2 1/2	4.3	7 1/2	7.5	
2 5/8	4.4	7 5/8	7.6	
2 3/4	4.5	7 3/4	7.6	
2 7/8	4.6	7 7/8	7.7	
3	4.7	8	7.7	
3 1/8	4.8	8 1/8	7.8	
3 1/4	4.9	8 1/4	7.9	
3 3/8	5.0	8 3/8	7.9	
3 1/2	5.1	8 1/2	8.0	
3 5/8	5.2	8 5/8	8.0	
3 3/4	5.3	8 3/4	8.1	
3 7/8	5.4	8 7/8	8.1	
4	5.5	9	8.2	
4 1/8	5.6	9 1/8	8.3	
4 1/4	5.6	9 1/4	8.3	
4 3/8	5.7	9 3/8	8.4	
4 1/2	5.8	9 1/2	8.4	
4 5/8	5.9	9 5/8	8.5	
4 3/4	6.0	9 3/4	8.5	
4 7/8	6.0	9 7/8	8.6	
5	6.1	10	8.7	

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

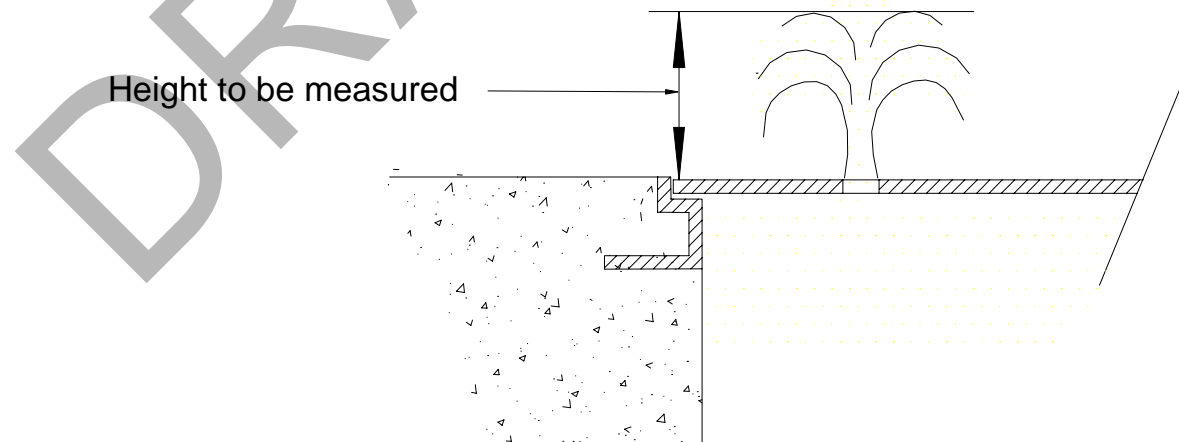
**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table C is $Q=CcVA$, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

² Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Collection System Collaborative Benchmarking Group Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan



City of San Diego
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes *All estimates are calculated in gallons per minute (gpm)*

Wastewater Collection Division
(619) 654-4160



All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 4/99

APPENDIX G
MCSD FOG INSPECTION DOCUMENTATION

DRAFT

Interoffice Memo

Date: January, 2011

To: Greg Orsini

Cc:

From: James Henry

RE: GREASE TRAP INSPECTION

This is a list of grease traps inspected on

Date	Location	Results	Int.
1-19-11	Moose Lodge	2 1/4" in 1st milky water w/ 6" SS in 2nd Get them 'know it needed pumping	ED
1-20	Morris School	Oil skin on top, fairly clear under	ED
1-20	KFC	Unchanged	
1-19	Taco Bell	2 1/4" in 1st, 8-10" in 2nd - evidence of grease leaving Tallied to mgr.	ED
1-19	Ray's Food Place	Oil skin, milky under, no SS	ED
—	Kmart	No Kitchen	—
1-19	Six Rivers Brewery	1/2" in 1st (base, only), skin in 2nd - clear water, no SS	ED
1-19	Luzmilas	2-3" grease, no SS, milky	ED
1-19	Niveens	No grease trap in use	ED
1-20	Burger King	1/2" in 1st, minor in 3rd - looks freshly cleaned	ED
1-19	McDonalds	8-10" in 1st, 2" in 2nd - No SS - Milky	ED
1-19	Denny's	5-6" in 1st, skin in 2nd - Milky w/ no SS	ED
1-19	Carmela's	2" grease, fairly clear under	ED
1-20	Safeway	4-5" solid gross in 1st, 2nd creamy water, no SS	ED
1-20	Silver Lining	1/2" grease, clear under, no SS	ED
1-20	Central 76	1/2" skin, clear under, no SS	ED

SS is permeant
on 1/28/11

Foot print will
pump on 2/1/11

Interoffice Memo

1-19	Azalea Hall	1-2" grease, character, 1/2" SS - some evidence of grease leaving - could be cleaned	ED
—	Quiznos	No Grease Trap OOB	—
1-20	Don Juans/Live N.Y.	12" in 1st, w/ SS, 6" in 2nd	ED
—	Round Table	No Grease Trap	—
1-19	Mck. Middle School	1" septic grease, minor SS, clean center	ED
—	Tastebud's	No Grease Trap	—
1-20	US Coast Guard	2" solid grease, clean under	ED
1-20	Timber Ridge Living	1/2" in 1st, 3rd clean - No SS	ED
1-20	Smugs Pizza	Auto trap maintained and functioning	ED
1-19	First Baptist Church	Kitchen closed - no immediate plans to reopen	ED
1-20	Woody's BBQ Central Grill	6" grease, dirty - new owners said they'd empty soon	ED

TAUCED to ascrin

DRAFT

1-20

Interoffice Memo

Date:

To: Greg Orsini

Cc:

From: James Henry

RE: GREASE TRAP INSPECTION

This is a list of grease traps inspected on _____

Date	Location	Results	Int.
	Moose Lodge		
	Morris School		
	KFC		
	Taco Bell		
	Ray's Food Place		
	Kmart	No Kitchen	
	Six Rivers Brewery		
	Luzmilas		
	Niveens		
	Burger King		
	McDonalds		
	Denny's		
	Carmela's		
	Safeway		
	Silver Lining		
	Central 76		

Interoffice Memo

	Azalea Hall		
	Quiznos	No Grease Trap	
	Don Juans/Live N.Y.		
	Round Table	No Grease Trap	
	Mck. Middle School		
	Central Sandwich	No Grease Trap	
	US Coast Guard		
	Timber Ridge Living		
	Smugs Pizza		
	First Baptist Church		
	Central Grill		

DRAFT

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: D.5. **Consider approval of Summer 2011 McKinleyville Newsletter and Recreation Activity Guide.**

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

TYPE OF ACTION: **Consent Calendar**

Recommendation:

Staff Requests the Board approve the Summer 2011 McKinleyville Newsletter and Recreation Activity Guide.

Discussion:

The McKinleyville Newsletter and Recreation Activity Guide are distributed three (3) times a year, January, June, and September. The Newsletter is mailed to over 5,000 MCSD customers and is also available to pick up in various locations in McKinleyville.

This particular newsletter includes the Consumer Confidence Report, which is required to be mailed to all MCSD customers each June.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

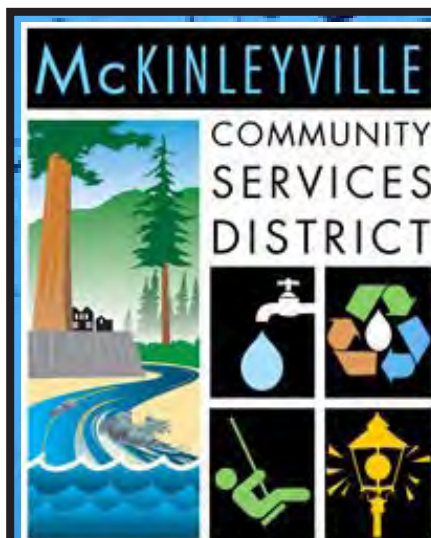
Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- June 2010 McKinleyville Newsletter & Recreation Activity Guide



McKINLEYVILLE Community Services District

Newsletter

Water - Sewer - Streetlights - Parks - Recreation - Library

Summer 2011

Inside this issue:

Consumer Confidence Report
 Message from General Manager
 Park Development meetings
 Wastewater Reclamation Pilot Study
 Message from Parks & Recreation Director
 McKinleyville Playgroup
 Senior Corner
 Kids Corner
 Community Builder Award
 Street light pole inspections

Board of Directors:

Helen Edwards
 President

Dennis Mayo
 Vice-President

John Corbett
 Director

David Couch
 Director

Bill Wennerholm
 Director

Norman Shopay
 General Manager

2010 Consumer Confidence Report

Introduction and Background

For a number of years, California State Law has required that water systems prepare an Annual Water Quality Report for its customers providing information regarding the quality of water delivered to them. The 1996 amendments to the federal Safe Drinking Water Act introduced new reporting requirements - namely preparation of a Consumer Confidence Report - with essentially the same purpose as that of the California Water Quality Report. Since 1999, California water systems must comply with federal reporting requirements. This report represents the McKinleyville Community Service District's 2010 Consumer Confidence Report. It is a snapshot of the quality of the water we provided last year. Included are details about where your water comes from, what it contains, and how it compares to State standards.

If you have any questions about this report or the quality of your drinking water, please call Norman Shopay (General Manager) or Greg Orsini (Operations Director) at 839-3251. You may also attend one of the regularly scheduled meetings of our Board of Directors, which are held the third Wednesday of each month at 7:00 p.m. at Azalea Hall (1620 Pickett Road).

Water Source

Drinking water delivered by the McKinleyville Community Services District (MCSD) is supplied by the Humboldt Bay Municipal Water District (HBMWD). HBMWD water is drawn from wells located in the bed of the Mad River northeast of Arcata along Highway 299. These wells, called Ranney Wells, extract water from the sands and gravel of the riverbed at depths of 60 to 90 feet, thereby providing a natural filtration process. In low rainfall periods, this naturally filtered water is then disinfected via chlorination and delivered, without further treatment, to the HBMWD's wholesale municipal and retail customers in the greater Eureka/Arcata area. The District's source water has been classified by the State Department of Health Service as groundwater. The classification is important with respect to the regulations that a water system must follow to ensure water quality.

In the late 1990s heavy winter rainfalls and high river levels were accompanied by increased turbidity (cloudiness) in the District's water. While turbidity itself is not a health concern, there is concern that it may interfere with the disinfection process. In 1997, DHS mandated that the District take steps to control the turbidity in its drinking water. Together with its wholesale customers, the new Turbidity Reduction Facility (TRF) was constructed and became operational in late 2002, for the first time in many years the District met the State's secondary maximum contaminant level standard for turbidity of less than 5 NTU (the unit which turbidity is measured). The TRF operates only during winter months.



Consumer Confidence (Continued)

General Water Quality

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA’s Safe Drinking WATER hotline (1-800-426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and can pick up substances resulting from the presence of animals or human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminant such as salts and metals, which can be naturally occurring or result from urban stormwater runoff, or industrial processes.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture and residential uses.
- Radioactive contaminants, which are naturally occurring or be the result of oil and gas production and mining activity.
- Organic chemical contaminants which are by products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDS or other immune system disorders, some elderly, and infants, may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA and the Center for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

HBMWD consistently and frequently monitors for the presence of giardia and cryptosporidium in its drinking water. Since the mid-1990s, when the EPA approved the testing technique for these contaminants, HBMWD has never had a confirmed detection of either contaminant.

Water Quality Testing Results

In order to ensure that tap water is safe to drink, the California Department of Health Services (DHS) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. HBMWD treats its water and performs annual monitoring and testing, in accordance with the DHS regulations and requirements, to ensure its water is safe to drink. In addition, MCSD performs separate

monitoring and testing, in accordance with the DHS regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. Additional testing performed by MCSD includes laboratory analysis for coliform bacteria; disinfection byproducts and lead/copper. Test results for disinfection byproducts and lead/copper are included in the MCSD test results table. The MCSD testing for coliform produced no positive results and test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

In 2010, HBMWD conducted more than 380 water quality tests for 37 contaminants. MCSD also performed approximately 240 water quality tests during 2010. The results from both the HBMWD’s and the MCSD’s 2010 monitoring and testing programs indicate that our water quality is very high, as has consistently been the case in past years.

The tables enclosed in the newsletter list all the drinking water contaminants that were monitored during 2010. Additionally, the State requires that both Districts monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Therefore, results from prior years are included if such a contaminant was detected. There are very few entries in the tables because very few contaminants were actually detected in prior years. It is once again important to note that the presence of these contaminants does not necessarily indicate that the water poses a health risk.

You will find many terms and abbreviations in the attached table. To help you understand these terms, the following definitions are provided:

- Public Health Goal (PHG): The level of a contaminant in drinking water, below 9 which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
- Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
- Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs cover the aesthetic quality of the water such as odor, taste and appearance.
- Primary Drinking Water Standard or PDWS: MCLs for contaminants that affect health along with monitoring, reporting requirements and water treatment requirements.
- Regulatory Action Level (AL): The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.
- n/a: not applicable
- ND: not detectable at testing limit
- ppb: parts per billion or micrograms per liter (µg/L)
- ppm: parts per million or milligrams per liter (mg/L)
- pCi/l: picocuries per liter (a measure of radiation)
- mgCaCO3/L: milligrams of calcium carbonate per liter (a measure of hardness)
- microseimens/ cm : a measure of specific conductance (µS/cm)
- NTU: Nephelometric Turbidity Units

Humboldt Bay Municipal Water District Testing: RAW SOURCE WATER

***McKinleyville Community Services District
2010 Consumer Confidence Report***

Contaminant and Units	Level Detected	MCL	PHG (or MCLG)	Likely Source and Potential Effects (if above MCL)
Microbiological Contaminants				
Total Coliform Bacteria	One positive	More than one positive sample monthly	Zero positives	Coliform bacteria naturally present in the environment and are used as an indicator that other potentially-harmful bacteria may be present
Fecal Coliform and E. coli.	Zero positive	A routine sample and a repeat sample are total coliform positive, and one is also fecal coliform positive	Zero positive	Fecal coliform and E. coli. are bacteria whose presents indicates that water may be contaminated with human or animal fecal waste
Disinfection Byproducts and Disinfectant Residuals				
TTHMs – Total Trihalomethanes (µg/L)	Average = 7.5	80 µg/L	n/a	By-product of drinking water chlorination
HAA5 (µg/L) Halo acetic Acids	Average = 3.0	60 µg/L	n/a	By-product of drinking water chlorination
Chlorine (mg/L)	Average= 0.68	4 mg/L	4 mg/L	Drinking water disinfection
Inorganic Contaminants				
Copper (mg/L)*	Five sites tested and none were above the AL; 90 th percentile= .845	AL = 1.3 mg/L	0.3 mg/L	Internal corrosion of household plumbing; erosion of natural deposits; leaching from wood preservatives
Lead (µg/L)*	Five sites tested none above the AL 90 th percentile= 3	AL = 15 µg/L	0.2 µg/L	Internal corrosion of household plumbing systems; discharges from industrial manufactures, erosion of natural deposits
Aluminum (mg/L)***	0.16	1 mg/L	0.6 mg/L	Discharges form industrial manufactures, erosion of natural deposits
Regulated Contaminants with Secondary MCLs (as defined above, secondary MCLs address aesthetic quality of the water such as odor, taste and appearance)				
Chloride (mg/L) **	Range = 2.8-2.8 Average = 2.8	500 mg/L	n/a	Runoff/leaching from natural deposits, or seawater influence
Sulfate (mg/L) **	Range = 9.5-9.5 Average = 9.5	500 mg/L	n/a	Runoff/leaching from natural deposits; industrial wastes
Specific Conductance (µS/cm)*	Range = 120-120 Average 120	1600 µS/cm	n/a	Substances form ions in water
Total Dissolved Solids (mg/L) **	Range= 93- 93 Average = 93	1000 mg/L	n/a	Runoff/leaching from natural deposits
Turbidity (NTU)	Range = 0.05-0.73 Average = 0.17	5 NTU	n/a	Turbidity has no direct health effect. However, high levels of turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that cause symptoms such as nausea, cramps, diarrhea and associated headaches.

*Samples taken in 2008**, Samples taken in 2007, *** Samples taken in 2006

McKinleyville Community Services District Testing: DISTRIBUTION SYSTEM

***McKinleyville Community Services District
2010 Consumer Confidence Report***

Contaminant and units	Level Detected	MCL	PHG (or MCLG)	Likely Source and Potential Effects (if above MCL)
Microbiological Contaminants -- 211 Samples				
Total Coliform Bacteria	Zero positive	More than one positive sample monthly	Zero positives	Naturally present in the environment
Fecal Coliform And E. coli. Bacteria	Zero positive	A routine sample and a repeat sample are total coliform positive, and one is also fecal coliform positive	Zero positive	Fecal coliform and E. coli. are bacteria whose presents indicates that water may be contaminated with human waste or animal fecal waste
Disinfection Byproducts and Disinfectant Residuals				
TTHMs – Total (µg/L) Trihalomethanes	Average= 10	80 µg/L	n/a	By-product of drinking water chlorination
HAA5 (µg/L) Halo acetic Acids	Average=2.3	60 µg/L	n/a	By-product of drinking water chlorination
Chlorine (mg/L)	Average= 0.49	4 mg/L	4	Drinking water disinfection
Lead and Copper				
Copper (mg/L)	Thirty sites tested none above the AL 90 th percentile= .721	AL = 1.3 mg/L	0.3 mg/l	Internal corrosion of household plumbing; erosion of natural deposit
Lead (µg/L)	Thirty sites tested none above the AL 90 th percentile= .007	AL = 15 µg/L	0.2 µg/L	Internal corrosion of household plumbing systems; discharges from industrial manufactures, erosion of natural deposits

*Samples taken in 2007

Additional Water Characteristics
Sodium and Hardness

Sodium (ppm) *	Range = 4.4 – 4.5 Average = 4.45
Hardness * (mgCaCO3/L)	Range = 57 – 80 Average = 67

Although sodium and hardness do not have MCLs, they are of interest to many consumers who are concerned about sodium intake.

Hardness is the sum of polyvalent cations present in water, generally magnesium and calcium. The cations are, usually naturally occurring.

Sodium refers to salt present in water and is generally naturally occurring.

A Message from the General Manager, Norman Shopay

When people ask me what McKinleyville is all about, I tell them that it is about people and relationships. After all, without community support and regional partnerships, we are limited in what we, as a Community Services District, can achieve.



I have always been inspired by those who are dedicated to affect change and embrace the concept that helping one another and building relationships and trust are the most rewarding paths to success. It is easy to overlook these basic fundamental concepts in a complex and technical environment such as ours.

The people who work for us and with us determine the difference between mediocrity and excellence. We recognize that diverse views and opinions will always exist. However, without a shared commitment and individual dedication, achieving success can be a challenge. Looking to the future, I am thankful for our Board of Directors and staff who are passionate about what they do and firmly believe in one another.



All of us at MCSD are committed to furthering partnerships to better serve you and to provide the highest quality and timely services in the most cost effective manner.

Norman Shopay

Meetings to Discuss Potential Park Development

Would you like to become involved with what type of park development may occur in McKinleyville in the coming years? MCSD has an opportunity to apply for grant funding for the creation of new parks and new recreation opportunities in proximity to the most critically underserved communities across California. Grant applications that are “community driven” will be given priority. In order to gather more information on the type of potential park amenities residents would like to see in McKinleyville, we have scheduled a series of “Community Meetings to Discuss Potential Park Development”: The next meetings are scheduled on Wednesdays, June 8 & June 29, 2011 at 5:30 pm at Azalea Hall. Below are examples of potential park development designs submitted by community members.



Wastewater Reclamation Pilot Study Underway

Currently, McKinleyville Community Service District spray irrigates pastureland as part of its process for reclaiming wastewater effluent discharged from the wastewater treatment plant. As part of future upgrades to the treatment plant, the District has been looking for wastewater disposal alternatives. Poplars are rapidly growing trees that effectively filter wastewater using natural growth processes. The benefit of using trees in place of grasses is that trees serve a dual purpose; they have the capacity to use the nutrients in the wastewater more effectively than grasses or other crops and produce a short-rotation harvested wood product that can help offset the cost of treatment operations and plant maintenance.



With the design for the pilot study in hand, the District acquired approximately 300 black cottonwood trees (native and from the Poplar family) from the Mad River Rotary Club. The cottonwoods were planted on a 1-acre site in the southwest corner of the Lower Fisher Ranch. The trees have successfully rooted, are currently budding out and showing signs of growth, and are ready for the pilot study to begin.



Monitoring wells will be added to the site to allow the District staff to collect groundwater samples and test for water quality in the downstream direction of groundwater flow from the site. Samples will be taken before we apply any wastewater, to establish a baseline for the groundwater quality. Once wastewater has been added to the site, additional groundwater samples will be taken to determine the effectiveness of the trees in removing the nutrients from the wastewater.

The pilot study will determine the viability of the pop-

lar trees, their ability to remove nutrients from the wastewater, and the effects that the application of wastewater will have on the trees. The study will also provide data to help determine the optimum application rate of wastewater to the reclamation area, so that the District can apply the maximum amount of wastewater without adversely affecting the environment.



A Message from the Parks & Recreation Director

We are very excited to provide you with our 2011 Summer Recreation Activity Guide. This guide is a resource for you, the residents in our community and it is loaded with a wide variety of leisure and recreation opportunities for you and your family to enjoy.

**Parks
Make
Life
Better!**

The last couple years have been challenging for our department to maintain the volume of recreational programming and the level of maintenance services McKinleyville residents have become accustomed to.

In an effort to continue our commitment to provide a high standard of maintenance of our parks and facilities, we have been working with different volunteers and organizations to help us accomplish this goal.

Developing partnerships with other agencies and organizations has been a positive experience for our District and has proven to be a huge benefit to the residents in McKinleyville.

We have been working very closely with the California Conservation Corps, Sheriff Work Alternative Program (SWAP), Northern Humboldt Employment Services, Humboldt County Probation Department, McKinleyville Little League, Boy Scouts of America (Eagle Scout Projects), and CalWORKS Welfare to Work program.



Hiller Sports Complex

It's through these partnerships that we have been able to make many improvements to your parks at little or no cost to the District. Some examples include, removal of invasive plants and shrubs at Pierson Park and detention basins, installation of a trail at Pierson Park, construction of two dugouts at Hiller Sports Complex, trail improvements, installation of a new bridge at Parkside Trail, and installation of benches at the Hiller Park Loop Trails.

As our community continues to grow, so do the recreational needs. Our staff is committed to helping people play and continues to research new trends in leisure and recreation. For more information or if you have ideas for a new program or event, please call our friendly staff at 839-9003.

We take pride in helping to "Create Community through People, Parks and Programs."

Jason Sehon

Jason Sehon
Parks & Recreation Director



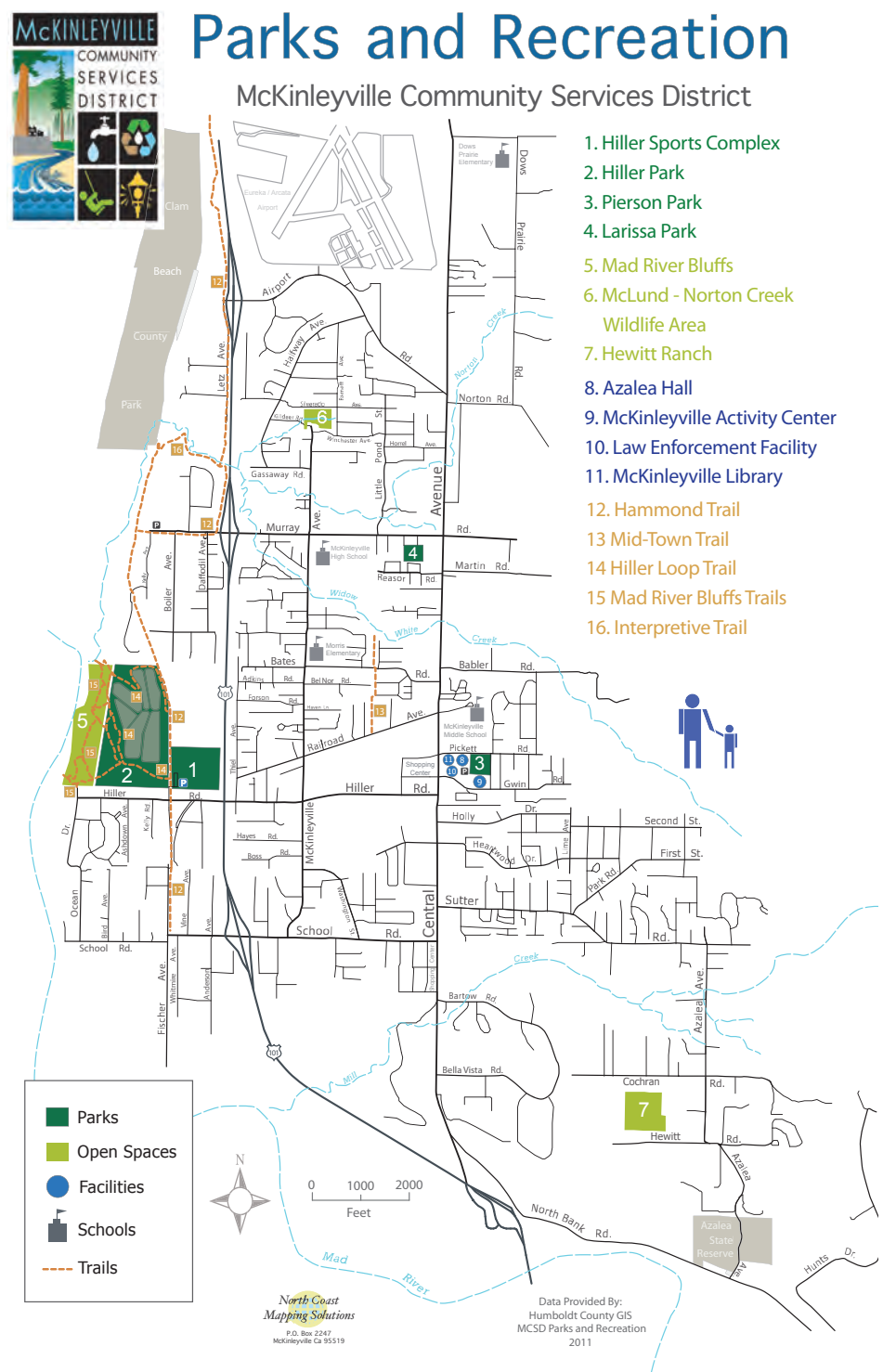
McKinleyville Playgroup has added Mondays!

McKinleyville Playgroup is a small gathering of parents and their pre-school aged children, who get together for play and interaction. Playgroups can significantly help children develop social skills, gain independence, and build self-confidence. It can also give you a chance to meet and learn from other parents - all adding up to newfound friendships and a healthy, nurturing environment. Thanks to a grant from First 5 Humboldt, we are able to supply many games and toys for your children to enjoy.

WHO: Parents with children age 5 & under
WHEN: Mondays, 10:00 am - 12:30 pm
Thursdays, 10:00 am - 12:30 pm
Fridays, 10:00 am - 12:30 pm
WHERE: McKinleyville Activity Center
FEE: FREE - \$3 daily donation accepted



The following interactive map will soon be on our website.



Street light poles:

MCSD has contracted with Osmose to inspect the wooden street light poles. They will dig down 24" around each pole and inspect them for rot and test the rigidity of the poles. The poles are then drilled to check interior decay and then treated if needed. The holes are then plugged with tight fitting wooden dowels, and then scraped and treated with a preservative paste. The poles are then wrapped with a polyethylene-back kraft moisture barrier paper. They then backfill and compact around the pole base. We will then get a full report along with GIS mapping of all pole locations. Poles that are found significantly damaged will need to be replaced.



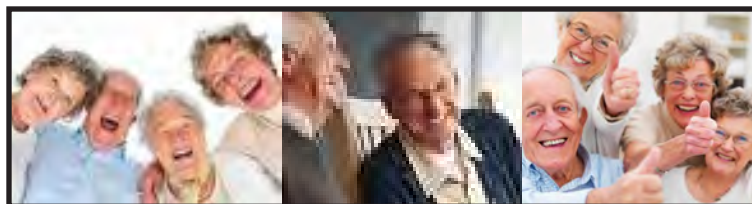
Senior Corner

The McKinleyville Senior Center is open Monday through Fridays between 9:00am and 4:00pm and Saturdays for Cribbage between 12:30 and 3:30. The Center is closed on regular holidays.

Current activities being offered at the Center:



Class	Day	Time
Bingo	T/TH	12:30-3:30
Blood Pressure	W	10:00-11:00
Cher-ae Heights	1st Wed of Mo	9:30-1:00
Computer Clinic	M	1:30-3:30
Computers	T	11:00-12:00
Crafts	F	9:30-11:00
Cribbage	Sat	12:30-3:30
Diabetes Group	1st F of Mo	10:00-12:00
Genealogy	1st W of Mo	10:00-11:00
HiCAP	2nd & 4th Fri	By appt
Humor Club	M	1:00-2:00
Low Vision	Last M of Mo	10:00-11:00
Mah Jongg	W	12:00-3:30
	TH	11:00-3:30
Monthly Luncheon	Last F of Mo	12:00-1:00
Needlework	W	10:00-11:00
Osteo X	T/TH	9:30-10:30
Party Bridge	M	1:00-3:30
Pinochle	F	1:00-3:00
Readers Circle	M	11:00-12:00
Sewing	W	1:00-3:00
Stretching	T/TH	10:40-11:30
Tai Chi	M/W/F	8:30-9:30
TOPS	T	9:00-11:00



For more information, please call 839-0191.

Leisure Class Instructors Needed!

Are you an Interesting Person with a Special Skill and a Desire to Teach?

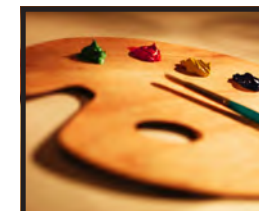
WE NEED YOU!

We are looking for instructors to teach a variety of classes such as:

Guitar and Music, Arts & Crafts, Cooking, Dance/Ballet, Gardening, & other Special Interest Classes.



Call our office at 839-9003 to inquire about teaching for your community TODAY!



Kids Corner - Ten ways to get your kids active:

Whether it's playing with friends or family, taking part in sports and other physical activities, or joining in regular family activities; being active is good for everyone!

1. Get active early: Active kids are more likely to become active adults, so teach them to enjoy it now!

2. Variety, variety: Encourage kids to try a range of sports and activities to develop a range of skills, and find one or two they really like.

3. Have fun: Sounds simple but the basic rule is that sport and activity should be enjoyable.

4. Take the lead: Kids take their cues from parents – so make activity a regular part of your family routine.

5. Give the right gifts: Help kids get active by giving sporting goods rather than toys as gifts.

6. Try something new: Develop a new family activity such as indoor rock-climbing, bike riding, hiking or exploring local parks.

7. Handy action toy: Keep a basketball or tennis ball handy to grab on your way outdoors for an easy 20 minutes of fun.

8. Find a balance: Help kids find their own balance of friends, physical activity, indoor play and homework with unstructured play such as daydreaming, creating, thinking and reading.



9. Give the chauffeur the day off: That's you! Introduce kids to the way we all once got around – walking with them or riding bikes.

10. Everyday action: Aim for 30-60 minutes of moderate activity every day, plus 20-30 minutes of more vigorous activities up to three times a week.



Community Builder Award Presented to McKinleyville Press:

McKinleyville Community Services District will be presenting a Community Builder Award throughout the year to local individuals, businesses and organizations for their volunteer service, sponsorship, promotion of programs and events, outstanding service in the interest of the District, and for other contributions significant to McKinleyville's quality of life.



Recent recipients include the Kiwanis Club of McKinleyville, Community Member John Kulstad, Coast Central Credit Union, CalWORKS Welfare to Work Program, Friends of the McKinleyville Library, and Mad River

Rotary Club. The McKinleyville Press has been selected as the recipient for May 2011. Jack Durham has been the owner, editor, and publisher of the McKinleyville Press since the summer of 1996.

Jack says he likes McKinleyville because, "It's a friendly town with nice people. It has a small-town feeling, but with plenty of stores and services." Another highlight for Jack is the Hammond Trail and the beautiful views of the Mad River.

When asked what Jack likes about McKinleyville Community Services District, he says, "While an occasional controversy flares up and makes the newspaper, for the most part the MCSD is an efficiently managed agency providing essential services to the community. It does a good job fulfilling its mission. And, if you don't like the direction the district is going, you can always run into board members at a local coffee shop and tell them what you think."

Community Builder Award (continued):

Jack feels Park facilities are all about quality of life. "When you live in a nice place, you can walk out your front door and be on a trail or at a park within a few minutes. You can run around with your dog or rocket down a trail on your bike without having to jump in your car and drive somewhere. There are lots of neighborhoods in McKinleyville where you can enjoy this. Those neighborhoods that don't have such facilities can get them if we work together to make it happen."

As for a future vision for MCSD, Jack says, "I'd like to see the MCSD evolve into something closer to an actual city government. I don't think incorporation is feasible, but there's nothing to prevent the MCSD from taking on more powers and responsibilities. This would give the voters of McKinleyville greater control over what happens in their town. I'd also like to see continued park and trail expansion throughout town. Let's face it – you can never have enough parks."

Jack added, "The McKinleyville Press has helped give this bedroom community a sense of identity. The paper has also served as a watchdog when it comes to local government and it's provided a forum for residents to debate the issues of the day. This year we launched a special fund raising program for non-profits, which we hope to expand in the coming months and years."

In a final thought, Jack said, "The McKinleyville Press is made possible by the businesses that advertise and the people who subscribe or buy the paper each week. The content comes from a small army of reporters, columnists and contributors from throughout the community. All of these folks are the ones that deserve to be thanked. And thank you for the award!"

Parks & Recreation Master Plan Update:

Staff and the Recreation Advisory Committee have been busy working on updating the Parks & Recreation Master Plan. The purpose of this plan is to provide McKinleyville with a strategy for achieving MCSD's highest priority projects. This is a planning tool, (not a strict guideline) for use by the residents of McKinleyville, the MCSD Recreation Advisory Committee, and the MCSD Board of Directors.

We would love to hear your ideas of what types of parks, facilities, and recreation opportunities you feel are important for our community! If you are interested in assisting with this update, please contact the Parks & Recreation Department at 839-9003.



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To pay your bills online,
Please visit our website:

www.mckinleyvillecsd.com

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- o E-BILL
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Call us for more info: (707) 839-3251

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in the next edition of the
McKinleyville Newsletter, which is mailed
to more than 5,000 MCSD customers.

Call 839-9003 for more information.

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McKINLEYVILLE



COMMUNITY SERVICES DISTRICT



Upcoming Public Meetings

✓ June

2 Recreation Committee 6:30 pm
15 Board Meeting Azalea Hall 7:00 pm

✓ July

7 Recreation Committee 6:30 pm
20 Board Meeting Azalea Hall 7:00 pm

✓ August

4 Recreation Committee 6:30 pm
17 Board Meeting Azalea Hall 7:00 pm

✓ September

1 Recreation Committee 6:30 pm
21 Board Meeting Azalea Hall 7:00 pm

✓ October

6 Recreation Committee 6:30 pm
19 Board Meeting Azalea Hall 7:00 pm

✓ November

3 Recreation Committee 6:30 pm
16 Board Meeting Azalea Hall 7:00 pm

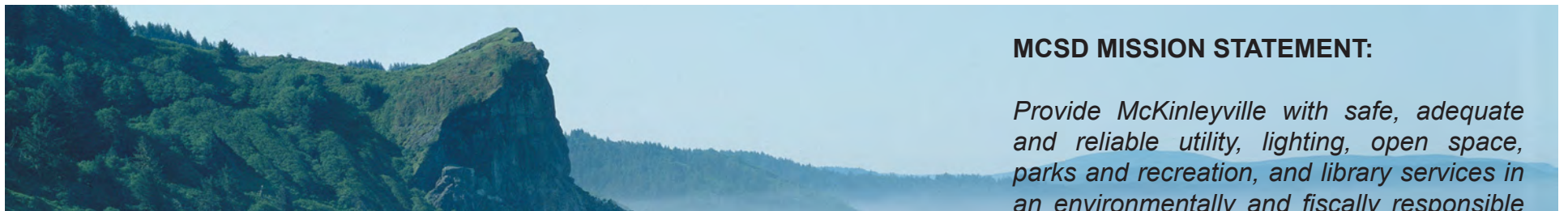


Online NEWS at www.mckinleyvillecsd.com

Have you checked out the District's website lately? If not, make sure you do...and give us some feedback.

We are constantly striving to improve the information available to you, our customer!

Visit our Website ... www.mckinleyvillecsd.com or e-mail our office at mcscd@mckinleyvillecsd.com



MCSD MISSION STATEMENT:

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



SUMMER DANCE

At No Limits Tap & Jazz!!!

1/2 day Beginning Camps in McKinleyville
June 20th-24th 9am-1pm \$120
June 27th-July 1st 9am-1pm \$120

Arcata Beginning Classes
July 11th-15th 10am-11am Tap
July 11th-15th 11am-12pm Hip Hop
July 18th-22nd 10am-11am Jazz
July 18th-22nd 11am-12pm Hip Hop

Call 825-0922 or visit nolimitstapandjazz.com



More levels available
Call office for details



**McKinleyville Community Services District
Parks & Recreation Department**

**SUMMER 2011
Activity Guide**

**Parks
Make
Life
Better!**

Visit us on the web at:
www.mckinleyvillecsd.com

Office located at:
1656 Sutter Rd.
McKinleyville, CA 95519
(707) 839-9003



WELCOME TO MCKINLEYVILLE PARKS & RECREATION

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Department of Parks & Recreation

1656 Sutter Road
McKinleyville CA 95519
(707) 839-9003

OFFICE HOURS:

Monday - Friday
9:00 am - 5:00 pm

www.mckinleyvillecsd.com



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For more information, please call the friendly
folks at McKinleyville
Parks & Recreation at 839-9003

FACILITIES & RENTALS

Planning an event? We have facilities and equipment available to rent for socials, club meetings, employee parties, weddings, receptions, picnics and more. For information regarding rental policies and procedures, please contact the District office at 839-9003, or check out our District web site at www.mckinleyvillecsd.com.

THE FOLLOWING FACILITIES ARE AVAILABLE FOR RENT:

McKinleyville Activity Center

Azalea Hall

Pierson Park

Hiller Park & Picnic Area

Hiller Sports Complex



Hiller Sports Complex



Activity Center



Pierson Park



Great for weddings & receptions!

Azalea Hall

AMERICANS WITH DISABILITIES ACT

McKinleyville Community Services District makes every effort to comply with the Americans with Disabilities Act. If you require special assistance for participation in our recreation programs, please notify staff at the time of registration or call 839-9003.

YOUTH SPORTS

Summer Youth Basketball League

Join us for a great opportunity to play basketball this summer! This league is co-ed and will take place Tuesday, Wednesday & Thursday evenings from June 21 through August 4, 2011. Separate divisions are offered for children **entering** the following grades: 3rd-4th, 5th-6th, & 7th-8th. Depending on registration, some grades may be combined. **Early bird registration Deadline is Friday, June 10, 2011.** \$10 late fee applies after Friday, June 10, 2011. Teams will play 1 game per week. Seven (7) weeks of basketball for only \$25 per player!

DAYS: Tue, Wed or Thursday evenings
DATES: June 21-August 4, 2011
TIME: Evenings - times TBA
WHERE: McKinleyville Activity Center
GRADES: 3rd - 8th grades
FEE: \$25 per person
 \$30 non-resident



Photo by Paul Swenson Photography

KinderSports: T-Ball

Do you have a 3-5 year old full of energy and ready to participate in sports? If you do, then KinderSports is the program for your child. KinderSports gives toddlers the opportunity to learn team work, good sportsmanship, the value of physical fitness, sports safety and the basic skills needed for various sports. Classes are non-competitive and run in a friendly and nurturing environment where parents, family and friends are encouraged to cheer and support the children in the program. The last class meeting will include a children vs. parents game and an awards ceremony.

This Season's Sport focus will be on: **T-Ball**



DATES: Sat. June 18-July 23, 2011
TIME: Sat. 9:30am-10:30am
 Sat. 11:00am-12:00pm
WHERE: McK. Activity Center/Pierson Park
AGES: 3 yrs-5 yrs
FEES: \$45 (\$50 non-residents)
 \$7 materials fee paid to instructor

NEXT KINDERSPORTS SESSION:
 Track & Field: August 20-September 24, 2011

Fast Break Fridays

Drop-in Basketball for youth ages 13-17. Come and shoot hoops with your friends!! **Youth ONLY!!**

WHEN: Friday Evenings
TIME: 7:00 pm - 9:00 pm
WHERE: McKinleyville Activity Center
WHO: Youth 13 to 17 years old
FEE: \$1



Photo by Paul Swenson Photography



RESTAURANT OPEN 6 AM - 6 PM - BREAKFAST AND LUNCH

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 707-839-2342

website: www.beaupregc.com email: golf@beaupregc.com

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LICENSED-BONDED-INSURED
 For more information and rates call Alyson at
839-0207 or 499-7947

*5% of proceeds will be donated to local rescue shelter of adopted pets!!



ADULT SPORTS

2011 "Beat the Heat" Softball Tourney

Join us for our Annual "Beat the Heat" Softball Tournament at the Hiller Sports Complex. Games will be played Saturday and Sunday. Don't miss this opportunity to play in this "C" Division double elimination tournament. ASA certified slow pitch softball bats only. Registration deadline is **August 5, 2011**.

DATE: **Sat & Sun, August 13 & 14, 2011**
 TIME: TBA
 WHERE: Hiller Sports Complex
 AGE: 16 & older
 FEE: \$225 per team



Co-ed Woodbat Softball League

Get your team together and lets "Play Ball!" Join us at Hiller Sports Complex for another great co-ed wood bat softball league for players 16 years and older.

DATE: **Sundays, July 31- Sept 25, 2011**
 TIME: Afternoons (TBA)
 WHERE: Hiller Sports Complex
 AGE: 16 & older
 FEE: **\$225.00 per team**



**Sign Up by
Friday, July 22,
2011!**

Annual "0-2 & BBQ" Softball Tourney

Join us for this great one-day tournament held at Hiller Sports Complex in McKinleyville. This is a co-ed wood bat softball tournament with trophies for 1st & 2nd place and MVP. First teams to be eliminated are the first to taste the BBQ!! Batters start with a two-strike count. Join us for a tasty BBQ from Noon - 2:00 pm. **Registration deadline is Friday, July 8, 2011.**

DATE: **Saturday, July 16, 2011**
 TIME: All day
 WHERE: Hiller Sports Complex
 AGE: 16 & older
 FEE: \$125 per team



Hoop @ Night

Drop in Basketball for Adults. Bring your friends and play some Hoops!

DATES: Sundays, 7:30 pm - 9:00 pm
 WHERE: McKinleyville Activity Center
 AGES: 18 years and older
 FEE: \$2 per person



LEISURE CLASSES

Fun Fit Families

The goal of this new class is to provide families an opportunity to exercise, play games and make healthy lifestyle adjustments together, while having fun! Classes are run in a friendly, safe and non-competitive environment. Every class will include 40 minutes of cardiovascular activity and 20 minutes of organized games and activities. Each session will include an activity packet for each family.

DAYS: Mondays
 DATES: June 20-July 25, 2011
 TIME: 6:00pm-7:00pm
 WHERE: McKinleyville Activity Center
 AGES: Children ages 4-6 and parents!
 FEE: \$65.00 (1 child and 1 adult)
 \$10.00 fee for additional child or parent

** One "coach"
for every 5
children*



** Families will use the Activity Packet as a motivational guide to follow together outside of class to continue to make healthy lifestyle choices and become a Fun Fit Family!*

German I - for Beginners

Join Instructor Olivia Young, a certified teacher from Germany, for this great opportunity to learn the basics of the German language. This class will focus on developing basic conversation skills including vocabulary, pronunciation and understanding the basic German language.

DAY: Mondays
 DATES: Sep. 12 - Oct. 17, 2011
 TIME: 7:00pm-8:30pm
 WHERE: Azalea Hall-Meeting Room
 AGE: 18 & older
 FEE: \$60.00



LEISURE CLASSES con't

"Rock & Rec" Guitar Class

Sign up now for this six week course designed to teach youth and adults the art of guitar playing including but not limited to: single notes, double notes, chord improvisation, progression & tablature. Students should own a guitar for this class but options may be available for students who are sincerely interested in learning but do not own a guitar.

PRE-REGISTRATION REQUIRED.

DATES: Mondays July 11-August 15, 2011

TIME: 6:00pm-7:30pm

WHERE: Azalea Hall Meeting Room

AGES: 9 years of age and older

FEE: \$45 (\$50 non-residents)



Puppy Training

Join experienced instructor Delilah Huck for a six week course designed to help new owners deal with and understand normal puppy behaviors that can sometimes be overwhelming and frustrating for the inexperienced puppy owner.

Learn the tools for solving problems such as digging, chewing, mouthing and more. Lessons will include teaching your dog to come, sit down, stand, walk on loose lead, interact with people without jumping and go to your bed.

PRE-REGISTRATION REQUIRED.

Basic Dog Obedience

Join experienced instructor Delilah Huck for a six week course designed to teach you how to become the leader in your relationship with your dog and for your dog to view you as such. Once you have accomplished this, your dog will begin to look to you for guidance. Our goal is to teach your dog to listen and respond to you in all situations.

This class will cover heel on a leash, down stay, sit stay, come when called, down in motion, keeping your dog's attention around distractions and how to elicit play behavior from your dog.

PRE-REGISTRATION REQUIRED.

DAYS: Mondays

Puppy Class: 6:00pm-7:00 pm

Basic Class: 7:00pm-8:00pm

DATES: Session 1: July 11- Aug 15, 2011

Session 2: Sept 12 - Oct 17, 2011

WHERE: Azalea Hall

FEE: \$75.00/class



** Classes may be combined depending on enrollment. If combined, class will meet at 6:00pm*

About Instructor, Delilah Huck:

Delilah has been teaching people how to train their dogs for over 30 years and has experience in many areas of training from pet training, scent work, AKC competitive obedience, Schutzhund, and more.

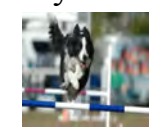
NorthCoast Agility & Dog Training

6 week training sessions ongoing.

Instructors: Jennifer Eichstedt & Sally Dunn

Rally Obedience

Meets Tuesdays: 5:30pm-6:30pm

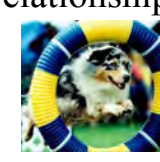


This course is designed for those who are, or are considering competing in the fun sport of "Rally Obedience." The instructor competes in Rally Obedience at the Excellent level and has taught obedience, formal, and "family," for 14+ years. It's a great way to have fun and sharpen your dog's skills in the obedience ring and beyond. Come check out a class and see what it's all about.

Doggy House Manners: Training After Obedience

Meets Tuesdays: 6:30pm-7:30pm

This course is designed for those who have had basic obedience and want to continue to work on specific practical and fun skills. We work on training your dog good 'house' behaviors such as to go to their bed, play games/do tricks, and to greet people appropriately. All of these behaviors are taught through positive training and through activities that strengthen your relationship with your dog.



Agility Foundation Class

Meets Tuesdays: 7:30pm-8:30pm

This course is designed to teach dogs and handlers foundation behaviors needed to shine in the sport of agility. We work to develop and improve skills such as cueing your dog to move with you, read your motion, clicker/yes training, crate games, come with speed, nose touch, circle work and tug. We work on different surfaces and do tricks-All important for agility!

Class Sessions

- June 21-July 26, 2011
- Aug. 9-Sept. 13, 2011
- Sep. 27-Nov 1, 2011

ALL CLASSES

meet at Azalea Hall on Tuesdays
CLASS FEE: \$75 per session

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McKinleyville - (707) 839-4344**



DAYCAMPS & AFTERSCHOOL PROGRAM



Kids' Camp Day Camp
runs Monday through Friday
beginning June 20th & ending August 19th
REGISTER NOW!



Join McKinleyville Parks & Recreation for a dynamic summer day camp program where youth ages 6-12 will have an opportunity to choose their summer experience. Participants will have the choice between

Active Games and Arts & Crafts for each "Activity" segment of the daily schedule.

Summer is a time for fun and freedom, so we like to provide each participant the freedom of choice whenever possible. We offer opportunities for supervised free play both indoors and outdoors multiple times each day.

Field trips are offered weekly and require an additional fee of \$5.00.

Most field trips are only be available for Full Day camp participants.

A complete weekly schedule outline is available on our website: www.mckinleyvillecsd.com

Roller Skating is a weekly activity. Participants are welcome to bring their own skates or borrow some of ours!



Weekly Full Day: \$105

Daily Full Day: \$23

(Half Days are Mornings: 7:30am-12:30pm or Afternoons: 12:30pm-6:00pm)



Weekly Half Day: \$65

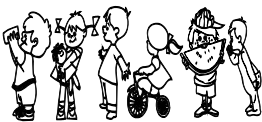
Daily Half Day: \$15

****Payment for first week of attendance is due in full at time of registration.
\$10 deposit can be placed on all future weeks to reserve a spot.**



Kids' Club After School!

Kids' Club After School program is open to all Kindergarten thru 5th grade students attending Morris or Dows Prairie Elementary schools. Kids' Club provides a safe and fun place for kids to spend the after school hours. Participants enjoy a variety of activities including free-play, arts, crafts, group games, sports and more. Program staff provide homework help to students as needed. A daily snack is also provided at no additional charge.



Registration opens JULY 1, 2011!
Sign up early. This program does fill up.

DATES: Every day that school is in session

TIME: End of school day until 6:00pm

WHERE: Morris Elementary School

WHO: Kindergarten-5th graders at
Morris and Dows Prairie
Elementary Schools

FEE: \$12.00 per day (K - 3rd grades)
\$10.00 per day (4th - 5th grades)



Breakout: School Break Program

REMEMBER: During the school year we offer a Day Camp during various school breaks. Join our staff for week days of fun-filled games, arts & crafts, and sports. Don't miss out! Participants need to bring a lunch, drinks, and two snacks. **REGISTRATION OPENS in September.**

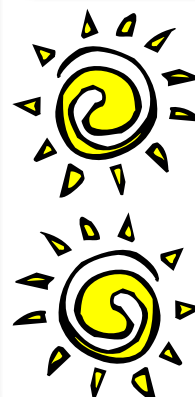
DATES: December 19-23, 2011 (1st week of Winter Break)
February 20-24, 2012

TIME: 7:30 am - 6:00 pm

WHERE: McKinleyville Activity Center

AGES: Ages 6 to 12

FEE: \$23/day or \$15/half-day
\$105/week or \$65/week half-day



Eureka Fire Protection
California Construction License: # B,C-16 761282

Bill Frye

Installation, Inspection, Repair
of Fire Sprinkler Systems

885 Stapp Rd.
McKinleyville, CA 95519

Phone & Fax:
(707) 839-7671

TEEN ACTIVITIES

Youth Driven Saturday Nights!

Youth Driven is an Open Recreation Program for youth in 6th-12th grades every Saturday evening at the McKinleyville Activity Center. Open gym, board games, a Wii station, music, basketball, and playing cards. Bring your friends and come hang out.

WHEN: Saturdays, 7:00 pm - 9:30 pm
AGES: 6th - 12th Graders
COST: FREE!!

**CO-SPONSORED BY
MCKINLEYVILLE KIWANIS CLUB**



Junior High School Dances

Join us for an evening of fun and dancing. A student body card and a completed and legible Dance Contract are **REQUIRED**. Admission fees are collected at the door. **Check in** for each dance begins at **5:30pm**. Arrive early, show your ID and pay for your ticket in advance to help us get you in the door **FASTER!!**



DATES:

Sept. 23, 2011 Mck Activity Center
Nov. 18, 2011 Mck Activity Center

TIME: Fridays, 7:00 pm - 9:30 pm
FEE: \$8.00 (I.D. Required)
AGES: 6th - 8th Graders



Babysitting Certification Course

Join American Red Cross instructor Nancy Young for a one-day Babysitting Certification Course for participants 11-16 years of age. Participants will learn valuable tools to give them the confidence and knowledge to be exceptional caregivers. Pre-registration is required. Please Register early as the class may fill up.

Participants are asked to bring a lunch and a snack. Handbooks must be purchased from the instructor at the class.

All participants will receive a **Red Cross Babysitting Certificate** that includes CPR and Basic First Aid certifications upon successful completion of the course.

DATES: Saturday, August 20, 2011
TIME: 9:00 am - 4:00 pm
FEE: \$45/\$15 handbook
WHERE: Azalea Hall - Meeting Room



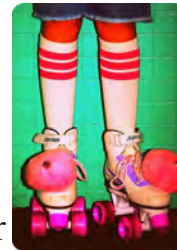
ROLLER SKATING



Sunday Afternoon Family Skating

Afternoon Roller Skating is offered at the McKinleyville Activity Center, 1705 Gwin Rd. Take advantage of this affordable activity and get some exercise! Fun for the whole family!

DATES: Sundays
TIME: 2:00 pm - 4:00 pm
WHERE: McKinleyville Activity Center
AGES: All ages
FEE: \$3 adults / \$2 children 17 & under



Skate Parties Available!

Looking for a fun, exciting, and affordable party? This is the place to be! Call us at 839-9003 to plan a party for all ages during our regular skating program. Choose from a party package or a theme. Party packages include one staff person, all table ware, some pin-up decorations, set-up and clean-up. Base rate pays for 10 party participants!



DATES: Sundays 2:00 pm-4:00 pm
WHERE: McKinleyville Activity Center
AGES: All ages
FEE: Starting at \$65.00



Private Skating and Sports Parties

Book a private skating party or sports party now, we'll take care of everything for you! Choose your own theme. Private parties can be scheduled during any time the Skating Rink is not in use for other programs. You can have a Roller skating party, basketball, indoor soccer, dodgeball, floor hockey, and more! Call the Parks & Recreation office at 839-9003 for information on dates and times. Ask us about our **Roller Racers!!!!** Base rate pays for 20 party participants.

DATES: Various, please call
WHERE: McKinleyville Activity Center
AGES: All ages
FEE: Starting at \$112.00
DATES: Various, please call



**Did you know,
you can burn up
to 600 calories
or more in one
hour of Roller
Skating? Its
Fun AND good
for your health!**

**Who says the sky
has to be the limit?**



707-269-7349 - McKinleyville

With 6 locations in Humboldt County to serve you. To find the store near you, visit us online at umpquabank.com or call 1-866-4UMPQUA

MEMBER FDIC - Equal Housing Lender - SBA PREFERRED LENDER

PLAYGROUP

McKinleyville Playgroup

Playgroup is a great opportunity for children 0-5 years old and their parents to meet new people and make new friends. Playgroup provides a variety of toys and activities for young children and is a great way for parents to incorporate social activities into the weekly routine. Come check it out. You and your child will have a great time!



WHO: Parents and children ages 0 - 5
WHEN: Mondays, Thursdays & Fridays
 10:00 am - 12:30 pm
WHERE: McKinleyville Activity Center**
FEE: FREE - \$3 daily donation accepted



****Starting on June 23, 2011 Playgroup will meet at its SUMMER LOCATION: 1640 Hiller Rd. in the McKinleyville Headstart Classroom.**

UNIQUE OFFERING

Parents Night Out/Kids Night In

Parents, do you want a night out with your significant other or with friends? Don't want to pay an hourly rate babysitter? Let us help. Our Recreation Leaders will entertain your children for a flat fee. Kids will enjoy some outdoor play, arts and craft time, indoor games, a fun snack and the evening will end with a movie and quiet activities. So go on out and have a good time, we'll take care of the kids!

WHO: Children age 4-10
WHEN: Friday, July 15, 2011
 6:30pm-10:00pm
WHERE: Azalea Hall
FEE: \$10 per child



PRE-REGISTRATION REQUIRED!

Sign up by: Wednesday July 13th.
 Space is limited and might fill up before the deadline!

SPECIAL EVENTS



Pony Express Days



Wednesday, June 1, 2011
 5:30pm-7:30pm: @ Pierson Park
CLAM CHOWDER COOK-OFF!
 Live Music by: Pilot Rock Rambles

Thursday, June 2, 2011
 5:30pm @ Ray's Food Place
 Parking lot
FIREMAN'S MUSTER!

Friday, June 3, 2011
 7:00pm-Midnight
PONY EXPRESS DANCE!
 @ A & L Feed
 Tickets: \$10
 No Host Bar provided by
 Central Station



Saturday, June 4, 2011
 11:00am
 Pony Express Parade
 down Central Ave.

12:00pm-4:00pm
 Pony Express Festival @ Pierson
 Park

- Beer Garden
- Craft Booths
- Horseshoe Tourney
- Skate Park Exhibition
- and More!

Sunday, June 5, 2011
 Gymkhana
 @ Kjer Rd. Arena

www.mckinleyvilleroдеоassociation.org



McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: D.6. Consider approval of McKinleyville Senior Center Lease Agreement

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Consent Calendar

Recommendation:

Staff recommends the Board approve the McKinleyville Senior Center (MSC) Lease Agreement as submitted and direct staff to continue working closely with MSC to ensure a positive partnership.

Discussion:

For the past several years, McKinleyville Community Services District (MCSD) and the MSC have worked under a Lease Agreement for the MSC use of Azalea Hall and the Senior Room.

The Senior Center has recently hired a new Senior Center Director who I have met with to discuss the terms of the contract. In the past, the Senior Center has recruited volunteers to assist with folding and labeling our Newsletter and Recreation Activity Guide three (3) times per year. This arrangement was one condition of the contract.

Recently, MCSD has updated our McKinleyville Newsletter and Recreation Activity Guide and it is now printed by an outside source. Therefore, there is no longer a need for the Senior Center to fold our newsletters.

Ever since the Seniors stopped folding and labeling newsletters, they have been donating \$100.00 per quarter to the parks & Recreation Department.

The following language is what was in the previous Agreement:

~~Continue to provide clerical support services to DISTRICT in connection with mailings of the DISTRICT's newsletter. These services are to be provided in partial consideration for the use of the facility in accordance with the terms of this AGREEMENT, and no additional payment will be made, by DISTRICT, to MSC for such services.~~

Instead of requiring the Senior Center to fold and label newsletters, staff proposes increasing the monthly compensation from \$350.00 per month to \$400.00 per month and update the contract as follows:

Section 16. Compensation

16.01. MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$400.00 per month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

I have spoken to the Senior Center Director and she has informed me that these terms are acceptable.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

If approved, compensation for the use of the Meeting Room at Azalea Hall would increase by \$600.00 per year for a total compensation of \$4,800.00.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- 2011 Lease Agreement for the MSC use of Azalea Hall and the Senior Room.
- Schedule of Use.

McKINLEYVILLE SENIOR CENTER

Schedule For Use of Azalea Hall

1. The McKinleyville Senior Center (MSC) shall have exclusive use of the Meeting Room located in Azalea Hall as follows:

Monday through Friday	8:00 am – 4:00 pm
Saturdays	12:30 pm – 3:30 pm
Sundays	6:00 pm – 10:00 pm

Additional Use: MSC shall have exclusive use on the third Wednesday of July, October, January, and April from 4:00 pm – 7:00 pm.

2. MSC shall have exclusive use of the Hewitt Room and Kitchen in Azalea Hall for nine (9) hours per month as per scheduled and approved by the Parks & Recreation Director. Furthermore, the MSC agrees to pay DISTRICT \$12.00 per hour for any use in the Azalea Hall Kitchen that exceeds nine (9) hours per month.
3. MSC may use Azalea Hall during other unreserved times for any normal operation or activity; whether spontaneous, scheduled, or ongoing at no charge to MSC.
4. MSC shall have exclusive use of the Azalea Hall Office Monday through Friday, from 9:00 am – 1:00 pm. The District shall have exclusive use of the Azalea Hall Office Monday through Friday, from 1:00 pm – 5:00 pm, evenings, and weekends.
5. MSC agrees to inform DISTRICT of scheduled or ongoing use so DISTRICT may include such events on the Azalea Hall facility use calendar. However, if DISTRICT, a DISTRICT-approved vendor, special event, or recreation program require use of the Hewitt Room during those times, except times granted to MSC in number 1 above, such use shall have priority over use of the Hewitt Room by MSC. Furthermore, MSC agrees to reschedule, move, or make alternative arrangements for any cancellation resulting from such use at no cost to DISTRICT.
6. Acknowledging that the participants in MSC programs are a viable and important part of the community, DISTRICT shall consider, respect, and adhere to MSC's scheduled and ongoing use of the Hewitt Room when scheduling and planning recreation programs for the community. Furthermore, DISTRICT agrees that all such scheduling of the Hewitt Room for DISTRICT's recreation programs shall result in consultation with the Executive Director of the MSC and DISTRICT's Parks and Recreation Director.
7. MSC shall not charge a usage fee to any group or organization for the use of Azalea Hall Kitchen or Hewitt Room without gaining prior authorization from the Parks & Recreation Director.
8. MSC shall pay for the use of Azalea Hall Hewitt Room and/or Kitchen for any profitable fee based class or event held outside of the allotted times listed in #1 & #2 above.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Azalea Hall – Senior Center

Lease Agreement

This AGREEMENT, made and entered into this 18th day of May 2011 by and between the McKinleyville Community Services District (DISTRICT), a political subdivision of the State of California, and the McKinleyville Senior Center (MSC), a non-profit organization, reference to the following facts, which are acknowledged as true and correct by each of the parties:

- (a) DISTRICT is the owner of Azalea Hall located at 1620 Pickett Road in McKinleyville.
- (b) MSC desires to occupy and use the Meeting Room at Azalea Hall as its primary base of operations and is willing to provide certain services to DISTRICT in consideration of said use and occupancy; and
- (c) MSC and DISTRICT each desires to secure and enter into an AGREEMENT in accordance with the foregoing; and
- (d) As used in this AGREEMENT, the following terms shall have the following definitions:
 - 1. “AGREEMENT” shall mean the Lease Agreement.
 - 2. “DISTRICT” shall mean the McKinleyville Community Services District.
 - 3. “MSC” shall mean the McKinleyville Senior Center.
 - 4. “Azalea Hall” shall mean the DISTRICT – owned facility located at 1620 Pickett Road.
 - 5. “Facility Use Guidelines” shall mean those guidelines established in Article IV of the McKinleyville Community Services District Rules and Regulations, contained in the District Facility Use Handbook, and attached as Exhibit A.
 - 6. “Executive Director” shall mean the employee of the McKinleyville Senior Center serving in said capacity.
 - 7. “General Manager” shall mean the employee of the DISTRICT serving in said capacity.
 - 8. “Board of Directors” shall mean the five elected members of the McKinleyville Community Services District Board of Directors.

9. "Article IV of the McKinleyville Community Services District Rules and Regulations" shall mean the then current portion of the document containing the Rules and Regulations of the DISTRICT as adopted by the Board of Directors.
- (e) The documents which are part of the AGREEMENT, and each of which are incorporated herein by this reference as through full, are the following:
1. Exhibit A: Article IV of the MCSD Rules and Regulations
 2. Attachment 1: McKinleyville Senior Center Schedule for Use of Azalea Hall

NOW, THEREFORE, in consideration of their mutual covenants and promises set forth herein, the parties hereto agree to as follows:

Section 1. Grant of Facility Use

- 1.01. DISTRICT grants MSC use of Azalea Hall as specifically described in Attachment 1. Facility use is subject to modification as a result of the provisions described in Section 20.
- 1.02. MSC shall adhere to the most current facility usage guidelines as adopted by DISTRICT and attached as Exhibit A.

Section 3. Maintenance

- 3.01. DISTRICT shall maintain Azalea Hall and provide repairs as needed.
- 3.02. MSC shall provide that any portion of Azalea Hall used by MSC shall be kept clean and well maintained on a daily basis, so that Azalea Hall is, at all times, in suitable condition for use by others.

Section 4. Utilities

- 4.01. MSC shall be responsible for the payment of telephone charges incurred by MSC in its usage of Azalea Hall.
- 4.02. DISTRICT shall pay all utility charges incurred to provide heat, water, electricity, and telephone services to Azalea Hall except those utilities specifically agreed to be paid by MSC as outlined in this section.

Section 5. Equipment and Supplies Storage

- 5.01. Storage of MSC's equipment at Azalea Hall shall be at MSC's risk and DISTRICT shall not warrant security of stored materials.

Section 6. Safety

- 6.01. MSC agrees to comply with DISTRICT's established facility use guidelines, as defined in Article IV of the McKinleyville Community Services District Rules and Regulations, and attached as Exhibit A and incorporated by reference herein.
- 6.02. MSC will sign for facility access keys; maintain a custody of all keys during the term of this AGREEMENT; and return all keys upon completion of the term of this AGREEMENT. MSC shall not duplicate any keys or provide security codes to any other party. MSC will follow the procedures established by DISTRICT in opening building and closing building including activation and deactivation of alarm system. MSC will pay any charges levied resulting from false alarms caused by MSC's failure to comply with DISTRICT's security procedures. MSC will pay DISTRICT's actual cost to re-key Azalea Hall should MSC lose any key.
- 6.03. Should this AGREEMENT be terminated, MSC will surrender to DISTRICT, MSC's keys on or before the last day the AGREEMENT is still valid. Should this AGREEMENT be terminated, MSC also acknowledges that MSC's security codes will expire at Midnight on the last full day the Agreement is valid.

Section 7. Use of Equipment

- 7.01. MSC agrees not to use equipment owned by those other than MSC and DISTRICT and stored at Azalea Hall without first obtaining written approval from the owner of said equipment. A copy of written approval must be provided to the DISTRICT.

Section 8. Entry by DISTRICT

- 8.01. MSC shall permit DISTRICT, and DISTRICT's agents and assigns, at all reasonable times, to enter the premises, for the purposes of inspection, compliance with the terms of this AGREEMENT, exercise of all rights under this AGREEMENT, posting notices, and all other lawful purposes.

Section 9. Environmental Sensitivity

- 9.01. MSC agrees that all use of Azalea Hall by MSC shall be conducted in a manner within the intended use of Azalea Hall and compatible with respect to the surrounding neighborhood and community.

Section 10. Site Improvements

- 10.01. Should MSC desire to have specific site improvements installed at Azalea Hall, MSC must first obtain written approval from the DISTRICT for such improvements and pay for all costs related to pre-approved improvements.

- 10.02. It is understood and agreed between the parties that all installations, additions, and improvements erected or installed at any time at Azalea Hall during the term of this AGREEMENT shall immediately become the property of and belong to the DISTRICT upon such erection or installation.

Section 11. Prohibited Actions

- 11.01. MSC shall not:

- 11.01.a Use Azalea Hall for any purpose other than as authorized in this AGREEMENT and described in Attachment 1 and authorized by DISTRICT; and
- 11.01.c Do or permit to be done anything which may interfere with the effectiveness and accessibility of Azalea Hall; nor do or permit to be done anything which may interfere with free access and passage in Azalea Hall or the public areas adjacent thereto; or hinder police, fire fighting, or other emergency personnel in the discharge of their duties; and
- 11.01.d Rent, sell, lease, or offer any space for any articles whatsoever within or on Azalea Hall without the written consent of the DISTRICT; and
- 11.01.e Place any additional lock of any kind upon any door, cabinet, or storage space, unless a key therefore is provided to the DISTRICT, and, upon expiration or termination of this AGREEMENT, to surrender to DISTRICT any and all keys, and in the event of loss of any keys furnished by DISTRICT, MSC shall pay DISTRICT the cost for replacement thereof; and
- 11.01.f Use or allow Azalea Hall to be used for any improper purposes or for purposes in violation of Article IV of the McKinleyville Community Services District Rules and Regulations.

Section 12. Equal Opportunity and Non-Discrimination Clause

- 12.01. MSC shall not discriminate in its offering of programs and use of Azalea Hall and all duties related to such offering and use on the basis of race, color, national origin, religious creed, ancestry, sex, age, or physical handicap and shall comply with all applicable state and federal statutes and regulations pertaining to such matters.

Section 13. Americans with Disabilities Act Compliance

- 13.01. DISTRICT shall indemnify, defend, and hold harmless MSC from any fines or penalties which may be imposed upon its pursuant to the Americans with Disabilities Act as a result of DISTRICT's failure to make

any required improvements to the premises as required by the Americans with Disabilities Act.

- 13.02. MSC shall be responsible for compliance with any and all requirements of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible. MSC shall indemnify, defend, and hold harmless DISTRICT from any fines or penalties which may be imposed upon it pursuant to the Americans with Disabilities Act as a result of MSC's failure to comply with any requirement of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible.

Section 14. Compliance with Law

- 14.01. MSC shall comply with and conform to all laws and regulations, state, and federal, and any and all requirements and orders of any state, or federal board or authority, present or future, in any way relating to the condition or use of Azalea Hall throughout the entire term of this AGREEMENT.

Section 15. Coordination and Staffing

- 15.01. DISTRICT Coordination and Staffing

15.01.a. DISTRICT shall employ a Parks & Recreation Director who shall be the primary contact person with the MSC.

Section 16. Compensation

- 16.01. MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$400.00 per month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

- 16.02. Additional facility use fees to be paid by MSC shall be outlined on Attachment 1.

- 16.03. Payment Procedure

16.03.a. MSC shall pay DISTRICT in accordance with this Section within thirty (30) days after receipt by MSC of payment statement for each month (or partial month) for which payments are due.

- 16.04. Delinquent Payment

16.04.a. In the event MSC shall be delinquent by more than fifteen (15) days in the payment of any sums due under the terms of this Section, such shall be considered to be a breach of this AGREEMENT.

Section 17. Insurance

17.01. Minimum Scope

17.01.a. MSC shall obtain and maintain throughout the term of this AGREEMENT, at MSC's cost, comprehensive general public liability insurance issued by an admitted carrier with a Best Company Rating of no less than A and acceptable to DISTRICT, which shall provide coverage for MSC's actions in performing this AGREEMENT and use of Azalea Hall and insuring DISTRICT against loss or liability caused by or connected with MSC's occupation and use of Azalea Hall under this AGREEMENT in amounts of not less than \$1,000,000.00 per occurrence. DISTRICT, its officers, agents, assigns, and employees shall be designated as additional insured pursuant to said policy.

17.02. Proof of Insurance

17.02.a. MSC shall cause DISTRICT to be given written notification, prior to the commencement of this AGREEMENT, from the insurance carrier of the existence of such policies and shall provide a certificate of insurance and separate endorsement in the amounts listed in 17.01. prior to the inception of the term which shall provide that coverage provided by the policy shall not be canceled or amended until the DISTRICT is first provided with at least thirty (30) days written notice concerning such cancellation or notice.

Section 18. Indemnity

18.01. Hold Harmless

18.01.a. Except for the active negligence or willful misconduct of DISTRICT, MSC undertakes and agrees to defend, indemnify, and hold harmless DISTRICT and all its officers, agents, assigns, and employees from and against any and all suits, actions, and causes of action, claims, liens, demands, obligations, proceedings, loss or liability of every kind and nature in connection with or arising directly or indirectly out of this AGREEMENT whatsoever, for death or injury to any person including DISTRICT's officers, agents, assigns, and employees, or damage or destruction of any property of either party hereto or of third parties arising out of or in any manner by reason of, or incident to, the performance of this AGREEMENT on part of MSC, its officers, agents, assigns, and employees of any tier.

Section 19. Unavoidable Delays

19.01. The provisions of this Section shall be applicable if there shall occur, during the term of this AGREEMENT, any (a) inability to obtain labor or materials, or reasonable substitutes (other than lack of funds); or (b) acts of God, governmental restriction, regulations or controls, enemy or hostile government, civil commotion, fire, or other casualty; or (c) other conditions similar to those enumerated in this Section beyond reasonable control of the party obligated to perform (other than lack of funds). If DISTRICT or MSC shall, as the result of any of the above-described events, fail to provide or perform any obligation on its part under this AGREEMENT, then upon written notification to the other within ten (10) days of such event, such failure shall be excused and not be a breach of this AGREEMENT by the party claiming unavoidable delay, but only to the extent occasioned by such event. Notwithstanding anything contained herein to the contrary, this Section shall not be applicable to the obligation of the DISTRICT or MSC to pay any sums, monies, costs, charges, or expenses required paid pursuant to the terms of this AGREEMENT.

Section 20. Amendments and Assignments

- 20.01. This AGREEMENT contains the complete and final AGREEMENT between the DISTRICT and the MSC. No AGREEMENT or other understanding in any way purporting to modify, add to, or superseded the terms and conditions hereof shall be binding upon either party unless made in writing and duly executed by authorized representatives.
- 20.02. This AGREEMENT may not be assigned or transferred, in whole or in part, by MSC without first obtaining the written consent of DISTRICT which may be withheld, for any reason, in the DISTRICT's sole discretion.
- 20.03. This AGREEMENT may not be assigned or transferred, in whole or in part, by DISTRICT without first obtaining written consent of MSC and approval by MSC's Executive Director and Executive Board of Directors which may be withheld, for any reason, in the MSC's sole discretion.
- 20.04. Furthermore, the DISTRICT agrees that proposals for amendments and assignments to this AGREEMENT shall not be submitted in any DISTRICT Board or Committee meeting packet, given to any Board or Committee member, or otherwise posted unless such amendments and assignments have been presented in writing to MSC's Executive Board of Directors.

Section 21. Taxes

- 21.01. MSC shall be solely responsible for the payment when due for any possessory interest or other unsecured tax levied by any governmental authority with respect to the use and occupancy of Azalea Hall by MSC.

Section 22. Resolution of Disputes

22.01. Process for Resolution

22.01.a. Any dispute arising under the terms of this AGREEMENT, which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and the MSC shall be brought to the attention of the District General Manager (or designated representative) of the DISTRICT and the Board President (or designated representative) of the MSC for joint resolution of the dispute through these means is pursued without success, either party may seek resolution employing whatever remedies exist in law or equity beyond this AGREEMENT. Despite an unresolved dispute, the DISTRICT and MSC hereto shall continue without delay to perform its obligations under this AGREEMENT.

22.02. Attorney's Fee's

22.02.a. In the event of any litigation arising between the parties regarding the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

Section 23. Law Governing

23.01 The AGREEMENT shall be governed exclusively by the provisions hereof and by the laws of the State of California.

Section 24. Notices

24.01 Any notice, demand, or communication under, or in connection with, this AGREEMENT, may be served upon DISTRICT by personal service, or by mailing the same by certified mail in the United States Post Office, postage prepaid, and directed to the DISTRICT as follows:

General Manager
McKinleyville Community Services District
1656 Sutter Road / P.O. Box 2037
McKinleyville CA 95519

And may likewise be served on MSC by personal service or by so mailing the same addressed to MSC as follows:

Executive Director
McKinleyville Senior Center
1620 Pickett Road
McKinleyville CA 95519

Either DISTRICT or MSC may change such address by notifying the other party in writing as to such new address as DISTRICT or MSC may desire used and which address shall continue as the address until further written notice.

Section 25. Term and Extensions

25.01 Term and Extensions

25.01.a. Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall commence on the date herein and shall continue through and including the 30th day of April 2011.

Opportunities shall be made for DISTRICT and MSC to review this AGREEMENT on a yearly basis to enact amendments and assignments to this AGREEMENT as provided in Section 20 of this AGREEMENT.

25.02. Termination by DISTRICT

25.02.a. Notwithstanding the foregoing, DISTRICT, in the case of MSC's breaches, may terminate this AGREEMENT by giving MSC written notice to the address herein set forth which notice shall identify MSC's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, MSC has not cured the deficiency in performance, DISTRICT may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

In the event this AGREEMENT is so terminated, it shall be lawful for DISTRICT immediately hereafter to remove all persons and property from the premises.

25.03. Termination by MSC

25.03.a. Notwithstanding the foregoing, MSC, in the case of DISTRICT's breaches, may terminate this AGREEMENT by giving DISTRICT written notice to the address herein set forth which notice shall identify DISTRICT's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, DISTRICT has not cured the deficiency in performance, MSC may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

25.04. Obligations Upon Expiration or Termination

25.04.a. Upon the expiration or termination of this AGREEMENT for any reason whatsoever, MSC shall promptly deliver the following to the DISTRICT's appointed agent:

All access keys and codes to Azalea Hall.

25.05. Disposition of Certain Property

25.05.a. MSC hereby acknowledges and agrees that any and all equipment not directly owned by MSC and all DISTRICT-owned equipment and materials used in connection with Azalea Hall shall remain the property of the DISTRICT, and MSC acknowledges that it shall not be entitled to remove such property from Azalea Hall upon the expiration or termination of this AGREEMENT, regardless of reason.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

Helen Edwards, MCSD Board President

Chairperson, McK Senior Center

Date:_____

Date:_____

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: D.7. **Consider approval of mainline extension agreements for Fudali and McKinleyville Middle School**

PRESENTED BY: **Greg Orsini**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Approve the Facilities Extension Agreement for Fudali LLC and McKinleyville Middle School Projects. All water and sewer facilities in the Developments will be dedicated to the District when constructed and they pass inspection in accordance with the District Rules and Regulations.

Discussion:

For the sake of saving time and paper I have combined two extensions. Fudali LLC and McKinleyville Middle School have obtained permits and are starting construction of the minor projects. Fudali is a water mainline extension at 2720 Central Ave and will extend water from Central to the west 200' to serve two 4-Plexs. McKinleyville Middle School extension is associated with the modernization project and involves a mainline extension 1245' to the east from Central Ave. The Applicants have completed the application that requires Board approval. All deposits and fees have been paid as required.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The Applicants will plan and construct facilities and dedicate these to the District when completed and approved by the District. Additionally, the applicants will pay the customary water/sewer fees for the lots as a condition of service. The Application fees for plan check and inspections total \$4976.25 for both projects. The connection fees will be paid prior to building permits being granted.

Exhibits/Attachments

- Fudali LLC Mainline Extension Agreement
- McKinleyville Middle school Mainline Extension Agreement

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING
AND/OR OPEN SPACE MAINTENANCE SERVICE
FOR FUDALI LLC PROJECT MAIN LINE EXTENSION

DATE: May 5, 2011

#1 **Purpose of Proposed Extension:** Water main extensions for a development at 2720 Central Avenue.

			STREET		OPEN		FIRE
WATER:	Yes	SEWER:	No	LIGHTING:	No	SPACE:	No
						SERVICE	No

MAP OF PROPOSED MAIN EXTENSION AND FINAL ENVIRONMENTAL DOCUMENT
MUST ACCOMPANY THIS APPLICATION

Assessors Parcel No. 510-091-033

REMARKS: I do hereby agree to comply with the applicable provisions of the Rules and Regulations and the Standard Specifications of the McKinleyville Community Services District, copies of which are available upon request.

Signature of Owner: _____ Representative of Fudali LLC

Print Name: _____

Address: 944, H Street, Arcata, CA 95521

Phone: (Home) _____ (Work) (707) 825- 1501

Name of Agent: (Please Print) _____

Address: _____

Phone: _____

#2 **Report:**

Length of Extension Required:

Water: 75' of 6" and 4" C900 and 125' of 2" Sch. 40 PVC water main

Sewer: No mainline extension required

No. of Street Lights Required: N/A

Open Space: N/A

Wetland Parcel N/A

Remarks: N/A

#3 **Action by Board of Directors:**

Date: May 18, 2011 Granted:_____ Denied:_____

Amount to be paid by Applicant \$1130.00

Is refund agreement part of this application? Yes X No _____

District Manager: Norman Shopay _____

#4 Date Deposit is Received:_____

#5 Date Main Extension is started:_____

#6 Date Main Extension is completed:_____

Remarks:_____

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING
AND/OR OPEN SPACE MAINTENANCE SERVICE
FOR MCKINLEYVILLE MIDDLE SCHOOL PROJECT MAIN LINE EXTENSION

DATE: May 6, 2011

#1 **Purpose of Proposed Extension:** Water main extensions for a project at 2285 Central Avenue.

			STREET		OPEN		FIRE
WATER:	Yes	SEWER:	No	LIGHTING:	No	SPACE:	No
						SERVICE	No

MAP OF PROPOSED MAIN EXTENSION AND FINAL ENVIRONMENTAL DOCUMENT
MUST ACCOMPANY THIS APPLICATION

Assessors Parcel No. 510-341-032

REMARKS: I do hereby agree to comply with the applicable provisions of the Rules and Regulations and the Standard Specifications of the McKinleyville Community Services District, copies of which are available upon request.

Signature of Owner: _____ Representative for McKinleyville Union
School District

Print Name: _____

Address: 2275 Central Avenue, McKinleyville, CA 95519

Phone: (Home) _____ (Work) (707) 839-1549

Name of Agent: (Please Print) _____

Address: _____

Phone: _____

#2 **Report:**

Length of Extension Required:

Water: 1245' of 6" and 8" C900 water main

Sewer: No mainline extension required

No. of Street Lights Required: N/A

Open Space: N/A

Wetland Parcel N/A

Remarks: N/A

#3 **Action by Board of Directors:**

Date: May 18, 2011 Granted:_____ Denied:_____

Amount to be paid by Applicant \$3,846.25

Is refund agreement part of this application? Yes X No _____

District Manager: Norman Shopay _____

#4 Date Deposit is Received:_____

#5 Date Main Extension is started:_____

#6 Date Main Extension is completed:_____

Remarks:_____

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.1. Resolution to honor Cheryl Malin upon her retirement from MCSD

PRESENTED BY: Steve Edmiston

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board adopt Resolution 2011-09 to honor retired employee Cheryl Malin.

Discussion:

Cheryl Malin has retired from the district and we want to honor her for her years of service and dedication.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2011-09

RESOLUTION 2011-09

A RESOLUTION OF APPRECIATION OF THE BOARD OF DIRECTORS TO HONOR RETIRED EMPLOYEE CHERYL MALIN

WHEREAS, Cheryl Malin has served with great dedication and loyalty as a full-time employee with the McKinleyville Community Services district since December 1, 1994 to April 15, 2011; and

WHEREAS, Cheryl has provided valuable service and experience during her sixteen (16) year tenure with the District; and

WHEREAS, Cheryl has assisted the District and the public by serving tirelessly as a customer service representative; and

WHEREAS, throughout her tenure Cheryl maintained a professional outlook and followed through on all requests received from the public, thereby contributing to the improvement of the quality of life within the Community of McKinleyville;

BE IT FURTHER RESOLVED: that the Board of Directors believes that Cheryl Malin should take with her a great sense of personal satisfaction for her many and varied services to the District and it wishes her well in all of her future efforts.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 18th of May 2011 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Present Community Builder Award to the McKinleyville Press**

PRESENTED BY: **Norman Shopay and Jason Sehon**

TYPE OF ACTION: **None**

Recommendation:

Staff Requests the Board listen to a presentation of the “Community Builder Award” to the McKinleyville Press.

Discussion:

The “Community Builder Award” is an award the District presents to local individuals, businesses, and organizations for their volunteer service, sponsorship, promotion of programs and events, outstanding service in the interest of the District, and for other contributions significant to McKinleyville’s quality of life.

The McKinleyville Press has been selected to receive the Community Builder Award for May 2011. In the last several years, the McKinleyville Press has sponsored various community special events and parks & recreation fundraisers.

In addition, the McKinleyville Press has donated advertising spots in the local newspaper in order to help promote leisure and recreation programs and events.

The McKinleyville Press has been a great resource to keep residents updated on various events in McKinleyville.

Recently, I interviewed Jack Durham, who has been the owner, editor, and publisher of the McKinleyville Press since the summer of 1996.

Jack says he likes McKinleyville because, “It’s a friendly town with nice people. It has a small-town feeling, but with plenty of stores and services.” Another highlight for Jack is the Hammond Trail and the beautiful views of the Mad River.

When asked what Jack likes about McKinleyville Community Services District, he says, “While an occasional controversy flares up and makes the newspaper, for the most part the MCSD is an efficiently managed agency providing essential services to the community. It does a good job fulfilling its mission. And, if you don’t like the direction the district is going, you can always run into board members at a local coffee shop and tell them what you think.”

Jack feels Park facilities are all about quality of life. “When you live in a nice place, you can walk out your front door and be on a trail or at a park within a few minutes. You can run around with your dog or rocket down a trail on your bike without having to jump in your car and drive somewhere. There are lots of neighborhoods in McKinleyville where you can enjoy this. Those neighborhoods that don’t have such facilities can get them if we work together to make it happen.”

As for a future vision for MCSD, Jack says, “I’d like to see the MCSD evolve into something closer to an actual city government. I don’t think incorporation is feasible, but there’s nothing to prevent the MCSD from taking on more powers and responsibilities. This would give the voters of McKinleyville greater control over what happens in their town. I’d also like to see continued park and trail expansion throughout town. Let’s face it – you can never have enough parks.”

Jack added, “The McKinleyville Press has helped give this bedroom community a sense of identity. The paper has also served as a watchdog when it comes to local government and it’s provided a forum for residents to debate the issues of the day. This year we launched a special fund raising program for non-profits, which we hope to expand in the coming months and years.”

In a final thought, Jack said, “The McKinleyville Press is made possible by the businesses that advertise and the people who subscribe or buy the paper each week. The content comes from a small army of reporters, columnists and contributors from throughout the community. All of these folks are the ones that deserve to be thanked. And thank you for the award!”

Alternatives:

Staff’s analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **INFORMATION**

ITEM: E.3 **Update on the recently renewed National Pollution Discharge Elimination System (NPDES) and status of 20-year facility planning process for the Waste Water Management Facility (WWMF)**

PRESENTED BY: **Norman Shopay**
 Lisa Stromme, SHN

TYPE OF ACTION: **None**

Recommendation:

Review information presented regarding this very important and major significant accomplishment regarding our NPDES renewal and information update on the 20-year facility plan

Discussion:

NPDES Permit Renewal

We were successful. The District renewed our National Pollutant Discharge Elimination System (NPDES) Permit for another 5-year term. On April 19, 2011 the State Water Resources Control Board (SWRCB) approved the NPDES permit for discharges from the MCSD Wastewater Management Facility (WWMF) for another 5-year term, extending the permit expiration date from August 1, 2013 to April 19, 2016. The permit was approved as a consent item on the April agenda.

Modifications to the final permit terms were slight in text, but extremely huge in terms of \$\$\$ savings for the District and our rate payers.

In response to MCSD's request for sampling point modifications and sampling frequency revisions, and request for a Cease and Desist Order the Regional Water Quality Control Board (RWQCB) the RWQCB determined that a Permit revision and subsequent 5-year permit renewal would be appropriate.

The old permit had many monitoring and sampling that needed to be corrected, such as requiring receiving water sampling requirements in areas where there were only land discharges.

Maintaining a positive proactive and cooperative approach and discussions with the RWQCB, the District was able to successfully re-classify three receiving water locations as land discharge locations in the new permit, resulting in vastly reduced monitoring costs over the next 5-year reporting term.

Another significant change in the new permit was a modification to the effluent limitation for discharges of copper based on the results of a Water Effect Ratio (WER) study initiated by the District in October 2010. The RWQCB reviewed the results of the WER study and made changes to the effluent limitations in the permit to reflect the outcome of the analysis. The result is an effluent limitation for copper limit the existing facility can achieve and that is still protective of the water quality and beneficial uses in the Mad River. Without this change, discharges from the existing WWMF would have been subject to mandatory minimum penalties, including fines up to \$3,000 each time the limit was exceeded.

Overall the renewal of the NPDES permit was a collaborative effort, initiated by the RWQCB and fully supported by the District. The approval of the permit as a consent item is testament to the work done by both parties to negotiate the revised permit terms and come to agreement on the final permit limits.

Twenty year Facility Plan

Staff is planning to provide an update at the June Board meeting. A draft of the facility plan to the District's staff is anticipated by the end of June. The preliminary schedule for the review process is estimated as follows:

- Receive initial draft by end of June for internal review.
- Present revised draft to the Board at the August board meeting.
- Request a 45- to 60-day public review period with a public workshop to be scheduled for September.
- Staff will consider comments and provide an update and revised draft to the Board in October.
- Present final facility plan to the Board at the November board meeting for approval.
- Submit the approved facility plan to the Regional Board in December.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

Permit is posted on our Web Site

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **INFORMATION**

ITEM: E.4 **Update on the recently prepared growth projections for the MCSD Service area and the Humboldt County Notice of Preparation (NOP) for the proposed multi-family property rezoning. Review service analysis approach for assessing impacts**

PRESENTED BY: **Norman Shopay
Lisa Stromme, SHN
Humboldt County**

TYPE OF ACTION: **None**

Recommendation:

Review information presented.

Discussion:

General Plan Update - McKinleyville Growth Projections dated May 4, 2011

MCSD staff received a copy of the County's growth projections for McKinleyville as identified in the existing General Plan and under the proposed General Plan Update. The data identifies the number of new dwelling units that may be developed in McKinleyville on vacant and/or unimproved parcels. Humboldt County will discuss the process used to determine the development potential for the parcels selected, and the differences between the mid-point and maximum growth projections identified.

Multi Family Rezone Notice of Preparation (NOP) dated April 28, 2011

MCSD staff received a copy of the attached NOP on April 28, 2011. The NOP identifies properties that may be rezoned to increase multifamily housing development potential in the County. A total of 111 parcels are presented with 48 parcels in McKinleyville.

Service Analysis Approach

SHN will be developing an assessment of the service impacts associated with the projected growth alternatives provided by the County and will provide an overview of the process to be used. The analysis will focus primarily on the anticipated impacts to the existing sewer collection system and wastewater treatment system but will also address water and fire protection needs. SHN will use the sewer flow model to assess current sewer flows and capacities, and determine the anticipated impacts of the projected growth scenarios on the sewer system. The results of the service analysis will be presented at the June board meeting.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- MF Rezone NOP, dated April 28, 2011
- County provided map of proposed development locations – East
- County provided map of proposed development locations – Central
- County provided map of proposed development locations – South
- Legal Memo of Housing Element Compliance
- SHN Maps Attachments 6 through 11

Revised Notice of Preparation

Date: April 28, 2011

To: State Clearinghouse
1400 10th Street
Sacramento, CA 95814

From: Planning Division
Humboldt County Community Development Services
3015 H Street
Eureka, CA 95501-4484

Subject: Revised Notice of Preparation of a Draft Supplemental Environmental Impact Report

Lead Agency: **County of Humboldt**
3015 H Street
Eureka, CA 95501
(707) 445-7541
Contact: Michael Richardson, Senior Planner
Email: MRichardson@co.humboldt.ca.us

Project Title: 2010 Humboldt County Housing Element General Plan Amendment, Zone Reclassification, and Local Coastal Plan Amendment

Project Applicant: Humboldt County

Notice is hereby given that the County of Humboldt will be the Lead Agency and will prepare a Draft Supplemental Environmental Impact Report (SEIR) under the California Environmental Quality Act (CEQA) for the project entitled 2010 Humboldt County Housing Element General Plan Amendment, Zone Reclassification, and Local Coastal Plan Amendment. **This notice has been revised to reduce the number of candidate sites for rezoning; properties on this list no longer sites where the owner has expressed opposition.**

The County of Humboldt is interested in your comments regarding the scope and content of the environmental information germane to your agency's statutory responsibilities in connection with the proposed project. Please provide the following information:

1. Name of the contact person for your agency, mailing address, e-mail, and telephone number;
2. Permit(s) or approval(s) under your agency's authority;
3. Environmental information that must be addressed in the EIR to enable your agency to use this documentation as a basis for your permit issuance or approval;
4. Permit stipulations or conditions that your agency will apply to this project;
5. Alternatives that your agency recommends be analyzed in the EIR; and
6. Reasonably foreseeable projects, programs, or plans under your agency's authority that may have an overlapping influence with the proposed project.

The County of Humboldt also seeks participation and comments from the general public regarding the scope and content of the environmental information in connection with the proposed project.

The project description, its location, and environmental topics discussed in the SEIR are contained in the attached materials. Due to the time limits mandated by State law, your response must be sent no later than 30 days after receipt of this notice, or postmarked by May 29, 2011, whichever is later. To minimize the impact of responding to this revised notice on agencies, if they submitted comments on the previous version of the Notice of Preparation for this project, they will be considered for this version of the project as well.

Please mail your comments to:

County of Humboldt

3015 H Street

Eureka, CA 95501

Contact: Michael Richardson, Senior Planner

Email: MRichardson@co.humboldt.ca.us

Project Description

Project Title: 2010 Humboldt County Housing Element General Plan Amendment, Zone Reclassification, and Local Coastal Plan Amendment

Project Purpose and Background: The updated Housing Element of the Humboldt County General Plan requires the County to increase the supply of land planned and zoned for multifamily residential uses to meet the future housing needs of lower income households.

As described in greater detail below, the project will re-zone properties to increase the multifamily housing development potential in the County by approximately 980 units. Between 60 and 100 acres of land will likely be affected. The County will use the Supplemental Environmental Impact Report (SEIR) to help select the properties for rezoning.

Project Location: The set of candidate sites for rezoning are located in various areas of unincorporated Humboldt County. All of the parcels are located in the unincorporated areas of the County within the boundaries of one of the following Community Planning Areas (CPA's) or a Coastal Zone Area Plans (CZAP's) as defined by the Humboldt County General Plan.:

- Avenues CPA
- Carlotta-Hydesville CPA
- Eureka CPA
- Garberville-Redway-Benbow CPA
- Humboldt Bay CZAP
- McKinleyville CPA
- McKinleyville CZAP
- Orick CPA

The affected parcels are divided into ten Neighborhood Study Areas (NSA's) for convenience of review and analysis. Each NSA will be analyzed for potential project-related impacts. The NSA's are as follows:

- Glendale
- Eureka - Cutten Area
- Eureka - Humboldt Hill
- Eureka - Myrtletown Area
- Eureka - Pine Hill Area
- Eureka - Ridgewood Area
- Humboldt Bay - Manila Area
- McKinleyville - East Area
- McKinleyville - Central Area
- McKinleyville - South Area
- Miranda/Phillipsville
- Orick
- Redway

Attachment A contains tables which identify all the candidate sites for rezoning. Maps showing the candidate sites are available on the County's web GIS system at www.gis.co.humboldt.ca.us.

Project Description: The proposed project is a General Plan Amendment, Zone Reclassification, and Local Coastal Plan Amendment of a portion of the candidate sites for rezoning, which will increase the inventory of multifamily housing development potential in the County by approximately 980 units.

The candidate sites are all located in the unincorporated area of Humboldt County. The project will change the General Plan Land Use Designation of the affected parcels from RL (Residential Low Density) to RM (Residential Medium Density) for all parcels; change the zoning designation from RS (Residential Single Family) to RM (Residential Multi-Family) for parcels in the Coastal Zone; and change the zoning designation from R-1 (Residential One-Family) to R-3 (Residential Multiple Family) for parcels outside the Coastal Zone.

Q- Qualified combining zone designations will be used to tailor the zoning for the parcels to site-specific conditions, to establish a minimum residential density of 16 units per acre, and to allow more than four units per building.

Scope of the SEIR: The SEIR will evaluate potential project-related impacts on the following topics: Aesthetic Resources; Agriculture and Forestry; Air Quality; Biological Resources; Cultural Resources; Geology, Seismicity, and Soils; Greenhouse Gas Emissions; Hazards and Hazardous Materials; Hydrology and Water Quality; Land Use and Planning; Mineral Resources; Noise; Population and Housing; Public Services; Recreation; Transportation and Traffic; and Utilities and Services Systems.

Lead Agency: Under Sections 15050, 15367, and 15381 of the CEQA Guidelines, Humboldt County is the designated Lead Agency and has principal authority and jurisdiction over the certification of the SEIR and adoption of the Housing Element of the General Plan.

Environmental Review Process: On December 14 2003, the Humboldt County Board of Supervisors certified an EIR (SCH #1996-052011) for the 2003 update to the Housing Element of the Humboldt County General Plan. On August 28, 2010 the Board of Supervisors certified a Supplemental EIR (SCH #2009022077) for the 2010 Housing Element update, which extended and revised the 2003 EIR.

Humboldt County has determined that an SEIR which extends and revises the 2010 Housing Element Update SEIR is the appropriate CEQA document for the project. This SEIR will address potential environmental impacts associated with implementation of the project according to CEQA as amended (Public Resources Code, Section 21000 et seq.), the CEQA Guidelines (California Code of Regulations, Section 15000 et seq.), and other appropriate State and local regulations.

The Humboldt County Board of Supervisors will be responsible for reviewing and certifying the SEIR prior to taking action on the proposed project. The SEIR is being prepared to: (1) identify the potential project-related environmental impacts determined to be significant or potentially significant; (2) identify the project-related environmental effects that are not significant; (3) indicate the manner in which those significant effects can be mitigated or avoided; (4) identify alternatives to the project; and (5) provide technical analysis and discussion supporting these determinations.

The Final SEIR will be certified before the Board of Supervisors formally approves the proposed changes to the General Plan and Zoning designations of the affected parcels. The County may also use the Final SEIR as a Program EIR or Master EIR in the approval of development projects facilitated by the General Plan Amendment and Zone Reclassification.

Attachment(s): Tables showing the candidate sites for rezoning

List of Candidate Sites for Rezoning

Assessor's Parcel Number	Side Address	Nearest Cross Street
014221009	1584 Myrtle Avenue, Eureka	Hoover Street
014221010	1588 Myrtle Avenue, Eureka	Hoover Street
014221015	1580 Myrtle Avenue, Eureka	Harrison Avenue
015111012	1850 Myrtle Avenue, Eureka	Lucas Street
015152028	3409 Edgewood Road, Eureka	Quaker St.
016112010	3000 Moore Avenue, Eureka	Maple Lane
016131023	2610 Erie Street, Eureka	Harrison Avenue
016232013	2947 Harris Street, Eureka	Oneil Lane
017031008	Harris Street, Eureka	Hubbard Lane
017032002	Elk Street, Eureka	Freese Avenue
017032007	Elk Street, Eureka	Freese Avenue
017061038	Manzanita Avenue, Eureka	Harrison Avenue
017072002	Redwood Street, Eureka	Cedar Street
017073009	Fern Street, Eureka	Cedar Street
018051007	4089 Cedar Street, Eureka	Arbutus Street
018052019	2365 Arbutus Street, Eureka	Cedar Street
018081013	2450 Arbutus Street, Eureka	Cedar Street
018121001	1439 Fern Street, Eureka	Brogan Way
019031003	4255 Union Street, Eureka	Sea Avenue
019041009	4543 Union Street, Eureka	Madison Street
019061004	4100 Union Street, Eureka	Wildwood Street
019061005	4150 Union Street, Eureka	Wildwood Street
019071007	488 Sea Avenue, Eureka	Union Street
019071010	4316 Union Street, Eureka	Sea Avenue
019101029	Sea Avenue, Eureka	Crestview Drie
019131018	1281 Sea Avenue, Eureka	Little Fairfield Street
019141034	1213 Barnum Place, Eureka	Bailey Street
077081027	760 Briceland - Thorne Road, Redway	Redway Drive
077081035	Briceland - Thorne Road, Redway	Oakridge Road
077121004	376 Orchard Lane, Redway	McKenzie Drive
077151001	861 Briceland-Thorne Road, Redway	Apple Lane
077181001	10 Whitmore Lane, Redway	Briceland-Thorne Road
077241011	454 Orchard Lane, Redway	McKenzie Drive
077301007	210 West Coast Road, Redway	Mill Road
077302002	195 West Coast Road, Redway	Mill Road
077331031	188 Rusk Lane, Redway	Redwood Drive
204192015	3652 Highway 36, Hydesville	Graybrook Lane
212171077	School Street, Miranda	Highway 254
214051001	2300 block of Highway 254, Phillipsville	Phillipsville Road
300093019	4650 Walnut Drive, Eureka	Campton Road
300131032	4600 Excelsior Road, Eureka	Simmons Road
300181011	4298 Campton Road, Eureka	Randy Court
300181017	4240 Campton Road, Eureka	Randy Court
300191004	4374 Campton Road, Eureka	Trail End Road
302021003	904 Alpha Avenue, Eureka	Bingen Avenue
302041005	4800 Myers Avenue, Eureka	Higgins Avenue
303011003	5371 North Ridge Road, Eureka	Walnut Drive
303062002	6407 Avalon Drive	Meadowwood Lane
303191048	5956 Christopher Drive, Eureka	Home Drive

**Assessor's
Parcel
Number**

Side Address

Nearest Cross Street

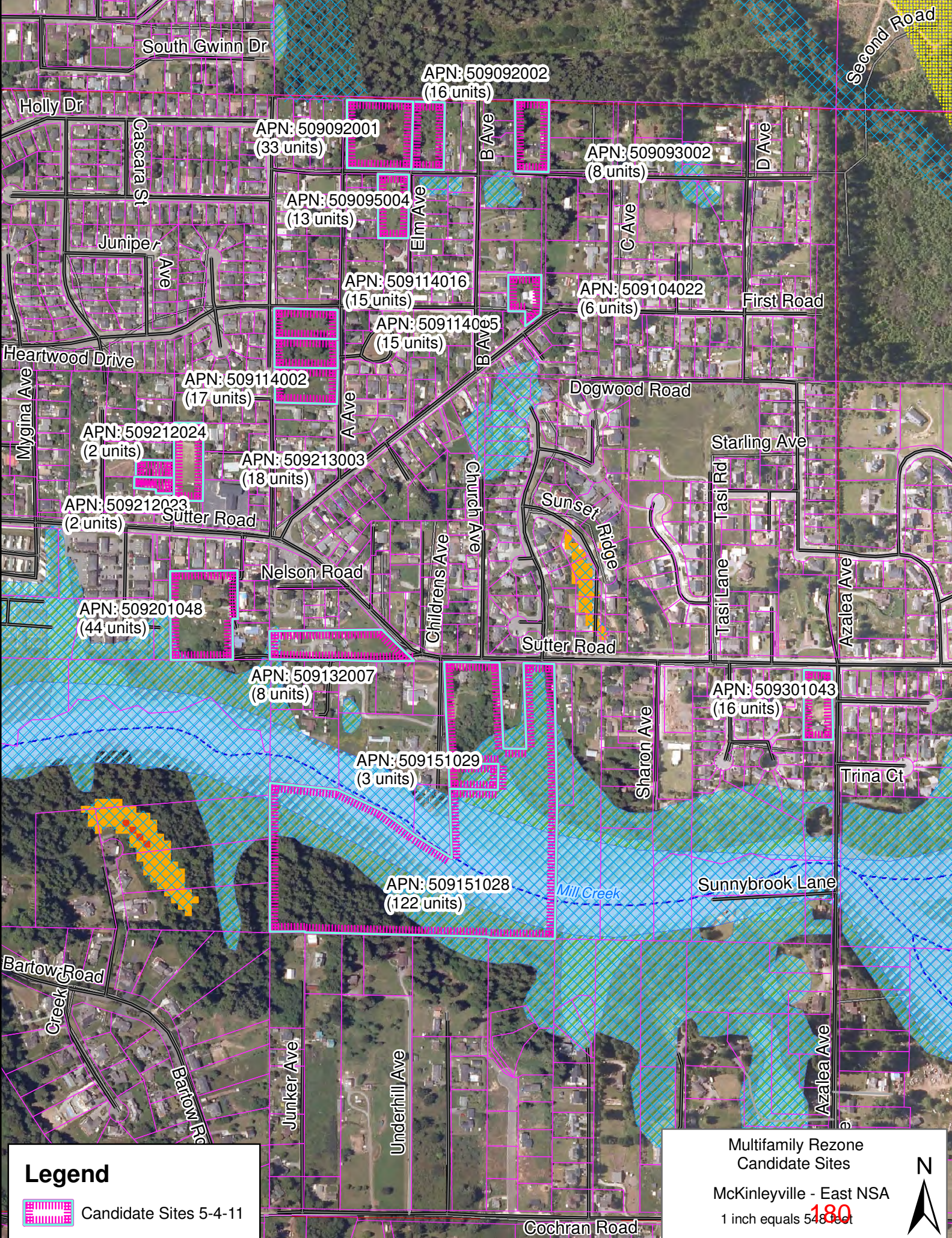
305061041	Humboldt Hill Road, Eureka	Carbon Drive
306022001	6682 2nd Street, Eureka	Railroad Avenue
306022002	6662 2nd Street, Eureka	B Street
306023002	3rd Street, Eureka	B Street
306023004	3rd Street, Eureka	B Street
306023005	3rd Street, Eureka	B Street
306023006	3rd Street, Eureka	Railroad Avenue
306023007	3rd Street, Eureka	Railroad Avenue
306061016	Spring Street, Eureka	Orchard Avenue
306361003	Loma Avenue, Eureka	King Salmon Avenue
306381007	6483 Purdue Drive, Eureka	Temple Circle
400041065	1860 Keyes Street, Manila	Lupin Avenue
506081017	Peninsula Drive, Manila	State Hwy 255
506082017	Peninsula Drive, Manila	State Hwy 255
508061017	Anna Sparks Way, McKinleyville	School Road
508061020	1580 Betty Court	School Road
508071006	1532 Bugenig Avenue, McKinleyville	Wrangler Court
508073003	Bugenig Avenue, McKinleyville	Wrangler Court
508081057	Green Acres Lane, McKinleyville	Salmon Avenue
508081058	1525 Salmon Avenue, McKinleyville	Griffith Road
508172024	1895 Ocean Avenue, McKinleyville	Cape Avenue
508182012	1925 Ocean Avenue, McKinleyville	Cape Avenue
508182013	1931 Ocean Avenue, McKinleyville	Cape Avenue
508182014	1901 Ocean Avenue, McKinleyville	Cape Avenue
508191084	1933 Ocean Avenue, McKinleyville	Cape Avenue
508232004	1766 McKinleyville Avenue, McKinleyville	Ian Lane
508251055	Nursery Road, McKinleyville	Heartwood Drive
508301021	1707 Vine Avenue, McKinleyville	School Road
508331013	936 Hiller Road, McKinleyville	Columbus Avenue
509092001	1985 A Avenue, McKinleyville	Second Road
509092002	2115 Second Road, McKinleyville	B Avenue
509093002	2185 Second Road, McKinleyville	C Avenue
509095004	2984 Second Road, McKinleyville	Elm Avenue
509104022	2183 Park Road, McKinleyville	First Road
509114002	1790 A Avenue, McKinleyville	First Road
509114015	A Avenue, McKinleyville	First Road
509114016	A Avenue, McKinleyville	First Road
509151028	2160 Sutter Road, McKinleyville	Carmesin Avenue
509151029	2116 Sutter Road, McKinleyville	Carmesin Avenue
509201048	1620 Kellner Avenue, McKinleyville	Sutter Road
509212023	1716 Van Eaton Avenue, McKinleyville	Sutter Road
509212024	1734 Van Eaton Avenue, McKinleyville	Sutter Road
509213003	Van Eaton Avenue, McKinleyville	Sutter Road
509221016	1765 Market Avenue, McKinleyville	Mygina Avenue
509301043	1548 Azalea Avenue, McKinleyville	Sutter Road
510051008	1657 Babler Road, McKinleyville	Goldenfinch Lane
510071001	Central Avenue, McKinleyville	Prairie Court
510091021	2760 Loren Lane, McKinleyville	Murray Road
510091074	Central Avenue, McKinleyville	Murray Road
510101008	1428 Reasor Road, McKinleyville	Larissa Circle
510101011	1458 Reasor Road, McKinleyville	Larissa Circle

**Assessor's
Parcel
Number**

Side Address

Nearest Cross Street

510101020	2612 Central Avenue, McKinleyville	Prairie Court
510132031	1522 City Center Road, McKinleyville	Central Avenue
510142052	Walnut Avenue, McKinleyville	Railroad Drive
510181028	1015 Norah Lane, McKinleyville	Eucalyptus road
510191084	2406 Wisner Avenue, McKinleyville	Bates Road
510211075	Joanna Court, McKinleyville	Commercial Lane
510211076	Joanna Court, McKinleyville	Commercial Lane
510211077	Joanna Court, McKinleyville	McKinleyville Avenue
510211080	2144 Spruce Avenue, McKinleyville	Railroad Drive
510101025	1434 Reasor Road, McKinleyville	Larrissa Circle
510101009	1410 Reasor Road, McKinleyville	Larrissa Circle

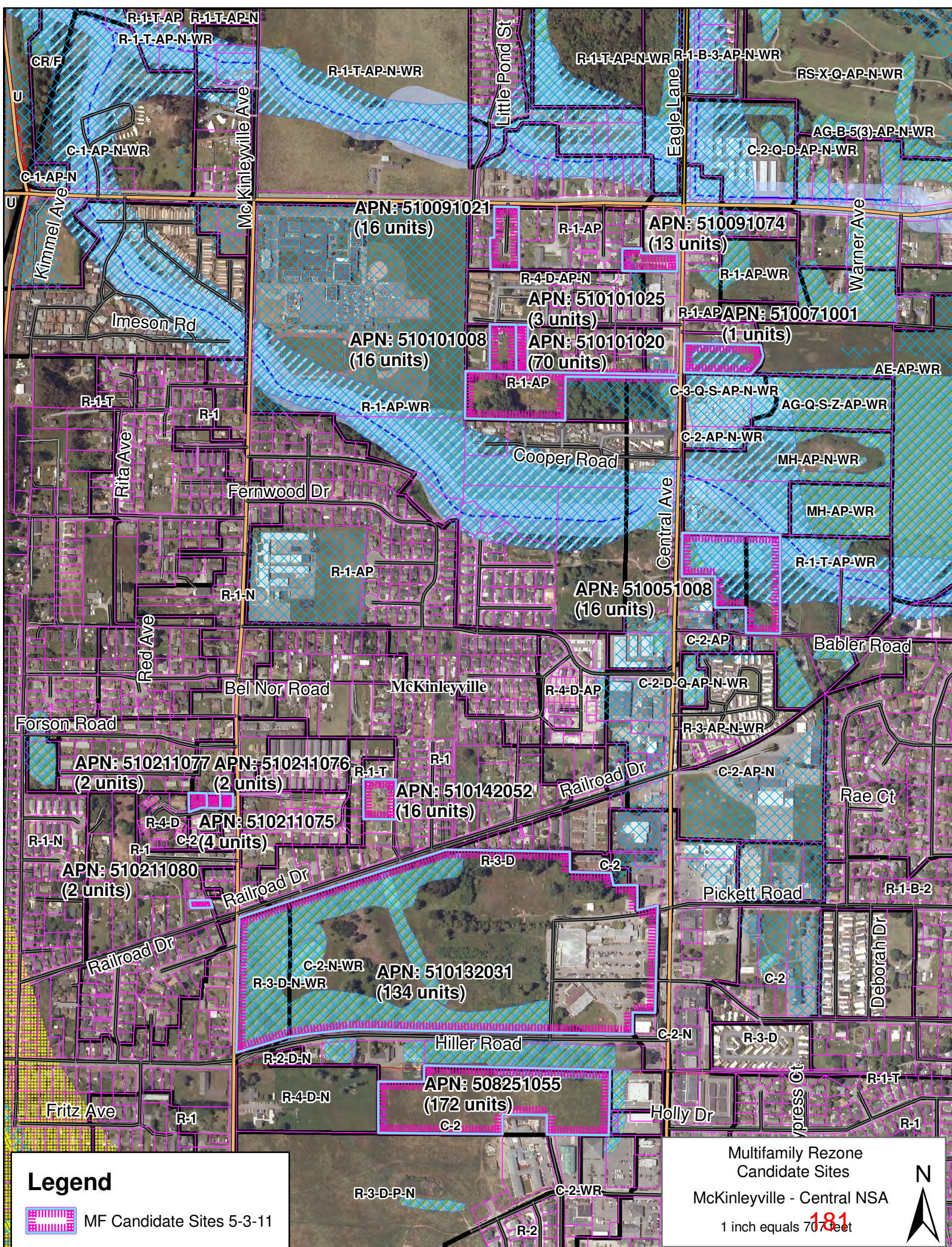


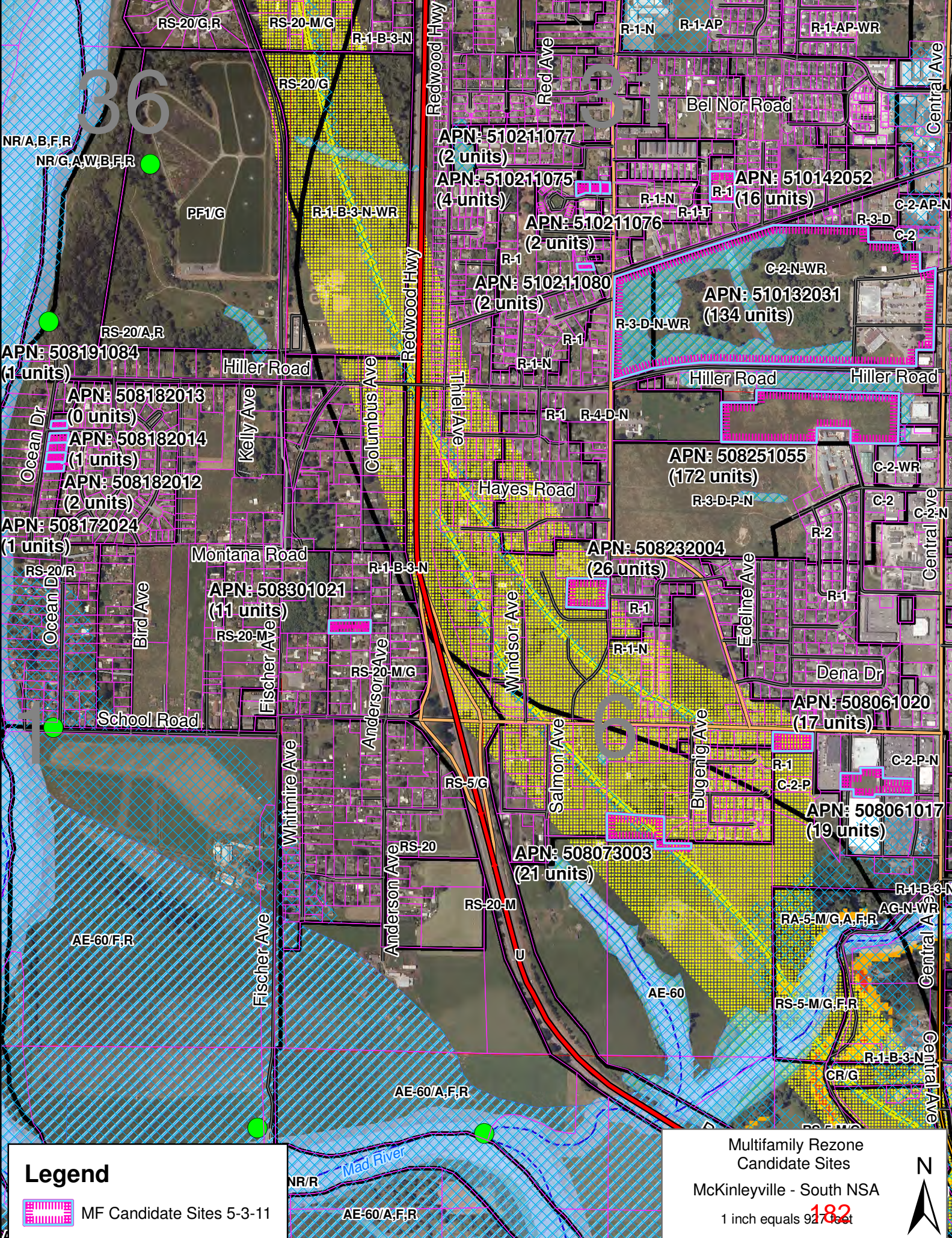
Legend

 Candidate Sites 5-4-11

Multifamily Rezone
Candidate Sites
McKinleyville - East NSA
1 inch equals 548 feet







Legend

 MF Candidate Sites 5-3-11

Multifamily Rezone
Candidate Sites
McKinleyville - South NSA
1 inch equals 927 feet

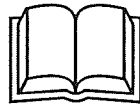


HOUSING ELEMENT LAW: MANDATES AND RISKS OF DEFIANCE



Report to the Santa Barbara County Board of Supervisors

July 2, 2007



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TO LIVE OUTSIDE THE LAW YOU MUST BE HONEST...
Bob Dylan, Absolutely Sweet Marie



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July 2, 2007

To: Board of Supervisors
Subject: Housing Element Law

COUNTY COUNSEL MEMO: HOUSING ELEMENT LAW

SUMMARY

The Board of Supervisors requested a report that describes the legal requirements for housing elements in detail and evaluates potential strategies for non-compliance with these requirements. In summary:

- ☞ The California Constitution requires the State Legislature to adopt laws of general application to promote the public policies of the State.
- ☞ The County is a subdivision of the State. It has broad discretion to adopt laws to promote the health, safety and welfare of the inhabitants of the jurisdiction. Local laws may not conflict with general law. In this case, general law includes the State Planning and Zoning Law and the specific requirements of the Housing Element Law.
- ☞ The California Legislature adopted the Housing Element Law to promote a statewide policy of providing housing opportunities for all Californians. The Housing Element Law is significantly more detailed and more directive than the general provisions of State planning law, applicable to other elements of a county's general plan. For the last few years, the Legislature has adopted several statutes to make the requirements on local government stricter, more detailed, harder to evade and easier to enforce.
- ☞ Courts require that cities and counties substantially comply with the requirements of the law. This means actual compliance with the substance of each specific Housing Element Law requirement. So long as counties have met the specific statutory requirements, courts will not second-guess the wisdom of local legislatures in adopting particular policies and implementing actions.

- ☞ To date, the State itself has not taken legal action to enforce Housing Element requirements on non-compliant or recalcitrant jurisdictions. The Attorney General has authority to file such a lawsuit. The Housing Element Law provides for private enforcement and judicial remedies for a breach of a jurisdiction's obligations. Housing advocates have sued numerous jurisdictions for non-compliance. The appendix to this memo lists jurisdictions that were sued and the consequences: orders to bring Housing Elements into compliance, injunctions prohibiting development approvals other than housing, and attorneys' fees awards. Significantly, ten jurisdictions received full or partial court-ordered moratoria on development applications until compliance with State law was achieved.
- ☞ The County and each city within it are given a Regional Housing Needs Allocation (RHNA) by the local council of governments (Santa Barbara Association of Governments or SBCAG). SBCAG receives an overall county RHNA from the State Department of Housing and Community Development and determines the RHNA for each jurisdiction. State law provides a procedure for challenging a county's allocation and for challenging a RHNA for an individual city or county.
- ☞ The Housing Element Law has been interpreted and upheld by the courts. A challenge to the law, or its enforcement, will in all probability fail. The doctrine of equitable estoppel is rarely applied against a public agency, particularly where estoppel is sought against enforcement of a law enacted to further a public policy. A claim based on the State's creation and exacerbation of the housing problem through failure to enforce immigration laws appears to raise political, non-justiciable questions that courts will not review.
- ☞ Thus, the County's non-compliance with the requirements of law would entail risks. If non-compliance is deliberate and publicly advertised, the risk of being sued and the risk that a court will impose draconian and costly remedies increase.
- ☞ We recommend retaining the County's planning discretion by continued compliance with the law, including proper CEQA review of the County Housing Element, coupled with efforts to seek legislative changes to onerous provisions of the law.

BACKGROUND – GENERAL PLAN LAW

The California Planning and Zoning Law requires a county to prepare, periodically review, and revise, as necessary, the general plan (California Government Code §§ 65100(a), 65300¹). It must also implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances (§ 65100(b)).

The general plan shall consist of a statement of development policies and shall include a diagram or diagrams and text setting forth objectives, principles, standards, and plan proposals. (§ 65302.) A general plan has seven mandatory elements including a housing element as provided in Article 10.6 (§ 65302(c)).²

¹ Code section references hereafter are to the California Government Code unless otherwise noted.

² Article 10.6 included §§ 65580-65589.8 and referred to in this memo as the "Housing Element Law." Related provisions of the Government Code are Article 10.7 § 65590 (replacement housing in coastal zone), Chapter 4.2 §§ 65913-65914 (Housing Development Approvals), and Chapter 4.3 (Density Bonuses and other Incentives) §§ 65915-65918.

A county has inherent police power to control its own land use decisions, and for the most part has broad discretion in carrying out the legislative mandate to adopt general plans. See *DeVita v. County of Napa* (1995) 9 Cal. 4th 763, 781-783 (holding that general plan can be amended by initiative). In contrast, the Housing Element Law imposes specific obligations on counties in furtherance of a state policy to promote affordable housing. (See legislative findings § 65580: Decent housing and suitable living environment for every Californian is a statewide goal; attainment requires cooperative participation of local government and private sector to expand housing opportunities and accommodate housing needs of Californians of all economic levels; local and state governments have a responsibility to make adequate provisions for the housing needs of all segments of the community).³

HOUSING ELEMENT COMPLIANCE ENFORCEMENT

No jurisdiction has successfully challenged the authority of the state to mandate compliance with housing element law. Attached as Appendix A is a list of counties and cities which have been sued and a description of consequences.

A. The Legislature has made clear its intent to elevate housing element law as an enforceable mandate:

Section 65580: “The Legislature ... declares ... (a) The availability of housing is of **vital statewide importance**, and the early attainment of decent housing and a suitable living environment for every Californian, including farmworkers, is a priority of the highest order.

...

(d) Local ... governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing ... for ... all economic segments...”

Section 65581: “It is the intent of the Legislature in enacting this article: ... (a) To assure that counties ... recognize their responsibilities in contributing to the attainment of the state housing goal. (b) To assure that counties ... will prepare and implement housing elements which, ... will move toward attainment of the state housing goal.”

³ See legislative findings for § 65913. The Legislature found a severe shortage of affordable housing and a need to encourage the development of new housing through “changes in law designed to expedite the local and state residential development process, assure that local governments zone sufficient land at densities high enough for production of affordable housing, and assure that local governments make a diligent effort through the administration of land use and development controls and the provision of regulatory concessions and incentives to significantly reduce housing development costs and thereby facilitate the development of affordable housing, including housing for elderly persons and families....” These changes in the law are consistent with the responsibility of local government to adopt the program required by subdivision (c) of Section 65583.

“(b) The Legislature further finds and declares that the costs of new housing developments have been increased, in part, by the existing permit process and by existing land use regulations and that vitally needed housing developments have been halted or rendered infeasible despite the benefits to the public health, safety, and welfare of those developments and despite the absence of adverse environmental impacts. It is, therefore, necessary to enact this chapter and to amend existing statutes which govern housing development so as to provide greater encouragement for local and state governments to approve needed and sound housing developments.”

B. Authority to enforce housing mandates:

Section 65754: “In any action brought to challenge the validity of the general plan of any ... county ..., if the court, in a final judgment ..., finds that the general plan or any mandatory element ... does not substantially comply with the requirements of Article 5 [General Plan law] ... : (a) The ... county ... shall bring its general plan or relevant mandatory element[s] into compliance ... within 120 days...”

C. Standard of review:

Through *Fonseca v. City of Gilroy* (2007) 148 Cal.App.4th 1174, 1185, we know that any court reviewing the adequacy of the County’s housing element would use the standard of “substantial compliance” and that “substantial compliance” means “actual compliance in respect to the substance essential to every reasonable objective of the statute,” as distinguished from mere imperfections of form.

D. Mandatory judicial action:

Section 65755: “(a) The court shall include in the order or judgment rendered pursuant to Section 65754, one or more of the following provisions ... until the ... county ... has substantially complied ...:

- (1) Suspend the authority ... to issue building permits ...
- (2) Suspend the authority ... to grant any ... zoning changes, variances, or both.
- (3) Suspend the authority ... to grant subdivision map approvals ...
- (4) Mandate the approval of all applications for building permits ... for residential housing where a final subdivision map, parcel map ... has been approved ... where the approval will not impact on the ability of the ... county ... to properly adopt and implement an adequate housing element ...
- (5) Mandate the approval of ... final subdivision maps for residential housing projects which have previously received a tentative map approval ... where approval will not impact on the ability of the ... county ... to properly adopt and implement an adequate housing element ...
- (6) Mandate that ... any tentative subdivision map for a residential housing project shall be approved ... [if consistent with an adequate general plan.]”

E. Authority of State Attorney General:

There have been no lawsuits brought by the State to enforce compliance with housing element law. This fact may follow from the right of the public to sue to ensure general plan compliance (Sections 65754 and 65755), rather than from any statutory prohibition. The Attorney General recently brought a related action against The County of San Bernardino, which updated its General Plan to accommodate a projected 25% increase in population by the year 2030. The Attorney General contends “... the FEIR on the General Plan update ... makes no attempt to analyze the effects of ... [emission] increases on global warming or the greenhouse gas emissions reductions required by AB 32 ...” (AB 32 seeks a 25% reduction in emissions by 2020.) The recent Grand Jury report stating “If the local jurisdiction does not change the HE and receive certification, *there is no state enforcement mechanism or penalty*,” is correct in the sense there is no direct requirement of *certification*; the Grand Jury acknowledged, however, the potential for litigation for a noncompliant housing element resulting in court orders which may include development moratoria.

The California Constitution provides a broad grant of authority to the Attorney General. “Subject to the powers and duties of the Governor, the Attorney General shall be the Chief Law Officer of the State. It shall be the duty of the Attorney General to see that the laws of the State are uniformly and adequately enforced.” In the absence of legislative restriction (which does not appear to exist in housing element law), the Attorney

General has the authority to file any civil action deemed necessary for the enforcement of the laws of California, the preservation of order, or the protection of the rights and interest of the public. Section 65755, quoted above, has effectively removed motivation for the state to expend resources pursuing litigation—public interest groups are sufficiently motivated and compensated by judicial attorney fee awards.

F. Public proposals to “resist the state mandates:”

1. “Local communities have the right to control their own destiny.”

There is no “right to local self-government” except to the extent authority is delegated by state law. The California State Legislature is constitutionally authorized to adopt state wide laws for the public benefit.

The California Constitution, Article 4, Legislative, Section 16, provides:

“(a) All laws of a general nature have uniform operation.

(b) A local or special statute is invalid in any case if a general statute can be made applicable.”

The California Constitution, Article 11, Section 7, Local Government, provides:

“A county or city may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws.”⁴ (emphasis provided.)

Thus Santa Barbara County must legislate and act consistently with general State laws.

2. “The State is estopped from enforcing housing laws because of its failure to control immigration: the National Guard should be sent to the border...”

This theory would ask a court to (1) find that the State is estopped from enforcing the law, and (2) adjudicate a political controversy and find that the Governor had a duty to call out the National Guard to seal the borders. The lawsuit would fail.

First, equitable estoppel “will not apply against a governmental body except in unusual instances when necessary to avoid grave injustice and when the result will not defeat a strong public policy. (Citations.)” *Hughes v. Board of Medical Examiners* (1998) 17 Cal. 4th 763, 793. See *City of Goleta v. Superior Court* (2006) 40 Cal.4th 260, 279, where the Supreme Court rejected a developer’s claim that the city was estopped to deny a subdivision map. A “strong public policy” has clearly been articulated by the California State Legislature in its enactment of housing law. Section 65580, quoted above.

Second, “political” controversy involving issues such as the wisdom and appropriate means to control immigration are non-justiciable. The United States Supreme Court stated the test in *Vieth v. Jubelirer* (2004) 541 U.S. 267, 277-78: “... Sometimes ... the law is that the judicial department has no business entertaining the claim of unlawfulness--because the question is entrusted to one of the political branches or

⁴ The State is divided into counties which are legal subdivisions of the State (Art. XI § 1). Counties are subject to general State laws. Counties may enact charters that control internal organizational matters (Art. XI § 4); unlike charter cities, charter counties do not have “home rule” police power regarding municipal affairs that supersedes conflicting state law (Art. XI § 188)

involves no judicially enforceable rights. See, *e.g.*, *Nixon v. United States*, 506 U.S. 224, 113 S. Ct. 732, 122 L. Ed. 2d 1 (1993) (challenge to procedures used in Senate impeachment proceedings); *Pac. States Tel. & Tel. Co. v. Oregon*, 223 U.S. 118 (1912) (claims arising under the Guaranty Clause of Article IV, § 4). Such questions are said to be "nonjusticiable," or "political questions." *Baker v. Carr*, 369 U.S. 186, 217 (1962), set forth six independent tests for the existence of a political question:

"[1] a textually demonstrable constitutional commitment of the issue to a coordinate political department; or [2] a lack of judicially discoverable and manageable standards for resolving it; or [3] the impossibility of deciding without an initial policy determination of a kind clearly for nonjudicial discretion; or [4] the impossibility of a court's undertaking independent resolution without expressing lack of the respect due coordinate branches of the government; or [5] an unusual need for unquestioning adherence to a political decision already made; or [6] the potentiality of embarrassment from multifarious pronouncements by various departments on one question."

It appears that a challenge to the Housing Element Law on grounds that the State is estopped from enforcing it because of the failure of State and Federal Governments to enforce the immigration laws meets several of the criteria for non-justiciability – a "constitutional commitment of the issue to coordinate political departments," a lack of judicially manageable standards for resolution, and dependency on an "initial policy determination of a kind clearly for nonjudicial discretion." (See also *Susman v. City of Los Angeles* (1969) 269 Cal. App. 2d 803, 817-19; the Court of Appeal rejected a claim that the city and State were liable for not calling out the National Guard to protect against riot damage. It held that the city was not liable because of various immunities and that the claim against the State was a non-justiciable political question.)

Third, the National Guard already has been deployed to the border. County Counsel contacted the California National Guard; since August 2006, the California National Guard has kept over 1,000 troops deployed along the California-Mexico border through Operation Jump Start. Those National Guard troops support U.S. Customs & Border Patrol agents, but cannot legally engage in direct law enforcement activities:

- California Military & Veterans Code §§ 143 and 146(a) generally limit the use of the California National Guard to cases of riot, public calamity and public catastrophe.
- The Posse Comitatus Act generally prohibits federal military personnel and National Guard units under federal authority from acting in direct law enforcement roles within the United States. 18 U.S.C. §1385.
- California National Guard troops participate in Operation Jump Start under the special federal authority of United States Code Title 32.

G. CEQA compliance.

As with any project that has a potential to affect the environment, adoption of a housing element requires compliance with CEQA. The necessity of careful analysis of potential impacts, including careful cumulative effects and alternatives analysis has been emphasized by two recent lawsuits.

First, the Attorney General, as noted above, recently brought a CEQA action against the County of San Bernardino to compel analysis in the draft EIR of the effects of increased greenhouse gas emissions which would result from the increased population projected and planned for in its general plan. Second, on June 22, 2007 the Court of Appeal held in an unpublished decision that San Francisco's "revised" Housing Element instituted changes reflecting a change to greater densities that were not speculative in nature and therefore required a new EIR.

HOUSING ELEMENT LAW: DETERMINATION OF REGIONAL HOUSING NEED.

A. State HCD allocation of RNHA

Unlike all other general plan elements, housing elements must be revised and updated every five years. (Section 65588.) The revision is preceded by State HCD's determination of the overall housing need – the regional housing need allocation (RHNA), which in turn is allocated to the cities and county by the Council of Governments (SBCAG in Santa Barbara County). Section 65584(a) provides each city and county share of the RHNA is derived from and specifies the housing needs of all income levels ("very low," "low," "moderate," and "above moderate" as defined by Health and Safety Code § 50093).

The RHNA allocation process begins with State HCD, in consultation with SBCAG, determining the region's share no more than 24 months before the elements are due. (Sections 65584 and 65584.1.) Section 65584.01 (b) requires that the determination be based upon population projections produced by the Department of Finance and regional population forecasts used in preparing regional transportation plans. If the difference between the DOF projections and the regional forecast is less than 3%, HCD must base the determination on the regional population forecast. If the difference is greater than 3%, HCD and SBCAG are required to discuss variances in methodology used for population projections and seek agreement. SBCAG is required to assist in the determination by providing data it used in the regional forecast relating to rate of household growth, household size trends, new household rates, vacancy rates, and replacement housing needs.

Section 65584.01(d) allows SBCAG to file an objection within 30 days of HCD's RHNA determination. The objection must substantiate either (1) HCD failed to properly use either the DOF or regional forecast as required, or (2) HCD failed to reasonably apply the statutory methodology. An objection must include a proposed alternative determination of the RHNA and documentation of the basis of the alternative determination. HCD must consider the objection and make a final written explanation determination of the RHNA within 45 days. (Section 65584.01(d)(3).)

B. SBCAG Allocation of RHNA to County and Cities:

SBCAG must develop a methodology for distribution of the RHNA at least two years prior to the housing element revision date. (Section 65584.04.) This entails survey of local governments regarding factors such as jobs-housing ratio, development opportunities and constraints, distribution of household growth vs. transportation, market demand, loss of subsidized housing, housing cost burdens, and farmworker needs. However, *no ordinance, policy, voter-approved measure, or standard that directly or indirectly limits the number of residential building permits issued may be used as a basis for a reduction in the RHNA allocation.* (Section 65584.04(f)).

SBCAG must distribute the draft allocation 18 months before the housing element revision date. (Section 65584.05.) A revision of the allocated share may be requested within 60 days, "based upon comparable data available for all affected jurisdictions and accepted planning methodology, and supported by adequate documentation." (Section 65584.05(b)). Within 60 days thereafter, SBCAG must accept, modify, or indicate the revision is inconsistent with the RHNA. (Section 65584.05(c.)) An appeal of the RHNA allocation must be heard within 60 days, and a proposed final allocation issued within 45 days thereafter. (Section 65584.05(e) and (f)). Within 60 days of the SBCAG allocation, HCD determines whether the final

allocation is consistent with the total RHNA it assigned to the region, and revises the determination if necessary to achieve consistency. (Section 65584.05(h)).

C. Legal challenge to RHNA allocations:

The statutory process, as outlined above, provides an administrative mechanism to object to allocated housing numbers. A court would require exhaustion of the statutory objection methodology before entertaining arguments, which could be brought by writ of mandamus, that decisions of State HCD and/or SBCAG amounted to an abuse of discretion and were not supported by evidence. Judicial review would determine whether substantial evidence, as applied to the application of Sections 65584.01 and 65584.04, supported the allocation.

D. Transfer of RHNA Allocation to Cities:

Section 65584.07 provides a mechanism for transfer of RHNA numbers before the housing element revision is due under certain conditions:

- (1) The city agrees to increase its RHNA;
- (2) The transfer is within the county;
- (3) The County's share of low-income and very low-income housing is reduced in the same proportion as the County's share of moderate- and above moderate housing; and
- (4) SBCAG determines that conditions 1 through 3 are satisfied.

E. Illegal housing units do not address RHNA obligations:

Illegal units are pre-existing housing units and cannot be counted towards future RHNA. RHNA obligations address future population demands, not pre-existing unmet demand. The 2003-08 Housing Element contains Residential Second Units Program--Policy 1.6, Action 2, which encourages legalization of existing detached and attached illegal residential second units that have been built and are currently being used without proper permits. The intent of Action 2 is to preserve housing stock by providing amnesty to keep these units in the local inventory rather than deny occupancy if they are discovered during code enforcement actions. Although there are inherent implementation issues, Policy 1.6, Action 2 also provides a mechanism to ensure that public health and safety concerns are fully addressed during the amnesty process.

HOUSING ELEMENT LAW: CONTENT REQUIREMENTS.

Section 65583 states the requirements for housing elements. The housing element shall identify adequate sites for housing, including rental housing, factory-built housing, and mobilehomes, and shall make adequate provision for the existing and projected needs of all economic segments of the community. A housing element consists of:

- A. An **identification and analysis of projected housing needs**, including the RHNA and an inventory of resources and constraints relevant to meeting those needs. Section 65583(a) specifies the contents of the assessment and inventory.
- B. A statement of the community's **goals, quantified objectives, and policies** relative to the maintenance, preservation, improvement, and development of housing.⁵
- C. A **program that sets forth a five-year schedule of actions** the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element. Section 65583(c) specifies program requirements. Significantly, as amended by AB 2348, if the County's housing inventory "does not identify adequate sites to accommodate the [RHNA] need for groups of all household income levels ..., the program shall identify sites that can be developed for housing within the planning period pursuant to § 65583.2(h)"

ELEMENTS OF THE HOUSING NEEDS ASSESSMENT AND INVENTORY.

Under § 65853(a), the assessment of housing needs and inventory of resources and constraints shall include:

- **Needs.** Analysis and quantification of the locality's existing and projected housing needs for all income levels. These existing and projected needs shall include the locality's share of the regional housing need (RHNA) ((a)(1).) Analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. ((a)(2))
- **Sites inventory.** An inventory of land suitable for residential development, including vacant sites and sites having potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites. ((a)(3))
- **Constraints analysis.** An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels and persons with special housing needs.⁶ Constraints include land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. The analysis

⁵ Section 65583(b)(2) provides "It is recognized that the total [identified] housing needs ...may exceed available resources and the community's ability to satisfy this need within the content of the [county's] general plan Under these circumstances, the quantified objectives need not be identical to the total housing needs. The quantified objectives shall establish the maximum number of housing units by income category that can be constructed, rehabilitated, and conserved over a five-year time period."

⁶ Under § 65583(a)(6), The County must analyze "any special housing needs, such as those of the elderly, persons with disabilities, large families, farmworkers, families with female heads of households, and families and persons in need of emergency shelter."

must demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its RHNA share and from meeting the need for housing for persons with special needs. ((a)(5).) An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, and the cost of construction. ((a)(6).)

- Existing assisted housing that can change. An analysis of existing assisted housing developments eligible to change from low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use.⁷ The statute specifies the contents of the analysis in detail. ((a)(8).)⁸

HOUSING ELEMENT PROGRAM REQUIREMENTS.

Under § 65583(c), the local government must adopt a program that sets forth a five-year schedule of existing or intended actions to implement the policies and achieve the goals and objectives of the housing element. These include administration of land use and development controls, regulatory concessions and incentives, and the utilization of appropriate federal and state financing and subsidy programs when available (including housing funds set aside under the Community Redevelopment Law). In order to make adequate provision for the housing needs of all economic segments of the community, the program shall do all of the following:

- Actions to meet RHNA shortfall. Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the RHNA for each income level that could not be accommodated on sites identified in the County's inventory without rezoning. Identify sites as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, emergency shelters, and transitional housing. ((c)(1).)

Section 65583(c)(1) further provides: “(A) Where the inventory of sites, ... does not identify adequate sites to accommodate the [RHNA] need for groups of all household income levels ... , the program shall identify sites that can be developed for housing within the planning period pursuant to § 65583.2(h). (Discussed infra.)

(B) Where the inventory of sites... does not identify adequate sites to accommodate the need for farmworker housing, the program shall provide for sufficient sites to meet the need with zoning that permits farmworker housing use by right, including density and development standards that could accommodate and facilitate the feasibility of the development of farmworker housing for low- and very low income households.”

⁷ "Assisted housing developments" means "multifamily rental housing that receives governmental assistance under federal programs ..., state and local multifamily revenue bond programs, local redevelopment programs, the federal Community Development Block Grant Program, or local in-lieu fees. "Assisted housing developments" shall also include multifamily rental units that were developed pursuant to a local inclusionary housing program or used to qualify for a density bonus pursuant to § 65916."

⁸ Section 65583(a)(7) requires an analysis of opportunities for energy conservation.

- Housing Assistance. Assist in the development of adequate housing to meet the needs of low- and moderate-income households. ((c)(2).)
- Remove Government Constraints. Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, or provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. ((c)(3).)
- Conserve Housing Stock and Promote Housing Opportunity. Conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action. ((c)(4).) Promote housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability. ((c)(5).)
- Preserve Assisted Housing Developments. Preserve for lower income households the assisted housing developments identified pursuant to (a)(8). “The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs ... except where a community has other urgent needs for which alternative funding sources are not available. The program may include strategies that involve local regulation and technical assistance.” ((c)(6)(A).)⁹

IDENTIFYING LAND SUITABLE FOR RESIDENTIAL DEVELOPMENT TO MEET HOUSING NEEDS.

Section 65583.2, added by § 3 of AB 2348, provides that “a county’s inventory of land suitable for residential development [§ 65583(a)(3)] shall be used to identify sites that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction’s share of the regional housing need ‘Land suitable for residential development’ includes: (1) Vacant sites zoned for residential use; (2) Vacant sites zoned for nonresidential use that allows residential development; (3) Residentially zoned sites that are capable of being developed at a higher density; and (4) Sites zoned for nonresidential use that can be redeveloped for, and as necessary, rezoned for, residential use.” (§ 65583.2(a).)

Section 65583.2(b) requires the inventory of land to list properties and identify parcel size, plan designation and zoning, existing use, environmental constraints, areas designated for market rate housing without sewer service.¹⁰ Based on this information, The County “shall determine whether each site in the inventory can accommodate some portion of its share of the regional housing need by income level during the planning period The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural

⁹ Under § 65583(c)(6)(B) “The program shall include an identification of the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals. The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.”

¹⁰ Under § 65583.2(g), for non-vacant sites identified under (b)(3), The County “shall specify the additional development potential for each site within the planning period and [explain] the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.”

employees, emergency shelters, and transitional housing.” (§ 65583.2(c).)

Determination of number of units. The County shall determine the number of units that each site in the inventory can accommodate, as follows:

1. Use the minimum density for development of a site (or adopt a law or regulations requiring the development of a site at a minimum density), or demonstrate how the number of units determined for that site will be accommodated.
2. Adjust the number of units calculated based on the land use controls and site improvements requirement identified in § 65583(a)(4). The total of the individual sites’ adjusted densities equals the number of units available to accommodate the housing need.

Determination of Density. For the number of units calculated to accommodate its calculated share of the regional housing need for lower income households, a county “shall do either ...:

- (A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households. **[OR]**
- (B) The following densities shall be deemed appropriate to accommodate housing for lower income households...(iii) For suburban jurisdictions: sites allowing at least 20 units per acre...¹¹”

If The County can meet its share through analysis (“Method A”) the following provisions requiring sites to be zoned at 20 units per acre do not apply. [Santa Barbara County is unable to do this; current analysis indicates rezoning of 62 acres is necessary.]

ZONING OF SITES TO MEET SHORTFALL AT MINIMUM DENSITY WITH USE BY RIGHT.

If the County’s inventory does not identify site capacity to accommodate the entire RHNA for housing for very low and low-income households, § 65583.2(h) requires the housing program (§ 65583(c)(1)(A)) to accommodate the shortfall “on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right during the planning period. These sites shall be zoned with minimum density and development standards that permit at least ... 20 units per acre ... At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed-uses are not permitted.”

Section 65853.2(i) defines “use by right.” “The local government's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of [the California Environmental Quality Act.] Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that "use by right" does not exempt the use from design review. However, that

¹¹ Santa Barbara County is considered a suburban jurisdiction. Under § 65583.2(e) “Counties, not including the City and County of San Francisco, will be considered suburban unless they are in a [Metropolitan Statistical Area (MSA)] of 2,000,000 or greater in population in which case they are considered metropolitan.”

design review shall not constitute a "project" for purposes of [CEQA]. Use by right for all rental multifamily residential housing shall be provided in accordance with § 65589.5(f).¹²

NEW HOUSING ELEMENTS MUST MAKE UP SHORTFALL IN ADDITION TO NEW REGIONAL SHARE.

Section 65584 applies to housing elements due on or after January 1, 2006. If The County in the prior planning period failed to identify or make available adequate sites to accommodate its share of the regional need, it shall, within the first year of the planning period of the new housing element, zone or rezone adequate sites to meet the shortfall. (§ 65584.09(a).) The rezoning required to meet the shortfall is in addition to any zoning or rezoning required to accommodate the County's share of the regional housing need for the new planning period and does not diminish the County's other obligations regarding the HousingElement. (§ 65584.09(b) and (c).)

LIMITS ON REDUCTION IN DENSITY – ACCOMMODATION OF REGIONAL HOUSING NEED.

Section 65863 is part of the zoning law. Section 65863(a) requires a county to ensure that its inventory or programs of adequate sites under the housing element law (§§ 65583(a)(3) and 65583(c)(1)) can accommodate its share of the regional housing need (§ 65584), throughout the planning period.

The County shall not, by administrative or legislative action, reduce the residential density for any parcel to a lower residential density that is below the density used by the state in determining compliance with housing element law. (§ 65683(b).) The exceptions allowing density reduction are narrow. The County may reduce residential density to a lower residential density only if it makes written findings supported by substantial evidence that the reduction is consistent with the general plan, including the housing element, and the remaining sites identified in the housing element are adequate to accommodate the County's share of the regional housing need. Density may also be reduced if The County identifies sufficient additional, adequate, and available sites with an equal or greater residential density in the jurisdiction so that there is no net loss of residential unit capacity. (§ 65683(c).) A court may enforce the statute and award attorneys' fees to a developer if The County is found in violation.

LIMITS ON HOUSING DEVELOPMENT DISAPPROVALS AND CONDITIONS.

Section 65589.5, called the "Anti-NIMBY Law,"¹³ is part of the Housing Element Law. It limits the ability a county to disapprove or make infeasible housing developments that contribute to the jurisdiction's RHNA.

Section 65689.5(d) limits the County's ability to disapprove or condition approval of an affordable housing

¹² "(f) Nothing in this section shall be construed to prohibit a local agency from requiring the development project to comply with objective, quantifiable, written development standards, conditions, and policies appropriate to, and consistent with, meeting the jurisdiction's share of the regional housing need pursuant to § 65584. However, the development standards, conditions, and policies shall be applied to facilitate and accommodate development at the density permitted on the site and proposed by the development project. Nothing in this section shall be construed to prohibit a local agency from imposing fees and other exactions otherwise authorized by law that are essential to provide necessary public services and facilities to the development project."

¹³ Renamed the "Housing Accountability Act" by AB 2511 of 2006.

project¹⁴. The County may not disapprove, or condition approval (including design review standards), in a manner that renders the project infeasible¹⁵ unless it finds, based upon substantial evidence in the record, one of the following:

(1) The County has adopted a housing element in compliance with state law and the development project is not needed to meet its share of the regional housing need for very low, low-, or moderate-income housing.¹⁶

(2) The development project as proposed would have a specific, adverse impact upon the public health or safety, and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.¹⁷

(3) The denial of the project or imposition of conditions is required in order to comply with specific state or federal law, and there is no feasible method to comply without rendering the development unaffordable to low- and moderate-income households.

(4) The development project is proposed on land zoned for agriculture or resource preservation that is surrounded on at least two sides by land being used for agricultural or resource preservation purposes, or which does not have adequate water or wastewater facilities to serve the project.

(5) In limited circumstances, the development project is inconsistent with both the jurisdiction's zoning ordinance and general plan land use designation as of the date the application was deemed complete, and the jurisdiction has adopted a housing element in substantial compliance with the Housing Element Law.¹⁸

The limitations on disapprovals and conditions that make a project infeasible do not relieve The County from compliance with the Congestion Management Program required by § 65088 or the California Coastal Act (Public Resources Code § 30000 et seq.), or from complying with the California Environmental Quality Act.

Section 65589.4 provides that an "attached housing development" in an urban infill area shall be a permitted use not subject to a conditional use permit if the parcel is (1) zoned to allow the use and the development is consistent with the zoning and general plan, (2) is covered by a plan document adopted within the past five

¹⁴ The limitations apply to a housing development project, including farm worker housing, for very low, low- or moderate-income households.

¹⁵ § 65589.5(h)(1) "'Feasible' means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors."

¹⁶ AB 575 (Torlakson) Chapter 601, 2005 Statutes, amended § 65589.5. The ability to disapprove housing development projects based on plan inconsistency was further limited. Disapproval is not allowed when a jurisdiction has not met its RHNA allocation (§ 65589.5(d)(1)).

¹⁷ A "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete. AB 575 (note 16, *supra*) amends § 65589(d)(2) to specify that "inconsistency with the zoning ordinance or general plan land use designation shall not constitute a specific, adverse impact upon the public health and safety."

¹⁸ "This subdivision cannot be utilized to disapprove an [affordable] housing development project defined in subdivision (a) if the development project is proposed on a site that is identified for very low, low-, or moderate-income households in the jurisdiction's housing element, and consistent with the density specified in the housing element, even though it is inconsistent with both the jurisdiction's zoning ordinance and general plan land use designation."

years, and (3) meets minimum density standards (more than 100 units with minimum density of 12 units per acre, or 4 or fewer units with minimum density of 8 units per acre). A project may not be disapproved if the only inconsistency is that the property has not been rezoned to conform to the general plan.¹⁹

2006 HOUSING LAWS

Recent amendments to housing law continue the trend of increasing statutory encouragement of legislative housing policy.

SB 1802 (Ducheny): Farmworker Housing By Right

Chapter 520, Statutes of 2006.

The Employee Housing Act (Calif. H & S Code § 17000 et seq.) currently provides that 12 or fewer units or beds of employee housing (as defined in the Act) may be sited by right. SB 1802 expands this provision to 36 units or beds.

AB 1387 (Jones): CEQA Infill

Chapter 715, Statutes of 2006.

The California Environmental Quality Act (CEQA) generally prohibits approval of a project (such as a housing development) for which a significant environmental impact has been identified, unless the impact is mitigated or the local government makes certain findings. AB 1387 provides a limited exception to this requirement for traffic impacts on infill projects.

AB 2184 (Bogh): Residential facility siting.

Chapter 746, Statutes of 2006.

This legislation would provide that the state statute governing zoning and conditional use permits for residential care facilities for six or fewer persons does not prohibit adoption of local ordinances dealing with health, safety, building, or environmental impact standards applicable to homes or facilities not subject to state licensure. As amended, the bill appears to restate existing law.

AB 2511 (Jones): Land Use and Housing

Chapter 88, Statutes of 2006.

AB 2511 made changes to several housing-related statutes:

Permit Streamlining Act

AB 2511 clarifies how the Act applies to affordable developments by specifying that it applies to any development in which at least 49% of the units are affordable to very low- or low-income households, and the rents will remain affordable for at least 30 years. It further specified that mixed-use affordable developments meeting certain conditions are entitled to the Act's expedited timelines (see § 65950 (c)).

¹⁹ Added by SB 619 (Ducheny) Chapter 793 Statutes 2003 § 2, amended by SB 326 (Dunn) Chapter 598 Statutes 2005. The 2005 amendment makes the limitation on disapprovals applicable to "attached housing developments", defined to mean "a newly constructed or substantially rehabilitated structure containing two or more dwelling units and consisting only of residential units, but does not include a second unit [§ 65852.2(h)(4)] or the conversion of an existing structure to condominiums" (65858.4(h).)

No Net Loss

The No Net Loss (NNL) law limits a locality's authority to reduce the density of multi-family zoned sites, or require a reduction in density of a project as a condition of approval, below the density relied on in its housing element, absent certain findings.

AB 2511 revised the law to better conform to recent changes in housing element law, and to ensure that it also applied to jurisdictions which do not have a compliant housing element.

Anti-Discrimination (Gov. Code § 65008)

Section 65008 prohibits discrimination by local governments in the enactment or administration of their land use and zoning powers. AB 2511 clarifies that the prohibited discrimination applies to the enactment or administration of any law by a local government. The bill also adds very low income to the existing references to low and moderate income households in various sections, and clarifies its application to provisions of the anti-NIMBY statute.

Annual Report on RHNA Progress

Existing law requires each local government to report annually on its progress in implementing its general plan, including its progress toward meeting its RHNA and removing constraints (§ 65400). AB 2511 provides a new enforcement mechanism to obtain compliance by local governments with this provision.

Non-Substantive Changes

AB 2511 establishes an index in the code of the primary affordable housing related laws, which can now be found in section 65582.1. The Anti-NIMBY law is renamed the Housing Accountability Act. (§ 65589.5).

AB 2634 (Lieber): Extremely Low Income Chapter 891, Statutes of 2006.

AB 2634 adds several new provisions to housing element law to ensure that jurisdictions plan for the housing needs of extremely low income households (those at 30% of median income and below). The bill makes the following changes:

- Explicitly requires a quantification in the housing element of a jurisdiction's extremely low income housing need.
- Existing law provides that a jurisdiction's adequate sites program must identify sites that facilitate and encourage the development of a variety of housing types, and then provides a list of such housing. AB 2634 adds supportive housing, and single room occupancy, units to the list of housing types. (See § 65583(c)(1).)
- Clarifies that in analyzing governmental constraints to the provision of housing for all income levels, the jurisdiction must consider constraints on the development of housing types referenced in the preceding paragraph. (§ 65583(a)(4).)

- Existing law requires the housing element to include a five-year program of actions, which, among other things, will assist in the development of adequate housing to meet the needs of very low, low and moderate-income households. AB 2634 adds extremely low income to that provision. (*See* § 65583(c)(2).)

AB 782 (Mullin): Blight definition.

Chapter 113, Statutes of 2006.

Deletes the criterion for a blight finding that the land in the project area is characterized by the existence of subdivided lots of irregular form and shape and inadequate size for proper usefulness and development that are in multiple ownership.

SB 1206 (Kehoe): Blight definition and enforcement.

Chapter 595, Statutes of 2006.

Alters the definition of blight; makes it easier for residents to challenge unpopular redevelopment decisions and increases Attorney General oversight of the redevelopment process.

SB 1210 (Torlakson): Eminent domain.

Chapter 594, Statutes of 2006.

Enacts several reforms to the condemnation process:

- Requires a finding of continuing "substantial blight" prior to any exercise of eminent domain pursuant to a redevelopment plan longer than 12 years after the adoption of the plan
- Prevents issuance of a pre-judgment order of possession without prior notice and an opportunity to respond for the property owner or occupants.
- Requires an entity seeking to take property to offer to pay the property owner's reasonable costs in ordering an independent appraisal of the property.
- Defines litigation expenses to include reasonable attorney's fees and reasonable expert witness and appraiser fees.

APPENDIX A: [CITY /COUNTY LITIGATION RESULTS—POWER POINT PRESENTATION]

COUNTY OF SACRAMENTO

SUED BY LEGAL SERVICES.

COUNTY FAILED TO IMPLEMENT ITS HOUSING ELEMENT.

COURT RULED AGAINST COUNTY IN SEVERAL PROCEEDINGS, RESULTING IN STIPULATED JUDGMENT TO IMPLEMENT HOUSING ELEMENT. SUBSTANTIAL ATTORNEYS' FEES AWARDED.

COURT ORDERED COUNTY TO ADOPT UPGRADED DEVELOPMENT STANDARDS FOR MULTIFAMILY PROJECTS AND ENACT AMENDMENTS TO THE ZONING CODE TO ENSURE THAT MULTIFAMILY PROJECTS ARE REVIEWED THROUGH A SIMPLIFIED PROCESS.

COUNTY IMPOSED MORATORIA PROHIBITING BUILDING EXCEPT MULTIFAMILY RESIDENCES ON LANDS ZONED LIMITED COMMERCIAL OR SHOPPING CENTER. COUNTY ADOPTED AN INCLUSIONARY ZONING ORDINANCE.

LEGAL SERVICES LAWSUIT REMAINS ACTIVE BASED ON CLAIMS COUNTY STILL HAS NOT COMPLIED WITH THE SETTLEMENT AGREEMENT.

COUNTY OF MENDOCINO

SUED BY LEGAL SERVICES AND CALIFORNIA AFFORDABLE HOUSING LAW PROJECT.

STATE HCD REQUIRED COUNTY TO REZONE 40 ACRES FOR AFFORDABLE HOUSING. COUNTY SITES WERE NOT PHYSICALLY OR REALISTICALLY CAPABLE OF ACCOMMODATING AFFORDABLE HOUSING.

SETTLEMENT IMPLEMENTED A DEVELOPMENT MORATORIUM IF HCD DID NOT CERTIFY THE COUNTY'S HOUSING ELEMENT.

ATTORNEYS' FEES AWARDED FOR PRE-LITIGATION WORK BASED ON PUBLIC BENEFIT THEORY.

HCD HAS CONDITIONALLY CERTIFIED THE COUNTY'S CURRENT HOUSING ELEMENT, BUT THE COURT MONITORS ONGOING COUNTY COMPLIANCE.

COUNTY OF SONOMA

SUED BY SONOMA COUNTY HOUSING ADVOCACY GROUP.

COURT ORDERED MORATORIA ON ALL DEVELOPMENT UNTIL THE COUNTY ATTAINED A STATE CERTIFIED HOUSING ELEMENT.

THE COUNTY WAS ORDERED TO PAY OVER \$300,000 IN ATTORNEYS' FEES.

COUNTY OF MADERA

SUED BY CALIFORNIA RURAL LEGAL ASSISTANCE.

COUNTY CHALLENGED HOUSING ELEMENT LAW AS AN “UNFUNDED MANDATE,” A DEFENSE WHICH MADERA COUNTY COUNSEL DESCRIBED AS HANDING A “SLAM DUNK” WIN TO PLAINTIFFS.

COURT ORDERED COUNTY TO PAY ATTORNEYS’ FEES.

COUNTY OF NAPA

SUED BY CALIFORNIA RURAL LEGAL ASSISTANCE AND PUBLIC ADVOCATES, INC.

COURT ORDERED STIPULATION: THE COUNTY AGREED TO (1) MAKE ADEQUATE PROVISION FOR LOW INCOME AND FARMWORKER HOUSING IN ITS GENERAL PLAN, (2) IDENTIFY AND REZONE SITES TO ACCOMMODATE AFFORDABLE HOUSING, (3) ALLOCATE FUNDS FROM ITS TRUST FUND FOR AFFORDABLE HOUSING, AND (4) PROHIBIT MARKET RATE DEVELOPMENT FROM SITES “RESTRAINED” TO AFFORDABLE HOUSING – AS DETERMINED BY PLAINTIFF.

COURT ORDERED MORATORIA ON DEVELOPMENT.

THE COUNTY WAS ORDERED TO PAY ATTORNEYS’ FEES.

COUNTY OF SUTTER

SUED BY CALIFORNIA RURAL LEGAL ASSISTANCE.

COURT ORDERED CONSENT DECREE REQUIRING THE COUNTY IDENTIFY ADEQUATE SITES TO ACCOMMODATE AFFORDABLE HOUSING.

COUNTY OF SANTA CRUZ

SUED BY CALIFORNIA RURAL LEGAL ASSISTANCE.

CIVIL GRAND JURY RECOMMENDED THE DISTRICT ATTORNEY SUE COUNTY SUPERVISORS TO FORCE THEM TO COMPLY WITH HOUSING MANDATE.

COUNTY’S HOUSING ELEMENT CONTAINS AN “AFFORDABLE HOUSING COMBINING DISTRICT PROGRAM,” WHICH PROVIDES FOR THE REZONING OF 44 ACRES AT 20 UNITS PER ACRE, WITH 40% OF THE UNITS PERMANENTLY AFFORDABLE THROUGH DEED RESTRICTIONS.

WHEN PLAINTIFF SUED, THE PROGRAM HAD NOT GONE INTO EFFECT, AND THE 44 ACRES HAD NOT BEEN DESIGNATED.

THE PROGRAM REQUIRED THE COUNTY TO APPLY DESIGN REVIEW, SUBDIVISION MAP ACT AND CEQA REVIEW. BUT STATE LAW SAYS "THE USE AND DENSITY SHALL BE ALLOWED BY RIGHT." THE COURT RULED THE PROGRAM GAVE THE COUNTY DISCRETION TO APPLY CEQA CONTRARY TO STATE LAW.

SUBSTANTIAL ATTORNEY'S FEES ARE ANTICIPATED.

COURT ORDERED THE COUNTY TO REZONE 30 ACRES FOR HIGH DENSITY PROJECTS BY JUNE 30, 2007. THE COUNTY WILL NOT MEET THE DEADLINE, AND EXPECTS PLAINTIFF WILL TAKE THEM BACK TO COURT.

COUNTY OF YUBA

SUED BY CALIFORNIA RURAL LEGAL ASSISTANCE.

COURT ORDERED MORATORIA ON ALL DEVELOPMENT UNTIL THE COUNTY ATTAINED A STATE CERTIFIED HOUSING ELEMENT.

COUNTY WAS ORDERED TO PAY SUBSTANTIAL ATTORNEYS' FEES.

CITY OF BENICIA

SUED BY CALIFORNIA AFFORDABLE HOUSING LAW PROJECT.

STATE HCD CERTIFIED THE CITY'S HOUSING ELEMENT "BASED ON PAPER." CAHLP TOOK PICTURES OF SITES THE CITY IDENTIFIED. SOME WERE UNDER WATER; OTHER WERE ALREADY DEVELOPED. HCD RESCINDED THEIR CERTIFICATION.

CITY SETTLED AFTER 6 MONTHS OF LITIGATION. THE CITY WAS ORDERED TO PAY \$90,000 IN ATTORNEYS' FEES.

A NEW CITY COUNCIL RENEGED ON THE AGREEMENT, APPEALED THE COURT'S JUDGMENT THREE TIMES, AND LOST ON EVERY APPEAL. ALL IN ALL, THE CITY EXPENDED \$500,000 IN ATTORNEYS' FEES.

SETTLEMENT EXCEEDED THE REQUIREMENTS OF STATE LAW.

CITY OF CORTE MADERA

SUED BY LEGAL AID AND PUBLIC ADVOCATES, INC.

COURT ISSUED AN INJUNCTION AGAINST CORTE MADERA, WHICH SETTLED THE LAWSUIT ON THE CONDITION THAT THE CITY MEET A SERIES OF STRINGENT REQUIREMENTS, INCLUDING ATTAINING A STATE CERTIFIED HOUSING ELEMENT AND IMPOSING A FEE ON COMMERCIAL DEVELOPMENT TO FUND AFFORDABLE HOUSING.

COURT PROHIBITED THE CITY FROM APPROVING ANYTHING BUT AFFORDABLE HOUSING DEVELOPMENT ON 10 KEY SITES UNTIL IT ATTAINED CERTIFICATION.

THE CITY WAS ORDERED TO PAY ATTORNEYS' FEES.

CITY OF ROHNERT PARK

SUED BY SONOMA COUNTY HOUSING ADVOCACY GROUP.

COURT ORDERED ROHNERT PARK TO REVISE ITS HOUSING ELEMENT FOR IMMEDIATE SUBMISSION TO HCD.

THE CITY WAS ORDERED TO PAY ATTORNEYS' FEES.

CITY OF FOLSOM

SUED BY LEGAL SERVICES.

CITY PREVIOUSLY SIGNED AN AGREEMENT TO PRODUCE 650 AFFORDABLE UNITS WITHIN FOUR YEARS. THE AGREEMENT FELL APART. NONE OF THE 7,000 HOUSING UNITS APPROVED BY THE CITY DURING THE 10 YEARS BEFORE LITIGATION WERE FOR LOW OR MODERATE INCOME RESIDENTS.

COURT ORDERED MORATORIA ON DEVELOPMENT OF 600 ACRES UNTIL THE CITY ATTAINED A STATE CERTIFIED HOUSING ELEMENT.

A STIPULATED JUDGMENT REQUIRED THE CITY TO REZONE 128 ACRES FOR AFFORDABLE HOUSING, TO CREATE INCENTIVES FOR DEVELOPERS, AND TO CREATE AN AFFORDABLE HOUSING TRUST FUND.

CITY OF MISSION VIEJO

SUED BY CALIFORNIA AFFORDABLE HOUSING LAW PROJECT AND LEGAL AID.

THE CITY'S RHNA WAS SMALL – ONLY 94 MORE UNITS WERE NEEDED. THE CITY FAILED TO COMPLY. HCD RESCINDED THEIR CERTIFICATION.

COURT ISSUED A WRIT AGAINST MISSION VIEJO AND ORDERED MORATORIA ON THE 3 SITES THE CITY HAD IDENTIFIED BUT NOT REZONED FOR AFFORDABLE HOUSING.

COURT GAVE THE CITY 120 DAYS TO COMPLY WITH THE WRIT OR BE HELD IN CONTEMPT OF COURT.

ATTORNEYS' FEES ARE TO BE DETERMINED UPON FINAL JUDGMENT.

CITY OF PASADENA

SUED BY CALIFORNIA AFFORDABLE HOUSING LAW PROJECT AND LEGAL SERVICES.

COURT ORDERED MORATORIA ON ALL DEVELOPMENT UNTIL THE CITY ATTAINED A STATE CERTIFIED HOUSING ELEMENT.

CITY OF HEALDSBURG

SUED BY SONOMA COUNTY HOUSING ADVOCACY GROUP.

SETTLEMENT AGREEMENT REQUIRED THE CITY TO REZONE PARCELS, ANNEX OTHERS, AND ENACT ZONING ORDINANCES TO ENCOURAGE AFFORDABLE HOUSING.

THE CITY WAS ORDERED TO PAY ATTORNEYS' FEES.

CITY OF SANTA ROSA

SUED BY CAHLP AND SONOMA COUNTY HOUSING ADVOCACY GROUP.

MOST OF THE HOUSING BUILT PRIOR TO LITIGATION WAS FOR UPPER INCOME HOUSEHOLDS. LOW AND MODERATE INCOME FAMILIES (70% OF THE POPULATION) SAW ONLY 7% OF THE HOUSING BUILT.

COURT ORDERED SANTA ROSA TO REVISE ITS HOUSING ELEMENT FOR IMMEDIATE SUBMISSION TO HCD.

UNDER THE TERMS OF THEIR SETTLEMENT, SANTA ROSA IS COMMITTED TO SIMPLIFYING THE APPROVAL PROCESS FOR HIGHER DENSITY HOUSING DEVELOPMENTS (E.G., DEVELOPERS ARE NOT REQUIRED TO APPLY FOR CUPS), TO SPECIFYING A SITE FOR A 40 + BED HOMELESS SHELTER AND ASSISTING WITH ITS ACQUISITION, TO ESTABLISHING AN AFFORDABLE HOUSING TRUST FUND, AND TO IMPOSING A FEE ON NEW COMMERCIAL AND INDUSTRIAL DEVELOPMENT TO SUPPORT DEVELOPMENT OF AFFORDABLE HOUSING FOR THE FACILITIES' WORKERS.

CITY OF PITTSBURGH

SUED BY CALIFORNIA AFFORDABLE HOUSING LAW PROJECT AND PUBLIC ADVOCATES, INC.

SETTLEMENT COMMITTED THE CITY TO PRODUCE 990 UNITS OF AFFORDABLE HOUSING OVER 9 YEARS. 396 OF THESE UNITS MUST BE AFFORDABLE TO VERY LOW INCOME RESIDENTS. 200 OF THESE MUST BE BUILT WITHIN 4 YEARS.

CITY ALSO AGREED TO PROVIDE INCENTIVES FOR CONSTRUCTION OF LARGER UNITS, AND UNITS AFFORDABLE TO EXTREMELY LOW INCOME RESIDENTS, AND TO PROVIDE A PREFERENCE THAT ENSURES PEOPLE WHO LIVE OR WORK IN THE CITY WILL BENEFIT FROM NEW UNITS.

CITY OF FREMONT

SUED BY CALIFORNIA AFFORDABLE HOUSING LAW PROJECT AND LAW CENTER FOR FAMILIES.

SETTLEMENT COMMITTED THE CITY TO (1) REZONE 286 ACRES FOR MULTI-FAMILY HOUSING AND PLANNED DEVELOPMENT TO MEET AFFORDABLE HOUSING NEEDS, (2) IDENTIFY SITES FOR BUILDING HOUSING THAT IS AFFORDABLE TO LOW AND VERY LOW INCOME HOUSEHOLDS, AND (3) SIGNIFICANTLY MODIFY ITS HOUSING ELEMENT TO REMOVE BARRIERS AND BETTER PLAN FOR AFFORDABLE HOUSING.

CITY OF LINCOLN

SUED BY LEGAL SERVICES.

COURT ORDERED MORATORIA ON ALL DEVELOPMENT UNTIL THE CITY ATTAINED A STATE CERTIFIED HOUSING ELEMENT.

CITY OF WINTERS

SUED BY LEGAL SERVICES FOR NOT SETTING ASIDE A SUFFICIENT PERCENTAGE OF UNITS IN NEW DEVELOPMENTS FOR AFFORDABLE HOUSING.

PARTIES SETTLED PURSUANT TO A STIPULATED JUDGMENT.

THE CITY MUST REPORT TO PLAINTIFF EACH YEAR, AND PLAINTIFF MAY APPROVE OR DISAPPROVE OF THE CITY'S HOUSING ELEMENT.

CITY OF ALAMEDA

PLAINTIFF OWNS 9 ACRES ALONG THE WATER AND WISHES TO DEVELOP HIGH DENSITY RESIDENTIAL UNITS ON A PORTION ZONED INDUSTRIAL AND DESIGNATED AS POTENTIAL PUBLIC PARK SPACE.

PLAINTIFF IS ARGUING THAT THE CITY'S HOUSING ELEMENT IS INCONSISTENT WITH ITS GENERAL PLAN, I.E., THE ZONING ORDINANCE WHICH PROHIBITS PLAINTIFF FROM DEVELOPING HIGH DENSITY RESIDENTIAL UNITS ON HIS PARCEL IS INCONSISTENT WITH THE CITY'S NEED FOR AFFORDABLE HOUSING IN ORDER TO IMPLEMENT THE PROVISIONS OF THEIR HOUSING ELEMENT.

THE FOLLOWING CITIES AND COUNTY HAVE BEEN SUCCESSFUL IN DEFENDING HOUSING LAW LITIGATION –
NONE HAVE PREVAILED ON A THEORY THAT THEY DO NOT NEED TO COMPLY WITH STATE LAW:

CITY OF GILROY

SUED BY CALIFORNIA AFFORDABLE HOUSING LAW PROJECT, CALIFORNIA RURAL LEGAL ASSISTANCE, AND
PUBLIC ADVOCATES, INC.

COURT RULED THAT GILROY'S GENERAL PLAN SUBSTANTIALLY COMPLIED WITH FORMER HOUSING ELEMENT
LAW – THE LAW THAT WAS IN EFFECT WHEN GILROY ADOPTED ITS HOUSING ELEMENT. (PRIOR TO 2004, THE
LAW DID NOT REQUIRE SITE SPECIFICITY.)

PLAINTIFFS HAVE FILED A PETITION FOR DE-PUBLICATION AND THE CASE IS NOW ON APPEAL BEFORE THE
CALIFORNIA SUPREME COURT.

CITY OF PLEASANTON

SUED BY PUBLIC ADVOCATES, INC.

THE CITY'S MOTION TO DISMISS WAS GRANTED ON THE GROUND THAT EACH CAUSE OF ACTION WAS BARRED BY
THE STATUTE OF LIMITATIONS, AND THAT THE FIRST THROUGH THIRD CAUSES OF ACTION CHALLENGING THE
CITY'S HOUSING CAP AND GROWTH MANAGEMENT ORDINANCE WERE NOT RIPE.

THE CITY ANTICIPATES THERE WILL BE AN APPEAL.

COUNTY OF HUMBOLDT

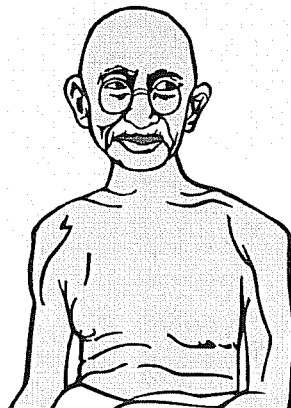
SUED BY A HOUSING ADVOCACY GROUP AND COALITION OF DEVELOPERS AND REAL ESTATE PROFESSIONALS.

COURT FOUND COMPLAINT DEFICIENT BASED ON LAWS THAT WERE NOT APPLICABLE AT HOUSING ELEMENT
ADOPTION.

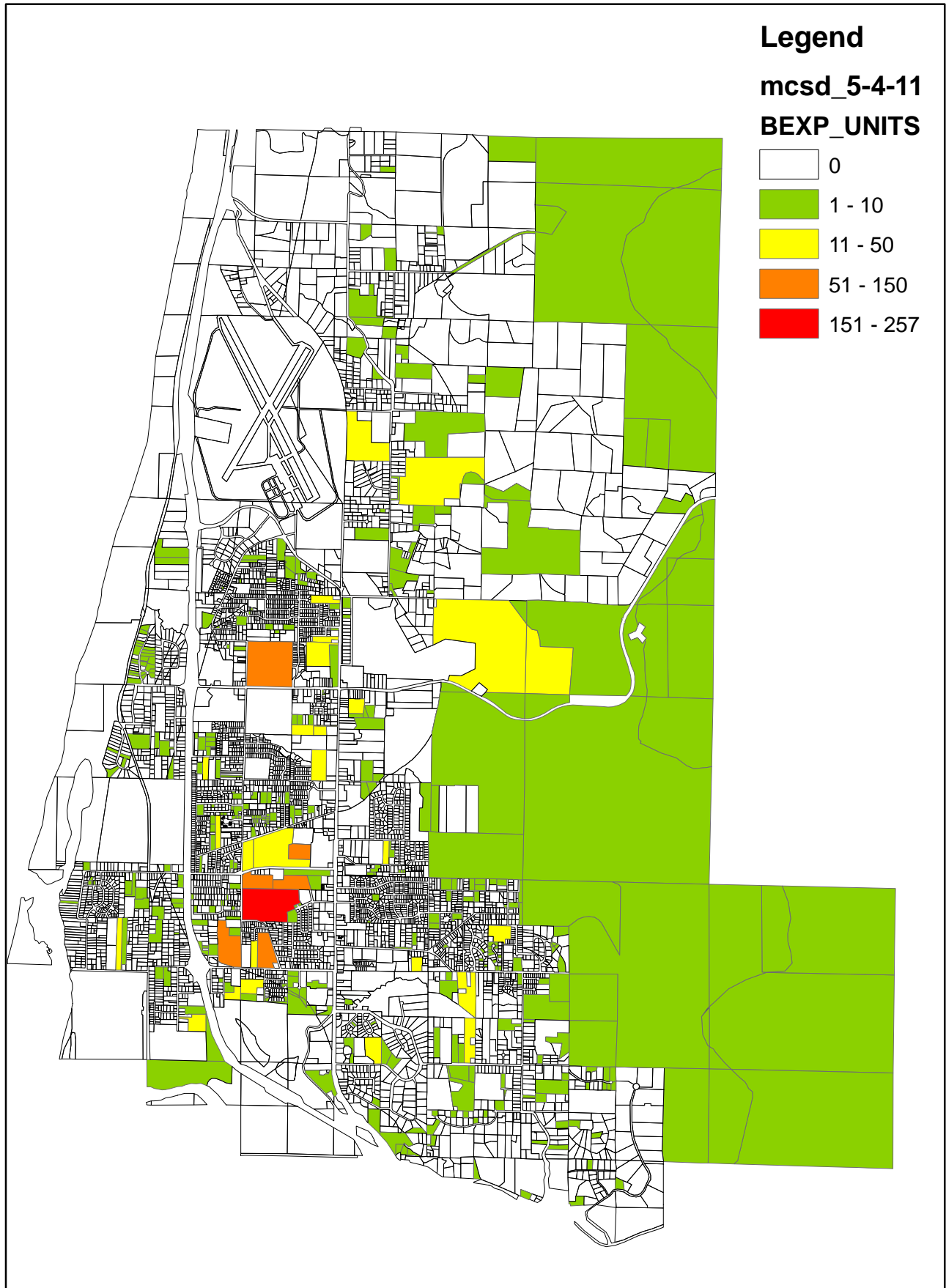
PLAINTIFFS HAVE FILED AN AMENDED COMPLAINT.

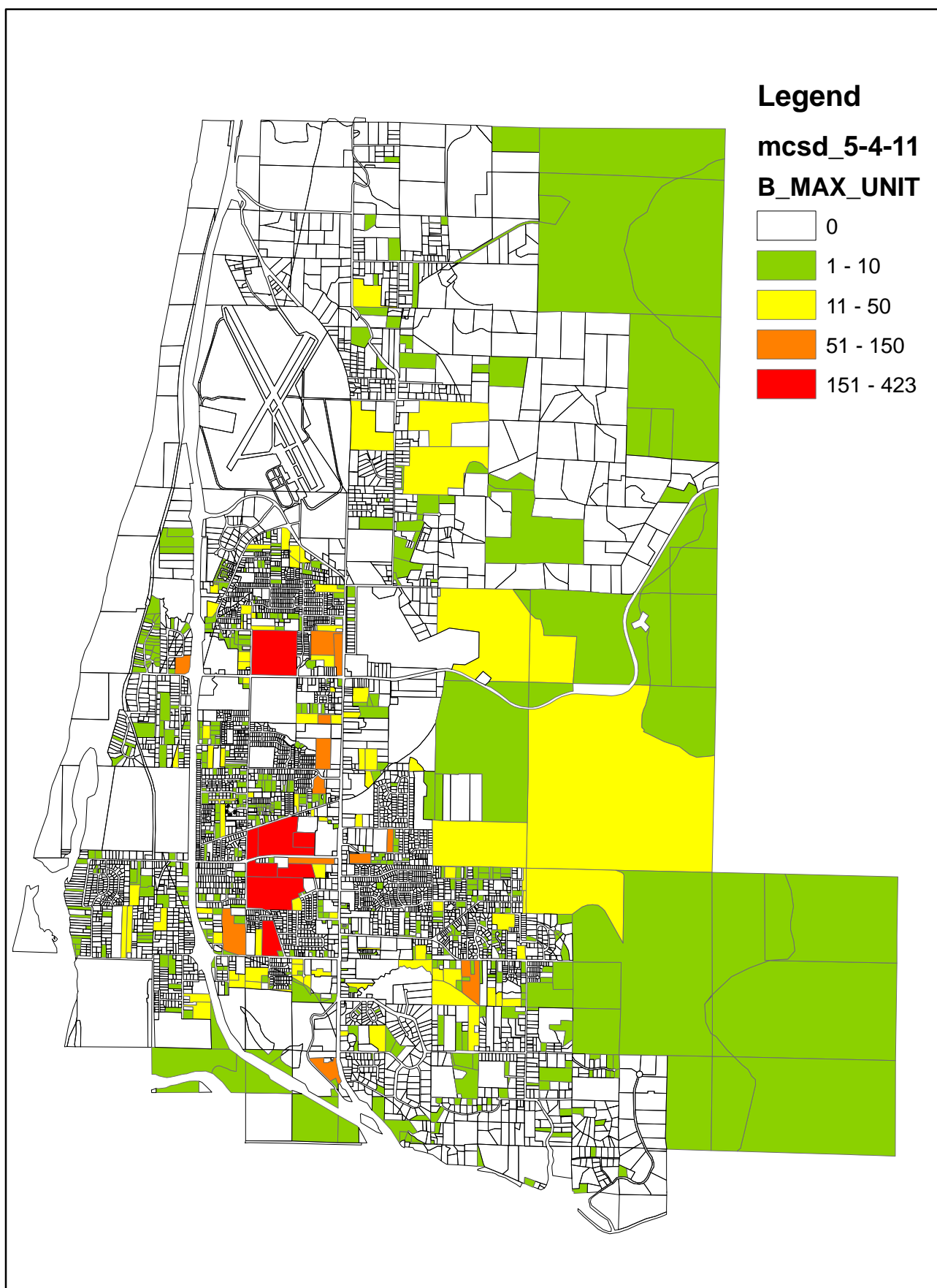
Nonviolence implies voluntary submission to the penalty for non-cooperation with evil. I [therefore] invite and submit cheerfully to the highest penalty that can be inflicted upon me for what in law is a deliberate crime and what appears to me to be the highest duty of a citizen.

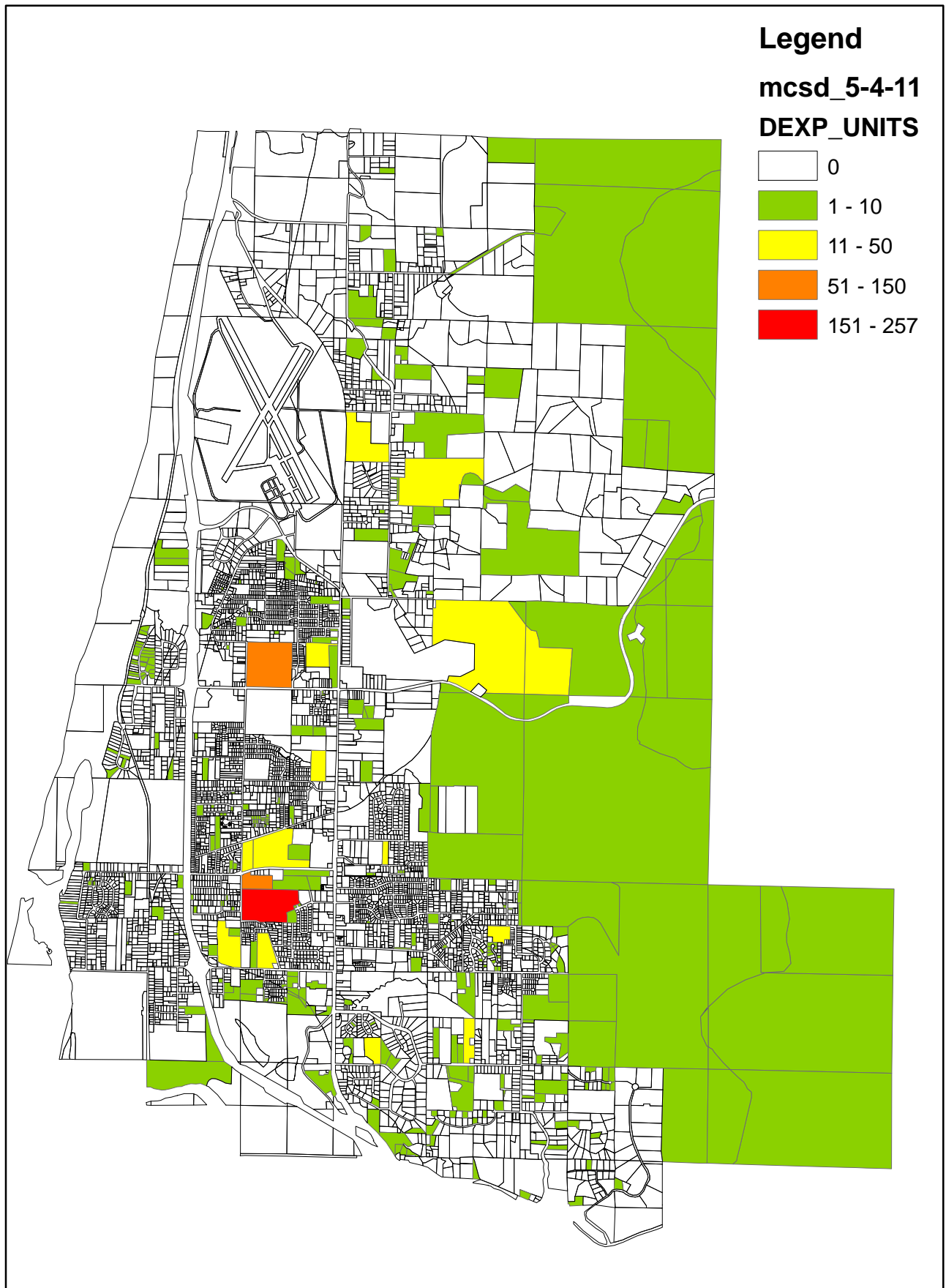
The only course open to you, the judge, is either to resign your post, and thus dissociate yourself from evil if you feel that the law you are called upon to administer is an evil and that in reality I am innocent, or to inflict on me the severest penalty if you believe that the system and the law you are assisting to administer is good for the people of this country and that my activity is therefore injurious to the public weal.

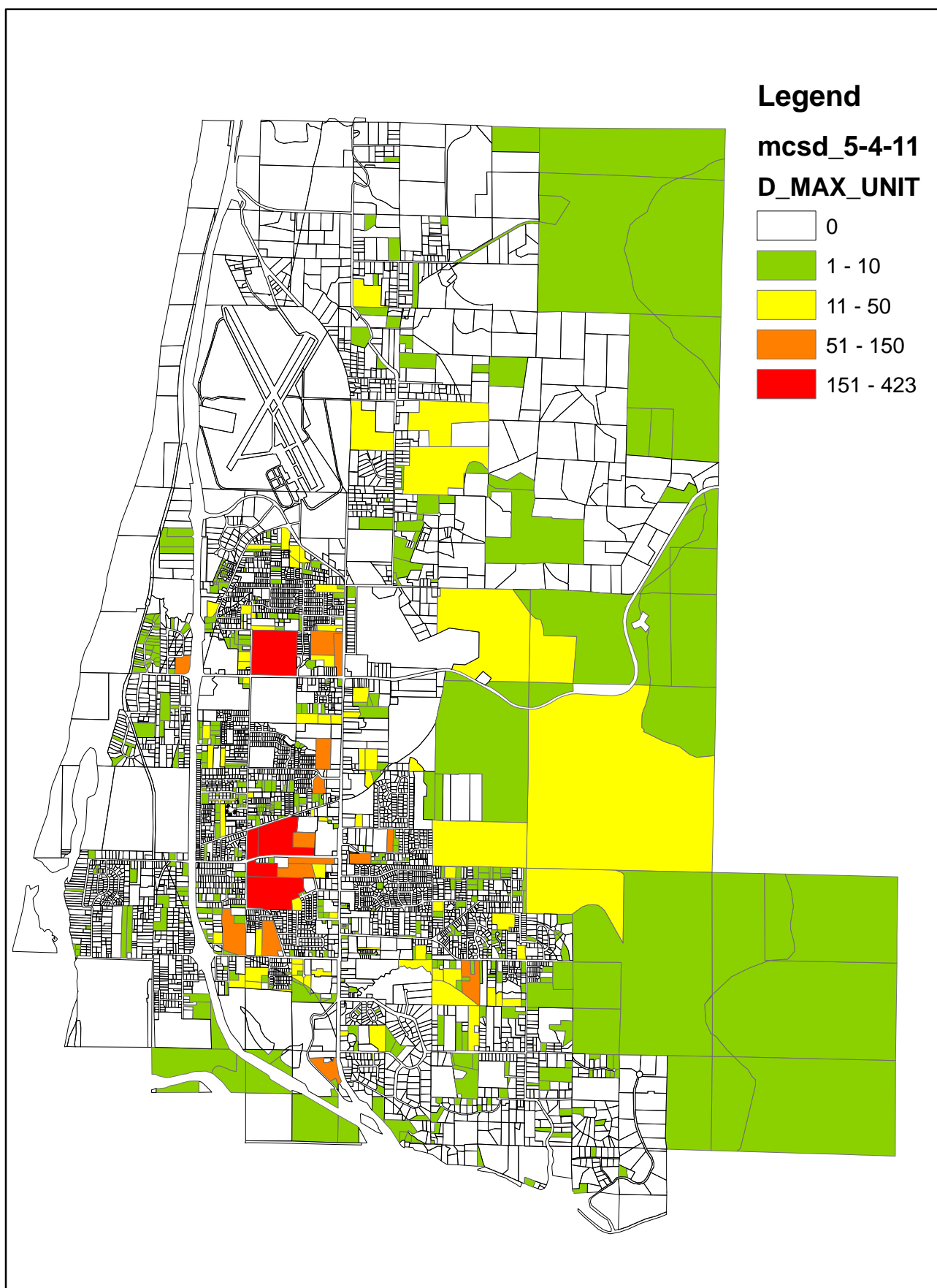


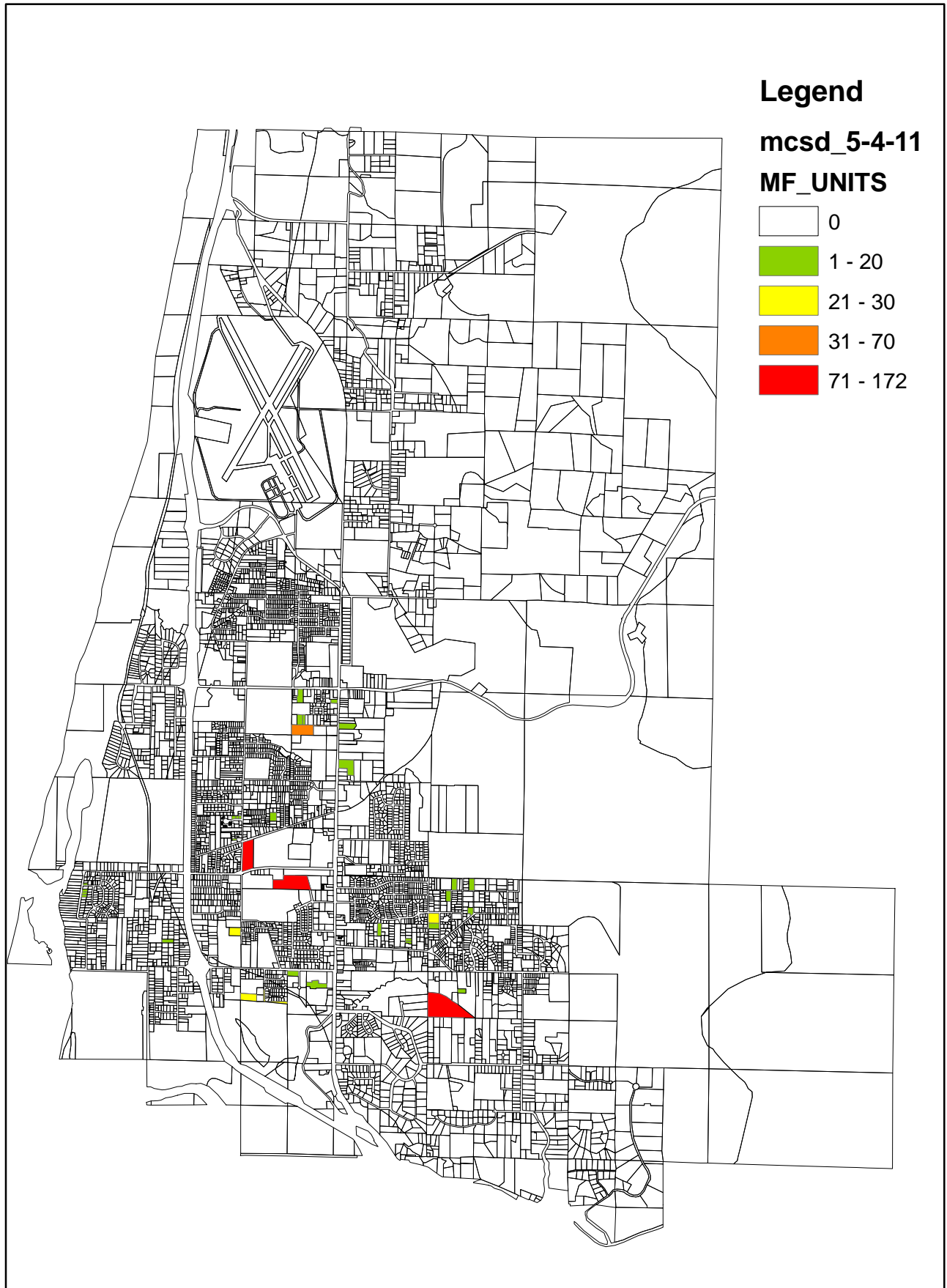
GANDHI, ASKED BY THE JUDGE FOR A STATEMENT BEFORE SENTENCING FOR SEDITION FOR WRITING ARTICLES URGING NONVIOLENT NON-COOPERATION, *SATYAGRAHA*, WITH THE ROWLATT ACTS, ENGLISH LAWS THAT RELEGATED NATIVE INDIANS TO INFERIOR STATUS, AHMANABAD, INDIA (1922)

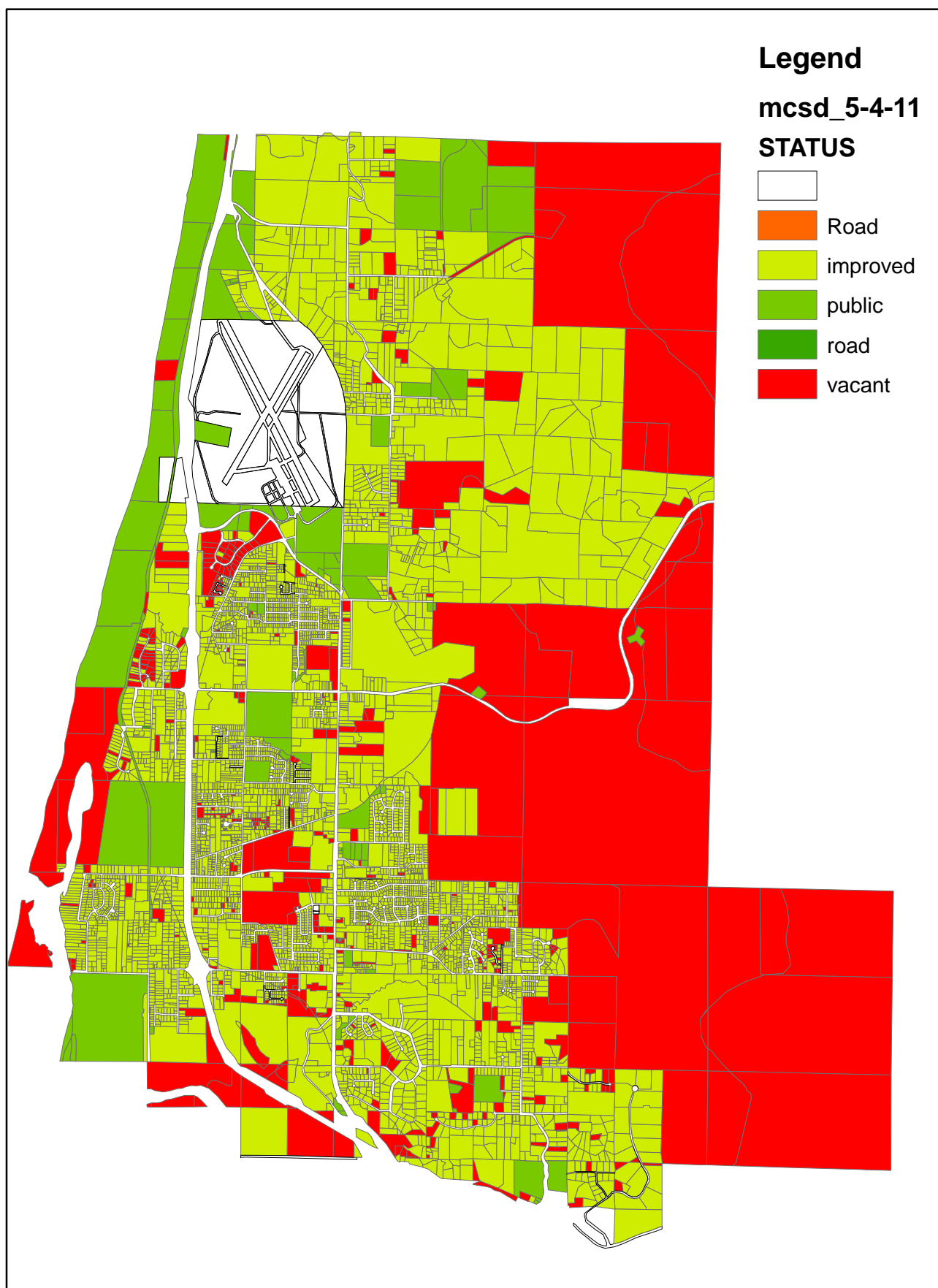












McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider approval of lowest, most responsive bid resulting from proposals received for conducting a water and sewer utility rate evaluation**

PRESENTED BY: **Norman Shopay**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends the Board:

1. Approve Willdan Financial Services as the lowest and most responsible bidder
2. Approve a total expenditure of \$27,324 (\$24,840 plus 10% contingency)
3. Authorize General Manager to enter into a professional services agreement with Willdan Financial Services for the evaluation of MCSD's current utility rates and determine if any revised rates and fees are needed to produce a stable and comprehensive utility rate structure as presented in their attached proposal dated April 15, 2011

Discussion:

District staff requested proposal from various firms to conduct an independent water and sewer utility rate studies in compliance with Proposition 218 requirements.

The bid deadline was April 15, 2011. The District received a total of four (4) bids. Three (3) bids were considered responsive and one (1) bid from SHN Consulting Engineers & Geologists was considered non-responsive, since it was received on April 19, 2011. The following is a summary of the bids received. A copy of Willdan's proposal is attached. Other proposals are available at the District's office for review.

Ranking	Contractor	Total Base Bid Amount
1	Willdan Financial	\$24,840
2	Spillman & Associates	\$28,289
3	Bartle Wells Associates	\$29,500

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The work will be included in the 2011/2012 fiscal year budget and will commence after July 1, 2011.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment A: Willdan Financial Service proposal, dated April 6, 2011.

April 6, 2011

Mr. Norman Shopay
General Manager
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, California 95519

Via Electronic Mail:
nshopay@mckinleyvillecsd.com

Re: Letter Proposal for a Water and Sewer Utility Rate Study for the McKinleyville Community Services District

Dear Mr. Shopay:

As a follow-up to our conversation and in conjunction with our current capacity fee study, Willdan Financial Services ("Willdan") understands that the McKinleyville Community Services District ("CSD") is interested in pursuing an independent analysis and review of their current utility rates and fee structures, commencing with the modeling of current rates and revenue needs, followed by the cost causation analysis and finally rate design. This letter describes our scope of services, methodology, staffing and fee for providing these services.

Scope of Services

The following discussion summarizes the process Willdan will utilize to develop and recommend utility rates for the CSD. The scope of work has been formulated specifically to address the CSD's objectives, and encompasses our approach and methodology for evaluating the CSD's existing rate structures and developing new rates and fees to produce stable and comprehensive utility financing plans. We will utilize our understanding of the CSD's structure and staff, gained via our ongoing work with the CSD, to effectively address and meet the CSD's needs.

We will work with the CSD to revise our proposed scope, based on input prior to approval of a contract, and as needed during the course of the study.

Project Management

To ensure a timely and accurate work product, this project must be carefully managed, organized, and led. Thus, the Willdan Team will develop and maintain appropriate schedules, outlining meetings and deliverables, and contact lists for both parties. Mr. Pierce Rossum, project manager, will be dedicated to making certain the CSD needs are satisfied and deliverables are provided on schedule. Working in tandem with Mr. Rossum, will be Mr. Gregg Tobler, lead analyst, to ensure the CSD always has immediate and knowledgeable assistance regardless of travel or other obligations. While it is understood Mr. Rossum is the primary point-of-contact, as he is with the ongoing connection fee study, Willdan recognizes the value and advantage of an active day-to-day contact and backup.

Meetings and Deliverables

In preparation of the kick-off meeting for the project, we will provide a detailed data request. In addition, we will provide a technical memorandum and schedule a conference call to review the model, the contents of the memorandum, progress on the project, and immediate next steps. For Phase 4 we anticipate one (1) meeting with CSD staff and/or Board of Directors to discuss policy objectives, review rate structure alternatives and adjust assumptions and structure as necessary in order to finalize the rates. Finally, for Phase 5, we anticipate two (2) public meetings to complete the required steps to adopt the new rates in compliance with Proposition 218. This represents four (4) meetings (on-site) during the course of the project. In order to create some efficiency with the on-going capacity fee study, it is the intention that the kick-off meeting and any additional capacity meetings be held on the same trip.

Project Overview

While *Exhibit 1* summarizes the standard approach employed to develop utility rates, Willdan's combination of consulting experience and technical expertise help facilitate a comprehensive process. Many consultants take a shortsighted view and treat rate analysis simply as "X divided by Y," without fully considering political and social realities. For a successful rate study, it is necessary to understand not only the technical details and corresponding rates, but also the social and political corollaries. Willdan's rate experience goes beyond the numbers by accounting for customer impact (ability to pay), to ensure a complete and unimpeded rate analysis.

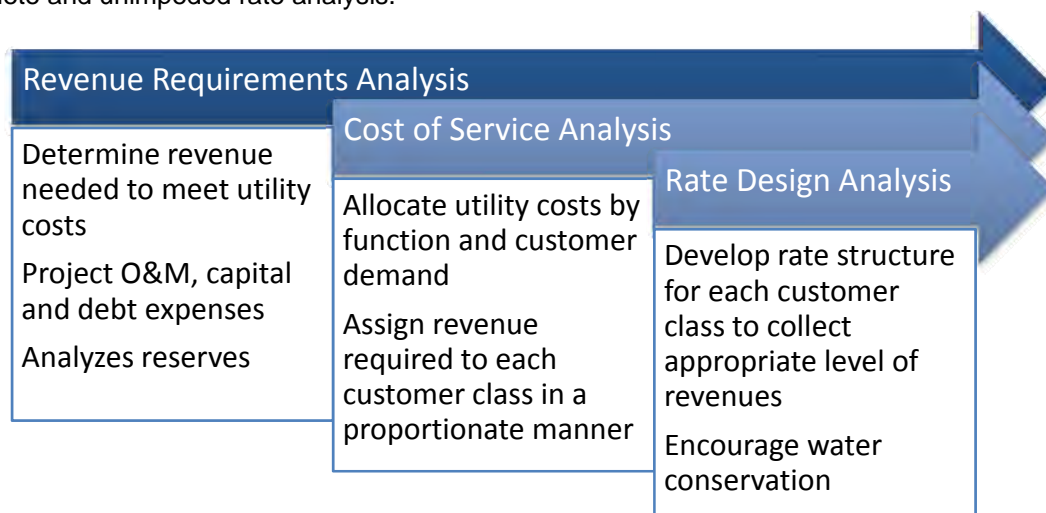


Exhibit 1

Each of the steps of the three-step approach is typically performed in tandem. Although presented sequentially, the overall analysis is circular – as variables in one analysis may influence another. A common example is price-elasticity, where demand for water typically decreases as the cost increases, which then affects revenue. Thus, it is imperative to constantly review assumptions to determine if variables are fixed (i.e. debt service) or variable (i.e. consumption or chemicals), and monitor how changes in certain variables affect the overall analysis. Our GUIDE program is designed specifically for this purpose – testing the sensitive dependence of one variable on another, and intuitively demonstrating the results.

Phase 1: Data Collection and Project Initiation

As we are already assisting the CSD with their water and sewer capacity fees, much of the effort associated with data collection and project initiation are superfluous. With regards to the monthly utility rates, our goal is to identify and address key issues upfront in a proactive, rather than reactive, approach including any underlying political concerns. For water, conservation will be addressed throughout the study in order to fully discuss the statewide goal of a 20% reduction in water consumption by 2020 (20% x 2020, SBX7 7).

Key Milestones:



Phase 2: Revenue Requirements Analysis

Revenues are the livelihood of a utility. Without adequate revenues, the quality of service will deteriorate from the lack of proper maintenance and improvements. In developing reliable and accurate revenue and financial projections, it is necessary to project and analyze the impact and sensitivity of multiple and sometimes complicated variables. Willdan's solution to an endless array of variables and "what-ifs" is GUIDE.

Willdan's fundamental emphasis is providing long-term financial solutions to utilities, cities, and special districts through the development of financial models that account for current revenue requirements as well as future (short and long-term) needs and expenses, and provide insight on the effects of changes to certain parameters (also known as the elasticity). Since a utility's revenue requirements (financial plan) and rate structure are directly dependent on one another, our goal during the development of the revenue requirements is to clearly identify each variable and describe the result of adjustments to the overall revenue requirements and rates. **This will allow CSD staff and the Board of Directors to examine the effect of decisions made at the policy level on the CSD revenue requirements and rates.**

Willdan has developed GUIDE (Exhibit 2), which is an easy to use, graphical scenario manager, within our financial model that clearly identifies each parameter with a slider that CSD staff can adjust to create and test new scenarios, while instantly visualizing and balancing those outcomes with the impact to the water and sewer rates. Changes to inputs and variables, via the easy to use interface, will directly affect other parts of the model without having to tackle the entire model and be reflected in one, easy to understand page. This innovative approach allows Willdan to conduct analysis to investigate the sensitive dependence of each variable. We recognize that rate setting is commonly an iterative process; therefore, GUIDE enables additional scenario building to reap truly comprehensive projections. Willdan will work with the CSD in harmony to analyze and test a multitude of scenarios to ensure all stakeholders concerns are reviewed and managed.

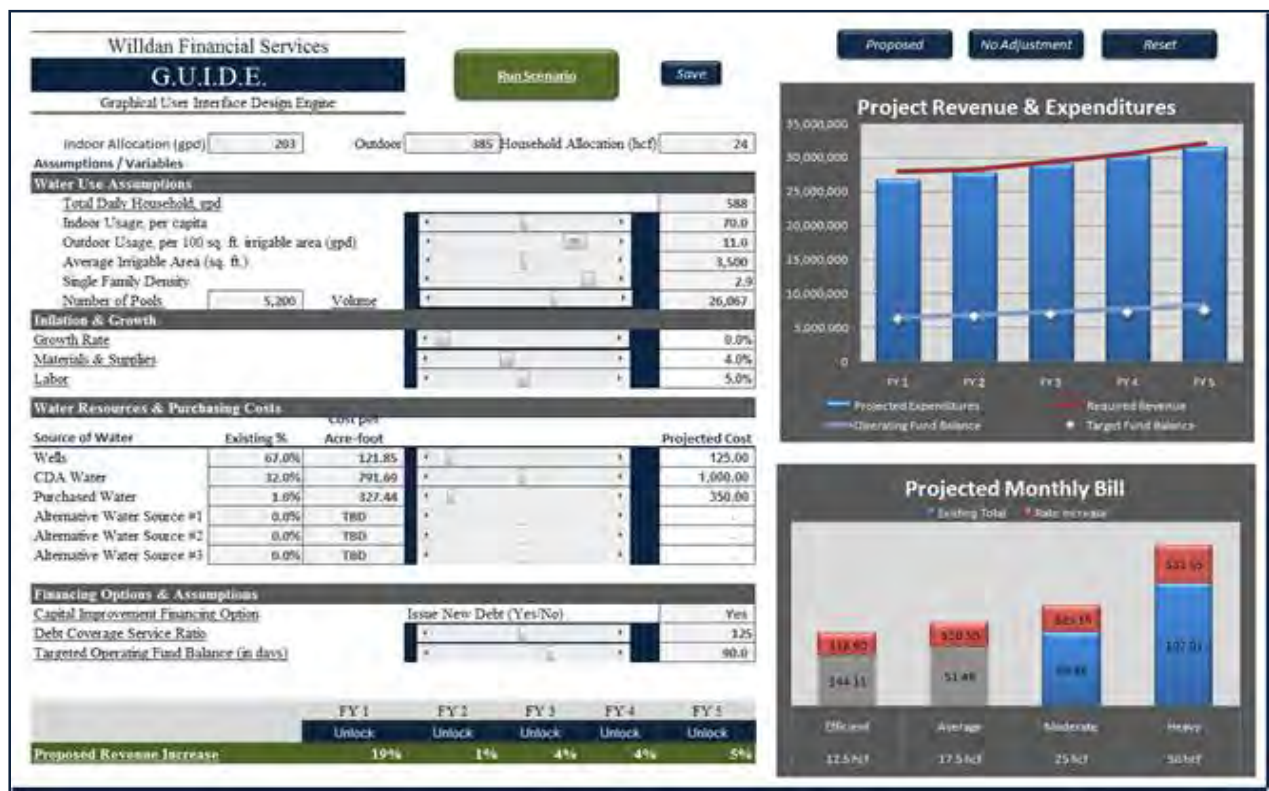


Exhibit 2

Our streamlined model, GUIDE, allows for instantaneous outcomes of what-if's scenarios, in graphically and tabular form. The advantage of this is the ability to run these scenarios in a fraction of the time, thus providing the CSD more answers in less time.

Key Milestones:



Task 1: Revenue Requirements

Before variables are identified and projected into the revenue requirements and GUIDE, a baseline revenue analysis is performed. The objective of this analysis is to ensure that utility revenues are sufficient to recover total cash needs for a given projection period. Willdan will utilize a "cash-needs" approach, where cash needs refer to the total revenue required by the utility to meet its cash expenditures. Basic revenue requirement components of the cash-needs approach include O&M expenses, debt-service payments, contributions to specified reserves, and the cost of capital expenditures that are not debt-financed or contributed from other sources. In projecting future revenues, Willdan must first develop adequate historical data as a basis. Willdan will develop a revenue requirements analysis, based on the utility's existing financial statements, to test for base year revenue sufficiency. We will also project five (5) test-years to determine revenue needs over a longer time horizon. If operating revenues are shown to be deficient, revenue adjustments will be implemented to adequately recover costs.

Reasonable projections of revenue must be considered and made as appropriate. As previously noted, it is often necessary to normalize or adjust historical data to reflect abnormal conditions that may have caused unusual variations. Some of the most common areas for adjustment are outlined in the graphic beside. Each variable may play a significant challenge to the utility's ability to accurately project revenue. **GUIDE is designed to illustrate and signify the impacts of specific CSD variables, instantly, on expenditures, revenues, reserve requirements, and rates — all at the slide of a bar.**



Task 2: Historical Projections and Customer Attributes

Willdan will calculate the amount of revenue that is currently being derived from the CSD's existing rate schedule, based on historical data regarding customer billing. This review will also serve as a verification procedure, comparing projected against recorded revenues.

Additionally, Willdan will review historical water consumption and sewer treatment data to determine the consumption makeup of the CSD and assess water and sewer demands. Historical billing and consumption data may be incorporated into our forecasted projections, future water/sewer demands, annual consumption trends, and seasonal trends. **However, in these economic times, and given the recent emphasis on water conservation, historical water consumption and billing data may not yet reflect the "ideal" consumption patterns that the CSD is targeting for its customers.** To this end, our financial plan will compare regional and State consumption needs to the CSD historical use on a per capita basis to determine appropriate levels of water requirements. We will also analyze how well the existing tiered water rate structure is performing in meeting revenue requirements and conservation objectives.

Task 3: Maintenance, Operations and Capital Improvement Plan

Willdan will collect data necessary to identify and quantify utility operating and maintenance costs that will be incorporated into the model and revenue requirements analysis, and ensure that this analysis includes a five-year (5) minimum projection of revenue and rate requirements. We will also review the current proposed CIPs to determine short-term high-priority needs, annual depreciation of assets, replacement and repair schedules, and assumptions and methodologies used to assess the basis for the CIP projects. We will include a ten-(10) year analysis of anticipated capital requirements, as well as adequate reserve funding. In reviewing the CIPs, it is imperative to know current policy on available revenue sources for the development of the financing plans. Policy considerations may include: percentage of funding that comes from sources other than utility rates (connection fees); debt financing (Revenue Bonds); and type of improvements and costs to fund through utility rates on a Pay-As-You-Go basis (PAYGO). As such, all of these funding options play a role in determining the total amount of revenue required in any given year of the updated financing plans. These options will be included within GUIDE to allow staff the ability to optimize CIP financing while minimizing shock on utility rates. In addition, GUIDE provides the ability to visually study the fiscal impacts of decisions made at the policy level to the funding of the CIP. As we are currently developing the water capacity fee, we will initially test two scenarios “min & max” related to cost recovery of growth related CIP.

Task 4: Conservation Objectives

Water conservation programs often present a challenge to water utilities in that if there is too much conservation, then there may be significant revenue loss. Water utilities that confront sudden changes in their cost structure have naturally turned to the question of how they can reduce future costs. The question of how to avoid future cost lies at the heart of avoided cost analysis. By analyzing the direct costs that utilities can avoid via demand reduction, water utilities define a critical benefit produced by conservation programs. An avoided cost analysis can be used as a means to determine the appropriate conservation rate structure. **The benefits of conservation should be reflected in the bills of those conserving.** As water purchases are variable, the costs incurred or saved will be reflected as separate line items in the financial plan. The CSD will have the ability to actively adjust how much water is purchased versus pumped to instantly see the implications to the revenue requirements and developed rates. Our model will be created specifically to meet the CSD’s needs. This customization allows for ultimate flexibility and control to ensure a defensible and understandable financial plan and rate structure.

While a tiered rate structure typically promotes efficient water use, a successful tiered rate structure must provide financial incentives (pricing and break points) for customers to curtail water consumption.

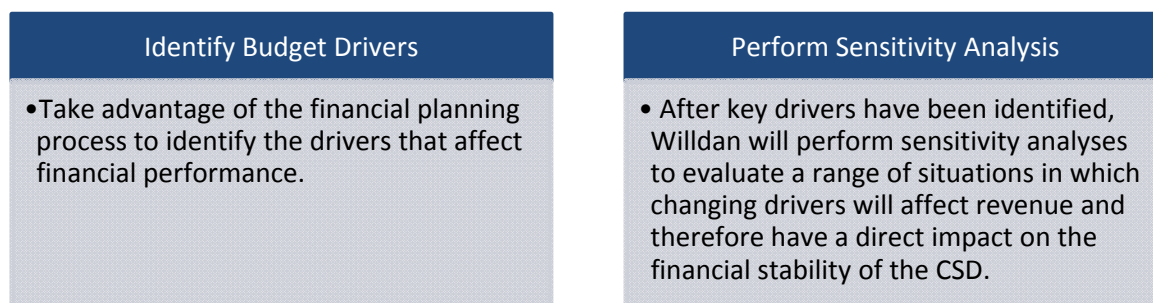
Rate structures that promote conservation goals typically result in a lower per capita consumption levels. Given the legislatively mandated conservation (20% x 2020), the financial plan must be prudent and interact with the rate structure by accounting for reduced water consumption. This interrelationship between rate driven conservation and the financial plans will be integrated into the customized model we create for the CSD.

Task 5: Financing Options

In order to mitigate future revenue increases, options available to the CSD will be researched and incorporated into GUIDE. Ranging from PAYGO to low-interest loans, the model’s interface provides an immediate graphical representation of specified financing option(s). As adjustments are made to how capital improvements are funded, our model will update the revenue requirements, while ensuring compliance with reserve requirements, and will account for priority of future bond issues (“senior” or “in parity” or “subordinate”). These slight variations in priority significantly affect debt coverage ratios and the amount of revenue available for future bond issues.

Revenue Requirements Overview

For water utilities, revenues are commonly short due to overlooked or over-aggressive assumptions. Whereas for sewer operations are less affected, as revenues are typically more stable as a fixed monthly charge is common. Willdan understands the key to solid financial footing is ensuring that revenue is forecasted properly. If revenue can be estimated reasonably and accurately, the resulting budget will be a more realistic depiction of financial performance. However, for many organizations, annual budgets are limited in scope because they contain only financial data, omitting key variables, or drivers, that affect financial performance. As a result, the budget cannot help decision-makers evaluate how changes to these drivers could affect the CSD in either a best-case scenario or worst-case scenario. To address this shortcoming, Willdan will identify budget drivers and include sensitivity analyses in the financial plans:



The result, a truly comprehensive approach, allows the CSD to make more accurate and complete decisions about the future.

Phase 3: Cost of Service Analysis

The critical principal in establishing adequate rate schedules that are fair and equitable to different customers is that rates should reflect the costs of providing service. **This approach recognizes differences in the cost of providing services to different types of customers, areas, and levels of service.** For example, a customer with a higher than average peak rate of use requires larger capacity pumps, pipes, and other system facilities than a customer with an equal total volume of use, who takes water at a slower, more uniform, rate. Accordingly, cost allocation procedures should recognize the particular service requirements of the customer for not only total volume of water, but peak rates of use and other factors.

One of many important concepts is the interrelationship between fixed costs and variable costs. Fixed costs, such as facilities and staffing, remain the same regardless of the volume of water. Because large up-front capital costs are required to build capacity to meet demand, some traditional costing methods classify all system expansion and replacement costs as fixed and refer to these costs as demand costs. Variable costs (commodity costs), such as purchased water, vary directly with the volume of water consumed. Marginal costing methods recognize that the dividing line between fixed and variable depends on the time used for the analysis.

Key Milestones:



Task 1: Allocating Costs of Service to Cost Components

The revenue requirements, developed in Phase 2, are the total costs of service to be derived from water and sewer rates and may be considered in two broad categories of O&M expenses and capital costs. Utility records generally break down O&M expenses into costs related to supply, pumping, treatment, transmission and distribution, customer meter reading, billing collection costs and administrative costs. Capital costs are likely to be broken down into debt service, contributions to debt service, capital requirements, and possibly depreciation. **Items from the CIP list not attributed to growth will be included in both the revenue requirements and the cost causation analysis.**

Costs are allocated to express the total utility cost of service in terms of costs associated with supplying/treating: (1) both the customer's average and peak rates of use or demands; (2) costs related to customer meters, services, and accounts; and (3) direct costs incurred to provide for fire protection. These costs by functions, in turn, are further distributed to customer classes based on their particular requirements for service. It is useful to consider the distinctions between variable and fixed cost components in performing cost allocations. In accordance with American Water Works Association (AWWA), the two most common methodologies to allocate costs are the base-extra capacity method and the commodity-demand method.

Base-Extra Capacity Method

- Costs of service are usually separated into four primary cost components: 1) base costs; 2) extra capacity; 3) customer costs; and 4) direct fire protection. Some of these elements may be broken down into further subcomponents.

Commodity-Demand Method

- Considers the commodity costs (water, chemicals, power, amount of water use), demand costs (treatment, storage, distribution), customer costs (meter maintenance and reading, billing, collection, accounting), and fire protection costs.

While varying slightly, both methods recognize that the cost of serving customers depends not only on the total volume of water used, but also on the rate of use and peaking requirements. Willdan will work with the CSD to ensure the most appropriate methodology is pursued.

Task 2: Distributing Costs to Customer Classes

This task determines how utilities distribute component costs to customer classes.

In establishing customer classes, the CSD should consider service characteristics and demand patterns. Service characteristic differences may be illustrated by recognizing that customers using treated water require facilities that raw-water customers do not need. Similarly, large-volume industrial customers, wholesale customers and other large users tend to be served directly from major transmissions mains, whereas smaller users are served by both large and small mains. Willdan will review existing customer classes to ensure appropriate cost allocations.

Demand patterns of various customers differ, depending on their peak-day and peak-hour rates of demand relative to average demands. For example, single-family residential places summertime lawn irrigation loads on the system, relative to the average demand, than does a multi-family residential unit. Per the aforementioned example, the keystone of supporting cost of service rates is determining the different usage patterns amongst a variety of users.

Utilizing historical consumption and billing data, Willdan will construct a database of detailed customer data to generate customer characteristics, usage patterns, and overall demand of the system. By gaining a detailed and precise understanding of how and by whom the system is used, Willdan can directly attribute costs related specific demand characteristics.

Phase 4: Rate Design Analysis

It is the final element of a rate analysis, the rate structure, on which stakeholders tend to focus. Utilizing the cost-of-service approach, the level of the CSD's rates is a function of the utility's costs and customer demands. By understanding and evaluating the complex goals and variables, Willdan will design a rate structure to optimize and support the various objectives.

As mentioned previously, rate studies are circular cycles – where changes in assumptions or methodology can influence previous and future variables. Willdan will fully modify and provide scenario planning to reflect the impact of different rate designs and/or revenue adjustment.

Utilizing the projected revenue requirements developed in Phase 2, Willdan will recommend and calculate water and sewer rates that are designed to address and uphold key objectives. Our recommendations will comply with the cost-of-service guidelines of Proposition 218, existing bond covenants, and current legislation. We will also explore the opportunity for, and legality of, differential rates based on cost of service principles.

Our rate design methodology and experience, allow us to weave complex and sometimes competing priorities into a succinct, logical, and accurate balance. Our comprehensive and global approach ensure all stakeholders and the CSD objectives are brought to the forefront to exemplify an impartial and defensible cost-of-service analysis.

The universal methodology utilized to determine how the water and sewer utility costs are allocated is expressed in the tasks below. While the methodology may be "industry standard," our experience and understanding of key variables allow for a truly comprehensive and well-rounded rate design process.

Key Milestones:



Task 1: Existing Rate Compatibility to the CSD's Objectives

Prior to designing new rates, Willdan will work collectively with staff to identify and address key objectives for stakeholders, such as self sustainability, understandability, avoidance of rate shock, public outreach (public buy-in), conservation, revenue stability, etc. Successfully **identifying and outlining all objectives will help the CSD prioritize and align policy and pricing objectives.** It is important to define the "ends" (overarching goals and objectives) before discussion of the "means" (rate design).

Task 2: Existing Rate Structure

Willdan will recommend revisions to the CSD's existing tiered water rate structure to a more water conservation-related structure, while continuing to support and optimize the aforementioned blend of objectives. In considering an update to the existing rates and/or re-engineering, there are numerous variables and considerations, ranging from access and quality of data, cost-causation, price elasticity, and weather conditions.

Task 3: New Rate Considerations

Another important aspect of rate design is to determine the result that increased utility rates have on consumption and revenues. Willdan recognizes the importance of developing a rate model that promotes efficient and equitable use of water and incorporates conservation objectives. Implementation of a steeper tiered rate structure typically triggers conservation and equity amongst users, as increased consumption of water becomes increasingly expensive. To achieve these triggers, the rates should provide incentives to customers for conserving water through an increasing block rate structure and account for price elasticity on water demand. Since customers are charged based on the amount of consumed water, this type of structure supports the criteria of "fairness;" however, when establishing block rate structures, many factors must be considered:

Does the rate structure provide sufficient revenue?

- The objective of the rate structure is to equitably charge customers based on consumption, while simultaneously promoting conservation. Willdan's GUIDE accounts for the fact that consumption is a function of price elasticity and will illustrate its impact on revenues. Multiple rate scenarios will be generated, via GUIDE, to achieve revenue sufficiency, stability, and sustainability and ensure full cost recovery for services provided over the short and long-term.

How are the blocks determined for increased rates?

- The breakpoints for an increasing rate structure must be reviewed to determine whether or not they were arbitrarily set. To remove any arbitrary variables and to comply with the principles of Proposition 218, Willdan will compare regional and State consumption needs to CSD's historical use on a per capita basis. We will then determine appropriate levels of water requirements to establish appropriate breakpoints for indoor and outdoor water demands. Willdan will also run a detailed consumption analysis to determine the appropriate number and bandwidth of consumption blocks. This helps illustrate to stakeholders the reasons behind a new rate structure.

In addition, it is important to consider how sewer rates can also be used to drive conservation. Currently a significant portion of an average bill is a fixed charge. By reducing the fixed charge, thus allowing a greater portion of the bill to be impacted by the customers water consumption, has been shown to increase the likelihood of conservation. However, it is important to understand the possible impact to financial stability of the sewer system as smaller portion of the monthly bill is fixed.

Comparative Rate Analysis

Beyond the financial plan and rate design, we will evaluate the existing rate structures to assist with a seamless transition to the re-engineered rate structure as it relates to both public outreach and billing software. A potential tool for public outreach and policy consideration is a Comparative Rate Analysis. Based on customer class and similar usage patterns, Willdan will include a comparative rate structure analysis between current and proposed rates that will demonstrate customer impacts. We will also analyze differences in rate structure design for surrounding jurisdictions, up to 5 (five). As not all jurisdictions are equal, Willdan will ensure data includes such items as: last rate update and rate structure type. We have found this comparative analysis to be a useful tool in smoothing the transition to new utility rates for elected officials, agency staff, and for the community.

Phase 5: Study Recommendations and Presentations

With the analysis complete, a key component of this water and sewer rate study is to document and present our findings and recommendations, both on an ongoing basis as the project proceeds, and as a final deliverable upon conclusion. Encouraging a continuous collaboration between Willdan, CSD staff, and the Board of Directors ensures important objectives and scenarios are not left to the last minute or excluded.

At the conclusion of the project, a final report will be delivered and presented to fully document the methodologies, bases, findings, and recommendations of the study. We will also provide detail for processes and next steps for the implementation of any of the findings, including Proposition 218 processes for adopting new water and sewer rates. The document will include an executive summary, presentation and discussion of the detailed analyses, technical appendices and developed infographics. Willdan will meet with staff and Board members in a series of meetings or public workshops to present the study findings and recommendations. We will provide proper recommendations from rate structure (design and rates), to annual reserve levels, to mitigating impacts due to conservation.

Finally, the CSD will be given a full and unrestricted copy of our financial model, including full use of GUIDE. A tutorial and optional on-site training session will allow CSD staff to independently input and update financial or consumption information for quick and easy revenue checks against the selected scenario, so called “reality checks.” The unrivaled flexibility and usability (ease of use) of GUIDE ensures that the CSD can easily define the financial impact of changes in variables and assumptions. For example, if conservation is less than expected due to a hot summer, an adjustment to the conservation slider will demonstrate the impact to projected revenue.

Key Milestones:



Prop. 218 Procedural Requirements

Based on our extensive 14 year history with Proposition 218 compliance projects, we will create a notice that will explain: the purpose of the rates; how the rates are structured; identify the time and place of the public hearing; and provide details on what constitutes the existence of a majority protest, as it relates to the implementation of a new/increased utility rate structure. We will work with CSD staff to develop an easy-to-understand Proposition 218 notice.

Given the “Bighorn” Supreme Court decision, an agency that tries to implement new or increasing utility rates must provide a notice of public hearing regarding the rates to each property that is subject to the new or increasing rates. The notice will describe the following three major components:

- Rate structure;
- Reason for the increase; and
- Date, time, and place of the public hearing.

We will guide the CSD through the noticing process, and assist staff with the consumer education effort for the implementation of the water rate structure.

CSD Staff Responsibilities

Willdan recommends that the CSD assign a key individual as project manager for the agency. As our analysis is developed, it is expected that the CSD's appointed project manager will:

- Coordinate responses to informational requests;
- Coordinate review of work products; and
- Identify appropriate staff members for participation in meetings.

We will ask for responses to initial information, follow-up requests and comments on reports within five (5) business days. If there are delays, the project manager will follow up with the parties involved to establish an estimated date for the delivery of information and/or feedback. To ensure continued progression, the project manager will reconvene with the rest of the Willdan Team to identify tasks that can be started while waiting for requested data.

As outlined at the beginning of this section, we anticipate that this engagement could involve **four (4) meetings** with key members of the Willdan Team, as well as key CSD staff and elected officials. Client involvement in meetings is crucial in order to effectively and efficiently complete any project. We anticipate these meetings to be one (1) to two (2) hours in length, during which there will be discussion of major project milestones, policy objectives, deliverables and/or a presentation of findings and recommendations.

Fees for Services

Based on the Scope of Services, we propose a **fixed fee of \$24,840**. The table below provides the cost by section. **Our fee fixed fee is contingent on both the water and sewer projects being completed concurrently.**

Phase	Water	Sewer
1) Data Collection and Project Initiation	\$2,000	\$480
2) Revenue Requirements Analysis	3,360	1,800
3) Cost of Service Analysis	5,440	2,080
4) Rate Design Analysis	3,600	1,680
5) Study Recommendation and Presentations	3,200	1,200
Subtotals	\$17,600	\$7,240
Total Cost	\$24,840	

Notes:

- Telephone conference calls are not considered "meetings" for the purpose of our proposal and are not limited by our scope of services.
- We will invoice the CSD monthly based on percentage of work completed by task.
- Additional services, including additional meetings, may be authorized by the CSD and will require an additional fee, billed at our hourly rate plus expenses, if necessary.

Project Team

To ensure consistency with data analysis and lines of communication, Willdan will utilize the same project team that is currently performing capacity fee study.

I will serve as **principal-in-charge** and oversee the project and provide quality assurance related to Proposition 218 compliance. I will be responsible for ensuring the integrity of final work products.

Mr. **Pierce Rossum** will serve as **project manager**, will be responsible for development and engineering of the CSD's rate model (GUIDE) and the production of all deliverables, and will serve as the CSD's day-to-day contact. He has been selected for this role due to his extensive rate design/modeling experience.

Mr. **Gregg Tobler** will serve as the **lead analyst**. Mr. Tobler will work closely with Mr. Rossum and the CSD in the development of financial plans, cost causation analysis, and rate development concepts to complement the CSD's needs. He will ensure that all the data is collected, interpreted, researched, and entered into the models accurately.

Willdan appreciates this opportunity to use our skills and expertise to continue to assist the McKinleyville Community Services District. To discuss any aspect of our letter proposal, please contact me directly at (951) 587-3528 or e-mail to cfisher@willdan.com, or Mr. Rossum, at (951) 587-3552 or e-mail to prossum@willdan.com, respectively.

Sincerely,

Willdan Financial Services



Chris Fisher, Group Manager

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.6. **Consideration of finding that public lands in the vicinity of the McKinleyville Union School District Property (MUSD) on Washington and School Road are inadequate to meet the existing and foreseeable needs of the community for playgrounds, playing fields, or other outdoor recreational and open space purposes pursuant to California Education Code § 17492.**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Pursuant to California Education Code § 17492, “[t]he governing body of a public agency which proposes to purchase or lease land from a school district pursuant to this article shall first make a finding, approved by a vote of two-thirds of its members, that public lands in the vicinity of the schoolsite are inadequate to meet the existing and foreseeable needs of the community for playground, playing field, or other outdoor recreational and open-space purposes.”

Since MCSD seeks to acquire a portion of property from MUSD located on Washington and School Road for park and recreation purposes, Staff recommends that the Board consider a finding that public lands in the vicinity of the MUSD property on Washington and School Road are inadequate to meet the existing and foreseeable needs of the community for playgrounds, playing fields, or other outdoor recreational and open space purposes.

Discussion:

McKinleyville has experienced a substantial amount of growth in recent years. With the number of subdivisions that have been built throughout our community, there is and will be fewer properties available for future park development.

The MUSD property on Washington and School Road is adjacent to two large subdivisions currently under construction. After construction is completed, there will be little or no property available for park development in that area of town.

Currently, there is zero developed park acreage within a half mile radius of the MUSD property MCSD seeks to acquire. Consequently, a finding can be made that available public lands in the vicinity of the subject schoolsite are inadequate to meet current and future community needs for playground, recreation and playing field purposes.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.7. Adopt a plan for the McKinleyville Union School District Property

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends that the Board adopt the attached plan for the acquisition of McKinleyville Union School District (MUSD) Property at/near Washington Avenue and School Road pursuant to California Education Code § 17493.

Discussion:

MUSD has indicated an intent to sell unimproved property located at/near Washington Avenue and School Road in McKinleyville, CA. MCSD is interested in acquiring a 3.108 acre (+/-) portion of said property, and should adopt a plan to do so pursuant to California Education Code § 17493.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Plan for the McKinleyville Union School District Property
- California Education Code Sections 17492 & 17493

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

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

PARKS & RECREATION OFFICE:

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

Plan for McKinleyville Union School District Property

McKinleyville Community Services District (MCSD) recognizes the importance of future planning for park and recreation development, and the need to secure park and open space prior to future development.

In light of the foregoing, MCSD is pursuing the acquisition of an area of land consisting of approximately 3.108 acres from the McKinleyville Union School District (MUSD), located on the southernmost portion of a 10.36 acre parcel of real property MUSD seeks to sell located at/near the junction of Washington Avenue and School Road in McKinleyville, California.

The 3.108 acre (+/-) area MCSD seeks to acquire is depicted on the overlay map of the property provided by MUSD with correspondence dated March 22, 2011. Since the first 25 feet from School Road will be occupied by an undevelopable easement consisting of a sidewalk and landscape zone, MCSD requesting that the approximate 3.108 acres not include the easement area. Therefore, the total acreage requested to be purchased will most likely be slightly greater than the 3.108 acres.

Pursuant to California Education Code § 17493, the appropriate price appears to be twenty-five percent (25%) of the fair market value of the area of land sought to be acquired. Pursuant to the appraisal MUSD provided dated August 23, 2011, the valuation assigned to the entire property based on its current condition and zoning designation (i.e., Residential R-1) is \$300,000. Since only thirty percent (30%) of the parcel is to be acquired by MCSD, an appropriate price allocation for this area of land pursuant to Education Code § 17491 appears to be \$22,500 (i.e., 30% of \$300,000 appraised property value equals \$90,000, multiplied by a 25% statutory price allocation pursuant to Education Code § 17491 equals a total purchase price of \$22,500).

Consequently, MCSD desires to purchase the 3.108 acre area of land, which constitutes 30% (+/-) of the property MUSD seeks to excess at the price established pursuant California Education Code Section 17491, et seq.

California Education Code Section 17492

The governing body of a public agency which proposes to purchase or lease land from a school district pursuant to this article shall first make a finding, approved by a vote of two-thirds of its members, that public lands in the vicinity of the schoolsite are inadequate to meet the existing and foreseeable needs of the community for playground, playing field, or other outdoor recreational and open-space purposes.

California Education Code Section 17493

(a) No public agency may purchase surplus school property from a school district pursuant to this article unless it has first adopted a plan for the purchase of surplus school property. The plan shall designate the surplus site or sites all or a portion of which the public agency desires to purchase at the price established pursuant to this article and shall designate at least 70 percent of the total surplus school acreage as property which the agency does not desire to purchase at the price established pursuant to this article. Where the plan indicates that the agency desires to purchase only a portion of a schoolsite at the price established pursuant to this article, it shall designate the percent of the property to be so purchased and provide a description of the general location of the property to be purchased, without designating the metes and bounds.

(b) Any property designated by public agencies as surplus schoolsites which the agencies do not wish to purchase, pursuant to subdivision (a), may be sold or leased by a school district without regard to this article.

(c) This section shall become operative on April 1, 1982.

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.8. Review of MCSD Water Leak Adjustment Policy

PRESENTED BY: Sharon Denison

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board discuss the current policy (attached) and direct staff either to amend the policy on water leak adjustments by Resolution 2011-10 or continue enforcement of the current policy. Staff has suggested the following changes to the leak adjustment policy:

1. Set a maximum amount for an adjustment of \$500.00.
2. Specify that the leak adjustment is to be granted at the discretion of the General Manager and is not subject to appeal.
3. Authorize staff to make the appropriate changes to the MCSD Rules and Regulations.

Discussion:

The purpose of the policy is to encourage users to fix leaks so as to conserve water. The original policy adopted in 1991 provided for a 50% credit once every twelve months. The policy was revised in 1996 to set a \$100 limit and increase the credit to 75% once every twenty-four (24) months. At the December 9, 1999 meeting the Board moved to edit the policy to delete the \$100 maximum credit limit. In the last three years the District has given leak adjustments totaling \$34,257.96. Due to recent large water leak adjustments granted, (\$1,428.53, \$3,006.02 and \$5,540.25) and increases in the wholesale water costs to Humboldt Bay Municipal Water District, staff is asking the Board to consider lowering the percentage of the credit from 75% to 50%, and/or specifying a dollar maximum limit of the credit to \$500.00. Staff is also recommending adding wording similar to other District's policies to state that "The leak adjustment may be granted at the discretion of the General Manager and will not be subject to appeal". Staff's research with other water agencies showed that most District's have a cap on the maximum adjustment or do not offer leak adjustments to their customers.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Determine that no water leak adjustments will be granted

Fiscal Analysis:

The District will realize greater revenue due to lower exposure resulting from a tightened leak adjustment policy.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Current Leak Adjustment policy
- Resolution 2011-10: Policy for Billing Adjustments Due to Water Leaks

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

POLICY: WATER LEAK ADJUSTMENTS

In order to promote water conservation, the Manager or designee is authorized to adjust a customer's water and sewer bill one month out of any 24-month period where the customer proves that excess usage occurred as a result of a water leak and that the leak has been repaired.

Customers may apply for the Water Leak Adjustment by completing a Water Leak Adjustment Request form at the MCSD office.

That adjustment will be calculated as 75% of the difference between the actual water charge for the month of the leak and the average monthly charge for the previous 12 month period.

Where the water leak did not generate additional sewer flow but did result in additional sewer charges, those additional sewer charges will also be adjusted.

att: Water Leak Adjustment Request form

December 9, 1999

RESOLUTION 2011-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR BILLING ADJUSTMENTS DUE TO WATER LEAKS

WHEREAS , The Board of Directors of the McKinleyville Community Services District wishes to establish an equitable policy for billing adjustments following water leaks occurring beyond a customer's control;

BE IT RESOLVED, The Board of Directors of the McKinleyville Community Services District hereby establishes the following conditions governing billing adjustments as a result of a water leak.

CONDITIONS:

1. The General Manager or designee is authorized to adjust a customer's water bill one month out of any 24-month period where the customer proves that excess usage occurred as a result of a water leak and that the leak has been repaired.
2. Customers may apply for the Water Leak Adjustment by completing a Water Leak Adjustment Request form at the MCSD office.
3. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
4. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on the previous 12 month use or the longest period of the customer's use, if less than 12 months.
5. The maximum amount of any single adjustment shall not exceed \$500.00.
6. The decision is not subject to appeal.

PASSED, APPROVED AND ADOPTED this 18th day of May, 2011 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Helen Edwards, Board President

ATTEST:

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.9 **Parameters for November MCSD General Election**

PRESENTED BY: **Sharon Denison**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that candidates pay all publishing costs for the candidate's statement and statements should be limited to 200 words.

Discussion:

The terms of office of both President Edwards and Director Corbett expire in December of this year. Attached is information received from the County Elections office regarding this year's schedule and filing deadline. The County elections office has asked the Board to decide whether the candidates or the District will pay for the publishing costs of their statements and the maximum length of the statement. For the last several years the Board has decided that the candidates would be responsible for the cost of publishing their statement and set the length of the statement at 200 words.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- Per County Elections office the minimum cost per candidate for publishing costs would be approximately \$931.00.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment-Correspondence from the County Elections office

**COUNTY OF HUMBOLDT
ELECTIONS OFFICE**
3033 H Street, Rm 20, Eureka, CA 95501
707-445-7481 fax 707-445-7204

RECEIVED

MAY - 3 2011

McK. C.S.D.

DATE: May 2, 2011
TO: **McKinleyville Community Services District**
FROM: Judi Hedgpeth, Elections Office
RE: November 8, 2011, Uniform District Election

The Elections Office, in preparation for the Uniform District Election (UDEL) to be held on November 8, 2011, requests your assistance.

By June 6, 2011

Please provide written confirmation to our office of the number of positions and lengths of term of the governing board positions to be filled in the election. Our records show the following:

Number of Positions	Term Length	Person Currently Holding Office
2	4 years	John Corbett Helen Edwards

If your records disagree with the information above, please contact our office as soon as possible.

By July 6, 2011

Notify our office whether your district or the candidates will pay for Candidate Statements of Qualifications.

Notify our office that the length of Candidate Statements of Qualifications will be either 200 or 400 words maximum in length.

Provide our office with a map showing the boundaries of the district.

I have enclosed an election calendar that I hope will be useful. Please contact the Elections Office if you have questions.

Election Calendar

November 8, 2011

Uniform District Election

The contents of this calendar and any legal interpretations are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

All references are to the California Elections Code unless noted otherwise.

July 1 (E-130)	Board Vacancies on Ballot Last day that vacancies on governing boards can be placed on the November ballot. Gov Code §1780; Ed Code §5093
July 6 (E-125)	Special Districts & Cities Deliver Notice of Election Last day for district secretaries and City Clerks to deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the District or City to the Elections Department. Cities and special districts should include in the notice how a tie vote will be resolved. §10509, 10522, 10524, 15651, 10551
July 8 (E-123)	Schools to Deliver Specifications of the Election Order – Candidates Last day for a school board conducting a governing board election to deliver a resolution known as "Specifications of the Election Order" and file it with the County Superintendent of Schools and County Elections Official, stating the date and purpose of the election. Ed. Code §5322 A clause to determine a tie vote is included in the "Specifications of the Elections Order." Ed. Code §5016
July 11 – Aug 10 (E-120 to E-90)	Notice of Election Between these dates the County Elections Official will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of central counting place may be combined with this notice. §12109
July 18 – Aug 12 (E-113 to E-88)	Candidate Nomination Period Candidates obtain and file their Declaration of Candidacy for school and special district boards, and, if applicable, file Candidate's Statement of Qualifications. Forms are obtained from and filed with the County Elections Department. §10510, 13307, 13311
August 12 (E-88)	Candidate's Statement By this date, nominees may prepare a statement of qualifications (candidate statement), not to exceed 200 words (or 400 in some cases), to be included in the Voter's Information Pamphlet. The statement shall be filed and paid for at the time it is filed. Obtain cost information from the County Elections Department. §13307
August 12 (E-88)	Last Day to Submit Resolutions of Consolidation Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the County Elections Department. Whenever resolutions calling for a measure to be placed on the ballot are filed, immediately after that filing date will be a 10-day public inspection

	<p>period. Documents will be on public display at the Elections Department, 3033 H Street, Room 20, Eureka. During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.</p> <p>§9190, 9380, 10401, 10402, 10403</p>
<p>August 12 (E-88)</p>	<p>Deadline for Filing Tax Rate Statement for Bond Measures Last day to file Tax Rate Statement for any bond measure appearing on the November ballot.</p> <p>§9401</p>
<p>- August 17 (E-87 to E-83)</p>	<p>Extension of Nomination Period Extension period of 5 days for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Petition if the incumbent did not file by August 6th. This provision does not apply if there is no incumbent eligible to be elected.</p> <p>§8022, 8024, 8204</p>
<p>August 17 (E-83)</p>	<p>Deadline to File Arguments for Measures Arguments for or against any measure called for the November 8, 2011 election are due by 5 p.m. Arguments are public after the 5 p.m. deadline.</p> <p>§9163, 9316</p>
<p>August 18 - 28 (E-82 to E-72)</p>	<p>10 Day Public Inspection for Arguments 10 day public inspection of arguments filed by August 17. During the 10 calendar day public examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Elections Official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10 calendar day public examination period.</p> <p>§9190</p>
<p>August 17 (E-83)</p>	<p>Insufficient Number of Nominees Special Districts: If by 5 p.m. on this day, only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the Elections official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 8 and shall take office and serve as if elected.</p> <p>§10225, 10515</p> <p>Schools/County Boards of Education: If by 5 p.m. on this day only one person has been nominated or there are no nominees for the office(s) to be filled or in the case of members elected at large or by trustee areas, there are fewer than the number to be elected, and no petition is signed by 10% or 50 voters (whichever is the smaller number), an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or if an insufficient number is nominated, the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office.</p> <p>Ed. Code §5326, 5328, 5328.5</p> <p>Cities: If by 5 p.m. on this day (or the 88th day if there is no extension) there are no nominees or only one nominee for an elective city office, the city council may decide to fill the office by appointment or proceed with the election.</p> <p>§10229</p>

August 29 (E-71)	Deadline for Filing Rebuttals and Analyses to Measures On this date Rebuttal Arguments will be due by 5 p.m. §9167, 9317 County Counsel to submit analyses for county and school/special district measures; City Attorney to submit analyses of city measures. §9160, 9313, 9280 County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analyses of measures. §9160
Aug 30 – Sept 9 (E-70 to E-60)	10 Day Public Inspection for Rebuttals & Analyses 10-day public inspection of arguments, analyses, rebuttals for measures filed August 6 th . Documents will be on public display at the Elections Department, 3033 H Street, Room 20, Eureka. During this period, any voter of the jurisdiction or the County Elections Official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. §9190, 9380
Sept 12 – Oct 25 (E-57 to E-14)	Statement of Write-in Candidacy and Nomination Papers During this period write-in candidates must file their Statements of Write-in Candidacy and Nomination Papers with the County Elections Official. §8601
November 8 (E)	General Election Day Polls open at 7 a.m. and close at 8 p.m. §1000, 14212
Nov 10 – Dec 6 (E+2 to E+28)	Official Canvass The official canvass of precinct returns is to be completed during this time. §15301, 15372
December 6 (E+28)	Statement of Vote to Board of Supervisors – Certificates of Election Prepared The Elections Official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors. The Board of Supervisors shall declare the winners for each office and the results of each measure under its jurisdiction. The County Elections Official shall make and deliver to each person elected a Certificate of Election. §15372, 15400-15401
December 9 (E+31)	Candidates Elected to Special Districts and School Districts Assume Office Special Districts: Officers declared elected or appointed (i.e. as provided in §10515) take office this date at noon after having taken the oath or posted any bond required by the principal act. §10554 School Districts: Officers elected to school office take office this date pursuant to Education Code §5017.
Within 5 Days after Canvass	Recount May Be Requested Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections Official and specifying that candidates and/or measures are to be recounted. The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the election official requires to cover costs. §15620 - 15634

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: ACTION

ITEM: E.10. Consider approval of the District budget for the fiscal year ending June 30, 2012.

PRESENTED BY: Steven Edmiston, Finance Director

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends adoption of the District budget for the fiscal year ending June 30, 2012.

Discussion:

Attached for your approval is the District's final draft of the budget for the fiscal year ending June 30, 2012. The budget projects operating revenues and expenses for the water and sewer enterprise funds, as well as the estimated revenues and expenditures for the parks & recreation (general) and streetlight governmental funds.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

See attached document: *McKinleyville Community Services District Budget for the fiscal year ending June 30, 2012.*

Environmental Requirements:

Not applicable

Exhibits/Attachments

- See attached document: *McKinleyville Community Services District Budget for the fiscal year ending June 30, 2012.*

McKINLEYVILLE



COMMUNITY SERVICES DISTRICT



BUDGET

For the Fiscal Year Ending June 30, 2012

Adoption Date: May 18, 2011

MCSD BOARD OF DIRECTORS

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

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
1656 Sutter Road
McKinleyville, California 95519
Capital and Operating Budget

For the Fiscal Year Ending June 30, 2012

INTRODUCTION AND BUDGET GUIDE

This budget is intended to serve as a management tool for operation of the McKinleyville Community Services District (MCSD) during fiscal year July 1, 2011 through June 30, 2012. The Budget sets forth goals and priorities for staff to accomplish during the year in the four district operating departments. This budget is dynamic in that it can be amended as the Board adds goals and changes priorities.

- Page 2 includes information about McKinleyville and the District.
- The Board of Directors has adopted a mission statement, goals and action plan, and organization chart for the fiscal year, which is included beginning at Page 4.
- Budget summaries for the Governmental Funds & the Enterprise Funds are shown beginning at Page 10.
- Detailed line item budgets by department/fund, line-item budget summaries and capital improvement project summary for the fiscal year begin at Page 13.
- Historical Data is presented beginning at Page 17.
- MCSD's Capital Improvement Program Narrative is included at Page 21.
- The 10-year Capital Improvement Plan is detailed beginning at Page 29.

DESCRIPTION OF THE COMMUNITY

McKinleyville is an unincorporated community of Humboldt County in the north coastal region of California 300 miles north of San Francisco. McKinleyville has an approximate population of 14,500. McKinleyville borders the Pacific Ocean and has a mild climate year round with frequent fog and moderate to heavy precipitation mainly between October and April. Because of the combination of coastal, mountain and valley areas, residents have the opportunity for a wide range of recreational activities. Just minutes from McKinleyville, you can surf, fish for salmon and steelhead, hike underneath the world's tallest trees and bike the Pacific Coast Trail.

The original settlers of McKinleyville were the Wiyot Indians who occupied the area for hundreds of years before the first white settlers arrived. Historian Edie Neilson estimates that there were three thousand Wiyots in the vicinity when the first white settlers arrived in the 1850s; by 1900, there were only 150 Wiyots left. Joseph Dow built his cabin in 1862 on the high prairie area near the future site of the Humboldt County Airport. For many years the area from the Mad River to the Little River was known as Dow's Prairie.

Dow's Prairie was isolated from the rest of the north coast communities by the bridgeless rivers to the north and south and the dense forest to the east. When passable, fording the Mad River to get supplies in Arcata was a two-day trip. In 1897, Arcata businessman Isaac Minor built a general store with a post office, a hotel and a creamery here. The general store quickly became the social center for the community and the people decided to call their town Minor in his honor. When President William McKinley was assassinated in 1901, Isaac Minor and the townspeople agreed to change the name of the community to McKinleyville.

The McKinleyville Union School District was founded in 1948 and includes Dow's Prairie School, McKinleyville Middle School and Morris School. MUSD is McKinleyville's largest employer with a payroll of over \$4 million. Graduates of MUSD attend McKinleyville High School, which was opened for the fall 1961 school year. Mack High is one of two high schools in the Northern Humboldt Union High School District.

Opportunities for higher education are nearby. Arcata's Humboldt State University, a four-year college with a full spectrum of curriculum and graduate programs, is a 10-minute drive from McKinleyville. Eureka, located 20 minutes south of McKinleyville, is the largest city and county seat of Humboldt County. The main branch of College of the Redwoods, a community college system offering comprehensive programs in many academic and technical fields, is located in Eureka.

DESCRIPTION OF THE DISTRICT

McKinleyville Community Services District (MCSD) was created on April 14, 1970 when McKinleyville's residents voted 592 "yes" against 154 "no" to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972 the voters added street lighting powers. In 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library. The District boundaries encompass 12,140 acres ranging from North Bank Road on the south to Patrick Creek on the north. MCSD is an independent governmental unit organized under the Community Services District Law, pursuant to Title 6 Division 3 of the Government Code Section 61000, et seq. A five member Board of Directors elected to four-year rotating terms in odd-numbered years governs the District. The Directors meet on the third Wednesday of each month at Azalea Hall, 1620 Pickett Road to set policy, consider projects and settle disputes. The District office is located at 1656 Sutter Road just east of Central Avenue.

MCSD's principal activities include water, sewer, parks, recreation, street lighting and open space maintenance services. In recent years, the District has dramatically expanded its recreational services by developing approximately 44 acres of community parks (Hiller Park Playground and Picnic Area, Hiller Park Loop Trails, Hiller Sports Complex, Pierson Park and Larissa Park. In addition, the District has constructed three state-of-the-art buildings to provide an indoor sports and recreation facility (McKinleyville Activity Center), a community activities center (Azalea Hall) and a library (a branch of the Humboldt County Library). In 1999, the Mad River Rotary Club completed the fund-raising and construction of a Law Enforcement Facility on District land adjacent to the Library and Azalea Hall. The facility was then donated to the District and is leased to the Humboldt County Sheriff's Department.

MCSD purchases its wholesale water supply from the Humboldt Bay Municipal Water District, which diverts water from its million-gallon tank on Essex Hill under the Mad River to MCSD's Grant A. Ramey Pump Station at North Bank and Azalea Roads. Water is then pumped to storage tanks at McCluski Hill, Cochran Road and Norton Road; MCSD's six storage tanks have a combined capacity of 5.25 million gallons, approximately a 36 hour supply for our 6,705 customers.

All sewage for MCSD's 6,100 customers is treated at the Wastewater Management Facility at Hiller Park. The District recently completed a \$770,000 wetland construction project at Hiller Park to enhance the wastewater treatment process and to prevent stormwater pollution to the Mad River estuary. MCSD maintains approximately 65 miles of sewer mains. MCSD recycles treated wastewater for agricultural irrigation at the Fischer Irrigation Site and at Hiller Park. MCSD is committed to maintaining its sewage collection, treatment and disposal systems as a model for other communities.

Additional information and photographs of MCSD facilities are available on MCSD's website (www.mckinleyvillecsd.com). District staff and Directors can be reached by e-mail at mcscd@mckinleyvillecsd.com.

MISSION STATEMENT

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

SUMMARY:

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

GOAL 1:

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

OBJECTIVES:

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

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

GOAL 2:

Insure appropriate funding is available to meet service objectives.

OBJECTIVES:

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

- b. Evaluate park and facility fees.

GOAL 3:

Develop succession and staffing plan.

OBJECTIVES:

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

GOAL 4:

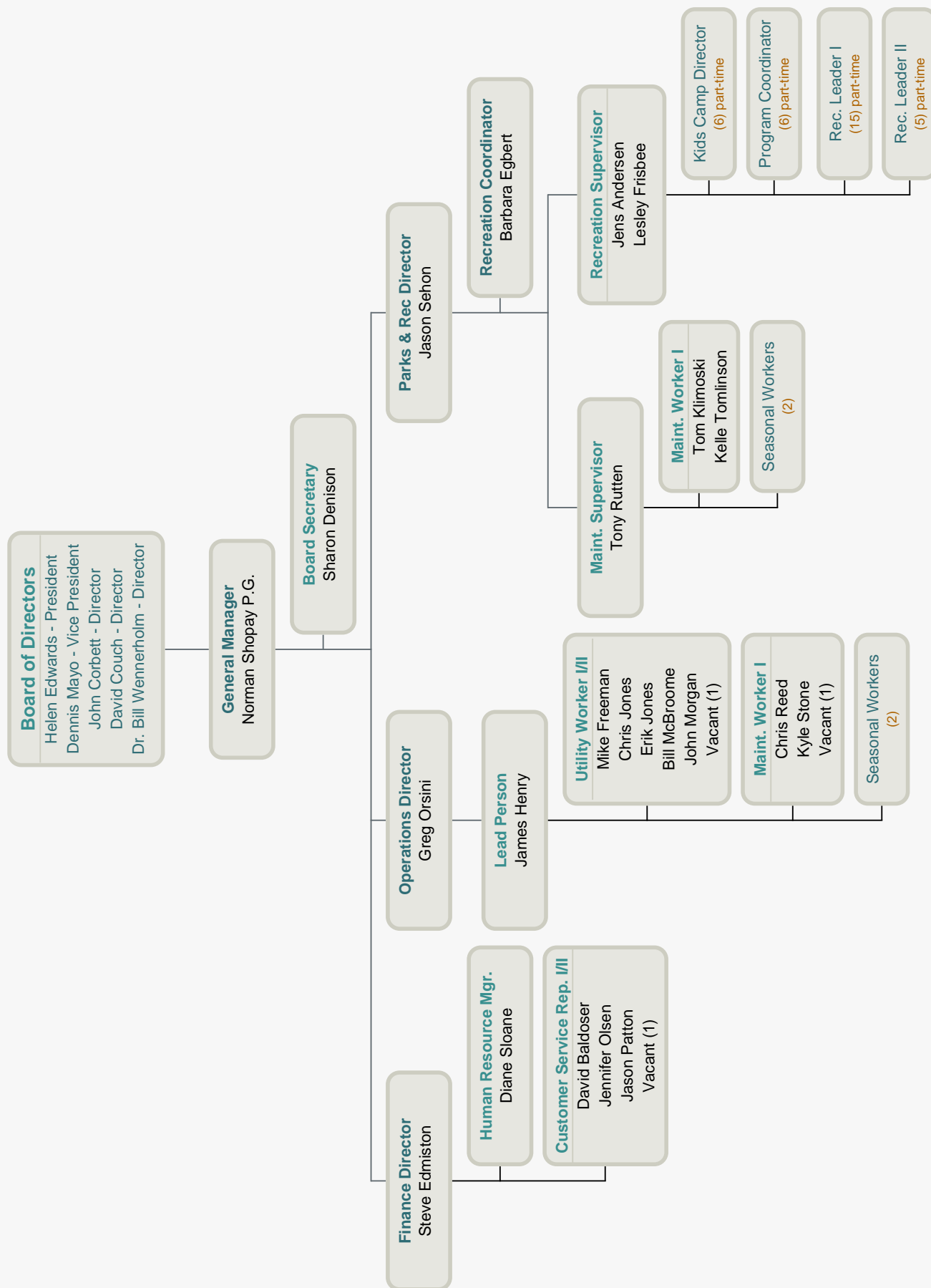
Prepare for major disasters.

OBJECTIVES:

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

McKinleyville Community Services District

Organizational Chart (Fiscal Year 2011/2012)



McKinleyville Community Services District
Full-Time Equivalents
for the fiscal year ending June 30, 2012

	Full-Time Benefitted	Part-Time & Seasonal	Total FTEs
General Manager	1		1
Support Services	7		7
Operations	11	2	12
Parks & Recreation	7	34	15.5
Total	26	36	35.5

McKinleyville Community Services District
Exhibits of Financial Information
Budget for the year ending June 30, 2012

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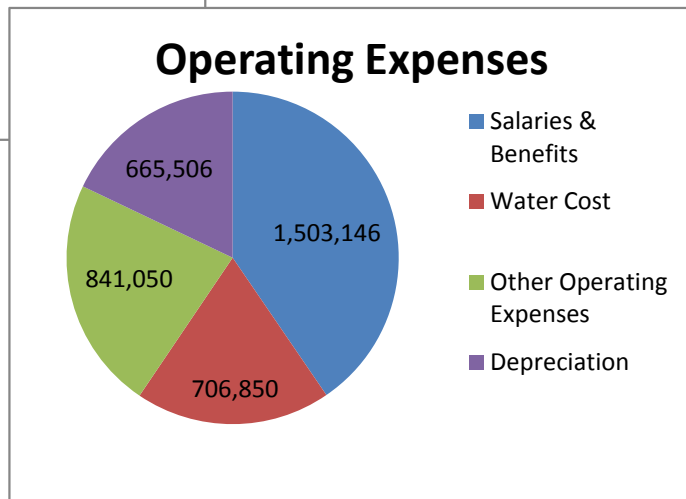
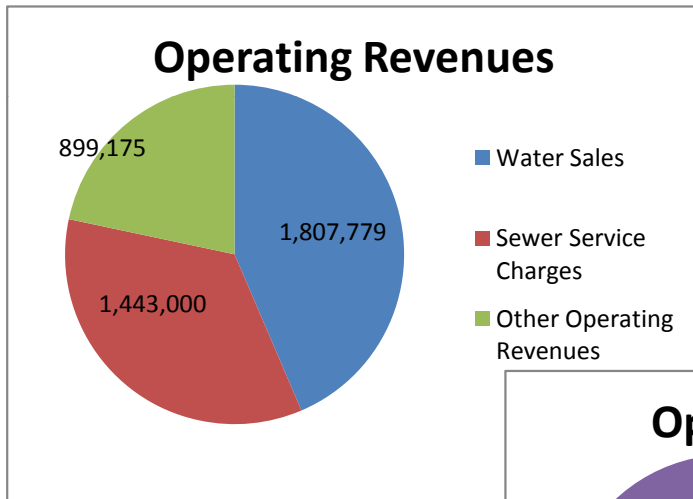
Page 10	Exhibit 1 – Fund Budget Summary and Projected Fund Balance
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Page 13	Exhibit 3 – Line-Item Budget
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Page 29	Exhibit 5 – Capital Expenditures

McKinleyville Community Services District
Fund Budget Summary and Projected Fund Balance
for the fiscal year ending June 30, 2012

Description	Water Fund	Sewer Fund	Parks & General Funds	Total (Memorandum Only)
Revenues				
Water Sales	1,807,779	-	-	1,807,779
Sewer Service Charges	-	1,443,000	-	1,443,000
Streetlight Charges	-	-	65,700	65,700
Property Tax Assessments	-	-	530,000	530,000
Measure B Assessment	-	-	210,000	210,000
Program Fees	-	-	310,400	310,400
Facility Rentals	-	-	54,450	54,450
State Bonds & Grants	-	-	-	-
Other Revenue	304,920	594,255	301,936	1,201,111
Interest Revenue	35,000	45,000	18,000	98,000
Total Revenues	2,147,699	2,082,255	1,490,486	5,720,440
Expenditures				
Salaries & Benefits	751,573	751,573	877,254	2,380,400
Water Cost	706,850	-	-	706,850
Other Expenses & Expenditures	354,275	486,775	220,671	1,061,721
Depreciation	250,000	415,506	-	665,506
Interest Expense	88,726	59,286	-	148,012
Debt Service Transfer to Long Term Debt Group	-	-	-	-
Capital Expenditures	-	-	367,000	367,000
Total Expenses & Expenditures	2,151,424	1,713,140	1,464,925	5,329,489
Excess (deficit) of revenues over expenditures	(3,725)	369,115	25,561	390,951
Fund Balance - July 1, 2010	5,235,565	13,722,499	1,085,325	20,043,389
Projected Excess (Deficit) for FY-11	(120,000)	100,000	(158,970)	(178,970)
Debt Principal for FY-11 (Enterprise only)	(89,204)	(151,534)	-	(240,738)
New Borrowings for FY-11 (Enterprise only)	148,590	-	-	148,590
Capital Expenditures for FY-10 (Enterprise only)	(1,402,216)	(213,654)	-	(1,615,870)
Projected Fund Balance - June 30, 2011	3,772,735	13,457,311	926,355	18,156,401
Budgeted Excess (Deficit) - FY-12	(3,725)	369,115	25,561	390,951
Anticipated Borrowings for FY-12	1,025,000	525,000	-	1,550,000
Debt Principal for FY-12 (Enterprise only)	(109,946)	(178,482)	-	(288,428)
Capital Expenditures for FY-12 (Enterprise only)	(850,000)	(961,000)	-	(1,811,000)
Projected Fund Balance - June 30, 2012	3,834,064	13,211,944	951,916	17,997,924

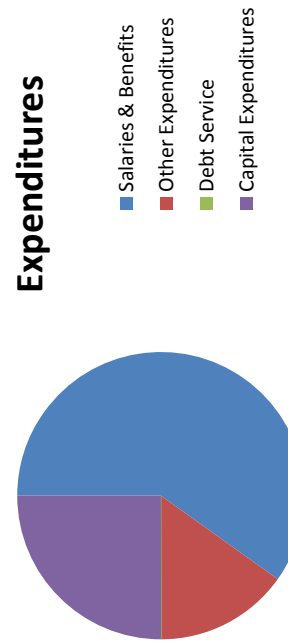
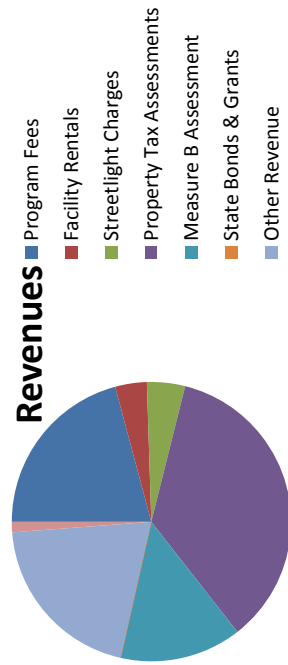
McKinleyville Community Services District
Enterprise Funds Summary Budget
for the fiscal year ending June 30, 2012

Description	Water Fund		Sewer Fund		Enterprise Funds Total	
Operating Revenues						
Water Sales	1,807,779	86%	-	-	1,807,779	44%
Sewer Service Charges	-	-	1,443,000	71%	1,443,000	35%
Other Operating Revenues	304,920	14%	594,255	29%	899,175	22%
Total Operating Revenue	2,112,699	100%	2,037,255	100%	4,149,954	100%
Operating Expenses						
Salaries & Benefits	751,573	36%	751,573	45%	1,503,146	40%
Water Cost	706,850	34%	-	-	706,850	19%
Other Operating Expenses	354,275	17%	486,775	29%	841,050	23%
Depreciation	250,000	12%	415,506	25%	665,506	18%
Total Operating Expenses	2,062,698	100%	1,653,854	100%	3,716,552	100%
Net Operating Income	50,001		383,401		433,402	
Interest Income	35,000		45,000		80,000	
Interest Expense	(88,726)		(59,286)		(148,012)	
Net Income	(3,725)		369,115		365,390	



McKinleyville Community Services District
Governmental Funds Summary Budget
for the fiscal year ending June 30, 2012

Description	Parks & General Fund		Parks and Recreation Programs Fund		Facility Rental Fund		Measure B Assessment SRF		Streetlighting Fund		Open Space Maintenance SRF		Governmental Funds Total	
Revenues														
Program Fees	3,000	0%	307,400	99%	-	-	-	-	-	-	-	-	310,400	21%
Facility Rentals	-	-	-	-	54,450	96%	-	-	-	-	-	-	54,450	4%
Streetlight Charges	-	-	-	-	-	-	-	-	65,700	80%	-	-	65,700	4%
Property Tax Assessments	530,000	70%	-	-	-	-	-	-	-	-	-	-	530,000	36%
Measure B Assessment	-	-	-	-	-	-	210,000	100%	-	-	-	-	210,000	14%
State Bonds & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	207,900	27%	3,400	1%	2,076	4%	-	-	16,300	20%	-	72,260	301,936	20%
Interest Revenue	18,000	2%	-	-	-	-	-	-	-	-	-	-	18,000	1%
Total Revenues	758,900	100%	310,800	100%	56,526	100%	210,000	100%	82,000	100%	72,260	100%	1,490,486	100%
Expenditures														
Salaries & Benefits	432,531	51%	117,355	83%	107,800	94%	139,000	66%	38,568	37%	42,000	85%	877,254	60%
Other Expenditures	132,011	16%	24,685	17%	6,345	6%	11,000	5%	39,330	38%	7,300	15%	220,671	15%
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	282,000	33%	-	-	-	-	60,000	29%	25,000	24%	-	-	367,000	25%
Total Expenditures	846,542	100%	142,040	100%	114,145	100%	210,000	100%	102,898	100%	49,300	100%	1,464,925	100%
Excess (Deficit)	(87,642)		168,760		(57,619)		-		(20,898)		22,960		25,561	



McKinleyville Community Services District

Enterprise Funds Line-Item Budget for the fiscal year ending June 30, 2012

A/C#	Description	Water Fund	Sewer Fund	Total
		501	551	
Revenues				
40000	WATER BASE CHARGE	672,000	-	672,000
40001	METERED WATER SALES	1,135,779	-	1,135,779
40002	SEWER SERVICE CHARGES	-	1,443,000	1,443,000
40010	STORM WATER FEE	-	300	300
41001	NEW SERVICE FEES	14,000	30,000	44,000
41020	PLAN CHECK FEES	3,000	5,050	8,050
41040	SEWER CONSTRUCTION PERMIT FEES	-	9,000	9,000
42001	INSPECTION FEES	3,000	-	3,000
42010	CONNECTION FEES	175,000	500,000	675,000
42020	PROCESSING FEES	17,000	-	17,000
42030	BAD CHECK FEES	360	280	640
42040	RECONNECTION FEES	15,345	-	15,345
42050	DCV INSPECTION FEE	20,615	-	20,615
43190	CELL TOWER LEASE REVENUE	14,200	14,200	28,400
43195	OTHER OPERATING REVENUE	22,000	3,500	25,500
43197	RENT AND LEASE REVENUE	3,600	18,125	21,725
43198	PAVING FEES	2,600	-	2,600
43199	SERVICE UPGRADES	600	-	600
46000	AFTER HOURS SERVICE CHARGE	600	-	600
50001	INTEREST REVENUE	35,000	45,000	80,000
50005	LATE CHARGES	13,000	13,800	26,800
Total Revenues		2,147,699	2,082,255	4,229,954
Expenditures				
61999	PAYROLL AND RELATED EXPENDITURES	751,573	751,573	1,503,146
62001	WATER PURCHASED	706,850	-	706,850
62005	REPAIRS AND MAINTENANCE	38,000	56,000	94,000
62010	EQUIPMENT MAINTENANCE	11,000	9,000	20,000
62015	GAS AND ELECTRIC	56,125	88,000	144,125
62016	TRASH SERVICE	2,040	2,500	4,540
62017	GENERATOR FUEL	2,460	6,500	8,960
62020	TELEPHONE	3,000	2,922	5,922
62025	TELEMETRY	2,800	2,753	5,553
62030	LAB TESTS	5,600	70,000	75,600
62035	FUEL/OIL/LUBE	13,500	15,000	28,500
62037	VEHICLE REPAIRS	4,500	4,000	8,500
62038	HEAVY EQUIPMENT REPAIRS	4,000	4,000	8,000
62040	SMALL TOOL PURCHASES	2,500	2,500	5,000
62044	EMERGENCY RESPONSE TRAINING	1,500	1,500	3,000
62045	TAXES AND ASSESSMENTS	8,000	18,500	26,500
62050	OFFICE SUPPLIES	12,000	12,500	24,500
62051	ADVERTISING AND MARKETING	250	250	500
62052	PRINTING	750	750	1,500
62055	PAPER SUPPLIES	-	500	500
62057	UNIFORMS	600	600	1,200
62059	OFFICE EQUIPMENT LEASE	3,500	3,500	7,000
62060	POSTAGE	9,000	11,000	20,000

McKinleyville Community Services District

Enterprise Funds Line-Item Budget for the fiscal year ending June 30, 2012

A/C#	Description	Water Fund	Sewer Fund	Total
		501	551	
62061	PUBLIC RECORDS ACT COST	5,000	5,000	10,000
62065	GENERAL INSURANCE	25,000	25,000	50,000
62070	AUDIT	8,500	8,500	17,000
62075	ENGINEERING	15,000	15,000	30,000
62080	LEGAL	9,500	11,200	20,700
62090	TRAVEL/MEALS/MEETINGS	4,500	5,800	10,300
62095	PROFESSIONAL DUES AND SUBSCRIPTIONS	10,850	7,200	18,050
62100	SAFETY TRAINING AND SUPPLIES	5,000	4,500	9,500
62115	BAD DEBTS	4,500	-	4,500
62120	WATER CUSTOMER ADJUSTMENTS	12,500	-	12,500
62125	FINES AND PENALTIES	-	30,000	30,000
62126	RESPONSE TO REGULATORY AGENCIES	2,000	2,000	4,000
62130	DEPRECIATION	250,000	408,000	658,000
62131	AMORTIZATION OF LOAN ISSUANCE COSTS	-	7,506	7,506
62135	DIRECTOR FEES	2,800	2,800	5,600
62140	PAGING/ALARMS	-	1,800	1,800
62141	RENT EXPENSE	1,400	-	1,400
62149	FEE ANALYSIS COST	20,000	15,000	35,000
62150	OTHER PROFESSIONAL FEES	30,000	20,000	50,000
62155	TRAINING AND CERTIFICATION	4,500	4,300	8,800
62160	NONPROFESSIONAL FEES AND STIPENDS	1,600	4,400	6,000
62165	ELECTIONS	8,000	8,000	16,000
63043	ADDITIONAL POWERS COSTS	2,500	4,000	6,500
64001	INTEREST EXPENSE	88,726	59,286	148,012
	Total Expenditures	2,151,424	1,713,140	3,864,564
	Excess (deficit) of revenues over expenditures	(3,725)	369,115	365,390

McKinleyville Community Services District

Governmental Funds Line-Item Budget
for the fiscal year ending June 30, 2012

A/C#	Description	Parks & General	Parks and Recreation Programs Fund	Facility Rental Fund	Measure B Assessment SRF	Streetslighting Fund	Open Space Maintenance SRF	Governmental Funds Total
Revenues								
41050	ADMINISTRATIVE FEE	8,000	-	-	-	12,900	-	20,900
42020	PROCESSING FEES	2,500	-	-	-	3,400	-	5,900
42030	BAD CHECK FEES	200	-	-	-	-	-	200
43197	RENT AND LEASE REVENUE	-	-	2,076	-	-	-	2,076
44000	OPEN SPACE MAINTENANCE ZONE FEES	-	-	-	-	-	64,760	64,760
45000	COUNTY OPEN SPACE MAINTENANCE ZONE FEES	-	-	-	-	-	7,500	7,500
47001	STREET LIGHT CHARGES	-	-	-	-	65,700	-	65,700
47999	EVENT RENTALS	-	-	17,950	-	-	-	17,950
48001	VENDOR CONTRACTS	-	-	32,000	-	-	-	32,000
48002	EVENT SERVICES	-	-	4,500	-	-	-	4,500
48010	INSURANCE FEES	1,000	-	-	-	-	-	1,000
48020	ADVERTISING INCOME	1,200	-	-	-	-	-	1,200
48050	RECREATION PROGRAM FEES	-	306,200	-	-	-	-	306,200
48051	FEE REDUCTION FUND DISCOUNT	-	(6,000)	-	-	-	-	(6,000)
48055	PROGRAM GRANTS	3,000	7,200	-	-	-	-	10,200
50001	INTEREST REVENUE	18,000	-	-	-	-	-	18,000
51001	SECURED TAXES	530,000	-	-	-	-	-	530,000
51060	MEASURE B ASSESSMENT	-	-	-	210,000	-	-	210,000
53001	CONTRIBUTIONS	-	3,400	-	-	-	-	3,400
53002	QUIMBY FEES	195,000	-	-	-	-	-	195,000
Total Revenues		758,900	310,800	56,526	210,000	82,000	72,260	1,490,486
Expenditures								
61999	PAYROLL AND RELATED EXPENDITURES	432,531	117,355	107,800	139,000	38,568	42,000	877,254
61020	MILEAGE REIMBURSEMENT	250	-	-	-	-	-	250
62004	ACTIVITY SUPPLIES	1,000	19,725	-	-	-	-	20,725
62005	REPAIRS AND MAINTENANCE	19,750	150	-	11,000	2,500	3,500	36,900
62007	OPEN SPACE MAINTENANCE	-	-	-	-	-	3,800	3,800
62015	GAS AND ELECTRIC	25,900	-	-	-	25,300	-	51,200
62016	TRASH SERVICE	-	-	6,000	-	200	-	6,200
62020	TELEPHONE	3,200	-	-	-	300	-	3,500
62035	FUEL/OIL/LUBE	4,000	-	-	-	50	-	4,050
62037	VEHICLE REPAIRS	1,600	-	-	-	50	-	1,650
62038	HEAVY EQUIPMENT REPAIRS	100	-	-	-	-	-	100
62040	SMALL TOOL PURCHASES	3,000	-	-	-	-	-	3,000
62044	EMERGENCY RESPONSE TRAINING	1,600	-	-	-	-	-	1,600
62045	TAXES AND ASSESSMENTS	1,973	-	-	-	-	-	1,973
62050	OFFICE SUPPLIES	7,000	150	-	-	880	-	8,030
62051	ADVERTISING AND MARKETING	1,000	-	-	-	-	-	1,000
62052	PRINTING	400	-	-	-	-	-	400
62056	OFFICE EQUIPMENT MAINTENANCE	200	-	-	-	-	-	200
62057	UNIFORMS	1,000	-	-	-	-	-	1,000
62059	OFFICE EQUIPMENT LEASE	1,823	-	-	-	350	-	2,173
62060	POSTAGE	3,000	600	-	-	1,100	-	4,700
62061	PUBLIC RECORDS ACT COST	5,000	-	-	-	500	-	5,500
62065	GENERAL INSURANCE	10,000	-	-	-	2,500	-	12,500
62066	SPECIAL EVENT INSURANCE	500	-	-	-	-	-	500
62070	AUDIT	3,000	-	-	-	1,500	-	4,500
62075	ENGINEERING	100	-	-	-	-	-	100
62080	LEGAL	6,180	-	-	-	1,500	-	7,680
62090	TRAVEL/MEALS/MEETINGS	1,920	-	-	-	120	-	2,040
62095	PROFESSIONAL DUES AND SUBSCRIPTIONS	2,880	-	-	-	550	-	3,430
62100	SAFETY TRAINING AND SUPPLIES	3,000	-	-	-	250	-	3,250
62105	CASH OVER/SHORT	35	-	-	-	-	-	35
62135	DIRECTOR FEES	1,200	-	-	-	200	-	1,400
62140	PAGING/ALARMS	1,345	-	-	-	30	-	1,375
62141	RENT EXPENSE	6,855	-	345	-	-	-	7,200
62150	OTHER PROFESSIONAL FEES	5,000	-	-	-	500	-	5,500
62151	FINGERPRINTING FEES	200	310	-	-	-	-	510
62155	TRAINING AND CERTIFICATION	2,000	-	-	-	50	-	2,050

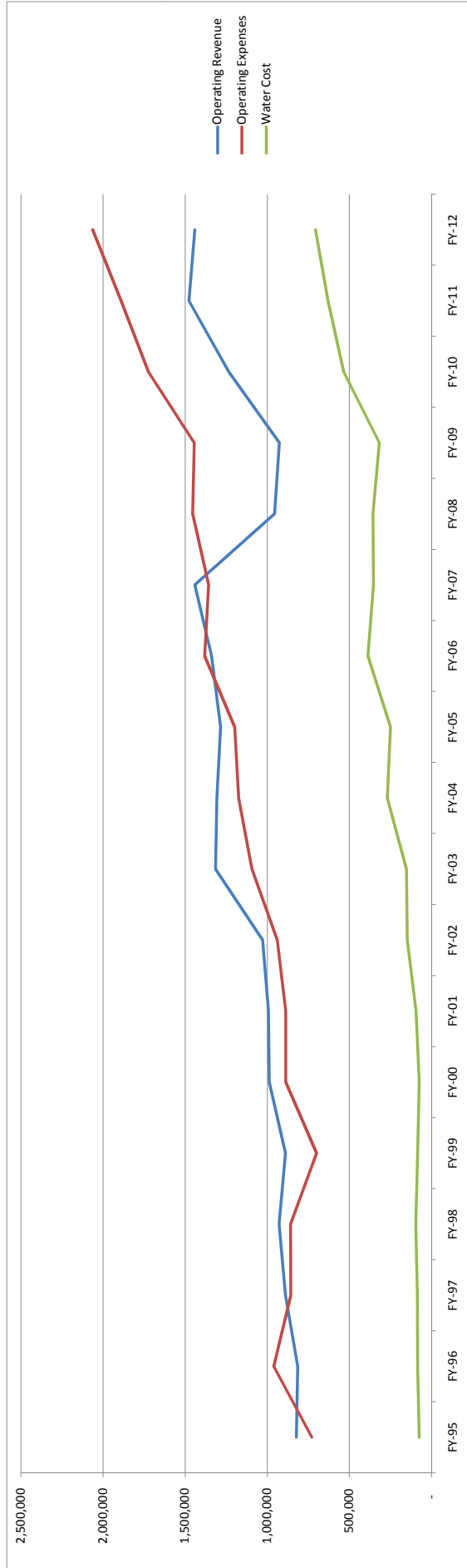
McKinleyville Community Services District

Governmental Funds Line-Item Budget
for the fiscal year ending June 30, 2012

A/C#	Description	Parks & General	Parks and Recreation Programs Fund	Facility Rental Fund	Measure B Assessment SRF	Streetlighting Fund	Open Space Maintenance SRF	Governmental Funds Total
62160	NONPROFESSIONAL FEES AND STIPENDS	1,000	3,750	-	-	100	-	4,850
62165	ELECTIONS	-	-	-	-	800	-	800
62295	OTHER EXPENDITURES	5,000	-	-	-	-	-	5,000
64000	CAPITAL EXPENDITURES	282,000	-	-	60,000	25,000	-	367,000
	Total Expenditures	846,542	142,040	114,145	210,000	102,898	49,300	1,464,925
	Excess (deficit) of revenues over expenditures	(87,642)	168,760	(57,619)	-	(20,898)	22,960	25,561

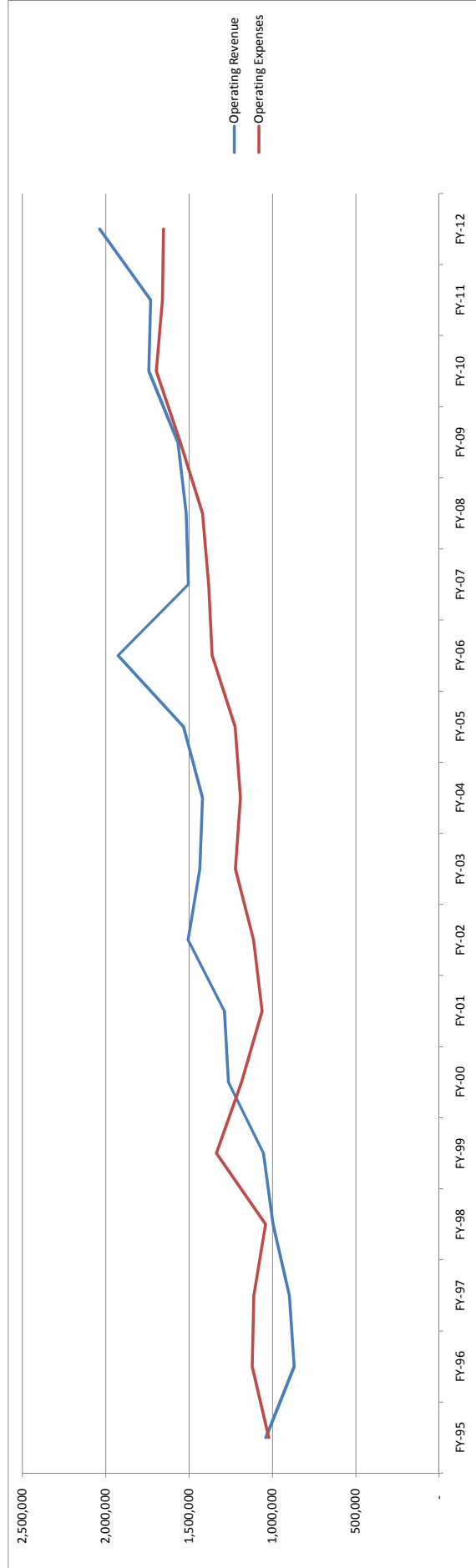
McKinleyville Community Services District
Water Enterprise Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 1995-2012

	Fiscal Year Ended (Ending) June 30,																	
	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
Operating Revenues																		
Water Sales	722,059	715,174	777,692	749,883	814,956	906,086	914,508	941,596	1,103,852	1,139,250	1,171,919	1,240,179	1,323,851	832,072	822,943	967,256	1,346,200	1,149,777
Other Water Revenues	100,986	99,648	110,954	178,297	73,755	82,359	78,363	87,180	210,384	167,164	112,671	99,668	117,200	122,920	104,166	265,993	131,486	290,920
Total Operating Revenue	823,045	814,822	888,646	928,180	888,711	988,445	992,871	1,028,775	1,314,236	1,306,414	1,284,590	1,339,847	1,441,051	954,993	927,109	1,233,249	1,477,686	1,440,699
Operating Expenses																		
Salaries & Benefits	277,399	414,470	361,766	375,348	395,770	392,206	383,619	392,061	472,929	459,541	499,303	529,427	560,844	594,924	661,031	729,285	712,535	751,573
Water Cost	74,897	84,374	86,526	96,007	84,431	74,880	93,698	147,114	151,583	269,049	250,212	387,780	352,935	356,842	318,159	533,961	629,880	706,850
Other Expenses	196,665	279,167	237,038	214,583	215,178	220,947	206,006	208,710	260,953	229,621	235,081	243,424	222,740	282,010	243,853	235,842	318,693	354,275
Depreciation	179,585	182,498	171,337	172,000	3,975	198,813	204,560	190,917	207,140	215,714	214,546	220,709	219,925	220,727	221,484	224,099	228,000	250,000
Total Operating Expenses	728,546	960,509	856,667	857,938	699,354	886,846	887,883	938,802	1,092,605	1,173,925	1,199,143	1,381,340	1,356,444	1,454,502	1,444,527	1,723,187	1,889,108	2,062,698
Net Operating Income (Loss)	94,499	(145,687)	31,979	70,242	189,357	101,599	104,988	89,974	221,631	132,489	85,447	(41,492)	84,607	(499,510)	(517,418)	(489,938)	(411,422)	(621,999)
Interest Income	46,842	6,585	72,477	62,671	63,042	75,077	84,361	79,066	67,786	42,801	46,501	63,422	97,279	114,973	76,662	39,897	49,000	35,000
Interest Expense	(80,309)	(87,045)	(72,418)	(72,531)	(71,251)	(66,464)	(63,625)	(75,463)	(65,739)	(84,364)	(62,690)	(61,241)	(59,666)	(58,130)	(56,318)	(54,701)	(87,078)	(88,726)
Net Income (Loss)	61,032	(226,147)	32,037	60,382	181,148	110,212	125,724	93,576	223,678	110,926	69,258	(39,311)	122,220	(442,667)	(497,075)	(504,742)	(449,500)	(675,725)



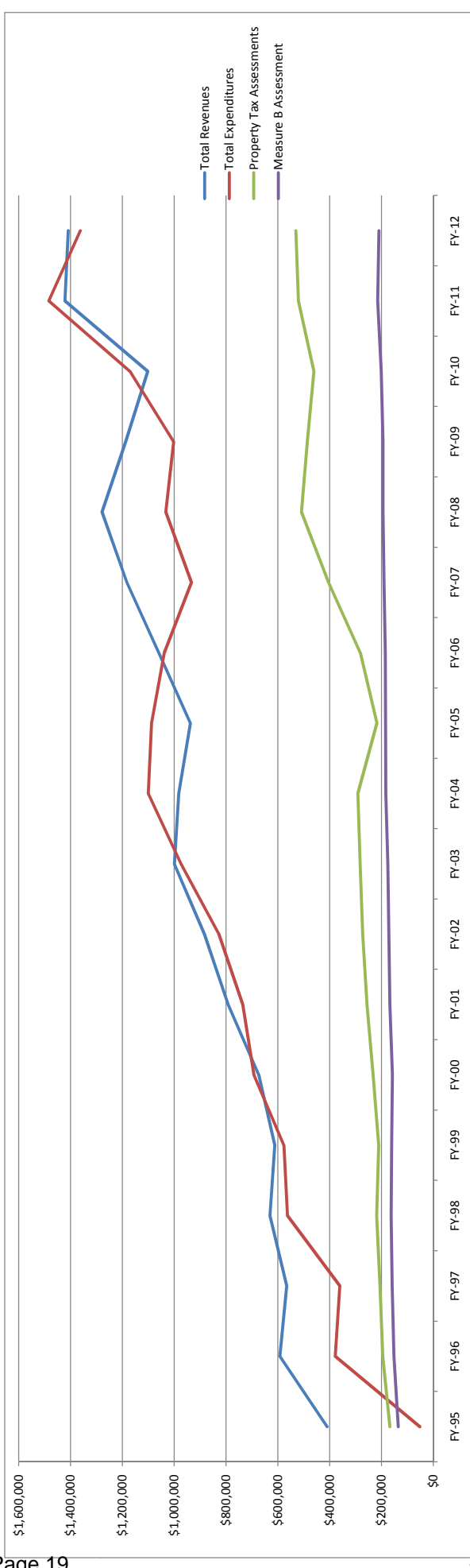
McKinleyville Community Services District
Sewer Enterprise Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 1995-2012

	Fiscal Year Ended (Ending) June 30,																	
	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Operating Revenues																		
Sewer Service Charges	628,705	733,459	767,373	788,770	862,154	980,402	994,682	1,015,604	1,038,351	1,053,676	1,074,665	1,134,167	1,161,794	1,216,130	1,298,515	1,404,897	1,437,944	1,443,000
Other Sewer Revenues	410,920	136,511	131,320	206,790	192,264	283,146	293,277	490,711	397,380	365,082	458,496	791,360	343,314	301,106	267,940	336,252	292,645	594,255
Total Operating Revenue	1,039,625	869,971	898,693	995,560	1,054,418	1,263,548	1,287,959	1,506,314	1,435,732	1,418,758	1,533,161	1,925,527	1,505,108	1,517,235	1,566,455	1,741,149	1,730,589	2,037,255
Operating Expenses																		
Salaries & Benefits	321,600	400,140	390,174	363,843	387,420	382,080	376,081	416,737	471,740	456,552	505,750	565,167	605,798	628,773	702,632	755,611	712,535	751,573
Other Expenses	418,589	433,166	433,281	381,658	436,961	471,297	347,390	361,180	391,751	368,226	351,055	397,018	376,114	390,676	441,707	529,281	532,668	486,775
Depreciation	281,100	287,810	288,887	295,000	511,513	332,163	339,240	335,976	359,592	367,808	367,795	399,033	401,102	400,055	407,597	412,230	415,506	415,506
Total Operating Expenses	1,021,289	1,121,115	1,112,341	1,040,501	1,335,894	1,185,540	1,062,711	1,113,893	1,223,083	1,192,586	1,224,600	1,361,218	1,383,014	1,419,504	1,551,936	1,697,122	1,660,709	1,653,854
Net Operating Income (Loss)	18,336	(251,144)	(213,648)	(44,941)	(281,476)	78,008	225,248	392,421	212,649	226,171	308,561	564,309	122,093	97,732	14,519	44,027	69,880	383,401
Interest Income	72,041	75,114	32,346	28,208	28,921	21,956	38,253	44,270	42,050	32,903	55,004	58,701	112,998	138,349	89,781	46,165	55,000	45,000
Interest Expense	(114,034)	(89,628)	(56)	(46,666)	(56,154)	(46,368)	(46,419)	(46,367)	(46,221)	(46,682)	(46,855)	(46,855)	(46,855)	(56,232)	(49,915)	-	(64,526)	(59,286)
Net Income (Loss)	(23,657)	(265,658)	(181,358)	(63,399)	(308,709)	53,596	217,082	390,325	208,478	212,392	316,709	576,154	188,236	179,848	54,386	90,192	60,354	369,115



McKinleyville Community Services District
Parks & General Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 1995-2012

Fiscal Year Ended (Ending) June 30,																			
1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012		
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget		
Revenues																			
Programs	-	46,282	63,800	72,687	84,689	145,826	176,695	213,377	241,011	234,189	244,304	267,216	266,947	301,191	283,861	265,596	329,306	310,400	
Rentals	-	57,695	44,415	51,650	53,186	46,795	54,205	51,344	53,694	59,710	64,572	68,961	76,128	68,175	57,921	56,953	62,400	56,650	
Property Tax Assessments	166,976	195,096	206,091	218,550	210,364	231,868	256,052	272,089	281,973	291,306	217,475	281,141	403,353	508,445	486,297	460,625	520,000	530,000	
Measure B Assessment	135,157	152,096	158,931	162,083	160,341	157,661	167,040	171,707	175,350	182,969	183,832	185,245	190,263	194,044	193,724	201,114	214,000	210,000	
State Bonds & Grants	83,424	238	108	5	4,405	-	-	-	104,477	131,265	55,312	154,722	126,913	67,983	47,097	-	-	-	
Other Revenue	13,970	69,604	59,381	116,301	79,951	68,101	102,642	145,516	120,879	72,416	158,510	88,180	97,129	103,849	87,824	98,611	276,176	283,436	
Interest Revenue	9,747	70,790	33,036	8,806	19,176	23,552	34,074	29,611	21,330	10,351	13,184	13,617	21,698	34,943	30,308	18,992	20,000	18,000	
Total Revenues	409,274	591,800	565,762	630,082	612,112	673,803	790,708	883,644	998,714	982,206	937,189	1,059,083	1,182,430	1,278,630	1,187,032	1,101,891	1,421,882	1,408,486	
Expenditures																			
Salaries & Benefits	2,275	118,280	169,540	165,129	173,251	225,227	286,679	326,365	380,587	463,148	492,992	481,106	510,737	554,654	624,909	612,125	800,787	838,686	
Other Expenditures	45,304	181,116	172,647	152,522	136,675	188,044	171,833	177,970	164,285	168,953	127,539	126,480	148,624	187,830	165,891	180,202	219,141	181,341	
Debt Service	458	78,620	-	232,454	251,314	222,603	222,752	222,599	222,172	210,213	210,992	210,992	210,992	210,992	191,609	191,609	213,128	-	
Capital Expenditures	3,768	-	18,666	12,227	14,650	56,163	53,528	100,452	206,460	257,755	256,000	219,503	62,614	79,115	19,138	186,355	250,000	342,000	
Total Expenditures	51,806	378,016	360,853	562,332	575,890	692,037	734,792	827,387	973,504	1,100,070	1,087,524	1,038,082	932,968	1,032,591	1,001,547	1,170,291	1,483,056	1,362,027	
Excess (Deficit)	357,468	213,784	204,909	67,750	36,222	(18,234)	55,916	56,258	25,210	(117,864)	(150,336)	21,001	249,462	246,039	185,485	(68,400)	(61,174)	46,459	



McKinleyville Community Services District

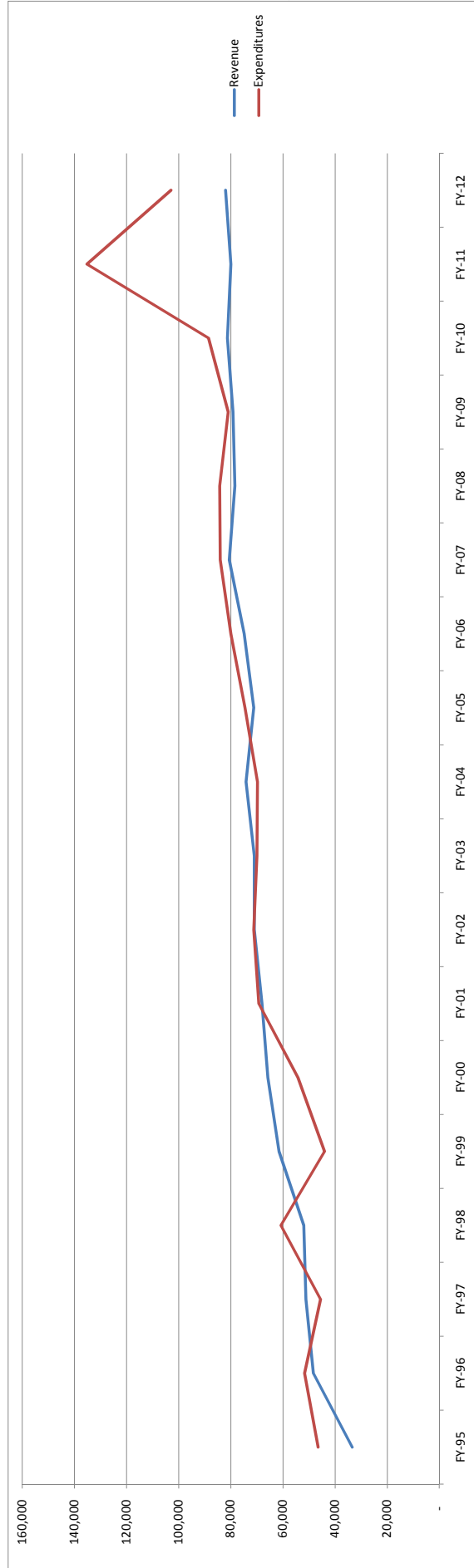
Streetlight Fund

Historical Analysis

Fiscal Years Ended (Ending) June 30, 1995-2012

Fiscal Year Ended (Ending) June 30,

	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget
	33,458	48,305	51,187	51,954	61,500	65,775	68,054	70,946	71,040	74,138	71,173	74,911	80,560	78,413	79,207	81,317	80,000	82,000
Expenditures																		
Salaries & Benefits	3,767	3,411	2,965	3,322	3,678	11,716	16,133	18,267	19,381	21,422	23,080	24,651	26,088	29,860	28,060	29,290	35,841	38,568
Other Expenditures	42,774	48,294	42,642	34,632	21,565	23,617	34,320	34,166	31,641	29,276	32,471	36,234	34,937	37,101	36,219	38,663	69,231	39,330
Debt Service	-	-	-	22,837	18,848	18,869	18,847	18,790	18,984	19,055	19,055	19,055	19,055	17,305	16,746	17,305	23,098	-
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	4,000	-	-	3,271	7,000	25,000
Total Expenditures	46,541	51,705	45,607	60,791	44,091	54,201	69,300	71,223	70,006	69,754	74,607	79,940	84,080	84,266	81,025	88,529	135,170	102,898
Excess (Deficit)	(13,084)	(3,400)	5,580	(8,837)	17,409	11,574	(1,246)	(277)	1,035	4,385	(3,433)	(5,029)	(3,520)	(5,853)	(1,818)	(7,212)	(55,170)	(20,898)



Description and Goals of the Capital Improvement Program

MCSD's Capital Improvement Program (CIP) is a multi-year plan that identifies capital equipment to be purchased and projects to be funded during a 10-year planning period. The Program identifies each capital project proposed for funding, the year in which the project is anticipated to be started or acquired and the amount of funds expected to be spent each year on the project.

The CIP is updated annually with the first year representing the capital budget for the next fiscal year. A primary goal of the Program is to provide MCSD with an orderly process for planning and budgeting for capital needs.

Another primary consideration in developing the CIP is to prioritize current and future needs to fit within the anticipated level of financial resources. In this way, the program will also assist MCSD in reviewing and evaluating capacity fees, water and sewer rates so MCSD can maintain cash reserves and debt capacity to insure the long-term preservation of District assets. For FY10/11 it was necessary to defer some of the previously prioritized CIP projects to a future year. This is the result of the increased water rates from Humboldt Bay Municipal Water District (HBMWD) that has resulted in overall decreased water revenue since MCSD water rates have not been fully adjusted to offset this increased cost to MCSD.

During the FY99/00 budget process, the Board designated unrestricted investment funds held by the Humboldt County Auditor as CIP Reserves and set goals for Reserve fund growth (average 3.8% per year for Water Fund Reserves and 2.5% per year for Sewer Fund Reserves) and minimum fund levels (\$350,000 for General Fund Reserves at each fiscal year-end).

General Fund Reserves and capital projects are significantly dependent upon property tax revenues and assessments. The Measure-B Assessment District expires in FY12/13 and, as Proposition 1A (in FY04/05, FY05/06, and FY09/10) made clear, the State's ability to redirect property tax revenues make that annual revenue source less secure and predictable than previously thought. The State is again in a deficit position and is looking for more local revenues to balance the State's budget. Local property tax remains one of the few only revenue sources left along with redevelopment funds and higher fees.

Capital Improvement Program Project Discussion

1. HEAVY EQUIPMENT

MCSD owns several pieces of heavy equipment used for maintenance of the MCSD facilities. Equipment in this category includes a sewer hydrocleaner, a dump truck, two backhoe/loaders, a tractor and a van with closed circuit TV.

The hydrocleaner/hydrovacuum was replaced in 2002; the unit is expected to be in service through the planning period. A new backhoe/loader was purchased in fall 2003 and is scheduled to be in service through the planning period.

The dump truck is a 1988 model and the tractor is a 1985 model. Although both pieces of equipment are used intermittently, they were scheduled to be replaced during FY 11/12. The replacement of the dump truck has been deferred until FY12/13 with the tractor still scheduled for replacement in FY11/12. They both have diesel engines and will require replacement in the near future due to emission standards. The van with closed circuit TV, used to check the sewer collection system for inflow, infiltration and to inspect the quality of installation for new sewer main installations but has been used relatively little since acquisition and should last through the planning period, though its use will increase to meet current regulations. The closed circuit TV camera unit was upgraded in FY07/08.

2. UTILITY VEHICLES

In 1998, the Board adopted a Fleet Replacement Plan to insure that MCSD's aging fleet of service vehicles would be replaced in an approximately ten-year cycle. At present, MCSD owns 18 utility vehicles including the Manager's car, the Parks and Recreation car, 4 of which are more than ten years old. The District has for the last several years begun to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs.

3. WATER SYSTEM

The water distribution system was originally constructed in 1972. The minimum average expected useful life of such infrastructure is 50 years. Additions to the distribution system are generally donated to the District by property developers. However, expansion of the customer base has created the need for expansion of portions of the system and occasional upgrades. Pump stations and some operating equipment have a much shorter useful life (e.g. 30 years) than pipes that can last up to 70 years or more. The Ramey Pump Upgrade Project is scheduled for completion in July, 2011 ensuring adequate water supply for the planned District build-out and operational life expectancy of 20 years.

Meter Technology: Currently, majority of water meters are read manually and recorded on an electronic recording unit (meter reader) that then interfaces with the accounting system. A new radio-capable meter reader was purchased in 2007. Some meters in dangerous or hard-to-reach locations are currently equipped with radio transmission capability. Water meter technology has now advanced to the point where they can be read reliably using radio technology, and the conversion to radio technology is now cost-effective. As they age, water meters become increasingly inaccurate, generally under-reading water consumption due to aging of mechanical components. MCSD replaces older meters over time so that no residential meter will be older than 18 years. In FY10/11 MCSD replaced the heads on all newer meters with radio read heads. Starting in FY13/14 MCSD will be replacing all older meters with radio read meters. This project is projected to pay for its self in less than 5 years by allowing one

Maintenance Person to read the entire district in 3 days thereby reducing the man hours required to read meters from 96 man hours per month presently to approximately 24 man hours per month. In addition, in water rationing or emergency situation radio read meters will be more effective in monitoring water flow and usage rates.

Water Storage Tanks: The District's current storage capacity for potable water is 5.25 million gallons in six storage tanks located on McCluski Hill (100,000 & 150,000 gal.), Cochran Road (1 million & 1.5 million gallons) and Norton Road (1 million & 1.5 million gallons). This can leave a 24 hour backup water supply for McKinleyville water customers at peak flow. The Cochran 1-million gallon tank was recoated and retrofitted with a seismic valve in FY02/03 at a cost of \$150,000. In FY03/04, the tank was equipped with a seismic valve actuator to prevent major water losses in case of an earthquake. The Norton Road Tank was recoated and retrofitted with a seismic valve in FY03/04. Additional recoating projects are scheduled for FY11/12, FY13/14 and FY16/17. Two new 3-million gallon tanks are also planned for construction on the District's Murray Road site. Design for the site will proceed in FY 11/12 and construction of the first tank should proceed in FY 12/13 with the second tank following in roughly 10 years, FY 21/22. Staff is in the process of determining the viability of the Murray Tank Site due to seismic considerations. A cost analysis will be conducted to determine the feasibility of design at that site opposed to purchase of a location in a less sensitive location. New tanks would increase the District's storage capacity, enhance fire flows during peak summer usage and provide additional system capacity for new growth. Staff has determined it would be more advantageous to initiate phased construction of two tanks at this location to spread the cost over a longer period of time and to enhance the operational flexibility of the system by having two tanks to allow for maintenance and redundancy. Current estimates for the project include preliminary design costs of \$500,000 for both tanks and construction costs of approximately \$3,200,000 per tank. The project would be paid for by some combination of developer fees, CIP reserve funds, commercial debt and the acquisition of some form of State assistance. Ultimately the project would double the District's storage capacity and should fulfill the District's requirements for water to full build-out.

Ramey (North Bank) Pump Station: MCSD purchases all of its water from Humboldt Bay Municipal Water District. Water is pumped from HBMWD's facility on the Mad River to the Ramey Pump Station. Water is then pumped to MCSD's six storage tanks where it is gravity-fed to MCSD's customers. A pre-engineering analysis was completed in fall of 2008 that recommends complete motor-pump, electrical service and emergency generator replacement. Design was completed in December of 2009. Total project costs are estimated at \$1,400,000. A low interest 1% loan for \$165,000 through American Reinvestment and Recovery Act funding and another \$5,000 grant through PG&E for energy efficiency have been secured. An additional \$1 million in project financing has been secured from the California Infrastructure Bank.

Emergency Water Supply: The underground supply line from HBMWD's facility on the Mad River to the Ramey Pump Station may be vulnerable to failure in a major earthquake. If such an event were to occur during the winter, it could be several months before the supply line under the river and freeway could be repaired, restoring water supply to the Ramey Pump Station. A 12" emergency water main will be placed

in the north bound span of the Highway 101 Mad River crossing. This will provide a viable alternative due to the ability to intertie Arcata and McKinleyville's water system in the event of a catastrophe. Design was completed and an RFP was advertised and the contract has been awarded. Construction will be ready to start by the time the budget is accepted, with a construction cost of \$248,000.00 and completion in summer of 2011. The interties, valves and piping to complete the project will take place in FY12/13. Grant funding for this project will be pursued.

The District owns Fire Hydrants in McKinleyville. Fire hydrants are generally required with new subdivisions by contractors and dedicated to the District upon testing inspection and acceptance. An upgrade of older hydrants in commercial areas to 4" steamer nozzles to enhance fire protection is an ongoing project. Hydrants are replaced as they are identified and funds are available. Arcata Fire Protection District and the District have initiated a project to install fire hydrants in commercial areas along Central Avenue. Thirteen areas have been determined to be deficient in fire hydrant coverage. Two hydrants per year will be installed. In FY 10/11 one hydrant was installed with two scheduled for FY 11/12.

Digital Control: All key water and sewer facilities are monitored constantly by computer from the MCSD field office. Upgrading to radio telemetry was completed in FY 08/09. The Remote Terminal Units (RTU) automates the function of all facilities but existing RTUs have been in service since 1990 and are scheduled to be replaced over the next three years with a completion in FY 14/15.

4. SEWER SYSTEM

The Sewer Collection System: Staff has placed an operational priority on investigating and monitoring infiltration and inflow of groundwater and storm runoff into the collection system. Smoke testing of the collection system was completed to test for leaks and misconnections. Projected growth in central McKinleyville also raises questions about the adequacy of the collection system. Engineering investigation of collection system upgrades were done in FY 02/03 and FY 03/04, but additional questions about the necessary scope as well as time frame for the project remain. Another potential problem exists in the County's planned densities for the area. The District will use sewer modeling software to verify capacity in the collection system as new developments are proposed. Pipe replacement has been placed on hold pending further engineering analysis and the growth patterns within the system are better identified. The highway under-crossing at Thiel Road and the parallel collection system piping back to McKinleyville Avenue have been identified as potential areas of concern.

The Fischer Irrigation Site construction work was completed in FY 97/98. A project constructing five additional disposal paddocks at the Site was completed in FY 00/01 to allow for more rotation in the use of the disposal paddocks. This will extend the life of the existing paddocks and increase the total disposal capacity of the Site. The August 2008 WDO mandated a Reclamation Study to evaluate the District's ability to discharge treated effluent at a rate that does not exceed the agronomic rate of the pasture lands. The initial conclusion is that with intensified management and improved crop selection

the District will be able to meet the standards of the RWQCB. These studies will be completed by 2012.

The McKinleyville Waste Water Management Facility (WWMF)

Frequent violations of our discharge standards due to biological oxygen demand (BOD), non-filterable residue (NFR) and algae growth in the treatment process prompted staff to propose the installation of marsh habitat at the WWMF. This project included the conversion of one of the five existing treatment ponds to a wetland and the addition of a sixth wetland treatment pond. State grants were obtained that paid for about 85% of the total project cost of \$770,000. The project was classified as a compliance project to enable MCSD to avoid State-imposed mandatory fines for past discharge violations. The Compliance Period ended in February of 2009.

The wetland project has substantially improved the waste treatment process and the District is back in compliance in the majority of the District discharge requirement. BOD has been reduced by approximately 40% and NFR by 70%. Fish bioassay are at 100% success and our biological capacity was raised from 1.13 MGD to 1.61 MGD in the current permit. The District recognizes it must still address ammonia in the effluent and is taking interim steps to reduce the concentrations of ammonia and this issue will be a major concern addressed in the 20 Year Facility Plan which will be brought to the MCSD Board early in FY 11/12.

Waste Discharge Permit (NPDES): The District was issued a new waste discharge permit from the NCRWQCB in August of 2008. This permit has resulted in substantial costs in monitoring, performance; mandates numerous studies regarding disposal, groundwater analysis, source control for priority pollutants, treatment and irrigation methods. Six separate studies are mandated under the new permit in order to meet new groundwater regulations and changing disposal practices. In May, 2010 the interim limitations for constituents of concern ended and much more stringent limitations took effect. The new copper limits would have been impossible for MCSD to meet so a Water Effects Ratio Study (WER) was conducted to disprove the assumed toxicity of copper in the effluent to aquatic life. The WER was successful and the copper limitations have been increased from 3 to 27 mg/L. The District has requested modification to the NPDES Permit to reflect the changes. The District was in negotiations with the Regional Board Staff to modify our monitoring requirements so they determined it would be prudent with all the changes to issue a renewal of the permit instead of a modification. The new permit was approved in April, 2011 resulting in no limits for Copper, Lead, or Dioxin. Our monitoring location and frequency have been reduced significantly lowering the cost and reducing the potential for fines. The Waste Treatment Plant will need substantial modification in the future resulting from County growth projections and new regulations. The District is in the process of conducting studies to provide recommendations for process control, treatment plant modifications, discharge alternatives, and produce a twenty-year facilities plan to accommodate expected growth in the McKinleyville area.

5. BUILDING PROJECTS

The **Pierson Park buildings** (Azalea Hall, Law Enforcement Facility, Library, and Activity Center) were built between 1995 and 2000. During FY 07/08, staff conducted energy audits of the buildings. New fluorescent lights were installed in 07/08 for more energy-efficient units and alternative energy sources will continue to be investigated.

With the successful passing of Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, staff will begin the design for construction of a **Teen/Family center** attached to the McKinleyville Activity Center. The facility will include a large space that can be sectioned off, storage, offices, restrooms, and a commercial kitchen.

The parking lots at all Pierson Park buildings will be resurfaced in FY 11/12. A picnic area with outdoor BBQ is being proposed at the bocce ball courts.

The Friends of the McKinleyville Library secured funding for the expansion of the McKinleyville Library, adding a 720 square foot WiFi Conference Room. Construction of the project was completed in 2010.

The **McKinleyville Activity Center** bleachers and floor were replaced in FY 06/07 at a cost of \$82,000. Funds for that project came from State per capita grants. As recreation programs have grown, there has been increasing competition with other users (contract vendors) of the facility for storage space. Staff is investigating ways of providing additional storage space for program needs as well as vendor use.

Now that the Hiller Sports Complex is complete, staff is investigating ways to increase storage for mowing equipment and landscape materials and supplies. The Parks Department currently stores mowers, fertilizer and irrigation supplies in a connex box storage unit located at the southwestern corner of the property. Other supplies are kept in a storage bay at the District Office.

During FY02/03 full-time Parks & Recreation staff was relocated to the MCSD Office to facilitate communication and operation of the recreation programs. In FY 04/05, the conference room at the MCSD Office was renovated and converted to a Recreation Department office with a separate customer entrance. This has reduced congestion at the main customer reception desk and enhanced customer service for recreation participants

The **District office building** has completed the expansion for additional offices and a meeting/conference room. The 1,200 square foot addition on the back of the building was completed in 2009. The District is in the planning stage to expand the office replacing the aging field office with and attached addition to the existing office this project is scheduled for FY 13/14.

6. PARKS AND TRAILS PROJECTS

The implementation of Proposition 1A reduced the General Fund property tax receipts by \$270,000 for FY 04/05 and FY 05/06. This seriously limited the viability of future capital projects. Since that period the District has been able to build the reserves for matching funds for available parks grants.

The playground construction at Hiller and Pierson Parks are now complete. The District will continue to improve the facilities at Hiller Park with trails and other amenities as grants and funds are made available. Quimby funds are a local source of funds for these types of improvements.

Staff has constructed two handicap accessible bocce ball courts and built a small trail from Gwin Road to Pierson Park. The skate park committee continues to search for funding for the 20,000 square foot proposed skate park at the Pierson Park or other designated site.

Staff proposes to install swing sets at Pierson and Hiller Parks. Staff also proposes to complete playground inspections and consider replacing any playgrounds that are necessary.

Staff continues to pursue grant funding for new projects. These projects are in the budget, but are contingent upon successfully receiving grants.

Hiller Park and Hiller Sports Complex development began in FY 00/01 and was substantially completed in FY 04/05. A playground was constructed in 2007 and the entire playground area fenced for safety. The tot lot playground for 2-5 year olds was replaced in FY09/10. The soccer field construction was started in 2007 with a large equipment donation from Pacific Earthscape (Ford Logging) and completed with District funds in 2008. Further projects will include trails and paths as the funds become available through grants.

7. COMPUTERS AND SOFTWARE

Water and sewer system modeling software, base mapping software and hardware, and SCADA system hardware upgrades have been ongoing since FY 01/02. Routine ongoing replacement of existing Operations Department, office and Parks & Recreation Department computers are budgeted throughout the planning period in order to keep the MCSD system current.

The MOMS billing and accounting system was upgraded in the office in spring of 2008. Several office computers were upgraded to take advantage of the new features in the accounting system upgrade. Upgrade of the accounting software is planned for the future.

The District began using SEMS software, in 2010 with full implementation in 2011. SEMS is a compliance resource and asset management tool for water and waste water

agencies. The program also allows staff to prepare and manage work orders to identify and track jobs.

The District has historically recognized the importance of mapping all facilities and has complete paper system maps for the water and sewer systems. With advent of new technologies the District began the satellite location Facility Information System (FIS) of all facilities in 1999 and has incrementally added existing and new facilities to a digital master map. This project is ongoing and is carried out using staff and outside consultants. The software to view and manipulate these master files was purchased in FY 09/10. Development of our FIS will require the ongoing use of global positioning system (GPS) survey equipment to keep digitized maps of District facilities current; GPS equipment was purchased in FY03/04 when it was determined less expensive to buy the equipment and collect the points using District staff. This equipment like all electronic equipment has a planned obsolescence and is planned for replacement in FY11/12.

8. SMALL EQUIPMENT, CONTINGENCY AND OTHER

The main MCSD photocopier was replaced in February, 2009 with a leased model with scanning and color printing capabilities. The Risograph duplicator should last through the planning period. Smaller and less expensive (more than \$500 but less than \$2,000) new equipment and emergency replacement of existing equipment cannot generally be anticipated. Annual expenditures of from \$10,000 to \$14,000 should be budgeted to account for such items in the enterprise funds.

Appendices to Capital Improvement Program

Attached beginning at Page 27 are preliminary summaries of the Capital Improvement Program's planned capital expenditures (in thousands: 10 = \$10,000). The planning period for the Program is 10 years. This planning period provides additional perspective in the formulation of the Comprehensive Action Plan, which has a planning period of five years.

It should be noted that all estimated replacement costs are in current year dollars, since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly reevaluated. Capital expenditures are defined as expenditures that add value to the existing investment of the District.

McKinleyville Community Services District
Enterprise Fund Capital Improvement Projects
For the Fiscal Years Ending June 30, 2012 - 2021

	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
1. Heavy Equipment										
Totals:	55	80	0	10	0	300	60	0	20	50
2. Utility Vehicles										
Totals:	30	60	50	30	53	62	53	32	54	32
3. Water System										
Totals:	765	5,434	808	236	13	431	267	29	1,000	0
4. Sewer System										
Totals:	867	1,707	10,265	218	333	80	78	62	598	303
5. Office, Corperation Yard and Shops										
Totals:	12	227	172	20	10	20	10	10	20	0
7. Computers, Software and Equipment										
Totals:	32	24	148	25	25	25	25	25	27	0
8. Fischer Ranch										
Totals:	6	5	5	0	3	5	0	0	5	0
9. Small Equipment & Other										
Totals:	44	23	19	18	18	18	38	18	40	0
Total Planned Expenditures	1,811	7,560	11,467	557	455	941	531	176	1,764	385
Departmental Allocations:										
Water Fund	850	5,641	1,003	288	66	494	360	72	1,081	41
Sewer Fund	961	1,919	10,465	270	389	448	171	105	684	344
Total	1,811	7,560	11,467	557	455	941	531	176	1,764	385

McKinleyville Community Services District
General Fund (Parks) Capital Improvement Projects
For the Fiscal Years Ending June 30, 2012 - 2021

		Fiscal Year Ending (in thousands - \$000.)									
		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
1.	Hiller Park & Sports Complex										
	Totals:	6	4	4	9	5	7	5	7	6	8
2.	Pierson Park Upgrades										
	Totals:	2	2	2	3	3	3	3	3	3	3
3.	Azalea Hall Upgrades										
	Totals:	25	27	10	3	9	3	4	4	4	4
4.	McKinleyville Activity Center Upgrades										
	Totals:	33	6	8	8	8	10	8	18	13	10
5.	Other Parks Projects & Equipment										
	Totals:	15	11	38	150	11	12	40	132	40	32
6.	Law Enforcement Facility Improvements										
	Totals:	6	2	0	0	0	0	0	3	0	0
7.	McKinleyville Library Improvements										
	Totals:	0	2	5	8	0	0	0	0	0	0
8.	Projects funded with Measure B renewal										
	Totals:	60	1,200	25	0	0	0	0	0	0	0
9.	Projects funded by Quimby/Other Funds										
	Totals:	195	0	0	0	0	0	0	0	0	0
Total Planned Capital Expenditures		342	1,254	92	181	36	35	60	167	66	57

**McKinleyville Community Services District
Streetlight Fund Capital Improvement Projects
For the Fiscal Years Ending June 30, 2012 - 2021**

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

	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
1. Heavy Equipment										
Lift				60						
2. Poles										
Inspection										40
Replacement	25	15	15	7	7	7	7	7	7	7
Total Planned Expenditures	25	15	15	67	7	7	7	7	7	47

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Monthly Report
May 18, 2011

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

INFRASTRUCTURE BANK FINANCING APPROVED

The Board of Directors of the California Infrastructure and Economic Development Bank (IBank) approved the District for a \$1 million loan to finance the Ramey Pump Station Upgrade project. The General Manager attended the Board meeting on March 1, and met with the program managers after their meeting. Loan documents and additional resolutions have been received and are in the process of being reviewed by staff and counsel. Loan documents and related resolutions should be on the agenda for the June 15, 2011, MCSD Board meeting.

WATER AND SEWER BUDGET

Revenues for water sales for the month of March continue to be below expectations for the seventh consecutive month by \$46,610, resulting in a fiscal year to date negative budget variance of \$330,468 (19.95%). An adjustment to the District's water rate structure is necessary as this trend continues. The graphs on the following pages (reprinted from this month's Treasurer's Report) indicate a trend toward lower water usage as compared with the two most recent fiscal years. Net Operating Income for the District's water and sewer enterprise funds is below budget by \$156,782.

PARKS AND RECREATION BUDGET

Secured property tax and Measure B assessments are collected by the County Treasurer-Tax Collector in December and April of each year and deposited to the District's Trust account. Secured property tax collections in the amount of \$211,898, and Measure B assessments in the amount of \$88,300, were collected and deposited during April, 2011. The District's share of certain portions of the property tax rolls (supplemental taxes, escapements, etc.) will be deposited before June 30, 2011. The aggregate collections were 85% of total expectations for the fiscal year.

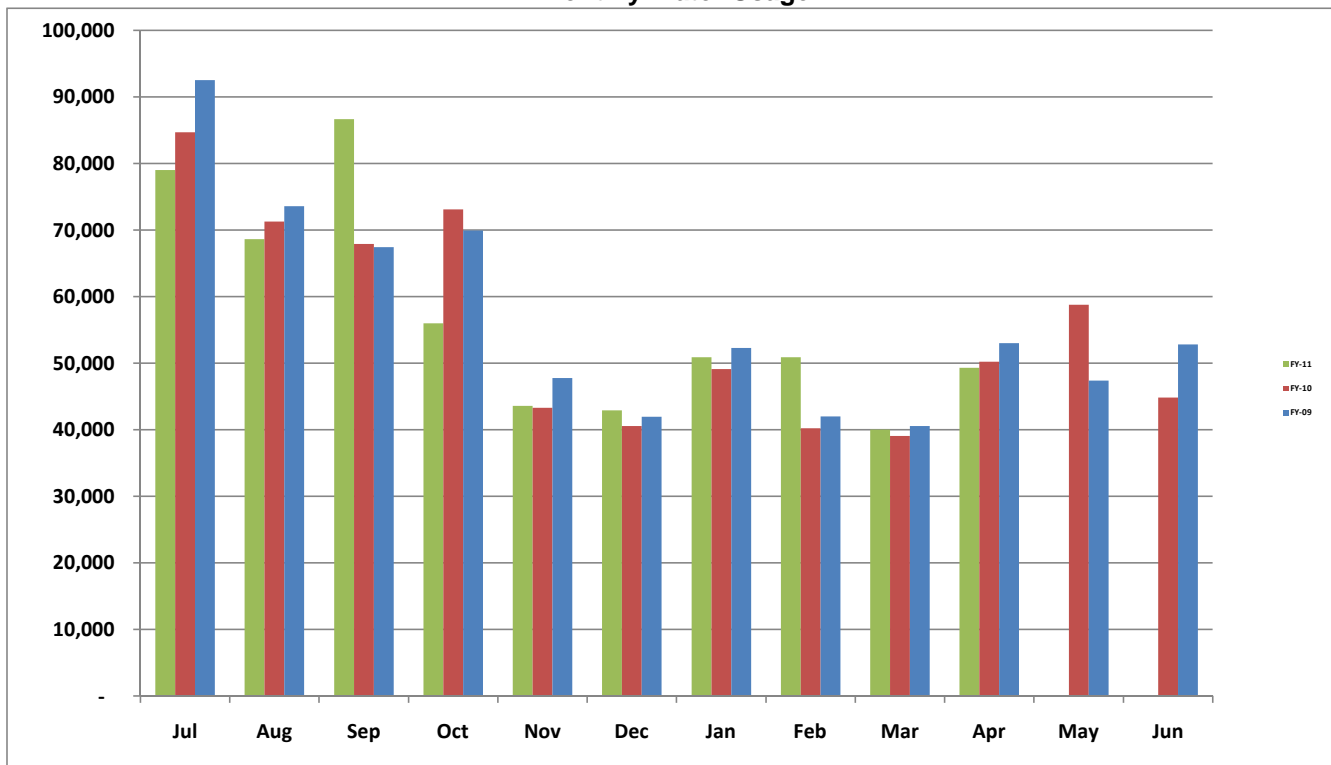
The annual interest and principal debt service payment for the General Fund was disbursed in advance of the August 1, 2010, due date in order to avoid delinquent payment penalties. An interest payment on this obligation was disbursed in February, 2011. The final payment on the WestAmerica Bank obligation will be disbursed prior to the end of the current fiscal year.

COST OF PUBLIC INFORMATION REQUESTS AND CORRESPONDENCE

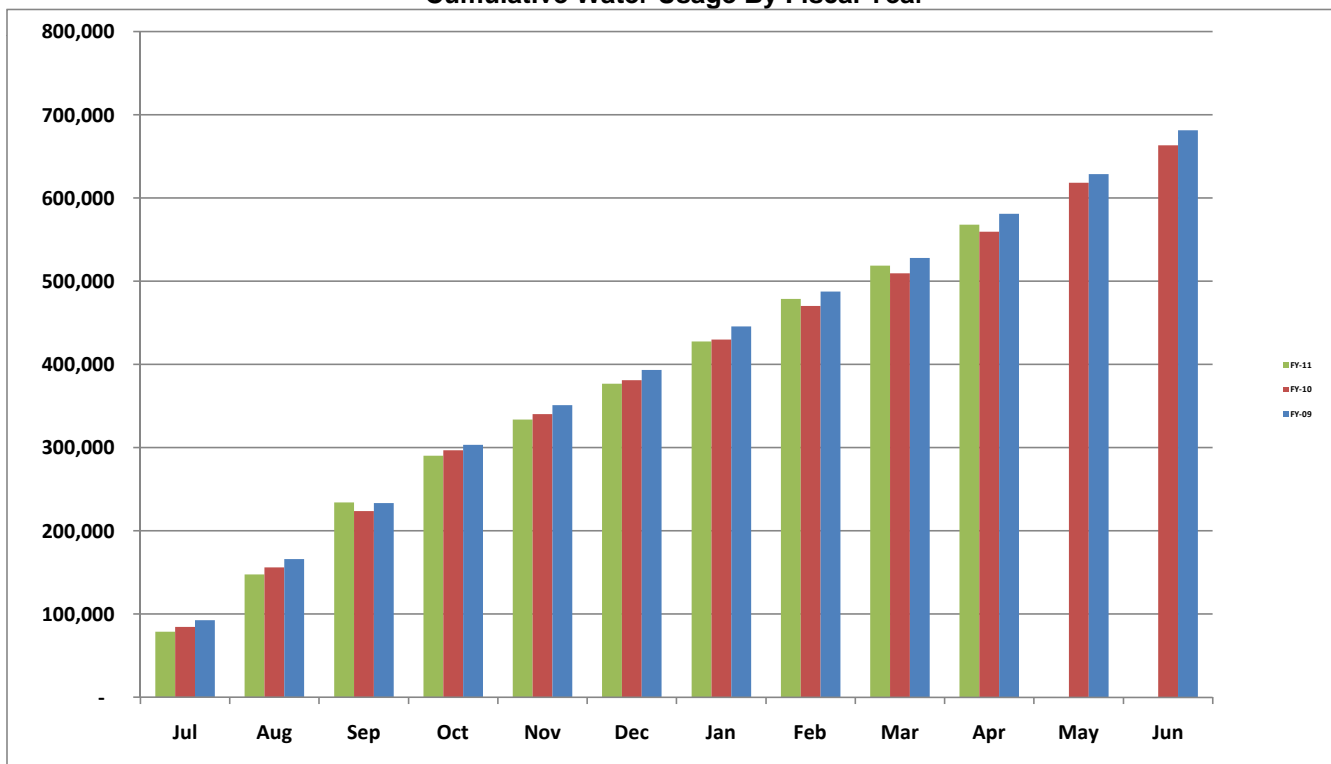
The District received numerous correspondences from the public during April, 2011. The cost to the District for this is \$969.36 for April, 2011; bringing the total cost for FY-11 to \$18,885.22. Staff hours for this totaled 10.75 hours in April, 2011, bringing the total to 205.6 hours for FY-11.

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

Monthly Water Usage

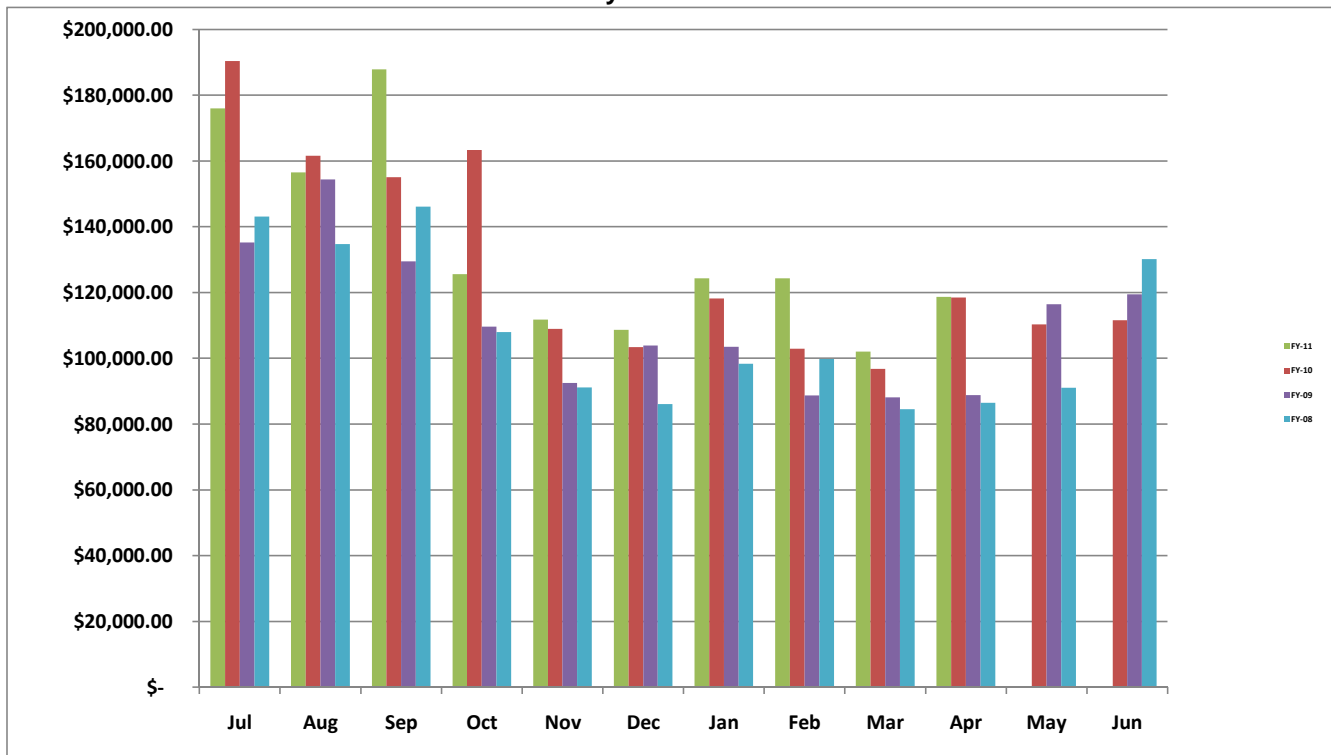


Cumulative Water Usage By Fiscal Year

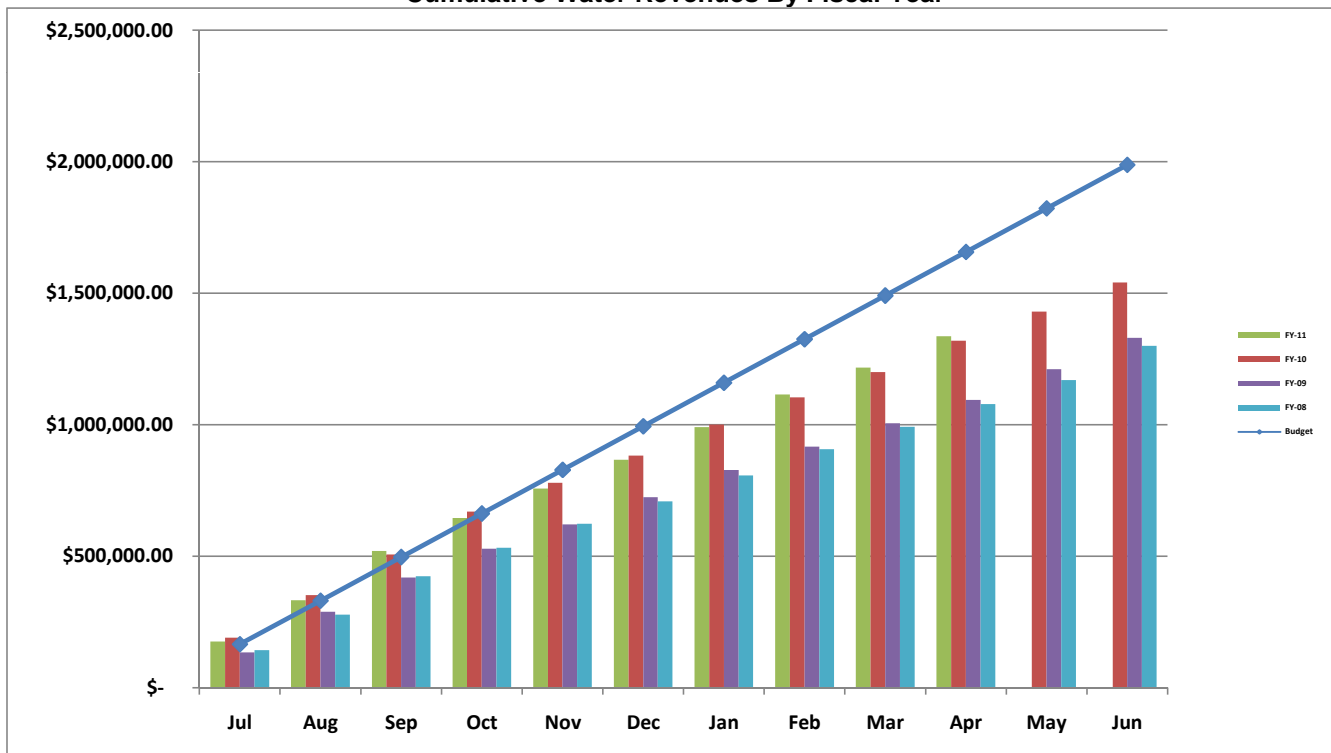


McKinleyville Community Services District Analysis of Water Revenues by Fiscal Year

Monthly Water Revenues



Cumulative Water Revenues By Fiscal Year



McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

May 12, 2011

To: MCSD Board

From: Gregory P Orsini, Operations Director

Subject: Agenda Item: F.2.B. –May 18, 2011 Board Meeting
Operations Department – April 2011 Report

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

Water Department:

◇ Water Statistics:

The district pumped 40 million gallons of water in April.

Three water quality complaints were investigated and rectified in April.

One service line leak was reported and repaired in April.

Two water service installations were completed in February.

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

◇ Double Check Valve Testing:

Routes 6, 7 and 8 testing was completed in February accounting for 71 devices.

◇ Pressure Reducing Valve (PRV):

Hiller PRV station 3" control unit malfunction was discovered. While troubleshooting, staff found a torn diaphragm and a plugged orifice in the control valve. The control unit was rebuilt and placed back in service.

◇ Tank Site Maintenance:

McCluski Tank site roof vent required calking around the vent. This discrepancy was noted during a monthly inspection and repaired by service order. A limit switch at Cochran Tanks site seismic valve did not function properly during the monthly testing. The failure was noted on the monthly inspection form and a service order was generated. A member of the field crew diagnosed and repaired the failed limit switch, returning the valve to normal operation.

◇ Service Line Extension:

4 water services were extended on Loran Avenue due to road widening and paving. This was done to prevent the Meter boxes from being located in the new roadway.

◇ New Construction Inspections:

Central Estates Phase 2A and B, No work on facilities due to weather; Fudali LLC, Ground was broke on project. No work on our facilities until mainline extension agreement is signed and deposits are paid; VanEaton Subdivision has been completed but awaiting as-builds and Santos Subdivision, no work due to weather.

Waste Water Statistics:

39 million gallons of wastewater were collected and pumped to the W.W.M.F in April.

46 million gallons of waste water were treated and discharged to the Mad River in April.

No sewer services were completed in February.

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

◇ Man Hole Inspections:

During wet weather manhole inspections a full pipe of clear water was found coming through a lateral on James Court. After further inspection with the camera, staff found that storm drains from nearby neighbors were tied into the main. This was part of the old sewer system that belonged to Grace Park before MCSD assumed this area. Underground Service Alert was notified so the crew could excavate the area. The main was excavated and the illegal connections were removed. During wet weather this contributed 35 g.p.m. or 50,000 gallons a day of storm water entering the collection system.

◇ Sewer lift Station Maintenance:

Hinges were replaced on the wet well lids at the Fischer Sewer Lift Station. These were noted during the monthly inspections which generated a work order for replacement. The battery charger at B Street Sewer Lift Station was discovered to be inoperative during a routine inspection. A replacement was purchased and installed. Pump run times at all stations are monitored and recorded. When runtimes are observed to be above normal staff are notified and the pump is investigated. Pump 2 at Hiller Lift Station was found to be

clogged with rags due to high hours. The pump was unclogged and is back in service. Load testing was conducted at Letz and Fischer Sewer Lift Station emergency Generators. This procedure runs the generators under a greater load than normal operation, helping to release carbon buildup and to gauge the health of the generator. The generators ran at 100% load for 2 hours. Fischer Generator passed at 100%. Letz generator passed at 70%. Cummins Diesel will send a report with recommendations for Letz Generator.

◇ **WWMF Maintenance:**

The lab at the WWMF was prepped for tile floor removal. The original tile is over 27 years old has served us well. All equipment including bathroom stalls and lockers were removed. The mastic tested positive for asbestos so a contractor qualified to remediate the asbestoses was hired to complete the work. This will take place early in May and after proper testing the new floor will be installed.

◇ **Wet Weather Flow Monitoring**

The sewer flow tote has been set to monitor wet weather flow. It will be moved to preselected manholes which will take a flow read every 5 minutes. This information will then be compared to the dry weather flow data collected to determine Inflow or Infiltration areas to narrow the areas we investigate for storm water intrusion. This information is also used to truth data derived from the sewer model software.

◇ **Street Light Department:**

No streetlight problems were reported or repaired in April.

◇ **Promote Staff Training and Advancement:** Weekly safety meetings were conducted.

Special Notes:

Annually the Department of Health Service for the State visit the District to inspect our water distribution related facilities and review documentation related to the water system. Results of testing, regulatory required reports are reviewed; the pump sites and tank sites are visited and discrepancies are noted in a report. I am happy to say no outstanding deficiencies were noted during the inspection. This is due entirely to the Operations Staff professionalism.

Ramey Upgrade Update: A major shutdown at the station was performed for five hours while PG&E installed the new transformer and pulled service lines to the control building. Power is now running through the new PG&E meter and a temporary service to the existing panel is connected and running the system. Electricians have almost completed installing wire, control panels and conduit. Pump motors and variable frequency drives have arrived and have been set. Emergency Generator day tank is set and hooked up. The Chlorination tank and plumbing in the dosage room have been set. Pressure testing the discharge line was completed on half of the discharge line. A punch list of unfinished items was sent to the general contractor. The digital control; supervisory control and data acquisition (SCADA) portions of the project are being conducted jointly between Abbey Systems, SCADA Support Group and MCSD. Hardware and programming for the project are being supplied by Abbey Systems. The logic design, control and installation of the hardware are being carried out by MCSD and SCADA Support Group. The project was handled in this manner to save the District costs in an area we have expertise and so operational and supervisory control of the process are exact ally to our standards.

Mad River Bridge crossing contract was signed, the notice of award and the notice to proceed were issued. Staff has ordered the flex couplings and precast pipe supports. Staff has processed the submittals for the 12" ductile iron pipe supplied by the contractor. Work on our portion of the project is scheduled for early June.

Osmose completed the Street light pole inspections. The process consists of exposing around all poles, test for rot and rigidity, treatment with fumigant and paste, wrapping the poles with fabric paper, then backfilling and compaction. A full report of each pole and GIS mapping of their location will be received. There were 19 poles located in sidewalks that we exposed by District staff by jack hammering out the concrete. After testing, the holes were saw cut compacted, prepped for concrete and concreted. Only one pole required removal immediately. 248 poles were tested, 14 poles were rejected for a 5% failure rate. The poles that failed are scheduled for replacement.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
May 18, 2011

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

PONY EXPRESS DAYS:

Pony Express Days is scheduled for June 1 through June 5, 2011. Our Parks and Recreation Department will assist with supervising the bounce house, paid for by the McKinleyville Chamber of Commerce. MCSD staff is also assisting the Chamber with hosting a horseshoe tournament and a bocce ball demonstration.

The Pony Express Days banners have been placed on streetlights along Central Avenue.

PIERSON PARK COMMUNITY GARDEN:

Working with members of the Community Garden Committee, we have expanded the Community Garden to accommodate additional requests for garden plots this year. People who have purchased plots have already begun planting.

GRANTS:

Staff continues to work on grant research and are currently working on a Proposition 84 grant through the State of California.

McKINLEYVILLE SKATE PARK UPDATE:

Current Right of Entry Agreement with the McKinleyville Skate Park Organization expires September 8, 2011. The item will be brought before the Board at the August 2011 Board meeting.

At the time of this report, I had not received a monthly report from the McKinleyville Skate Park Organization. Attached is a financial report submitted by the Skate Park Organization.

SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):

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

COMMUNITY SERVICE WORKERS:

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

WORK EXPERIENCE (Cal Works PROGRAM)

We have three (1) position through the Cal Works program that is 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 (with possible extensions of time), and workers compensation is also under the Counties umbrella.

GRAFFITI & VANDALISM UPDATE:

The new dugouts at Hiller Sports Complex were vandalized. Photos of the graffiti were forwarded to the Humboldt County Sheriff Department.

Mckinleyville Skatepark	Funds in Bank	Promised material funds equivalent or cash funds	Potential Earnings from Merchandise Sales	Promised Grant funds (if specific requirements meet)	Total fund equivalent	Grants in process (requested funds)
Umpqua Bank	30,012.00				\$0.00	
Tony Hawk Foundation				\$25,000.00	\$25,000.00	
MCSO reserve fund				\$25,000.00	\$25,000.00	
Stewardship Foundation					\$0.00	\$200,000.00
North Coast Fabricators		\$15,000.00			\$15,000.00	
Six Rivers Brewery **		\$2,739.00			\$2,739.00	
MCK Skate Sweet Shirts*		\$1,800.00	\$2,700.00		\$4,500.00	
MCK Skate Decks*		\$1,950.00	\$3,050.00		\$5,000.00	
					\$0.00	
Total allocated funds	\$0.00	\$21,489.00		\$50,000.00	\$71,489.00	\$200,000.00
	Total potential earnings from merchan		\$5,750.00	Total park funds needed	\$378,511.00	
				Target goal for construction	\$450,000.00	
North Coast Fabricators commits to \$15000.00 to cover steel for Phase #1 see line item #6						
* Note Shows Cost of Merchandise to be sold for fundraising and promotion of the Skatepark						
** Note Funds from Pony Express Days from 2010, not shown funds from Front Side Ale 10% sales (Will present check to us for a six month fund raising total)						

McKinleyville Community Services District

BOARD OF DIRECTORS

May 18, 2011

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Norman Shopay

TYPE OF ACTION: None

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

- Repairs to Toro Mower \$400
- CalWorks employee are currently working at the District, resulting in a cost savings of \$4,100 for the month of April
- SWAP Crew maintenance of detention basin \$1,000
- Load Generator Testing \$1,000
- Unit 16 transmission, B Street Generator, weather station \$750
- Control Panel at North Bank, Design in house \$3,000

Total cost savings for April is \$10,250

The cumulative cost saving to the District to date since tracking began from July 1, 2010 through April 30, 2011 is \$316,915

District staff should be commended for their continued efforts in looking for cost savings opportunities that result in real savings for the District and rate payers.

2. 20-year Facility plan – A draft of the facility plan to the District's staff is anticipated by the end of June. The preliminary schedule for the review process is estimated as follows:

- Receive initial draft by end of June for internal review.
- Present revised draft to the Board at the August board meeting.
- Request a 45- to 60-day public review period with a public workshop to be scheduled for September.
- Staff will consider comments and provide an update and revised draft to the Board in October.
- Present final facility plan to the Board at the November board meeting for approval.

- Submit the approved facility plan to the Regional Board in December.

3 NPDES Permit – Major Significant Accomplishment. We were successful. The District renewed our National Pollutant Discharge Elimination System (NPDES) Permit for another 5-year term. On April 19, 2011 the State Water Resources Control Board (SWRCB) approved the NPDES permit for discharges from the MCSD Wastewater Management Facility (WWMF) for another 5-year term, extending the permit expiration date from August 1, 2013 to April 19, 2016. The permit was approved as a consent item on the April agenda.

Modifications to the final permit terms were slight in text, but extremely huge in terms of \$\$\$ savings for the District and our rate payers.

Maintaining a positive proactive and cooperative approach and discussions with the RWQCB, the District was able to successfully re-classify three receiving water locations as land discharge locations in the new permit, resulting in vastly reduced monitoring costs over the next 5-year reporting term.

Another significant change in the new permit was a modification to the effluent limitation for discharges of copper based on the results of a Water Effect Ratio (WER) study initiated by the District in October 2010. The RWQCB reviewed the results of the WER study and made changes to the effluent limitations in the permit to reflect the outcome of the analysis. The result is an effluent limitation for copper limit the existing facility can achieve and that is still protective of the water quality and beneficial uses in the Mad River. Without this change we would have been subject to numerous fines (\$3,000 per occurrence).

Overall the renewal of the NPDES permit was a collaborative effort, initiated by the RWQCB and fully supported by the District. The approval of the permit as a consent item is testament to the work done by both parties to negotiate the revised permit terms and come to agreement on the final permit limits.

4 Emergency Water Line Crossing over the Mad River – The District finalized the contract with Golden State Bridge for the installation of the emergency water line piping in the new Mad River Bridge.

5 Capacity Fee Rate Study and Evaluation – A draft report was presented to the Board at the February 16th Board meeting. Based on initial comments received a “revised” draft report dated March 11, 2011 was prepared and posted to our WEB Site. A revised version dated April 5, 2011 was prepared and posted to the Web site. A revised version dated May 5, 2011 was prepared and posted to the Web site.

MCSD conducted discussions with interested development stakeholders during the last week of April. A general workshop was noticed in the newspaper and conducted on May 12, 2011. It is anticipated that the final report and recommendations will be presented to the MCSD Board at the June 15th Board meeting.

6. Water Rate increase from HBMWD – We were recently notified that HBMWD will be increasing rates to McKinleyville by 12.4 %. Prior year rate increases were 16.4%, 25.6% 15.7% and 6.6 %. MCSD's rate increases have not kept pace and will be evaluated in the near future.

7. Light Pole Inspections – The District is in the process of finalizing light pole inspections. This is the first time that this has ever been done. The purpose of this inspection is to determine if our light poles are still in good condition, safe, and not at risk of falling over due to rot at the base of the light poles. Based on the recent failure of some of the light poles, it was determined that inspections were long overdue. It is usual and typical that light pole inspections are conducted every ten years to determine the risk of potential failure. Based on the initial results of the inspections it is estimated that approximately 15 light poles may require replacement due to their structural weakness and failure potential.

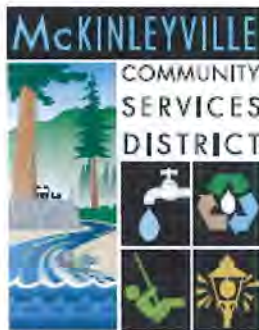
8. Murray Road Water Tank Site – There is a concern regarding the location of the existing fault to the proposed Murray Road new tank site. The land and site was previously purchased by the District for the new Murray Road proposed water tank. The site is located in a high seismic hazard zone as may have a high potential for potential ground movement. Water tanks cannot take much ground movement before they are significantly damaged. MCSD contracted with LACO to conduct an initial Seismic Hazard Evaluation of the site. Results of this investigation will be presented at a future Board meeting.

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

April 28, 2011

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 March 2011 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM.

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

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 March, that constitutes seven criteria. The BOD results for March 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 March, that constitutes three criteria. The NFR results for March are in compliance.

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10 mg/L. One test was conducted in March 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 March are as follows. Median was <1.8 and a Maximum of 14. Four samples were collected in the month of March and were in compliance.

Monitoring of the Mad River, Hiller Storm Water Wetlands and Fischer Backswamp Wetlands was conducted in March.

Monthly testing for constituents of Concern was conducted in March and all were 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 March and is in compliance with 100% survival.

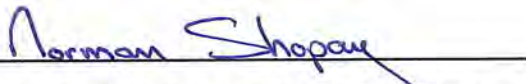
Chronic Toxicity Testing was conducted in February and is being reported in March. The Flathead Minnow and *C. dubia* both exhibited effects to ammonia toxicity. Last year a Toxicity Reduction Evaluation was conducted and ammonia was found to be causing toxicity. MCSD is in the process of determining the most effective means to address ammonia toxicity in the interim and long term through a plant upgrade.

EXHIBITS:

- A. March 2010 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, quarterly and annual monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet
- C. River CFS and Effluent Flow Data Sheet
- D. BOD and TSS work sheet
- E. Laboratory Analysis for Constituents of Concern
- F. Laboratory Analysis for Dixon
- G. Laboratory Analysis for Acute Toxicity Testing
- H. Laboratory Analysis for Chronic Toxicity Testing
- I. River Monitoring worksheet for R-001 and R-002
- J. Hiller Marsh worksheet for R-004 and R-005
- K. Fischer Ranch Backswamp worksheet R-003

"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: MARCH

YEAR: 2011

DATE	INFLUENT FLOW MG.D.	EFFLUENT FLOW MG.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING										3X5 TOTAL COLIFORM
					B.O.D. mg/L	N.P.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS			
1	1,057	1,266	893	1110			6.7	10.4				28	1.0	0.00			
2	1,082	1,260	886	1280			6.6	11.1				30	1.3	0.00			
3	1,097	1,247	876	3950			6.6	11				30	1.6	0.00			
4	1,077	1,245	876	4100	270	160	6.7	11.0	18	21		30	2.9	0.00	<0.1		
5	1,195	1,245	875	3230			6.7	11.1					0.3	0.00			
6	1,450	1,215	853	9940			6.8	11.1					4.1	0.00			
7	1,274	1,229	864	7350			6.6	11.2				32	0.4	0.00		14.0	
8	1,304	1,233	872	5950			6.5	11.4				30	1.4	0.00			
9	1,250	1,266	1023	5750			6.5	11.7				30	0.2	0.00			
10	1,296	1,233	870	4310			6.7	12.9				32	4.7	0.00			
11	1,260	1,227	866	5670	180	180	6.7	12.3	17	22		30	1.4	0.00	<0.1		
12	1,248	1,238	869	4080			6.9	12.8					1	0.00			
13	1,248	1,238	907	3410			6.8	13.1					2.9	0.00			
14	1,307	1,245	867	5950			6.7	12.4				32	3.5	0.00		<1.8	
15	1,241	1,232	871	4570			6.7	13.5				28	4.2	0.00			
16	1,411	1,234	851	12400			6.9	12.0				30	2.3	0.00			
17	1,436	1,209	926	9730			6.8	12.1				30	1.5	0.00			
18	1,376	1,281	1000	8310	210	190	6.8	11.5	28	23		30	3.7	0.00	<0.1		
19	1,519	1,391	1007	8940			6.8	10.8					2.7	0.00			
20	1,617	1,434	1012	7080			6.8	11.6					2.3	0.00			
21	1,688	1,443	1255	7050			6.8	11.4				30	1.2	0.00		<1.8	
22	1,658	1,545	1271	6440			6.6	11.3				30	1.4	0.00			
23	1,471	1,810	1265	5160			6.6	12.7				28	2.1	0.00			
24	1,452	1,806	1259	6680			6.9	12.6				28	5.1	0.00			
25	1,741	1,685	1235	9080	150	110	6.6	11.1	22	24		28	4.1	0.00	<0.1		
26	1,839	1,633	1259	9080			6.8	11.4					3.7	0.00			
27	1,870	1,796	1268	7460			6.8	12.2					2.2	0.00			
28	1,836	1,810	1269	7460			6.6	11.1				28	2.6	0.00		<1.8	
29	1,685	1,809	1270	5990			6.6	12.2				28	1.7	0.00			
30	1,505	1,814	1278	5300			6.6	12.2				30	0.7	0.00			
31	1,435	1,516	1281	5940			6.7	12.7				26	0.6	0.00			

MONTHLY TESTS

DATE	TDS	AMMONIA	NITRATE	BORON
3/10/2011	230	26.0	ND	210

SPILLS:

None to report

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
21	242	89	23	257	85

DATE	Copper	Lead	Bis. phthalate	4.4'-DDT	2,3,7,8-TCDD
3/22/2011			0.65	ND	ND
			AMEL .94		

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

DATE	ACUTE TOXICITY
3/15/2011	% Survival
N/A	100%

Rainbow Trout
C. dubia

SIGNATURE:

[Signature]

REMARKS:

Indicates Permit Exceedance

TESTED	CHRONIC TOXICITY
Mintow	2
C. Dubia	1.33
Algae	1
TUG	

Total Conform
Monthly
MEDIAN
<1.8
Daily
Maximum
14




Water & Sewer Connection Fee Analysis

McKinleyville CSD
May 12, 2011




What we'll cover today

- Project Overview
- What is a capacity fee?
- What does the capacity fee cover?
- Why the increase is needed?
- How are connection fees calculated?
- Cost projections
- Local comparisons

MCSD – Connection Fee Study | 2

Project Overview

Background <ul style="list-style-type: none">• Water capacity fee, set in 1991, \$154 per ERU• Wastewater capacity fee, set in 1999, \$1,761 per ERU• Fees have not been updated to reflect additional capital needs	Implications <ul style="list-style-type: none">• Do not adequately fund previous project debt service, reflect updated system demands, and/or needs for expanded or additional facilities• Maintaining the low rates for new development has been offset by the rates charged to current users.
Purpose <ul style="list-style-type: none">• To identify appropriate fee levels for maximum cost recovery	

MCSD – Connection Fee Study | 3

What Does the Capacity Fee Cover?

- Cost to serve new development
- Wastewater treatment
- Water resources
- Water & sewer infrastructure
 - Storage
 - Pipelines
 - Facilities



MCS - Connection Fee Study | 4

Why the Increase is Needed?

- Current fees do not:
 - Adequately fund previous project debt service
 - Reflect updated system demands
 - Cover needs for expanded or additional facilities
- Would prevent existing rate payers from incurring the cost
- Prevents reduced levels of service



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How is the Capacity Fee calculated?

- To equitably and fairly allocate costs, one of two methodologies are used:
 1. Buy-In Methodology - used when existing components have excess capacity available
 2. Plan-Based Methodology – Allocates future costs related to the District's Capital Improvement Plan (CIP) via a growth and existing needs basis



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Capacity Fee Cost Components

- **Water**
 - Resources
 - Storage
 - Distribution
 - Planning and Study Efforts
- **Wastewater**
 - Treatment
 - Interceptors
 - Collection lines
 - Planning and Study Efforts
- **Joint Costs**



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Cost by Component

Water Demand and Cost Summary

Demand Summary	Factors
Annual Residential Consumption (hrf)	419,909
Annual Residential Consumption (gallons)	320,051,512
Residential Accounts	4,658
Daily Residential Consumption (gallons)	194
Average Month Consumption	36,659
Max Month Consumption	57,666
Residential Peaking Factor	1.6
Gallons per Peak day per Single Family Connection	310
Water Component Cost Summary	Planned Buy-in
Storage	\$1.98
Distribution	\$2.76
Net Capital Cost per Gallon of Capacity	\$6.42
Joint Costs (per connection)	\$189.34
Net Capital Cost per Connection	\$189.34

Sewer Demand and Cost Summary

Demand Summary	Factors
Gallon per Peak day per Single Family Connection	310
Percentage of Water Returned to Sewer System	26%
Gallons per Peak day per Single Family Connection	235
Sewer Cost Summary	Planned Buy-in
Treatment	\$8.04
Interceptors	\$0.44
Collection Lines	\$1.97
Planning and Study Efforts	\$0.11
Net Capital Cost per Gallon of Capacity	\$10.56
Joint Costs (per connection)	\$189.34
Net Capital Cost per Connection	\$189.34



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Proposed Water Capacity Fees

		Component Unit Cost	\$1.98	\$189.34	
		Component Multiplier	310	1	
Water Meter					
Size	GPM	Capacity Ratio	Storage	Joint Costs (per account)	Total
5/8"	20	1.0	\$ 613	\$ 189.34	\$ 2,180
3/4"	30	1.5	919	189.34	3,176
1"	50	2.5	1,532	189.34	5,167
1 1/2"	100	5.0	3,064	189.34	10,145
2"	160	8.0	4,902	189.34	16,118
3"	300	15.0	9,191	189.34	30,056
4"	500	25.0	15,318	189.34	49,967
6"	1000	50.0	30,636	189.34	99,744
8"	1600	80.0	49,017	189.34	159,476
10"	2300	115.0	70,463	189.34	229,164



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