

***Mission statement of McKinleyville Community Services District:***

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

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

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

**Wednesday, December 12<sup>th</sup>, 2012  
7:00 P.M.**

**AGENDA**

**A.1 CALL TO ORDER**

**A.2 ROLL CALL**

**A.3 PLEDGE OF ALLEGIANCE**

**A.4 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.*

**A.5 APPROVAL OF THE AGENDA**

**B. PUBLIC HEARINGS**

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

**C. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS**

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

## **D. CONSENT CALENDAR**

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of November 7, 2012 **Pg. 4**
- D.2 Consider approval of minutes of the Board of Directors' Special Meeting of November 27, 2012 **Pg. 9**
- D.3 Consider approval of October, 2012 Treasurer's Report **Pg. 12**
- D.4 Approve Memorandum of Understanding with the California Conservation Corps (CCC) for the use of the trailer at Pierson Park **Pg. 35**
- D.5 DCV Violations this month **Pg. 39**

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

- E.1 Approve Resolution 2012-31 – A Resolution of Commendation from the Board of Directors to honor Norman Shopay **Pg. 40**
- E.2 Presentation by U.S Fish and Wildlife Service regarding development of predator management strategies on Clam Beach in order to protect Pacific Coast Snowy Plovers **Pg. 42**
- E.3 Consider approval of FY2011/12 audit **Pg. 44**
- E.4 Informational presentation by Redwood Regional Economic Development Corporation regarding additional air services to McKinleyville and airport name change **Pg. 46**

## **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 Advisory Committee (Wennerholm)
- e. Audit (Corbett, Edwards)
- f. Employee Negotiations (Wennerholm, Edwards)
- g. Water Task Force (Mayo, Corbett (alternate))
- h. AdHoc No Drugs & Toxics Down the Drain (Couch)
- i. McKinleyville Municipal Advisory Committee (Edwards, Corbett (alternate))

**F.2. STAFF REPORTS**

- |    |  |               |
|----|--|---------------|
| a. | Support Services Department (Colleen M.R. Trask) | <b>Pg. 56</b> |
| b. | Operations Department (James Henry)              | <b>Pg. 57</b> |
| c. | Parks and Recreation Department (Jason Sehon)    | <b>Pg. 59</b> |
| d. | Interim General Manager (Greg Orsini)            | <b>Pg. 62</b> |

**F.3. PRESIDENT'S REPORT**

**F.4. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS  
AND AGENDA ITEM REQUESTS**

**G. 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**

**H. ADJOURNMENT**

**Posted 5:00 pm on December 7, 2012**

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 12, 2012

TYPE OF ITEM: **ACTION**

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**ITEM: D.1., D.2. Consider Approval of Minutes from November 7, 2012, November 27, 2012 Board Meetings**

**PRESENTED BY: Kathy Wilson**

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

### **Recommendation:**

Staff recommends that the Board approve the draft minutes from the November 7, 2012 Regular Meeting and November 27, 2012 Special Board Meeting.

### **Discussion:**

The Draft Minutes from each of the above listed meetings are attached.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Exhibit D.1-Minutes from November 7, 2012 Regular Board Meeting
- Exhibit D.2-Minutes from November 27, 2012 Special Board Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS**

**HELD ON WEDNESDAY, NOVEMBER 7th, 2012 AT 7:00 PM  
AZALEA HALL, 1620 Pickett Road, McKinleyville, California**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:02 PM with the following Directors and staff in attendance:

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

Norman Shopay, General Manager  
Greg Orsini, Operations Director  
Colleen M.R. Trask, Finance Director  
Jason Sehon, Park & Recreation Director  
Dave Baldosser, acting Board Secretary

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

At 7:02 PM President Mayo called the meeting to order. Directors Corbett, Edwards, Wennerholm, Couch and Mayo were present. Director Wennerholm led the pledge of allegiance. There were no additions to the agenda.

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

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

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

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

**AGENDA ITEM C- PUBLIC HEARINGS-NONE SCHEDULE**

**AGENDA ITEM D-CONSENT CALENDAR**

1. Consider approval of minutes of the Board of Director's Regular Meeting of October 3, 2012
2. Consider approval of September 2012 Treasurer's Report
3. DCV Violations this month
4. Expenditure Control Guidelines

**MOTION:** It was moved to approve the consent calendar. Motion by Corbett; second by Couch

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

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

**AGENDA ITEM E-CONTINUED AND NEW BUSINESS**

**E.1 Approve the updates to the Parks & Recreation Master Plan to include potential BMX Bike Track**

Jason Sehon briefed the Board on the history of discussions and the different organizations willing to support the amendments to the master plan. The amendments to the Master Plan would include the

potential development of a BMX Bike Track. And approve revisions that reflect the McKinleyville Skate Park Organizations decision to not sign a Right of Entry Agreement to build a park on MCSD property.

**MOTION:** It was moved to approve both amendments to the Parks and Recreation Master Plan; Motion by Edwards; second by Corbett.

President Mayo opened the floor for public comment with eight members speaking. All were in favor.

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

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

## **E.2 Approve Phase 1 of the Streetlight replacement program for LED's on Central Avenue**

Staff presented financial and technical data supporting research of Phase 1 in response to the Board's inquiry into the process.

**MOTION:** It was moved to approve Phase 1 of the Street replacement program; Motion by Corbett; second by Edwards.

President Mayo opened the floor for public comment with two people speaking. Comments by board members related to pricing of service, methods of funding and cost implications.

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

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

## **E.3 Approve Resolution 2012-30 to Update Rules and Regulations Revising Pretreatment Service Fees for Commercial and Industrial Sewer Users with Discharge Permits**

**MOTION:** It was moved to approve Resolution 2012-30; Motion by Edwards; second by Corbett.

President Mayo opened the floor for public comment with two members of the public or people speaking

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

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

## **E.4 Nomination of a Board member as representative to the Association of California Water Agency; Joint Powers Insurance Authority**

**MOTION:** It was moved to nominate Dennis Mayo as the board member representative with Norman Shopay as an alternate; Motion by Corbett; second by Wennerholm.

No public comment

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

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

## **E.5 Potential Merit Salary Adjustment Regarding General Manager Compensation**

President Mayo presented to the Board for discussion a merit increase of 5% retroactive for 12 months, plus two days of additional permanent administrative leave.

**MOTION:** It was moved to approve the recommended merit salary adjustments; Motion by Edwards; second by Corbett.

President Mayo opened the floor for public comment with one member speaking.

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

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

## **AGENDA ITEM F-REPORTS**

### **AGENDA ITEMS F-REPORTS:**

**F.1.a - RAC (Recreation Advisory Committee):** Brief meeting with comment on letter received relating to BMX project.

**F.1.b - MCK AREA FUND:** Director Edwards stated they met and will be sending out requests for grant proposals in January which will be reviewed in March.

**F.1.c - RREDC (Redwood Region Economic Development Commission):** Directors' Wennerholm and Edwards did not attend meeting; nothing to report.

**F.1.d - MCK SENIOR ADVISORY COMMITTEE:** Nothing to report.

**F.1.e - AUDIT:** Nothing to report.

**F.1.f - EMPLOYEE NEGOTIATIONS:** Nothing to report.

**F.1.g - WATER TASK FORCE:** Nothing to report.

**F.1.h - ADHOC NO DRUGS AND TOXICS DOWN THE DRAIN:** Nothing to report.

**F.1.i - MCKINLEYVILLE COMMUNITY ADVISORY COMMITTEE (MCAC):** Director Edwards reported that the committee met, chose officers and established meeting times and places; next meeting 11/28 at 5:30 pm at the MCSD office (last Wednesday of the month).

**F.2.a - SUPPORT SERVICES DEPARTMENT:** Finance Director Trask reported financial statements for fiscal year 2012 are complete and being drafted, pending auditor's final review, when complete will be submitted to audit committee (approximately November 27<sup>th</sup>); budget process beginning, training for board secretary continuing.

**F.2.b - OPERATIONS DEPARTMENT:** Nothing to Report

**F.2.c - PARKS & RECREATION DEPARTMENT:** Jason Sehon commented that the Fall Festival begins Saturday and all is ready.

**F.2.d - GENERAL MANAGER:** General Manager Shopay provided an update on ongoing negotiations with Kennedy/Jenks. The negotiations are relative to effort and scope of work, which if completed upfront, complement the overall effort.

**F.3. PRESIDENT'S REPORT:** Director Mayo commented that the new ACWA Region 1 President will be Aldaron Laird. He commented this would be good for Humboldt County. Also that Cal/Trans communicated the Mad River Bridge ribbon cutting ceremony has been delayed. He also commented on the United States Forest Service and their ongoing work related to the snowy plover.

**F.4. BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: NONE**

#### **AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

One comment from public on BMX park amendment to Master Plan; the individual recommends a letter to the BMX group regarding the realities of building the track with relative timelines.

**AGENDA ITEM H-CLOSED SESSION DISCUSSION – None scheduled.**

**AGENDA ITEM I-ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 8:47 pm. Motion by Corbett; Second by Edwards

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

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

Respectfully Submitted,

David A. Baldosser  
Acting Board Secretary



**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON TUESDAY, NOVEMBER 27, 2012 AT 7:00 PM AT THE DISTRICT OFFICE,  
1656 SUTTER ROAD, MCKINLEYVILLE**

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

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

Greg Orsini, Interim General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Acting Operations Director  
Jason Sehon, Parks & Recreation Director  
Kathy Wilson, Board Secretary

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

At 7:01 pm President Mayo called the meeting to order. Directors Corbett, Couch, Edwards and Wennerholm were present. Director Edwards led the pledge of allegiance. There were no additions to the agenda.

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

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

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

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

President Mayo requested public comment on the closed session items. None was made and he closed the public comment.

**AGENDA ITEM C-CLOSED SESSION DISCUSSION:**

President Mayo announced that the board would convene into closed session for discussion of the following item:

- C.1 PUBLIC EMPLOYEE APPOINTMENT, EMPLOYEE TERMS  
AND PERFORMANCE EVALUATION – Interim/Acting General Manager Greg Orsini

At 7:03 pm the Board convened to closed session.

At 7:21 pm the Board reconvened out of closed session.

- |         |  |
|---------|--|
| On Item | <b>C.1 PUBLIC EMPLOYEE APPOINTMENT, EMPLOYEE TERMS<br/>AND PERFORMANCE EVALUATION – Interim/Acting General Manager Greg Orsini</b>   |
| 1.      | Compensation plus 20% of the Operations Director wage effective November 16, 2012 and receive one additional administrative leave day per month.   |
| 2.      | Timeline for interim period will be until the March, 2013 Regularly Scheduled Board Meeting pending the decision for permanent hire. This will allow staff time to compile a transition plan, have it reviewed by local Attorney and return to the Board by the March, 2013 Board Meeting. |
| 3.      | Schedule a performance evaluation which will be due at the end of the 120 day term.  |
| 4.      | Understanding of employment states if Greg Orsini is not hired permanently as General Manager for McKinleyville Community Services District, he will be reinstated as District's Operations Director.  |

**MOTION:** It was moved to accept staff recommendation, numbers 1 thru 4. Motion by Mayo; second by Edwards

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

**MOTION SUMMARY:** Motion Passed- 5 Ayes; 0 Nays

**AGENDA ITEM D-CONSENT CALENDAR:**

**D.1 Consider approval of draft minutes of the Board of Directors' Special Meeting of November 13, 2012**

**MOTION:** It was moved to approve Consent Calendar. Motion by Couch; second by Edwards

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

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

**AGENDA ITEM E-NEW BUSINESS:**

**E.1 Review and consider authorizing approval and execution of Special Facilities Agreement with Humboldt Bay Municipal water District and City of Arcata**

**MOTION:** It was moved to proceed with the execution of the Special Facilities Agreement with Humboldt Bay Municipal Water District and the City of Arcata; motion by Edwards, seconded by Wennerholm.

**MOTION VOTE:** Ayes: Corbett, Edwards, Wennerholm, and Mayo – Director Couch identified he had a conflict of interest and disqualified himself

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

**E.2 Approve compensation and terms for Interim General Manager Gregory Orsini**

**ADDRESSED AFTER CLOSED SESSION RECONVENED**

**E.3 Informational item regarding Public Service Announcements and Memorial for Norman Shopay**

Parks & Recreation Director Jason Sehon updated the Board on the progress made for the public service announcements and memorial for Norman Shopay. MCSD published a more formal public service announcement and scheduled a memorial service in honor of Norman Shopay for November 27, 2012 from 1:00pm to 3:00pm at Azalea Hall. Jason Sehon said the Mad River Rotary Club agreed to share the cost of the memorial, which has received good media coverage. A collection of photos and quotes were assembled to be viewed during the memorial service. The Board and staff discussed in more detail the agenda for the memorial. The Board directed staff to respond to all letters and cards received by sending a personal thank you note from MCSD. Interim General Manager Greg Orsini commended and thanked Jason for taking the lead and doing an outstanding job with the coordination of the memorial service.

**INFORMATIONAL ITEM: No action required or taken by the Board.**

**E.4 Informational item regarding list of District Projects**

Finance Director Colleen M.R. Trask reviewed the list of District Projects and prioritization of projects. Attachment A of the MCSD Project Schedule – 2012 outlined the original timeline, adjusted timeline, approved budget and expected funding source for each pending project.

**INFORMATIONAL ITEM: No action required or taken by the Board.**

**E.5 Discuss and set schedule for potential subsequent Special Meeting(s) of the MCSD Board of Directors**

Board discussed time and dates for subsequent meetings. The next scheduled Regular Board Meeting is scheduled for December 12, 2012 at 7:00pm at Azalea Hall. The Board then discussed and confirmed the setting of the Regular Board Meeting in January 2013 for Tuesday, January 15, 2013 at 7:00pm at Azalea Hall.

**INFORMATIONAL ITEM: No action required or taken by the Board.**

**AGENDA ITEM F-REPORTS: NONE SCHEDULED–NOTHING TO REPORT**

**AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: NONE SCHEDULED**

Director Corbett suggested rewording the agenda to reflect something differently such as "NONE CURRENTLY SCHEDULED" which would allow comment if needed. Interim General Manager Greg Orsini indicated the agenda would be corrected to allow comment if nothing was scheduled.

**AGENDA ITEM H-PUBLIC HEARINGS: NONE SCHEDULED-NOTHING TO REPORT**

**AGENDA ITEM I-ADJOURNMENT:**

**MOTION: It was moved to adjourn the meeting at 8:10pm. Motion by Corbett; second by Couch.**

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

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

Respectfully Submitted,

Kathy Wilson,  
Board Secretary

**McKinleyville Community Services District  
Treasurer's Report  
October 2012**

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**McKinleyville Community Services District**  
**Investments & Cash Flow Report**  
**As of October 31, 2012**

Petty Cash & Change Funds 940.00

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		237,912.43
<b>Cash Receipts:</b>		
Utility Billings	355,840.02	
Money Market Account Interest	33.48	
Transfers from County Fund #2560	-	
Other Cash Receipts	48,139.59	
<b>Total Cash Receipts</b>		404,013.09
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(169,845.16)	
Debt Service	(4,644.48)	
Capital & Other Expenditures	(217,467.47)	
<b>Total Cash Disbursements</b>		(391,957.11)
<b>Operating &amp; Money Market - Ending Balance</b>		249,968.41
<b>Total Cash</b>		250,908.41

**Investments** (Interest and Market Valuation being re-calculated as part of the year-end close)

<b>LAIF - Beginning Balance</b>	127,600.46	
Interest Income	-	
<b>LAIF - Ending Balance</b>		127,600.46
<b>Humboldt Co. #2560 - Beginning Balance</b>	175,874.13	
Property Taxes	-	
Transfer to Operating Cash	-	
Interest Income	115.78	
<b>Humboldt Co. #2560 - Ending Balance</b>		175,989.91
<b>Humboldt Co. #4240 - Beginning Balance</b>	4,994,729.25	
Interest Income	2,856.41	
<b>Humboldt Co. #4240 - Ending Balance</b>		4,997,585.66
<b>Humboldt Co. #9390 - Beginning Balance</b>	110,584.48	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		110,584.48
<b>USDA Bond Reserve Fund - Beginning Balance</b>	108,298.21	
Bond Reserve Payment	7,896.24	
Debt Service Payment	3.03	
<b>USDA Bond Reserve Fund - Ending Balance</b>		116,197.48
<b>Market Valuation Account</b>		(180.00)

**Total Investments** 5,527,777.99

**Total Cash & Investments - Current Month** 5,778,686.40

**Total Cash & Investments - Prior Month** 5,755,758.96

**Net Change to Cash & Investments This Month** 22,927.44

**Cash & Investment Summary**

Cash & Cash Equivalents	4,908,802.26
Davis-Grunsky Loan Reserve	595,871.86
Waste Water Capital Reserve	97,814.80
USDA Bond Reserve	116,197.48
I-Bank Loan Reserve	60,000.00
<b>Total Cash &amp; Investments</b>	5,778,686.40

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of October 31, 2012**

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 684,230.94	\$ 103,968.37	\$ (61,086.12)	\$ 1,001,057.49	\$ 3,217,049.42	\$ 4,945,220.10
Accounts receivable	1,647.53	-	3,809.53	153,025.23	154,460.33	312,942.62
Prepaid expenses & other current assets	9,365.57	-	1,762.43	90,582.50	52,022.82	153,733.32
Total Current Assets	695,244.04	103,968.37	(55,514.16)	1,244,665.22	3,423,532.57	5,411,896.04
Noncurrent Assets						
Restricted cash & cash equivalents	-	-	-	655,871.86	214,012.28	869,884.14
Other noncurrent assets	39,325.43	-	-	9,604.13	30,023.78	78,953.34
Capital assets (net)	-	-	-	6,937,279.35	11,673,310.94	18,610,590.29
Total Noncurrent Assets	39,325.43	-	-	7,602,755.34	11,917,347.00	19,559,427.77
<b>TOTAL ASSETS</b>	<b>\$ 734,569.47</b>	<b>\$ 103,968.37</b>	<b>\$ (55,514.16)</b>	<b>\$ 8,847,420.56</b>	<b>\$ 15,340,879.57</b>	<b>\$ 24,971,323.81</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 22,449.36	\$ 694.82	\$ 802.57	\$ 197,588.30	\$ 42,629.37	\$ 264,164.42
Accrued payroll & related liabilities	94,042.90	-	-	36,984.95	36,984.95	168,012.80
Total Current Liabilities	116,492.26	694.82	802.57	234,573.25	79,614.32	432,177.22
Noncurrent Liabilities						
Long-term debt	-	-	-	3,452,953.33	1,261,843.37	4,714,796.70
Other noncurrent liabilities	39,325.43	-	-	150,802.69	151,646.84	341,774.96
Total Noncurrent Liabilities	39,325.43	-	-	3,603,756.02	1,413,490.21	5,056,571.66
<b>TOTAL LIABILITIES</b>	<b>155,817.69</b>	<b>694.82</b>	<b>802.57</b>	<b>3,838,329.27</b>	<b>1,493,104.53</b>	<b>5,488,748.88</b>
Fund Balance/Net Assets						
Fund balance	578,751.78	103,273.55	(56,316.73)	-	-	625,708.60
Net assets	-	-	-	1,524,765.27	3,436,307.47	4,961,072.74
Investment in capital assets, net of related debt	-	-	-	3,484,326.02	10,411,467.57	13,895,793.59
Total Fund Balance/Net Assets	578,751.78	103,273.55	(56,316.73)	5,009,091.29	13,847,775.04	19,482,574.93
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 734,569.47</b>	<b>\$ 103,968.37</b>	<b>\$ (55,514.16)</b>	<b>\$ 8,847,420.56</b>	<b>\$ 15,340,879.57</b>	<b>\$ 24,971,323.81</b>
Investment in General Capital Assets	\$ 3,232,045.56					
General Long-term Liabilities						
OPEB Liability	95,777.23					
Accrued Compensated Absences	7,540.27					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 103,317.50</b>					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**October 2012**

Department Summaries	October	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	155,605	643,420	684,397	(40,977)	-5.99%	Overall usage below budget
Other Revenues	16,280	69,037	70,657	(1,620)	-2.29%	
Total Operating Revenues	171,885	712,456	755,054	(42,598)	-5.64%	
Salaries & Benefits	62,018	252,005	259,361	(7,356)	-2.84%	Budget includes expenses for projects not yet started Budget based on prior year's depreciable assets
Water Purchased	56,416	223,778	234,836	(11,058)	-4.71%	
Other Expenses	26,307	119,869	152,378	(32,509)	-21.33%	
Depreciation	24,100	96,400	83,333	13,067	15.68%	
Total Operating Expenses	168,841	692,053	729,908	(37,856)	-5.19%	
Net Operating Income	3,044	20,404	25,146	(80,453)		
Interest Income	976	3,842	6,667	(2,825)	-42.37%	Interest returns remaining lower than expected
Interest Expense	(6,893)	(30,856)	(28,694)	2,162	7.54%	Expense budget spread evenly across 12 months, but actuals vary w/payments
<b>Net Income (Loss)</b>	<b>(2,872)</b>	<b>(6,610)</b>	<b>3,119</b>	<b>(9,729)</b>		
<b><u>Sewer</u></b>						
Sewer Service Charges	140,899	535,511	548,333	(12,822)	-2.34%	
Other Revenues	11,904	67,747	66,433	1,314	1.98%	
Total Operating Revenues	152,803	603,259	614,766	(11,507)	-1.87%	
Salaries & Benefits	70,134	263,209	266,593	(3,384)	-1.27%	Budget includes expenses for projects not yet started Budget based on prior year's depreciable assets
Other Expenses	37,619	154,261	202,059	(47,798)	-23.66%	
Depreciation	38,400	153,600	136,000	17,600	12.94%	
Total Operating Expenses	146,153	571,070	604,652	(33,582)	-5.55%	
Net Operating Income	6,650	32,188	10,114	22,074		
Interest Income	1,848	7,481	10,000	(2,519)	-25.19%	Interest returns remaining lower than expected
Interest Expense	(4,463)	(15,342)	(18,333)	(2,991)	-16.31%	Expense budget spread evenly across 12 months, but actuals vary w/payments
<b>Net Income (Loss)</b>	<b>4,035</b>	<b>24,327</b>	<b>1,781</b>	<b>22,546</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>1,163</b>	<b>17,717</b>	<b>4,900</b>	<b>12,817</b>		

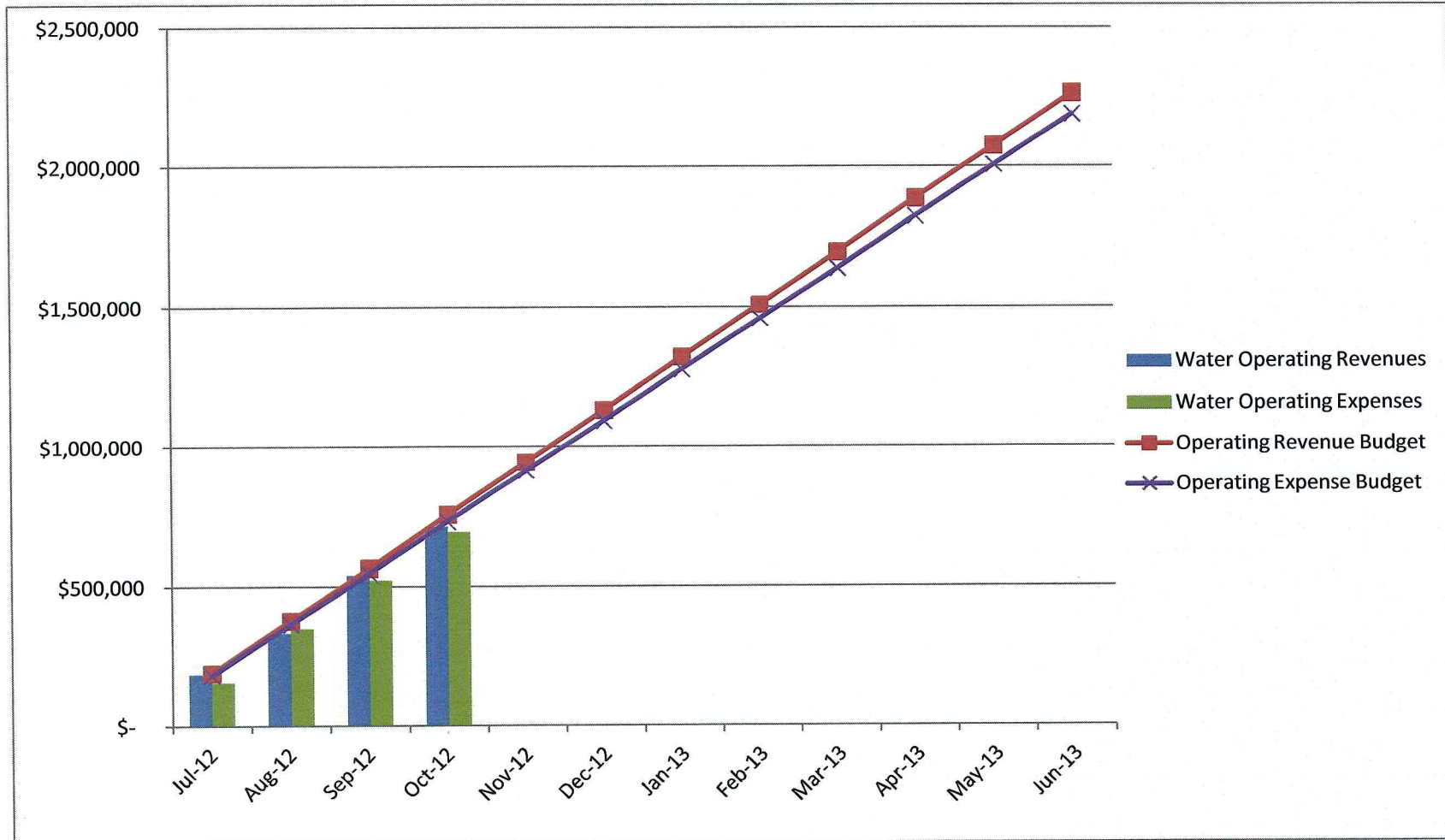
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**October 2012**

Department Summaries	October	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	23,929	92,172	115,267	(23,095)	-20.04%	Event revenue expected to decline seasonally in the fall
Rents & Related Fees	4,887	19,226	17,742	1,484	8.36%	Facilities Rent revenue higher than predicted
Property Taxes	-	-	176,667	(176,667)	-100.00%	County Tax remittance scheduled for May and January
Other Revenues	7,737	33,825	80,185	(46,360)	-57.82%	Revenue budget spread evenly across 12 months, but actuals vary w/programs
Interest Income	180	963	1,000	(37)	-3.75%	
Total Revenues	36,732	146,185	390,861	(244,676)	-62.60%	
Salaries & Benefits	74,360	281,812	264,397	17,415	6.59%	
Other Expenditures	18,369	101,226	73,268	27,958	38.16%	Expense budget spread evenly across 12 months, but actuals vary w/programs
Capital Expenditures	4,896	18,404	52,667	(34,263)	-65.06%	Some Budgeted Capital projects started this month
Total Expenditures	97,625	401,441	390,332	11,109	2.85%	
<b>Excess (Deficit)</b>	<b>(60,893)</b>	<b>(255,256)</b>	<b>529</b>	<b>(255,785)</b>		
<b><u>Measure B Assessment</u></b>						
Total Revenues	12	75	69,667	(69,592)	-99.89%	County Tax remittance scheduled for May and January
Salaries & Benefits	10	20	13,000	(12,980)	-99.85%	Teen Center project just getting started
Other Expenditures	491	1,695	1,000	695	69.47%	Repairs/Supply for Activity Center & Azalea Hall
Capital Expenditures	204	204	55,667	(55,463)	-99.63%	Teen Center project just getting started
Total Expenditures	705	1,918	69,667	(67,749)	-97.25%	
<b>Excess (Deficit)</b>	<b>(692)</b>	<b>(1,844)</b>	<b>-</b>	<b>(1,844)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	7,888	29,191	79,610	(50,419)	-63.33%	Budget includes revenues from projects not yet started
Salaries & Benefits	3,549	13,197	13,342	(145)	-1.08%	
Other Expenditures	3,903	15,065	14,180	885	6.24%	
Capital Expenditures	105	105	51,667	(51,562)	-99.80%	Budget includes expenses from projects not yet started
Total Expenditures	7,556	28,367	79,189	(50,822)	-64.18%	
<b>Excess (Deficit)</b>	<b>332</b>	<b>824</b>	<b>421</b>	<b>(403)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(61,253)</b>	<b>(256,276)</b>	<b>950</b>	<b>(257,226)</b>		



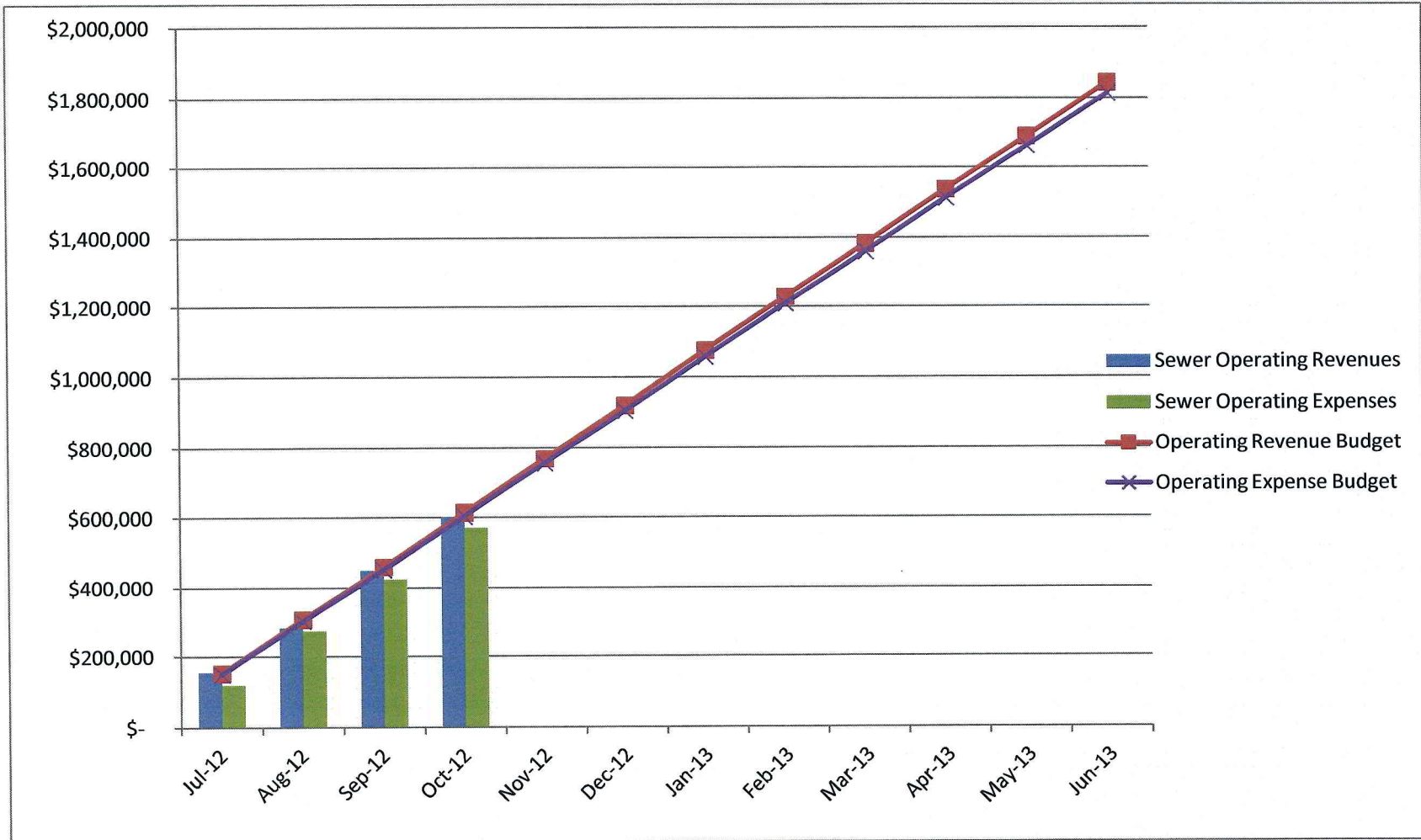
## McKinleyville Community Services District October 2012

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



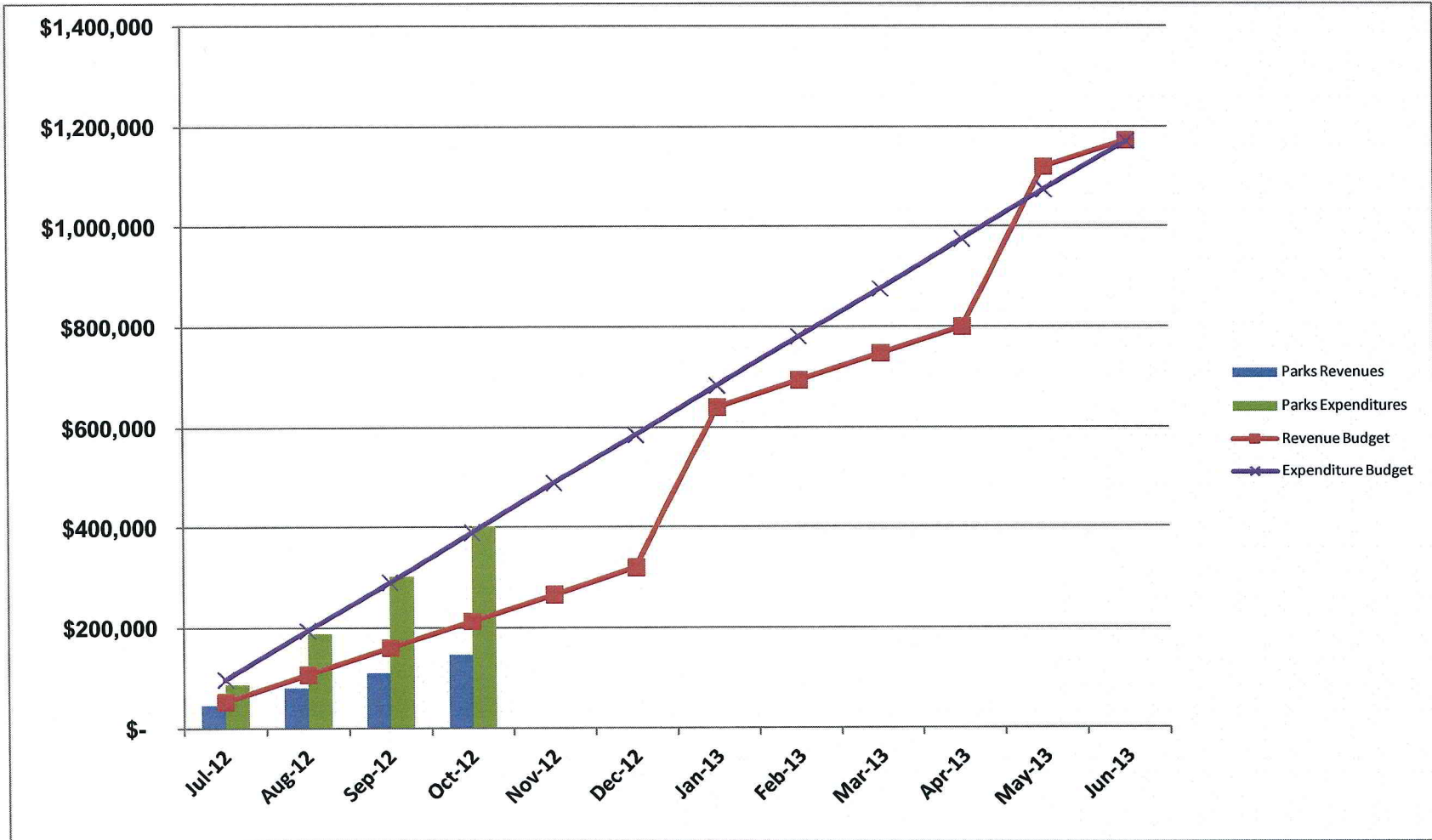
## McKinleyville Community Services District October 2012

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



# McKinleyville Community Services District October 2012

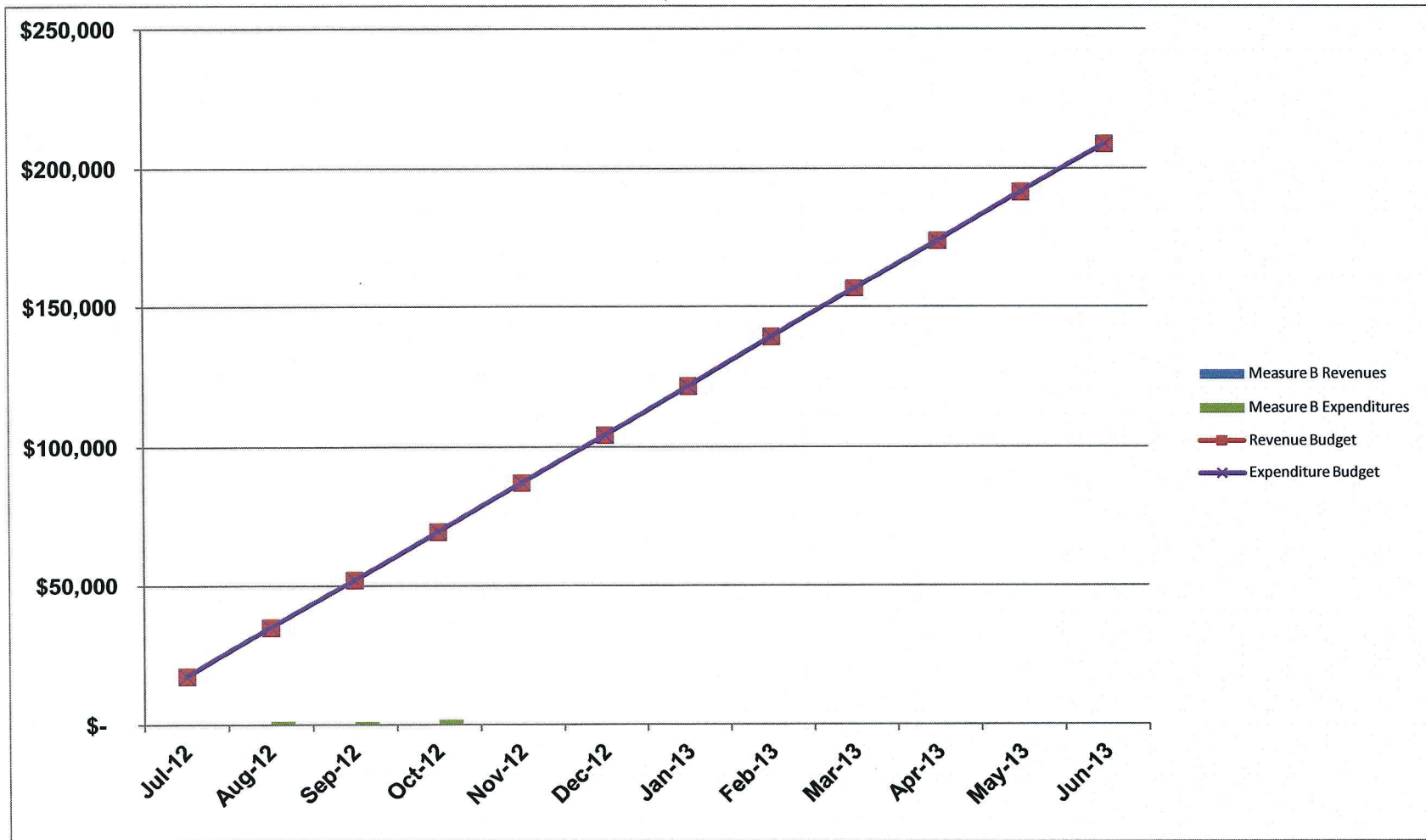
## Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



# McKinleyville Community Services District

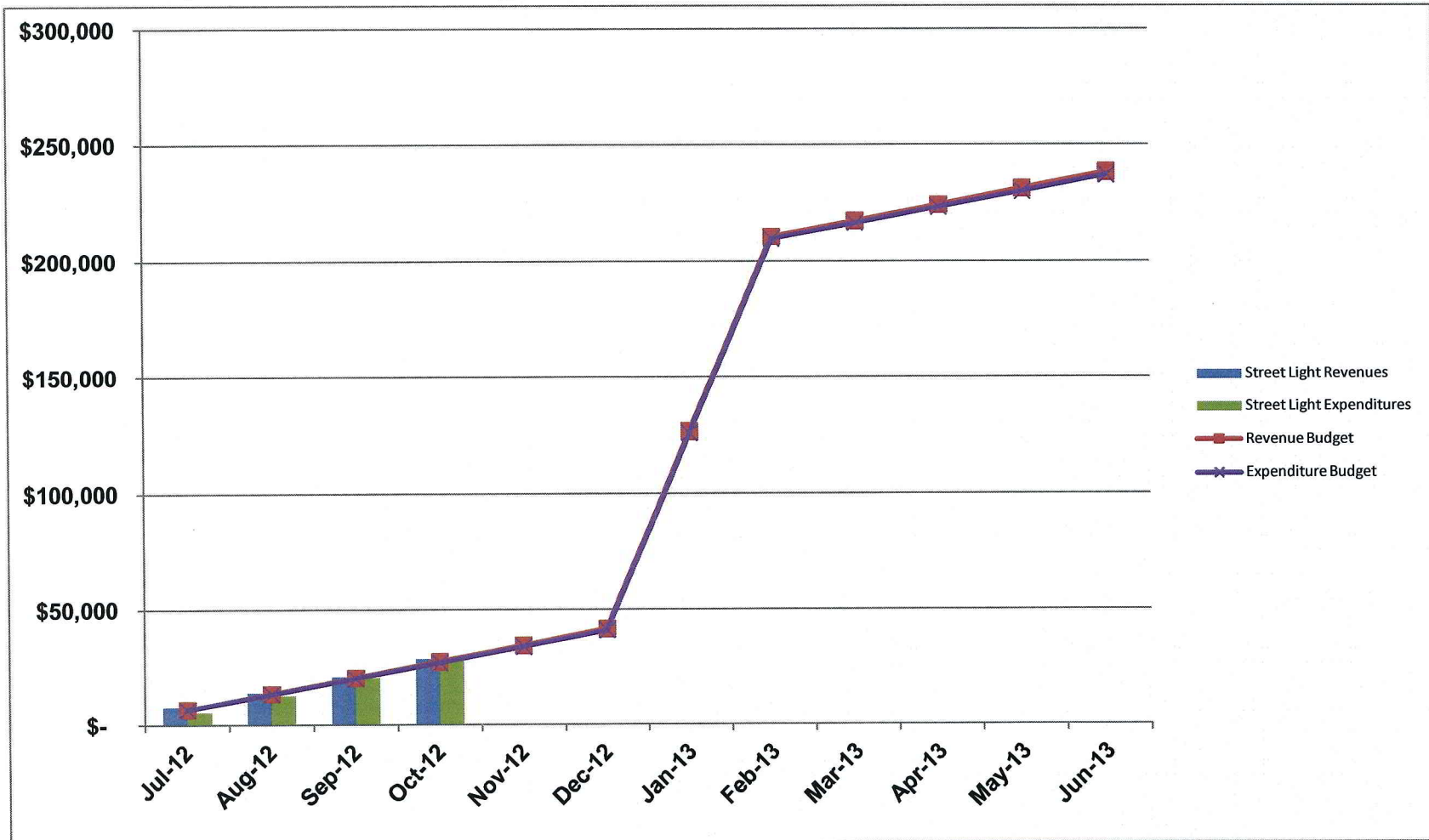
## October 2012

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



# McKinleyville Community Services District October 2012

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





**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of October 31, 2012**

	October	YTD Total	FY 13 Budget	Remaining		
				Budget \$	Budget %	Notes
<b><u>Water Department</u></b>						
Ramey Pump Upgrades	7,236	7,686	15,000	7,314	49%	
Emergency Water Line River Crossing	503	2,145	50,000	47,855	96%	
Water Tank Upgrade	16,518	18,916	8,000	(10,916)	-136%	Residual pmt-Tank Painting
4.5m New Water Tank	-	-	3,500,000	3,500,000	100%	
Production Meter Replacements	-	-	-	-	#DIV/0!	
Emergency Water Supply	-	-	50,000	50,000	100%	
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	
Customer Meter Replacements	-	1,177	1,300,000	1,298,823	100%	
Radio Telemetry Upgrade	-	-	20,000	20,000	100%	
Meter Reading Equipment Replacement	-	-	15,000	15,000	100%	
Water Main Replacement	-	-	60,000	60,000	100%	
<b>Subtotal</b>	<b>24,257</b>	<b>29,924</b>	<b>5,025,000</b>	<b>4,995,076</b>	<b>99%</b>	
<b><u>Sewer Department</u></b>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Security Upgrades	-	-	4,000	4,000	100%	
WWMF Fencing & Gate	-	-	2,000	2,000	100%	
Collection System Upgrades	-	-	10,000	10,000	100%	
Irrigation & Pipe Fittings	-	-	3,000	3,000	100%	
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	7,615	15,250	750,000	734,750	98%	Contract negotiations - KJ
NPDES Permit/Engineering Study	-	-	50,000	50,000	100%	
Radio Telemetry Upgrade	-	-	30,000	30,000	100%	
WWMF SO2/Chlorine Injector Controllers	-	-	-	-	#DIV/0!	
Lift Station Pump Upgrade	-	-	20,000	20,000	100%	
Property Purchases & Improvements	-	-	10,000	10,000	100%	
Underground Locator Pipe & Camera	-	-	-	-	#DIV/0!	
<b>Subtotal</b>	<b>7,615</b>	<b>15,250</b>	<b>959,000</b>	<b>943,750</b>	<b>98%</b>	
<b><u>Water &amp; Sewer Operations</u></b>						
Heavy Equipment	-	-	100,000	100,000	100%	
Utility Vehicles	-	-	60,000	60,000	100%	
Office, Corporate Yard & Shops	79	79	227,000	226,921	100%	Office Kitchen
Computers & Software	2,416	2,777	35,000	32,223	92%	Document Management project
Fischer Ranch	-	-	13,000	13,000	100%	
Small Equipment & Other	-	-	42,000	42,000	100%	
<b>Subtotal</b>	<b>2,495</b>	<b>2,856</b>	<b>477,000</b>	<b>474,144</b>	<b>99%</b>	
<b>Enterprise Funds Total</b>	<b>34,367</b>	<b>48,031</b>	<b>6,461,000</b>	<b>6,412,969</b>	<b>99%</b>	
<b><u>Parks &amp; Recreation Department</u></b>						
Hiller Park & Sports Complex	-	1,434	-	(1,434)	#DIV/0!	
Pierson Park Upgrades	4,478	5,922	-	(5,922)	#DIV/0!	Move & upgrade PP trailer
Washington Avenue Park Project	-	4,978	-	(4,978)	#DIV/0!	
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	150,000	150,000	100%	
Projects Funded by Measure B Renewal	204	5,856	185,000	179,144	97%	Teen Center design phase
Other Parks Projects & Equipment	-	1,853	8,000	6,147	77%	
<b>Subtotal</b>	<b>4,681</b>	<b>20,042</b>	<b>343,000</b>	<b>322,958</b>	<b>94%</b>	
<b><u>Streetlights</u></b>						
LED	-	-	140,000	140,000	100%	Staff time for Nov. Board present
Pole Replacement	-	-	15,000	15,000	100%	
<b>Subtotal</b>			<b>155,000</b>	<b>155,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>4,681</b>	<b>20,042</b>	<b>498,000</b>	<b>477,958</b>	<b>96%</b>	
<b>All Funds Total</b>	<b>39,048</b>	<b>68,073</b>	<b>6,959,000</b>	<b>6,890,927</b>	<b>99%</b>	

McKinleyville Community Services District  
Summary of Long-Term Debt Report  
As of October 31, 2012

					Principal Maturities and Scheduled Interest						
				Balance -	Balance -	Remaining for					
				Sept.30, 2013	Oct.31, 2013	FY-13	FY-14	FY-15	FY-16	Thereafter	
				%	Maturity Date						
<b>Water Fund:</b>											
I-Bank		8/1/30	P	919,302.71	919,302.71	-	37,969.13	39,248.69	40,571.37	801,513.53	
Interest	3.37%		I			15,490.26	30,340.72	29,039.60	27,694.63	219,225.52	
State of CA Energy Commission (ARRA)		12/22/26	P	165,100.00	165,100.00	8,239.38	10,909.36	11,018.72	11,125.84	123,806.70	
Interest	1.0%		I			4,211.46	1,541.48	1,432.12	1,325.20	6,926.83	
State of CA (Davis Grunsky)		1/1/33	P	2,010,818.45	2,010,818.45	73,972.64	75,821.96	77,717.50	79,660.44	1,703,645.91	
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	357,732.17	357,732.17	17,035.12	17,035.12	17,035.12	17,035.12	289,591.69	
Interest	2.5%		I			25,272.58	48,421.14	46,525.60	44,582.66	408,486.72	
Total Water Fund-Principal				3,452,953.33	3,452,953.33	99,247.14	141,735.57	145,020.03	148,392.77	2,918,557.83	
Total Water Fund-Interest						44,974.30	80,303.34	76,997.32	73,602.49	634,639.07	
<b>Total Water Fund</b>				<b>3,452,953.33</b>	<b>3,452,953.33</b>	<b>144,221.44</b>	<b>222,038.91</b>	<b>222,017.35</b>	<b>221,995.26</b>	<b>3,553,196.90</b>	
<b>Sewer Fund:</b>											
State of CA WRCB (SCEP I)		4/15/16	P	163,680.40	163,680.40	40,920.10	40,920.10	40,920.10	40,920.10	-	
Interest	0.0%		I			-	-	-	-	-	
State of CA WRCB (SCEP II)		3/27/18	P	153,178.64	153,178.64	23,923.71	24,545.72	25,183.91	25,838.70	53,686.60	
Interest	2.6%		I			3,982.63	3,360.62	2,722.43	2,067.64	2,102.41	
Umpqua Bank		12/4/17	P	253,460.96	249,984.33	35,355.94	44,667.13	47,186.72	49,848.42	79,721.79	
Interest	5.5%		I			11,033.55	11,066.63	8,547.04	5,885.34	3,506.57	
USDA (Sewer Bond)		8/1/22	P	695,000.00	695,000.00	-	60,000.00	60,000.00	60,000.00	515,000.00	
Interest	5.0%		I			17,375.00	33,250.00	30,250.00	27,250.00	90,875.00	
Total Sewer Fund-Principal				1,265,320.00	1,261,843.37	100,199.75	170,132.95	173,290.73	176,607.22	648,408.39	
Total Sewer Fund-Interest						32,391.18	47,677.25	41,519.47	35,202.98	96,483.98	
<b>Total Sewer Fund</b>				<b>1,265,320.00</b>	<b>1,261,843.37</b>	<b>132,590.93</b>	<b>217,810.20</b>	<b>214,810.20</b>	<b>211,810.20</b>	<b>744,892.37</b>	
Total Principal				4,718,273.33	4,714,796.70	199,446.89	311,868.52	318,310.76	324,999.99	3,566,966.22	
Total Interest						77,365.48	127,980.59	118,516.79	108,805.47	731,123.05	
<b>Total</b>				<b>4,718,273.33</b>	<b>4,714,796.70</b>	<b>276,812.37</b>	<b>439,849.11</b>	<b>436,827.55</b>	<b>433,805.46</b>	<b>4,298,089.27</b>	

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period October 1 through October 31, 2012**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
10563			VOIDED CHECK			VOIDED CHECK
22947			VOIDED CHECK			VOIDED CHECK
22180			VOIDED CHECK			VOIDED CHECK
23091			VOIDED CHECK			VOIDED CHECK
23106			VOIDED CHECK			VOIDED CHECK
23225			VOIDED CHECK			VOIDED CHECK
23337			VOIDED CHECK			VOIDED CHECK
23714			VOIDED CHECK			VOIDED CHECK
23729			VOIDED CHECK			VOIDED CHECK
24021			VOIDED CHECK			VOIDED CHECK
24062			VOIDED CHECK			VOIDED CHECK
24146			VOIDED CHECK			VOIDED CHECK
24681			VOIDED CHECK			VOIDED CHECK
24811			VOIDED CHECK			VOIDED CHECK
24929			VOIDED CHECK			VOIDED CHECK
24941			VOIDED CHECK			VOIDED CHECK
24965			VOIDED CHECK			VOIDED CHECK
25003			VOIDED CHECK			VOIDED CHECK
25053			VOIDED CHECK			VOIDED CHECK
25409			VOIDED CHECK			VOIDED CHECK
25413	10/1/2012	*0024	AZALEA HALL DEPOSIT REFUND	100.00	B20927	AZALEA HALL DEPOSIT REFUND
25414	10/1/2012	*0029	CUSTOMER DEPOSIT REFUND	295.95	B20927	CUSTOMER DEPOSIT REFUND
25415	10/1/2012	*0030	AZALEA HALL DEPOSIT REFUND	100.00	B20927	AZALEA HALL DEPOSIT REFUND
25416	10/1/2012	ADA02	ADAPCO, INC.	285.44	90795	REPAIRS/ SUPPLIES
25417	10/1/2012	BLA08	ERIC BLAKE	32.50	B20927	CONTRACTED INSTRUCTOR
25418	10/1/2012	BRO01	BROWN AND CALDWELL	4,362.78	11175245	WWMF UPGRADE



Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25419	10/1/2012	CAP02	CAPITOL ENGINEERING LABS	957.08	34367	FISCHER HOIST INSPECTION
25420	10/1/2012	COA02	COASTAL BUSINESS SYSTEMS	1,941.93	78616	QUARTERLY PAYMENT
25421	10/1/2012	CPR01	CALI PARK & RECREATION	825.00	B20928	MAINTENANCE MNGT SCHOOL
25422	10/1/2012	DEP02	DEPT OF PUBLIC HEALTH	9,722.82	1210016	WATER SYSTEM FEES
25423	10/1/2012	EUR05	EUREKA OXYGEN CO.	255.45	63878	SAFETY SUPPLIES
25424	10/1/2012	FER04	FERNBRIDGE TRACTOR	16.58	113383	CON. EUIP. REPAIRS/ SUPPLIES
25425	10/1/2012	IND02	INDUSTRIAL ELECTRIC SERVICES	1,270.89	7100 7150	JOB 12-16 TRAILER MOVE
25426	10/1/2012	KEY01	KEY EQUIPMENT	369.71	1210	EQUIPMENT LEASE
25427	10/1/2012	KRO03	KROUT & SCHNEIDER, INC.	236.50	32627	PROFESSIONAL SERVICES
25428	10/1/2012	MUN02	MUNICIPAL MAINTENANCE	33.91	76589	CONST EQUIP MAINTENANCE
25429	10/1/2012	VIT02	VITALE CONSTRUCTION	2,900.00	1	JOB 12-16 TRAILER MOVE
25430	10/1/2012	\B030	MQ CUSTOMER REFUND	38.24	B21001	MQ CUSTOMER REFUND
25431	10/1/2012	\B031	MQ CUSTOMER REFUND	55.15	B21001	MQ CUSTOMER REFUND
25432	10/1/2012	\B032	MQ CUSTOMER REFUND	42.10	B21001	MQ CUSTOMER REFUND
25433	10/1/2012	\C037	MQ CUSTOMER REFUND	41.98	B21001	MQ CUSTOMER REFUND
25434	10/1/2012	\G008	MQ CUSTOMER REFUND	28.27	B21001	MQ CUSTOMER REFUND
25435	10/1/2012	\G015	MQ CUSTOMER REFUND	7.41	B21001	MQ CUSTOMER REFUND
25436	10/1/2012	\H008	MQ CUSTOMER REFUND	55.15	B21001	MQ CUSTOMER REFUND
25437	10/1/2012	\H036	MQ CUSTOMER REFUND	37.69	B21001	MQ CUSTOMER REFUND
25438	10/1/2012	\M040	MQ CUSTOMER REFUND	18.99	B21001	MQ CUSTOMER REFUND
25439	10/1/2012	\M041	MQ CUSTOMER REFUND	208.89	B21001	MQ CUSTOMER REFUND

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25440	10/1/2012	\M042	MQ CUSTOMER REFUND	40.30	B21001	MQ CUSTOMER REFUND
25441	10/1/2012	\M043	MQ CUSTOMER REFUND	36.17	B21001	MQ CUSTOMER REFUND
25442	10/1/2012	\P011	MQ CUSTOMER REFUND	3.27	B21001	MQ CUSTOMER REFUND
25443	10/1/2012	\P012	MQ CUSTOMER REFUND	13.02	B21001	MQ CUSTOMER REFUND
25444	10/1/2012	\S051	MQ CUSTOMER REFUND	61.64	B21001	MQ CUSTOMER REFUND
25445	10/1/2012	\T005	MQ CUSTOMER REFUND	46.95	B21001	MQ CUSTOMER REFUND
25446	10/1/2012	\W008	MQ CUSTOMER REFUND	35.65	B21001	MQ CUSTOMER REFUND
25447			VOIDED CHECK			VOIDED CHECK
25448	10/1/2012	\W028	MQ CUSTOMER REFUND	8.86	B21001	MQ CUSTOMER REFUND
25449	10/1/2012	\W029	MQ CUSTOMER REFUND	57.54	B21001	MQ CUSTOMER REFUND
25450	10/9/2012	*0001	AZALEA HALL DEPOSIT REFUND	100.00	B21002	AZALEA HALL DEPOSIT REFUND
25451	10/9/2012	*0002	AZALEA HALL DEPOSIT REFUND	100.00	B21002	AZALEA HALL DEPOSIT REFUND
25452	10/9/2012	*0003	AZALEA HALL DEPOSIT REFUND	100.00	B21002	AZALEA HALL DEPOSIT REFUND
25453	10/9/2012	*0004	AZALEA HALL DEPOSIT REFUND	100.00	B21002	AZALEA HALL DEPOSIT REFUND
25454	10/9/2012	*0005	AZALEA HALL DEPOSIT REFUND	100.00	B21002	AZALEA HALL DEPOSIT REFUND
25455	10/9/2012	A&L02	A&L FEED	28.84	B21004	SUPPLIES
25456	10/9/2012	ADV01	ADVANCED SECURITY SYSTEMS	325.50	B21008	SECURITY SYSTEM
25457	10/9/2012	ANS02	BRIAN ANSPACH	368.00	1010	SERVICES RENDERED
25458	10/9/2012	ARC02	ARCATA STATIONERS	138.30	B21004	OFFICE SUPPLIES
25459	10/9/2012	BRO01	BROWN AND CALDWELL	2,608.04	11176772	WWMF UPGRADE

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25460	10/9/2012	CDW01	CDW GOVERNMENT, INC.	361.15	Q735606	COMPUTER, SOFTWARE & EQUIPMENT
25461	10/9/2012	COR01	CORBIN WILLITS SYSTEM	858.42	B20915	EQUIPMENT MAINTENANCE
25462	10/9/2012	COR07	JOHN CORBETT	125.00	B21004	DIRECTORS FEES
25463	10/9/2012	COS03	COSTCO WHOLESALE	513.67	B21004	OFFICE SUPPLIES
25464	10/9/2012	COU09	DAVID COUCH	125.00	B21004	DIRECTORS FEES
25465	10/9/2012	EDW01	HELEN EDWARDS	125.00	B21004	DIRECTORS FEES
25466	10/9/2012	EUR02	EUREKA PAYMENTS	322.92	2863596	CREDIT CARD SYSTEM
25467	10/9/2012	GRA04	REFUND FROM MEASURE B	30.00	B21004	REFUND FROM MEASURE B
25468	10/9/2012	GUA01	GUARDIAN	4,275.13	B20928	DENTAL INSURANCE
25469	10/9/2012	HAC01	HACH	34.05	927586	LAB SUPPLIES
25470	10/9/2012	HAR13	HARTFORD	777.99	B20928	LIFE INSURANCE
25471	10/9/2012	HUM01	HUMBOLDT BAY MUNICIPAL WATER	55,838.11	B21004	WATER PURCHASED
25472	10/9/2012	HUM08	HUMBOLDT SANITATION	932.20	B21004	TRASH SERVICE
25473	10/9/2012	IND02	INDUSTRIAL ELECTRIC SERVICES	136.43	7081	REPAIRS/ SUPPLIES
25474	10/9/2012	LDA01	LDA PARTNERS	520.60	3/635-1-1	TEEN CENTER
25475	10/9/2012	MAN01	MANNING ENVIRONMENTAL	46.74	4545	LAB TESTS SUPPLIES
25476	10/9/2012		DENNIS MAYO	161.00	1	TRAVEL REIMBURSEMENT
				125.00	B21004	DIRECTORS FEES
			Check Total	<u>286.00</u>		
25477	10/9/2012	MIL01	MILLER FARMS	235.96	B21004	REPAIRS/ SUPPLIES
25478	10/9/2012	NEC01	NEC	285.92	1558355	PHONE SYSTEM
25479	10/9/2012	NYL01	NYLEX	315.00	B21009	SERVICES RENDERED

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25480	10/9/2012	POI01	POINTS WEST SURVEYING	1,642.00	10312	EMERGENCY WATER LINE RIVER CROSSING
25481	10/9/2012	PRE08	PRECISION INTERMEDIA	23.75	17244	WEB UPDATE
25482	10/9/2012	REN01	RENNER PETROLEUM	5,351.76	B21008	GAS/OIL/LUBE
25483	10/9/2012	ROA01	PAUL ROACH	650.00	B21008	CONTRACTED REFEREE
25484	10/9/2012	USB01	US BANK	7,895.83	B21008	SEWER BOND PAYMENT
25485	10/9/2012	USP02	USPS: ARCATA BMEU	1,500.00	B21008	PERMIT 202 BULK MAIL
25486	10/9/2012	WEN01	WILLIAM WENNERHOLM, DC	125.00	B21004	DIRECTORS FEES
25487	10/9/2012	WES09	WEST COAST PLUMBING	336.69	178188	REPAIRS/ SUPPLIES
25488	10/15/2012	*0006	DOG OBEDIENCE CLASS REFUND	50.00	B21010	DOG OBEDIENCE CLASS REFUND
25489	10/15/2012	*0007	AZALEA HALL DEPOSIT REFUND	100.00	B21010	AZALEA HALL DEPOSIT REFUND
25490	10/15/2012	*0008	AZALEA HALL DEPOSIT REFUND	100.00	B21010	AZALEA HALL DEPOSIT REFUND
25491	10/15/2012	*0009	CANCELLATION OF AZ HALL	48.00	B21010	CANCELLATION OF AZ HALL
25492	10/15/2012	ACW01	ACWA JOINT POWERS	45,757.92	B21010	HEALTH INSURANCE
25493	10/15/2012	BAY02	BAY WEST	406.85	B21004	JANITORIAL SUPPLIES
25494	10/15/2012	COS02	COSTCO	275.00	B21010	RENEWAL OF DISTRICT MEMBERSHIP
25495	10/15/2012	CRO03	CROWN TROPHY PETALUMA	91.80	16529	REC PROGRAM SUPPLIES
25496	10/15/2012	DEP05	DEPARTMENT OF JUSTICE	32.00	B21010	FINGERPRINTING
25497	10/15/2012	E&M01	E & M ELECTRIC	547.16	7335	CUSTOMER SUPPORT WONDERWARE
25498	10/15/2012	EUR07	EUREKA RUBBER STAMP	13.36	A10198	OFFICE SUPPLIES
25499	10/15/2012	HIG01	HIGH YIELD IND. PRODUCTS	272.95	148740	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25500	10/15/2012	IND02	INDUSTRIAL ELECTRIC	234.81	7054	REPAIRS/ SUPPLIES
25501	10/15/2012	KEY01	KEY EQUIPMENT	369.71	1211	EQUIPMENT LEASE
25502	10/15/2012	MCK04	MCK ACE HARDWARE	1,416.57	B21011	REPAIRS/ SUPPLIES
25503	10/15/2012	MCK06	MCKINLEYVILLE HIGH SCHOOL	50.00	B21012	ADVERTISEMENT
25504	10/15/2012	MCK21	MCKINLEYVILLE PRESS	171.00	12-555	REC PROGRAM AD
25505	10/15/2012	MEN01	MENDES SUPPLY CO.	89.10	M038027	SAFETY SUPPLIES
25506	10/15/2012	MIL03	THE MILL YARD	163.60	256017	JOB 12-16 REPAIRS/ SUPPLIES
25507	10/15/2012	NOR01	NORTH COAST LABS	3,087.00	B21011	LAB TEST
25508	10/15/2012	NOR03	NORTH COAST VETERINARY HOSP	100.00	5389	GOAT CARE/ TREATMENT
25509	10/15/2012	NOR13	NORTHERN CALI SAFETY CONSORTIUM	80.00	18971	SAFETY TRAINING
25510	10/15/2012	NOR35	NORTHERN HUMBOLDT EMPLOYMENT	677.42	ES12-0025	OPEN SPACE MAINTENANCE
25511	10/15/2012	NOR36	NORTH COAST PARTS & SUPPLIES	69.01	B21010	REPAIRS/ SUPPLIES
25512	10/15/2012	ORE01	O'REILLY AUTOMOTIVE, INC.	3.31	B21010	REPAIRS/ SUPPLIES
25513	10/15/2012	OSC01	OSCAR LARSON & ASSOCIATES	449.60	3491	RAMEY PUMP UPGRADE
25514	10/15/2012	PGE01	PACIFIC GAS & ELECTRIC	14,794.45	B21010	GAS & ELECTRIC
25515	10/15/2012	PGE02	PACIFIC GAS & ELECTRIC	2,455.77	B21010	STREETLIGHTS
25516	10/15/2012	PIT01	PITNEY BOWES	374.07	B21010	POSTAGE MTR RENTAL
25517	10/15/2012	PRE08	PRECISION INTERMEDIA	30.00	B21008	WEB HOSTING
25518	10/15/2012	REM01	REMY, MOOSE AND MANLEY, LLP	9,744.22	25478	LEGAL
25519	10/15/2012	RES05	RESERVE ACCOUNT	1,500.00	B21012	POSTAGE REFILL
25520	10/15/2012	ROU01	ROUND TABLE PIZZA	93.04	B21010	REC PROGRAM SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25521	10/15/2012	S&S02	S & S WORLDWIDE	92.73	9440447	ACTIVITY SUPPLIES
25522	10/15/2012	SDR01	SDRMA	125.00	41604	GENERAL LIAB INSURANCE
25523	10/15/2012	SEQ02	SEQUOIA PERSONNEL SERVICES	333.75	46170	TEMP HELP IN PARKS
25524	10/15/2012	SHN01	SHN ENGINEERING	1,000.00	77880	PROFESSIONAL SERVICES
25525	10/15/2012	SIE02	SIERRA CHEMICAL CO	670.17	240868	CHLORINE & DEPOSIT
25526	10/15/2012	SUD01	SUDDENLINK	173.95	B21011	INTERNET
25527	10/15/2012	THO02	THOMAS HOME CENTER	186.19	B21011	REPAIRS/ SUPPLIES
25528	10/15/2012	UNI06	UNITED GROCERS	114.53	B21008	REC PROGRAM SUPPLIES
25529	10/15/2012	UPS01	UPS	28.09	Y6R493402	LAB SHIPMENT
25530	10/15/2012	VER01	VERIZON WIRELESS	144.64	B21012	CELL PHONES
25531	10/15/2012	YOU01	NANCY YOUNG	338.00	B21012	CONTRACTED INSTRUCTOR
25532	10/22/2012	*0010	KIDS CLUB DEPOSIT REFUND	80.00	B21018	KIDS CLUB DEPOSIT REFUND
25533	10/22/2012	*0011	KIDS CAMP DEPOSIT REFUND	80.00	B21018	KIDS CAMP DEPOSIT REFUND
25534	10/22/2012	*0012	KIDS CAMP DEPOSIT REFUND	44.00	B21018	KIDS CAMP DEPOSIT REFUND
25535	10/22/2012	*0013	KIDS CLUB DEPOSIT REFUND	65.07	B21018	KIDS CLUB DEPOSIT REFUND
25536	10/22/2012	ADA02	ADAPCO, INC	285.44	91102	SUPPLIES
25537	10/22/2012	ATT01	ATT	1,475.85	B21018	PHONE SYSTEM
25538	10/22/2012	BEN02	BENTLEY SYSTEMS	751.28	40440457	EQUIP MAINTENANCE/ REPAIRS
25539	10/22/2012	COA02	COASTAL BUSINESS SYSTEMS	653.16	78938	MAINTENANCE AGREEMENT
25540	10/22/2012	COL05	COLANTUONO & LEVIN, PC	145.00	24116	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25541	10/22/2012	CWE01	CWEA	140.00	B21019	MEMBERSHIP RENEWAL
25542	10/22/2012	DEP03	DEPT OF HEALTH SERVICES	120.00	B21019	CERTIFICATION RENEWAL
25543	10/22/2012	JAC04	JACKSON & EKLUND	2,173.95	173482	PROFESSIONAL SERVICES
25544	10/22/2012	MAD01	MAD RIVER ROTARY	150.00	B21010	ANNUAL CLUB DUES
25545	10/22/2012	MIT01	MITCHELL, BRISSO, DELANEY & VRIEZE	559.00	31467	LEGAL
25546	10/22/2012	OCC01	OCCUPATIONAL HEALTH	150.00	523-09-12	DRUG TEST/ PHYSICAL
25547	10/22/2012	PIT01	PITNEY BOWES	374.07	SP12	POSTAGE MTR RENTAL
25548	10/22/2012	SAF04	SAFEWAY INC. FILE #72905	100.00	B21022	REC PROGRAM SUPPLIES
25549	10/22/2012	STA11	STAPLES CREDIT PLAN	825.38	B21019	OFFICE SUPPLIES
25550	10/22/2012	TEL01	TELE-WORKS, INC.	1,156.00	6767	IVR SYSTEM
25551	10/22/2012	UMP02	UMPQUA BANK	2,347.66	B21019	SUPPLIES PURCHASED IN SEPT 2012
25552	10/29/2012	*0016	AZALEA HALL DEPOSIT REFUND	74.00	B21024	AZALEA HALL DEPOSIT REFUND
25553	10/29/2012	NYL01	NYLEX.NET	315.00	73015	SERVICES RENDERED
25554	10/29/2012	PGE02	PGE	2,455.93	B21019	STREETLIGHTS
25555	10/29/2012	USP02	USPS: ARCATA BMEU	1,500.00	B21012	POSTAGE PERMIT 202
25556	10/29/2012	VIT02	VITALE CONSTRUCTION	850.00	1	PP TRAILER JOB 12-16
25557	10/29/2012	BON02	BONNIE OLIVER	1,707.43		PP COVERED PICNIC AREA-DESIGN

**Total Disbursements, Accounts Payable:**

**217,615.80**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Payroll Related Disbursements						
10533-10534	10/1/2012		EMPLOYEE	12,053.93		EMPLOYEE PAYROLL FINAL CHECKS
	10/9/2012		VARIOUS EMPLOYEES	15,642.26		EMPLOYEE PAYROLL CHECKS
10563	10/9/2012	AFL01	AFLAC	21.65		AFLAC (PRE-TAX)
10564	10/9/2012	CAL12	CalPERS 457 Plan	3,393.63		RETIREMENT
10565	10/9/2012	DIR01	DIRECT DEPOSIT VENDOR- US	26,222.87		Direct Deposit
10566	10/9/2012	DOW02	MICHAEL T. DOWNEY, SHERIFF	150.00		MISC DEDUCTION
10567	10/9/2012	EMP01	Employment Development	39.15		STATE INCOME TAX
				1,405.91		STATE INCOME TAX
				21.03		SDI
				546.59		SDI
				800.00		STATE INCOME TAX
				150.26		SDI
			Check Total:	2,962.94		
10568	10/9/2012	EMP02	Employment Development	1,672.76		SUI
10569	10/9/2012	FRA05	FRANCHISE TAX BOARD	100.00		FRANCHISE TAX BOARD
10570	10/9/2012	HUM29	UMPQUA BANK--PAYROLL DEP.	193.61		FEDERAL INCOME TAX
				5,207.63		FEDERAL INCOME TAX
				218.73		FICA
				5,676.26		FICA
				61.00		MEDICARE
				1,582.86		MEDICARE
				3,000.00		FEDERAL INCOME TAX
				1,562.74		FICA
				435.76		MEDICARE
			Check Total:	17,938.59		



Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
10571	10/9/2012	PUB01	CalPERS	7973.17		PERS PAYROLL REMITTANCE
				28.04		PERS CONTRIBUTION
			Check Total:	<u>8001.21</u>		
10572	10/9/2012	AFL01	AFLAC	43.30		AFLAC (PRE-TAX)
10573	10/9/2012	DOW02	MICHAEL T. DOWNEY, SHERIFF	150.00		MISC DEDUCTION
10574	10/9/2012	PUB01	Public Employees PERS	16,152.78		PERS PAYROLL REMITTANCE
				56.08		PERS CONTRIBUTION
			Check Total:	<u>16,208.86</u>		
10575	10/10/2012		VARIOUS EMPLOYEES	1,132.52		EMPLOYEE PAYROLL CHECKS
10576	10/11/2012		VARIOUS EMPLOYEES	617.27		EMPLOYEE PAYROLL CHECKS
10577-10604	10/24/2012		VARIOUS EMPLOYEES	16,319.11		EMPLOYEE PAYROLL CHECKS
10605	10/24/2012	CAL12	CalPERS 457 Plan	3,305.99		RETIREMENT
10606	10/24/2012	DIR01	DIRECT DEPOSIT VENDOR- US	27,999.95		Direct Deposit
10607	10/24/2012		MICHAEL T. DOWNEY, SHERIFF	96.89		MISC DEDUCTION
10608	10/24/2012	EMP01	Employment Development	71.36		STATE INCOME TAX
				1,512.99		STATE INCOME TAX
				14.27		SDI
				6.54		SDI
				575.87		SDI
			Check Total:	<u>2,181.03</u>		

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
10609	10/24/2012	FRA05	FRANCHISE TAX BOARD	6.16		FRANCHISE TAX BOARD
10610	10/24/2012	HUM29	UMPQUA BANK--PAYROLL DEP.	142.73		FEDERAL INCOME TAX
				5,556.10		FEDERAL INCOME TAX
				148.43		FICA
				68.04		FICA
				5,980.82		FICA
				41.40		MEDICARE
				18.98		MEDICARE
				1,667.74		MEDICARE
			Check Total:	13,624.24		
			<b>Total Disbursements, Payroll:</b>	<b>169,845.16</b>		
			<b>TOTAL CASH DISBURSEMENTS:</b>	<b>387,460.96</b>		

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 12, 2012

TYPE OF ITEM: **ACTION**

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**ITEM: D.4.                      Approve Memorandum of Understanding with the California Conservation Corps (CCC) for the use of the trailer at Pierson Park.**

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

**TYPE OF ACTION:            Voice Vote**

### **Recommendation:**

Staff Requests the Board approve the Memorandum of Understanding (MOU) with the California Conservation Corps (CCC) for the use of the trailer and parking lot at Pierson Park.

### **Discussion:**

The McKinleyville Community Services District (MCSD) and the CCC has worked on several projects over the course of the last several years.

In 2009, MCSD and the CCC entered an agreement where the CCC could utilize the Pierson Park Trailer and parking lot in exchange for providing four (4) CCC work crews annually to MCSD to work on various projects at MCSD's Parks, Facilities, trails, and open space maintenance zones.

After meeting with representatives from the CCC, they would like to extend the MOU, and staff is recommending extending it for a period of two (2) years.

In addition to the four (4) weeks annually, the CCC representatives have agreed to schedule additional time with MCSD any time their CCC crews are available.

Over the course of the last year, the CCC crew has assisted MCSD with the removal of invasive plants at Pierson Park and MCSD's detention basins, completed trail work at Pierson Park and Hiller Park loop trails, and also worked at Hiller Sports Complex.

This MOU with the CCC has proved to be a huge cost savings to the District and its tax payers.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

The estimated value of a CCC Crew working four (4) weeks annually is \$25,000.00.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment A - Memorandum of Understanding

## **Memorandum of Understanding**

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

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

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

6. MCSD will provide space for the CCC's 8' x 10' tool shed to be housed south of the trailer.
7. CCC will provide four weeks of crew work annually (valued at approximately \$25,000) in exchange for use of the facility. This crew work may be scheduled by contacting either Robert Frechou or Susan Jones at the CCC Fortuna Campus. The crew work may be used for park and facility maintenance, grounds keeping, or other MCSD priorities.
8. Each organization will have the responsibility for compliance with all applicable Federal, State or local rules, ordinances, codes and laws in their designated areas. CCC will enforce the Corpsmember Discipline Policy.
9. No administrative charges will be incurred as a result of this MOU.
10. No funding or transfer of funds is intended except as noted elsewhere in this MOU.
11. This MOU will take effect on the first business day after it is signed by all parties and will expire on December 31, 2014 unless amended or extended in writing and mutually agreed to by all parties.
12. This MOU stands independent of any other agreement or MOU between the CCC and MCSD in force now or in the future.
13. Either party may cancel this MOU with at least three (3) months written notice to the other.

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

McKinleyville Community Services District

California Conservation Corps

\_\_\_\_\_(date)\_\_\_\_\_

\_\_\_\_\_(date)\_\_\_\_\_

Dennis Mayo  
President, Board of Directors

\_\_\_\_\_  
Fortuna Center Director

Attest:

\_\_\_\_\_(date)\_\_\_\_\_

\_\_\_\_\_(date)\_\_\_\_\_

Kathy Wilson  
Secretary to the Board of Directors

\_\_\_\_\_  
Administrative Services Division

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 12, 2012

TYPE OF ITEM: **Consent Calendar Item**

**ITEM: D.5. Compliance with State Double Check Valve Law**

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

**TYPE OF ACTION: Consent Calendar**

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	October 23, 2012
10 Day Notice	November 21, 2012
Board Meeting	December 12, 2012
Lock	January 7, 2013
<b>ROUTES 8, 17, 18 &amp; 19</b>	

Account #	Address	Model of DCV	Date s/o out
17-195-000	3375 Renner	Wilkins	
17-905-000	1578 /12 Underwood	Febco	12/4/2012
18-270-000	4048 Hensley	Febco	
19-600-055	5466 A Dows Prairie	Febco	

Updated: 12/05/12

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 12, 2012

TYPE OF ITEM: **ACTION**

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**ITEM: E.1.                      Approve Resolution 2012-31 – A Resolution of Commendation from the Board of Directors to honor Norman Shopay.**

**PRESENTED BY:              Greg Orsini**

**TYPE OF ACTION:              Roll Call Vote**

**Recommendation:**

Staff recommends approval of Resolution 2012-31, a Resolution of Commendation of the Board of Directors to honor Norman and direct staff to prepare an appropriate certificate to present to Nancy Shopay.

**Discussion:**

As everyone is aware Norman Shopay passed suddenly on November 10, 2012. He will be remembered for his distinction as General Manager for MCSD. Staff thought that if appropriate the Board of Directors recognizes Norman's contributions to McKinleyville with a Resolution of Commendation.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment A - Resolution 2012-31



## RESOLUTION 2012-31

### A RESOLUTION OF COMMENDATION FROM THE BOARD OF DIRECTORS TO HONOR NORMAN SHOPAY

**WHEREAS:** Norman Shopay has served the McKinleyville Community Services District (MCSD) with distinction as General Manager from July 1, 2009 to November 10, 2012;

**WHEREAS:** Mr. Shopay provided an insight into the future benefitting McKinleyville in the present and for years to come. He spread his efforts among the daily tasks of management and provided the platform for future planning such as the 20 year facilities plan and the district website serving the District's present needs;

**WHEREAS:** Mr. Shopay's efforts provided the groundwork for McKinleyville's growth maximizing the potential of each department to serve the present and future District's needs; and

**WHEREAS:** Mr. Shopay's energy fostered partnerships extending outside the District. Mr. Shopay's efforts extended to local service groups, neighboring cities, County, and State Agencies. Specifically, his efforts with the Mad River Rotary Club and the California Department of Water Resources are not soon duplicated or forgotten; therefore

**BE IT FURTHER RESOLVED:** The Board of Directors of McKinleyville Community Services District desire to publically congratulate and honor Mr. Shopay's commitment and hard work. We express our deepest gratitude for the contributions made and the planning in place for management of the future of our District. This gratitude and best wishes extend to his family and legacy to future generations.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 12<sup>th</sup> day of December 2012 by the following polled vote:

**Mayo:**

**Couch:**

**Corbett:**

**Edwards:**

**Wennerholm:**

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Dennis Mayo, Board President

Attest:

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Gregory Orsini, Interim General Manager

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 12, 2012

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.2.**                      **Presentation by U.S Fish and Wildlife Service regarding development of predator management strategies on Clam Beach in order to protect Pacific Coast Snowy Plovers**

**PRESENTED BY:**              **Kathy Wilson/Nancy Finley, Field Supervisor from Arcata Fish and Wildlife Office**

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

### **Recommendation:**

Listen to presentation by Nancy Finley, Field Supervisor with the Arcata Fish and Wildlife Office regarding development of predator management strategies on Clam Beach in order to protect Pacific Coast Snowy Plovers.

### **Discussion:**

The Pacific Coast Western Snowy Plover (a federally listed species) has experienced some significant challenges to their recovery over the years. The Fish and Wildlife Service has identified elements to protect the birds that were more easily attained (i.e., the low hanging fruit, including improvements to habitat quality and quantity) but have seen limited success in the populations in the county. Data indicates that predation by Corvids (ravens and crows) is a leading cause of nest failure and chick loss. Several discussions with the County indicated their interest in the Service assisting in the development of predator management strategies. In response, we recently put forward a proposal to study the efficacy of an avicide to target predators (crows and ravens) that key in on plover nests. This proposal was not looked upon favorably by the community and thus we would like to take the opportunity to meet with the District to discuss other methods or approaches to address the predator issue at Clam Beach that might be successful. Input on how the District recommends we proceed with this issue would be very helpful.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

None

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 12, 2012

TYPE OF ITEM: **ACTION**

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**ITEM: E.3. Accept the District's annual audit report for the fiscal year ending June 30, 2012**

**PRESENTED BY: Colleen M. R. Trask**

**TYPE OF ACTION: Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board accept the District's audited financial statements for the fiscal year ending June 30, 2012.

### **Discussion:**

The District's annual audit for the fiscal year ending June 30, 2012 is complete as was presented and discussed with the MCSD Audit committee and staff.

The independent auditor issued an unqualified opinion on the District's financial statements which has been included as an attachment.

The audit committee has reviewed and accepted the auditor's report.

The Board has been provided with bound copies and the audit has been posted to the MCSD website.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- MCSD Basic Financial statements with the report of the independent auditor for the fiscal year ending June 30, 2012.  
<http://mckinleyvillecsd.com/sites/mckinleyvillecsd.com/files/documents/MCSD%206-30-12%20Audit%20Report.pdf>

- Communication to those charged with governance:  
<http://mckinleyvillecsd.com/sites/mckinleyvillecsd.com/files/documents/MCSD%20Audit%20Communication%206-30-12.pdf>

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 12, 2012

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.4.**                      **Presentation by Redwood Regional Economic Development Corporation regarding air services to McKinleyville and airport name change.**

**PRESENTED BY:**              **Kathy Wilson/Don Ehnebuske from Redwood Region Economic Development Commission (RREDC)**

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

**Recommendation:**

Listen to the presentation by Don Ehnebuske of Redwood Region Economic Development Commission (RREDC) regarding expansion of commercial air service at the airport and airport name change.

While staff recognizes the need for additional air service at the airport and supports the efforts of RREDC, staff can not recommend that MCSD provide financial support for the RREDC proposed effort. MCSD is a limited purpose agency that is not authorized to provide (or fund) air transportation services to operate an airport. Payment of MCSD funds to a privately owned air carrier as a direct subsidy could additionally constitute an impermissible gift of public funds.

**Discussion:**

Additional air service routes bring a return to the local economy of over \$34.00 for every dollar contributed by the community. These benefits are primarily in terms of additional local construction work at the airport and in reduced ticket prices due to the return of competition to the airport. RREDC contributions are matched by Federal and Headwaters funds 7:1 in this effort to attract more services.

While staff recognizes the need and supports the efforts of RREDC, we do not recommend that MCSD donate funds related to this effort.

MCSD is a California Community Services District ("CSD"), formed in accord with California Government Code § 61000, et seq. MCSD can only exercise those powers authorized by statute. Government Code § 61100 lists multiple authorized services and facilities within district boundaries. If a community services district was not providing any of these services prior to January 1, 2006, then they are considered "latent powers". The district must receive approval of the Local Agency Formation Commission ("LAFCo") in order to exercise a latent power.

Although California Government Code § 61100(o) allows a CSD to “provide and maintain public airports and landing places for aerial traffic, in the same manner as an airport district formed pursuant to the California Airport District Act

MCSD, obviously, has never provided this service or “exercised” this power, nor is MCSD permitted to do so by its formation documents approved by the voters.

Additionally, since the funds here may be used for something other than maintenance of a “public airport” or “landing places”, there are substantial concerns about inappropriate use of public funds. Article XVI, Section 6 of the California Constitution provides:

The Legislature shall have no power to give or to lend, or to authorize the giving or lending, of the credit of the State, or of any county, city and county, city, township or other political corporation or subdivision of the State now existing, or that may be hereafter established, in aid of or to any person, association, or corporation, whether municipal or otherwise, or to pledge the credit thereof, in any manner whatever, for the payment of the liabilities of any individual, association, municipal or other corporation whatever; nor shall it have power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever.

If the proposed transaction does not provide MCSD with a direct and substantial benefit, the transaction would generally not serve the public purpose requirement needed to avoid being construed as a prohibited gift of public funds. Although the air service transaction contemplated may be appropriate for a general purpose government with a broad jurisdictional mandate (like a City or the County), a limited purpose entity like MCSD would be hard pressed to justify this expenditure, especially if the public funds were ultimately pledged for the benefit of a private entity.

Staff has confirmed this opinion with MCSD legal counsel.

**Alternatives:**

Take Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment A Presentation
- Attachment B List of donors
- Attachment C Letter - Air Service Development Fund
- Attachment D Proposal for name change



## Why Do We Need Additional Air Service?

*Staying Connected*

## Three Questions

1. Who benefits? If this is just for a handful of people, why should the community support it?
2. What's the payback? Let's see some hard numbers...
3. How does this fit with Humboldt? What's the payback to the community?

Attachment A

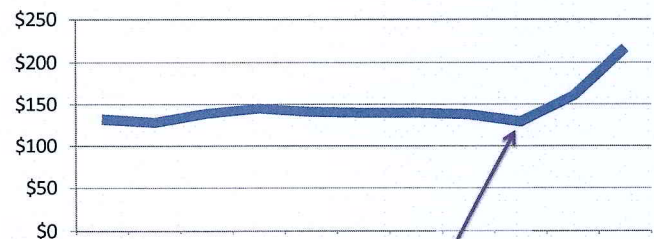
## Who Benefits?

- **Tourism** – Bringing people in
- **Local Export Jobs** – Timber, Specialty Agriculture, Niche Manufacturers, Aquaculture, Construction Companies
- **Local Professional Jobs** – Biologists, Medicine, Education, Government, Legal, Engineering
- **Construction Jobs** – Airport construction provided around \$20,000,000 recently to local firms – and more is available
- **Local Travelers** – *Families, friends, many of us*



## The Payback of Competition

Average One Way Ticket Price to LAX



United Becomes the Only Airline at ACV





## Another Big Payback

- New route pulls in between 30,000 to 40,000 passengers each year
- Each passenger pays \$4.50 fee for airport construction – around \$135,000 per year
- FAA matches local fees collected 19:1 for new projects that we propose - \$ 2,000,000+ possible
- FAA requires local contractors do the work if possible. In the past it's been around 90% local.

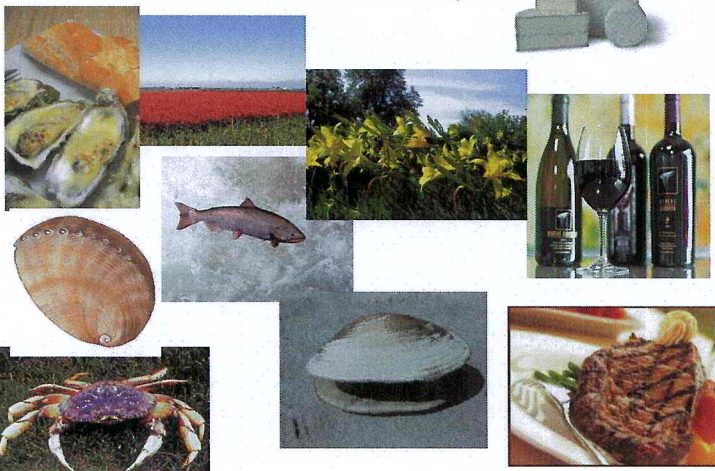
**Local Contractors = Local Jobs**

## Partial List of Local Contractors who benefited from FAA matched funds recently

- |                                |                            |                                  |
|--------------------------------|----------------------------|----------------------------------|
| • Advanced Security            | Construction Services      | • Watkins Electrical Contractors |
| • Alternative Design           | • Mayan Construction       | • Wayne Maples                   |
| • Bouchey Roofing              | • Mercer Fraser Co         | • White Electric                 |
| • Cable Communications Systems | • Miller Farms             | • Winzer & Kelly                 |
| • Colburn Electric             | • Northwestern Tile Co     |                                  |
| • Eureka Floor                 | • O & M Industries         |                                  |
| • Eureka Glass                 | • Point West Surveying Co. |                                  |
| • F.C. Bickert Co.             | • Quality Acoustics        |                                  |
| • Ford Logging                 | • Restif Cleaning          |                                  |
| • J&M Land Restoration         | • Reveal Imaging           |                                  |
| • James-Carl Painting          | • SHN Consulting           |                                  |
| • JM Cabinet Maker             | • Sholes Overhead          |                                  |
| • Kernen Construction          | • The Phone Guy            |                                  |
| • Kurwitz Construction         | • Urfer Engineering        |                                  |
| • Lenders                      | • Wahlund Construction     |                                  |



## How Could the Airport Help Share Humboldt's Bounty?



## Why Do Airlines Come to Rural Areas?

- Potential for a profitable route
- Low risk because of a minimum revenue guarantee (MRG)
- They are businesses...



## What's an MRG?

- *Minimum Revenue Guarantee*
- The airline agrees to come here in return for an agreed amount of money per flight
- Much like contracting with them to provide a service
- **No money without service!**



## Haven't We Done This Before?

- Yes we have – twice

*Horizon Air*

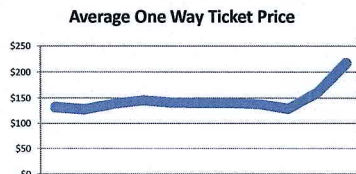
- Horizon provided us with service for 9 years with excellent results.

 **DELTA**

- Delta left us during the worst economic conditions in 70 years and we paid \$5.80/ticket for the service. Ticket prices were reduced by far more than that during the term of the MRG

## What Happens if We Don't Act?

- United maintains a monopoly at our airport
- Nearly all flights go through SFO during their construction period causing increased delays
- Negative impact on local economy through
  - Higher ticket prices
  - More delays
  - Lost opportunities



## Sources of Funds

- \$750,000 – Small Community Air Service Development Program Grant (SCASDP)
- \$125,000 – Headwaters Fund
- \$125,000 – Business, Local Government & Community Funds

**\$1,000,000 – Total Funds for MRG**

## Two Year Community Payback

- **\$ 250,000** – Community Contribution
- 
- \$5,600,000 – Local Airport Construction Jobs
  - \$2,800,000 – Reduced cost for tickets due to competition (\$35/ticket for 80,000 tickets)
  - \$ 200,000 – Additional County parking revenue
  - **\$8,600,000** – Conservative Estimate of Benefit

*For Every \$1 Invested....\$34 back!*

## What We Need From You!



1. Local Funds to Leverage Federal Funds
2. Letters of support indicating why service is needed and economic impact of no action
3. Spreading the word in the community
  - We are buying a needed service, like the Fiber Optic Line – not giving away money
  - The benefits radiate to all sectors of the economy
  - We can't have a vibrant economy without being connected to the rest of the world!

**Partial List of Donors to the Air Service Development Fund**  
**As of 9/21/12**

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City of Eureka	\$10,000
Cypress Grove Chevre	\$5,000
Republic Parking	\$1,500
Eureka Payments	\$750
National Rentals	\$500
City of Trinidad	\$1,000
Humboldt State University	\$15,000
Humboldt Bay Harbor District (amount in deliberation)	\$1,000
Sequoia Personnel Service	\$1,000
City of Arcata	\$10,000
Humboldt Bay Municipal Water District	\$5,000
Cassandra Hessletine	\$100
Many other businesses and organizations are currently in deliberation	





Redwood Region  
Economic Development  
Commission

520 E Street Eureka • California 95501 • (707) 445-9651 • FAX (707) 445-9652

## AIR SERVICE DEVELOPMENT FUND

Thank you for your contribution to the Air Service Development Fund administered by the Redwood Region Economic Development Commission. Your help in bringing additional air service to the county is essential to the economic well being of Humboldt County.

### Fund Terms:

1. Funds to be used solely for the acquisition of additional air service to the Arcata/Eureka Airport through the use of a Minimum Revenue Guarantee in conjunction with funding from the US Department of Transportation and the Humboldt County Headwaters Fund.
2. Funds are fully refundable in the event that no air service is secured using contributed funds within two years from the date of receipt of funds.
3. Funds will be held in a County of Humboldt account in RREDC's name used solely for this purpose.
4. Public acknowledgement may be made at any time for the contribution made.
5. Funds may not be withdrawn from the account prior to two years from the receipt of funds without the written permission of RREDC.

Donors Name:

Amount Donated:

Date of Donation

Acknowledgement of receipt of funds:

\_\_\_\_\_  
Don Ehnebuske

Executive Director, Redwood Region Economic Development Commission

\_\_\_\_\_  
Date

### MEMBER AGENCIES

City of Arcata • City of Blue Lake • City of Eureka • City of Ferndale • City of Fortuna • City of Rio Dell • City of Trinidad  
County of Humboldt • Humboldt Bay Harbor, Recreation and Conservation District • Humboldt Bay Municipal Water District  
Humboldt Community Services District • Manila Community Services District • McKinleyville Community Services District  
Orick Community Services District • Redwoods Community College District • Hoopa Valley Tribe  
Willow Creek Community Services District • Orleans Community Services District • Redway Community Services District

## Attachment D

### ***Proposal to Rename the Arcata-Eureka Airport to Redwood Coast Regional Airport***

#### Why Change the Name?

Boosting the number of travelers using the Arcata-Eureka airport benefits us in a number of ways. Primarily it creates a climate where additional airline competition can be sustained, lowering ticket prices and increasing convenience for local travelers and businesses. It also provides substantial local airport improvement construction jobs.

Airport names can be effective tools to encourage travel to particular destinations. While travelers may know the name of the National Park, attraction, or larger region they are interested in travelling to, they often are not familiar with the small towns near those destinations. Hard as it is for us to believe, a lot of people who would like to visit the redwoods have never heard of Arcata, Eureka, or even Humboldt County. And entities like the Convention & Visitors Bureau have been promoting our area as the “Redwood Coast” for years, so the proposed new name is a natural choice.

Here are other airports that have changed their names to attract more travelers:

Yellowstone Regional Airport (COD) *formerly* Cody Airport

Glacier Park International Airport (GPI) *formerly* Flathead County Airport

Coastal Carolina Regional Airport (EWN) *formerly* Craven County Regional Airport

Bozeman Yellowstone International Airport *formerly* Gallatin Field Airport

Cherry Capital Airport (TVC) *formerly* Traverse City Airport

Blue Grass Airport (LEX) *formerly* Lexington Airport

Fresno Yosemite International Airport (FAT) *formerly* Fresno Air Terminal

Magic Valley Regional Airport (TWF) *formerly* Joslin Field

Northwest Florida Beaches International Airport (ECP) *new airport replacing* Fannin Field

Most people would agree that the name changes are likely to attract more visitors. Estimating the financial benefit is difficult due to the dramatic decrease in regional airport activity following the economic downturn, but several of the airports above reported substantial gains in passengers.

#### How are Airport Names Changed?

The three letter airport codes are administered by the FAA and changing them can be a laborious process. Therefore it's recommended that we continue using ACV. Changing the name, not the code, of the airport just requires a simple act of the airport owner and operator, in this case the Humboldt County Board of Supervisors. There does not need to be a connection between the name of the airport and the airport code as seen in the examples above.

#### How Can You Help?

You can support the name change by writing a letter to the Humboldt County Board of Supervisors such as the sample letter attached. Letters can be sent to RREDC for consolidation into a package for presentation to the board.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Support Services Department Report  
12 December, 2012

**AGENDA ITEM:** F.2.A.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Colleen Trask, Finance Director  
**SUBJECT:** Support Services Department Report

**AUDIT STATUS & FISCAL YEAR CLOSE**

The audit for FY2011-12 is complete and has been reviewed by the audit committee for presentation and approval at this Board meeting.

**RESERVE POLICY IMPLEMENTATION**

Now that the final adjustments from the Auditor are entered for FY2011-12, the Reserve entries will be included in the November Treasurer's Report for the Board's review at the next regular Board meeting.

**FINANCIAL POLICIES AND PROCEDURES**

The auditors recommended an addition to the Fixed Assets Policy to document the process for tracking and recording capital contributions.

Staff is also starting a review of Employee Evaluation and IDP (Individual Development Plan) policies.

**STAFF DEVELOPMENT & TRAINING**

All staff participated in a four-hour Teambuilding workshop as part of Strategic Planning for the District on December 10 & 11th.

Staff is reviewing SDRMA's Target Solutions for possible implementation as a tool for tracking mandatory training requirements and certification deadlines.

**CURRENT PROJECTS**

Kathy Wilson has taken the lead on implementing the document management software Laserfiche on the server so the District will have a backup system for permanent vital records.

**WATER & SEWER RATE INCREASE**

While we are seeing the rate increase impact what we collect per CCF, overall revenue is still not increasing as predicted in the original rate study. This is being reviewed by the original author and by staff. Aside from the seasonal fluctuation in use, customers are continuing the trend of using less water to keep their bills lower.

**BUDGET STATUS & FINANCING**

Final "actual" figures are being included in the next budget for comparison purposes. This should help to reduce or eliminate expenditure lines without budget allocations.



# **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

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

December 4, 2012

**To:** MCSD Board

**From:** James Henry, Interim Operations Director

**Subject:** Agenda Item: F.2.B. –December 12, 2012 Board Meeting  
Operations Department – October 2012 Report

### **Water Department:**

#### **◇ Water Statistics:**

The district pumped 44 million gallons of water in October.

Two water quality complaints were investigated and rectified.

One service line leak was reported and repaired.

Two water services were extended to relocate meter boxes in new sidewalk.

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

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

During the summer months, the District's water consumption typically increases dramatically and to save costs the District only pumps off peak from May to October. On peak is from 12:00 p.m. until 6:00 p.m. so during that time the pumps only run if there is an emergency. Energy costs during on peak are roughly \$0.23 per Kilowatt hour and \$0.11 per Kilowatt hour off peak. October marked the end of the peak pumping season. A recap of the peak pumping season is noted in the table below.

Million Gallons	Monthly Total	Maximum Day	Average Day
May	45	2.4	1.4
June	46	2.1	1.6
July	50	2.2	1.6
August	54	2.1	1.7
Sept.	50	2.2	1.7
October	44	2.0	1.4

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

Routes 17 and 18 testing was completed in September accounting for 52 devices.

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

The maximum water usage day was 2.2 million gallons and the average usage per day was 1.7 million gallons.

#### **◇ Water Station Maintenance:**

The drain pipe and asphalt was replaced at the North Bank Station East entrance.

The 5'x4'x6' enclosure at the Blake Station was replaced due to wood rot on the existing enclosure. The seismic trigger switches at Norton and Cochran Tank sites were relocated in the panel to prevent damage to the switches when opening and closing the cabinet door. Drainage ditches were inspected and cleaned to prevent plugging during the upcoming rain events.

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

Several station and water main right-of-ways were cleared to allow for access and inspection. Weekly Bac samples were collected and taken to the lab. Base rock was added to Jensen Road to provide more cover over the shallow water main that has experienced two main breaks in the last 6 months. Two angle meter stops were replaced due to damage to the ears. Viper locks were installed to prevent future tampering. Permanent paving was completed at two locations from previous water leaks.

◇ **Hydrant Painting and Maintenance:**

Hydrant painting is in progress. Hydrants are be prepped and painted with two coats of paint per MCSD specifications, of our 435 hydrants, 390 (89%) complete.

◇ **Parks Trailer:**

The joint trailer relocation project between Parks and Recreation and Operations Department is in process. Operations Department has assisted with hooking up water, sewer, gas and electric to the trailer. Installation of the north and south entrance stairs, skirting around the trailer, vinyl flooring and interior repairs.

◇ **New Construction Inspections:**

Central Estates, All facilities are installed, water mains are loaded and road work is completed. Testing will commence upon completion of PG&E work; Loren Ave Mainline, Paving is completed and a punch list will be provided upon request and Santos Subdivision, All of our facilities are completed and paving is near completion. Waiting on PG&E to move poles.

**Sewer Department:**

◇ **Waste Water Statistics:**

26.1 million gallons of wastewater was collected and pumped to the W.W.M.F. 30.4 million gallons of waste water was treated and reclaimed for irrigation in October.

No sewer services were completed.

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

◇ **Sewer Station Maintenance:**

Sewer station pump inspections for clearance and wear were completed in October. Wear plates were replaced where needed and pumps were shimmed to ensure the pumps are operating at optimum tolerances. This enables the pumps to run efficiently saving electricity and minimizing wear.

Two pump motors were replaced at the Kelly Sewer Lift Station due to brown power from PG&E. A claim will be filed with PG&E for time and materials. The fence bordering the North side of the Kelly Station was replaced. The entrance gate was widened to allow easier access with the emergency generator and the Vac-con.

◇ **Sewer Collection System:**

Several station and sewer right-of-ways were cleared to allow for access and inspections. Surrounding customers were notified in advance using the IVR phone system. Site clearing was also completed at the Percolation Ponds. Ponds 4 and 5 at the WWMF were treated for mosquitoes.

Wet well washing was completed at the Hiller Sewer Lift Stations. This quarterly maintenance is performed to prevent the buildup of grease and grit, a major cause of damage to concrete and metal components in the wet wells.

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

Mowing and string trimming took place at the tree farm and site clearing was conducted at the Percolation Ponds. Weekly well monitoring has been being conducted in the tree farm as part of the tree farm pilot study. Weekly samples have been collected from the tree farm to be tested for Nitrate and TDS.

Quarterly well samples were collected as per our NPDES permit.

◇ **Street Light Department:**

Five street lights were reported and repairs conducted in October.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. Staff received Strategic Planning and Sexual Harassment training.

**Special Notes:**

The annual fire extinguisher inspection was completed.

The 6 month respirator fit testing was conducted on all field personnel.

Safety and service was performed on Units 4, 24. Unit 11 received new belts. The hand gun relief valve was replaced on Unit 7.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
December 12, 2012

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

**HILLER PARK BOTANICAL GARDEN:**

The concept of installing a botanical garden at Hiller Park has been discussed at the last couple RAC meetings. A group of interested individuals originally met at Singing Tree Gardens to take a tour and help give the group a vision as to what might be possible at Hiller Park West. The group then gathered at Hiller Park to look at a potential location for a garden.

Recently, a small group of individuals, including Don Wallace (owner of Singing Tree Gardens) met at Hiller Park and completed a draft design of the area and will bring it back to the Recreation Advisory Committee (RAC) at its February 2013 meeting.

As a next step, we will be looking at planting a series of Leyland Cypress trees along the southern fence line of the Waste Water Management Facility. This will likely serve as a wind block to much of the park and the playground area.

While walking the area, we discovered several trees that are surrounded by berry bushes. Our crew will be working with the Sheriff Work Alternative Program (SWAP) and the California Conservation Corps (CCC) over the course of the next couple months to give these trees room to grow.

**FAMILY FALL FEST & KIDS' HEALTH FAIR:**

Staff held its annual Family Fall Fest & Kids' Health Fair event on Saturday, November 10, 2012 at the McKinleyville Activity Center from 1:00 pm to 4:00 pm. Many families attended the event, which was a celebration of the season to enjoy a variety of games, activities and booths promoting healthy habits for the whole family to enjoy.

**HILLER SPORTS COMPLEX:**

Field repairs on Fields 1 & 2 continue at Hiller Sports Complex (HSC). The fields were tilled and leveled and hydroseed was applied on Friday, October 19, 2012. Staff continues to monitor its progress.

Staff also met at HSC to look at drainage issues. We have developed a plan for repairs.

**AZALEA HALL:**

The floors at Azalea Hall were recently stripped and waxed. Parks staff met to inspect the facility for the upcoming annual cleaning session to take place during the weeks of December 17 and December 24 while the building is closed to the general public.

**GRANT OPPORTUNITIES:**

MCSD's grant team continues to research and write grants that save the District money on a variety of projects.

Habitat Conservation Fund:

Projects: Build new trails and make improvements to existing trails.  
Remove invasive plants from wetlands and riparian areas.  
Status: Staff is working on the application process.

Davenport Institute Grant

Projects: Funds the public engagement process. Staff submitted a grant to fund a consultant to host a series of public engagement meetings to generate ideas for what types of programs, activities and events should be offered out of the new Teen & Community Center.  
Status: Application submitted, pending approval.

Humboldt Area Foundation:

Project: Audio/video equipment for Teen & Community Center.  
Status: Received a letter stating we were not funded but with encouragement to re-apply as the facility is closer to completion.

Land and Water Conservation Fund:

Project: Build an outdoor basketball court at Pierson Park.  
Status: Staff is working on the application process.

Stewardship Council – 2012 Infrastructure Fund Application:

Project: Install parking area, interpretive trail system, provide access, and install a disc golf course at Hewitt Ranch.  
Status: Application submitted, pending approval.  
\$15,270 match (from MCSD)  
\$83,270 grant fund request

USDA Rural Development Facilities Grant Program

Project: Items to help furnish the new Teen & Community Center  
Status: Staff is working on the application process.

**CALIFORNIA CONSERVATION CORPS (CCC):**

MCSD has a contractual agreement with the CCC where in exchange for us providing space for the use of the Pierson Park Trailer and the parking lot at Pierson Park, the CCC provides MCSD with 5 ½ weeks of crews. The estimated value of this agreement is \$25,000.

Most recently, the CCC assisted with the maintenance of detention basins, Hiller Park Loop Trails and Open Space Maintenance Zones.

**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 currently have one clerical position filled in the Parks & Recreation Department. We are currently seeking positions in Park Maintenance. 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 County's umbrella.

**GRAFFITI & VANDALISM UPDATE:**

None to report.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

December 12, 2012

TYPE OF ITEM: **INFORMATION**

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

**PRESENTED BY: Gregory Orsini**

**TYPE OF ACTION: None**

**A summary of activity for the months of October and November.**

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

- Switched Credit Card Processing to Eureka Payments \$ 350 (avg. monthly)
- Volunteers: \$ 250 (labor)
- SWAP crews: \$ 6,400
- Cal Works \$ 1,200
- Community Service Workers \$ 500
- California Conservation Corps \$ 1,000
- Donations \$ 320
- Fischer Wet Well, Outside Office Light Shelving in Oil Shed \$ 650
- Improvements to Pierson Park Trailer \$ 1,200
- Negotiated Scale Pricing for LED Street Lights \$9,000
- Heavy Equipment Oil Changes \$1,800

Total cost savings for November is \$22,670

***The cumulative cost saving to the District to date from July 1, 2012 is \$72,820***

District staff are acknowledged and commended for their continued efforts in looking for cost savings, the use of internal labor and Grant opportunities that result in real savings for the District, rate payers, and the community.

**North Coast IRWMP** - The most time sensitive project at this time is updating the project list for North Coast IRWMP Prop. 84 grant funding. The applications are due in December and we have many projects listed. None were in the running for funding in this cycle so we have decided to improve the application information for the most relevant projects for this year. Some of the projects are will be deleted from the list and new projects will be add to improve our chances of getting some of these funds.

**Prop 50 Grant and Northern Intertie-** Design of the northern section of the Mad River Bridge pipeline intertie is underway. Staff is in the process of determining the best alignment of the pipeline from the vault next to the bridge to the Ramey Booster Station. This alignment will be critical and will probably extend west across an adjacent parcel of pasture land.

**Audit –** The audit committee met with staff and the auditor to review their findings. The Audit will be presented to the Board at tonight's meeting.

**Request for Qualifications (RFQ) for Waste Water Management Facility (WWMF) Improvement Project Design –** This phase of the WWMF Improvement Project will be brought to the Board for approval in January. Negotiations for Scope and Fee were concluded and minor resolutions to outstanding comments are all that remain.

**Teen Center Design –** Due to concerns with funding and kitchen size LDA Partners was directed to propose three different kitchen sizes and calculate a reliable per square foot price for construction. When this information is returned staff consider alternatives and proceed accordingly.

**Strategic Plan –** Another phase will begin shortly after the beginning of the new year. During this phase we will also conduct work associated with transition planning.

**Water Meter Upgrade –** The plan is complete and has been placed on hold for a few months. While we are in the process of securing financing we are exploring the possibility of securing grant fund for all or a portion of this project.

**Accidental Release Case Analysis (ARCA) -** is a document required by the Environmental Protection Agency Risk Management Plan and the California Accidental Release Program. The ARCA is required due to the quantity of Chlorine on site at the Wastewater Management Facility and is a report that is generated after a complex model is run taking into account historic wind speeds and direction, stored quantities of controlled chemicals and demographics the local area. When complete this information is used to plan and mitigate for accidental release scenarios. The plan has been completed and filed for reference.

Attachment A: WWMF September 2012 Report



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McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
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R.W.Q.C.B. NORTH COAST REGION  
5550 SKYLANE BLVD., SUITE A  
SANTA ROSA, CA 95403

November 1, 2012

**RE: MONTHLY MONITORING REPORT**

Dear Lisa:

Enclosed is the Monthly Monitoring Report for September 2012 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 30 days discharge to reclamation M-004, 5, 6, & 7 and land disposal M003. The required monitoring and water quality constituents that were tested and were reported were in compliance in September.

The requirement for BOD is 45 mg/L monthly average. Discharge Point 002 limit of 65 mg/L weekly average. With four weekly tests in September that represent five criteria. The BOD results for September are in compliance.

The requirement for TSS is 83 mg/L monthly average with four weekly tests in September which represent one criterion. The TSS result for September is in compliance.

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10 mg/L. One test was conducted in September 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 September are as follows. Median was <1.8 and a Maximum of <1.8. Four samples were collected in the month of September and were in compliance.

Monthly River Monitoring was conducted in September.



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
EFFLUENT DISCHARGE DISPOSAL

SEPTEMBER 2012

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.835	0.669	470	0.669						0.000	0.00
2	0.832	0.668	468	0.668						0.000	0.00
3	0.953	0.667	478	0.667						0.000	0.00
4	0.869	0.740	842	0.301		0.311	0.061		0.067	0.439	0.00
5	0.861	0.917	970			0.601	0.078	0.096	0.142	0.917	0.00
6	0.860	0.925	977			0.500	0.041	0.237	0.147	0.925	0.00
7	0.829	0.896	924	0.394		0.277	0.014	0.132	0.079	0.502	0.00
8	0.866	0.713	505	0.713						0.000	0.00
9	0.934	0.711	503	0.711						0.000	0.00
10	0.873	0.847	1000	0.302		0.386	0.072	0.013	0.074	0.545	0.00
11	0.870	1.037	984			0.589	0.045	0.261	0.142	1.037	0.00
12	0.843	0.951	1009			0.492	0.047	0.267	0.145	0.951	0.00
13	0.854	0.897	1004			0.441	0.042	0.265	0.149	0.897	0.00
14	0.841	0.815	830	0.393		0.159	0.039	0.145	0.079	0.422	0.00
15	0.860	0.716	504	0.716						0.000	0.00
16	0.936	0.720	509	0.720						0.000	0.00
17	0.870	0.760	796	0.275		0.195	0.096	0.129	0.065	0.485	0.00
18	0.847	0.884	799			0.551	0.051	0.144	0.138	0.884	0.00
19	0.862	1.006	1149			0.555	0.044	0.263	0.144	1.006	0.00
20	0.858	1.170	1177			0.867	0.038	0.119	0.146	1.170	0.00
21	0.832	1.021	980	0.437		0.464	0.041		0.079	0.584	0.00
22	0.852	0.799	560	0.799						0.000	0.00
23	0.908	0.797	562	0.797						0.000	0.00
24	0.845	1.024	1203	0.303		0.212	0.070	0.362	0.077	0.721	0.00
25	0.832	1.318	1221			0.850	0.071	0.261	0.136	1.318	0.00
26	0.848	1.224	1231			0.759	0.045	0.270	0.150	1.224	0.00
27	0.830	1.255	1322			0.777	0.063	0.267	0.148	1.255	0.00
28	0.811	1.071	1131	0.394		0.453		0.145	0.079	0.677	0.00
29	0.850	0.714	504	0.714						0.000	0.00
30	0.906	0.713	503	0.713						0.000	0.00
TOTAL	25.867	26.645		10.686	0.000	9.439	0.958	3.376	2.186	15.959	0.00
AVERAGE	0.862	0.888	837	0.562	0.000	0.497	0.053	0.199	0.115	0.532	0.00
MAXIMUM	0.953	1.318	1322	0.799	0.000	0.867	0.096	0.362	0.150	1.318	0.00
MINIMUM	0.811	0.667	468	0.275	0.000	0.159	0.014	0.013	0.065	0.000	0.00
DAYS	30	30		19	0	19	18	17	19	19	
DAYS WITH NO DISCHARGE = 0											

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

MONTH: SEPTEMBER

YEAR: 2012

3X5																
DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING									
					B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES	SETTLABLE SOLIDS	TOTAL COLIFORM	
1	0.835	0.669	470													
2	0.832	0.668	468													
3	0.953	0.667	478													
4	0.869	0.740	842												<1.8	
5	0.861	0.917	970													
6	0.860	0.925	977													
7	0.829	0.896	924												<0.1	
8	0.866	0.713	505													
9	0.934	0.711	503													
10	0.873	0.847	1000												<1.8	
11	0.870	1.037	984													
12	0.843	0.951	1009													
13	0.854	0.897	1004													
14	0.841	0.815	830		270	240									<0.1	
15	0.860	0.716	504													
16	0.936	0.720	509													
17	0.870	0.760	796												<1.8	
18	0.847	0.884	799													
19	0.862	1.006	1149													
20	0.858	1.170	1177													
21	0.832	1.021	980		340	320									<0.1	
22	0.852	0.799	560													
23	0.908	0.797	562													
24	0.845	1.024	1203												<1.8	
25	0.832	1.318	1221													
26	0.848	1.224	1231													
27	0.830	1.255	1322													
28	0.811	1.071	1131		270	260									<0.1	
29	0.850	0.714	504													
30	0.906	0.713	503													

DATE	TDS	AMMONIA	NITRATE	BORON
9/13/2012	290	20.0	ND	250

Semi-Annual Tests		Value in ug/l
Bis. phthalate		N/A
aliph-BHC		N/A
4,4'-DDT		N/A
Carbon tetrachloride		N/A

Quarterly Tests		Value in ug/l
Dichlorobromomethane		N/A
Bromoform		N/A
Chlorobromomethane		N/A
Chloroform		N/A

ACUTE TOXICITY		% Survival
DATE		
N/A		N/A
N/A		N/A
N/A		N/A

CHRONIC TOXICITY		TESTED	SURVIVAL
Milfnov			N/A
C. Dubia			N/A
Algae			N/A
TUC			

SIGNATURE:

REMARKS:

Indicates Permit Exceedance

SPILLS				
None to report				
DATE	BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR LBS/DAY
30 DAY AVERAGE	30	230	30	19

Total Coliform	Monthly	Median	Daily	Maximum
<1.8				
<1.8				
<1.8				