

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

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

**Wednesday, October 3rd, 2012
6:00 P.M.**

AGENDA

A.1 CALL TO ORDER

ROLL CALL

**A CLOSED SESSION IS SCHEDULED FOR 6:00PM TO BE FOLLOWED BY THE
REGULARLY SCHEDULED MEETING AT 7:00PM (APPROXIMATE TIME)**

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.

PUBLIC INPUT WILL BE TAKEN PRIOR TO CLOSED SESSION

(a) H.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING
LITIGATION-MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF
HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT,
CASE NO. CV110632 LITIGATION, pursuant to subdivision (a) of Section 54956.9.

(b) H.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code § 54954.5 and 54957) Title: General Manager.

A. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA

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

need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.

B. APPROVAL OF THE AGENDA

C. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

D. CONSENT CALENDAR

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

- D.1 Consider approval of draft minutes of the Board of Directors' Regular Meeting of September 5, 2012 **Pg. 4**
- D.2 Consider approval of August 2012 Treasurer's Report **Pg. 8**
- D.3 No DCV Violations this month.

E. CONTINUED AND NEW BUSINESS

- E.1 Results of Request for Qualifications regarding design consultants selection process for the Waste Water Management Facility Upgrade project and direction to proceed with scope and effort negotiations **Pg. 31**
- E.2 Staff presentation on recent Granite property acquisition of approximately thirty-three (33) acres along North Bank Road near Azalea Ave. **Pg. 61**
- E.3 Resolution to participate in Humboldt County Tax Assessor Collection program for bad debt defaults **Pg. 72**
- E.4 Accept Proposal from Oscar Larson and Associates for design of the northern intertie of the Mad River Bridge Crossing **Pg. 75**

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. Local and State Advisory Committee (Edwards, Alternate-
Corbett)

F.2. STAFF REPORTS

- a. Support Services Department **Pg. 85**
- b. Operations Department (Greg Orsini) **Pg. 87**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 92**
- d. General Manager (Norman Shopay) **Pg. 99**

F.3. CHAIRMAN'S REPORT

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

G. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

H. CLOSED SESSION DISCUSSION

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

CLOSED SESSION DISCUSSED EARLIER TONIGHT

I. ADJOURNMENT

Posted 5:00 pm on September 28th, 2012

EXHIBIT D.1

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, SEPTEMBER 5, 2012 AT 7:00PM AT AZALEA HALL,
1620 PICKETT ROAD, MCKINLEYVILLE**

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

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

Norman Shopay, General Manager
Sharon Denison, Board Secretary
Colleen MR Trask, Finance Director
Jason Sehon, Park & Recreation Director
Greg Orsini, Operations Director

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

AGENDA: At 7:00PM President Mayo called the meeting to order, roll call was taken with Directors Corbett, Couch, Edwards and Wennerholm present. Director Corbett led the pledge of allegiance. There were no additions to the agenda, however General Manager Shopay requested items E.1, E.2, E.3, E.4, E.6 and the consent calendar be addressed if time allowed in light of the closed session set for 8:15PM.

AGENDA ITEM B-APPROVAL OF THE AGENDA:

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

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM C- PUBLIC HEARING-NONE SCHEDULED

AGENDA ITEM D-CONSENT CALENDAR:

1. Consider approval of draft minutes of the Regular Meeting of August 1, 2012
2. Consider approval of draft July 2012 Treasurer's Report
3. DCV Violations this month
4. Approve MOU with McKinleyville Union School District for KidsClub Afterschool Program
5. Fixed Asset Policy
6. CSR job re-classification
7. Approve contract with Mad River Youth Soccer League for the use of Hiller Sports Complex
8. Appoint community member Beth Crone to the RAC

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

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.1-RESOLUTION HONORING SHARON DENISON, BOARD SECRETARY, RETIREMENT AFTER 29 YEARS OF SERVICE TO MCSD: The Board and members of the public spoke on behalf of Sharon's time with the District and thanked her for her years of service.

MOTION: It was moved to approve Resolution 2012-27 to honor Sharon Denison on her retirement after 29 years of service. Motion by Edwards; second by Corbett

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.2-INFORMATION ON RESULTS OF HAZARDOUS WASTE COLLECTION DAY: Brent Whitener, Humboldt Waste Management Authority, addressed the Board to report on the very successful hazardous waste collection day recently held at Pierson Park. He reported that 82% of the participants were McKinleyville residents. Manager Shopay added that with each event there was less potential for contaminants to end up in our system. The Board thanked Mr. Whitener and HWMA for the opportunity.

AGENDA ITEM E.3-SKATE PARK RIGHT OF ENTRY AGREEMENT WITH MCKINLEYVILLE SKATE PARK

ORGANIZATION: Charlie Caldwell, President of McKinleyville Skate Park Organization, requested that Michael Kennedy's name be removed as a signer on the right of entry agreement.

MOTION: It was moved to approve staff recommendations 1, 2 & 4:

- (1) Approve changes as recommended by legal counsel;
- (2) The term of the agreement is 18 months from September 5, 2012;
- (4) If the agreement is not executed by the MSPO by Friday, October 5, 2012, it becomes null and void.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.4-ARCATA FIRE DEPARTMENT PRESENTATION-FIVE YEAR REVIEW OF THEIR BENEFIT ASSESSMENT ACCOMPLISHMENTS: Both Desmond Cowan and John McFarland from the Arcata Fire department were present tonight to give a five year review of accomplishments since their last benefit assessment. They reviewed the list of accomplishments and reported that they were done on time and under budget and thanked the District for being a responsive local government and working together with them. The Board thanked them for their presentation.

AGENDA ITEM E.5-INFORMATION REGARDING FEASIBILITY OF SENIOR & LOW INCOME DISCOUNTS FOR WATER AND SEWER ACCOUNTS:

MOTION: It was moved to approve staff recommendation to not offer a low income and/or senior discount due to the required cost and significant resources involved with such a program. Motion by Edwards; second by Corbett.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.6-DRAFT RESPONSE LETTER TO HUMBOLDT BAY MUNICIPAL WATER DISTRICT:

MOTION: It was moved to approve the draft response letter to HBMWD signed by President Mayo. Motion by Edwards; second by Corbett.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.7-RESOLUTION REVISING REGULAR BOARD MEETING PLACES AND TIMES:

MOTION: It was moved to approve Resolution 2012-26 to confirm the time and place of regular board meetings. Motion by Edwards; second by Corbett.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.8-APPROVE RESOLUTION 2012-23 APPROVING THE APPLICATION FOR A LAND AND WATER CONSERVATION FUND GRANT:

MOTION: It was moved to adopt Resolution 2012-23 approving the preparation and submission of an application for grant funding through the Land and Water Conservation Fund. Motion by Corbett; second by Couch.

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

AGENDA ITEM E.9-REVISED RULES AND REGULATIONS-CUSTOMER DEPOSIT POLICY:

MOTION: It was moved to adopt Resolution 2012-28 to change the credit deposit requirements for customers starting service and reconnecting service and authorize revision to the MCSD Rules and Regulations.

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

AGENDA ITEM E.10-REVISED RULES AND REGULATIONS-NO RADIO METER READ POLICY:

MOTION: It was moved to approve Resolution 2012-29 allowing customers to opt out of having a radio read meter and paying to have their meters read manually. Motion by Corbett; second by Wennerholm.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.11-BOARD STRATEGIC PLAN PROCESS AND SCHEDULE: This item was continued to next month's regular Board meeting due to lack of time.

AGENDA ITEM F-REPORTS:

F1a-RAC: Director Couch reported that a lot of the discussion at the last meeting was about the Skate Park entry agreement.

F1b-MCK AREA FUND: Director Edwards reported that the next meeting will happen in October.

F1c-RREDC: Director Wennerholm reported that at their last meeting there was much discussion on the East/West Railroad and it was very contentious.

F1d-MCK SENIOR ADVISORY COMMITTEE: There was nothing to report.

F1e-AUDIT: There was nothing to report.

F1f-EMPLOYEE NEGOTIATIONS: There was nothing to report.

F1g-WATER TASK FORCE: There was nothing to report.

F1h-ADHOC NO DRUGS & TOXICS DOWN THE DRAIN: There was nothing to report other than the information given to the Board tonight from the successful hazardous waste collection day recently held at Pierson Park.

F1i-LOCAL AND STATE ADVISORY COMMITTEE: Director Edwards reported that appointments to the committee have been completed, but no meeting date has been set at this time.

F2a-SUPPORT SERVICES DEPARTMENT: Finance Director Trask reviewed a few of the items in her staff report.

F2b-OPERATIONS DEPARTMENT: Operations director Orsini had nothing to add to his written report.

F2c-PARKS AND RECREATION DEPARTMENT: Park & Recreation Director Sehon reported that a group of individuals had approached staff to discuss the possibility of building a BMX bike track in McKinleyville; that he would be meeting with them and would keep the Board informed.

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

F3-CHAIRMAN'S REPORT: The chairman had nothing to report.

F4-BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

1. Director Edwards reported that "Imagine Humboldt" would be meeting at Azalea Hall on Wednesday September 12th and explained that this was an opportunity for residents to talk and plan for communities of the future.
2. David Couch reported that he had attended David Elsebusch memorial service and David's daughter had given a moving eulogy.

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: Jeff Dunk addressed the Board to support re-naming both the Fire department and the Airport in McKinleyville.

AGENDA ITEM H-CLOSED SESSION DISCUSSION

At 8:10pm President Mayo adjourned the regular meeting and announced the Board would be going into closed session at 1656 Sutter Road, McKinleyville for discussion of:

H.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF HUMBOLDT,
BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, CASE NO. CV110632
LITIGATION, pursuant to subdivision (a) of Section 54956.9.

At 8:20PM the Board went into closed session at the District office 1656 Sutter Road, McKinleyville.

At 9:05PM the Board adjourned out of closed session.

ANNOUNCEMENT FROM CLOSED SESSION: President Mayo announced that no reportable action was taken in closed session.

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 9:05PM. Motion by Edwards; second by Wennerholm.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted

Sharon L. Denison,

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

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

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		351,231.62
Cash Receipts:		
Utility Billings	327,768.35	
Money Market Account Interest	68.37	
Transfers from County Fund #2560	140,500.00	
Other Cash Receipts	54,283.86	
Total Cash Receipts		522,620.58
Cash Disbursements:		
Payroll Related Expenditures	(158,240.93)	
Debt Service	(63,854.38)	
Capital & Other Expenditures	(351,310.12)	
Total Cash Disbursements		(573,405.43)
Operating & Money Market - Ending Balance		300,446.77
Total Cash		301,386.77

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

LAIF - Beginning Balance	127,600.46	
Interest Income	-	
LAIF - Ending Balance		127,600.46
Humboldt Co. #2560 - Beginning Balance	316,142.79	
Property Taxes	-	
Transfer to Operating Cash	(140,500.00)	
Interest Income	115.63	
Humboldt Co. #2560 - Ending Balance		175,758.42
Humboldt Co. #4240 - Beginning Balance	4,989,022.06	
Interest Income	2,852.66	
Humboldt Co. #4240 - Ending Balance		4,991,874.72
Humboldt Co. #9390 - Beginning Balance	110,584.48	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		110,584.48
USDA Bond Reserve Fund - Beginning Balance	173,434.57	
Bond Reserve Payment	8,151.55	
Debt Service Payment	(78,875.00)	
USDA Bond Reserve Fund - Ending Balance		102,711.12
Market Valuation Account		(180.00)

Total Investments 5,508,349.20

Total Cash & Investments - Current Month 5,809,735.97

Total Cash & Investments - Prior Month 6,068,775.98

Net Change to Cash & Investments This Month (259,040.01)

Cash & Investment Summary

Cash & Cash Equivalents	4,953,466.85
Davis-Grunsky Loan Reserve	595,871.86
Waste Water Capital Reserve	97,686.14
USDA Bond Reserve	102,711.12
I-Bank Loan Reserve	60,000.00
Total Cash & Investments	5,809,735.97

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

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 798,445.13	\$ 104,385.74	\$ (60,022.06)	\$ 944,029.14	\$ 3,165,668.79	\$ 4,952,506.74
Accounts receivable	1,484.93	-	2,515.43	132,488.91	134,716.53	271,205.80
Prepaid expenses & other current assets	44,857.99		2,203.03	96,988.56	57,197.38	201,246.96
Total Current Assets	844,788.05	104,385.74	(55,303.60)	1,173,506.61	3,357,582.70	5,424,959.50
Noncurrent Assets						
Restricted cash & cash equivalents	-	-	-	655,871.86	200,397.26	856,269.12
Other noncurrent assets	39,325.43	-	-	9,604.13	30,023.78	78,953.34
Capital assets (net)	-	-	-	6,957,901.47	11,734,340.87	18,692,242.34
Total Noncurrent Assets	39,325.43	-	-	7,623,377.46	11,964,761.91	19,627,464.80
TOTAL ASSETS	\$ 884,113.48	\$ 104,385.74	\$ (55,303.60)	\$ 8,796,884.07	\$ 15,322,344.61	\$ 25,052,424.30
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 16,106.83	\$ 548.88	\$ 424.24	\$ 165,297.36	\$ 28,506.69	\$ 210,884.00
Accrued payroll & related liabilities	102,932.67	-	-	38,032.71	38,032.71	178,998.09
Total Current Liabilities	119,039.50	548.88	424.24	203,330.07	66,539.40	389,882.09
Noncurrent Liabilities						
Long-term debt	-	-	-	3,452,953.33	1,268,818.49	4,721,771.82
Other noncurrent liabilities	39,325.43	-	-	154,713.61	155,557.76	349,596.80
Total Noncurrent Liabilities	39,325.43	-	-	3,607,666.94	1,424,376.25	5,071,368.62
TOTAL LIABILITIES	158,364.93	548.88	424.24	3,810,997.01	1,490,915.65	5,461,250.71
Fund Balance/Net Assets						
Fund balance	725,748.55	103,836.86	(55,727.84)	-	-	773,857.57
Net assets	-	-	-	1,480,938.92	3,365,906.58	4,846,845.50
Investment in capital assets, net of related debt	-	-	-	3,504,948.14	10,465,522.38	13,970,470.52
Total Fund Balance/Net Assets	725,748.55	103,836.86	(55,727.84)	4,985,887.06	13,831,428.96	19,591,173.59
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 884,113.48	\$ 104,385.74	\$ (55,303.60)	\$ 8,796,884.07	\$ 15,322,344.61	\$ 25,052,424.30
Investment in General Capital Assets	\$ 3,190,848.71					
General Long-term Liabilities						
OPEB Liability	95,777.23					
Accrued Compensated Absences	7,540.27					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 103,317.50					

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

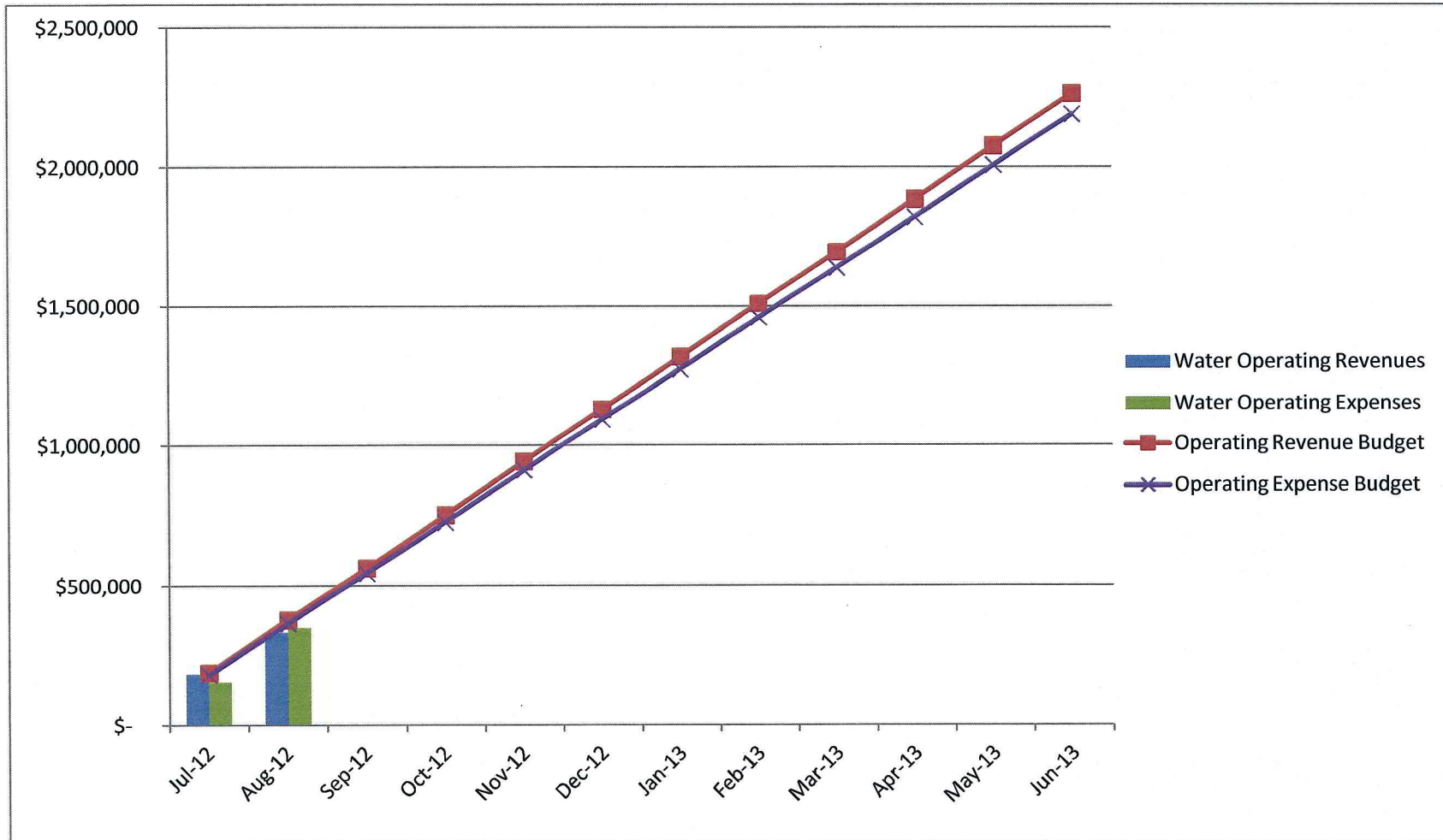
Department Summaries	August	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	136,698	304,268	342,198	(37,930)	-11.08%	Customers reducing water usage in response to the rate increase Budget includes revenues from projects not yet started
Other Revenues	11,713	28,058	35,329	(7,271)	-20.58%	
Total Operating Revenues	148,411	332,325	377,527	(45,202)	-11.97%	
Salaries & Benefits	85,344	133,255	129,681	3,574	2.76%	Budget includes expenses for projects not yet started Budget based on prior year's depreciable assets
Water Purchased	55,480	111,525	117,418	(5,893)	-5.02%	
Other Expenses	30,982	54,005	76,189	(22,184)	-29.12%	
Depreciation	19,700	48,200	41,667	6,533	15.68%	
Total Operating Expenses	191,506	346,984	364,955	(17,971)	-4.92%	
Net Operating Income	(43,095)	(14,659)	12,572	(63,173)		
Interest Income	931	1,915	3,333	(1,418)	-42.55%	Interest returns remaining lower than expected Expense budget spread evenly across 12 months, but actuals vary w/payments
Interest Expense	(9,761)	(17,070)	(14,347)	2,723	18.98%	
Net Income (Loss)	(51,925)	(29,814)	1,558	(31,372)		
<u>Sewer</u>						
Sewer Service Charges	118,636	257,976	274,167	(16,191)	-5.91%	Budget includes revenues from projects not yet started
Other Revenues	9,113	25,363	33,217	(7,854)	-23.64%	
Total Operating Revenues	127,749	283,339	307,384	(24,045)	-7.82%	
Salaries & Benefits	81,088	132,356	133,297	(941)	-0.71%	Budget includes expenses for projects not yet started Budget based on prior year's depreciable assets
Other Expenses	35,768	63,583	101,029	(37,446)	-37.06%	
Depreciation	36,300	76,800	68,000	8,800	12.94%	
Total Operating Expenses	153,156	272,739	302,326	(29,587)	-9.79%	
Net Operating Income	(25,407)	10,600	5,058	5,542		
Interest Income	1,867	3,780	5,000	(1,220)	-24.41%	Interest returns remaining lower than expected Expense budget spread evenly across 12 months, but actuals vary w/payments
Interest Expense	(2,184)	(6,438)	(9,167)	(2,729)	-29.77%	
Net Income (Loss)	(25,725)	7,941	891	7,050		
Enterprise Funds Net Income (Loss)	(77,650)	(21,873)	2,449	(24,322)		

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

Department Summaries	August	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	20,651	49,841	57,633	(7,793)	-13.52%	
Rents & Related Fees	5,322	9,922	8,871	1,051	11.84%	Higher portion of Event revenue expected during late summer and early fall County Tax remittance scheduled for May and January
Property Taxes	-	-	88,333	(88,333)	-100.00%	
Other Revenues	7,246	19,670	40,093	(20,423)	-50.94%	
Interest Income	235	580	500	80	15.98%	Estimated interest income higher than budgeted expectation
Total Revenues	33,454	80,012	195,430	(115,418)	-59.06%	
Salaries & Benefits	83,205	141,103	132,198	8,905	6.74%	Expense budget spread evenly across 12 months, but actuals vary w/programs Capital projects not yet started this month
Other Expenditures	18,444	45,208	36,634	8,574	23.41%	
Capital Expenditures	107	1,960	26,333	(24,373)	-92.56%	
Total Expenditures	101,757	188,272	195,165	(6,893)	-3.53%	
Excess (Deficit)	(68,303)	(108,260)	265	(108,525)		
<u>Measure B Assessment</u>						
Total Revenues	22	47	34,833	(34,786)	-99.87%	County Tax remittance scheduled for May and January
Salaries & Benefits	-	10	6,500	(6,490)	-99.85%	Teen Center project not yet started
Other Expenditures	1,168	1,317	500	817	163.41%	Teen Center project not yet started
Capital Expenditures	-	-	27,833	(27,833)	-100.00%	Teen Center project not yet started
Total Expenditures	1,168	1,327	34,833	(33,506)	-96.19%	
Excess (Deficit)	(1,146)	(1,280)	-	(1,280)		
<u>Street Lights</u>						
Total Revenues	6,204	14,210	39,805	(25,595)	-64.30%	Budget includes revenues from projects not yet started
Salaries & Benefits	3,704	6,057	6,671	(614)	-9.21%	Budget includes expenses from projects not yet started
Other Expenditures	3,588	6,741	7,090	(349)	-4.93%	
Capital Expenditures	-	-	25,833	(25,833)	-100.00%	
Total Expenditures	7,292	12,797	39,594	(26,797)	-67.68%	
Excess (Deficit)	(1,087)	1,413	211	(1,202)		
Governmental Funds Excess (Deficit)	(70,536)	(108,127)	476	(108,603)		

McKinleyville Community Services District August 2012

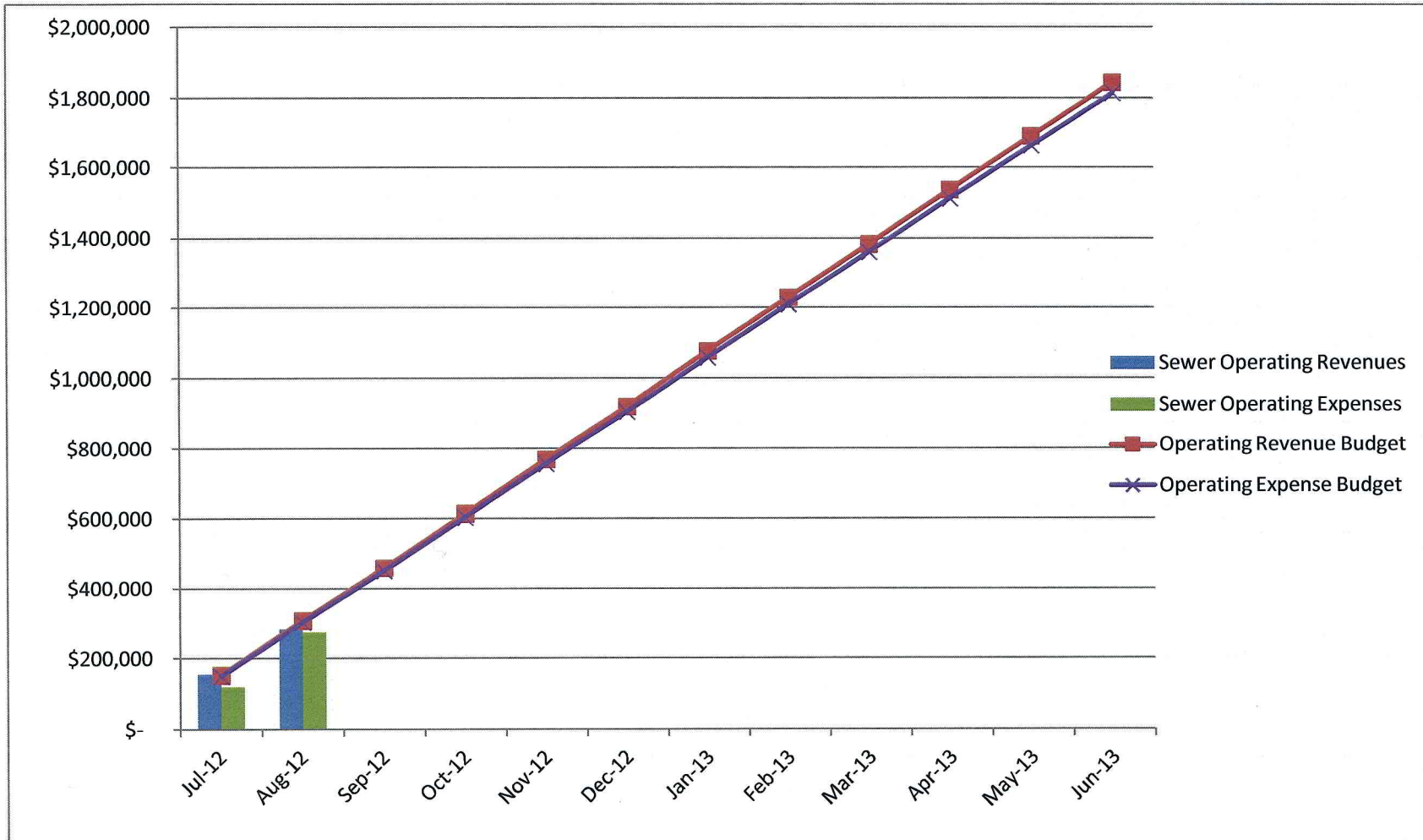
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

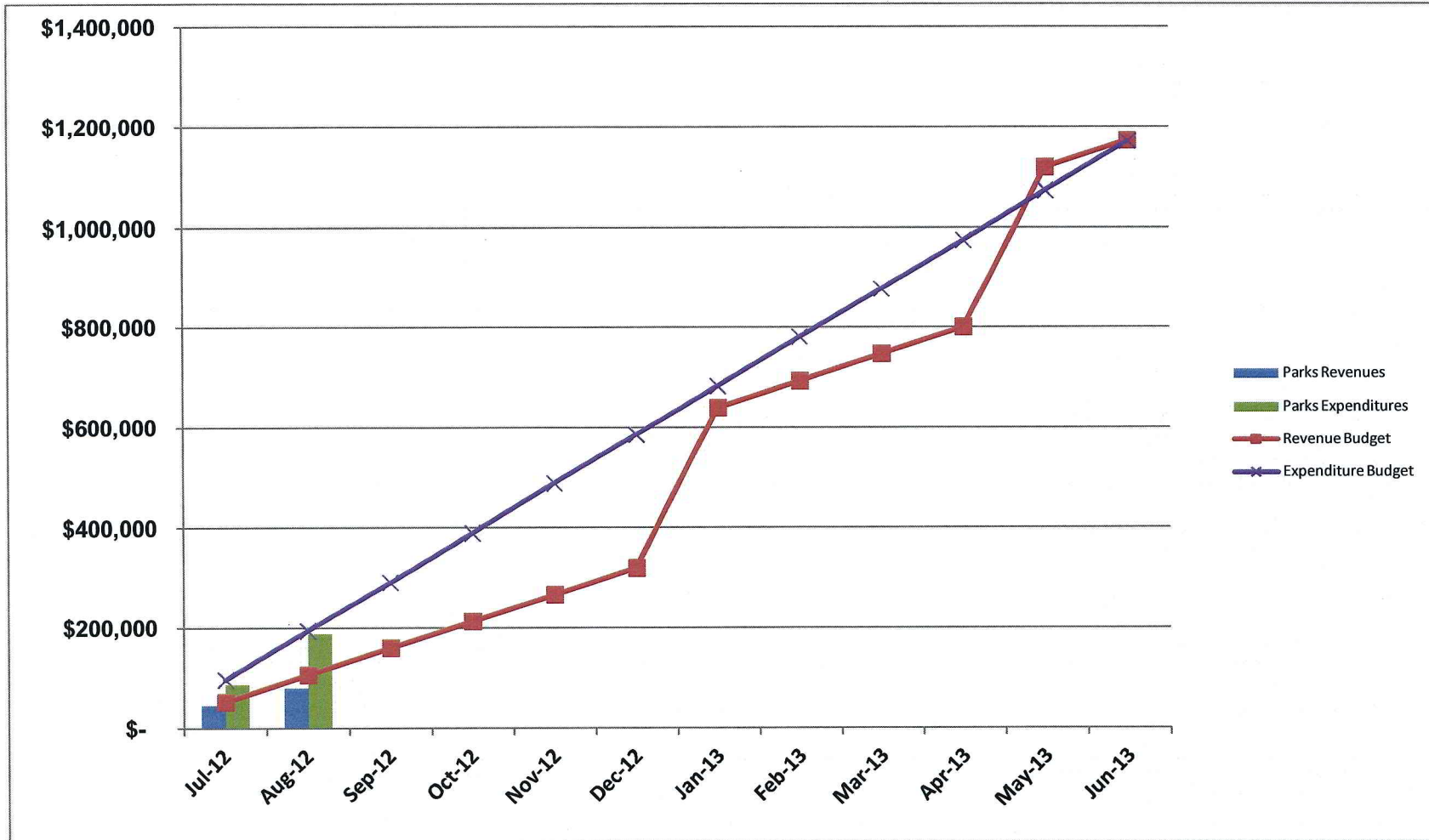
August 2012

Comparison of Sewer Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District August 2012

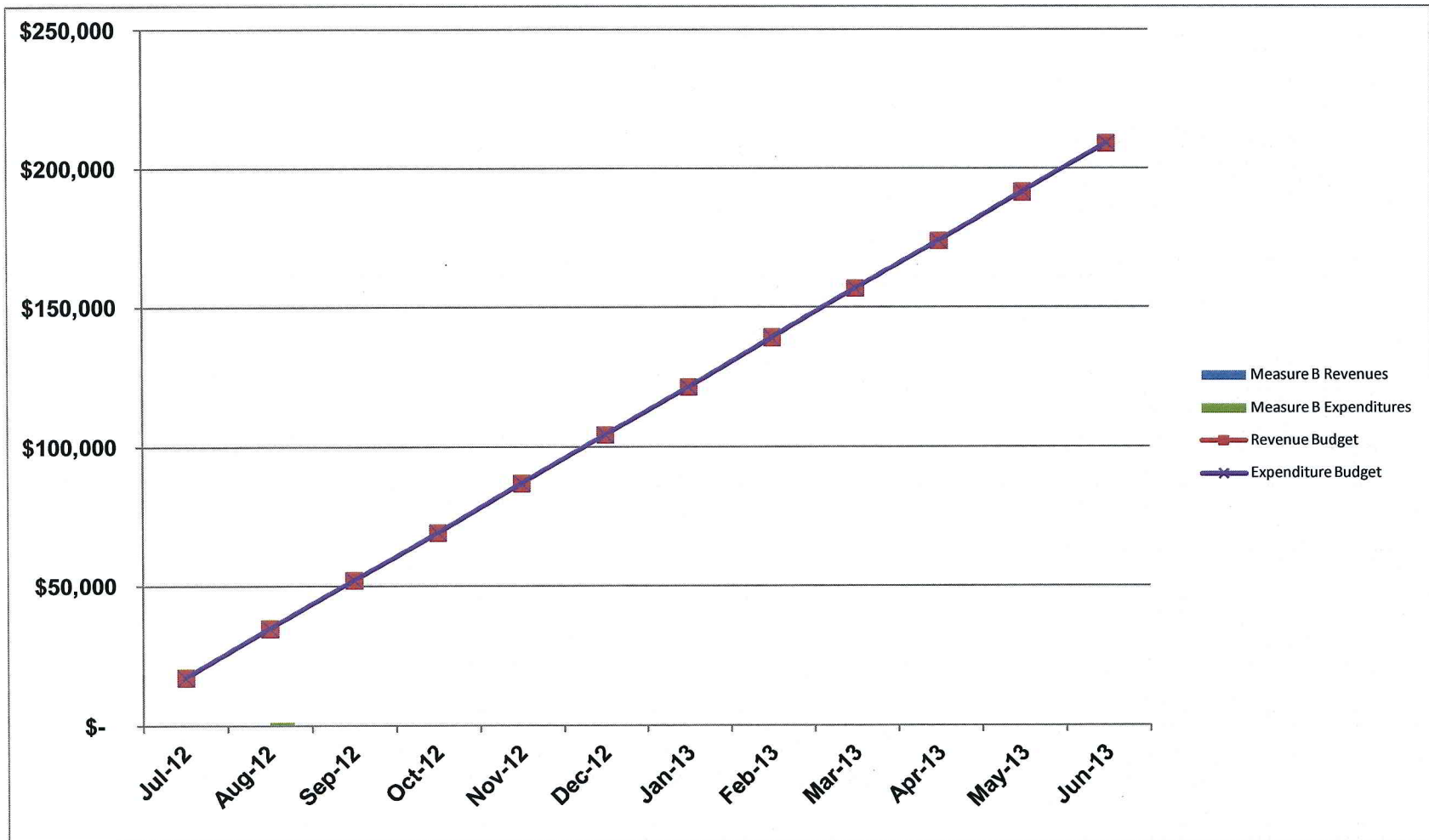
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

August 2012

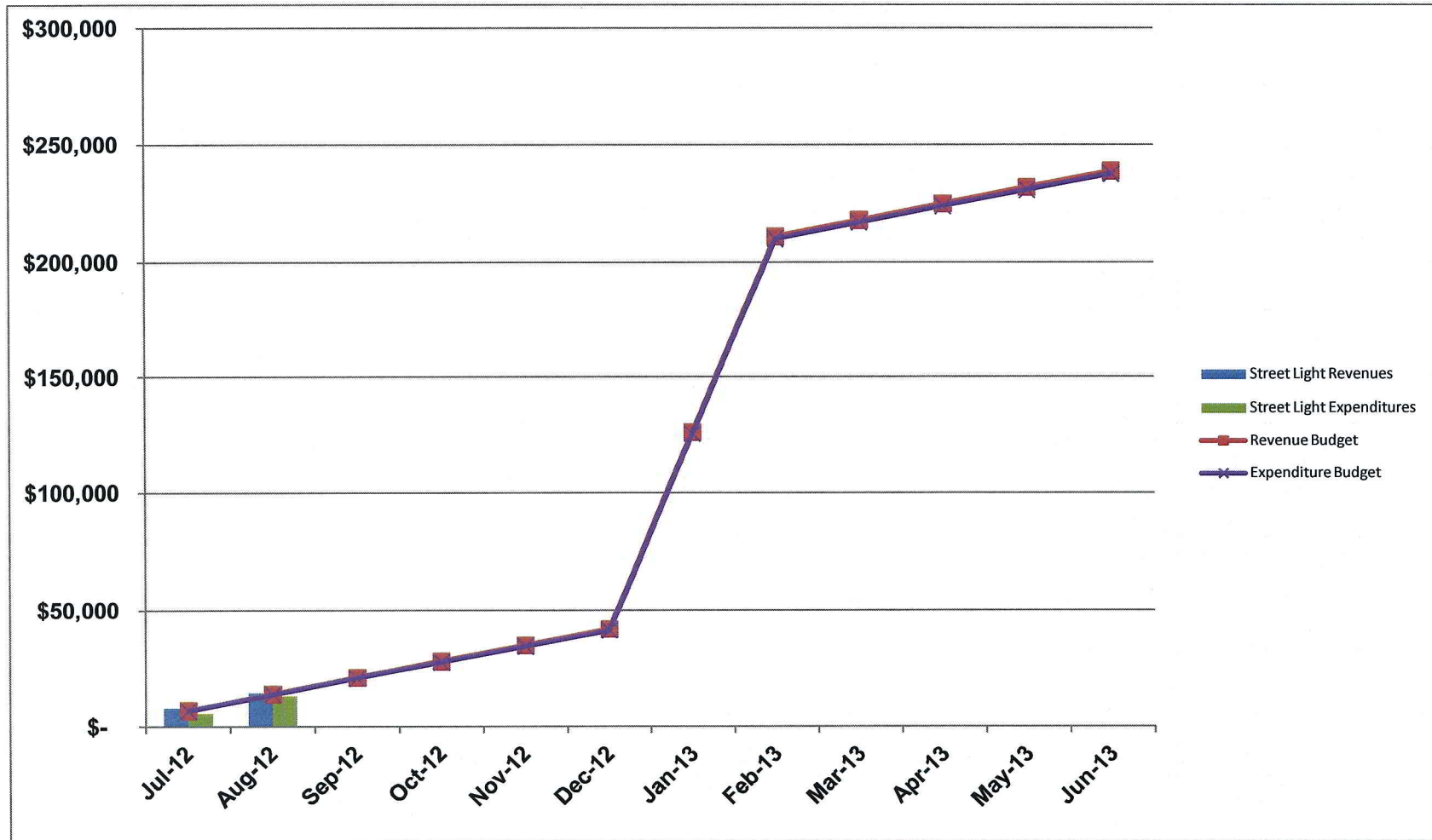
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District

August 2012

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



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

	August	YTD Total	FY 13 Budget	Remaining		Notes
				Budget \$	Budget %	
<u>Water Department</u>						
Ramey Pump Upgrades		-	15,000	15,000	100%	
Emergency Water Line River Crossing		-	50,000	50,000	100%	
Water Tank Upgrade	476	2,399	8,000	5,601	70%	
Murray Road 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%	
Subtotal	476	3,576	5,025,000	5,021,424	100%	
<u>Sewer Department</u>						
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	109	-	750,000	750,000	100%	
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!	
Subtotal	109	-	959,000	959,000	100%	
<u>Water & Sewer Operations</u>						
Heavy Equipment	-	-	100,000	100,000	100%	
Utility Vehicles	-	-	60,000	60,000	100%	
Office, Corporate Yard & Shops	-	-	227,000	227,000	100%	
Computers & Software	-	-	35,000	35,000	100%	
Fischer Ranch	-	-	13,000	13,000	100%	
Small Equipment & Other	-	-	42,000	42,000	100%	
Subtotal	-	-	477,000	477,000	100%	
Enterprise Funds Total	585	3,576	6,461,000	6,457,424	100%	
<u>Parks & Recreation Department</u>						
Hiller Park & Sports Complex	-	-	-	-	#DIV/0!	
Pierson Park Upgrades	-	-	-	-	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#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	-	-	185,000	185,000	100%	
Other Parks Projects & Equipment		1,853	8,000	6,147	77%	
Subtotal	-	1,853	343,000	341,147	99%	
<u>Streetlights</u>						
LED			140,000	140,000	100%	
Pole Replacement		-	15,000	15,000	100%	
Subtotal			155,000	155,000	100%	
Governmental Funds Total	-	1,853	498,000	496,147	100%	
All Funds Total	585	5,429	6,959,000	6,953,571	100%	

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

				Principal Maturities and Scheduled Interest								
				Maturity	Balance -	Balance - Aug	Remaining for					
				%	Date	Aug 1, 2012	31, 2013	FY-13	FY-14	FY-15	FY-16	Thereafter
Water Fund:												
I-Bank		8/1/30	P	956,034.00	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			50,270.46	48,421.14	46,525.60	44,582.66	408,486.72		
Total Water Fund-Principal				3,489,684.62	3,452,953.33	99,247.14	141,735.57	145,020.03	148,392.77	2,918,557.83		
Total Water Fund-Interest						69,972.18	80,303.34	76,997.32	73,602.49	634,639.07		
Total Water Fund				3,489,684.62	3,452,953.33	169,219.32	222,038.91	222,017.35	221,995.26	3,553,196.90		
Sewer Fund:												
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	260,402.63	256,959.45	38,854.43	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	755,000.00	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				1,332,261.67	1,268,818.49	103,698.24	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		
Total Sewer Fund				1,332,261.67	1,268,818.49	136,089.42	217,810.20	214,810.20	211,810.20	744,892.37		
Total Principal				4,821,946.29	4,721,771.82	202,945.38	311,868.52	318,310.76	324,999.99	3,566,966.22		
Total Interest						102,363.36	127,980.59	118,516.79	108,805.47	731,123.05		
Total				4,821,946.29	4,721,771.82	305,308.74	439,849.11	436,827.55	433,805.46	4,298,089.27		

McKinleyville Community Services District
Cash Disbursement Report
For the Period August 1 - August 31, 2012

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Accounts Payable Disbursements						
25152	7/31/2012	OLS03	EMPLOYEE	380.00	B20731P	PAY ADVANCE
25153	8/1/2012	IBA01	I-BANK WELLS FARGO BANK,	55,708.55	B20725	LOAN PAYMENT
25154	8/2/2012	*0020	STEVEN & GEORGETTE TRUMP	100.00	B20730	AZALEA HALL DEPOSIT REFUND
25155	8/2/2012	ACW01	ACWA JOINT POWERS INSURANCE	45,177.80	B20720	GROUP HEALTH INSURANCE
25156	8/2/2012	ARC02	Arcata Stationers	287.67	B20724	OFFICE SUPPLIES
25157	8/2/2012	BEN01	BEN MEADOWS	389.77	101896618	DISPOSABLE BAILERS
25158	8/2/2012	BRO01	BROWN AND CALDWELL	556.08	143016	WWMF UPGRADE
25159	8/2/2012	BRU04	REBECCA J. BRUINEKOOL	1,569.75	B20724	CONTRACTED INSTRUCTOR
25160	8/2/2012	JAC04	JACKSON & EKLUND	1,237.00	172903	PROFESSIONAL SERVICES RENDERED
25161	8/2/2012	MIL03	THE MILL YARD	35.58	250552	WATER TANK UPGRADE
25162	8/2/2012	NOR36	NORTH COAST PARTS & SUPPL	42.78	B20730	REPAIRS/ SUPPLIES
25163	8/2/2012	OSC01	OSCAR LARSON & ASSOCIATES	131.08	3440	WATER TANK UPGRADE
25164	8/2/2012	PGE02	PACIFIC GAS & ELECTRIC	2,462.30	B20723	STREETLIGHTS FOR JULY 2012

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25165	8/2/2012	PIT01	PITNEY BOWES	51.96	B20725	FEES PAID
25166	8/2/2012	POW04	POWER PAGE	9.00	10336759	1/2 MONTH OF PAGER
25167	8/2/2012	REM01	REMY, MOOSE AND MANLEY,LL	3,831.16	25003	PROFESSIONAL SERVICES
25168	8/2/2012	RES05	RESERVE ACCOUNT	1,500.00	B20725	POSTAGE METER
25169	8/2/2012	UPS01	UPS	36.22	Y6R493292	LAB SHIPMENT
25170	8/2/2012	USP02	USPS: ARCATA BMEU	190.00	B20725	PERMIT 202 RENEWAL
25171	8/2/2012	VER01	VERIZON WIRELESS	133.41	B20730	CELL PHONES FOR JULY 2012
25172	8/2/2012	WIL09	WILLDAN FINANCIAL SERVICE	994.50	010-18115	PROFESSIONAL SERVICES RENDERED
25173	8/2/2012	\A018	MQ CUSTOMER REFUND FOR AL	20.35	000B20801	MQ CUSTOMER REFUND FOR AL
25174	8/2/2012	\A019	MQ CUSTOMER REFUND FOR AN	45.81	000B20801	MQ CUSTOMER REFUND FOR AN
25175	8/2/2012	\B001	MQ CUSTOMER REFUND FOR BA	58.28	000B20801	MQ CUSTOMER REFUND FOR BA
25176	8/2/2012	\B002	MQ CUSTOMER REFUND FOR BA	51.05	000B20801	MQ CUSTOMER REFUND FOR BA
25177	8/2/2012	\B026	MQ CUSTOMER REFUND FOR BE	3.02	000B20801	MQ CUSTOMER REFUND FOR BE
25178	8/2/2012	\B027	MQ CUSTOMER REFUND FOR BI	19.56	000B20801	MQ CUSTOMER REFUND FOR BI
25179	8/2/2012	\B028	MQ CUSTOMER REFUND FOR BO	33.21	000B20801	MQ CUSTOMER REFUND FOR BO
25180	8/2/2012	\B029	MQ CUSTOMER REFUND FOR BU	148.63	000B20801	MQ CUSTOMER REFUND FOR BU

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25181	8/2/2012	\C003	MQ CUSTOMER REFUND FOR CA	15.12	000B20801	MQ CUSTOMER REFUND FOR CA
25182	8/2/2012	\C034	MQ CUSTOMER REFUND FOR CA	35.67	000B20801	MQ CUSTOMER REFUND FOR CA
25183	8/2/2012	\C035	MQ CUSTOMER REFUND FOR CO	49.21	000B20801	MQ CUSTOMER REFUND FOR CO
25184	8/2/2012	\C036	MQ CUSTOMER REFUND FOR CU	53.49	000B20801	MQ CUSTOMER REFUND FOR CU
25185	8/2/2012	\G007	MQ CUSTOMER REFUND FOR GH	56.23	000B20801	MQ CUSTOMER REFUND FOR GH
25186	8/2/2012	\G013	MQ CUSTOMER REFUND FOR GI	20.26	000B20801	MQ CUSTOMER REFUND FOR GI
25187	8/2/2012	\G014	MQ CUSTOMER REFUND FOR GO	19.77	000B20801	MQ CUSTOMER REFUND FOR GO
25188	8/2/2012	\H034	MQ CUSTOMER REFUND FOR HA	39.16	000B20801	MQ CUSTOMER REFUND FOR HA
25189	8/2/2012	\H035	MQ CUSTOMER REFUND FOR HA	54.40	000B20801	MQ CUSTOMER REFUND FOR HA
25190	8/2/2012	\K016	MQ CUSTOMER REFUND FOR KI	74.33	000B20801	MQ CUSTOMER REFUND FOR KI
25191	8/2/2012	\M038	MQ CUSTOMER REFUND FOR MA	25.36	000B20801	MQ CUSTOMER REFUND FOR MA
25192	8/2/2012	\M039	MQ CUSTOMER REFUND FOR MC	23.33	000B20801	MQ CUSTOMER REFUND FOR MC
25193	8/2/2012	\N002	MQ CUSTOMER REFUND FOR NE	41.22	000B20801	MQ CUSTOMER REFUND FOR NE
25194	8/2/2012	\P010	MQ CUSTOMER REFUND FOR PA	52.42	000B20801	MQ CUSTOMER REFUND FOR PA
25195	8/2/2012	\R022	MQ CUSTOMER REFUND FOR RA	30.51	000B20801	MQ CUSTOMER REFUND FOR RA
25196	8/2/2012	\R023	MQ CUSTOMER REFUND FOR RI	40.48	000B20801	MQ CUSTOMER REFUND FOR RI

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25197	8/2/2012	\R024	MQ CUSTOMER REFUND FOR RO	20.18	000B20801	MQ CUSTOMER REFUND FOR RO
25198	8/2/2012	\R025	MQ CUSTOMER REFUND FOR RO	19.43	000B20801	MQ CUSTOMER REFUND FOR RO
25199	8/2/2012	\S012	MQ CUSTOMER REFUND FOR SC	2.82	000B20801	MQ CUSTOMER REFUND FOR SC
25200	8/2/2012	\S045	MQ CUSTOMER REFUND FOR SC	25.00	000B20801	MQ CUSTOMER REFUND FOR SC
25201	8/2/2012	\S046	MQ CUSTOMER REFUND FOR SP	41.26	000B20801	MQ CUSTOMER REFUND FOR SP
25202	8/2/2012	\S047	MQ CUSTOMER REFUND FOR ST	68.34	000B20801	MQ CUSTOMER REFUND FOR ST
25203	8/2/2012	\S048	MQ CUSTOMER REFUND FOR ST	35.06	000B20801	MQ CUSTOMER REFUND FOR ST
25204	8/2/2012	\W026	MQ CUSTOMER REFUND FOR WA	72.33	000B20801	MQ CUSTOMER REFUND FOR WA
25205	8/2/2012	\Y003	MQ CUSTOMER REFUND FOR YU	6.56	000B20801	MQ CUSTOMER REFUND FOR YU
25207	8/6/2012	ACC01	ACCESS HUMBOLDT	30.00	B20806	TRAINING
25208	8/6/2012	ADV05	ADVANCED INDUSTRIAL SERVICES	140,553.45	3	NORTON ROAD TANK PAINTING
25209	8/6/2012	BAY02	BAY WEST SUPPLY, INC.	455.03	B20806	JANITORIAL SUPPLIES
25210	8/6/2012	BLA08	ERIC BLAKE	133.25	B20806	CONTRACTED INSTRUCTOR
25211	8/6/2012	COM01	COMMERCIAL RADIO & ELECT.	229.90	55448	PROFESSIONAL FEES
25212	8/6/2012	COR01	CORBIN WILLITS SYSTEMS	858.42	B207151	MOM SOFTWARE PAYMENT
25213	8/6/2012	COR07	JOHN W. CORBETT	125.00	B20806	DIRECTORS FEES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25214	8/6/2012	COU09	DAVID R. COUCH	125.00	B20806	DIRECTORS FEES
25215	8/6/2012	GRO02	GROUNDS KEEPER	1,250.00	15019	OPEN SPACE MAINTENANCE
25216	8/6/2012	GUA01	GUARDIAN - APPLETON	4,502.68	B20724	GROUP DENTAL INSURANCE
25217	8/6/2012	HAR13	The Hartford - Priority A	809.75	B20730	GROUP LIFE INSURANCE
25218	8/6/2012	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	56,045.01	B20806	WATER PURCHASED
25219	8/6/2012	HUM08	HUMBOLDT SANITATION	852.60	B20806	TRASH SERVICE
25220	8/6/2012	IND02	Industrial Electric Serv	278.44	6536	REPAIRS/SUPPLY
25221	8/6/2012	MAY02	DENNIS MAYO	125.00	B20806	DIRECTORS FEES
25222	8/6/2012	NEC01	NEC FINANCIAL SERVICES,LLC	285.92	B20730	PHONE SYSTEM
25223	8/6/2012	PGE01	PG & E (Office & Field)	15,690.70	B20806	GAS & ELECTRIC
25224	8/6/2012	REE06	EMPLOYEE	127.96	B20806	SAFETY EQUIP REIMB
25225	8/6/2012	SUD01	SUDDENLINK	173.95	B20730	INTERNET FOR AUG 2012
25226	8/6/2012	USB01	U.S. BANK TRUST N.A.	8,145.83	B20806	SEWER BOND PAYMENT
25227	8/6/2012	USP02	USPS: ARCATA BMEU	1,500.00	B20806	REFILL PERMIT 202
25228	8/6/2012	WEN01	WILLIAM WENNERHOLM, DC	125.00	B20806	DIRECTORS FEES
25229	8/13/2012	FID01	Fidelity National Title	35,421.17	B20813P	PURCHASE OF GRANITE PROPERTY

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25230	8/14/2012	CAR09	CARMELA'S	107.25	B20814P	TEEN CENTER
25231	8/14/2012	DEP04	CA DEPT OF PUBLIC HEALTH-	60.00	B20814P	DISTRIBUTION CERT RENEWAL
25232	8/15/2012	*0021	AZALEA HALL DEPOSIT REFUND	100.00	B20810	AZALEA HALL DEPOSIT REFUND
25233	8/15/2012	A&L02	A & L FEED	13.93	B20810	SUPPLIES
25234	8/15/2012	ACW03	ACWA REG. 1 HUMB. COUNTY	25.00	221790142	TRAINING
25235	8/15/2012	ADV01	ADVANCED SECURITY SYSTEMS	70.00	B20806	SECURITY SYSTEM
25236	8/15/2012	BAS01	BASIC LABORATORY INC.	181.00	1206727	LAB TESTING
25237	8/15/2012	COA02	COASTAL BUSINESS SYSTEMS	1,941.93	77608	QUARTERLY PAYMENT
25238	8/15/2012	DOW01	DOWNEY BRAND ATTORNEYS LL	731.00	435075	SERVICES RENDERED
25239	8/15/2012	ECI01	ECIVIS, INC. (LOCKBOX)	1,875.00	102351	SUBSCRIPTION
25240	8/15/2012	EUR01	EUREKA BOILER WORKS	212.33	50164	SUPPLIES/ REPAIRS
25241	8/15/2012	FER04	FERNBRIDGE TRACTOR	34.59	112918	CONSTRUCTION EQUIP. REPAIR
25242	8/15/2012	GAM01	GAMETIME	262.30	810589	MAINTENANCE FOR REC PROGR
25243	8/15/2012	GRA02	GRAINGER	355.77	875680050	SAFETY SUPPLIES
25244	8/15/2012	HAC01	HACH COMPANY	918.26	7857160	LAB TEST SUPPLIES
25245	8/15/2012	JAC04	JACKSON & EKLUND	2,155.00	173131	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25246	8/15/2012	LES01	LES SCHWAB TIRE CENTER	236.38	5746	VEHICLE REPAIRS
25247	8/15/2012	MIL01	Miller Farms Nursery	503.89	B20806	REPAIRS/SUPPLY
25248	8/15/2012	NAT06	NATIONAL METER & AUTOMATIC	1,177.47	S1040222	RADIO METER UPGRADE
25249	8/15/2012	NOR01	NORTH COAST LABORATORIES	3,112.00	B20813	LAB TESTS
25250	8/15/2012	NOR13	NORTHERN CA SAFETY CONSORTIUM	80.00	18834	SAFETY TRAINING
25251	8/15/2012	NYL01	NYLEX.NET	45.00	72574	REC PRO INSTALLED
				450.00	72635	PROFESSIONAL SERVICES
			Check Total:	495.00		
25252	8/15/2012	PRE08	PRECISION INTERMEDIA	30.00	812118	WEB HOSTING
				437.12	B20806	TEEN WEBSITE
			Check Total:	467.12		
25253	8/15/2012	STA11	STAPLES CREDIT PLAN	113.54	B20815	OFFICE SUPPLIES
25254	8/15/2012	THO02	Thomas Home Center	101.50	B20815	REPAIRS/SUPPLY
25255	8/15/2012	THR01	THRIFTY SUPPLY COMPANY	2,362.29	1325939	SUPPLIES/ REPAIRS
25256	8/15/2012	TWO01	TWO BROTHERS CATHODIC SERVICES	2,955.43	B20814	WATER TANK UPGRADE
25257	8/15/2012	UMP02	UMPQUA BANK	2,387.05	B20815	SUPPLIES PURCHASED IN JULY
25258	8/15/2012	UND01	UNDERGROUND SERVICE ALERT	244.56	12007600	ANNUAL MEMBERSHIP
25259	8/15/2012	USP02	USPS: ARCATA BMEU	1,160.24	B20815	PERMIT 239 NEWSLETTERS

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25260	8/15/2012	WES13	WESTERN WEB	2,158.34	B20815	PRINTING OF NEWSLETTERS
25261	8/15/2012	ZEP01	ZEP MANUFACTURING CO.	555.91	53513473	SUPPLIES/ REPAIRS
25262	8/20/2012	*0021	KIDS CAMP REFUND	82.00	B20815	KIDS CAMP REFUND
25263	8/20/2012	*0022	REFUND FROM KIDS CLUB	72.00	B20820	REFUND FROM KIDS CLUB
25264	8/20/2012	ACW01	ACWA JOINT POWERS INSURANCE	46,240.88	B20806	GROUP HEALTH INSURANCE
25265	8/20/2012	ATT01	AT&T	1,525.43	B20820	PHONE SYSTEMS
25266	8/20/2012	DEP03	DEPT OF HEALTH SERVICES	60.00	B20806	CERTIFICATION RENEWAL
25267	8/20/2012	DEP05	DEPARTMENT OF JUSTICE	64.00	921969	FINGERPRINTING REC PROGRAM
25268	8/20/2012	DES01	DESIGN ENGRAVING	69.93	474162	RETIREMENT VASE FOR SD
25269	8/20/2012	FRI05	LESLEY FRISBEE	44.64	B20820	REC PROGRAM
25270	8/20/2012	KER01	KERNEN CONSTRUCTION	345.95	43782	SUPPLIES/ REPAIRS
25271	8/20/2012	MIT01	Mitchell, Brisso, Delaney	603.00	31056	LEGAL
25272	8/20/2012	NIK01	KAYLA NIKKLES	19.94	B20820	REIMBURSEMENT FOR REC PRO
25273	8/20/2012	NOR03	NO. COAST VETERINARY HOSPITAL	237.90	5210	GOAT CARE/ TREATMENT
25274	8/20/2012	ORE01	O'REILLY AUTOMOTIVE, INC.	121.79	B20806	REPAIRS/SUPPLY
25275	8/20/2012	RED11	REDWOOD MINI GOLF	275.00	B20815	REC PROGRAM EVENT

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25276	8/20/2012	STA01	STATEWIDE TRAFFIC	1,035.82	890/9	SAFETY SUPPLIES
25277	8/27/2012	COU02	HUMBOLDT COUNTY ASSESSOR	330.85	B20820	MEASURE B
25278	8/27/2012	KEY01	KEY EQUIPMENT FINANCE	311.67	1209	EQUIPMENT LEASE
25279	8/27/2012	MCB02	EMPLOYEE	242.93	B20827	SAFETY EQUIP REIMB
25280	8/27/2012	MCK04	MCK ACE HARDWARE	692.47	B20813	REPAIRS/SUPPLY
25281	8/27/2012	NOR35	NORTHERN HUMBOLDT EMPLOYMT SVCS	679.24	ES13-0008	PIERSON PARK/ CENTRAL MAINT.
25282	8/27/2012	OCC01	OCCUPATIONAL HEALTH	420.00	523-07-12	PHYSICAL/ DRUG TESTS
25283	8/27/2012	PGE02	PACIFIC GAS & ELECTRIC	2,455.58	B20827	STREETLIGHTS
25284	8/27/2012	PRE08	PRECISION INTERMEDIA	95.00	17089	WEBSITE DESIGN
				30.00	9121118	WEB HOSTING
			Check Total:	<u>125.00</u>		
25285	8/27/2012	PRO03	PROFESSIONAL CREDIT MGMT	10.50	B20820	BAD DEBT SERVICES
25286	8/27/2012	ROU01	ROUND TABLE DEVELOPMENT CORP	68.10	580	P/R MEETING SUPPLIES
25287	8/27/2012	SCH01	Schir Parts, Inc.	5.43	B20813	REPAIRS/ SUPPLIES
25288	8/27/2012	SHN01	SHN ENGINEERING	5,460.00	77622	PROFESSIONAL SERVICES RENDERED
25289	8/27/2012	TIM01	TIMES-STANDARD	235.79	B20813	EMPLOYMENT AD
25290	8/27/2012	REN01	RENNER PETROLEUM	2,846.29	B20827	FUEL

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25291	8/30/2012	REE06	EMPLOYEE	350.00	B20830P	PAY ADVANCE
Total Disbursements, Accounts Payable:				<u>476,156.73</u>		

Payroll Related Disbursements

10391 - 10418	8/10/2012		VARIOUS EMPLOYEES	17,765.10		EMPLOYEE PAYROLL CHECKS
10419	8/10/2012	CAL12	CalPERS 457 Plan	3,402.45	B20727	RETIREMENT
10420	8/10/2012	DIR01	DIRECT DEPOSIT VENDOR- US	29,443.17	B20727	Direct Deposit
10421	8/10/2012	EMP01	Employment Development	1,683.36	B20727	STATE INCOME TAX
				617.03	1B20727	SDI
			Check Total:	<u>2,300.39</u>		
10422	8/10/2012	FRA05	FRANCHISE TAX BOARD	100.00	B20727	MISC DEDUCTION
10423	8/10/2012	HUM29	UMPQUA BANK--PAYROLL DEP.	6,188.81	B20727	FEDERAL INCOME TAX
				6,408.88	1B20727	FICA
				1,787.12	2B20727	MEDICARE
			Check Total:	<u>14,384.81</u>		
10424	8/10/2012	AFL01	AFLAC	43.30	B20731	AFLAC (PRE-TAX)
10425	8/10/2012	DOW02	MICHAEL T. DOWNEY, SHERIF	300.00	B20731	MISC DEDUCTION
10426	8/10/2012	PUB01	Public Employees PERS	16,799.74	B20731	PERS PAYROLL REMITTANCE
				56.08	1B20731	PERS CONTRIBUTION
			Check Total:	<u>16,855.82</u>		

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
10427	8/22/2012		EMPLOYEE	5,451.54		PTO BUYOUT
10428-10455			VARIOUS EMPLOYEES	17,055.88		EMPLOYEE PAYROLL CHECKS
10456	8/23/2012	CAL12	CalPERS 457 Plan	3,433.91	B20823	RETIREMENT
10457	8/23/2012	DIR01	DIRECT DEPOSIT VENDOR- US	28,117.59	B20823	Direct Deposit
10458	8/23/2012	EMP01	Employment Development	1,574.23	B20823	STATE INCOME TAX
				57.78	1B20822	SDI
				595.46	1B20823	SDI
			Check Total:	<u>2,227.47</u>		
10459	8/23/2012	FRA05	FRANCHISE TAX BOARD	100.00	B20823	FRANCHISE TAX BOARD
10460	8/23/2012	HUM29	UMPQUA BANK--PAYROLL DEP.	5,890.53	B20823	FEDERAL INCOME TAX
				600.92	1B20822	FICA
				6,184.76	1B20823	FICA
				167.56	2B20822	MEDICARE
				1,724.62	2B20823	MEDICARE
			Check Total:	<u>14,568.39</u>		
10461	8/24/2012		EMPLOYEE	2,691.11		PTO BUYOUT
			Total Disbursements, Payroll:	<u>158,240.93</u>		
			Total Cash Disbursements:	<u>634,397.66</u>		

McKinleyville Community Services District

BOARD OF DIRECTORS

October 3, 2012

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Results of Request for Qualifications regarding design consultants selection process for the Waste Water Management Facility Upgrade project and direction to proceed with scope and effort negotiations**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

1. Begin to negotiate a Draft contract with Kennedy/Jenks, to be completed by October 31, 2012, for professional services, at price and scope which MCSD determines to be fair and reasonable.
2. Should MCSD be unable to negotiate a satisfactory draft contract with Kennedy/Jenks, by October 31, 2012, for professional services, at a price and scope which MCSD has determined to be fair and reasonable, negotiations with Kennedy/Jenks shall be formally terminated. MCSD shall then undertake negotiations with the second most qualified firm determined to be Stantec.
3. Upon reaching a successful draft contract with price and scope that is determined fair and reasonable; staff shall bring the draft contract back to the MCSD Board for review and approval.

Discussion:

It has been our objective to select the most qualified professional firm to perform this service. The procedure employed for this process used a Qualification-Based Selection process generally consistent with the Architects and Engineers Conference Committee of California, a guide for the selection of professional consultant services for public owners, revised October 1993.

With the Board's vote to accept the 20 Year Facility Plan in December 2011, staff was directed to begin the process to implement the conclusions presented in the plan.

The first step was to draft a Request for Qualifications (RFQs) to implement a qualification based selection process. This is a rationale procedure which facilitates the selection of professional consultant services. The selection is

based on qualifications and competence in relation to the scope and needs of the project.

An invitation was extended to Crescent City, Fortuna, Williams, Willits and Colusa to participate in the review process. They were invited due to their involvement in recent upgrade projects or upgrades similar to our preferred alternative. The Qualification Review Committee (team) was ultimately comprised of three members of the MCSD staff and a member of Crescent City. The team was directed to review, and subjectively rank the Professional Qualifications using criteria set forth in RFQ. When the review process was complete each member of the team submitted a score sheet with comments for each professional firm. It was determined at that point all the firms submitting would be interviewed.

An interview team was selected and interviews were scheduled. The interview team was comprised of three MCSD staff members and one consultant from a firm that did not submit Professional Qualifications. The interviewees were allotted 3 hours to provide supplemental information to the information provided in the Professional Qualifications. Any questions that arose during review of the Professional Qualifications were provided to allow the firms to clarify. During the interview process each firm was presented with a task to complete to further demonstrate their abilities.

In late September the evaluation of all Professional Qualifications and interviews were completed and documented. The results of the process ranked the firms in the following order:

1. Kennedy/Jenks
2. Stantec Consulting Engineers
3. WaterWorks Engineers
4. GHD
5. SHN

Staff recommends MCSD enter into price and terms contract negotiations with Kennedy/Jenks. If MCSD is not able to successfully negotiate reasonable price and terms by October 31, 2012 we will then immediately proceed to begin negotiating with the second ranked firm, Stantec Consulting Engineers. Once MCSD has reached successful price and terms negotiations, we will then bring a negotiated scope of work and level of effort back to the Board as a recommendation for review and approval.

Alternatives:

Take No Action

Fiscal Analysis:

Upon successful negotiations, staff will bring the final scope of work and cost estimate back to the Board for review and approval. The MCSD approved budget for activity for FY 12/13 is \$750,000.00 and will conclude during FY 13/14. The preliminary estimates to contract Kennedy/Jenks for this work are expected to be within the estimates in the 20 Year Facility Plan.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment A - Kennedy/ Jenks Proposal

(N) Blower/Electrical Building
(E) Chlorine Contact Basin
(N) Transfer Pump Station
(E) Control Building
POND 1A
POND 1B
(N) Automatic Screen
Proposed Aeration Basins (TYP 2)
(N) Equalization Pump Station
(N) Equalization Basin
Sludge Storage

Proven wastewater solutions to provide reliable treatment within your capital budget

Kennedy/Jenks Consultants

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McKinleyville Community Services District Proposal for Wastewater Treatment System Upgrade

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Detailed Fee Estimate.....	included in separate envelope

Kennedy/Jenks Consultants

McKinleyville Community Services District
Proposal for Wastewater Treatment System Upgrade Project

Section A.1
Introductory Letter

Kennedy/Jenks Consultants

Engineers & Scientists

200 Fourth Street, Suite 210
Santa Rosa, CA 95401
707-526-1064
FAX: 707-526-1261

Kennedy/Jenks Consultants

13 June 2012

Mr. Norman Shopay, General Manager
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, California 95519

Subject: Engineering Services Proposal – Wastewater Treatment System Upgrade Project

Dear Mr. Shopay:

McKinleyville Community Services District (District) has initiated a comprehensive facilities planning process to address the long-term wastewater needs of the community, and recently established a new rate structure to fund this important improvement program. Kennedy/Jenks Consultants (Kennedy/Jenks) is excited to be your consultant partner and is committed to helping you implement this project in a way that meets all of your reliability and treatment objectives, while being cost conscious of the District's ratepayers. Our approach to helping you reach successful completion of this project includes addressing several key issues, such as:

- Refining the recommended design concepts presented in the peer-reviewed Facilities Plan to efficiently build off of the District's previous engineering and planning efforts
- Collaborating proactively with the North Coast Regional Water Quality Control Board and Coastal Commission from the commencement of work to make sure we satisfy their regulatory and permit requirements early in the design phase, and to keep your project on schedule
- Communicating with you early and often to keep the District informed and involved in key design decisions. This will assure the District's specific engineering, regulatory compliance, and operations and maintenance needs are met, and the design fits your construction budget – there will be no surprises
- Identifying cost-sensitive and reliable measures that will successfully address ammonia toxicity compliance in the near term, before the upgraded facilities can be placed into operation

The District needs a consultant partner they can trust and count on to lead both the design and construction phases of this project. To that end, we have selected a proven Project Manager and highly experienced technical team who completely understand your project goals and objectives, regulatory compliance challenges, and funding constraints. This familiarity is a result of our Project Manager's close working relationship with you providing peer review of prior planning work and helping you finalize a management approach for this project.

There are three main reasons to select the Kennedy/Jenks Team for this project:

Tremendous Experience with Biolac® Treatment Plant Upgrades. Our team members have designed and permitted over 100 wastewater treatment upgrades that closely mirror your project, and we have

McKinleyville Community Services District

Proposal for Wastewater Treatment System Upgrade Project

Section A.2
Approach

Kennedy/Jenks Consultants

Mr. Norman Shopay
General Manager
13 June 2012
Page 2

tremendous experience with the Biolac® treatment process. Our Project Manager, Rod Houser, managed the Calistoga Biolac® Upgrade Project; our Project Engineer, Andrew de Boer, has served as Project Engineer for five recent Biolac® Upgrade Projects, including the Cities of Willows and Orange Cove, California; and Bob Ryder, our Senior Process Engineer, served as the Process Engineer or QA/QC Reviewer for Andrew's projects as well as 100 other wastewater treatment upgrade projects. There is no learning curve for this team, and there is no other consultant team with more Biolac® experience.

Planning Continuity with Design Objectivity. We provided meaningful comments during our peer review of your planning work that was performed by others. We then collaborated with you to identify some of the key issues and final approaches to implementing this project. Our prior work with the District provides our team with strong planning phase continuity. We have since added Bob Ryder to our team for the design phase, which brings in a senior process engineer with objectivity. We know that the best ideas and solutions come from rigorous technical deliberations during pre-design, and our team will deliver this, before we spend significant portions of your design budget. This strategy minimizes overall costs and keeps your design on schedule.


Proven Project Manager Who Delivers Exceptional Client Service and Technical Excellence. Rod Houser is a proven Project Manager for the design of complex, multi-disciplinary wastewater projects. He knows what your specific needs are for this project as well as your expectations for working together. Rod has proven his ability to manage major design efforts on-schedule and within budgets, but most importantly, Rod has an exceptional record for producing high-quality design documents that are clear to contractors and encourage competitive bidding. This ensures your biggest cost, the cost of construction, is effectively and proactively managed from the start by obtaining fair and competitive project pricing, and through minimization of construction change orders.


Kennedy/Jenks is a California corporation. Our Federal Tax ID Number is 94-2147007. The firm accepts all of the terms and conditions contained in the Request for Proposal and contained in the sample District Professional Services Agreement. This proposal is valid for one hundred and twenty (120) days after submission deadline.

We sincerely appreciate this opportunity to present our team, approach and qualifications, and look forward to serving the McKinleyville Community Services District. If you have any questions, please contact our Project Manager, Rod Houser.

Very truly yours,

KENNEDY/JENKS CONSULTANTS


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Enclosure

Section A.2: Approach

Background

The McKinleyville Community Services District (District) recently completed a 20-year wastewater facilities plan (Facilities Plan) in February 2012. The Facilities Plan examined planned population growth through the year 2030, and quantified how that growth would affect flow and pollutant loadings on the District's wastewater collection, treatment, and disposal systems.

The wastewater treatment facilities (WWTF) currently operate under an NPDES permit (Permit) that was adopted in April 2011, and is not up for renewal until April 2016. The Permit establishes the following technology-based effluent limits:

- ♦ 45 mg/l BOD₅ with 65% removal efficiency (monthly average)
- ♦ 65 mg/l BOD₅ (weekly average)
- ♦ 83 mg/l TSS with 65% removal efficiency (monthly average)
- ♦ 10 mg/l nitrate as nitrogen (monthly average)

These relatively high limits for BOD₅ and TSS are allowed for facultative lagoon treatment systems. Upgrading the treatment plant to conventional secondary treatment would trigger more rigorous treatment standards for BOD₅ of 30 mg/l, TSS of 30 mg/l, and 85% removal efficiency.

The Permit also provides the following discharge limits on the maximum volume of effluent that may be discharged:

- ♦ 1.6 mgd (average dry-weather flow)
- ♦ 3.3 mgd (maximum wet-weather flow)

In addition, the Waste Discharge Requirements (WDR) establishes water quality-based effluent criteria for acute and chronic toxicity. However, the WDR does not establish explicit concentration limits for ammonia.

From 2008 to 2010, the existing treatment system has been generally successful in achieving effluent that satisfies the District's NPDES permit limits for flow, BOD, TSS, and total nitrogen. In contrast, the plant has had difficulty meeting the water quality requirements for acute toxicity. This is believed to be caused by excessive ammonia in the effluent. Accordingly, the Regional Water Quality Control Board (RWQCB) is requiring the District to implement near-term toxicity reduction measures prior to completion of the planned upgrade project.

The peer-reviewed Facilities Plan examined alternatives to upgrade the treatment systems as needed to accommodate future (2030) loadings. As a result, the following flow projections are established:

- ♦ Average Dry-Weather Flow: 1.368 mgd (year 2030)
- ♦ Maximum-Day Flow: 3.078 mgd (year 2030)

Neither of these flow projections exceeds the current NPDES permit limits.

With respect to the secondary treatment systems, the Facilities Plan presented a thorough evaluation of the following alternatives:

- ♦ Expanded wetlands treatment
- ♦ Supplemental aeration with nitrifying filters
- ♦ Extended aeration with integral clarifiers
- ♦ Oxidation ditch with circular clarifiers
- ♦ Conventional activated sludge with biological nutrient removal
- ♦ Membrane bioreactors

Proposal for Wastewater Treatment System Upgrades

Based on a comprehensive evaluation of capital and O&M costs and reliability, the Facilities Plan recommended upgrading the plant with an extended aeration system with integral clarifiers.

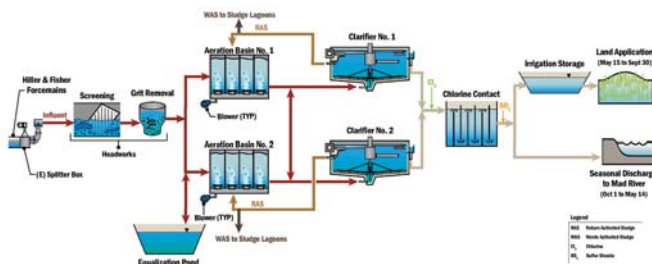
The Facilities Plan also examined alternatives to upgrade the headworks. Three approaches for headworks screening, and three types of grit removal technologies were evaluated. The recommended alternatives were:

- Dual spiral screens (1/4-inch spacing)
- Headcell grit removal system

The Facilities Plan addressed solids handling by converting approximately 2 acres of the existing lagoon area for sludge storage ponds.

Upgrades to the existing disinfection and dechlorination systems were not anticipated in the Facilities Plan; nor were there any planned upgrades to the existing control building or effluent pump station. A preliminary process flow diagram is shown in **Figure 1**.

Figure 1: Preliminary Process Flow Diagram



Following completion of the Facilities Plan, the District completed a sewer rate study and Proposition 218 hearings as required to raise rates, and the revenue necessary to fund repayment of loans for the recommended improvements. Thus, the new sewer rates are based on cost projections provided in the Facilities Plan. Those costs are summarized in **Table 1**.

Table 1: Sewer Rate Projection Costs

Cost Description	Secondary Treatment Upgrade	Headworks Upgrade	Total
Construction Subtotal	\$4,984,034	\$764,960	\$5,748,994
Contingency	\$996,807	\$152,992	\$1,149,799
Engineering	\$1,246,008	\$191,240	\$1,437,248
Administration	\$199,361	\$30,598	\$229,959
Total	\$7,426,210	\$1,139,790	\$8,566,000

Given the lengthy process required to adjust rates, it will be vital to design an improvement project that satisfies all anticipated permit requirements, while also staying within the costs allocated in the Facilities Plan.

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Section A.2: Approach

Project Understanding

This proposal addresses the engineering and permitting effort necessary to design and construct upgrades the treatment systems including headworks screening, grit removal and secondary treatment. A preliminary site plan of the proposed project is shown in **Figure 2** on page 6 of this proposal. A review of the Facilities Plan was undertaken to determine the specific treatment issues facing the District and address the requirements in the Request for Proposal. It appears that all of the major components of the influent wastewater have risen within the past several years as summarized in **Table 2**.

Table 2: Water Characteristics

Year	Flow		BOD		TSS		TN	
	Avg.	Max.	Avg.	Max.	Avg.	Max.	Avg.	Max.
	MGD		mg/l		mg/l		mg/l	
2030	1.4	3.1	350	225	350	40	50	
2005-2010	1.1	2	257	360	227	350	36	50

The design criteria for the improved WWTF will be for a flow anticipated for the maximum month of 3.1 million gallons per day (mgd) a BOD of 30 mg/l, a TSS of 30 mg/l, and total nitrogen of 8 mg/l. It is anticipated, that at present growth rates in the community, these flows and loadings may be achieved by 2030.

The Tentative Waste Discharge Requirements have a limit of the average monthly BOD and TSS of the effluent not to exceed an average of 30 mg/l and a minimum of 85% reduction. A compilation of the results of operation of the existing wastewater treatment facilities indicates the need for a substantial upgrade in treatment shown in **Table 3**:

Table 3: Wastewater Treatment Performance

Year	BOD				TSS				NH ₃ -N			
	Influent	Effluent	Removal		Influent	Effluent	Removal		Influent	Effluent	Removal	
	mg/l	mg/l	%		mg/l	mg/l	%		mg/l	mg/l	%	
2010	250	45	80	85	225	45	80	80	40	50	20-50	

The results of current operation of the WWTF indicate an inability to meet the proposed waste discharge requirement of a monthly average BOD and TSS of less than 30 mg/l and a minimum removal of 85%, and a total nitrogen discharge of less than 10 mg/l.

These data also indicate that there should be sufficient alkalinity in the wastewater for a reduction of ammonia and organic nitrogen using biological nitrogen removal. As a consequence, a supplemental chemical source of alkalinity should not be needed for the wastewater treatment process which is beneficial for salinity reduction as well as complexity and costs.



Kennedy/Jenks will use our proven experience to develop solutions to fit within your capital budgets. We successfully used similar approaches with the Cities of Willows and Orange Cove.

(Photo: Orange Cove)

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McKinleyville Community Services District

Kennedy/Jenks Consultants



Figure 2: Preliminary Site Plan

Proposal for Wastewater Treatment System Upgrades

Section A.2: Approach

Project Approach

The Kennedy/Jenks team is committed to working with the District to provide practical, reliable, cost-effective solutions to meet your unique needs and the objectives for the upgrade of your wastewater treatment facility. The following section describes our proposed approach for addressing each of the tasks outlined in the District's request for proposals.

Quickly implement ammonia reduction solutions to address ongoing permit exceedances

The new secondary treatment process proposed in the District's Facilities Plan will dramatically improve water quality in the treated effluent. In the near term, however, the primary water quality challenge facing the District is ammonia toxicity. In 2011, there were multiple permit violations related to water quality parameters for acute and chronic toxicity.

In 2005, the last upgrade project at the treatment plant dramatically reduced BOD and TSS concentrations in the effluent. This was accomplished by constructing two wetland marshes downstream of the existing facultative lagoons. While the improvement project was successful in reducing BOD and TSS concentrations, a new problem emerged: ammonia toxicity.

In July 2011, the District planted additional aquatic vegetation to promote nitrification of the effluent. Although bench testing of this approach appeared promising, waterfowl predation of the plants prevented the plants from establishing in the treatment lagoons.

A better approach to reducing ammonia is to mechanically increase dissolved oxygen concentrations in Pond Nos. 3 and 4 rather than biologically. This is because nitrification of ammonia can only consistently occur when there is ample oxygen. This was successfully demonstrated after the District installed fine-bubble diffusers between Pond Nos. 3 and 4. After the diffusers were installed (17 August 2011), dissolved oxygen concentrations increased and ammonia concentrations steadily decreased over the next several months.

A better approach to reducing ammonia is to mechanically increase dissolved oxygen concentrations in Pond Nos. 3 and 4 rather than biologically.

Increasing dissolved oxygen in the ponds can be accomplished by adding more fine-bubble diffusers near the outlet of Pond No. 3. Alternatively, additional mechanical surface aerators can be installed to increase oxygen concentrations and promote nitrification of ammonia. It may be possible to purchase used aerators, or rent them, to address near-term toxicity issues before the new secondary process is operational.

Kennedy/Jenks will quickly develop the details of a plan for adding aerators as an initial task at the beginning of the preliminary design phase of the project. We will identify the recommended size and number of aerators necessary to reduce ammonia concentrations to acceptable levels and work with the District to develop the best implementation approach to reduce acute and chronic toxicity.

An NPDES permitting strategy is needed to address disinfection byproduct (DBP) formation

Disinfection byproducts (DBPs) occur when oxidizing agents, such as chlorine, react with organic matter in the water. The resulting production of DBPs is a function of the amount organic material, which increases DBP formation, and the presence of other chemicals such as ammonia, which decreases DBP formation.

Currently, DBPs in the treated effluent have not been present in sufficient quantities to cause water quality limits to be imposed in the District's NPDES permit. This is largely due to the presence of high levels of dissolved ammonia in the secondary effluent. The ammonia reacts with the chlorine to form chloramines, which generates lower concentrations of DBPs than straight chlorine.

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McKinleyville Community Services District

Proposal for Wastewater Treatment System Upgrades

However, the new secondary treatment process proposed in the District's facilities plan will drastically reduce or eliminate dissolved ammonia in the treated effluent. Thus, DBPs may occur in higher concentrations than they do now. Many treatment plants address this issue by using UV disinfection instead of chlorination. However, this is an expensive alternative and was not considered in the budgeting process for this project. Nevertheless, there are other measures that can significantly reduce DBPs without implementing UV disinfection. Examples include reducing organic precursors in the treated secondary effluent and optimizing chlorine feed rates. To that end, we will work with our operations specialist, Brad Musick, to optimize the treatment processes during startup and commissioning of the completed project.

Thus, unless the District obtains additional funding for UV disinfection, **Kennedy/Jenks recommends proceeding with the project as currently planned** (i.e., continued use of chlorine disinfection). The RWQCB may impose water quality limits for DBPs, but only after a reasonable potential analysis (RPA) has been performed on the new plant effluent. The final RPA could not be evaluated until issuance of the new permit, since all relevant effluent data from the new treatment process would need to be incorporated. Once the RWQCB verifies reasonable potential to exceed applicable water quality objectives (assuming this is the case), effluent limits for DBPs are generally set equal to the lowest, most protective water quality objective for a given constituent. If this occurs, the District will be required to develop an implementation plan to address the newly established permit limits. The implementation plan will include a reasonable timeline to design, construct, and secure funding for any plant modifications that may be required after the new permit limits are established.

David Smith, PhD, of Merritt Smith Consulting, will work with Kennedy/Jenks to navigate the NPDES permitting process. He has a long history of working directly with the RWQCB to draft and lobby water quality legislation, making him intimately familiar with the regulatory framework. He has collaborated with Kennedy/Jenks on a number of projects, including the City of Santa Rosa Incremental Recycled Water Program (IRWP), Redwood City/ South BaySide System Authority Recycled Water Program, and SFPUC's Recycled Water Program.

A project of this complexity requires a Project Manager familiar with the technical issues and committed to the District goals and objectives

Balancing the treatment objectives, financial constraints, and permit requirements requires a Project Manager who is familiar with the needs of the District, and committed to satisfying all of the District's goals for an efficient treatment plant that reliably meets water quality objectives. Kennedy/Jenks' proposed Project Manager, Rod Houser, will accomplish this by:

- Developing a coherent work plan for the multi-discipline design team
- Efficiently implement the District's facilities plan without studying an endless number of alternative treatment processes
- Communicating often with District staff to keep the District informed of upcoming issues before they become intractable
- Using all available tools to monitor and manage schedules and budgets while satisfying the District's goals and objectives

Rod is committed to meet at the District's office on a monthly basis to review progress on the project, update the District on next steps, and to listen to District staff. In addition, he will meet with the District by conference call on a weekly basis. Summary project status reports documenting budget and schedule performance will be submitted with each monthly invoice.

Kennedy/Jenks Consultants

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Section A.2: Approach

Proven treatment technologies are essential to provide efficient and reliable treatment over the life of the facility

The District's facilities plan presented an evaluation of several secondary treatment processes. The final recommendation was for a Biolac® extended aeration system with integral clarifiers, as manufactured by Parkson Corporation. This is a proven system with hundreds of successful installations in the United States. District staff have visited two working Biolac® treatment plants to interview operations staff and validate the efficacy of this particular activated sludge process.

A pre-negotiated procurement contract ensures the District gets the reliable equipment that it needs without risking the outcome to the low-bid procurement process.

Kennedy/Jenks' approach to this project includes working with District staff and the manufacturer (Parkson Corporation) to pre-negotiate a procurement contract for the Biolac® process equipment. The pre-negotiated contract will be incorporated into the final contract documents for construction so all bidders are on an even playing field. A pre-negotiated procurement contract ensures the District gets the reliable equipment that it needs without risking the outcome to the low-bid procurement process.

The facilities plan also included specific recommendations for the new headworks. This portion of the project includes redundant fine screens and grit removal. Kennedy/Jenks will work with equipment vendors to identify multiple successful installations for the screens and grit removal systems. We will coordinate with District staff and equipment vendors to arrange tours of similar facilities, as was done for the Biolac® process.

The District needs a design that fits within their available budget for construction while reliably satisfying their treatment objectives

A major consideration for the upgrade project is the cost of removing accumulated sludge from the existing treatment lagoons. With the cost of sludge removal ranging between \$300/dry ton to \$1,000/dry ton, it is imperative that the quantities and locations of existing sludge are accurately known.

The first priority for the District will be to remove all sludge from the areas where the new treatment process and sludge storage pond will be constructed. The next priority will be to remove sludge from areas that could be used for emergency influent storage and irrigation storage.

Accurate determination of sludge volumes is vital for establishing a basis of bid and keeping the cost of construction within budget.

To accomplish this, the Kennedy/Jenks team will perform detailed measurements of existing sludge using state-of-the-art mapping technology. Bathymetric data will be collected using an Odom Hydrotrac Single Beam Echo Sounder seamlessly linked and calibrated to a Topcon Hiper Real Time Kinetic (RTK) GPS system. Spot elevations of the pond bottoms consisting of the top of the existing sludge layer will be provided at 0.1-foot precision. This information will be provided on the construction drawings so the Contractor can accurately estimate quantities and bid the sludge removal effort.

Kennedy/Jenks will use the information to evaluate the amount of existing pond area that may be converted to other uses, such as emergency/equalization storage, and seasonal irrigation storage, all while staying within the District's budget for construction.

The proposed secondary treatment system is much different from the existing waste-stabilization-pond system

The existing pond system requires very little operator intervention due to nature of the facultative treatment process and the long hydraulic residence times. In contrast, the proposed Biolac® process is an activated sludge system that, while very reliable and effective, also requires careful monitoring and operational controls to optimize treatment. Thus, it is vital that District staff receive thorough training before the Contractor "hands over the keys".

Proposal for Wastewater Treatment System Upgrades

Typically, operator training for projects like this is provided by the equipment vendors in the form of O&M manuals and limited classroom instruction by the manufacturer, which will be specified for this project. Kennedy/Jenks' approach to training on this project takes it a step further by providing customized training for your staff. To accomplish this, we have teamed with a nationally-recognized trainer and activated sludge expert, Brad Musick from Wastewater Solutions. Brad is a Certified Grade V Operator in California and has successfully trained hundreds of operators across the country. He will spend two full days with the District's staff to explain topics such as:

- Understanding wastewater chemistry
- Nitrogen cycles
- Managing return activated sludge (RAS) recirculation rates and waste activated sludge (WAS) wasting
- Optimizing treatment performance and energy consumption
- Troubleshooting process upsets

In addition, Kennedy/Jenks will prepare an O&M manual to supplement information provided by the equipment vendors. This site-specific O&M manual will provide essential information such as:

- Automation logic implemented by the new programmable logic controller (PLC)
- Standard operating procedures
- Emergency operating procedures
- Long-term maintenance requirements

Kennedy/Jenks is also prepared to develop an electronic version of the O&M manual as an additional optional service. The electronic O&M manual can include additional items not normally found in a hardcopy, such as:

- Shop drawings and product submittals
- As-built drawings
- Wiring diagrams
- Logic diagrams for PLCs
- Pump curves and motor data

Our hands-on training program by a nationally-recognized expert improves process efficiency and extends the useful life of the District's infrastructure investment.

Scope of Services

Based on our review of the District's facilities plan, and our subsequent discussions with District staff, we understand this project will consist of the following improvements:

- Headworks with fine screens
- Grit removal system
- Biolac extended aeration system with integral clarifiers
- Sludge storage pond
- Blower/electrical building
- Standby engine generator
- Programmable logic controller

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Section A.2: Approach

- Minor upgrades to the existing control room and laboratory
- Conversion of existing treatment lagoons to storage ponds (equalization and/or irrigation storage)

There are no changes currently planned for the:

- disinfection system
- dechlorination system
- effluent pump station

The following is a detailed breakdown of our Scope of Services which includes Basic Services and Additional Optional Services.

Task B.1: Project Management (Basic Services)

Objective To provide management, direction, coordination and control of all work associated with project schedule, budget, subconsultants (if any), technical quality, and monthly progress reports and invoices for the study.

Approach This task includes the following activities:

1. Prepare a Project Memorandum that documents consultant staff roles and responsibilities; presents the project communications plan; and describes document control procedures, contract deliverables and their scheduled completion dates, quality control procedures, and cost control management and reporting procedures. (Available to District upon request.)
2. Manage staff and provide ongoing coordination for efficient utilization of resources for the entire project.
3. Prepare input to monthly invoices, including backup materials, progress reports, and updated project schedules.
4. Monitor scope and progress and identify scope changes that impact the project budget and schedule. Notify the District's Project Manager of changes and assist the District Project Manager in managing these changes.
5. Progress reports will be furnished in the form of a letter with each invoice. Progress reports shall include a task by task summary of 1) the work complete to-date, including tabular depiction of percent of task budget expended for each task; 2) any out-of-scope items required or requested; and 3) any potential issues of importance. Also, the progress reports shall include a section discussing the overall composite project schedule and budget status.
6. Manage subconsultants for efficient utilization of resources as follows:
 - a. Develop scopes of services, level of efforts, and subagreements for subconsultants in addition to any amendments required by the work.
 - b. Process subconsultant monthly invoices.
 - c. Close out subconsultant contracts.
 - d. Periodically review subconsultant's work products as appropriate to verify that the products conform to project standards, are technically sound, are coordinated with the work of other team members, and are performed in accordance with the project schedule.

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Proposal for Wastewater Treatment System Upgrades

- 7. Identify potential impact on project costs associated with project changes resulting from District comments and reviews.
- 8. Establish and maintain a Web-based project management and communications system. This will be accomplished using EADOC, an established Web-based collaboration suite. This subtask includes website setup, four training sessions (up to 10 hours), and standard software support.
- 9. Coordinate and manage QA/QC processes. This effort begins with an in-house concept and criteria review (C&CR). This internal review, led by the Project Manager, is performed by senior-level staff at the beginning of the project. The purpose of this review is to assess key issues and technical approach, addressing them early in the project. In addition, the Project Manager will administer QA/QC reviews for each design submittal in accordance with Kennedy/Jenks standard procedures.
- 10. Prepare written responses to all District review comments.

Meetings

- 1. **Project Kickoff Meeting:** Project Manager and Project Engineer will attend a kickoff meeting at the District's office. Primary objective of the kickoff meeting is to review the proposed work plan, identify District's priorities for the planned improvements, and establish communication channels.
- 2. **Monthly Project Meetings:** Project Manager will attend up to 14 progress meetings at the District's office.
- 3. **Submittal Review Meetings:** Project Manager and Project Engineer will attend a review meeting at the District's office at the conclusion of each submittal review period.
- 4. **Weekly Conference Calls:** Project Manager will arrange weekly calls to update the District on work performed, effort planned for the following week, and any issues that may affect scheduled delivery dates and project costs.

Work Products

- 1. Meeting minutes.
- 2. Subconsultant agreements.
- 3. Invoices to the subtask level, invoice back-up material, and documentation required by District for processing Consultant and subconsultant pay requests.
- 4. Status reports shall be submitted with each monthly invoice.
- 5. Written responses to District review comments and permitting agency comments.
- 6. Bulleted general Project Schedule.

District Responsibilities

- 1. Collect and document comments from District staff on materials submitted to the District for review and comment.
- 2. Provide the Consultant with copies of all written comments logged by District staff.
- 3. Assign reviewers to the study.
- 4. Resolve conflicting review comments prior to submitting to the Consultant.

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Proposal for Wastewater Treatment System Upgrades

- Identifying any potentially significant impacts and discussing ways in which those effects could be avoided or minimized through design changes and project modifications.
- Proceeding with environmental determination for the District, as lead agency, to review and consider.
- Providing administrative draft IS/Determination to District legal counsel for independent review.
- Providing required noticing, referrals, and distribution for required environmental review.
- Assisting the District in public review and comment period.
- Responding to comments and preparing hearing and adoption documentation.
- Providing notices of completion and public record of District environmental action.
- Coordinating with the regulatory agencies early to advise them of the project, seek consultation where warranted, and layout the permitting procedures and timelines relative to the overall project schedule. To that end, the Kennedy/Jenks Team will meet with the RWQCB at the earliest stage of the project. The purpose of the initial meeting will be to inform the RWQCB of the planned upgrades and timeline for completion, and to obtain feedback from the RWQCB regarding the proposed project. We plan to meet with the RWQCB a second time after the final Basis of Design is established and approved by the District. Finally, we plan to distribute a copy of the final contract documents to the RWQCB.

Required Permits

- Coastal Development Permit
- Army Corps of Engineers Permit (Section 404 Permit)
- Department of Fish & Game (DFG) Lake and Streambed Alteration Agreement
- NPDES Permit (Report of Waste Discharge)
- North Coast Unified Air Quality Management District Authority to Construct

Task B.3.1: Scoping Meeting

The team will schedule and organize an IS scoping meeting with District staff and the project team. The team will review all available information for the meeting as well as other relevant and readily available information. The team will prepare a list of information required to prepare the CEQA documentation, and will send this list to District staff prior to the meeting. We will also prepare a meeting summary that documents important agreements on the IS scope.

Deliverable One electronic copy of the meeting summary (including a list of additional studies/ surveys and other information needs).

Task B.3.2: Draft Initial Study

The team will prepare a draft IS for review by District staff that evaluates the proposed project's potential environmental effects in compliance with CEQA Guidelines §15063. The Draft IS will include:

- 1. A description of the proposed project and its location.
- 2. A description of the environmental setting.
- 3. An examination of whether the project would be consistent with existing zoning, plans, and other applicable land use controls.

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Section A.2: Approach

Assumptions

- 1. Project management compensation for this task is based on a 13-month duration, which is expected to cover the preliminary design, contract document, and bid phases of the project.
- 2. Project management during the construction phase is an additional optional task, described later in this proposal.
- 3. Microsoft Word, Excel, and Project will be used for all project management reports and submitted documents.
- 4. Maintenance of the EADOC Web-based collaboration suite assumes a total project duration not to exceed 30 months.

Task B.2: Review Background Documents (Basic Services)

- Objective** Collect and review background documents including, but not limited to the final facilities plan, monthly and annual self-monitoring reports, previous engineering studies, record drawings of existing treatment facilities, and correspondence with RWQCB and other permitting agencies.
- Approach** Kennedy/Jenks will prepare a detailed list of background documents to be provided by the District. All background documents will be stored on the EADOC website where all project team members, including the District, will have access.
- Meetings** No meetings are planned for this task.
- Work Products** No work products are planned for this task.
- District Responsibilities**

- 1. Provide all requested background documents, data, and other relevant background information as required.

Task B.3: CEQA and Permit Assistance (Basic Services)

- Objective** Identify and recommend necessary regulatory compliance requirements, and assist the District in obtaining necessary environmental and regulatory permits.
- Approach** The team will prepare the California Environmental Quality Act (CEQA) documentation for the wastewater treatment system upgrades. The Basis of Design Report (BODR) (Task B.6) will be used as the basis for CEQA and permit documents.

Our approach starts with establishing a baseline of existing Wastewater Treatment System (WWTs) operations from which all potential effects of the proposed upgrade will be analyzed. We'll work with District staff to document the features and operations of the existing treatment and disposal, following the CEQA Appendix G Checklist. From there, our approach will include:
 - Assisting in scoping sessions so the District, as lead agency, understands the complete CEQA and permitting process.
 - Preparing a draft project description for CEQA purposes that characterizes the physical changes as a result of the WWTs Upgrade that will be analyzed.
 - Submitting draft project description to the District for concurrence.
 - Preparing Initial Study (IS) following CEQA Appendix G Checklist.

Section A.2: Approach

- 4. An identification of the potential environmental effects of the project through answering of the questions in the CEQA Environmental Checklist Form (CEQA Appendix G). Answers shall be based on substantial evidence in the record, as provided by existing sources and any additional analysis identified in this scope.
- 5. An identification of mitigation measures, if available, that are required to mitigate any identified significant environmental effects.
- 6. A list of the names of persons who participated in the preparation of the IS, and of the sources of the information used in the document.

The project description will be based on the BODR and will contain descriptive text and a map of the project site and adjacent parcels, with existing uses, land use designation, and locations of proposed improvements identified. The project description will also include technical and environmental characteristics of the project, a list of discretionary approvals being sought (coastal development permits, etc.), elements required to meet funding

- | | | |
|--------------------------------------|----------------------------------------------------------|--------------------------------------|
| ♦ Aesthetics | ♦ Green House Gas Emissions | ♦ Population and Housing |
| ♦ Agriculture and Forestry Resources | ♦ Hazards and Hazardous Materials | ♦ Public Services |
| ♦ Air Quality | ♦ Hydrology and Water Quality (including Sea Level Rise) | ♦ Recreation |
| ♦ Biological Resources | ♦ Land Use and Planning | ♦ Transportation/Traffic |
| ♦ Cultural Resources | ♦ Mineral Resources | ♦ Utilities and Service Systems |
| ♦ Geology and Soils | ♦ Noise | ♦ Mandatory Findings of Significance |

requirements, and project objectives.

The environmental effects of the project to be evaluated will cover all the environmental issues listed in the CEQA Environmental Checklist Form (e.g., full scope), including:

Based on the location, size, and type of project being proposed, we anticipate the majority of Environmental Checklist explanatory notes to be answered in a single paragraph based on existing information, with no additional technical analysis required. However, we anticipate that Environmental Checklist explanatory notes involving biological resources, air quality, hazardous materials, hydrology and water quality, geology and soils, and utilities and service systems will require more extensive answers. For air quality, we will evaluate the construction, traffic, and green house gas emissions of the proposed project on a qualitative basis, including evaluating consistency of the proposed project with state and local air quality emission reduction goals and policies. For the balance of these issues, we will prepare the following special environmental studies which will contain the information required to answer the checklist questions for these issues:

- 1. **Biological Resources:** Search DFG's California Natural Diversity Database (CNDDB) records and field survey (address general flora and fauna, special-status plant and animal species, special-status species habitat, any applicable adopted Habitat Conservation Plans, etc.).
- 2. **Geology and Soils:** Geotechnical report will address settlement criteria, soil loading criteria, seismic design information, and other geotechnical considerations.
- 3. **Hazardous Materials:** Primarily materials used in WWT and disinfection.
- 4. **Hydrology, Water Quality, and Erosion:** Information about hydrology, water quality, erosion, and sea level rise conditions and impacts where the proposed trail would bisect or otherwise potentially impact watercourses.

Deliverable One electronic copy and four print copies of the draft IS.

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Task B.3.3: Final Initial Study

Based on comments from District staff and Remy Moose Manley LLP, the team will revise the draft IS. The team will coordinate with District staff during the preparation of the final IS to get clarification on comments. This scope assumes that a single set of unified District comments and a single set of comments from Remy Moose Manley LLP will be submitted on the draft IS. The team will present the final IS to the District Board.

Deliverable One electronic copy and four print copies of the final IS.

Task B.3.4: Mitigated Negative Declaration

Under the CEQA, the decision whether to prepare a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR) is based on findings supported by the lead agency's IS (CEQA Guidelines §15063).

- **Preparation of a ND is required** if it is determined that the proposed project would not have significant effects on the environment (post mitigation).
- **Preparation of an MND is required** if it is determined that the project may have significant effects on the environment, but that mitigation is available that will clearly avoid or reduce these effects to less than significant levels.
- **Preparation of an EIR is required** if it is determined that the project may have significant effects on the environment, but that additional analysis is required and/or it is not clear the mitigation will clearly avoid or reduce these effects to less than significant levels.

Based on the type, size, and location of the proposed project, we anticipate that the project can be processed through the preparation of an MND and include a scope item for an MND in our proposal. However, it should be noted that the District may determine that an EIR rather than an MND is required. If the District makes such a determination, we can provide a scope of work and detailed cost estimate for the preparation of an EIR.

CEQA Guidelines §15070(b) requires that a lead agency prepare an MND for a project subject to CEQA when the IS identifies potentially significant effects, but that mitigation measures have been identified that would avoid or reduce the effects to less than significant levels. In accordance with CEQA Guidelines §15071, we will prepare a draft MND that includes:

1. A brief description of the project, including a commonly used name for the project.
2. The location of the project, preferably shown on a map, and the name of the project proponent.
3. A proposed finding that the project will not have a significant effect on the environment with implementation of the proposed mitigation measures.
4. An attached copy of the IS documenting reasons to support the finding, including the proposed mitigation measures.

The team will submit the draft MND to District staff for review and comment, will incorporate District comments, and will prepare and submit a final MND to the District.

Deliverable One electronic copy of draft MND. One electronic copy and four print copies of the final MND.

Task B.3.5: Notice of Intent (NOI) to Adopt MND

CEQA requires a lead agency to provide notice of its intent to adopt an MND to the public, responsible agencies, trustee agencies, and the county clerk prior to adopting the MND to allow the public and agencies an opportunity to review and comment on the document (CEQA Guidelines §15072(a)). This notice will be provided through publication of the notice in a newspaper of general circulation, posting of the notice on- and off-site in the area where the project is to be located, or direct mailing (§15072(b)). This notice will be submitted in writing to the

Task B.3.8: Notice of Determination (NOD)

A local agency which approves or determines to carry out a project for which an MND was adopted must file an NOD with the county clerk within five working days of its action (CEQA Guidelines §15075). The notice must be posted by the clerk within 24 hours of receipt, remain posted for 30 days, and, when the posting period is over, returned to the local agency with certification of its posting. If the project also requires discretionary approval from a state agency, the notice must also be filed with the Office of Planning and Research (CEQA Guidelines §15075(d)).

The team will prepare a draft NOD using either the CEQA Appendix D format or a format requested by the District, submit the draft to the District for review and comment, incorporate District comments into a final NOD, and submit the final NOD to the District after the IS/MND have been approved by the Board. It is assumed the District will file the NOD with the county clerk and the Office of Planning and Research (OPR) and pay the DFG's filing fee.

Deliverable One electronic copy of draft NOD. One electronic copy and four print copies of the final NOD.

Task B.3.9: Army Corps of Engineers (COE) Permit

The team will complete the Section 404 permit application, including preparation of figures and graphics, and submit to the agency for review. The draft permit application will be submitted to District staff for review by Remy Moose Manley LLP. This scope assumes that a single set of unified District comments and a single set of comments from Remy Moose Manley LLP will be submitted on the draft permit application. In order for the COE to issue a permit, a Mitigation and Monitoring Plan will need to be submitted with the permit application (or soon after if agreed upon by the COE). The Army Corp will conduct consultation with NOAA Fisheries and U.S. Fish and Wildlife Service (USFWS). The cost does not include permit fees, if applicable, which would be paid by the District.

Deliverable One electronic copy of draft permit application. One electronic copy and four print copies of final permit application.

Task B.3.10: Department of Fish & Game Permit

The team will complete the application for the Section 1600 permit and submit for review and final agreement from the agency. The draft permit application will be submitted to District staff for review by Remy Moose Manley LLP. This scope assumes that a single set of unified District comments and a single set of comments from Remy Moose Manley LLP will be submitted on the draft permit application. The cost does not include permit fees, if applicable, which would be paid by the District.

Deliverable One electronic copy of draft permit application. One electronic copy and four print copies of final permit application.

Task B.3.11: Coastal Development Permit (CDP)

The team will complete the application for CDP; jurisdiction to be determined (either County of Humboldt or California Coastal Commission). The draft permit application will be submitted to District staff for review by Remy Moose Manley LLP. This scope assumes that a single set of unified District comments and a single set of comments from Remy Moose Manley LLP will be submitted on the draft permit application.

Deliverable One electronic copy of draft permit application. One electronic copy and four print copies of final permit application.

Task B.3.12: NPDES Permit Update

The team will meet with the North Coast RWQCB at the beginning of the project to apprise the RWQCB of the District's intent to upgrade the treatment plant, and review the proposed modifications to the process and treatment objectives.

Section A.2: Approach

county clerk, responsible agencies, trustee agencies, owners and occupants of property adjacent to the subject property, and members of the public who previously requested written notice (§15073(e)). Furthermore, the team will assist the District as lead agency by specifying and publicizing public review period of no less than 30 days for the MND and submittal to the State Clearinghouse (§15073(a)). Finally, a copy of the IS and MND must be attached to the NOI when one or more state agencies will be a responsible or trustee agency for the project, or when the project is of statewide, regional, or area wide environmental significance (§15073(c)).

In accordance with CEQA Guidelines §15072(g), we will prepare a draft NOI that includes:

1. A brief description of the proposed project and its location.
2. The start and end dates of the public review period.
3. The date, time, and place of scheduled hearings to be held on the project.
4. The address where copies of the proposed MND are available for review.
5. The presence of the site on any government lists of hazardous materials/waste sites.
6. Other information as may be required.

The team will submit the draft NOI to District staff for review and comment, will incorporate District comments, and will prepare and submit a final NOI to the District for distribution. It is assumed that the District will make all required copies, generate the mailing list, mail the NOI, IS and MND, and post all notices.

CEQA Guidelines §15063(g) requires the lead agency to consult with all responsible and trustee agencies to obtain their recommendations as to whether to prepare a ND, MND, or EIR for the project, and the NOI represents this consultation. The lead agency must consider the recommendations, but need not prepare written responses to them. If, based on the recommendations, the District decides to prepare an EIR for the project, the team can submit a scope and cost to the County for EIR preparation.

Deliverable One electronic copy of draft NOI. One electronic copy and four print copies of the final NOI.

Task B.3.6: Mitigation Monitoring Program (MMP)

CEQA Guidelines §15097 requires that, in order to ensure that the mitigation measures identified in the MND are implemented, the lead agency adopt a program for monitoring and/or reporting the progress of mitigation measure implementation. The public agency may choose whether its program will monitor and/or report on the mitigation. "Monitoring" refers to an ongoing or periodic process of project oversight conducted by staff; whereas "reporting" refers to a written compliance review prepared by staff that is presented to the decision-making body. The team will prepare an MMP consistent with CEQA requirements.

Deliverable One electronic copy of draft MMP. One electronic copy and four print copies of the final MMP.

Task B.3.7: Public Hearings

CEQA does not require formal hearings at any stage of the environmental review process. However, agencies are encouraged to include environmental review as a topic when the agency holds a hearing on its decision to carry out or approve a project. A public hearing on the environmental impact of a project should be held if the lead agency determines it would facilitate the purpose and goals of CEQA. An MND is proposed as a basis for discussion at a public hearing (CEQA Guidelines §15202).

If the District chooses to hold a public hearing, the team will attend one public hearing on the project in support of the District. We will be available to answer questions on the CEQA documentation.

Deliverable Attendance at one public hearing.

Section A.2: Approach

Following completion of the final BODR, Kennedy/Jenks will submit a draft Report of Waste Discharge to District staff for review by Remy Moose Manley LLP. This scope assumes that a single set of unified District comments and a single set of comments from Remy Moose Manley LLP will be submitted on the draft report of waste discharge. The cost does not include permit fees, if applicable, which would be paid by the District.

Deliverable Report of Waste Discharge.

Meetings

1. Scoping meeting (Task B.3.1) at District office
2. Presentation to District's Board of Directors

Task B.4: Background Map Preparation (Basic Services)

Objectives Prepare a detailed topographic map of the existing treatment plant site to the level of detail sufficient to design and construct the proposed improvements. Also prepare bathymetric survey of existing treatment ponds for purposes of establishing an accurate basis of bid for sludge removal and disposal costs.

Approach

- Research existing maps and deeds that pertain to the parcel in question.
- Conduct a field survey to determine the legal property lines of APN 510-271-015.
- Complete a topographic survey of the mapping limits as shown on page 8 of the "Request For Proposals, Wastewater Treatment System Upgrade Project, McKinleyville Community Services District" dated April 25, 2012.
- Provide locations and elevations of utility pothole locations. For estimating purposes, LACO has allowed five half-day site visits to survey 20 pothole locations. A spreadsheet will be provided that lists the utility and/or service, location, elevation, and pipe material.
- Survey existing storage ponds to determine the pond depth and volume, and thickness of existing wastewater sludge. The bathymetric data will be collected using an Odom Hydrotrac Single Beam Echo Sounder seamlessly linked and calibrated to a Topcon Hiper Real Time Kinetic (RTK) GPS system. Spot elevations of the pond bottoms consisting of the top of the existing sludge layer will be provided at 0.1-foot precision.
- Set durable survey control points for use during the construction phase of project.

Deliverables Existing conditions map in AutoCAD Civil 3D v2010 format that illustrates the locations and elevations of existing features, structures, property lines, utility pothole locations, and easements. Contours will be shown at 1-foot intervals. All survey data will be referenced to CCS Zone 1, NAD83 horizontally and NAVD88 vertically.

Assumptions

1. Mapping limits as established in Figure 3.
2. District will provide a current preliminary title report.

Figure 3: Proposed Mapping Limits



3. The property lines in question have been defined by previous surveys and those maps have been filed with the Humboldt County Recorder. This estimate assumes the survey monuments shown on said maps that define said property lines still exist in good condition. In the event that a material or physical discrepancy is discovered during the course of this survey, a Record of Survey must be filed pursuant to the Professional Land Surveyors Act. This estimate does not include the cost of preparing a Record of Survey or replacing/setting survey monuments.

District Responsibilities

Perform excavation and compaction of all exploratory potholes.

Task B.5: Geotechnical Report Preparation (Basic Services)

Objectives Describe sub-surface exploration program, dewatering requirements, settlement criteria, soil loading criteria, pond liner and leachate collection requirements compliant with Title 27 CCR, shoring requirements, considerations to prevent buoyant uplift, seismic-design information, and all other geotechnical considerations necessary to complete design and construction.

Approach

- Review existing published geologic maps pertinent to the site, and readily available unpublished consultant environmental and geologic reports to be provided by the District.
- Conduct a field exploration program including the installation of four geotechnical borings with a rotary hollow stem auger (HSA) drilling rig to a maximum depth of 50-feet below existing grade. The HSA borings are to be installed at the general locations of the new headworks, chlorine contact basin, and aeration basins. Two of the geotechnical borings will be converted to monitoring wells to allow for depth to groundwater measurements to be collected by District staff during the following wet season. Within the HSA borings, we will conduct Standard Penetration Testing at regular intervals, and collect disturbed and undisturbed soil samples at regular and targeted intervals. The recorded penetration resistance of the drive sampler in conjunction with the laboratory testing results will be used to assess the potential for seismically induced liquefaction and ground settlement.
- Field explorations will be performed by a Certified Engineering Geologist under the direction of a Geotechnical Engineer from our office. Soil samples obtained from the drilling effort will be visually logged in the field and returned to our materials testing laboratory for further inspection and testing. The laboratory testing program will evaluate selected soil samples with respect to strength, compressibility, density and moisture content, grain size and plasticity.

Deliverables A Geotechnical Report will be prepared documenting the following:

- Geologic and seismic setting.
- Surface, subsoil, and groundwater conditions.
- Potential geologic hazards and seismic design criteria in accordance with ASCE-7 Standard, minimum design loads for buildings and other structures (site-specific seismic design response spectra is not included as part of this scope).
- Extent of existing fill soils, if any.
- Conditions of areas to receive fill.
- Ground improvements and mitigation measures to minimize the effects of adverse subsurface conditions.

Section A.2: Approach

- Requirements of proposed fill materials.
- Earthwork and grading requirements.
- Estimated structural settlements.
- Active and passive lateral earth pressures.
- Construction shoring and dewatering considerations.
- Foundation design recommendations for shallow spread and continuous footings, mat foundations, and concrete slabs-on-grade.

Assumptions

- LACO will pre-mark and notify Underground Services Alert of the pending subsurface work within the project work areas. District to locate all privately owned utilities. LACO is not responsible for unmarked underground utilities that may become damaged during the course of the boring installation.
- LACO will prepare and submit a boring installation permit to the County of Humboldt, Division of Environmental Health.
- LACO will coordinate and hire a drilling subcontractor.
- The District is to provide LACO with the most recent site plan for the purposes of siting our HSA borings. The proposed developments will not be substantively different from that shown on the site plan.
- We have allowed 1.5 days to conduct our field investigation and assume we will not be required to travel to attend any project meetings or make subsequent site visits.
- The proposed borehole locations are accessible by a limited access track-mounted or two-wheel drive truck-mounted drilling rig.
- LACO is not to be responsible for damage to asphalt, vegetation, and/or landscaping that may result through the course of the investigation.
- All drill cuttings are to remain onsite.
- LACO is not responsible for erosion control measures that may be necessary as a result of the ground disturbance associated with the subsurface investigation.
- All borings are to be backfilled with grout or bentonite clay.
- An environmental assessment or any investigation for the presence or absence of any hazardous, toxic, or corrosive materials is not included in the scope of this investigation.

Task B.6: Preliminary Design (Basic Services)

Objectives

- Refine the recommended project as defined in the District's Facilities Plan to the extent needed to establish a detailed basis of design. The final basis of design will be used as the main supporting document for preparation of all permit applications, CEQA documents, and the contract documents used for construction.
- Identify an approach to address interim ammonia toxicity issues.

Approach

Tasks B.6.1 through B.6.8 describe the approach to Task B.6.

Task B.6.1: Establish Design Basis for Unit Processes

Prepare a process flow diagram, process and instrumentation diagram, communication block diagram. Establish tankage requirements, design flow and loading rates, hydraulic profile, equipment list, electrical single-line diagram, and solids balance.

Basis of design will be established for the following unit processes:

- aeration basins
- clarifiers
- headworks
- fine screens
- grit removal system
- flow equalization
- irrigation storage

Kennedy/Jenks will check the existing chlorine contact for adequate contact time; however, no design work is anticipated for this process.

Task B.6.2: Establish Site Layout

Prepare site plan, superimposed on the background map, which shows the size and location of all tankage, buildings and impoundments in relation to existing property boundaries. Identify proposed easements and other property acquisitions necessary to construct the project. Preliminary piping layout will be shown in sufficient detail to identify appropriate pothole locations.

Task B.6.3: Establish Architectural Treatments for Blower/Electrical Building

Prepare a building floor plan, elevations and equipment layout for the new Blower/Electrical Building. Identify proposed architectural treatment for new building structures. Identify proposed upgrades to the lab space inside the existing control building.

Task B.6.4: Prepare Construction Schedule and Sequencing Plan

Develop an estimated construction schedule that identifies major construction activities, including mobilization, submittal preparation/approvals, fabrication, and installation of critical path items.

Develop a construction sequencing plan that identifies an approach for constructing the plant modifications while maintaining continuity of operations during construction.

Task B.6.5: Prepare Engineer's Estimate of Probable Construction Costs

Prepare an estimate of probable construction costs for the treatment plant upgrade project. Accuracy of cost estimate shall conform to AACE's Recommended Practice 17R-97, Class 3.

Engineer's estimate of anticipated operations costs. Operational costs shall include, at a minimum, chemicals, electricity, fuel, and sludge disposal. Include staffing requirements in terms of full-time equivalents, based on EPA guidelines.

Section A.2: Approach

Task B.6.6: Prepare Draft and Final Basis of Design Report

Compile the information developed under tasks B.6.1 through B.6.6 into a draft BODR. Submit the draft BODR to the District for distribution to the District's value engineering (VE) team. Incorporate District's and VE recommendations and finalize the BODR.

Task B.6.7: Participate in District's Value Engineering Workshop

Project Manager and project engineer will participate in District's VE workshop, which will be led by the District's VE consultant.

Task B.6.8: Presentation to District Board of Directors

Project Manager will prepare a presentation that identifies the principle recommendations and findings of the final BODR. Project Manager will deliver the presentation to the District's Board of Directors.

Deliverables

- Draft Basis of Design Report.
- Final Basis of Design Report.
- PowerPoint presentation.

Assumptions

- District will contract for VE consultant services under a separate contract.
- VE workshop will occur over two consecutive days.
- District will submit final BODR to the RWQCB for their review.
- Preparation of contract documents (plans and specifications) will occur in parallel with the RWQCB's review of the final BODR.

Task B.7: Contract Documents (Basic Services)

Objective

Develop bid documents for construction of the treatment plant improvements as defined in the final BODR.

Task B.7.1: 50% Design Submittal

Approach

Drawings shall include all of the drawings previously included with the BODR. In addition, the drawings shall include:

- Civil site plan showing the facility layout, all surface improvements, and site drainage.
- Civil yard piping plan showing all anticipated process piping.
- Architectural floor plans showing the proposed layout of rooms and spaces, building elevations showing proposed finishes and materials, and code requirements.
- Mechanical plans showing the proposed tankage, equipment layout and interconnecting piping.
- Electrical plans showing the proposed electrical equipment layout.
- Estimated construction schedule and sequencing plan.

Proposal for Wastewater Treatment System Upgrades

Deliverables

- 50% plans and specifications.
- Written responses to all District and RWQCB review comments.
- Updated copy of Engineer's estimate of probable construction costs. Accuracy of cost estimate shall conform to AACE's Recommended Practice 17R-97, Class 3.
- Updated equipment list that includes catalog-cut sheets for all equipment valued at \$10,000 or greater.
- List of specifications anticipated for the final design.
- Draft specifications for work valued over \$100,000.
- Updated construction schedule and sequencing plan.

Task B.7.2: 90% Design Submittal

Approach Draft versions of all drawings and specifications shall be provided with the 90% submittal. Quality and completeness of 90% documents shall be ready for Engineers' seals. District's 50% review comments shall be incorporated into the 90% submittal.

Deliverables

- 90% plans and specifications.
- Pro forma copy of District's bid forms, construction agreement, and conditions of the construction contract. District will provide instructions to Consultant for purposes of establishing damage clauses, licensing and certification, bonding and insurance requirements.
- Updated copy of Engineer's estimate of probable construction costs. Accuracy of cost estimate shall conform to AACE's Recommended Practice 17R-97, Level 3.
- Updated construction schedule and sequencing plan.

Presentations

- Project Manager will make a presentation to the District's Board of Directors after the 90% documents are submitted.

Task B.7.3: Final Bid Documents

Approach Incorporate District review comments to the 90% submittal. Update engineer's estimate of probable construction costs. Accuracy of cost estimate shall conform to AACE's Recommended Practice 17R-97, Class 2.

Deliverables

- Sealed final bid documents.
- Updated copy of engineer's estimate of probable construction costs.

Assumptions

- RWQCB review comments to the final BODR will not necessitate any changes to the design basis.

District Responsibilities

- District will be responsible for reconciling conflicting internal comments to provide a single set of unified written review comments to the 50% and 90% design submittals.

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Proposal for Wastewater Treatment System Upgrades

3. Level of effort planned during the contract document tasks assumes that the Engineer will be engaged during the construction phase.

Task B.9.1: Project Management During Construction

Objective

To provide management, direction, coordination and control of all work associated with maintaining the construction schedule, budget, subconsultants, quality, and monthly progress reports and invoices for the duration of the construction contract.

Approach

This task includes the following activities:

1. Manage staff and provide ongoing coordination for efficient utilization of resources for the entire project.
2. Prepare input to monthly invoices, including backup materials, progress reports, and updated project schedules.
3. Monitor scope and progress and identify scope changes that impact the project budget and schedule. Notify the District's Project Manager of changes and assist the District Project Manager in managing these changes.
4. Progress reports will be furnished in the form of a letter with each invoice. Progress reports shall include a task-by-task summary of 1) the work done to-date including tabular depiction of percent of task budget expended for each task; 2) any out-of-scope items required or requested; and 3) any potential issues of importance. Additionally, the progress reports shall include a section discussing the overall composite project schedule and budget status.
5. Manage subconsultants for efficient utilization of resources as follows:
 - a. Process subconsultant monthly invoices.
 - b. Monitor quality of work.
 - c. Close out subconsultant contracts.
6. Maintain a Web-based project management and communications system. This will be accomplished using EADOC, an established Web-based collaboration suite.

Meetings

Monthly project meetings: Project Manager will attend up to 13 progress meetings at the District's office or the job site.

Work Products

1. Meeting minutes.
2. Subconsultant agreements.
3. Invoices to the subtask level, invoice back-up material, and documentation required by District for processing Consultant and subconsultant pay requests.
4. Status reports shall be submitted with each monthly invoice.

Task B.9.2: Preconstruction Meeting

Objective

Establish communications protocols and administrative procedures for processing submittals, RFIs, change order requests, and contractor's pay requests.

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Section A.2: Approach

Task B.8: Bid-Phase Assistance (Basic Services)

Objective Administer a fair and competitive bidding process by providing prompt and clear responses to Bidders' questions.

Task B.8.1: Respond to Bidders' RFIs

Approach Provide written responses to Bidders' questions and requests for information. Generally, questions that are limited to finding information in the bid documents can be answered via email without the need for an addendum. Kennedy/Jenks will promptly respond to questions and maintain a log of Bidders' Requests for Information (RFIs).

Deliverables Email correspondence for up to 20 RFIs.

Task B.8.2: Facilitate Pre-Bid Meeting and Job Walk

Approach Attend and facilitate one pre-bid meeting at the treatment plant site for purposes of orienting potential bidders with the construction site and answering their questions.

Deliverables Written summary of Bidders' questions and Engineer's responses. The responses will be included as an attachment to an addendum.

Task B.8.3: Prepare Addenda

Approach Prepare up to three addenda to clarify the design intent and contracting requirements. Addenda may consist of changes to bid forms, contract agreement, specifications and/or drawings.

Deliverables Up to three addenda will be prepared in .pdf format for electronic distribution to plan holders.

District Responsibilities

- All advertising activities including issuance of addenda.
- Reproduction and distribution of bid documents.
- Maintain a list of plan holders.

Task B.9: Construction Phase Assistance (Additional Optional Services)

Objective Administer a construction contract to provide a treatment plant upgrade that conforms to the contract documents and the design intent.

Assumptions

1. Level of effort planned for construction phase services is based on a construction contract duration of 14 months, with 12 months of actual construction activity. Actual effort to complete these services must be validated after the 90% design is complete and a schedule established for construction.
2. Although these services are listed as "optional", the design engineer's participation during construction is essential for successful implementation of the completed project. At a minimum, design engineer should be engaged to perform periodic site visits, review contractor submittals, respond to requests for information, and review substitution requests.

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McKinleyville Community Services District

Section A.2: Approach

Approach

Review Contractor pre-Notice-to-Proceed Documentation (bonds, insurance, etc). Coordinate with District to issue NTP. Schedule, chair, record and distribute minutes, and monitor the action items identified for the preconstruction meeting. Conduct the preconstruction meeting to establish administrative procedures and implement a short-term schedule of activities for project mobilization. Develop procedures for communications, submittals, requests for information or clarification, proposed contract modifications, schedule and progress payment submissions, coordination among the project participants, key project requirements, and other procedures as may be necessary for the project.

Visit and existing construction site with similar operations by Contractor. Observe operations and interview project Owner regarding issues and concerns of Contractor.

Supervise Contractor's preparations of a preconstruction video, using a camcorder with date/time stamp, to document area conditions.

Deliverables

- Meeting minutes.
- Preconstruction video.

Task B.9.3: Project Status Meetings

Objective

Provide regularly scheduled forum for reviewing contractor's progress, coordinate special requirements with District operations staff, and identify and rectify potential issues that could result in a change to the construction contract.

Approach

Schedule, chair, record and distribute minutes, and monitor the action items identified for the biweekly project status meeting. Particular attention shall be given to progress, schedule, and resolution of problems. Attendees will include the construction manager and representatives from the contractor. Consultant and other affected parties will also be invited to meetings when required and as budget constraints allow.

Deliverables

- Meeting minutes.

Task B.9.4: Respond to Contractor's Requests for Information

Objective

Promptly resolve RFIs to maintain progress on the work while conforming to the design intent.

Approach

Receive and log written RFIs from the Contractor and forward to designer. Receive and log responses and return to the Contractor.

Deliverables

Written responses to Contractor's RFIs (up to 53 RFIs).

Task B.9.5: Process Substitution Requests

Objective

Evaluate contractor-requested substitution requests to determine if they conform to the design intent.

Approach

Receive and log written substitution requests from the contractor and forward to designer. Receive and log responses and return to the Contractor.

Deliverables

Written responses to contractor's substitution requests (up to four).

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Task B.9.6: Change Order Preparation

Objective	Represent the District in negotiating change orders with the Contractor, and assist the District in the administration of contract changes.
Approach	Prepare contract change orders (CCO) and CCO cost estimates. Obtain scope documentation from and consult with District on proposed changes. Evaluate proposals and provide recommendations to District. For proposed changes for which the scope is acceptable to District, prepare independent cost estimates of the change orders for comparison with the contractor's proposed cost. Represent the District's interests in negotiations of change orders. For proposed changes for which the scope is not acceptable to District, prepare a revised scope for consideration and costing by the contractor, prepare independent estimates for potential change orders (PCOs), and negotiate each change order.
Deliverables	Change order documentation (up to six change orders).

Task B.9.7: Submittal Review Processing

Objective	Track and route Contractor submittals and Engineer's responses.
Approach	Construction Manager will log submittals and forward to the designer tasked with the review. Receive and log reviewed submittals and forward to Contractor.
Deliverables	Engineer's review comments (up to 100 submittals).

Task B.9.8: Construction Observation

Objective	Monitor, observe and document contractor's progress to achieve general conformance with the contract documents.
Approach	Provide part-time construction observation services to monitor conformance of the Contractor's work with drawings and specifications. Establish, implement and maintain QA/QC procedures for the construction work. Report nonconformance and construction deficiencies to the contractor and to District, and work with the Contractor to take appropriate corrective actions. Following each site visit, prepare a brief written inspection report and provide a copy to District.
Assumptions	Construction activity requiring part-time inspection of 12 consecutive months (3 days/week).

Task B.9.9: Review and Approve Contractor's Monthly Pay Requests

Objective	Validate Contractor's monthly pay requests such that work paid by the District matches Contractor's actual progress toward contract completion.
Approach	Review the contractor's monthly progress payment, request and submit it to District with payment recommendation. To do so, establish, implement and maintain cost monitoring and control procedures for the project. Review the Contractor's monthly progress pay estimates for accuracy and completeness and incorporation of changes in cost and time. The review shall be based, in part, upon the contractor's monthly schedule update to assure that time and cost are in reasonable accord.
Deliverables	Up to 13 approved pay requests.
Assumptions	Construction contract duration of 13 months.

Approach	Supplement training materials provided by equipment vendors to explain the interdependence of each system and how each affects treatment plant performance. Conduct two full-day classes conducted by a Certified Grade V Operator with emphasis on standard operating procedures, troubleshooting and process optimization for activated sludge systems. Strategies for sludge wasting, recirculation rates, and dissolved oxygen control will be presented. Prepare digital video recording of each training session.
Deliverables	<ul style="list-style-type: none">• Training handouts.• DVD recording of training sessions.
Assumptions	Training sessions will be conducted on two consecutive days.

Task B.10: Post-Construction Services

Task B.10.1: Prepare Project Performance Certification Report (Additional Optional Service)

Objective	Satisfy State Revolving Fund requirements by stress testing of the improvements to demonstrate that the completed project performs as designed and that the plant can achieve its NPDES permit requirements for water quality and reliability.
Approach	<ol style="list-style-type: none">1. Develop stress test procedures that will be used to demonstrate treatment performance under the full range of anticipated flows. Procedures will be developed for the following processes:<ol style="list-style-type: none">a. Headworks screeningb. Grit Collection (if needed)c. Aeration Basins and Clarifiers2. Document test results3. Prepare a report with the following sections:<ol style="list-style-type: none">a. Certificate of Performanceb. Project descriptionc. Treatment performance<ol style="list-style-type: none">i. Headworks<ol style="list-style-type: none">1. Applicable test parameters2. Discussion3. Test procedure4. Results and conclusionsii. Grit Collection<ol style="list-style-type: none">1. Applicable test parameters2. Discussion

Section A.2: Approach

Task B.9.10 Review Construction Schedule

Objective	Enforce contract schedule requirements to complete project within the contractual time limits.
Approach	Review the contractor's original construction schedule and the monthly updates. The schedule submittal shall be reviewed for substantial conformance with the requirements of the construction documents. Evaluate the impact of change orders on the construction schedule and determine eligible time extensions to the construction contract.
Deliverables	Review comments for 13 progress schedules.

Task B.9.11: Prepare Record Drawings

Objective	Produce a set of record drawings that accurately represent the constructed project.
Approach	On a monthly basis, review and monitor the Contractor's development and maintenance of working record drawings. Processing of monthly pay requests will be contingent on Contractor's successful maintenance of working record drawings. Based on one consolidated set of marked-up project drawings provided by the Contractor, prepare and submit final record drawings. Record drawings will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the Project was finally constructed. Consultant is not responsible for any errors or omissions in the information from others that are incorporated into the record drawings. Record drawing pickups will be made electronically in AutoCAD.
Deliverables	Provide one set of vellum, two sets of bond hard copies, and electronic files of record drawings.

Task B.9.12: Project Startup and Contract Closeout

Objective	<ol style="list-style-type: none">1. Verify completed project is capable of satisfying specified performance requirements.2. Verify contract requirements have been completed prior to final acceptance by District.
Approach	Assist District with closing out the project, including verifying completion of final punch list items and obtaining releases from property owners who granted right-to-enter or temporary construction easements. Schedule and conduct substantial completion inspection, monitor testing, issue punch lists, and review compliance. Advise District and schedule, conduct, and complete final inspection with District and recommend acceptance by District. If necessary, assist in negotiation of unsettled changes or disputes. When all final punch list items have been completed or resolved, recommend final acceptance to District. Upon final acceptance, assist in the preparation of a Certificate of Completion and obtain from the Contractor and deliver to the District all bonds, guarantees, operation and maintenance manuals, and record drawings.
Deliverables	Certificate of Completion.

Task B.9.13: Train District Operations Staff

Objective	Provide supplemental training to District staff to explain standard and emergency operating procedures that were considered in the design.
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Section A.2: Approach

3. Test procedure	
4. Results and conclusions	
iii. Aeration and clarification	
1. Applicable test parameters	
2. Discussion	
3. Test procedure	
4. Results and conclusions	
d. Daily operational data recorded during testing	
e. O&M tracking system	
f. Evaluation of Staffing Requirements	

Deliverables	Draft and final copies of the project performance certification report.
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Task B.10.2: Prepare Operations and Maintenance Manual (Basic Engineering Services)

Objective	Satisfy NPDES Permit requirement for documenting recommended operations and maintenance requirements.
Approach	Prepare an operations and maintenance manual with the following sections: <ol style="list-style-type: none">1. Description of treatment plant processes and design basis.2. Staffing organization, number of employees, duties, certifications and attendance schedules.3. Operations and Maintenance Procedures:<ol style="list-style-type: none">a. Headworks screensb. Grit removal systemc. Aeration and clarificationd. Disinfection and dechlorination4. Laboratory and QA procedures.
Deliverables	Draft and final copies of O&M manual (.pdf and hard copy). Kennedy/Jenks can also prepare an interactive Web-enabled O&M manual as an additional optional service. This type of manual expands on the information typically contained in hard copy manuals. The electronic manuals will include: <ol style="list-style-type: none">1. Complete set of record drawings.2. Hyperlinks to approved shop drawings for critical equipment.3. Hyperlinks to vendor O&M manuals and training videos. This type of manual is accessible anywhere there is access to the Internet.

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Task B.10.3: Update District's SEMS Asset Register (Additional Optional Service)

Objective Assist District with maintenance of asset management software after the project is completed.

- Approach**
1. Review SEMS database format requirements to determine specific attribute requirements for each asset type.
 2. Collect attribute data for new equipment and systems.
 3. Populate SEMS database with attribute data and maintenance requirements.
 4. Identify asset records that can be deleted from the database.

Deliverables Database table of equipment added and deleted as a result of the completed project.

Section A.3: Project Organization

Contact Information

Provided below is contact information for Kennedy/Jenks as well as all of our subconsultants we anticipate using on your project.

Kennedy/Jenks Consultants

Rod Houser, PE // P: (707) 526-1064 x1303 // E: rodhouser@kennedyjenks.com

Subconsultants

Planwest Partners: George Williamson, AICP // P: (707) 825-8260 // E: georgew@planwestpartners.com

Stover Engineering: Ward Stover, PE // P: (707) 465-6742 // E: wstover@stovereng.com

LACO Associates: Giovanni Vadurro, CEG // P: (707) 443-5054 // E: vadurrog@LACOassociates.com

Merritt Smith Consulting: Dave Smith, PhD // P: (707) 849-6123 // E: davesmith@merritt-smith.com

Wastewater Solutions, Inc.: Brad Musick // P: (541) 738-1300 // E: brad@activatedsludge.com

Organization Chart

The key to any successful project is clear organization. Illustrated in the organization chart on the following page are the roles of key personnel assigned to your Wastewater Treatment System Upgrade project, including specialty subconsultants who are exclusive to the Kennedy/Jenks Team.

Responsibilities and Qualifications

Kennedy/Jenks understands the importance of providing a team who can offer qualified, responsive, and comprehensive service. Following are brief biographies of our key team members detailing their qualifications and responsibilities for your project. Abbreviated, relevant resumes for all staff assigned to this project are provided in Section A.8 of this proposal.

Our Key Team Members

Rod Houser, PE, BCEE – Project Manager

Based on his successful record of managing projects of similar size, as well as his prior experience with the Biolac® treatment process, we have selected Rod Houser to serve as our team's Project Manager. Rod will be responsible for day-to-day project management, regular communication with the District, managing proactively to eliminate surprises, and maintaining project schedule.

Rod Houser has 19 years of experience in design and planning of wastewater treatment, pumping, and conveyance facilities. Rod has prepared facilities plans, completed system evaluations, performed treatment process design, completed detailed design, and provided construction period engineering services for wastewater treatment facilities and pumping stations. In addition to his professional registration as a licensed civil engineer, he is also a board-certified environmental engineer with specialty certification in water supply and wastewater.

Andrew de Boer, PE – Project Engineer

Andrew de Boer is a seasoned Project Engineer with extensive experience serving in this role on a number of wastewater treatment plant projects. His familiarity with the Biolac® treatment process, including for the City of Willows facility, will promote smooth execution of the Wastewater Systems Upgrades project for the District.

Andrew has extensive experience in the design and construction of wastewater treatment plants in the United States and Canada. His projects include a number of extended aeration-biological nitrogen removal facilities. In his 12 years with Kennedy/Jenks, he has been lead designer of a Biolac® secondary tertiary wastewater treatment facility for the City of Willows (toured by District staff), extended aeration activated sludge treatment

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McKinleyville Community Services District

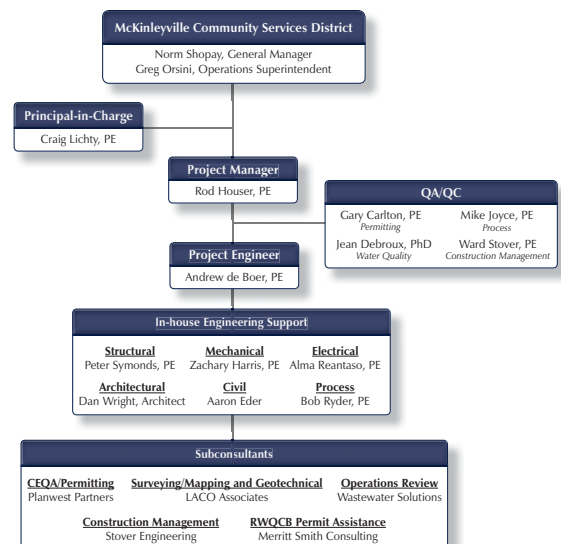
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Kennedy/Jenks Team Organization



improvements for the City Orange Cove, advanced wastewater treatment facilities at Linda County Water District in the Sacramento Valley, and facilities upgrades for the City of Firebaugh. He has also provided construction management and startup services at many of these facilities and has had extensive experience with wastewater grant application and communication with USDA and State Water Resources Board as well as staff of the North Coast RWQCB.

As Project Engineer, Andrew will provide technical coordination and prepare project deliverables. Additionally, he will work closely with Rod Houser, our technical advisors, and the engineering team to ensure responsive, high-quality service. Andrew will also assist Rod in day-to-day management, serving as a secondary point of contact for the District.

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Quality Assurance/Quality Control (QA/QC) Team

Our QA/QC Team will provide advice during the course of the work as well as quality control reviews of project work products in their respective areas of expertise prior to submission to the District.

Gary Carlton, PE – Permitting

Gary Carlton has professional technical and management experience in the field of environmental engineering, including expertise in assessments of secondary- and tertiary-treated wastewater discharges to determine chemical, biological, and bacteriological impacts on beneficial uses of surface and groundwater; surface water and groundwater hydrologic studies; and planning, design, construction, and operation of innovative, individual on-site wastewater treatment and disposal systems. Gary has considerable experience managing and participating in the development of municipal and industrial wastewater conveyance and treatment systems as well as designing, constructing, and operating hazardous waste site investigation and clean-up systems.

His experience also includes producing environmental impact reports and feasibility studies for major wastewater management and land development projects. He has served as an expert witness to legal teams involving toxic tort and insurance recovery litigation. Additionally, as the former Executive Officer of the Central Valley RWQCB, Gary's experience benefits Kennedy/Jenks' clients by streamlining the planning and design of wastewater treatment plant improvements that meet the regulators' water quality objectives.

Mike Joyce, PE – Process

Mike Joyce has over 33 years of environmental engineering experience that encompasses all phases of wastewater management, including program development, master planning, design, and construction of conventional wastewater treatment facilities. He has prepared numerous process evaluations, including pilot testing, and has been responsible for the master planning of major wastewater treatment facilities and their associated capital improvement programs. Mike led the original design and Stage 2 Expansion of the South Bayside System Authorities (SBSA) Wastewater Treatment Plant in Redwood City, California and has worked there continuously since it was originally planned and constructed. This facility provides disinfected tertiary recycled water for the Redwood City/SBSA recycled water project and JPA. He is also currently providing a process evaluation for upgrade of the City of Sunnyvale's recycled water production facility, with a focus on reducing TDS and improving overall water quality necessary to serve high-tech users.

Jean Debroux, PhD – Water Quality

Jean Debroux currently serves as Director of Kennedy/Jenks' Advanced Technologies Group and has conducted numerous water quality and bench, pilot and demonstration level studies related to the fate and transport of water quality constituents in the subsurface and in surface water, including for indirect potable reuse in groundwater and reservoirs. Jean has been performing applied research on the occurrence and the fate and transports of contaminants of emerging concern (CEC) in engineered and natural environments for the past 18 years. He has presented the developing state-of-the-science of CECs to the City of Santa Rosa for the past seven years and is currently working with the City of San Francisco to develop the City's approach to CECs in all their water sources. Jean has authored over 50 book chapters, peer-reviewed journal articles and conference proceedings. In addition, Jean has been invited to speak about CECs at 10 regional, national, and international events during his career.

Jean has served on many Technical Advisory Committees and Project Advisory Committees for several organizations including WaterReuse Research Foundation, American Water Works Research Foundation, and the Water Environment Federation. Because of Jean's experience and reputation with academia and other recognized technical experts on a national-level, he will be able to help our team craft strategies and technical deliverables that can stand up to scrutiny from industry experts and the public. His involvement in this project can provide you with assurances that the strategy and plan will be ready for review by an outside panel, bringing credibility to your organizations, preventing the need for rework, and thereby keeping the effort on-schedule and within budget.

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McKinleyville Community Services District

Bob Ryder, PE – Process

Bob Ryder's extensive career has spanned planning, design, construction management, operations consulting, and value engineering of domestic and industrial wastewater facilities. He has specialized experience in wastewater process design, corrosion control, laboratory analyses and testing, and process control. He is a contributing author of the WEF Manual of Practice 8, Design of Municipal Wastewater Treatment Plants (1991) Chapter 14, "Effluent Disinfection," which included chlorination, ultraviolet disinfection, and ozonation. He is also author of over 100 publications including ones relating to the testing, design, and evaluation of ozonation and corrosion control.

Subconsultants

Kennedy/Jenks has selected specialized subconsultants to complement our in-house services. Following are short summaries of the qualifications of our subconsultants. All proposed firms have established successful relationships with the District, Kennedy/Jenks, or other subconsultants on our team.

Planwest Partners – CEQA/Permitting

Planwest's proposed staff have served in an identical role for the City of Ferndale's Wastewater Treatment Systems Upgrade project which is now in operation, and in a similar role for the City of Willits' wastewater treatment system upgrade. For both projects, Planwest prepared NEPA documents required due to federal funding.

George Williamson, AICP, is owner and Principal Planner and Project Manager for Planwest Partners, a land use, community, environmental, and economic planning services consulting firm. His areas of expertise include land use and environmental planning; community development, community services, and infrastructure planning; economic development and community revitalization planning; parks, recreation, and open space planning; and community involvement and facilitation strategies. George managed the City of Ferndale's Wastewater Treatment Facility Waste Discharge Requirements Modifications for which he performed identical responsibilities to those required for the District's Wastewater Treatment System Upgrade project.

Vanessa Blodgett is an associate planner with Planwest Partners and specializes in land use and environmental planning; CEQA/NEPA environmental assessments; stakeholder identification and involvement; and project coordination. Vanessa has provided CEQA services and planning support for clients located in Humboldt and Mendocino making her familiar with the permitting requirements of the North Coast RWQCB.

LACO Associates – Geotechnical and Surveying/Mapping

LACO Associates (LACO) provided all materials testing and structural special inspection services for the completed Crescent City WWTF project for which Kennedy/Jenks provided design services and Stover Engineering provided overall project management. LACO also employs a number of staff who reside in McKinleyville, so this project is especially meaningful for them.

Jonathan Langhans, LSIT, currently serves as the Survey Crew Chief for LACO. As a Survey Crew Chief, Jonathan's responsibilities have included conducting topographic mapping, boundary surveys, utility location surveys, lot line adjustments, grade-staking, wetland delineation surveys, excavation surveys, and GeoTracker surveys. He also has experience with GPS equipment, robotic total stations, leveling techniques, and AutoCAD Civil 3D.

Richard Yahn, GE, PE, has over 35 years' experience of performing geotechnical investigations, site soil assessments, and project management of construction materials testing and inspection services for public works projects. His experience includes performing laboratory quality control testing of soils, concrete, asphalt, and other related construction materials; performing subsurface explorations; and engineering analysis and report writing, including technical recommendations and decisions within a defined project scope.

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Proposal for Wastewater Treatment System Upgrades

Kennedy/Jenks Design Team

The Kennedy/Jenks Design Team will be responsible for design elements in their respective disciplines. Our Project Manager and Project Engineer will work closely with each of them on the development of every design submittal.

Peter Symonds, PE – Structural

Peter Symonds is a civil engineer whose primary area of experience is in structural analysis and design in earthquake regions, including nonlinear time-history analysis of structures under earthquake loading. His experience with Kennedy/Jenks includes analysis, design and rehabilitation of water-containing structures subjected to static and hydrodynamic loads, notably from earthquakes. His experience also includes steel, concrete, wood and masonry and composite building and non-building structure design for single and multistory buildings. He has studied constitutive modeling of systems, finite element analysis, fracture mechanics and performance based design of concrete and steel structural systems. He has written several of the guide specifications for the company and manages the technical development for the structural group.

Zachary Harris, PE – Mechanical

Zachary Harris has been with Kennedy/Jenks nearly 15 years and has a mechanical engineering background with an emphasis in the design of wastewater distribution facilities. This experience covers the design of mechanical, electrical, and control systems for wastewater pumping stations, flow regulating stations, and storage facilities. Work efforts in this area include the preparation of construction documents, construction coordination with utility districts and public agencies, and the review of Contractor shop drawing and material submittals. He has additional experience in the development and design of building mechanical systems, including plumbing, HVAC, fire protection, natural gas, and compressed air systems.

Alma Reantaso, PE – Electrical

Alma Reantaso has more than 10 years of experience in the design of electrical and instrumentation and controls systems for wastewater treatment plants and pumping stations including distributed control systems, SCADA, operator-interface software, and telemetry. She has organized work effort and has prepared plans and specifications for such projects. Alma will lend her expertise in assisting with electrical and instrumentation design for the wastewater system upgrades.

Dan Wright, Architect – Architecture

Dan Wright is a registered architect with over 30 years of experience on a variety of projects requiring aesthetic enhancements and visual impact analysis. Projects include wastewater treatment facilities, manufacturing, and institutional facilities. Most of the industrial facilities require site studies and analysis to reduce the effect of equipment and operations on local communities. Dan's expertise is especially valued at industrial facility sites where reducing the visual effects of equipment and operations is essential to the overall aesthetic.

Aaron Eder – Civil

Aaron Eder is a Senior Associate Engineer and works almost exclusively on wastewater, and stormwater projects. He is a licensed civil engineer in Oregon and Washington. Aaron's specialty is in the efficient performance of civil site design and pipeline design projects, including sewer mains and storm drains, water lines, and PRV stations. Throughout his career, he has designed civil site improvements and over 100,000 feet of pipelines for various municipalities in Oregon and southwest Washington, such as the Cities of Beaverton, Hillsboro, Portland, Woodburn, Tillamook, Vancouver, and Tacoma. Aaron is also the author of several project articles that have been featured in assorted publications, including AWWA's MainStream, OPflow, and Water Matters, APWA Reporter, Underground Construction, Site Solutions, The Military Engineer, and Government Engineering.

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Kennedy/Jenks Consultants

Proposal for Wastewater Treatment System Upgrades

Stover Engineering – Construction Management and Inspection

Stover Engineering began working with Kennedy/Jenks in 2002 for the City of Crescent City's successfully completed \$37.7 million wastewater treatment facility project. Stover has also collaborated with LACO Associates for over 15 years on numerous projects in Del Norte County.

Melvin Jennings is a construction manager with over 40 years of experience in construction administration and inspection. He will be indispensable for constructability reviews during design, construction cost estimating, preparation of construction specifications, and on-site inspection for your project. He has focused on building structures, pumping and piping, underground concrete structures, earth dike construction, water line and new hydrant system concourse, fiber optics, and hazardous materials.

Jon Olson, PE will be the Resident Engineer for your project. He is a California licensed civil engineer, and has been involved with inspection and management of numerous construction projects including the Crescent City WWTF and the Crescent City Harbor Inner Boat Basin Dredging project. His experience as a Resident Engineer has involved regular site inspection, reviewing submittals, inspecting construction, and working on design modifications.

Wastewater Solutions, Inc. – Operations Review

Brad Musick is a nationally-recognized expert in the secondary treatment process. As a former operator, Brad brings the experiences and information gained from hundreds of treatment plants across North America to design and problem solving.

Brad Musick has over 30 years' experience in the wastewater field and specializes in biological treatment, specifically activated sludge, and both aerobic and anaerobic digestion. His expertise in plant operations and facility management is utilized in projects throughout the United States and Canada. Brad is certified as a Grade V Operator in California and is proficient in facility optimization and troubleshooting, energy reduction, and in both the development and delivery of training. Brad led Operations Services for two large environmental engineering firms (including for Kennedy/Jenks), owned his own consulting company, and previously managed two large activated sludge treatment facilities.

Merritt Smith Consulting – RWQCB Permit Assistance

Merritt Smith has a long history of working directly with the RWQCB to draft and lobby legislation. Merritt Smith has worked closely with Kennedy/Jenks on a number of projects, including the City of Santa Rosa Incremental Recycled Water Program (comprised of the Discharge Compliance and Urban Reuse projects); Redwood City/South Bayside System Authority Recycled Water Program; San Francisco Public Utilities Commission's Recycled Water Program; and Strategic and Planning Services for King County, Washington as well as the Metropolitan Wastewater Management Commission in Eugene, Oregon.

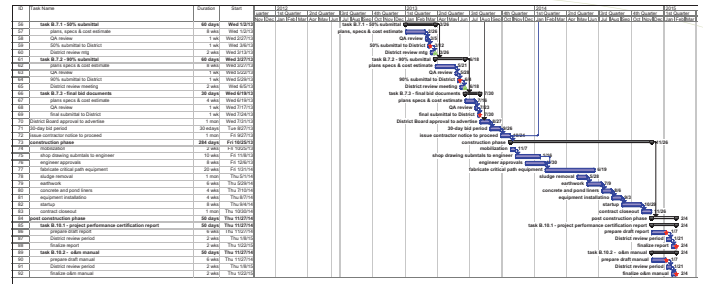
David Smith, PhD has an undergraduate degree from UC Davis in Aquatic Ecology, and a doctoral degree from the UC Berkeley College of Engineering. He is an owner and primary technical expert at Merritt Smith Consulting. He has managed planning, design and/or startup for more than \$1 billion in water recycling projects where he managed work on market identification and evaluation, CEQA and NEPA compliance, permitting, alternatives analysis for treatment, conveyance and storage, groundwater recharge, cost and economic analysis, institutional partnering, and financing, operations planning and management, and federal and State legislative lobbying. David also serves as the Managing Director for WaterReuse California, where he leads their regulatory, legislative and business activities. In addition, he manages particular activities such as their Direct Potable Reuse Initiative, AB 2398 (The Water Recycling Act of 2012) drafting and lobbying, and the Draft Groundwater Recharge Regulation review task force. He also serves as the primary representative of the water industry to the SWRCB Expert Panel on CECs in Recycle Water, and is chair of the State's CII Task Force Water Recycling Committee. He also has experience in the areas of master planning, project permitting (NPDES/WDR, Endangered Species Act Section 7/10, Clean Water Act Section 404/401, etc.), watershed assessment, reservoir management, point and nonpoint source discharge effects studies, laboratory and field toxicity effluent toxicity characterization, wildlife risk assessment, and fisheries studies.

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McKinleyville Community Services District Proposal for Wastewater Treatment System Upgrade Project

Proposal for Wastewater Treatment System Upgrades

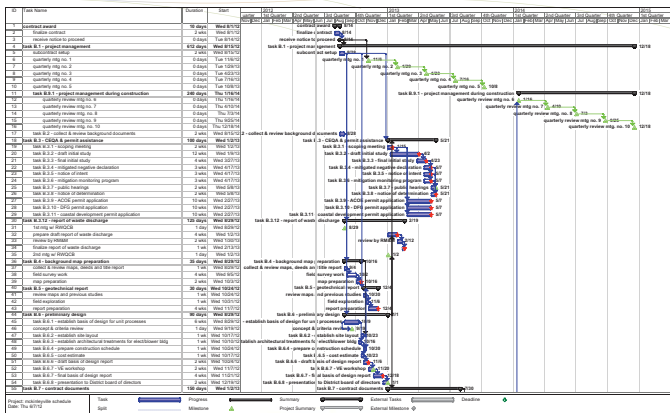


Section A.4 Schedule



McKinleyville Community Services District Proposal for Wastewater Treatment System Upgrade Project

Section A.4: Schedule



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McKinleyville Community Services District

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McKinleyville Community Services District

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Proposal for Wastewater Treatment System Upgrades

Monthly invoices and status reports document progress and formal contract communications

On a monthly basis, BST™ generates an invoice for services and the Project Manager reviews the draft invoice, makes any corrections or modifications consistent with our professional services agreement, and then a final invoice is prepared and submitted along with a brief monthly status report. Invoices show both labor costs and direct expenses at a task and subtask level, and other backup information including each individual's hours and accompanying billing rates. The status report outlines the work performed during the current period, at a task and subtask level, and identifies any current or anticipated challenges or problems that require coordination or corrective action. The Project Manager also performs an "earned-value" assessment of the work and compares the percent complete based on budget to the required deliverables. Any client requested scope, budget of schedule modifications are also documented. The invoice format can be customized to meet the requirements of a particular assignment or client format request. Our Project Manager will meet with you in advance of submitting our first invoice and status report, to confirm your format requirements and any specific timing issues that you may need to fit into the workflow of your operation efficiently.

Timely meetings and communications help to keep assignments on-track and you informed of issues and progress

With the cost and schedule control tools and procedures in place, the final success of any assignment is a result of timely and effective communications between the Project Manager, team and client. We find that an established schedule of conference calls and progress meetings is helpful and adds value to the successful completion of any assignment. These communications are where the unwritten expectations of performance are jointly established, where information and ideas are exchanged, and where bottlenecks or challenges are identified and worked around. Considering that we may have multiple assignments running concurrently, and at times activity could be significant, we would suggest that a bi-weekly telephone conversation or face to face meeting between our Project Manager and your team would be prudent. In addition a quarterly meeting with the Project Manager and Principal-in-Charge and the District management team might also serve to make sure every assignment is meeting the quality requirements, and is on-time and under budget. Timely meetings and communications are essential element of cost and schedule control.



Section A.6: Management Control Program

Kennedy/Jenks has developed a practical and effective Management Control Program that includes elements focused on cost and schedule control, and timely project status reporting. There are several tools and approaches that our management team utilizes, including:

- Project Memorandum
- BST™ (business accounting software)
- Project Management Portal
- Monthly Invoices and Status Reports
- Timely Meetings and Telephone Conversations

A comprehensive Project Memorandum establishes the baseline for cost and schedule control

The Project Memorandum is an internal document developed for every assignment at Kennedy/Jenks. It documents for the entire project team the project work plan, requirements, and constraints and it outlines the project scope, budget, and schedule along with the QC Plan. Before project work begins, senior management and a company Quality Manager review the Project Memorandum as a final check that we are meeting both company requirements and conforming to specified contractual requirements. The Project Memorandum is then distributed to each and every member of the project team. If the project scope or budget is revised during execution of the project, then the Project Memorandum is revised and re-distributed to communicate the changes.

Included in the Project Memorandum is a detailed fee estimate table that outlines the specific budgets for each individual on the team (and subconsultants), at a task and subtask level. Budgets for direct costs are also defined. This fee breakdown is used by the Project Manager to establish a baseline against which our labor costs and expenses are managed. Also included in the Project Memorandum is a project schedule in a Gantt chart format. This is typically prepared using Microsoft Project Software at a task and subtask level showing milestone meetings, workshops and draft/final deliverable dates. QC and client review periods and holidays are also shown. Considering that we may have multiple task assignments being managed concurrently, it is important to show all of the activities on a single schedule, so potential conflicts can be identified and avoided. For instance, we would not want to submit more than one deliverable to your staff at once for their review, we would want to stagger deliverables to avoid impacting their routine responsibilities and work schedule.

BST/Project Management Portal provide real-time management of costs and schedule

Once the baseline cost and schedule is identified in the Project Memorandum, the information is entered into our business accounting software called BST™. A project job number and codes are assigned at a task and subtask level and an interface is developed for our Project Manager's use, and this "dashboard" called the Project Management Portal. This dashboard shows labor and expense activity in real-time, including the budget, effort to date, remaining budget, percent complete (budget based), variances and unbilled labor and expenses. Labor effort is entered on a daily basis and approved weekly, and the Project Manager has full access to this information to manage the work and control expenses to the project.

Section A.7: Experience and References

This section provides summaries of projects completed by members of our proposed project team over the past 10 years.

Wastewater Treatment Plant Improvements

City of Willows, California

Completed: 2007

Construction Cost: \$7,460,290

Reference: Skyler Lipski, Deputy Director Public Works, (530) 934-7041

Key Personnel: Andrew de Boer (Project Engineer), Bob Ryder (Process Engineer), Alma Reantaso (Electrical), Zachary Harris (Mechanical)

Kennedy/Jenks helped implement upgrade of the Willows Wastewater Treatment Plant from compliance work plan to securing funding, design and construction support services. New regulatory requirements spotlighted necessary upgrades and the RWQCB issued new Waste Discharge Requirements stating that within five years the Willows plant had to tertiary-treat effluent and meet higher effluent standards.

Kennedy/Jenks designed a plant upgrade to achieve the higher standards using Biolac® extended aeration treatment and tertiary sand filtration to produce water clean enough for agricultural irrigation and use in the Sacramento National Wildlife Refuge. The project serves the existing Willows service area plus anticipated growth through the year 2020, with average and peak flow capacities of 1.2 mgd and 2.0 mgd.

Innovative cost savings measures used to reduce project costs included incorporating automatic screening structure into existing influent pump station, reuse of existing chlorine contact tanks, extensive use of submersible pumps stations, and lining of sludge storage lagoons with native clay materials.

The plant was recipient of the California Water Environment Association's Northern Sacramento Valley Section Plant of the Year in 2009, 2010, and 2011.



Kennedy/Jenks designed the efficient and compact site layout improvements which reuses existing lagoons for treatment and equalization. The electrical equipment and blowers were combined into one building to reduce project costs.
(Photo: Aerial view of the City of Willows Biolac® wastewater treatment plant)

Wastewater Treatment Plant Improvements

City of Firebaugh, California

Completed: 2009

Construction Cost: \$3,321,194

Reference: Tony Chavarria, (559) 694-6164

Key Personnel: Andrew de Boer (Project Manager), Bob Ryder (Process Engineer), Peter Symonds (Structural), Alma Reantaso (Electrical), Zachary Harris (Mechanical)

Kennedy/Jenks designed improvements to the wastewater treatment plant and sewage pumping stations for the City of Firebaugh to replace aging infrastructure. The work included the design of new headworks, polishing pond baffles, site grading, and paving at the wastewater treatment plant. Design work also included a new main lift station, replacement of pumps and electrical equipment at seven submersible pump stations, and an Internet browser-based Supervisory Control and Data Acquisition (SCADA) system to allow for monitoring and alarming at all pump station sites.

Kennedy/Jenks was retained to oversee the project as a construction manager to the City of Firebaugh. The construction phase of the project included managing a full-time inspection to oversee the on-site construction activities, administering monthly construction meetings, administering the USDA Rural Utilities funding, and acting as the Owner's Representative.



Significant cost savings can be achieved by using one screen and providing a bypass channel with manual bar rack as we achieved with Firebaugh.
(Photo: Automatic screen at the Firebaugh WWTTP)

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McKinleyville Community Services District

Proposal for Wastewater Treatment System Upgrades

Wastewater Treatment Facilities Improvements

City of Orange Cove, California

Completed: 2005

Construction Cost: \$5,901,375

Reference: José Antonio Ramirez, City Manager, City of Livingston, California (former City Administrator, City of Orange Cove, CA), (209) 394-1751

Key Personnel: Andrew de Boer (Project Engineer), Bob Ryder (Process Engineer), Alma Reantaso (Electrical), Zachary Harris (Mechanical)

Kennedy/Jenks was retained by the City of Orange Cove (City) to provide comprehensive engineering and design services for upgrade and improvement of the City's wastewater treatment facilities. The existing treatment facilities were near capacity for average dry weather flows and the City was subject to several Regional Water Quality Control Board notices of violations. **Kennedy/Jenks assisted the City with planning, permitting, and environmental review.** A Facilities Plan and Report of Waste Discharge were prepared to expand treatment capacity—average of 2 mgd, peak flow of 3 mgd—and to provide for increased land disposal by a combination of increased evaporation/percolation ponding and alfalfa land irrigation to provide agronomic uptake of nitrogen and TDS. Kennedy/Jenks designed the following treatment facility improvements:

- A headworks with an influent pump station and automatic fine screen with screening washer/compactor.
- Treatment modifications to convert the existing aeration ponds to a Biolac® extended aeration process with external clarifiers. The modifications provided partial nitrogen removal and an effluent suitable for crop irrigation.
- Solids treatment with an aerobic digester and concrete sludge drying beds.
- A treatment plant building for aeration blowers, process equipment and a laboratory/office.
- A pumping and flood irrigation system on 55 acres of land for land application of secondary effluent to forage crops.

The project was funded by the California Department of Housing and Community Development, the Economic Development Administration, the State Water Resources Control Board (Proposition 13), and USDA Rural Utilities. Kennedy/Jenks was also responsible for construction management and grant administration of the various funding sources.



Kennedy/Jenks specified Parkson's integral clarifier design which yields efficient solids capture while reducing tankage costs.
(Photo: Aerial view of the City of Orange Cove)

Proposal for Wastewater Treatment System Upgrades

Wastewater Treatment Plant Capacity Evaluation, Airport-Larkfield-Wikiup Sanitation Zone

Sonoma County Water Agency, California

Completed: 2011

Reference: George Lincoln, PE, Principal Engineer, (707) 975-6333

Key Personnel: Rod Houser (Project Manager), Mike Joyce (QA/QC), Brad Musick (Operations Evaluation)

The Sonoma County Water Agency (SCWA) owns and operates the Airport-Larkfield-Wikiup wastewater treatment plant (Airport WWTTP). Historical flow and treatment performance records indicated that the plant was exceeding the maximum permitted flow (1.2 mgd), and treatment performance was not adequate to consistently satisfy the permit limits for secondary BOD, TSS, and total coliform.

Kennedy/Jenks led a detailed evaluation of the plant hydraulics, treatment processes, and operational procedures to establish an updated firm capacity for SCWA's report of waste discharge. In addition, the team evaluated three alternatives to improve treatment plant performance:

- Reroute membrane-filter reject water from the final treatment lagoon to the headworks (\$96,000)
- Reroute aeration pond effluent to new clarifiers and convert the existing settling ponds to aerobic sludge digesters (\$4.8 million)
- Divert filter reject water to dissolved-air-flotation (DAF) thickeners (\$1.5 million)

In addition, changes to chlorination practices were evaluated to reduce chlorine consumption while satisfying treatment standards for disinfection.



Replacing settling ponds with clarifiers will dramatically improve effluent quality.



Re-routing filter reject water will improve treatment efficiency by eliminating short-circuiting in the treatment lagoons.

(Photos: Settling pond at Airport WWTTP (L); treatment lagoon at Airport WWTTP (R))

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Section A.8: Resumes

Included in this section are 2-page resumes for all proposed staff listed below.

Rod Houser, PE
Andrew de Boer, PE
Gary Carlton, PE
Jean Debroux, PhD
Mike Joyce, PE
Ward Stover, PE
Peter Symonds, PE
Zachary Harris, PE
Alma Reantaso, PE
Dan Wright, Architect
Aaron Eder
Bob Ryder, PE
George Williamson, AICP
Vanessa Blodgett
Jacob Langhans, LSIT
Richard Yahns, GE, PE
Brad Musick, Grade V
Jonathan Olson, PE
Melvin Jennings
David Smith, PhD

Rodman R. Houser, P.E., BCEE

Project Manager

Education

BS, Civil Engineering (minor in mathematics), University of California, Davis, 1992

Registrations

Professional Civil Engineer, California

Certifications

Board Certified Environmental Engineer, American Academy of Environmental Engineers

Memberships/Affiliations

Water Environment Federation

Professional Summary

Rodman (Rod) Houser recently joined Kennedy/Jenks Consultants as a project manager in our Civil Environmental Group which focuses on serving the water environment community. Rod has broad experience in water distribution modeling, process control, automation, and energy optimization. His many years of experience in wastewater infrastructure engineering spans all phases of project delivery, including master planning, feasibility studies, detailed design, and construction management. In addition to his professional registration as a licensed civil engineer, he is also a board-certified environmental engineer (BCEE) with specialty certification in water supply and wastewater.

Relevant Project Experience

Wastewater Treatment Plant Upgrade Project, City of Calistoga, CA *Project Manager* Responsible in charge for the \$13M Title 22 plant upgrade project. Responsibilities included unit process selection and design (*Parkson Biolac extended aeration, and Bioguard headworks screen*), contract document preparation, engineering services during construction, and post-construction permit support. Managed multi-discipline team to design new headworks, secondary treatment process, tertiary filtration (Dynasand) and disinfection systems for secondary and tertiary treatment trains. Developed engineered phasing plan that allowed treatment plant performance to meet all permit requirements (2-mgd AWWF) while construction and testing occurred over a three year construction and testing period. Innovative use of existing plant tankage reduced project footprint and costs while meeting all treatment performance objectives. Developed comprehensive performance testing plan and report that was successfully used to update the City's NPDES permit.

Urban Reuse Pilot Project, Odor Study, City of Santa Rosa, Santa Rosa, CA *Project Manager* Engineer in responsible charge of study. The purpose of the study was to identify the cause of odor complaints and identify alternatives to remedy the problem. Developed sampling and test protocol to establish typical chlorine decay rates in the City's recycled water supply. Prepared computational model that determined water age in each leg of the distribution system based on historical water use patterns. Used combination of laboratory and model results to establish flushing requirements and modifications to the chlorination system. Work completed January 2012.

Capacity and Operational Evaluation of Airport Wastewater Treatment Plant, Sonoma County Water Agency, Santa Rosa, CA *Project Manager* Engineer in responsible charge of wastewater treatment plant evaluation. Work included detailed performance evaluation of each unit process and a review of operational practices. The existing treatment plant was last upgraded in 2001 when membrane filters were added to the process train. Since that time, the plant has experienced a gradual decrease in effluent water quality. The principal purpose of the study was to determine if an additional aeration pond was necessary to provide Title 22 effluent quality at an average dry

weather flow (ADWF) of 1.2 mgd. Study team performed desktop analysis to conclude that poor effluent quality was due to continuous recycling of membrane reject water and inefficient solids removal. Work completed December 2011.

Delta Pond Outlet Controls, City of Santa Rosa, CA *Project Manager* Responsible in charge for designing modifications to the existing river-discharge infrastructure. Design included flow control facilities that allowed City operations staff to precisely regulate the rate of discharge to the Laguna de Santa Rosa. Work included two flowmeters and motor-actuated control valves that are continuously submerged and remotely controlled from the treatment plant SCADA master.

Conveyance System Master Plan, South Bayside System Authority, Redwood City, CA *Project Engineer* Responsible for developing regression methodology used to estimate future peak flows for the four member agencies (cities of Belmont, San Carlos, Redwood City, and Westbay Sanitation District). Responsible for developing unit-hydrographs used to model flow equalization strategies. Results from the analysis were used to demonstrate that the existing treatment plant would not need to be completely overhauled to accommodate the future peak wet weather flows. Also responsible for developing standard design concept for three new lift stations, which incorporate submersible pumps and self-cleaning wet wells. Worked closely with member agencies and SBSA to develop economically feasible alternatives for the \$250M + capital improvement program.

Geysers Pipeline Hydraulic Evaluation, City of Santa Rosa, CA *Project Manager* Responsible in charge for developing detailed test protocol which will be used to pinpoint locations along the 30-mile pipeline where excessive headlosses are occurring.

Malakal Treatment Plant Upgrade Project Responsible for designing ocean-outfall pump station and trickling filter system for 2.8-mgd secondary treatment system. Design incorporated modifications to existing tankage to increase the effective capacity of the treatment plant. Process selection focused on robust systems that require minimal maintenance and operator attention.

Sewer Master Plan, City of Cotati, CA *Project Manager* Supervised development of a complete collection system model that was used to optimize improvements to the City's collection system. Modeling efforts included work necessary to integrate hydraulic model (Pizer's Hydra) with GIS mapping and water billing database. This allowed collection system maps to be generated from the model data set, thus ensuring that the model and utility maps were always synchronized. The integrated model and GIS was also used to estimate the spatial distribution of domestic sewage under existing and buildout conditions. This permitted an efficient analysis of several land use alternatives while the City revised its General Plan.

Sewer Master Plan, City of Santa Rosa, CA *Project Manager* Developed complete collection system model that was used to evaluate the City's sewer infrastructure. The analysis and master planning effort evaluated over 14,000 sewers comprising over 500 miles of pipeline, 14 lift stations, 6 miles of force mains, and two treatment plants. Development of a CIP considered the cost of fixing existing capacity deficiencies, and the incremental costs associated with accommodating buildout flows. Ultimately, this analysis was used by City planners to establish equitable increases to the sewer rates and development fees.

Compost Facility, City of Santa Rosa, CA *Project Engineer* during construction of the City's state of the art biosolids composting facility. Served as startup engineer and prepared operations and maintenance manual for \$13M biosolids composting facility.

Llano Pump Station for the Geysers Recharge Project, City of Santa Rosa, Santa Rosa, CA *Project Manager* Prepared detailed construction documents for the 4,000 horsepower pump station, which is sized to deliver up to 40 mgd of reclaimed water to the Geysers' geothermal steam fields and other agricultural reuse projects. Managed multi-discipline design team to deliver the project on time and within available budget. Other responsibilities included developing the Facility Plan for the wastewater disposal program, which established key design criteria and control strategies for the \$130 million project.

www.KennedyJenks.com

Andrew de Boer, P.E.

Project Engineer

Education

BASc, Bio-Research Engineering, University of British Columbia, 1988
ME, Civil Engineering (Environmental), University of British Columbia, 1990

Registrations

Professional Civil Engineer, California, Oregon, Washington

Memberships/Affiliations

Water Environment Association
Pacific Northwest Clean Water Association
American Water Works Association

Professional Summary

Andrew de Boer has extensive experience in project management and engineering of municipal and industrial projects. His experience encompasses planning and feasibility studies, pilot testing, detailed design, project management and construction management.

Andrew's specific expertise includes project management, project engineering and process design of wastewater treatment facilities. His wastewater project work includes headworks pumping and screening, grit removal, Biolac® extended aeration treatment, sewage lift stations, solids handling facilities, food to waste energy facilities, odor control systems and large diameter sewers.

Relevant Project Experience

Planning, Design, and Construction Services for Wastewater Treatment Plant Upgrade, City of Willows, Willows, CA *Project Engineer* for a 2-mgd wastewater treatment plant upgrade to tertiary treatment for 100% effluent reuse. The work included design of a headworks with automated screens, replacement of influent pumps, upgrade of lagoons to Biolac® extended aeration with external circular clarifiers, design of a blower building, operations building, continuous backwash upflow sand filters, chlorine contact tanks and chemical feed systems for disinfection to California Title 22 requirements.

Wastewater Treatment Plant Improvements, City of Orange Cove, Orange Cove, CA *Project Manager / Project Engineer* for a 3-mgd wastewater treatment plant upgrade. Design work included a headworks with automated fine screen, replacing an existing facultative lagoon with a Biolac® extended aeration process with external clarifiers, sludge pumping, sludge drying beds, aerobic digesters and a blower building. A flood irrigation system was also designed to apply treated effluent to forage crops on City-owned property adjacent to the plant.

Lake Don Pedro Wastewater Treatment Plant, Mariposa County, Mariposa, CA *Project Engineer* for a 100,000 GPD wastewater treatment plant. The work included design of headworks screening facility, operations/blower building, Biolac® extended aeration with hopper bottom clarifier, chlorine contact tank, effluent storage pond, effluent irrigation system and sludge drying beds.

Wastewater Funding Support, Wastewater Treatment Plant Permit, City of Orange Cove, Orange Cove, CA *Project Engineer* responsible for preparing grant applications and a draft revenue program for a State Water Quality Board Small Community Wastewater grant. Prepared USDA Rural Development Work Plan and funding application.

Wastewater Treatment Plant Upgrade and Expansion, Linda County Water District, Marysville, CA *Project Engineer* for a 5-mgd wastewater treatment plant upgrade expandable to 10-mgd. The work included design of headworks screening and pumping, primary clarifiers, blower building, aeration basins, secondary clarifiers, compressed media filters, effluent pump station modifications, sludge drying beds and sludge storage lagoons.

Santa Rosa Water Reclamation Facility (SRWRF) Expansion Project, Temecula, CA *Design Engineer* for a 7-mgd wastewater treatment plant expansion. The work included design of a vortex grit removal facility, grit/screenings handling building to house grit classifiers and screening washer/compactor for discharge into collection bins.

Camp Rilea Wastewater Treatment Design, Treatment Plant Improvements, Oregon Military Department, Environmental Branch, Warrenton, OR *Process Engineer* for a 60 GPM MF/UF pressure membrane treatment facility designed to treat secondary lagoon effluent to Oregon Class A recycled water standards for irrigation of camp properties. The work included design of raw and treated water pumping systems, membrane treatment process, treatment building, chlorine contact pipe, and chemical feed systems for membrane cleaning.

Wastewater Treatment Plant and Pump Station Improvements, City of Firebaugh, Firebaugh, CA *Project Manager* for facility planning, pre-design, and preparing a grant application for USDA Rural Development funding. Design work included a 4.5-mgd headworks, 2.5-mgd trench wet well main lift station and replacement of pumps and electrical equipment at seven submersible lift stations.

Wastewater Treatment Plant Headworks Design, Nehalem Bay Wastewater Agency, Nehalem, OR *Project Engineer* for Improvements to the wastewater treatment plant. The work included facility planning and design of a 3.5-mgd headworks with automatic screen, vector waste receiving station, lagoon level control structure, 800-gpm reclaimed water pump station and hydropneumatic tank to provide treated effluent to irrigation users.

Chlorination System Improvements, Sunnyvale Water Pollution Control Plant, City of Sunnyvale, Sunnyvale, CA *Project Engineer* for Design of a new gas chlorination system for the City of Sunnyvale Water Pollution Control Plant. The work included a replacement of the existing chlorination system with three 10,000 lb/day chlorinators and evaporators and replacement of all associated piping and valves in accordance with the Chlorine Institute specifications. A specification for a temporary chlorination system using hypochlorite was developed to ensure adequate disinfection of the plant effluent during construction of the new gas chlorination system.

Water Recycling Facility, City of Santa Paula, Santa Paula, CA *Design Engineer* for a 5-mgd membrane bioreactor treatment process. The work involved pre-design, cost/benefit evaluation of membrane equipment proposals and preparation of 60% design drawings for membrane bioreactor basins, aeration basins, and mechanical equipment building to house membrane equipment and chemical feed systems.

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Gary M. Carlton, P.E.

QA/QC: Permitting

Education

BS, Civil Engineering, University of California, Davis, 1970
MS, Civil Engineering, California State University, Sacramento, 1974

Registrations

Professional Engineer, California
Registered Environmental Assessor, California

Professional Summary

Gary Carlton has professional technical and management experience in the field of environmental engineering, including expertise in surface water and groundwater hydrologic studies; assessments of secondary- and tertiary-treated wastewater discharges to determine chemical, biological and bacteriological impacts on beneficial uses of surface and groundwater; and planning, design, construction, and operation of innovative, individual on-site wastewater treatment and disposal systems. In addition, Gary has considerable experience managing and participating in the development of municipal and industrial wastewater conveyance and treatment systems, as well as designing, constructing, and operating hazardous waste site investigation and clean-up systems.

His experience also includes producing environmental impact reports and feasibility studies for major wastewater management and land development projects. He has served as an expert witness to legal teams involving toxic tort and insurance recovery litigation

Relevant Project Experience

Regulatory

KennedyJenks Consultants, Regulatory Liaison and Support Services, Sacramento, CA: Mr. Carlton provides regulatory liaison and support services to clients in the public and private sector to assist them in obtaining discharge permits (including NPDES and WDRs), and in working cooperatively with the SWRCB and RWQCBs to develop regulatory programs that are protective of water quality, while being practicable and affordable for the industry. Specific program areas include the food and wine industries, publicly owned treatment works, and storm water discharges.

California State Water Resources Control Board, Sacramento, CA (2002-2005): Appointed by Governor Gray Davis in May 2002 to serve on the SWRCB as the Registered Civil Engineer Member with expertise in Irrigated Agriculture and Water Supply. While serving as a member of the State Water Board, led a collaborative effort by Water Board staff and POTW stakeholders represented by CASA and TRITAC to review and develop possible revisions to various provisions of the SIP. The focus of this review was to develop alternative approaches for inclusion in the SIP to avoid the impractical and unreasonable effluent limits contained in many NPDES permits prepared by permit writers at the Regional Boards (i.e., Vacaville and Roseville).

California Regional Water Quality Control Board, Central Valley Region, Sacramento, CA (1997-2002): Executive Officer responsible for directing technical and management activities of the 260-person staff at three Central Valley offices located in Fresno, Sacramento, and Redding. Directed reorganization of staff management systems to a matrix-based approach to improve program consistency while maintaining traditional focus on technical and geographical specialization. Instituted administrative management systems to provide a comprehensive, program-integrated approach to IT Services, budgeting, work plan controls, personnel services, and general administration. Directed staff expansion from 150 to 260 authorized positions during an 18-month period.

While serving as Executive Officer at the Central Valley RWQCB, was involved in discussions and negotiations relative to NPDES permit renewals for several POTW facilities in western Placer County including Lincoln, Roseville, CSA 21, Auburn, and Colfax. Leading proponent and supporter of efforts to fully evaluate the potential for development of regional wastewater management solution in western Placer County before requiring individual facilities to undertake costly upgrades.

Management

- Established seven new offices to expand McLaren Environmental Engineering Corporation from a single office, Sacramento-based environmental consulting firm with \$10M annual sales, to a national firm with five offices in California, one in the mid-west, and two on the east coast and annual sales of \$60M.
- Integrated technical operations of eight McLaren offices and ten Hart offices when McLaren Environmental Engineering merged with Fred C. Hart Associates in 1990, forming an environmental services company with annual sales of \$90M that was ranked in the Top 100 by Engineering News Record in 1991.
- Served as CEO responsible for management of McLaren/Hart U.S. operations with annual sales of \$90M and 15 consulting offices located in major U.S. cities.
- Directed development of the Hazardous Waste Site Remediation Division at McLaren/Hart, including the internal development and marketing of several patented technologies, with combined annual sales of \$35M in 1995.
- Directed development of an International Division at McLaren/Hart which included establishing two offices in Mexico, three in China, two in Australia, and one in Thailand, with annual sales of \$30M in 1995.
- Provided coordination with Sandoz-owned, European-based environmental consulting firm to conduct joint environmental projects throughout Europe and the Far East.

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Jean-Francois Debroux, Ph.D.

QA/QC: Water Quality

Education

BS, Chemical Engineering, University of South Florida, Tampa, 1987
MS, Environmental Engineering, University of Colorado, Boulder, 1996
Post Doctoral Research Fellow and Lecturer, Stanford University, 2000
Research Fellow, Université de Poitiers, France, 1997
Environmental Management, Tufts University, Medford, Massachusetts, 1990
PhD, Civil Engineering, University of Colorado, Boulder, 1998

Memberships/Affiliations

WaterReuse Foundation
- Member of the Research Advisory Committee which recommends funding awards totaling \$5M annually
- Member of Project Advisory Committees for nine research projects
- Member of Unsolicited Proposal ad hoc Committee
WaterReuse Association
- Co-organizer of WRA-USDA 2008 Water Reuse in Agriculture Conference
Fellow of the Center for Integrated Water Research, University of California Santa Cruz
American Water Works Association
North American Lake Management Society
National Center for Sustainable Water Supply

Professional Summary

Dr. Jean Debroux has been employed in the environmental field since 1987. After obtaining his undergraduate degree, he worked for five years for an environmental services firm prior to his tenure in graduate studies. Throughout his graduate education he worked with water utilities and research organizations in the fields of water treatment and water reuse. While at Stanford University, Jean performed research and co-taught a graduate course. The research concentrated on various aspects of water reuse, including identifying and monitoring trace levels of anthropogenic organic compounds through the subsurface during aquifer recharge and utilizing the fluorescing properties of naturally-occurring organic matter in waste water treatment plant effluents as a tracer during subsurface transport. The course taught by Jean, entitled "Analytical Techniques to Separate, Identify, and Quantify Environmental Organic Compounds," focused on the environmental applications of analytical chemistry.

As a past-member of the National Center for Sustainable Water Supply, he maintains professional relationships with water recycling professionals in the Western United States. Jean is an active member of the WaterReuse Foundation and is a member of the Research Advisory Committee for the Foundation.

Jean is currently involved in various projects at Kennedy/Jenks Consultants, where he is utilized as a project manager, water quality expert, a research scientist, and as a design engineer. In addition, along with leading the Advanced Technologies Group, he is the company resource for trace level non-regulated contaminants in waters, a field commonly known as "emerging contaminants".

Relevant Project Experience

Incremental Recycled Water Program (IRWP) Discharge Compliance, City of Santa Rosa, Santa Rosa, CA
Project Engineer Relocation of discharge locations of highly treated recycled water to the Russian River, a sensitive water body. Project includes various regulatory, scientific, and managerial duties. Responsible for the design,

construction and operation of a soil column pilot plant used to determine the attenuation of low level water quality constituents through local soils.

Risk Assessment Study of PPCPs in Recycled Water to Support Public Review, WaterReuse Foundation, Alexandria, VA
Water Resources Engineer Co-Investigator for an applied research project to use quantitative relative risk assessment to determine the risk associated with using recycled water for non-potable purposes. Risk assessment of other non-voluntary actions (e.g., drinking water, outdoor air quality, etc.) and major exposure routes of pharmaceuticals and personal care products will also be investigated. The project entails a message delivery task that will develop tools to relay the research results to the utility management, project stakeholders and the general public.

Lake Merced Water Levels Restoration Project - Water Quality Data Organization and Review, San Francisco Public Utilities Commission, San Francisco, CA
Project Manager Project Manager and Technical Lead providing conceptual engineering services for the project entailing the conceptual design of a 2.5 acre wetland to treat stormwater prior to discharge to Lake Merced. In addition provided conceptual design of three production wells to augment the storm water additions with ground water.

Recycled Water Projects, Santa Clara Valley Water District, San Jose, CA
Project Scientist As part of the Advanced Recycled Water Treatment Project team, Dr. Debroux is responsible for analytical protocol of 287 water quality parameters analyzed at Stanford University, the University of California at Berkeley, and various water quality laboratories. In addition, responsible for treatment processes to assure that advanced treated recycled water is similar in character to the District's source waters.

WaterReuse Foundation, Use of Ozone in Water Reclamation for Contaminant Oxidation Co-Investigator Applied research project investigating the use of ozone for the oxidation of various contaminants in recycled waters. Duties include experimental design and results review and developing costs associated with ozone and comparable process trains for various flowrates.

Rejection of Wastewater-Derived Micropollutants in High-Pressure Membrane Applications leading to Indirect Potable Reuse: Effects of Membrane and Micropollutant Properties Research Project Co-Investigator for three-year study.

City of San Buenaventura, Chloramination Report, Ventura, CA Completed a chloramination report, indicating the benefits and disadvantages to switching final disinfectants at three water treatments plants (25-30 MGD) that provide drinking water to the City.

Select Refereed Journal Articles and Book Publications

Westerhoff, P.; Debroux, J., Amy, G.L., Gatel, D., Maryn V. and Cavard, J. 2000. "Developing Approaches for Applying Lab-Scale Disinfection By-Products to Full-Scale Water Treatment Plants in the Paris-Area, France," Journal of the American Water Works Association, 92:3:89-102.

Croué, J-P., Debroux, J., Amy, G.L., Aiken, G.R. and Leenheer, J.A. 1999. "Natural Organic Matter: Structural Characteristics and Reactive Properties" in Formation and Control of Disinfection By-Products in Drinking Water, American Water Works Association, Denver, Colorado.

Select Conference Proceedings, Presentations, and Posters

Debroux, J., Litwiler, E., and Reinhard, M., 2008, "Fate and Transport of Wastewater Indicators during Pond Infiltration", poster, Remediation of Chlorinated and Recalcitrant Compounds Conference, Monterey, CA, May 19-22.

Debroux*, J., 2003, "Emerging Contaminants – A Comprehensive Introduction", WaterReuse California Section 2003 Annual Conference, San Francisco, California, February.

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Michael E. Joyce, P.E.

QA/QC: Process

Education

BS, Civil Engineering, University of Wisconsin, 1971
MS, Sanitary Engineering, Oregon State University, 1974

Registrations

Professional Civil Engineer, California and Indiana

Professional Summary

Michael Joyce's more than 30 years of environmental engineering experience have focused on wastewater management and infrastructure engineering. His experience has encompassed all phases of these projects, including development, planning, design, construction administration, and project management. Mike has developed considerable expertise in maximizing the capacity of existing wastewater treatment and transmission facilities.

In addition to environmental engineering experience, Mike has decades-long project management experience on projects ranging from collection and transmission facilities to treatment and disposal projects. The populations served by these facilities have ranged in size from a few dozen to over 200,000. For more than two decades, he has led the engineering efforts for South Bayside System Authority, a sanitary district in San Mateo County that operates a 24-mgd ADWF advanced secondary wastewater treatment plant (designed by Kennedy/Jenks), four large pump stations and many miles of wastewater transmission lines. Currently, he is leading design efforts for adding 5 mgd of treatment and 9 mgd of conveyance capacity and 2 mgd of recycled water production and delivery facilities.

In recent years, Mike has led a dedicated wastewater process team in highly successful digester rehabilitation efforts for clients throughout California and the Southwest. He has managed and helped engineer seven anaerobic digester evaluation and rehabilitation projects, including an evaluation of the complete digestion system for the Pima County Department of Wastewater Management in Tucson, Arizona, two at the San Leandro Water Pollution Control Plant in San Leandro, California, one at the Laguna Subregional Water Reclamation Facility in Santa Rosa, California; one at the Modesto Wastewater Treatment Plant, in Modesto, California, and one at the Millbrae Wastewater Treatment Plant, Millbrae, California and two digester projects at SBSA Wastewater Works, Redwood City, California, where he also managed a project to improve the digester heating effectiveness and increase the sludge feed concentration for the primary digesters.

Relevant Project Experience

Chlorination System Improvements, Sunnyvale Water Pollution Control Plant, City of Sunnyvale, Sunnyvale, CA
Project Manager Engineering services for design of chlorination improvements and design and implementation of controls improvements for the chlorination system at the Water Pollution Control Plant (WWCP).

Dual Media Biologic Treatment Process Projects, City of Palo Alto and South Bayside Authority, South Bayside System Authority, Redwood City, CA
Project Manager Worked on the development and evaluation of a dual biologic process that utilizes a fixed growth treatment process followed by suspended growth. Performed the pilot studies that modeled the biological treatment process that was designed for both the South Bayside System Authority (SBSA) (24 mgd) and City of Palo Alto (35 mgd) treatment facilities. The results of that pilot work were used to develop the treatability factors for the fixed growth process, particularly the deep beds (21') of plastic media that has become the standard for fixed film reactors. The dual process (fixed film reactors followed by

complete mix-activated sludge) systems at both SBSA and Palo Alto have a record of unsurpassed compliance with discharge requirements.

Stage 2 Facilities Plan Update, South Bayside System Authority, Redwood City, CA *Project Manager*
Facilities planning effort with the goal of increasing the average dry weather process capacity of the SBSA Wastewater Treatment Plant from 24 to 29 mgd. Spearheaded the development of an interactive process model for the entire plant. The model proved to be an effective tool for predicting process and hydraulic bottlenecks. Populated with operating and stress test data, the model was used to develop and evaluate cost-effective solutions to the bottlenecks. The projected total construction cost for implementing the complete 5 mgd expansion is \$6.3 million. Evaluation of the operational performance of the fixed film reactors (FFR) was a key aspect of this project. The organic removal effectiveness of the FFR stacks was profiled with depth. The stack height was found to be ineffective above 16 feet.

Water Pollution Control Plant Engineering Services, City of San Leandro, Water Pollution Control, San Leandro, CA *Project Manager / Project Engineer*
Reclaimed Water Feasibility Study. Completed a feasibility study and design for providing additional treatment for WPCP effluent in order to supply both "restricted" and "unrestricted use" reclaimed water to City-owned golf courses and Oyster Bay Park.

Process Evaluation and Facilities Planning, City of San Leandro, Water Pollution Control, San Leandro, CA *Project Manager / Project Engineer*
Led a Kennedy/Jenks team on the evaluation of the existing 7.8 MGD San Leandro Water Pollution Control Plant. Each process and major equipment items were evaluated for performance and reliability including stress testing. A facilities plan was developed that provides for a phased implementation of the improvements without compromising the performance of the plant. Hydraulic models were prepared that provided for a careful evaluation of hydraulic bottlenecks. The peak wet weather capacity of the facility was increased by nearly 40% by identifying and addressing a constriction in a buried pipeline for the cost of about \$5,000. The facility is currently being evaluated for provision of recycled water to local golf courses and parks.

Facilities Plan, City of San Leandro, San Leandro, CA *Project Manager*
Led a KJ team for the evaluation of the existing 7.8 mgd San Leandro Water Pollution Control Plant. Each process and major equipment items were evaluated for performance and reliability including stress testing. A facilities plan was developed that provides for a phased implementation of the improvements without compromising the performance of the plant. Hydraulic models were prepared that provided for a careful evaluation of hydraulic bottlenecks. The peak wet weather capacity of the facility was increased by nearly 40% by identifying and addressing a constriction in a buried pipeline for the cost of about \$5,000. The facility is currently being evaluated for provision of recycled water to local golf courses and parks.

Digester Improvements, City of Modesto, Water Pollution Control, Modesto, CA *Project Manager*
Led a team that to help solve the ongoing problem of excessive grit accumulation in their primary digesters. After interviewing the Operations staff, the K/J team evaluated the digestion system and identified the cause of the grit accumulation as inadequate mixing energy and improper sludge draw-off. The City has constructed the improvements.

Peak Wet Weather Capacity, South Bayside System Authority, Redwood City, CA *Task Leader*
The SBSA transmission facilities include four remote pump stations, over eight miles of large diameter force main and an influent pump station at the treatment plant. The design capacity of these facilities was 68 mgd. Kennedy/Jenks was selected to develop alternatives for increasing the capacity of the transmission system to 80 mgd. Mr. Joyce led the team that engineered a method of meeting the capacity objective without replacing any of the existing force main or exceeding the working pressure rating of the force main. The additional 12 mgd capacity can be provided for a total construction cost of under \$3 million. The construction of the first phase of the project, which increased the capacity of the system to 71 mgd, was completed for a cost of under \$500,000.

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WARD L. STOVER, PE
Principal

Mr. Stover has over twenty-eight years of experience in civil engineering design and construction. He has focused on municipal engineering; structural design & renovation, and drainage, water & wastewater systems. He is an experienced field engineer and supervisor of construction inspectors. He is also experienced as an expert witness.

REPRESENTATIVE EXPERIENCE

Mr. Stover is currently a consulting engineer as Principal of Stover Engineering. His focus is on overall management and design for small to large projects. He is personally involved with initial studies, design, and construction management. His diverse background provides a comprehensive approach to his clients' projects while managing the best resources for a particular task. He is experienced in managing multi-firm and multi-office teams on large complex projects.

Mr. Stover is very familiar with land development and public works projects in Del Norte and Humboldt Counties. Most every major public works project in Del Norte County has been designed or managed by Mr. Stover and his firm over the past 19 years. Most notable include the Crescent City Wastewater Facility improvements, CC Harbor District Storm and Tsunami damage projects, Elk Valley Road, Inyo Street and Washington Boulevard reconstruction projects.

Mr. Stover was also an inspector on numerous public works projects in Humboldt County while employed with Oscar Larson and Associates.

RELAVENT PROJECT DETAILS

Crescent City Harbor District (2012)
Project Manager/Resident Engineer for \$33.8 million harbor reconstruction project, currently under design. Obtained matching funds, manage design team of multiple offices and firms, design for all shoreside utilities and structure. Also serves as the District Engineer for all on-call as-needed services. Coordinate processing of permits for Coastal Commission, Army Corps, and Regional Water Quality Control Board for numerous harbor projects.

Crescent City Harbor District (2011)
Project Manager/Resident Engineer for \$5 million dredging and rock slope protection project.

Crescent City WWTF (2007-2011)
Project Manager/Resident Engineer for \$37.7 million wastewater treatment facility improvement. Oversees and coordinates construction manager, inspectors, and design professionals. Assisted City to obtain \$42 million loan for design and construction. Provided as-needed design for owner requested changes.

Elk Valley Road Reconstruction
Resident Engineer, Design and Construction Management of 5500 LF road widening and reconstruction project located in Crescent City, California. Project involved the design of major drainage improvements, numerous water line relocations/installations as well as road widening and sidewalk improvements. \$4.3 million construction cost.

Inyo Street Reconstruction
Resident Engineer, Design and Construction Management of 3900 LF road widening and reconstruction project located in Crescent City, California. \$1 million construction cost.

Background Data

Registration(s), and License(s)
Civil Engineer, California 44,207 (1989)
Civil Engineer, Oregon 14,834 (1990)

Certified Nuclear Sols Gauge Operator and Radiation Safety Officer

California Registered Disaster Service Worker SAPV10577

Education
B.S., Civil Engineering University, Chico (1985)

Years of Experience
Stover Engineering 1992 to Present

Oscar Larson & Associates 1985 to 1992

Caltrans 1983 and 1984

Peter D. Symonds, P.E.

Structural Design

Education

BS, Civil Engineering, University of California, Berkeley, 2003
MS, Civil Engineering, University of California, Davis, 2004

Registrations

Professional Civil Engineer, California, Nevada, Oregon, and Washington

Memberships/Affiliations

Structural Engineers Association of Northern California

Professional Summary

Peter Symonds is a civil engineer whose primary area of experience is in structural analysis and design in earthquake regions, including nonlinear time-history analysis of structures under earthquake loading. His experience with Kennedy/Jenks Consultants includes analysis, design and rehabilitation of water containing structures subjected to static and hydrodynamic loads, notably from earthquakes. His experience also includes steel, concrete, wood and masonry and composite building and non-building structure design for single and multistory buildings. He has studied constitutive modeling of systems, finite element analysis, fracture mechanics and performance based design of concrete and steel structural systems. He has written several of the guide specifications for the company and manages the technical development program for the structural group.

Relevant Project Experience

Wastewater Treatment Plant Expansion and Upgrade, City of Arlington, Arlington, WA *Discipline Lead*
Provided structural design for a reinforced concrete membrane bioreactor basin, lightweight metal framed operations and laboratory building and reinforced masonry support building as part of the City's wastewater treatment plant expansion. Membrane bioreactor tanks include exterior above-basin steel-framed bridge crane support, and pipe gallery beneath distribution channel, providing access to all piping to support building. Expansion increased capacity of plant to 3.4 mgd (peak daily flow) in phase I with allowances for 5.1 mgd (peak daily flow) in a subsequent phase and utilized existing sequencing batch reactor tanks for aeration basin. Project is currently in the construction phase.

Moonlight Beach Sewer Pump Station Rehabilitation Design, City of Encinitas, Encinitas, CA *Structural Designer*
Designed and provided construction support for an above grade addition to an existing below grade wastewater pump station. Project alleviated previous flooding problems with current pump station by raising floor level above grade several feet. The project also included the addition of an underground storage basin for emergency maintenance and flow equalization capacity. Coordinated work to avoid damaging adjacent creek. Performed structural design work on the building expansion and underground tank and coordinated with the architect to provide an aesthetically pleasing building for this sensitive site. Project was a 2008 CELSOC Engineering Excellence Awards Merit Award Winner.

Wastewater System Reliability Study, City of Firebaugh, Firebaugh, CA *Structural Designer*
Conducted a field inspection and designed an emergency stairway repair for a corrosion damaged stairway, and designed a temporary solution to be used while design of a new lift station could be undertaken. Designed new concrete main lift station and headworks structures, a new pump station enclosure and additional improvements to the wastewater treatment plant for a small community on a limited budget.

Wastewater Treatment Plant Improvements, City of Scappoose, Scappoose, OR *Structural Designer*
Provided structural design for headworks modifications, including addition of new fine screens, removal of a portion of the headworks roof for fine screen access, structural design of a disk filter slab, associated retaining walls and an steel access platform and a pre-engineered steel roof structure.

Wastewater Treatment Plant Facility Upgrades, City of Pendleton, Public Works Department, Pendleton, OR *Discipline Lead*
Provided structural design for the Secondary Process Building, Dechlorination Building, Recycle and In-Plant Pump Stations as part of the City's Wastewater Treatment Plant upgrade. Coordinated structural design for all other upgrades included in project. Secondary Process Building is a two story reinforced concrete masonry unit structure with a composite deck for the second floor and a steel roof deck for the roof. Dechlorination building is a reinforced concrete masonry unit structure with a steel roof. Provided design for the modification of the existing recycle pump station and for a new in-plant pump station using precast and cast in place concrete. Expansion increased capacity of plant to 3.25 mgd (peak daily flow) in phase I with allowances for a subsequent expansion on the existing site.

Lake of the Pines Wastewater Treatment Plant Expansion and Design, Nevada County, Nevada City, CA *Structural Designer*
Designed a new vector receiving pad for the site as part of a treatment plant expansion. Designed a concrete ultraviolet disinfection trough to be installed in an existing chlorine contact tank. Arranged ultraviolet disinfection system so that part of existing chlorine contact tank could remain in service through construction, retaining plant function. Provided structural construction administration services.

Wastewater Treatment Plant Upgrade and Expansion, Linda County Water District, Marysville, CA *Structural Designer*
Provided preliminary structural design of a steel shelter and electrical building for a chemical storage and thickener area as part of a larger wastewater treatment plant upgrade. Steel structure used tube steel beams and cellular deck to provide a bird-resistant structure and utilized both a moment frame and braced frame approach to deliver a large usable area at low cost. Provided technical review for all structural construction phase documents.

Wastewater Treatment Plant and Pump Station Improvements, City of Firebaugh, Firebaugh, CA *Structural Designer*
Provided structural design for new headworks and aeration basin improvements, provided design for new pump station and rehabilitation for other pump stations within the city's collection system.

Olivehain Sewer Pump Station Improvements Project, City of Encinitas, Encinitas, CA *Structural Designer*
Provided structural design for new wetwell and drywell below grade pump station, above grade electrical and access structure on top of pump station and new buried concrete emergency storage basin. Coordinated location and required loading of structures with Caltrans to allow siting within freeway right of way and allow for future highway improvements.

Wastewater Reclamation Plant Influent Pump Station Upgrades, City of Corvallis, Corvallis, OR *Technical Reviewer*
Provided technical support and design assistance to the City for their Influent Pump Station modifications. Discussed design criteria and approach for flow control inserts and new access grating. Provided design for wall bracing during construction. Project is currently in construction phase.

Wastewater Treatment Plant Design and Construction, City of Dundee, Dundee, OR *Discipline Lead*
Provided preliminary design recommendations and selected structural systems for a wastewater treatment plant expansion. Provided deep foundation recommendations based on the geotechnical investigation showing potential for liquefaction induced settlement. Documented recommendations as a part of a facilities plan update and preliminary design report. Acted as structural design lead in coordinating and directing the effort of multiple structural designers to provide final design of the recommended plant. Provided design for a drilled-cast-in-place concrete pile supported treatment basin with an attached masonry process building. Coordinated and directed design for a wood-framed control and headworks building and a pile-supported concrete and masonry headworks structure.

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Expansion of Meadowlark Water Reclamation Facility (MWRF), Vallecitos Water District, San Marcos, CA *Mechanical Engineer*
Designed plumbing, HVAC, and fire protection systems for facility upgrades for plant expansion from 2.0-mgd to 5.5-mgd (peak dry weather). Specific responsibilities included design of gas chlorination system and dry-pellet emergency scrubber system, and design of building mechanical systems for 3,000 square foot office/lab facility.

Yosemite Village Integrated Utility Project, Yosemite National Park, U.S. Department of Interior, National Park Service, Yosemite, CA *Mechanical Engineer*
Managed hydraulic modeling effort and design of two sewer lift stations (600 gpm and 1,200 gpm) with carbon filter odor control systems, a 9,000 LF sewer force main, 6,000 LF of gravity sewer main, and a 150 kW standby generator system. Sewer force main layout was coordinated with layout of new potable water, power, and telecommunications systems. An additional 2,000 gpm lift station, biomedica odor control system, and standby power system were added after the initial Phase I design.

Lake of the Pines Wastewater Treatment Plant Expansion and Design, Nevada County, Nevada City, CA *Mechanical Engineer*
Designed plumbing and HVAC systems for facility upgrades for plant expansion from 0.7-mgd to 3.7-mgd (peak wet weather). Specific responsibilities involved design of building mechanical systems for a 1,500 square foot office/locker room facility, design of plant water distribution systems, and evaporative cooling systems for process facilities.

Santa Rosa Water Reclamation Facility (SRWRF) Interim Facility Improvements, Rancho California Water District, Temecula, CA *Mechanical Engineer*
Designed activated carbon odor scrubber systems for enclosed Sequencing Batch Reactor and Aeration Basin Tanks and Solids Dewatering (Belt Filter Press) Facility. Also, designed packaged blower/silencer system for aeration air supply.

Water Pollution Control Plant Renovations Project, City of Millbrae, Millbrae, CA *Mechanical Engineer*
Designed spray washdown system for Flow Equalization Basins. Designed fire protection system for 10,000 sf office/lab facility and other Plant buildings. Provided construction support services for building mechanical systems of four new and altered buildings throughout renovated Plant.

Wastewater Treatment Plant Upgrades, Construction Period Services, Susanville Consolidated Sanitary District, Susanville, CA *Mechanical Engineer*
Designed plumbing (water, sewer, natural gas), heating and ventilating systems for various process facilities developed during the Treatment Plant expansion. Design responsibilities included specification and layout of standby generator set and diesel fuel system.

City of Encinitas, Encinitas, CA *Mechanical Engineer*
Designed Plumbing and HVAC systems for pump station buildings with belowgrade process pumping equipment and abovegrade electrical and control equipment. Designed surge and air relief systems for force main systems. Designed diesel-fueled standby power systems. Facilities include the Moonlight Beach and Olivenhain Pump Stations.

Wastewater Treatment Plant Improvements, South Bayside System Authority, Redwood City, CA *Mechanical Engineer*
Designed Plumbing and HVAC systems for pump station buildings with belowgrade process pumping equipment and abovegrade electrical and control equipment. Designed surge and air relief systems for force main systems. Designed diesel-fueled standby power systems.

City of Richmond, Richmond, CA *Project Engineer*
Responsible for planning and design of pipeline rehabilitation projects and pump replacement projects throughout the sanitary sewer distribution network. Pipeline rehabilitation projects utilized open trench excavation and trenchless replacement technologies. Pump replacement projects include pump selection, wet well design, and integration of pumping system to existing electrical distribution, control and communication systems. Facilities include Phase I Sewer Rehabilitation Project, FY 1999-2000; Emergency Repair Project - Garvin and MacDonald Avenues; Canyon Estates No. 2 and No. 3 Pump Station Replacements; and the Keller Beach Phase II Sewer Investigation/Keller Beach Master Plan.

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Zachary D. Harris, P.E., LEED® AP

Mechanical Engineer

Education

BS, Mechanical Engineering, Stanford University, 1989

Registrations

Professional Mechanical Engineer, California

Certifications

Leadership in Energy and Environmental Design (LEED), United States Green Building Council

Memberships/Affiliations

American Society of Mechanical Engineers
National Fire Protection Association

Professional Summary

Zachary Harris, P.E., has a mechanical background with an emphasis in the development and design of building mechanical systems, including plumbing, HVAC, fire protection, natural gas, and compressed air systems. This experience has been garnered through professional study in the areas of HVAC and Fire Protection Engineering and the application of these practices.

Zachary has additional experience in the design of water and wastewater distribution facilities. This experience covers the design of mechanical, electrical, and control systems for water and wastewater pumping stations, flow regulating stations, and storage facilities.

He also has experience in the planning, development, and design of water, sewer, natural gas, and steam infrastructure systems and the development and analysis of hydraulic networks using software modeling programs. Project management efforts in this area include the preparation of feasibility studies.

Relevant Project Experience

Wastewater Treatment Facilities Improvements, City of Orange Cove, Orange Cove, CA *Mechanical Engineer*
Prepared piping and pipe support layouts for aeration blower systems. Designed portable evaporative cooling system for aeration blower area. Designed plumbing and HVAC layout for Lab/Office/Shower and electrical equipment areas.

Wastewater Treatment Plant and Pump Station Improvements, City of Firebaugh, Firebaugh, CA *Mechanical Engineer*
Designed jib crane and diesel-fueled standby engine-generator systems for sewage lift station containing submersible sewage pumps.

Wastewater Treatment Plant Improvements, City of Willows, Willows, CA *Mechanical Engineer*
Designed plumbing and HVAC layout for Lab/Office facility. Designed ventilation systems for aeration blower building, influent headworks, and dry-pit influent pump station. Designed diesel-fueled standby engine-generator.

Wastewater Treatment Plant Disinfection Facility, Linda County Water District, Marysville, CA *Mechanical Engineer*
Designed ventilation and fire protection systems for gaseous chemical feed facilities (chlorine, sulfur dioxide). Ventilation system included design for (dry) gas scrubber system. Designed HVAC systems for separate 1,000 square foot office facility. Performed additional Mechanical design services for the 2009 Wastewater Treatment Plant Upgrade and Expansion Project including mechanical layouts and control system design for Aeration Blower system supplying activated sludge basins, hazard assessment and fire protection system design of chemical storage areas.

Alma O. Reantaso, P.E.

Electrical Engineer

Education

BS, Electrical Engineering, Purdue University, 1998

Registrations

Professional Electrical Engineer, California and Texas

Professional Summary

Alma Reantaso has an electrical engineering background with experience in electric power distribution, motor control and instrumentation design. She is knowledgeable in the National Electrical Code, AutoCAD, SKM PowerTools, and Wonderware InTouch software.

Relevant Project Experience

Wastewater Collection System and Treatment Plant Design, City of Orange Cove, Orange Cove, CA *Design Engineer*
Electrical and instrumentation and control design and construction support for the expansion of the existing treatment plant. Project elements included the addition of an extended aeration system and influent pumping system.

Planning, Design, Construction, and Startup Services for Wastewater Treatment Plant Upgrade, City of Willows, Willows, CA *Electrical Engineer*
Electrical and instrumentation and control design and construction support for the expansion of the existing treatment plant. Project elements included the addition of an extended aerations system and new chemical systems as well as pumping system and building upgrades.

Wastewater Treatment Plant and Pump Station Improvements, City of Firebaugh, Firebaugh, CA *Electrical Engineer*
Electrical and instrumentation and control design and construction support for the improvements to the existing treatment plant and remote sewage lift stations. Project elements included the addition of a new headworks, a new main sewage lift station and improvements to existing remote pumping stations for new control panels.

Wastewater Treatment System Upgrade, Confidential Client, Napa County, CA *Electrical Engineer*
Electrical design for the addition of a sanitary treatment system and improvements to an existing winery wastewater treatment system. Project elements included the addition of a process effluent pump station, new aerators and new instrumentation.

Lake of the Pines Wastewater Treatment Plant Upgrade, Nevada County, Nevada City, CA *Design Engineer*
Electrical and instrumentation and control design for the expansion of the existing treatment plant. Project elements included the addition of a membrane treatment system, aerobic digesters, solids handling, pumping systems and building upgrades as well as the design of a new SCADA system.

2009-2010 Plant Maintenance Projects, Oro Loma Sanitary District, San Lorenzo, CA *Electrical Engineer*
Electrical and instrumentation and control design for plant digester improvements and new sodium hypochlorite storage and feed system.

Centrifuge Replacement Project, Central Marin Sanitation Agency, San Rafael, CA *Design Engineer*
Electrical design and construction support for the replacement of existing centrifuge units, including the addition of a new programmable logic controller.

Polymer System Improvements, Wastewater Treatment Plant, Central Marin Sanitation Agency, San Rafael, CA *Electrical Engineer* Electrical and instrumentation design and construction support for the upgrade of the existing polymer feed system and the addition of a vector station.

Electrical Improvement Study at Roger Road Wastewater Treatment Plant, Pima County Regional Wastewater Reclamation Department, Tucson, AZ *Engineering Support* Field investigations and studies to determine recommendations for upgrades to the existing plant electrical system. Recommendations were summarized in a technical report submitted to the county.

Camp Rilea Wastewater Treatment Design, Treatment Plant Improvements, Oregon Military Department, Environmental Branch, Warrenton, OR *Design Engineer* Electrical design and instrumentation design for new water treatment facility including well upgrades and new treatment building.

Final Design and Construction Support for Wastewater Treatment Plant Improvements, Sausalito-Marín City Sanitary District, Sausalito, CA *Electrical Engineer* Electrical and instrumentation design and construction support for improvements to existing digesters and upgrades to chemical systems.

Klickitat-Dallesport Construction Management, Klickitat County, Goldendale, WA *Construction Support* Construction support for construction of new wastewater treatment facility and collection system. Support activities included shop drawing submittal reviews and responding to requests for clarifications.

Santa Rosa Water Reclamation Facility (SRWRF) Interim Facility Improvements, Rancho California Water District, Temecula, CA *Design Engineer* Electrical design for upgrades to existing facility including the addition of new odor control units for sequencing batch reactors and the replacement of existing Sequencing Batch Reactor (SBR) building lighting to meet National Electrical Code requirements for Class 1, Division 1 hazardous locations.

Fluoridation System, City of Santa Monica, Santa Monica, CA *Electrical Engineer* Electrical and instrumentation and control design for the addition of a fluoride system to the treatment process at the existing plant. Project included the addition of new chemical storage and handling facilities.

Freeport Pipeline Facilities, Freeport Regional Water Authority, Sacramento, CA *Electrical Engineer* Electrical and instrumentation design for monitoring at a terminal weir structure for the Segment 3 pipeline terminating at the Folsom South Canal. Additional design support included preparing specifications and drawings for electric power service to cathodic protection stations along Segments 1 and 3.

Summit Drive Pump Station Rehabilitation, Marin Municipal Water District, Corte Madera, CA *Design Engineer* Electrical design for upgrades to existing pumping stations on the Marin Municipal Water District's system. Design elements included associated electrical work for pump upgrades, new instrumentation and new programmable logic controllers.

Water Treatment and Storage Project No. 3, City of Woodburn, Woodburn, OR *Design Engineer* Electrical and instrumentation and control design for the construction of three new water treatment facilities for the City of Woodburn. Electrical design included utility coordination for electric service and sizing standby generators for each facility. Instrumentation and control design included development of Human Machine Interface (HMI) applications using Wonderware for the water system's new Supervisory Control and Data Acquisition (SCADA) System.

Evaluation of 12-kV Campus-wide Electrical Distribution System, University of California, Berkeley, Berkeley, CA *Engineering Support* Investigation of the reliability of the UC Berkeley 12-kV distribution system. Activities included field investigations, workshops/presentations for campus staff and technical reports to determine the reliability of the campus electrical system and to determine recommendations for system improvements.

administration building, process building housing an electrical, pumps, blowers and digesters and building department permitting.

Wastewater Facility Plan, City of Washougal, Washougal, WA *Architect* Provided architectural design services for Washougal's comprehensive wastewater treatment plant.

Water Recycling Facility, City of Santa Paula, Santa Paula, CA *Architect* Design of a 10 acre Corporation Yard and several buildings on the WRF. The corporation yard includes offices, large conference/training rooms, shops and warehouse storage. The WRF portion of the project includes Administration and Control Building, maintenance and chemical storage facility, and a dewatering facility. Project responsibilities included needs assessment, concept design, cost estimates, and construction phasing.

Water Recycling Facility for the City of Fillmore, Design-Build-Operate Project, American Water Operations and Maintenance, Fillmore, CA *Architect* Lead architect for Design-Build-Operate project. Responsibilities include code assessment, concept and final designs for several structures including an administration building, and maintenance, dewatering and chemical storage facilities.

Filter Backwash and Solids Handling Improvements, Sidney N. Peterson Water Treatment Plant, San Juan Water District, Granite Bay, CA *Architect* Lead architect on a new 6,000 square foot dewatering facility. The project included a belt press room, office, polymer room and dry cake loading area. The building was designed to harmonize with the rustic style buildings adjacent to the site.

Meadowlark Water Reclamation Plant Expansion, Vallecitos Water District, San Marcos, CA *Experience Discipline Name* Study for the expansion of the facility that is located in an upscale residential area. Project included evaluation of existing Administration/Control, Storage, and Electrical Buildings; proposals for new facilities; and cost estimates.

Corona Del Mar Water Treatment Plant Rehabilitation and Upgrade, Goleta Water District, Goleta, CA *Architect* Designed a master plan that included a new administration, control and laboratory building, remodel of crew facility, chemical storage and site parking and circulation. Project included needs assessment, concept designs, sustainable design, cost estimates and construction phasing. Ultimately developed design-build documents for the project which was constructed and received LEED certification.

Maplewood Water Treatment Improvements, HDR Engineering, Inc., Renton, WA *Architect* Lead architect on a treatment facility addition adjacent to a public golf course. The facility included treatment areas, blower room, pump room, and a small laboratory.

Water Treatment and Storage Project, City of Woodburn, Woodburn, OR *Architect* Lead architect for the design of an administration/control building addition, wells and three arsenic removal treatment facilities. Projects involved process areas, crew facilities, chemical storage, and parking.

Harry Tracy Water Treatment Plant (HTWTP) Long-Term Improvements Project, San Francisco Public Utilities Commission, Millbrae, CA *Architect* Lead architect for the seismic retrofit of a \$300 million seismic strengthening and water quality improvement project for a water treatment plant adjacent to major faults. Responsible for the design, regulatory compliance, and coordination with multiple subconsultants. The repairs and retrofit design included offices, laboratory, chemical buildings, warehouses, shops, ozone, control spaces, public tour routes, and disable access improvements.

Sodium Bisulfite Building (SBS) Expansion, Sausalito-Marín City Sanitary District, Sausalito, CA *Architect* Architectural design services for final design of the Sodium Bisulfite Building (SBS) Building Expansion and Additional Plant Improvements.

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Daniel J. Wright, Architect

Architecture

Education

BS, Architecture, University of Southern California, 1979

Registrations

Registered Architect, California, Washington, Oregon

Memberships/Affiliations

American Institute of Architecture

Professional Summary

Dan Wright, Architect, has many years of experience on a variety of projects requiring aesthetic enhancements and visual impact analysis. Projects include water and wastewater treatment facilities, manufacturing, and institutional facilities. Most of the industrial facilities require site studies and analysis to reduce the effect of equipment and operations on local communities. In addition to his water and wastewater facilities experience, Mr. Wright has maintained a special interest in the design and project management of light industrial and maintenance facilities ranging in size from 4,000 to 250,000 square feet. He is well-versed in the standards required by the Air Force, Navy, and Army as well as private sector aerospace clients.

Dan's expertise is especially valued at industrial facilities sites where reducing the visual affects of equipment and operations is essential to the overall aesthetic. Additionally he has expertise in high-security aviation facilities where the aesthetics of the architecture play a part in the security of the facility.

Throughout the years, Dan has developed experience in high technology, computer, and laboratory projects for both private and public sector clients. Project responsibilities range from project management to construction document production.

Relevant Project Experience

Satitocy Wastewater Treatment Facility, Ventura Regional Sanitation District, Ventura, CA *Architect* Project includes upgrades to plant including converting the sodium hypochlorite room to gas chlorine storage facility. The project was reviewed with the local fire department to develop alternatives to fire sprinkling the facility.

Wastewater Treatment Plant Expansion and Upgrade, City of Arlington, Arlington, WA *Architect* Architectural design services to provide final design of improvements to, and expansion of, the City of Arlington's Wastewater Treatment Plant (WWTP) and Biosolids Composting Facility (BCF). Design included an administration building with offices, a laboratory, and staff support spaces (i.e., lockers, restrooms, break room, etc.).

Wastewater Treatment Plant Upgrade and Expansion, Linda County Water District, Marysville, CA *Architect* Architectural design services for design of the Wastewater Treatment Plant Upgrade and Expansion Project.

Wastewater Treatment Plant Upgrade and Expansion, including Bid and Construction Support Services, City of La Center, La Center, WA *Architect* Provided architectural design services related to the City of La Center's Wastewater Treatment Plant expansion project.

Lake of the Pines Wastewater Treatment Plant Expansion and Design, Nevada County, Nevada City, CA *Architect* Managed the building designs and non-process disciplines for the plant expansion. The project involved upgrading the existing wastewater facility with the addition of a membrane filtration system. In addition to the MBR, the project included a new administration building and dewatering structure. Project responsibilities included code review, cost estimates, and construction permitting. The architectural portion of the project consists of a new

Aaron M. Eder

Lead Civil Engineer

Education

BS, Civil Engineering, Water Resources, University of Washington, 1994

MS, Civil Engineering, Water Resources, Portland State University, 2005

Registrations

Professional Civil Engineer, Oregon and Washington

Memberships/Affiliations

American Water Works Association

Professional Summary

Mr. Aaron Eder is a Senior Associate Engineer and works almost exclusively on municipal water, wastewater, and stormwater projects. He is a licensed civil engineer in Oregon and Washington. Aaron's specialty is in the efficient performance of civil site design and pipeline design projects, including sewer mains and storm drains, water lines, and PRV stations. Throughout his career, he has designed civil site improvements and over 100,000 feet of pipelines for various municipalities in Oregon and SW Washington, such as the Cities of Beaverton, Hillsboro, Portland, Woodburn, Tillamook, Vancouver, and Tacoma. Aaron is also the author of several project articles that have been featured in assorted publications, including AWWA's MainStream, OpFlow, and Water Matters, APWA Reporter, Underground Construction, Site Solutions, The Military Engineer, and Government Engineering.

Relevant Project Experience

Industrial Park Infrastructure Improvements, County of Klickitat, Port District, Dallesport, WA *Project Engineer* Assistance with the Water System Plan and design and drafting of the new industrial park, including a new access road, utilities, and preparation of the project manual and opinion of probable construction costs for the related improvements.

Powell Butte Maintenance - Stormwater, City of Portland, Bureau of Water Works, Portland, OR *Project Engineer* As a follow-up to the Powell Butte Maintenance Project, the Water Bureau retained Kennedy/Jenks Consultants for this design project. Mr. Eder's duties included preparation of plans, specifications, and Engineer's Opinion of Probable Construction Costs for the project, which consisted of 940 feet of 16-inch DI and 12-inch PVC storm drain and an infiltration trench covered by a vegetated slope.

Powell Butte Design, Maintenance Projects, City of Portland, Bureau of Water Works, Portland, OR *Project Engineer* Kennedy/Jenks is currently providing additional resources to assist Water Bureau staff in addressing Conditional Use Master Plan compliance issues and stormwater management analysis and design. Work includes preliminary engineering and design of stormwater management improvements to encompass a large portion of Powell Butte's northeast slope. Subsequent and related to this project, the Water Bureau plans improvements at the entrance to the gravel service road to the 50 million gallon Powell Butte Reservoir and construction of a pedestrian connection from SE 162nd Avenue and Powell Boulevard to the Park Center. Design work for these elements will be provided by Water Bureau staff and included in the Environmental Review Application. As the Project Engineer, Mr. Eder's responsibilities include preliminary engineering of the stormwater improvements and preparation of associated drawings for the Environmental Review Application.

NE 15th Avenue Trunk Line Design, Clark Regional Wastewater District, Vancouver, WA *Project Engineer* Duties include preparation of final plans and profiles, special provisions to the District's standard specifications, and Engineer's Opinion of Probable Construction Costs for 1,600 feet of 12-inch PVC gravity sewer.

Balch Consolidation Conduit Project, Bureau of Environmental Services, City of Portland, Portland, OR
Project Engineer Currently serving as a Project Engineer for the City of Portland Bureau of Environmental Services' Balch Consolidation Conduit Project. The Project is needed to comply with the mandated Amended Stipulated and Final Order (ASFO) administered by the Oregon Department of Environmental Quality. The ASFO requires that the City construct facilities to control combined sewer overflows (CSOs) to the Willamette River to a level commensurate with four winter overflows annually and one summer overflow every three years. The Balch Consolidation Conduit Project will convey combined sewer overflows from the Balch Drainage Basin in Northwest Portland. The area is bounded by the Willamette River to the north and the Tualatin Mountains to the south. The Project includes approximately 5,000 feet of 84-inch diameter sewer main, which will convey up to 380 cubic feet per second (cfs) of combined sewage from the Balch Basin to the existing Nicolai drop shaft on the Westside Combined Sewage Overflow tunnel. As the Project Engineer, Mr. Eder's responsibilities include preparation of plans and profiles of the 84-inch and 54-inch pipelines and coordination with existing utility purveyors in the project vicinity.

Ellsworth Booster Pump Station No. 2 and Transmission Main, City of Vancouver, Vancouver, WA
Project Manager / Project Engineer This project includes upgrading the existing booster pump from 8,500 gpm to 16,000 gpm, installation of a 24-inch transmission pipeline from the new booster pump through forested area north of the facility, and stormwater treatment and detention improvements. The least intrusive pipe installation method possible is desired to reduce disturbance to the existing vegetation and forest site, so an evaluation of an open-cut trench versus trenchless installation is being provided. Mr. Eder is responsible for the design of the transmission pipeline, stormwater improvements, and civil site design.

West Side Sewer Project, City of Klamath Falls, Klamath Falls, OR
Project Engineer Development of erosion control plans and drainage report for the portion of sanitary sewer improvements located within Oregon Department of Transportation (ODOT) right-of-way.

Sanitary Sewer Pressure Main Improvements, NE 110th St. to NE 72nd Ave., Clark Regional Wastewater District, Vancouver, WA
Project Manager The project includes the design of approximately 6,000 feet of 6-inch sewer force main. Duties include management of the design team and preparation of the Engineer's Opinion of Probable Construction Costs and Special Provisions to the District's Amendments to WSDOT's specifications. The design will be inserted into Clark County's 72nd Avenue Road Widening Project along with a gravity sewer project, requiring coordination with Clark County, the District's gravity sewer design consultant, and utility purveyors in the area. Due to the inclusion of this project in the road widening project, this force main will be surveyed and designed in less than two months.

West Slope Sewer Rehabilitation, City of Beaverton, Beaverton, OR
Project Manager / Project Engineer Responsibilities included preparation of plans and profiles, specifications, and Engineer's opinion of probable construction costs and assistance during construction.

- Planning and design of wastewater treatment lagoon upgrades, clarification, filtration, effluent pumping, and water reclamation of irrigation of Napa County Fairground, school recreational fields, and parks, and wet weather outfall to Napa River for 1 mgd facility, City of Calistoga, Napa County, CA.
- Planning and design of improvements and upgrades of wastewater solids contact-activated sludge biological nitrogen and phosphorus removal, vineyard irrigation of reclaimed water, and wet weather outfall to Napa River for Town of Yountville and California Veterans' Home, Napa County, CA.
- Planning and design of extended aeration, aerobic sludge digestion and ocean outfall for 50,000 gpd Paradise Cove Wastewater Treatment Plant, Sanitary District No. 5 of Marin County, CA.
- Planning and design of integrated fixed film and solids contact activated sludge and filtration for 12 mgd wastewater treatment plant for Novato Sanitation District, Marin County, CA.
- Planning, design, and start-up of 6 mgd fixed film solids contact secondary treatment, hypochlorite disinfection and bisulfate dechlorination, effluent filtration, anaerobic sludge digestion and belt filter dewatering, and ocean outfall for wastewater treatment plant, Sausalito-Marín City Sanitary District, Marin County, CA.
- Planning, design, and upgrades to wastewater treatment plant of 2 mgd capacity by lagoon conversion to Biolac extended aeration, and sludge stabilization by aerobic digestion, drying beds, and green pasture effluent irrigation, City of Orange Cove, Fresno County, CA.
- Value Engineering review of 6 mgd oxidation ditch, UV disinfection, wetlands nutrient polishing of new and expanded wastewater treatment plant, City of Willits, Mendocino County, CA.
- Project Engineer for planning and design of Mad River intake structures, pumps, pipelines, water treatment, and reservoirs for water supply to Eureka, Arcata, and Samoa Peninsula, Humboldt Bay Municipal Water District, Eureka, CA.
- Wastewater treatment fixed film reactor, clarifier, grit removal, screening, disinfection filtration, percolation ponds, and control improvements, City of Marysville Wastewater Treatment Plant, Yuba County, CA.
- Planning and design review of expansion and improvements of extended aeration oxidation ditch, clarifier, disinfection, land and river disposal, City of Susanville, Lassen County, CA.
- Planning and design of fixed film activated sludge secondary treatment and disinfection for expansion and improvements of wastewater treatment, University of California Davis, Yolo County, CA.
- Planning and design of upgrades to wastewater treatment plant of 2 mgd capacity by lagoon conveyance to Biolac extended aeration, sludge stabilization by aerobic digestion and lagooning effluent polishing by chlorine disinfection, and filtration for irrigation canal discharge, City of Willows, Glenn County, CA.
- Planning and design review of 0.75 mgd wastewater lagoon upgrades, membrane filtration, and UV disinfection, Lake of the Pines Wastewater Treatment Plant, Nevada County, CA.
- Planning and design of improvements to filtration, disinfection, and odor control for 1 mgd Lake Wildwood Wastewater Treatment Plant, Nevada County, CA.
- Planning and design of 1 mgd activated sludge filtration, disinfection, and percolation ponds, and copper reduction improvements for indirect discharge to Merced River, El Portal Wastewater Treatment Plant, Yosemite National Park, Mariposa County, CA.
- Planning and design of food processing wastewater treatment improvements by integrated fixed film activated sludge reactor, biological nitrification, denitrification, and filtration, Confidential Food Packing Company, Vacaville, Solano County, CA.
- Concept planning and pilot plant testing of biological nitrogen removal by anammox and lagoon retrofit by fixed film reactors for 1.2 mgd dairy wastewater treatment land disposal, Confidential Dairy Client, Tulare County, CA.

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Robert A. Ryder, P.E.

Senior Process Engineer

Education

Graduate Studies in Chemistry and Chemical Engineering, U.C. Berkeley
MS in Sanitary Engineering, M.I.T.
BS in Civil Engineering Purdue University

Registrations

Civil Engineer in California, Washington, Nevada, Hawaii, and Indiana
Chemical Engineer in Alaska and California

Professional Summary

Robert (Bob) Ryder has over 50 years of experience in investigations, planning, design and operation of water and wastewater facilities, as well as specialized experience in laboratory analyses and testing, corrosion protection, water reclamation, energy efficiency and conservation, odor control, and process control. While with Kennedy/Jenks, he has served in a variety of capacities, including project manager, design engineer, reviewer, value engineer, pilot plant tester, and director of the firm's environmental laboratory. He has participated in planning and design of over 200 municipal and industrial wastewater treatment systems in Northern California.

He has authored over 100 publications related to water and wastewater technology and conducted seminars and lectured at universities and conferences throughout the United States, Europe, and South America. He is the co-author of the WEF Manuals of Practice on design of disinfection systems, materials selection for wastewater treatment plants, and corrosion control.

Bob has had extensive experience in the design and risk prevention investigation of chlorine, sulfur dioxide, and other hazardous chemicals used in water and wastewater facilities. He has extensive experience in UV, ozone disinfection, onsite hypochlorite generation, and has participated in toxic gas and odor investigations and has served as an expert witness on litigation involving chlorine and toxic substance leaks and odor control.

Relevant Project Experience

Specific project experience in wastewater facilities engineering includes the following selected from several hundred different projects:

- Regional Wastewater Collection System and Wastewater Treatment and Outfall Planning, Greater Eureka Area, Humboldt County, CA.
- Concept Review of Wastewater Treatment Lagoon and Percolation Basin Disposal, McKinleyville Community Services District, Humboldt County, CA.
- Concept Review of Wastewater Treatment Plant Upgrade and Expansion, City of Fortuna, Humboldt County, CA.
- Planning and design of extended aeration treatment, sludge aerobic digestion and ocean outfall, Shelter Cove, Humboldt County, CA.
- Planning and design of expansion, lagoon upgrade, effluent filtration, sludge lagooning, and disinfection for 4 mgd dry weather, 20 mgd wet weather wastewater treatment plant, City of Ukiah, Mendocino County, CA.
- Planning and investigation of clarifier rehabilitation hypochlorite storage facilities, wastewater reclamation for vineyard irrigation, The Geysers geothermal field water injection, and wet weather outfall for Laguna Wastewater Treatment Plant, City of Santa Rosa, Sonoma County, CA.

Kennedy/Jenks Consultants
Engineers & Scientists



George R. Williamson, AICP Principal Planner

Principal Planner

1125 16th Street, Suite 200
Arcata, CA 95521

Telephone: (707) 825-8260

Email: georgew@planwestpartners.com

George Williamson, AICP, is owner of Planwest Partners Inc., a land use, community, environmental and economic planning services consulting firm, started in 1997.

EDUCATION

Master of City Planning- School of Public Administration and Urban Studies
San Diego State University, 1988

B.S. Portland State University, Portland Oregon, 1976

Social Science Degree, College of Liberal Arts and Sciences
Certificate in Urban Studies, School of Urban Studies and Planning

AREAS OF EXPERTISE

- Community development, community services and infrastructure planning;
- Economic development and community revitalization planning ;
- Staffing services for municipalities, special districts and regional organizations;
- Project management;
- Land-use and environmental planning;
- Regional transportation, bicycle facility and trail planning;
- Parks, recreation and open space planning; and
- Community involvement and facilitation strategies.

EXPERIENCE-PRINCIPAL PLANNER AND PROJECT MANAGER (PARTIAL LIST)

Ferndale Wastewater Treatment Facility Waste Discharge Requirements Modification, Initial Study/ Mitigated Negative Declaration and Coastal Development Permitting

Managed contract with City of Ferndale, to seek variance from dilution requirement. Worked with project hydrologist to change ratio from 100:1 to 1:1 based on downstream use. Managed preparation of Initial Study/ Mitigated Negative Declaration to comply with the California Environmental Quality Act (CEQA). The project included an upgraded wastewater treatment system. Managed consultant team working with agencies for required permits including Army Corps of Engineers, Department of Fish & Game, and California Coastal Commission.

City of Willits – Wastewater Treatment/ Water Reclamation Project Planning and CEQA & NEPA Environmental Compliance

Managed Planwest led consultant team that completed the *Willits Wastewater Treatment/Water Reclamation Project Environmental Impact Report and Environmental Report* for the City of Willits. The EIR was prepared to comply with CEQA; the Environmental Report was prepared to comply with National Environmental Policy Act (NEPA), which was triggered by USDA Rural Development–Rural Utility Services funding requirements. Planwest served as the lead for the project team, which included hydrological, biological, economic, and noise specialists. This project upgraded Willits' mechanical wastewater treatment and disposal system to a wastewater system that includes some treatment wetlands. Key issues covered in the EIR include impacts to hydrological and biological resources, land conversion, growth inducement, and water quality. The EIR also includes a socioeconomic analysis with demographic information about the community and projected allocations for facility costs. Planwest prepared EIR scoping documents including the Notice of Preparation; conducted a public scoping meeting; and presented environmental findings at public meetings held during the environmental review process. Planwest coordinated comments from, and responses to, federal, state, and local agencies and community members.

EXPERIENCE- TEACHING, PRESENTATION AND FACILITATION

Lecturer- NRPI 310 - NRPI 465 Humboldt State University

Part time lecturer for Natural Resource Planning & Interpretation, Fall 2006 – Spring 2008

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Board of Directors Member – American Planning Association

Northern Section California Chapter American Planning Association 2000 – 2009.
Sacramento Section Director and California Chapter Board Member American Planning Association 1990 – 1992.

Board Member and President Arcata Downtown Business Community (MainStreet).

Board of Directors (two terms) 1999 – 2005
President (two terms) 2003 – 2005

American Institute of Certified Planners

American Planning Association

California Local Agency Formation Commission

Redwood Technology Consortium

Arcata Chamber of Commerce and Arcata MainStreet

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Vanessa Blodgett
Associate Planner

EDUCATION

Bachelor of Arts - Environmental Studies/ Earth Sciences
University of California Santa Cruz, 2005

AREAS OF EXPERTISE

- Land Use and Environmental Planning
- Comprehensive Community Planning
- CEQA/ NEPA Environmental Assessment
- Stakeholder Identification and Involvement
- Public Participation and Community Outreach
- Staffing Services for Municipalities
- Project Coordination

PROJECT EXPERIENCE

Ferndale Wastewater Treatment Facility Initial Study/ Mitigated Negative Declaration and Permitting

Prepared Initial Study/ Mitigated Negative Declaration to comply with the California Environmental Quality Act (CEQA). The project included an upgraded wastewater treatment system. Coordinated with agencies for required permits including Army Corps of Engineers, Department of Fish & Game, and California Coastal Commission.

Arcata Volunteer Fire Department Environmental Documents

Assisted the Arcata Volunteer Fire Department (AVFD) in their proposal for a larger drive-through Headquarters facility and a meeting/training facility for the volunteers. Planwest assisted the AVFD with CEQA document preparation, Initial Study/ Mitigated Negative Declaration (IS/MND), and City of Arcata permit applications including a Design Review Permit. Planwest coordinated IS/MND preparation and review with applicable City Departments. The Initial Study analyzed site constraints including historic resources, drainage, wetlands, and transportation/traffic.

Arcata Rail with Trail Connectivity Project Constraints Analysis, Initial Study and MND: City of Arcata

Coordinated the preparation of the Environmental Constraints Analysis, Initial Study and MND for a proposed 4.5-mile long Class I, ADA accessible, non-motorized multiuse paved trail in Arcata. Coordinated with team members, identified/compared

environmental constraints along the trail corridor for each of the trail alignments considered, and prepared several sections of the Initial Study.

City of Arcata Land Use Code, General Plan Amendments and Local Coastal Program Amendment

Completed Land Use Code and conducted associated CEQA review and resulting negative declaration. Coordinating California Coastal Commission review of Local Coastal Program Amendment for General Plan: 2020 and Land Use Code.

Contract City Planner: City of Ferndale

Serving as contract city planner and coordinated agency and environmental review for wastewater treatment facility upgrades. This includes providing staffing services at Planning Commission and City Council meetings, processing and coordinating review of planning applications, and preparing staff reports.

City of Ferndale Housing Element Update 2010

Prepared draft Housing Element update. Worked closely with CA Housing and Community Development staff for draft review and comment incorporation.

PREVIOUS EXPERIENCE

Environmental Analyst, Humboldt County Public Works, Eureka, California

Responsible for maintaining a GIS data library, performing analysis, and generating mapping in support of Public Works projects 2006-07.

Environmental Technician, Humboldt Water Resources (HWR Engineering & Science), Arcata, California

Conducted CEQA environmental analysis and responsible for office management 2006.

PROFESSIONAL DEVELOPMENT/ CONTINUING EDUCATION

Cascadia Center for Leadership, Leadership Program Graduate, 2011

Managing Time, People, and Priorities Training, 2010

Association of Environmental Professionals, California Chapter Annual Conference, 2009, 2010

Association of Environmental Professionals, Advanced CEQA Workshops, 2008, 2009

Complete Streets Workshop: Instructors: Michael Ronkin, Principal of Designing Streets for Pedestrians and Bicyclists, and Paul Zykofsky, Director of Land Use and Transportation Programs, Local Government Commission, 2009

Building Political Will: Effective Use of the "Three-Legged Stool" (Webinar), Association of Pedestrian and Bicycle Professionals, 2009

Form Based Code: Implementing Growth, 2009

PROFESSIONAL AFFILIATIONS

Member, Association of Environmental Professionals

Jacob A. Langhans, LSIT

Survey Crew Chief

AREAS OF EXPERTISE

Surveying
SWPPP Preparation
Groundwater Monitoring and Reporting

EDUCATION

Humboldt State University - BA
Geography - June 2007

REGISTRATIONS AND CERTIFICATIONS

Land Surveyor in Training (LSIT)
October 2010
40-hour OSHA Hazardous Waste Operations and Emergency Response
American Concrete Field Testing Technician – Grade I
Nuclear Gauge Safety and Operation Course – CPN Corporation
Caltrans Stormwater Pollution Prevention Plan (SWPPP)

PROFESSIONAL EXPERIENCE

Mr. Langhans joined LACO's Survey Department as a Surveyor's Assistant in May 2008. He currently supports the Survey Department as a Survey Crew Chief. Previously, Mr. Langhans supported LACO's Geo-Environmental Department as an Environmental Scientist, drilling services as a Driller's Assistant, and material's testing laboratory as a Soil Technician. He has been working in the Engineering consulting sector since April 2006.

As a Survey Crew Chief, Mr. Langhans has experience in conducting topographic mapping, boundary surveys, utility location surveys, lot line adjustments, grade-staking, wetland delineation surveys, excavation surveys, and GeoTracker Surveys. He also has experience with Global Positioning System (GPS) equipment, robotic total stations, leveling techniques, and AutoCad Civil 3D.

As an Environmental Scientist, Mr. Langhans has been responsible for writing reports, including preparation of Storm Water Pollution Prevention Plans (SWPPP) and groundwater monitoring reports. His fieldwork responsibilities have consisted of stormwater and groundwater monitoring, drilling operations using a Geoprobe and hollow-stem auger rig with continuously cored borings, monitoring well installation, and discrete interval groundwater sampling. In addition, Mr. Langhans has experience with aquifer characterization using borehole dilution, pump test, and slug test methods.

While in the military, Mr. Langhans was a team leader, expert Infantryman, and demolitions expert. His experience as an Airborne Ranger has driven him to accomplish goals and succeed as a leader.

SELECT PROJECT EXPERIENCE

Garberville Community Services District – Garberville, CA. Mapping system components of the water and sanitary sewer system for the community of Garberville.

Pacific Gas and Electric – Eureka, CA. Topographic and construction surveys related to demolition and re-powering projects at PG&E Humboldt Bay Power Plant; preparation of Construction SWPPP for demolition of the LFO Tank; construction quality assurance for temporary road construction.

College of the Redwoods – Eureka, CA. Topographic and construction surveys related to building and parking structures.

Bear River Estates – Lolela, CA. Topographic and construction surveys related to home sites, casino expansion, and parking structures.

Resighini Rancheria – Klamath, CA. Boundary and topographic surveys.

Arcadis US, Inc. – Fort Bragg, CA. Topographic survey, GeoTracker compliance, drilling services, groundwater sampling.

Arcata Levee – City of Arcata, CA. Topographic survey, construction staking, As-Built survey.

City of Eureka – Eureka, CA. Bathymetric Survey related to sewer outfall condition and benchmark placement.

Skyhawk Water Tank – Santa Rosa, CA. Project Engineer/Manager during geotechnical investigation for a steel water tank with a storage capacity of 750,000 gallons. Performed stability and excavability evaluation of a hillside site to accommodate pad grading, including a cut slope of 65 feet in vertical height.

City of Rohnert Park Water Tank – Rohnert Park, CA. Project Engineer during geotechnical investigation for 300,000-gallon steel tank. Site is underlain by highly expansive "adobe" clay, and lower portion of tank was buried below grade.

Water Tanks #1 and #2 – American Canyon, CA. Project Engineer during geotechnical evaluation, design, and construction for two 120-foot diameter welded steel tanks. The site is located approximately 1.2 miles from the West Napa fault, and is underlain by variable thicknesses of expansive clay. Geotechnical and seismic design parameters were provided, including foundation and grading recommendations, site-specific seismic parameters, expansive soil mitigation, and recommendations for pipeline loads, thrust blocks, excavation, shoring, and backfill.

RICHARD E. YAHN, GE, PE

Geotechnical Engineer / Professional Engineer

AREAS OF EXPERTISE

Project Management
Geotechnical Engineering
Civil Engineering
Pavement Engineering
Materials Engineering

EDUCATION

BS in Civil Engineering (1976).
California State University,
Chico, CA

REGISTRATIONS & CERTIFICATIONS

Geotechnical Engineer (G.E. #913).
CA, 1987
Professional Engineer - Civil (P.E.
#31022), CA, 1979
Disaster Service Worker, California
Safety Assessment Program (SAP
63040), Expires 2013

PROFESSIONAL MEMBERSHIPS

American Society of Civil Engineers -
Past President of Redwood
Empire Branch
Construction Specifications Institute -
Board of Directors Member of
Redwood Empire Branch
Northern California Engineering
Contractors Association -
Member of Specifications
Committee

PROFESSIONAL EXPERIENCE

Mr. Yahn has over 35 years of experience with performing geotechnical investigations, site soil assessments, and project managing construction materials testing and inspection services for public works, residential, educational, industrial, and commercial projects. These projects include: pipelines, water tanks, water and wastewater handling/treatment facilities, wineries, hospitals, schools, subdivisions, apartments, office buildings/business parks, shopping centers, airports, warehouses, churches, geothermal plants, solar arrays, recreational parks, retaining walls, parking structures, roadways, and bridges. Key experience includes:

- Performing and/or supervising laboratory quality control testing of soils, concrete, asphalt concrete, and other related construction materials.
- Performing and/or supervising subsurface explorations.
- Observing and/or testing during earthwork and foundation construction, including pile installation.
- Identifying and defining scope, techniques, and prices for project proposals, including overseeing development of cost estimates from vendors.
- Providing consistently accurate and timely client and management communications, including contract negotiation, invoicing, and collections.
- Engineering analysis and report writing, including technical recommendations and decisions within project scope.
- Reviewing project plans and specifications for proposal pricing, and for conformance with technical report recommendations, codes and/or regulations.
- Maintaining a positive attitude, effectively communicating with regulators, and overseeing the work of junior staff and technicians.

SELECT PROJECT EXPERIENCE

WATER/WASTEWATER

Laguna Force Main Sewer Replacement and Pump Station – Sebastopol, CA. Project Manager and Engineer for the geotechnical investigation for new 4,000-foot sewer line crossing the environmentally sensitive Laguna De Santa Rosa and State Highway 12, and a related deep well-well. Potentially detrimental site conditions included high groundwater and liquefiable sands. Evaluation included geotechnical constraints to installing an approximately 1,000-foot segment using directional drilling techniques.

Copeland Avenue Sewer Replacement and Pump Station – Petaluma, CA. Project Engineer during geotechnical investigation for new sewer line crossing the Petaluma River and related deep well-well. Potentially detrimental site conditions included high groundwater and liquefiable sands.

Presidio Reservoir – San Francisco, CA. Project engineer during geotechnical investigation for upgrade of an existing distressed reinforced concrete reservoir. Site conditions included variable depth and quality old fill, along with saturated soil conditions due to leaking of the reservoir.



Brad Musick

Wastewater Solutions, Inc.

3514 NW McKinley Drive Corvallis, OR 97330 541-738-1300 Brad@ActivatedSludge.com

Registrations and Certifications

- Grade V Wastewater Certification, California
- Class IV Wastewater Certification from Indiana, Washington, Oregon (highest)
- Class D, Industrial Wastewater Certification, Indiana

Professional Summary

Brad Musick's 30 years of experience in the wastewater field includes operations, management, and consulting. He specializes in biological treatment, specifically activated sludge, and both aerobic and anaerobic digestion. Brad is well known for his work on process and energy optimization projects. Brad is also proficient in both the development and delivery of training and has extensive experience in the writing of technical and operations and maintenance (O&M) manuals. Brad has a B.S. degree in Natural Resources from Ball State University.

Relevant Consulting Experience

Lafayette Wastewater Treatment Plant, Lafayette, Indiana. Performed an optimization audit of the large activated sludge facility. The audit focused on both treatment performance enhancements as well as energy, labor and chemical cost reduction. The audit resulted in an annual reduction of \$536,000 in the O&M budget. Part of the savings included \$16,500 per month in electricity and \$8,000 in natural gas. The volume of biosolids hauled from the facility was reduced by 6 million gallons compared to previous years.

Hills Canyon Treatment Plant, Thousand Oaks, CA. Performed an energy and process optimization audit of the activated sludge facility. The audit identified energy and chemical savings totaling over \$200,000 in annual savings. The audit findings helped staff reduce effluent nitrate. Aeration system design issues hindering operation were also identified.

Muncie Wastewater Treatment Plant, Muncie, Indiana. Performed an energy and process optimization audit that identified energy and labor annual savings totaling over \$300,000.

West Lafayette Wastewater Utility, West Lafayette, Indiana. Performed an energy and process optimization audit that identified energy and labor annual potential savings totaling over \$450,000.

Encina Water Authority, Carlsbad, CA. Performed an operations process optimization audit as part of a larger energy optimization project being conducted at the wastewater treatment facility. The operations audit identified energy and labor savings totaling over \$250,000 annually.

Camas Wastewater Treatment Plant, Camas, Washington. Provided troubleshooting and bench-top toxicity testing related to poor ammonia removal. While performing the testing, provided optimization suggestions that helped the facility regain ammonia permit compliance.

Friday Harbor Wastewater Treatment Plant, Friday Harbor, Washington. Brad provided support services for the resort community's overloaded wastewater treatment plant. The optimization of the treatment plant was driven by regulatory pressure. Plant modifications were enacted to quickly reduce the SVI from 400 to below 150, allowing solids to be retained in the facility and permit compliance to be achieved. Both formal and field training of plant personnel was used to give staff the tools to properly operate the facility, anticipate problems, and reinforce the planned changes needed to improve permit compliance. The optimization project allowed the plant to meet summer permit limits for the first time in five years. They added 17% capacity also allowed the utility to delay design and upgrade for eight years resulting in a estimated savings of \$500,000.

Central Kitsap Wastewater Treatment Plant (WWTP) Re-rating, Kitsap County, Washington. This re-rating/optimization project took a system-wide optimization approach to determine if the capacity of the WWTP could be re-rated. The process included a laboratory audit, flow meter verification/calibration, hydraulic modeling, clarifier optimization, overall performance optimization related to nitrification/denitrification and high SVI. The project resulted in an plant capacity increase of over 15%.

WWTP Process Evaluation, City of Bend, Oregon. Instigated process changes that quickly resulted in a reduction of effluent total suspended solids from 60 mg/L to reliably below 10 mg/L (and dropping). The treatment plant performance had been poor and unstable for approximately 1 year prior to receiving operational input. This project was also reviewed during construction for potential improvements.

Hyperion Wastewater Treatment Plant Project, City of Los Angeles. Directed the development and delivery of training materials for the Power Restart and Digester Screening facilities at the 450-million gallons per day (mgd) plant. The training covered operations, mechanical maintenance, electrical, instrumentation, and HVAC, for each piece of equipment of each unit process.

Muncie Wastewater Treatment Plant (WWTP), Muncie, Indiana. Provided both training to both operations and managers on process control and troubleshooting. Also provided assistance during periods of permit non-compliance and poor performance that resulted in significant improvement in plant performance.

Utoy Creek Wastewater Treatment Plant, Atlanta, Georgia. As part of a team, helped evaluate the training and staffing needs at the utility. Developed start-up training materials for the 44 mgd activated sludge plant. Provided QA/QC on training materials developed for other unit processes.

Training and Commissioning Services, Greater Vancouver Regional District, Vancouver, British Columbia, Canada. Responsible for development of start-up training materials for the secondary treatment process and provided QA/QC of other unit process training materials. Sites included Annacis Island (120' mgd) and Lulu Island (20 mgd) WWTPs.

McMinnville Water Reclamation Facility, McMinnville, Oregon. Developed and delivered plant-specific BNR training program. While training, provided professional assistance in the start-up, operation and optimization of the city's Orbal oxidation ditch.

Wastewater Solutions, Inc.

JONATHAN OLSON, PE

Project Engineer

Mr. Olson has four years of experience in in civil engineering design and construction inspection. He has focused on stormwater, wastewater, and structural design on a range of projects from residential onsite septic systems to municipal chemical handling systems. He is certified to design stormwater pollution prevention plans for all types of construction. He regularly inspects sites to ensure all best management practices are being properly implemented. He is an experienced designer and resident engineer.

REPRESENTATIVE EXPERIENCE

Mr. Olson is a Project Engineer with Stover Engineering. His focus is on design and construction of small to large projects. He spent his first two years reviewing submittals, inspecting construction, and working on design modifications at the Crescent City WWTF. He is currently involved in additional design work as the WWTF continues to upgrade facilities.

Mr. Olson is Stover Engineering's in-house expert on California's Stormwater Construction Permit. He has designed stormwater pollution prevention plans (SWPPP) for the Smith River School Gymnasium and Playground, Yurok Multiunit Housing Development, and multiple construction projects for the Crescent City Harbor District. He has worked as a stormwater inspector for a Super Walmart development, low income housing developments and road projects.

Mr. Olson was recently the Resident Engineer for a successful disaster recovery project involving dredging of 120,000 CY of material and installing temporary dock facilities for the Crescent City Harbor. He is currently designing a 250,000 CY dredging project for the Harbor.

RELAVENT PROJECT DETAILS

Crescent City WWTF (2012)
Design Engineer for a \$250,000 Chemical Waste Storage and Disposal system. Coordinated work with Kennedy/Jenks and Brown and Caldwell Engineers.

Yurok Indian Housing Authority (2012-)
Design of Stormwater Pollution Prevention Plan. Testing and Inspection Services (\$50,000).

Crescent City Harbor District (2011)
Resident Engineer for a \$5 million dredging and rock slope protection project. Monitoring and reporting of straightening and in situ load testing of piles. He provided inspection of temporary dock facilities. Designer of sediment and stormwater controls for four separate Harbor District projects. Monitoring of sediment and stormwater controls.

Super Walmart (2011)
Stormwater pollution plan inspection, reporting and modifications (\$75,000).

Del Norte County School District (2011)
Developer of a SWPPP for Smith River School Gymnasium and Playground. Provided consultation on stormwater related contract language.

Crescent City WWTF (2008 to 2011)
Construction Inspector of a \$37.7 million Wastewater Treatment Facility Improvements. Project included numerous support buildings totaling 19,700 SF, a state-of-the-art treatment process and excavation of over 5000 cubic yards of material. Design and integration of Owner directed changes including trolley hoist and elevated walkways.

Background Data

Registration(s), Certification(s), and License(s)
Civil Engineer, California 76667

Certified Nuclear Soils Gauge Operator and Radiation Safety Officer

Certified Qualified SWPPP Developer and Qualified SWPPP Practitioner, California 00128

Education
B.S., Civil Engineering
California State University, Sacramento
December (2007)

Years of Experience
Stover Engineering
January 2008 to Present
Yolo County, California
Summer 2006

MELVIN JENNINGS

Construction Manager

Mr. Jennings has over forty years of experience in construction. Most recently, he has been a Construction Manager/Inspector and prior to that as a Contractor's Project Manager and Superintendent. He has focused on building structures, pumping and piping, underground concrete structures, earth dike construction, water line and new hydrant system concourse, fiber optics, Jet fuel storage and hazardous material remediation. He is an experienced manager of major construction projects with individual project costs exceeding \$30 million.

REPRESENTATIVE EXPERIENCE

Mr. Jennings is a Construction Manager/Inspector with Stover Engineering. Overseeing all aspects of construction as the Owner's Representative, his diverse background provides a comprehensive approach to projects while ensuring Construction Contractors adherence to contract documents. He performs constructability reviews for designs prepared by Stover Engineering, cost estimating, as well as provides input to the preparation of construction specifications.

Prior to joining Stover Engineering, Mr. Jennings served as a Project Manager and Superintendent for major construction contractors. He has extensive experience in construction planning, job costing, adherence to contract documents as well as problem solving for numerous construction tasks

RELAVENT PROJECT DETAILS

Crescent City Harbor District (2012)
Construction Manager/Inspector for \$33.8 million marina reconstruction project.

Crescent City Harbor District (2011)
Construction Manager/Inspector of over \$2 million of rock slope protection and breakwater repair projects.

Crescent City WWTF (2006 to 2011)
Construction Manager/Inspector of \$37.7 million Wastewater Treatment Facility Improvements. Project included numerous support buildings totaling 19,700 SF, a state-of-the-art treatment process and excavation of over 5000 cubic yards of material.

Union Pacific Railroad
Project Manager for construction of \$24 million maintenance facility consisting of wheel truing building, diesel repair shop, warehouse, administration building, transfer table, and associated support systems.

Dallas/Fort Worth International Airport
Project Manager and Superintendent for construction of fuel farm expansion, new International Terminal D fueling systems, including containment, fire protection, and leak detection systems. \$19 million project 2002-04; \$20 million 1997-99.

Portland International Airport
Superintendent for construction of \$4 million jet fuel piping system, hydrant pits and valve vaults for terminal expansion.

Los Angeles International Airport
Superintendent for construction of new operations and maintenance building. Installed new 40,000 and 60,000 barrel Jet A fuel tanks and retrofit all existing tank to new standards. New fire pump house with complete foaming and cooling water system. \$27 million project.

Background Data

Education
High School Graduate
Tracy, CA
San Joaquin JC
Stockton, CA

Years of Experience
Stover Engineering
Construction Manager
2006 to Present

Kinley Construction
Group - Arlington, TX
Project Manager
2002 to 2006

Underground
Construction Co.
Benicia, CA
Superintendent
1971 to 2002

US Navy - Seabees
1969 to 1970

Underground
Construction Co.
1967 to 1969

- Managing Director, WaterReuse California. WaterReuse represents agencies responsible for 90 percent of water recycled in California. Responsible for regulatory and legislative advocacy, professional development, business and member service of California section of international organization. Current and recent activities include:
 - Develop and seek enactment of AB 2398 (Hueso) to consolidate, simplify and reform the State's water recycling statutes
 - Manage the Draft Groundwater Recharge Regulation review task force
 - Manage the Direct Potable Reuse Initiative
 - Collaborate with the California Department of Public Health to revise the Health and Safety Code to address water recycling obstacles
 - Enactment in 2010 of legislation establishing deadlines for promulgation of potable reuse regulations in California (AB 918)
 - Represent water recyclers in California on policy matters before the State Water Resource Control Board and Department of Public Health such as the State's Recycled Water Policy and water quality constituents of emerging concern
 - Manage technical studies related to various health and engineering issues associated with water recycling such
 - Support negotiation of key precedential project and permit approvals with State agencies
 - Support project proponents as they address challenging water recycling issues in CEQA and public acceptance phases of project development
 - Seek enactment of State and federal legislation to facilitate favorable project financing
- Water and wastewater planning and engineering lead for proposed 12,000 home development
- Permitting and environmental compliance manager for a 41-mile recycled water pipeline construction project. Permits include CWA Section 401/404, ESA Section 7, DFG Code Section 1602.
- Ongoing consultation to 6700-acre agricultural irrigation operation using tertiary treated recycled water. Agricultural commodities include silage, grapes, row crops, turf, and pulp.
- Sanitary sewer overflow studies and permitting
- Development of water quality management plans for drinking water reservoirs
- Conceptual or predesign development reservoir oxygenation facilities for reservoirs
- Temperature modeling in the Tuolumne River and Alameda Creek and other water quality analysis to support the SFPUC's Water Supply Improvement Program EIR



DAVID W. SMITH, PH.D.
Principal

EDUCATION

Ph.D. Engineering Science: Applied Ecology, University of California, Berkeley (1984)

B.S. Aquatic Ecology, University of California, Davis (1979)

EXPERIENCE

Principal, Merritt Smith Consulting (1988 - present). Dave has managed planning, design and/or startup for more than \$1 billion in water recycling projects. Dave also serves as the Managing Director for WaterReuse California, whose members are responsible for 90 percent of California's water recycling. He has experience in the areas of water and wastewater master planning, CEQA compliance, financial analysis, project permitting (NPDES/WDR, Endangered Species Act Section 7/10, Clean Water Act Section 404/401, etc), water resource planning and operations, watershed assessment, reservoir management, point and nonpoint source discharge effects studies, laboratory and field toxicity effluent toxicity characterization, wildlife risk assessment, and fisheries studies. Current or recent projects managed by Dave include:

- Program manager of a \$225 million water supply and recycling program for the City of Santa Rosa since 2000, which included:
 - Prepare a water recycling master plan
 - Feasibility study and conceptual design of water storage reservoirs
 - Preparation of multiple CEQA documents including a Program EIR, two project EIRs and two EIR addenda
 - Conceptual design of an urban water recycling system serving 1000 new customers
 - Negotiate agreements with public and private partners for water delivery and geothermal power production using delivered water
 - Develop recycled water discharge compliance plan, including design and permitting of an outfall. Permits include CWA Section 401/404, ESA Section 7, and DFG Code Section 1602.
 - Develop and obtain approval of the State's first watershed pollution credit offset and trading program
 - Prepare NPDES permit applications and negotiate Master Recycling and discharge permits
 - Develop real-time water quality and flow monitoring system to modulate recycled water discharge for compliance with permit requirements
 - Manage federal and State legislative and regulatory lobbying efforts

Kennedy/Jenks Consultants

McKinleyville Community Services District

Proposal for Wastewater Treatment System Upgrade Project

Section A.9: Insurance

Summaries of the insurance coverage for Kennedy/Jenks and our proposed subconsultants for your project are included below.

Kennedy/Jenks Consultants

- **General Liability Occurrence:** \$1 million each occurrence, \$2 million general aggregate with per project limits
- **Automobile Liability:** \$1 million combined single limit each accident
- **Workers' Compensation and Employer's Liability:** Statutory Limits
- **Umbrella Liability Occurrence:** \$5 million each occurrence, \$5 million aggregate
- **Professional Liability:** \$5 million each loss, \$5 million aggregate

Planwest Partners

- **Commercial General Liability:** \$2 million each occurrence, \$4 million aggregate
- **Professional Liability:** \$1 million per claim, \$2 million aggregate
- **Workers' Compensation:** \$1 million per occurrence

LACO Associates

- **General Liability:** \$1 million each occurrence, \$2 million aggregate
- **Automobile Liability:** \$1 million combined single limit each accident
- **Workers Compensation and Employers' Liability:** Statutory Limits
- **Professional Liability:** \$2 million each loss, \$4 million aggregate

Stover Engineering

- **General Liability Occurrence:** \$1 million each occurrence, \$2 million aggregate
- **Automobile Liability:** \$1 million combined single limit each accident
- **Workers Compensation and Employers' Liability:** Statutory Limits
- **Professional Liability:** \$1 million each loss, \$1 million aggregate

Wastewater Solutions

- **General Liability Occurrence:** \$1 million each occurrence, \$2 million aggregate
- **Automobile Liability:** \$1 million combined single limit

Merritt Smith Consulting

- **General Liability Occurrence:** \$1 million each occurrence, \$2 million aggregate

McKinleyville Community Services District

BOARD OF DIRECTORS

October 3, 2012

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2. **Staff presentation on recent Granite property acquisition of approximately thirty-three (33) acres along North Bank Road near Azalea Ave.**

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

TYPE OF ACTION: **None**

Recommendation:

Staff Requests the Board listen to oral and visual presentation prepared by staff.

Discussion:

The MCSD Board of Directors approved the purchase of approximately thirty-three (33) acres of property along North Bank Road near Azalea Ave.

The majority of the property is covered with trees such as alder, cottonwood, and other “softwoods.” The parcel extends west to the middle of the Mad River.

Staff has walked the property and there appears to be an existing trail system that leads throughout the property. There is a relatively small turnout off North Bank Road that could accommodate approximately 7-10 vehicles parking at a time.

Staff is in the process of working with the County to obtain an access agreement.

It appears that there used to be a road that cuts down from North Bank Road to access the property. There is also a gate near the entrance.

While it is unknown at this time what type of amenities MCSD might provide at the site, staff feels it would benefit our community if we initially provided access to the trail system.

In order to notify the public of this new property purchase, staff would like to host a Ribbon Cutting Ceremony and invite community members to attend.

One thought was to invite interested parties to meet at the MCSD office on Sutter Road on a Saturday and transport the public to the property by bus. Staff would then lead attendees on a brief tour of the property.

Staff will work on securing a date for the Ribbon Cutting Ceremony. We anticipate this happening in mid to late October 2012. Staff will continue to keep the Board and public informed on upcoming dates.

Alternatives:

- Take Action

Fiscal Analysis:

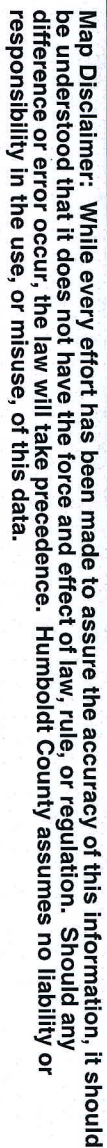
- Not applicable

Environmental Requirements:

- Unknown at this time

Exhibits/Attachments

- Photos of the property



- SUBJECT**

**VACANT AGRICULTURAL
ZONED PARCEL
2400 BLOCK NORTH BANK ROAD
MCKINLEYVILLE, CA 95519**

Looking west on North Bank
Road with subject farther to left.



PHOTOS TAKEN 1/16/12

Looking southerly from
North Bank Road over
approximate directional line
with subject's east property line.
The start would be 200'± farther
to the south.



Farther to the west from
previous picture over dense
vegetation adjacent to North
Bank Road and part of the
property owned by the
County of Humboldt.



Looking easterly on North Bank Road with small "turnout" for vehicles to park on county property. Start of Azalea Road is farther down and to the left.



Farther to the west from previous picture along county's property extending along south side of North Bank Road.



Looking southerly from roadway toward northwest portion of county owned parcel. The appraisal property is 200'± farther to the south.



Looking easterly over start of walking trail with North Bank Road immediately to the left. Notice steel gate which prohibits vehicular access onto county property.



Looking southerly on walking trail owned by the county.



Looking northerly from previous picture up trail which eventually extends to left and parking area adjacent to North Bank Road.



Farther to south from previous photo with dense vegetation and various trees over land owned by County of Humboldt. Notice walking trail through briar bushes straight ahead.



Looking westerly near previous picture over approximate north property line of subject.



Looking southwesterly from previous picture over appraisal property. Defined walking trail extends around trees and to the right.



Looking southeasterly with
typical ground cover and
softwood trees.



Looking southerly over
continuation of appraisal
property.



Looking southwesterly with
more dense vegetation which
prohibits pedestrian access.



Looking easterly toward
southeast portion of overall
property.



Looking southerly over similar
terrain, vegetation and a variety
of trees.



Looking easterly toward east
side of appraisal property.
Another “cut” walking path
extends straight ahead.





Mad River - Looking southeast towards the river frontage portion of the property.



McKinleyville Community Services District

BOARD OF DIRECTORS

October 3, 2012

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Resolution Authorizing addition of unpaid utility bills to Property Tax Bill through Humboldt County Auditor/Controller**

PRESENTED BY: **Colleen MR Trask**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Approve Resolution 2012-24 authorizing the addition of unpaid utility bills to the annual property Tax bill through the Humboldt County Auditor/Controller's Office.

Discussion:

There is a process to have unpaid utility bills added to the annual property tax bill through the Humboldt County Auditor/Controller. This will allow us to collect bad debts from homeowners for a much lower cost than standard collection agency fees. Homeowners are exempt from the deposit requirement, and while they normally present a lower bad debt risk than others, this would allow us to collect from those few who do default on their bills.

Staff would like to take advantage of this program which requires a Resolution of our Board to enable us to do so.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- Minimal charge ranging from \$1.00 to \$15.00 per item depending on the time of year the request is made. If the request is made prior to August 15th deadline for tax bills the charge will be only \$1.00. The \$15.00 fee applies for a separate tax bill from normal annual billing time. These fees would be more than offset by the savings in collection costs (typically 30-50% of the invoice being collected.)

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- Resolution 2012-24

RESOLUTION 2012-24

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ADDITION OF UNPAID UTILITY BILLS ON THE ANNUAL HUMBOLDT COUNTY PROPERTY TAX BILLS THROUGH THE HUMBOLDT COUNTY AUDITOR

WHEREAS, the District has seen an increase over the years in bad debts left by customers on closed accounts for water and sewer billing;

WHEREAS, the District would like to take advantage of a program offered by the Humboldt County Auditors' office which would allow unpaid bills to be added to the annual property tax bill;

WHEREAS, the Humboldt County Auditor has a process that allows delinquent unpaid charges for services to appear on the annual tax roll as per enabling legislation WC§37200 et seq;

NOW THEREFORE BE IT RESOLVED that the McKinleyville Community Services District Board of Directors does hereby authorize the filing of unpaid charges for services to the Humboldt County Auditor for addition to the Annual Property Tax Bill.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 3, 2012 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dennis Mayo, Board President

Attest:

David A. Baldosser, Acting Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

October 3, 2012

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Accept Proposal from Oscar Larson and Associates for design of the northern intertie of the Mad River Bridge Crossing**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

1. After reviewing two proposals, and with cost a consideration, staff recommends that Oscar Larson & Associates be awarded the Services Agreement for design, plans and specifications for the northern section of the Mad River Bridge Intertie.
2. Approve a total expenditure and budget modification not to exceed \$91,300.00.
3. Authorize General Manager to enter into an agreement with Oscar Larson and Associates for the services described in Attachment A.

Discussion:

District staff worked with Caltrans to incorporate a 12" ductile iron water main within the north bound span of Mad River Bridge project. The sole purpose of the line is to act as an emergency main in case of a seismic or flood event disrupting our 18" water main beneath the river at Hunt's Drive. The river undercrossing is MCSD sole source of domestic water. As the pipe line in the bridge project nears completion it is now time to consider the interties on either side of the bridge.

Grant funding will be coming available in the near future through Proposition 50 that could potentially be utilized for design and construction of the interties. The south intertie will be completed as part of a regional project sponsored by Humboldt Bay M.W.D., to include design and environmental permitting and will not be necessary to consider.

MCSD will be responsible for overseeing design of the northern section of the intertie, including access agreements with the County of Humboldt and Caltrans for pipe line easements.

SHN submitted a proposal for this project and GHD included a cost estimate in the grant documentation. Staff has determined Oscar Larson proposal to be the most suitable with cost being a consideration.

Specific segments of the cost breakdown for this scope of work:

1. Surveying \$34,967.00
2. Pre-design including review of the hydraulic analysis \$5,717.00
3. .Preparation of plans and specifications \$36,201.00
4. Project Management and other minor items \$6115.00

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

\$83,000.00 for design, plans and specifications

\$8,300.00 for a 10% contingency

\$91,300.00 total

These funds are potentially reimbursable through Proposition 50

Environmental Requirements:

Environmental requirements are included in the scope for design of the southern intertie and will be carried out by GHD.

Exhibits/Attachments

- Attachment A Scope
- Attachment B Surveying
- Attachment C Cost Breakdown

ATTACHMENT A**Scope of Work Summary**

Project Name: McKinleyville Community Services District – Northern Interconnect Pipeline Project

I. General description of project:

- A. In order to provide for an emergency water supply, an interconnection is planned between the McKinleyville Community Services District and the City of Arcata to allow flow in either direction. A pipeline has been constructed in the east span of the new Mad River Bridge and a connection to that line on the north side of the bridge is to be designed. The connection on the south side will be designed by others.

The connection on the north side will be a new 12-inch line approximately 2,900 feet long and be located within the Northbank Road and Caltrans rights-of-way. It will connect to an existing 12-inch ACP line in Northbank Road that currently ends at a blow off. In addition, an interconnection between that existing line and the suction line to the Ramey Pump Station will be made at the pump station.

There are some alternatives that may need to be considered. Depending on the results of discussions with Caltrans, it may be found that they will not allow the parallel encroachment currently envisioned. If that is the case, the line will cross a field from Highway 101 to Northbank Road. Additional work remains to be done in evaluating the hydraulics of the new system to determine whether or not the pressure in the existing line in Northbank Road will drop too much and impact the users along that line. If that is found to be a problem, the new pipe in Northbank Road would need to be extended to the Ramey Pump Station.

- B. The work under this scope includes services for the design phase. Bidding and award of the construction contract, services during construction, preparation of record drawings, start up assistance and other services are not included but will be provided as additional services if requested by the District.

II. Client shall provide:

- A. Access to project site for Consultant and for construction contractors.
- B. Payment of all application, permitting and processing fees.
- C. All historical and available documentation regarding existing facilities which will be impacted, and proposed facilities.



- D. Title Reports for any private properties being crossed, if applicable.
- E. Negotiation with affected landowners and recording of easements, if needed.
- F. Physical and legal access to private property, if needed.
- G. District standard contract documents and specifications in electronic format.
- H. Project management decisions.

III. Consultant shall perform the following services:

- A. Surveying for the project will be subcontracted to Points West Surveying. Their proposed scope of work is included as Attachment B.
- B. Pre-design:
 - 1. After obtaining information on utility locations, conduct a field review to identify the pipeline route to minimize utility conflicts and determine limits of survey required.
 - 2. Review hydraulic analysis performed by GHD to determine the pressure along Northbank Road and impacts on the City of Arcata system.
 - 3. Develop a preliminary alignment, materials of construction, and conceptual connection details.
 - 4. Meet with Caltrans to review the proposed alignment and identify any concerns they may have with the project. Finalize the alignment and design concept based on their input.
 - 5. Summarize the results of the above tasks in a memo to District staff. Meet and review the preliminary layout and design concept with District staff, and reach agreement on the layout and design concept to be used.
- C. Prepare Plans:
 - 1. Develop final layouts, sizing and materials selections based on the previous task.
 - 2. It is anticipated that the Plans will consist of the following sheets:
 - a. Cover sheet with location and vicinity map and plan key sheet.



- b. Sheet 2 is to be abbreviations, symbols, general notes and references.
- c. Survey control sheets.
- d. Plan and profile sheets showing the new pipeline and connections. We anticipate 9 plan and profile sheets at 1" = 20'.
- e. One or two detail sheets. It is expected that these may include the following:
 - i. Connections between new and existing pipes.
 - ii. Valve assemblies.
 - iii. Pipe trench sections.

3. Products:

- a. Provide two 11x17 half scale draft sets of 90% complete Plans for District review. It is anticipated the District will review the Plans within one week and return them for Consultant's revision.
- b. Prepare final Plans and submit one 11x17 half scale set for final review. Upon approval of the final Plans, Consultant will provide an electronic set of the Plans (pdf format) to the District for bidding purposes. Both full size (22x34) and half size (11x17) pdf files will be provided. Consultant will additionally provide an editable electronic copy of the Plans to the District (AutoCAD format).

D. Prepare Specifications:

- 1. Consultant shall prepare the Specifications for the use of the District in a contractor selection bidding process. Consultant will use District's standard general Specifications, including bidding forms, bidding requirements, contract forms, and conditions of contract. The District's standard technical Specifications will also be used as appropriate. It is anticipated that the Technical Specifications will consist of the following:
 - a. Division 1 - General Requirements
 - b. Division 2 - Site Work
 - c. Division 3 - Concrete
 - d. Division 15 - Mechanical
- 2. Products:



- a. Provide draft set of 90% complete Specifications for District review. One reproducible set to be provided for review. It is anticipated the District will review the Specifications within one week and return them for revision.
- b. Consultant will revise the Specifications and submit one set for final review. Upon approval of the final Specifications, Consultant will provide an electronic copy in pdf and Microsoft Word formats, to the District for bidding purposes.

E. Cost opinion:

1. Consultant will prepare a line item construction cost opinion.
2. Consultant will prepare a preliminary cost opinion and submit to the District for review. It will be prepared in a reproducible original format and electronic format (Microsoft Excel) for District's use. After review by District, Consultant will revise the cost opinion to a final cost opinion. The product delivered to the District will be one reproducible paper copy and one in an electronic format for the District's use.

IV. Time frame:

We anticipate the following schedule:

1. Survey completed within four weeks of notice to proceed.
2. The preliminary design will be completed in parallel with the survey work and be submitted within four weeks of notice to proceed.
3. Preparation of the Plans, Specifications and cost estimate will follow the previous two steps, with the 90% complete submittal within 5 weeks of approval of the preliminary design by the District. The final Plans, Specifications and cost estimate will be submitted within 2 weeks of receiving District staff comments on the 90% complete submittal, and, assuming one week for District review of the 90% complete submittal, within two months of approval of the preliminary design.

The above schedule assumes there are no unanticipated delays in reviews. It also allows for work at typical rates of production and staffing. We are available to start work immediately.

V. Engineer's fee:

Our estimated fee for the above scope of work is \$83,000, including survey. A breakdown of the cost is attached as Attachment C. This cost estimate assumes that it is



necessary to extend the pipe to the Ramey Pump Station. If it is determined that is not required, prior to doing any field or survey work, the cost would be reduced by about \$15,000.

It has been assumed that, with the exception of the field survey work, this project is not subject to prevailing wages.





SCOPE OF WORK
Topographic Survey for
Emergency Waterline Extension-Northern Interconnect Project
McKinleyville Community Services District

Consultant Shall Provide:

Control Survey

Points West Surveying will establish horizontal and vertical control for project. Datum will be California Coordinate System of 1983 and North American Datum of 1988. Points West Surveying will establish control points along route for survey and future construction.

Topographic Survey

Points West Surveying will complete a topographic survey of the pipeline route. Generally the route is defined from the Highway 101 bridge pipeline connection point on the north side of the northbound bridge northerly to Route 200 (North Bank Road), thence southeasterly along Route 200 to the existing fire hydrant on the north side of the road for an approximate distance of 2,900 lineal feet. Topographic coverage will include the bridge connection point and a route along Highway 101, route to be determined (assumed to be a strip of survey forty feet in width), to Route 200. Thence along Route 200 to include pavement section and twelve feet on either side of pavement edge or to fence or top of bank, whichever is closer. Turnouts will be surveyed which extend beyond the above limits.

Topographic survey will include features within this strip including roadway features such as edge of pavement, driveways, roadway striping; drainage structures and culverts, fences, signage, street lighting, visible utilities including telephone, electric, and waterline/fire hydrant. Trees with diameters larger than 6" will be located. Underground utilities will be shown based on visible physical evidence and available public records. The size, character, and elevations of visible utilities will be shown as they can be measured. Invert elevations of storm drains and culverts will be determined. Overhead electric and telephone poles and guy wires for main will be located.

In addition, a rectangular area approximately 40 feet square will be surveyed at the southeast corner of the Ramey Pump Station for the modified connection to existing pipes to be made there.

The topographic mapping will be produced by compiling the above data utilizing Autodesk Civil 3D. Topographic data will be plotted along with right of way and utility data at a proposed scale of 1"= 30. All pertinent field data will be indicated and contours of one foot intervals will be determined. Topographic mapping will meet National Map Accuracy Standards for Scale and Contour interval.

Rights of way will be shown based on available record data and ties to existing monuments from CALTRANS mapping. It is assumed pipeline will fall within existing right of way and sufficient CALTRANS monuments along route exist and are found undisturbed. Acquisition of Title Reports and any additional right-of-way or easements needed for project improvements outside existing right of way would be performed under a separate scope and budget, at such time the areas are defined and if found to be needed.

SCOPE OF WORK continued
Topographic Survey for
Emergency Waterline Extension-Northern Interconnect Project
McKinleyville Community Services District
Mad River Pipeline Project, Phase 5
For the City of Eureka

Assumptions:

Direction as to desired route will be provided.
MCSD will provide all available drawings for pertinent utility data.
Physical and Legal Access to project area is provided.

The following items are not included in our scope of work:

- Potholing or mechanical detection of underground utilities.
- Preparation of a Record of Survey.
- Legal descriptions for existing or proposed easements or boundaries, negotiation or coordination with property owners for easement acquisition and recording of documents, if needed.
- Anything not specifically described in the tasks above.

Deliverables

Points West Surveying will provide the topographic survey as a wet stamped hardcopy plot (2 copies). An AutoCAD drawing file (and database) to be provided with executed standard electronic file release form.

Cost: Lump Sum: \$21,132

Additional Survey Services-Construction Staking: Provide one set of construction stakes of proposed pipeline: **Estimated Sum: \$12,300** (To be confirmed once project design completed)

**McKinleyville Community Services District
Northern Interconnect Project - General Services**

Attachment C

Estimated Man-Hours and Proposed Budget

Task	Senior Project Engineer	Staff Engineer	Drafting	Admin	Total Labor	Expenses	Sub- consultant	Total
	Hours	Hours	Hours	Hours	\$	10% \$	\$	\$
	\$150	\$90	\$80	\$70				
Project Management	12			4	\$ 2,080	\$ 208		\$ 2,288
1 Surveying	2			1	\$ 370	\$ 37	\$ 34,560	\$ 34,967
2 Pre-Design								
Preliminary alignment - field review	4	8			\$ 1,320	\$ 132		\$ 1,452
Review hydraulic analysis	8				\$ 1,200	\$ 120		\$ 1,320
Preliminary alignment - office	2	16	3		\$ 1,980	\$ 198		\$ 2,178
Contact Caltrans	2	8			\$ 1,020	\$ 102		\$ 1,122
Basis of Design Memo	2	8	2	4	\$ 1,460	\$ 146		\$ 1,606
3 Prepare Plans								
90% Plans	16	80	156		\$ 22,080	\$ 2,208		\$ 24,288
Final Plans	4	16	32		\$ 4,600	\$ 460		\$ 5,060
4 Prepare Specifications								
90% Specifications	8	40			\$ 4,800	\$ 480		\$ 5,280
Final Specifications	1	8		8	\$ 1,430	\$ 143		\$ 1,573
5 Cost Estimate								
Preliminary Estimate	1	12			\$ 1,230	\$ 123		\$ 1,353
Final Estimate	1	2		1	\$ 400	\$ 40		\$ 440
Total	63	198	193	18	\$ 43,970	\$ 4,397	\$ 34,560	\$ 82,927
Budget Estimate - Rounded Up								\$ 83,000



Oscar Larson & Associates
Engineering • Planning • Construction Management

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
3 October, 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 trial balance review by Jackson & Eklund was completed and all information and supporting documents were forwarded to the auditor.

FINANCIAL POLICIES AND PROCEDURES

The appropriate sections of the Expenditure Control Guidelines have been reviewed by District legal counsel and changes made. The updated policy will be presented to the Board next month.

RESERVE POLICY IMPLEMENTATION

Once the final adjustments from the Auditor are entered for FY2011-12, the Reserve entries will be completed and included in the monthly Treasurer's Report for the Board's review.

PERSONNEL

Kathy Wilson has been hired as our new Board Secretary. Sharon Denison has indicated that she is willing to return occasionally to assist with specific special projects as needed.

STAFF DEVELOPMENT & TRAINING

Strategic Planning for the District has been postponed as the facilitator had to deal with a family emergency.

WATER & SEWER RATE INCREASE

While we are seeing the rate increase impact what we collect per CCF, overall revenue is not increasing in line with the rates. Customers are continuing the trend of using less water to keep their bills lower. (See Attachment F2A-1)

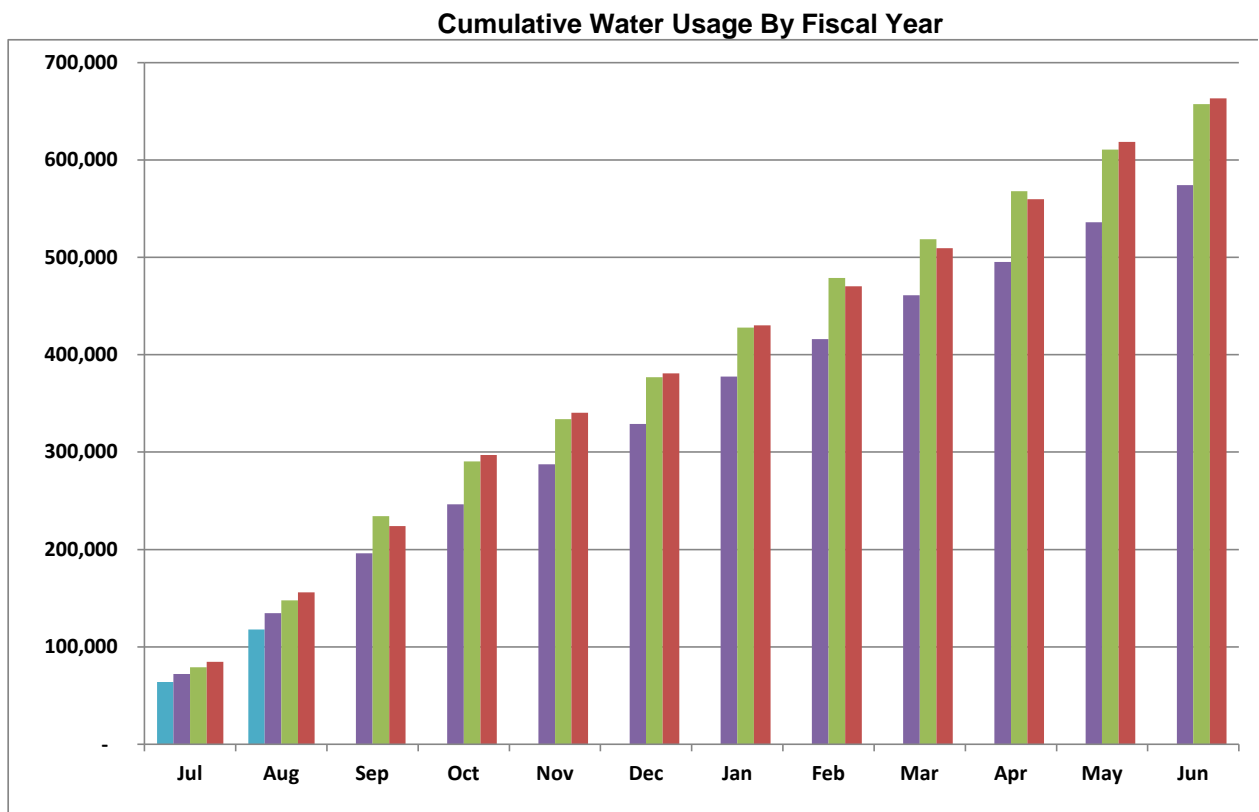
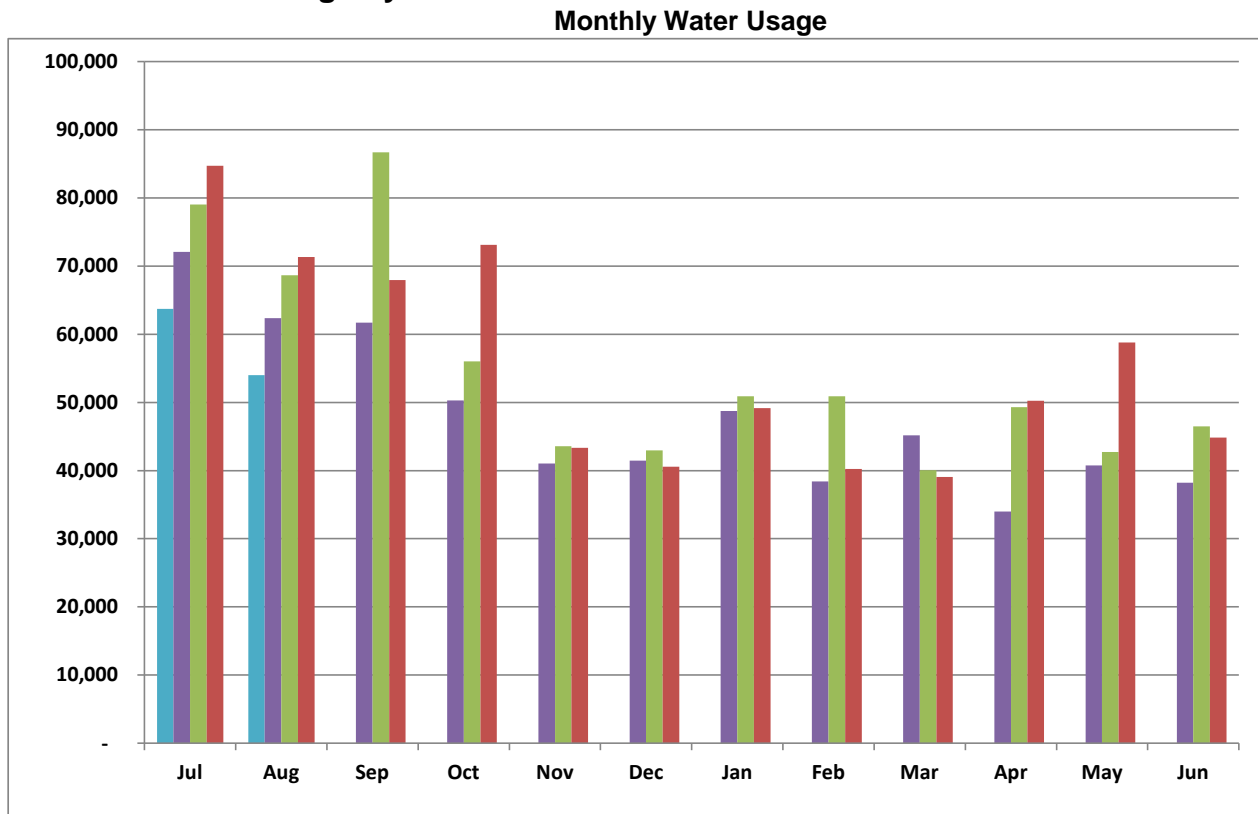
BUDGET STATUS

Adjustments have been made to the Budget/Actuals Graphs in the Treasurer's Report so that General Fund Income reflects the timing of expected tax receipts from the County and the Streetlight Fund shows the impact of receiving financing for the LED replacement project.

COSTS OF PUBLIC INFORMATION REQUESTS

Staff costs for August 2012 for Public Information Requests totaled \$124.81.

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



McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

September 25, 2012

To: MCSD Board

From: Gregory P Orsini, Operations Director

Subject: Agenda Item: F.2.B. –October 3, 2012 Board Meeting
Operations Department – August 2012 Report

Progress in achieving the Board's adopted FY12-13 Goals are summarized in the following narrative:

Water Department:

◇ **Water Statistics:**

The district pumped 55 million gallons of water in August.

Ten water quality complaints were investigated and rectified.

Three service line leaks were reported and repaired.

No water service installations were completed.

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

◇ **Double Check Valve Testing:**

Route 15 testing was completed in August accounting for 30 devices.

◇ **Average and Maximum Water Usage:**

During the summer months, the District's water consumption typically increases dramatically. The maximum water usage day was 2.1 million gallons and the average usage per day was 1.8 million gallons.

◇ **Water Station Maintenance:**

The pressure washing of the exterior of all steel water storage tanks was completed in August. This maintenance is crucial the longevity of the painted surface and for their appearance. The new boom truck was employed for task. In the past we would rent a manlift.

The check valve was replaced on the Cochran Tank altitude valve. This valve is necessary to allow Cochran and Norton Tanks to both fill completely. The valve was leaking by causing the altitude valve to close prematurely.

◇ **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, 189 (43%) complete.

◇ **Capped Well Inspection:**

Capped well inspections were completed in August. Approximately 150 wells were inspected to verify the cap is still in place. Properties with alternate water sources must have back flow prevention or cap their well. This annual inspection is performed to ensure no ground water is allowed to enter the distribution system.

◇ **New Construction Inspections:**

Central Estates, All facilities are installed, water mains are loaded and road work is progressing. Testing will commence upon completion of P,G,&E work; Loren Ave Mainline, Paving is completed and a punch list will be provided upon request; VanEaton, Subdivision has been completed and awaiting a letter of completion and Santos Subdivision, All of our facilities are completed and paving in progress.

Sewer Department:

◇ **Waste Water Statistics:**

27 million gallons of wastewater was collected and pumped to the W.W.M.F. 32 million gallons of waste water was treated and reclaimed for irrigation in August. No sewer services were completed.

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

◇ **Sewer Collection System:**

B St and Fischer Sewer Lift Station wet wells were washed down. This task is carried out to help prevent wear and tear on the pumps, eliminate grease that collects in the wet wells and prevent the buildup of hydrogen sulfide gasses which are poisonous and corrosive to concrete and steel.

The generator block heater was replaced at the Letz Sewer Lift Station. This deficiency was noted during monthly inspections and triggered the generation of a work order.

The semi-annual hydro-cleaning schedule was completed. 8,200 feet of sewer main was cleaned with 3000 psi water pressure and a spinning nozzle from the Vac-Con.

Customers are notified in advance to ensure they are prepared for this event. If this task was not accomplished there would be a potential for sanitary sewer overflows in these problem areas, leading to environmental impacts and property damage.

◇ **WWMF Maintenance:**

The annual crane inspections were completed by Capital Engineering. This annual inspection is completed by a qualified firm and is required by the county as part of the California Accidental Release Program.

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

Proper management of our water reclamation sites requires daily observations careful control of the quantity and location of the land application. Articulate written observation are recorded on a daily basis to record these activities.

◇ **Street Light Department:**

Two street lights were reported and repairs conducted in August.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements.

Special Notes:

In keeping with the District policy to make source control a high priority MCSD partnered with several local agencies to create and distribute a pamphlet that emphasizes the importance of proper disposal of pharmaceuticals. The pamphlet advises our customers of various alternatives to flushing including our shared disposal bin at Open Door Clinic. The cost of this project was insignificant, they are available at the MCSD Office and a copy is attached to my staff report.

The Mad River Bridge Emergency Pipeline Project has had no progress. The installation of the northern vault and final testing will occur when all the grading is complete on the north east corner of the project.

Work is continuing on preparing waste discharge permits for non-domestic dischargers. Letters were mailed out to about 50 sewer customers that will have to institute best management practices or will be required to have discharge permits. Shortly more specialized letters with a permit application will be mailed. The permit applications will be specific to the type of activity. When this process is completed MCSD will be in compliance with pretreatment requirements and have a n updated and current program.

Meetings and work continue in coordination with Humboldt Bay MWD regarding Proposition 50 funding for various interties to increase the operational flexibility of municipal water user's distributions systems. This work also includes MCSD acquiring

the services of design firm to complete plans and specifications for the northern section of the Mad River Bridge Intertie. Request for Proposals were received for design of the northern section of the Mad River Bridge Emergency Waterline Intertie and are included in this Board Packet.

A batch of 20 more water meters were removed and replaced with new radio reads. The meters were tested for accuracy at three different flow rates. This information is then analyzed to calculate revenue loss. When all the data is created a failure analysis will be completed to determine the useful life of our meters. This useful lifespan will then be used to determine how the radio read meter replacements are conducted.

Work on the potential for an LED Streetlight Retrofit Program continues. Information has been collected for labor and materials required for the retrofit. This information was then used to determine expenses and communicated to the Finance Director for completion of a cost benefit analysis.

California Accidental Release Program is administered by Humboldt County Public Health and dictates that every three years a compliance audit is conducted to determine MCSD's adherence to EPA Risk Management Plan. The audit was conducted by Rus Brown of Northern California Safety Consortium. The audit is reviewed and deficiencies are noted and corrected

Interviews were held as part of the proposal evaluation process to determine the most qualified consultant to aid in the design of the Wastewater Management Facility. This two day process is outlined in the Board Packet and the conclusions are presented for board Consideration.

PLEASE DISPOSE OF YOUR
PHARMACEUTICAL WASTE AT THE
FOLLOWING LOCATIONS:



Humboldt Open Door Clinic
770 10th Street
Arcata, CA 95521
(707) 826-8610

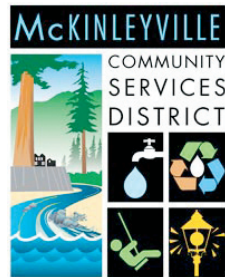
Eureka Community Health Center
2412 Buhne Street
Eureka, CA 95501
(707) 441-1624

McKinleyville Community Health Center
1644 Central Avenue
McKinleyville, CA 95519
(707) 839-3068



Hawthorne St. Transfer Station
1059 West Hawthorne Street
Eureka, CA 95501
(707) 268-8680

**This message is brought to you through
a joint venture from Humboldt Waste
Management Authority, the Open
Door Community Health Centers, and
the following agencies:**



**For information regarding
take back events for controlled
substances near you please contact:**

**Brent Whitener, HWMA
(707) 268-8680**

DON'T FLUSH OR TRASH YOUR PHARMACEUTICALS

PHARMACEUTICALS THAT ARE
FLUSHED DOWN YOUR TOILET...



CAN END UP IN OUR WATERWAYS!



DON'T FLUSH OR TRASH YOUR PHARMACEUTICALS!

- ⊗ Pharmaceuticals should not be flushed down the drain, or disposed of in the garbage.
- ⊗ Pharmaceuticals harm aquatic organisms by interfering with their growth.
- ⊗ Pharmaceuticals also create bacteria that are resistant to antibiotics.
- ⊗ Wastewater treatment plants are not designed to remove these products. As a result they pass through the treatment plant and may affect fish and other marine life.
- ⊗ Putting these wastes into the trash is no better because they may leach into drinking water sources from landfills.



What wastes should not be disposed of in the drain or the garbage?

Unused Prescription Medications such as hormones, antidepressants and antibiotics.

Unused over the counter medications such as cold/flu remedies, antiseptics and veterinary medicines.

Nutritional Supplements.

All of the above wastes and other pharmaceutical wastes can be disposed of at the Humboldt Waste Management Authority (HWMA), or at your local Open Door Community Health Center.



Pharmaceutical wastes can be disposed of at HWMA on the first Saturday of each month between 9 a.m. to 2 p.m. No appointment necessary.

Place all pharmaceutical wastes into a sandwich bag and bring them to: 1059 West Hawthorne Street, Eureka, in the red building at the Hawthorne Street Transfer Station.



The Open Door Community Health Center has bins for the disposal of pharmaceutical waste. For safety please adhere to the following requirements:

- 1.) Place all waste into a sandwich bag prior to bringing them to the clinic.
- 2.) Place liquid medications into a sandwich bag of kitty litter or some other absorbent substance such as soil.
- 3.) Please keep the medication containers until you dispose of the medications at the clinic, then recycle the containers.
- 4.) Bring your medications to the clinic and dispose of them in the bin between 8 a.m. to 5 p.m. Monday thru Friday.
- 5.) PLEASE, NO SYRINGES, LANCETS, INHALERS or CONTROLLED SUBSTANCES such as Oxycontin, Vicodin, MS contin, Percodan/Percocet, or Methadone. Contact local law enforcement or HWMA to inquire about disposal options for these substances.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
October 3, 2012

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

BMX BIKE TRACK:

A group of parents have approached staff to discuss the possibility of building a BMX bike track in McKinleyville. We held a meeting on Wednesday, August 22, 2012 to discuss the matter.

The idea was also discussed at the September 20, 2012 Recreation Advisory Committee (RAC). More than thirty (30) adults and children attended the meeting in support of the concept. In addition, the Director of the Redwood Empire Bike Track and two of its Board members attended the meeting.

There was discussion about the potential need for an additional bike track in McKinleyville. Members of the RAC seemed to support the idea and voted unanimously to recommend the MCSD Board of Directors add a BMX bike track to the Parks & Recreation Master Plan so that staff could pursue the matter.

At the November 7, 2012 MCSD Board Meeting, staff will ask the Board to update the Parks & Recreation Master Plan to include the potential development of a BMX Bike Track.

RECPRO SOFTWARE TRAINING:

A trainer from RecPro provided staff training on the new registration software. The three-day training was helpful to staff in understanding the new software. We anticipate going "live" with the software sometime in mid-October 2012.

The new software will allow people to register for leisure and recreation programs online from their home or business. Individuals will also be able to reserve parks and facilities online.

The new software will also allow staff to track recreation program revenues and expenditures in a much more efficient way.

FIELD REPAIRS – HILLER SPORTS COMPLEX:

We have teamed up with McKinleyville Little League to complete some turf repairs at Hiller Sports Complex. The repairs are being made to Fields 1 & 2 (little league fields). You will find attached a few photos of the project.

Over the years, these fields have been severely damaged by gophers and high usage. In addition, there are a few low areas that have created a compaction issue making it difficult for the turf to stay healthy. The repairs being made are as follows:

1. Remove all sprinkler heads.
2. Till the outfield turf and break up the sod.
3. Wait one week or so and till again.
4. Fix the grade and level the dirt.
5. Re-attach all sprinkler heads, repair any damages to the irrigation system.
6. Seed the entire area first part of October.
7. Remove turf on the infield areas.
8. Lower the grade, level and seed.

Making these necessary repairs will increase McKinleyville Little League's (MLL) opportunity to host large-scale tournaments that attract teams from outside of the area. Next June 2013, MLL has already scheduled a sixteen (16) team tournament.

MLL originally approached staff about making these repairs. Miller Farms Nursery is doing the work and MLL and MCSD will split the cost. MCSD's portion of the cost will be reimbursed through Quimby Coastal Park Dedication Funds.

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.

PIERSON PARK TRAILER MOVE:

The trailer at Pierson Park has been moved to a location between the Law Enforcement Facility and the McKinleyville Library. Staff has been working on connecting the utilities. Repairs to the trailer are being completed in-house in order keep the cost down. Some siding is damaged and needs to be replaced. Window frames are also being replaced. The exterior will be painted once these repairs are completed.

The interior of the building also has some necessary repairs. The carpet has been removed and staff will install linoleum in order to reduce maintenance costs.

This project has been a combined effort between MCSD Operations staff and Parks staff.

The trailer will be used by the Sheriff Department and also the California Conservation Corps (CCC). The Sheriff Department will have access to the kitchen, living room, small bedroom and the bathroom. A door will be installed that will allow the Sheriff Department to access the restrooms, but not allow the CCC to access the Sheriff's portion of the building.

The CCC will have access to the large bedroom and the bathroom. MCSD has an agreement with the CCC where they park vehicles at Pierson Park and utilize the large bedroom in the trailer in exchange for providing 5 ½ weeks of CCC crews to assist with maintenance of our parks and facilities. The estimated value of this agreement is \$25,000.

WORLDWIDE DAY OF PLAY EVENT:

Staff held our First Annual Worldwide Day of Play event on September 22, 2012 at Hiller Sports Complex. The intention of this event is for families to get off the couch, turn off their computers and televisions, and get outside and play.

The event had a variety of activities, including whiffle ball homerun derby, relay races, bounce houses, friendly competitions, family games, dodgeball and a variety of other activities.

The event was well attended and families seemed to have a great time. The event was co-sponsored by several businesses and organizations that donated money and provided volunteers to help run events.

Staff has scheduled a post event meeting with all those involved to evaluate how the event went and to make suggestions for next year.

Several community members and MCSD employees volunteered their time for the event. Volunteers also put on a BBQ with proceeds benefitting the Teen & Community Center.

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 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

October 3, 2012

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Norman Shopay

TYPE OF ACTION: None

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

- | | |
|------------------------------------------|----------------|
| • Volunteers: | \$ 850 (labor) |
| • SWAP crews: | \$ 6,500 |
| • Cal Works | \$ 500 |
| • Community Service Workers | \$ 500 |
| • Utility Relocate and Trailer Repairs | \$ 2,100 |
| • Grant Scholarship for Training | \$ 775 |
| • Donations | \$ 550 |
| • Partnership with MLL for Hiller repair | \$ 4,100 |
| • Hiller pump seal repair | \$ 1,300 |

Total cost savings for September is \$17,175

The cumulative cost saving to the District to date from July 1, 2012 is \$34,900

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

1 Emergency Water Line Crossing over the Mad River – The final pressure test on the MCSD pipeline in the bridge will be conducted shortly.

2. Alternate Water Tank Locations – Staff continues to work with the Shaw Group and Green Diamond related to potential locations for purchase.

3. **Request for Qualifications (RFQ) for Waste Water Management Facility (WWMF) Upgrade Design** - The District held and completed the review and interviews. Five firms were interviewed and we have completed the evaluation process. A recommendation is being presented to the Board this evening.
4. **Commercial Sewer Discharge Permits.** Staff has prepared the draft application form and is working on a suggested fee structure.
7. **Year End Financials and Close out.** Staff continues to work on completing the year end processing and close.
8. **Year End Audit.** Staff is working with the auditor to complete the year end audit. When a draft audit is completed it will be discussed with the audit committee.
9. **Teen Center Design** – Staff sent a letter to the adjacent property owner regarding the potential of acquiring some additional property adjacent to the activity center. We plan to meet with the property owner shortly.
10. **Water Meter Accuracy Testing** – Staff has completed the testing and evaluation of old water meters related to the water meter replacement plan. We have determined the appropriate age of the meters that need to be replaced in order to insure appropriate and accurate recording of water usage
11. **September Newsletter and Activity Guide** – The September newsletter was mailed out a few weeks ago.
12. **Board Secretary** – Our new Board Secretary Kathy Wilson started on September 24th.
- 13 **County General Plan Update** - On September 17th staff attended a County General Plan Update Board of Supervisors meeting. Staff provided the following comments at that meeting.

McKinleyville is one of the largest areas affected by the General Plan Update and we are fully supportive of the efforts of Supervisor Sundberg and the Board of Supervisors to take on an approach to improve the review process for the plan.

The proposed plan is very large and complicated and it is difficult to understand all the implications for McKinleyville.

We support efforts to do a comprehensive look at the Plan that identifies recommended changes along with a justification and rationale for the recommended changes.

We also support an approach that considers and acknowledges the current McKinleyville Area Community Plan.

- 14 **Governor Pension Reform Legislation** - On August 31, the last day of the 2011-2012 Legislative Session, the California Legislature passed AB 340 also known as the California Public Employees Pension Reform Act of 2012 (PEPRA).

Governor Jerry Brown, who supported the measure, signed the reform measure into law on September 12th. A summary is attached. It is anticipated that this will impact any new employees hired after January 1, 2013 and require them to pay a portion of their PERS retirement contribution. Staff will review the requirements and implement any required changes.

15 Granite Property on North Bank Road – The transaction is completed and closed. The District has received the deed to the property.

16 Strategic Plan – It was necessary to reschedule the start of the preparation of the strategic plan process. When a new schedule is prepared we will advise.

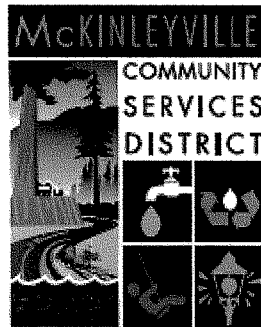
17 CSDA Legislative Bill Tracking – A summary of the current legislative bills that are being tracked is attached.

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

August 30, 2012

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for July 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 July.

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 July that represent five criteria. The BOD results for July are in compliance.

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

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

Monthly River Monitoring was conducted in July.

Quarterly disinfection byproduct testing was conducted in July.

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
EFFLUENT DISCHARGE DISPOSAL**

JULY 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	0.928	0.856	602	0.856						0.000	0.00
2	0.901	1.007	1290	0.433		0.204	0.192	0.096	0.082	0.574	0.00
3	0.878	1.233	1293	0.451		0.496	0.022	0.145	0.119	0.782	0.00
4	0.878	0.817	579	0.817						0.000	0.00
5	0.882	1.011	1104	0.313		0.403	0.050	0.129	0.116	0.698	0.00
6	0.897	0.936	1100	0.419		0.263	0.036	0.132	0.086	0.517	0.00
7	0.879	0.727	537	0.727						0.000	0.00
8	0.879	0.724	507	0.724						0.000	0.00
9	0.901	0.966	1142	0.259		0.375	0.107	0.139	0.086	0.707	0.00
10	0.878	1.211	1110			0.708	0.112	0.237	0.154	1.211	0.00
11	0.877	1.197	1209			0.766	0.045	0.234	0.152	1.197	0.00
12	0.865	1.148	988			0.753		0.246	0.149	1.148	0.00
13	0.856	1.087	1162	0.402		0.443	0.030	0.133	0.079	0.685	0.00
14	0.854	0.738	516	0.738						0.000	0.00
15	0.893	0.738	512	0.738						0.000	0.00
16	0.885	0.490	1140	0.276		0.126	0.038	0.030	0.020	0.214	0.00
17	0.877	0.000	0							0.000	0.00
18	0.879	0.707	1716			0.504		0.123	0.080	0.707	0.00
19	0.865	1.196	1149			0.784	0.037	0.240	0.135	1.196	0.00
20	0.845	1.126	1139	0.463		0.446	0.012	0.132	0.073	0.663	0.00
21	0.834	0.840	594	0.840						0.000	0.00
22	0.903	0.811	577	0.811						0.000	0.00
23	0.889	0.990	1147	0.312		0.385	0.086	0.129	0.078	0.678	0.00
24	0.865	1.253	1195			0.772	0.095	0.243	0.143	1.253	0.00
25	0.879	1.226	1200			0.779	0.039	0.252	0.156	1.226	0.00
26	0.876	1.195	1138			0.744	0.030	0.267	0.154	1.195	0.00
27	0.855	1.109	1137	0.404		0.436	0.027	0.152	0.090	0.705	0.00
28	0.864	0.768	539	0.768						0.000	0.00
29	0.941	0.776	544	0.776						0.000	0.00
30	0.898	1.002	1142	0.286		0.418	0.076	0.149	0.073	0.716	0.00
31	0.878	1.299	1191			0.858	0.035	0.258	0.148	1.299	0.00
TOTAL	27.279	29.184		11.813	0.000	10.663	1.069	3.466	2.173	17.371	0.00
AVERAGE	0.880	0.941	942	0.563	0.000	0.533	0.059	0.173	0.109	0.560	0.00
MAXIMUM	0.941	1.299	1716	0.856	0.000	0.858	0.192	0.267	0.156	1.299	0.00
MINIMUM	0.834	0.000	0	0.259	0.000	0.126	0.012	0.030	0.020	0.000	0.00
DAYS	31	30		21	0	20	18	20	20	20	
DAYS WITH NO DISCHARGE = 0											

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

MONTH: JULY

YEAR: 2012

DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING										3X5 TOTAL COLIFORM
					B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS			
1	0.928	0.856	602				6.7	18.4				30	2.6			<1.8	
2	0.901	1.007	1290				6.7	17.4				28	0.4				
3	0.878	1.233	1293														
4	0.878	0.817	579														
5	0.882	1.011	1104				6.8	17.8				32	6.7				
6	0.897	0.936	1100			320	6.8	18		21	17	24	4.4			<0.1	
7	0.879	0.727	537														
8	0.879	0.724	507														
9	0.901	0.966	1142				6.8	18.6				28	6.4			<1.8	
10	0.878	1.211	1110				6.8	17.8				30	3.6				
11	0.877	1.197	1209				6.9	17.6				30	2.8				
12	0.865	1.148	988				6.9	17.6				28	3.7				
13	0.856	1.087	1162			290	6.9	17.5		20	18	20	4.1			<0.1	
14	0.854	0.738	516														
15	0.883	0.738	512														
16	0.885	0.490	1140													<1.8	
17	0.877	0.000	0				7.0	17.6				28	6.0				
18	0.879	0.707	1716				6.8	17.6	No Discharge for CCB Cleaning				30	8.6			
19	0.865	1.196	1149				6.9	17.5				30	4				
20	0.845	1.126	1139			160	7	18		22	13	30	4.5			<0.1	
21	0.834	0.840	594														
22	0.903	0.811	577														
23	0.889	0.980	1147				6.8	17.9				28	5.7			<1.8	
24	0.865	1.253	1195				6.7	17.8				36	3.0				
25	0.879	1.226	1200				6.9	17.8				28	4.9				
26	0.876	1.195	1138				6.9	17.8				32	2.8				
27	0.855	1.109	1137			320	6.8	17.6		19	15	30	2.7			<0.1	
28	0.864	0.768	539														
29	0.941	0.776	544														
30	0.898	1.002	1142				6.8	17.8				28	3.0			<1.8	
31	0.878	1.299	1191				6.9	17.9				36	1.0				

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
7/16/2012	280	22.0	ND
			BORON
			210

Semi-Annual Tests		Value in ugi
Bis phthalate		N/A
alph-BHC		N/A
4,4'-DDT		N/A
carbon tetrachloride		N/A

Quarterly Tests		Value in ugi
Dichlorobromomethane		DNG
Bromomethane		ND
Chlorobromomethane		DNG
Chloroform		2.8

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

CHRONIC TOXICITY		% Survival
TESTED		
Minnow		N/A
C. Dubia		N/A
Algae		N/A
TUC		

REMARKS: 7/17/2012 No Discharge for CCB Cleaning

Indicates Permit Exceedance

Total Coliform
Monthly
MEDIAN
<1.8
Daily
Maximum
<1.8



CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA) - SUMMARY

The California Public Employees' Pension Reform Act of 2013 (PEPRA) enacts the following public employee pension reforms (page numbers in parentheses denote pages in the text of Assembly Bill 340, chaptered version dated September 9, 2012)

1. EFFECTIVE DATE AND ENTITIES INCLUDED

(p. 14-16) Government Code section 7522.02:

- a. Establishes PEPRA which will apply to all public employers and public pension plans on and after January 1, 2013.
- b. Excludes the University of California and charter cities and counties that do not participate in the California Public Employees' Retirement System (CalPERS) from the PEPRA requirements.
- c. Allows employers who offer alternate plans established prior to January 1, 2013 that have lower benefit formulas and that result in a lower normal cost to continue offering those plans to new employees.
- d. Allows employers who offer a retirement benefit plan established prior to January 1, 2013 that consists solely of a defined contribution (DC) plan to continue offering that plan to new employees.
- e. Excludes members of the Judges Retirement Systems I and II (JRS I and JRS II) from the PEPRA retirement formula and the compensation cap.
- f. Allows employers who offer a retirement benefit plan that was approved by the voters prior to January 1, 2013 that have lower benefit formulas and that result in a lower normal cost to continue offering those plans to new employees.
- g. Allows employers to provide contributions to a DC plan for compensation in excess of the cap provided that the plan and the contribution comply with federal law. Employees who receive an employer contribution to a DC plan will not have a vested right to the employer contribution.

2. DEFINITION OF "NEW MEMBER"

(pp. 16-17) Government Code section 7522.04:

- a. Defines "new member" as:
 - i. An individual who has never been a member of any public retirement system prior to January 1, 2013.
 - ii. An individual who moved between retirement systems with more than a 6 month break in service, as specified.
 - iii. An individual who moved between public employers within a retirement system after more than a 6 month break in service, as specified.

3. OVERALL PENSIONABLE CONTRIBUTION AND FEDERAL LIMITS (NEW MEMBERS)

(p. 25) Government Code section 7522.42:

- a. Limits the maximum salary taken into account for any retirement plan to the federal limit established under 401(a)(17) of the federal Internal Revenue Code (IRC) and prohibits an employer from seeking a federal exemption from the limit.

- b. Prohibits an employer from making contributions to any public retirement plan on any amounts of compensation that exceed the 401(a)(17) limit.

(p. 25-26) Government Code section 7522.43:

- a. Prohibits a public employer from offering a benefit replacement plan for any member or survivor who is subject to the federal limit on benefits established by section 415(b) of the IRC for an employee first hired on or after January 1, 2013, or to any group of employees that was not offered a benefits replacement plan prior to that date.
- b. Authorizes a public retirement system to continue administering a 415(b) benefit replacement plan for employees first hired prior to January 1, 2013.
 - i. No benefit replacement can be offered to a group that was not previously offered the option, even if they were hired prior to January 1, 2013.

4. DEFINED BENEFIT PENSIONABLE COMPENSATION CAP (NEW MEMBERS)

(p. 17-18) Government Code section 7522.10:

- a. Establishes a cap on the amount of compensation that can be used to calculate a retirement benefit for all new members, as specified, of a public retirement system equal to the Social Security wage index limit (\$110,100) for employees who participate in Social Security, or 120% of that limit (\$132,120) if they do not participate in Social Security.
- b. Requires the retirement systems to adjust the compensation cap annually, as specified, based on changes in the Consumer Price Index (CPI) for all Urban Consumers.
- c. Specifies that the Legislature reserves the right to modify the annual CPI adjustments to the compensation cap prospectively.
- d. Prohibits an employer from offering a defined benefit (DB) plan, or combination of DB plans, on compensation in excess of the compensation cap.

5. NON-SAFETY RETIREMENT AGES AND FORMULAS (NEW MEMBERS)

(pp. 18-20) Government Code section 7522.20:

- a. Specifies that the retirement formula for the DB plan will be 2% at age 62 for all new non-safety employees, excluding teachers. The formula is adjusted to encourage members to retire at later ages. The earliest an employee would be eligible to retire is age 52, with at least 5 years of service, with a 1% factor and the maximum retirement factor of 2.5% is provided at age 67.
 - i. The formula uses age at retirement taken back to the preceding quarter year multiplied by the number of years of service.

6. SAFETY RETIREMENT AGES AND FORMULAS (NEW MEMBERS)

(pp. 20-23) Government Code section 7522.25:

- a. Specifies three retirement formulas for the DB plan that will apply to new safety employees, as specified. The three formulas are: 2% at age 57; 2.5% at age 57; and, 2.7% at age 57.
 - i. Minimum retirement age for safety members is 50 with at least 5 years of service.

7. COST SHARING (CURRENT MEMBERS AND NEW MEMBERS)

(pp. 35-36) Government Code section 20516:

- a. Cost sharing for CalPERS contracting employers and local members

- i. Allows a contracting CalPERS employer to amend its contract to provide for increased employee contributions beyond the traditional “employee share.”
 - 1. Allows the cost sharing to differ for employees subject to different levels of benefits or by bargaining unit as agreed to in a MOU.
 - 2. Cannot be imposed through impasse procedures.
 - 3. Allows the CalPERS board to disapprove a cost-sharing arrangement if it is determined by the board to conflict with federal laws governing tax-qualified retirement plans.

(p. 23-24) Government Code section 7522.30:

- a. Requires contributions from new members equal to $\frac{1}{2}$ of the “normal cost,” of the defined benefit (DB), rounded to the nearest $\frac{1}{4}$ of 1%, or the current contribution rate of similarly situated employees, whichever is greater.
 - i. Applies to new members of retirement systems and plans on and after January 1, 2013
- b. Defines “normal cost” as the actuarially determined normal cost for the employer’s DB plan expressed as a percentage of payroll.
 - i. Normal cost does not include unfunded liability or accrual of excess assets and is determined in the annual valuation by the system actuary.
- c. The employer is prohibited from paying the employee contribution of new members.
- d. The retirement system shall increase or decrease the employee contribution rate, rounded to the nearest $\frac{1}{4}\%$ when there is a change in normal cost of 1% or more.
- e. Via collective bargaining, the employee contribution can be higher than $\frac{1}{2}$ of normal cost; however, an employer cannot impose a higher contribution rate by going to impasse.
- f. An employer must contribute equal contribution rates for related non-represented employees and represented employees.
- g. New employees could be brought in under the terms of a contract in existence prior to January 1, 2013 that provides for a lower employee contribution rate for current employees—if requiring the 50% of normal cost contribution from new employees would impair the existing contract—but upon expiration of the contract, the new employees would be required to pay $\frac{1}{2}$ of the normal cost.

(p. 36) Government Code section 20516.5:

- a. Cost sharing for local and school employees and employers in CalPERS.
 - i. States that it shall be the standard for employees to pay 50% of the normal cost and for employers not to pay the employee contribution.
 - ii. Allows an employer, effective on January 1, 2018, to impose a contribution rate on current employees of the lesser of 50 percent of normal costs, or 8% of compensation for miscellaneous members, 11% of compensation for local safety members other than police officers, firefighters, and county peace officers, 12% of compensation for local police officers, firefighters, and county peace officers.
 - 1. The employer is not required to impose the cost-sharing, and may do so with regard to represented employees only after following applicable laws related to collective bargaining, mediation, and fact finding.
 - 2. This section does not apply if the employees are already paying at least 50% of the normal cost of their pension benefits.
 - 3. This section does not require an employer to enter into a MOU to increase member contributions to levels previously authorized by law for current employees.

(p. 44) Government Code section 31631:

- a. Cost sharing for current members, new members, and employers in '37 Act retirement systems:
 - i. Allows more flexibility for bargaining increased cost sharing with current members in a '37 Act retirement system.
 - ii. Employees may pay all or part of the contributions of the member or employer, and all such contributions are designated as employee contributions.
 - iii. Contributions must be uniform for all members in a group, but can differ by bargaining unit, retirement class, or PEPRA benefit formula.
 - iv. For represented employees, this must be agreed to in a MOU.
 - v. Specifies that this does not change an employer's authority, as it existed on December 31, 2012, including restrictions on that authority, to change the amount of member contributions.

(p. 43 - 44) Government Code section 31631.5:

- a. Cost sharing for 37' Act employers and current members:
 - i. Allows an employer, effective on January 1, 2018, to impose a contribution rate on current employees of the lesser of 50 percent of normal costs, or:
 - 1. No more than 14% above the applicable normal rate of contribution for general members.
 - 2. No more than 37% above the applicable normal rate of contribution for local safety members other than police officers, firefighters, and county peace officers.
 - 3. No more than 33% above the applicable normal rate of contribution for local police officers, firefighters, and county peace officers.
 - ii. "Applicable normal rate" is defined as the rate applicable as the statutes read on December 31, 2012.
 - iii. The employer is not required to impose the cost-sharing, and may do so with regard to represented employees only after following applicable laws related to collective bargaining, mediation, and factfinding.
 - iv. This section does not apply if the employees are already paying at least 50% of the normal cost of their pension benefits.
 - v. Specifies that this does not change an employer's authority, as it existed on December 31, 2012, including restrictions on that authority, to change the amount of member contributions.

8. FINAL COMPENSATION PERIOD (NEW MEMBERS)

(pp. 24) Government Code section 7522.32:

- a. Requires that final compensation be defined for all new members as the highest average annual compensation over a consecutive three-year period.

9. FINAL COMPENSATION ELEMENTS (NEW MEMBERS)

(pp. 24-25) Government Code section 7522.34:

- a. Prohibits the following types of compensation from being used to calculate a retirement benefit: compensation paid to enhance a retirement benefit; compensation previously provided "in-kind" and converted to cash in the final comp period; one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or vehicle

allowances; pay for overtime, except planned overtime, extended duty workweek, or pay defined in the federal labor codes; employer contributions to DC plans; and, bonuses.

- i. Or any other form of compensation that a public retirement board determines as not pensionable compensation.

(pp. 41-42) Government Code section 31461:

- a. Prohibits certain cash payments from being counted as compensation earnable for retirement purposes in '37 Act counties.

(pp. 42) Government Code section 31542:

- a. Provides '37 Act retirement boards with more independence to perform audits and assess penalties relating to pension spiking.

10. ELIMINATION OF RETROACTIVE BENEFIT INCREASES (CURRENT MEMBERS AND NEW MEMBERS)

(p. 26) Government Code section 7522.44:

- a. Prohibits a retroactive enhancement to a benefit formula, either due to a change to an existing formula, or due to a change to the retirement classification for a specific job.
 - i. An increase in a retiree's annual cost-of-living adjustment is not considered to be an enhancement of a retirement benefit as long as it is within existing statutory limits.

11. ELIMINATION OF AIRTIME (CURRENT MEMBERS AND NEW MEMBERS)

(p. 26) Government Code section 7522.46:

- a. Prohibits the purchase of non-qualified time ("airtime") on and after January 1, 2013. Any application to purchase airtime received by a retirement system prior to January 1, 2013 is grandfathered.

12. ELIMINATION OF PENSION HOLIDAYS (CURRENT MEMBERS AND NEW MEMBERS)

(p. 27) Government Code section 7522.52:

- a. Prohibits all employers from suspending employer and/or employee contributions necessary to fund annual pension normal costs.
 - i. Unless the following criteria are met:
 - o The retirement plan is funded by more than 120% based on the calculation by the retirement system actuary in accordance with the Governmental Accounting Standards Board requirements.
 - o The retirement system actuary determines that continued collection of excess earnings could result in the disqualification of the plan's tax-exempt status under the federal Internal Revenue Code.
 - o The board determines the receipt of any additional contributions would conflict with its fiduciary responsibility laid out in the California Constitution.

13. FELONS FORFEIT PENSION BENEFITS (NEW MEMBERS)

(pp. 30-31) Government Code section 7522.72:

- a. Requires public officials and employees to forfeit pension and related benefits if they are convicted of a felony in carrying out official duties, in seeking an elected office or appointment, or in connection with obtaining salary or pension benefits.
 - i. Also requires forfeiture of pension and related benefits if a public employee who is in contact with children as a condition of the individual's official duties is convicted of a felony that involves children.

14. RETIREE RESTRICTIONS (CURRENT MEMBERS AND NEW MEMBERS)

(pp. 27-28) Government Code section 7522.56:

- a. Prohibits post-retirement employment from exceeding 960 hours in a consecutive 12 month period. If a retiree receives unemployment benefits, he or she is prohibited from working for 12 months as a retiree for a public employer.
- b. Prohibits a person who retires on or after January 1, 2013, from returning to work as a retired annuitant for a period of 180 days after retirement unless the action is approved in an open meeting, as specified by the governing body of the employer. However, in no case could a person who receives a retirement incentive return to work as a retired annuitant for a period of 180 days after retirement.
- c. Establishes the following exceptions to 180 day rule:
 - o The retiree is participating in the Faculty Early Retirement Program pursuant to a collective bargaining agreement with the California State University.
 - o The retiree is a public safety officer or firefighter.
 - o The retiree is a trustee, administrator, or fiscal advisor appointed to address academic or financial weaknesses in a school or community college district, pursuant to specified requirements.
 - o The retiree is a subordinate judicial officer whose position, upon retirement, is converted to a judgeship and he or she returns to work in the converted position.
 - o The retiree is a person taking office as a judge, as specified.

15. PERS POST-RETIREMENT SERVICE AND EARNINGS LIMITS (NEW MEMBERS)

(p. 29-30) Government Code section 7522.57:

- a. Prohibits a public retiree who is first appointed on or after January 1, 2013 from serving full-time on a salaried state board or commission without suspending their retirement allowance or choosing to serve as a non-salaried member of the board or commission, as specified. Retiree health care benefits for these individuals would be protected so that the person is eligible to receive any prior employer provided retiree healthcare coverage upon re-retirement after leaving the board or commission. Appointees to the Parole Board are exempt from this prohibition.

(p. 30) Government Code section 7522.66:

- a. Allows public safety members who qualify for Industrial Disability Retirement (IDR) and are under age 50 to receive an actuarially reduced retirement benefit. This pilot project will sunset in 2018 unless extended by subsequent legislation.

(p. 33) Government Code section 9355.4:

- a. Prohibits newly elected statewide officers and legislative officers from participating in the Legislators' Retirement System. They would continue to be optional members in CalPERS.

16. LOCAL ELECTED OFFICIAL COMPENSATION LIMITATION (NEW MEMBERS)

(p. 26-27) Government Code section 7522.48:

- a. Specifies that local elected members first elected on or after January 1, 2013 may not receive a retirement benefit for the elected service based on compensation earned in any other public employment. The retirement benefit for the elected service shall only be based on compensation earned for that service.
 - i. The calculation can take an individual's entire period of elected service into account, instead of final compensation, if the individual's period of elective service is less than 3 years.

17. EQUAL HEALTH BENEFIT VESTING (CURRENT MEMBERS AND NEW MEMBERS)

(pp. 25) Government Code section 7522.40:

- a. Prohibits a public employer from providing a better health benefit vesting schedule for excluded and exempt employees than for represented employees in the same retirement classes.

18. RECIPROCITY LIABILITY

(pp. 37-38) Government Code section 20791:

- a. Requires CalPERS to develop a system for monitoring excessive increases to salaries that create significant liabilities for former employers due to reciprocity, and for requiring the employers that caused the significant liability to be responsible for it.

19. SEVERABILITY

(p. 44) Section 34 of PEPR:

- a. Specifies that if any provision of the bill is held invalid, the rest may still be given effect.



Agenda item: 6B – Legislative and State Budget Update

Item type: Information

Submitted by: Kyle Packham, Legislative Director

Presented by: Kyle Packham, Legislative Director
Ralph Heim, Legislative Advocate

BACKGROUND

The 2011-2012 Legislative Session concluded August 31. Governor Jerry Brown now has until September 30 to sign or veto all remaining measures.

In 2012, CSDA's Advocacy and Public Affairs team reviewed **2,127** bills and CSDA's Legislative Committee adopted a position on **319** bills.

Of the **34** bills CSDA lobbied in **support** of:

- **9** have been enacted
- **14** have failed enactment
- **11** are awaiting signature or veto

Of the **23** bills CSDA lobbied in **opposition** to:

- **0** have been enacted
- **21** have failed enactment
- **2** are awaiting signature or veto.

CSDA's Legislative Committee approved three "Priority 1" measures:

AB 1692 (Weikowski) Municipal Bankruptcy: CSDA and a coalition of local governments successfully opposed this measure, which would have removed local control and jeopardized core local services when local agencies face fiscal emergencies.

SB 1156 (Steinberg) Property Tax Increment: CSDA successfully negotiated amendments to preclude the renewed diversion of special district's property taxes without the consent of the district's governing board.



**California Special
Districts Association**
Districts Stronger Together

SB 1276 (Wyland) Public Works Indemnity: CSDA led a coalition of public agencies in halting this costly proposal, which would have forced special districts and other local entities to defend allegations against the work of private companies using ratepayer and taxpayer dollars.

In addition to these legislative proposals, CSDA's Legislative Committee directed staff to prioritize the following issues in 2012:

- Pension Reform
- Redevelopment/Property Taxes
- LAFCO
- Transparency

Attached to this document are background documents on the California Public Employees' Pension Reform Act of 2012 (PEPRA), which passed the Legislature August 31, 2012.

FISCAL IMPACT
Information only.

RECOMMENDATION
Information only.



**California Special
Districts Association**
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CSDA Key Bill List **2011-2012 Legislative Session**

Current as of September 14, 2012

BILL/ AUTHOR	SUBJECT	DESCRIPTION	CSDA POSITION	STATUS
AB 340 (Furutani)	Pension Reform	As enrolled 9/5/12: reformed public employee pensions, including restrictions on retired annuitants, the creation of a compensation cap, mandatory 50/50 cost share for employees and employers, prohibit spiking, and more.	Watch	<i>Governor's Desk</i>
AB 1345 (Lara)	Local Government Audits	As enrolled 8/20/12: among other provisions, requires local agencies to rotate audit partners, beginning with 2013-14 fiscal year, at least every six years.	Watch	<i>Signed into Law</i>
AB 1506 (Jeffries)	State Responsibility Area Fees	As amended 3/8/12: repeals the State Responsibility Area (SRA) fire prevention fee created by ABx1 29 from 2011.	Support	<i>Failed Passage</i>
AB 1508 (Carter)	Junk Payment Restriction Exemptions	As enrolled 8/27/12: eliminates exemptions from payment restrictions for recycled metal, unless the transaction is under \$20, it does not include copper metals and a majority of it is for beverage containers.	Support	<i>Governor's Desk</i>
AB 1532 (Pérez)	Special District Access to Cap-and-Trade Revenue	As amended 8/31/12: allocates cap-and-trade auction revenue to stimulate investment in greenhouse gas emission reduction projects and energy efficiency programs. This bill provides special districts access to these new revenues through local innovation programs, among other avenues.	Support	<i>Governor's Desk</i>
AB 1543 (Alejo)	Prohibition of International Purchases	As introduced 1/25/12: prohibits purchase or lease of items from outside of the United States—including those items that are not manufactured or produced within the United States. CSDA participated in a coalition that opposed this measure, which was then pulled from consideration.	Oppose	<i>Failed Passage</i>

BILL/ AUTHOR	SUBJECT	DESCRIPTION	CSDA POSITION	STATUS
AB 1606 (Perea)	Clarifies Impasse Procedures	As enrolled 8/16/12: Last year, CSDA opposed AB 646, which required factfinding, if a public employee organization requests it, during impasse. The bill was signed into law and the Public Employment Relations Board (PERB) drafted emergency regulations to facilitate the bill's implementation. The emergency regulations specifically clarified that whether or not mediation has occurred, a public employee organization's representative may submit the parties' differences to factfinding and specified a timeframe in which factfinding must be requested. AB 1606, consistent with PERB's emergency regulations, clarifies that mediation is not a prerequisite to factfinding and statutorily codifies the timelines for requesting factfinding.	Watch	<i>Governor's Desk</i>
AB 1692 (Wieckowski)	Municipal Bankruptcy	As amended 5/2/12: seeks to undo many of the compromises from last year's municipal bankruptcy bill, AB 506, which had put to rest years of rigorous negotiations. AB 1692 gives the "neutral evaluator" decision-making authority and promotes delay in the neutral evaluation process, ultimately removing local control and jeopardizing the delivery of core local services to California's communities.	Oppose	<i>Failed Passage</i>
AB 1808 (Williams)	MMBA Employees	As introduced 2/21/12: expands the definition of "public employee" for purposes of Meyers-Milias-Brown Act (MMBA) to include any person employed by an employer that is not a public agency, but with which a public agency shares or codetermines decisions governing that employee. It is unclear if the expanded definition of "public employee" would alter the decision-making process through PERB and result in unintended positions to be under the purview of the MMBA.	Oppose	<i>Failed Passage</i>
AB 2021 (Wagner)	Public Works	As amended 8/29/12: revises certain existing statutes authorizing the withholding of disputed amounts owed to a contractor to provide for greater specificity and clarity in the amounts that may be withheld in a pending dispute. As a result of CSDA's opposition, the author amended the original version so as not to impact public agencies.	Neutral	<i>Failed Passage</i>

BILL/ AUTHOR	SUBJECT	DESCRIPTION	CSDA POSITION	STATUS
AB 2144 (Perez)	Infrastructure and Revitalization Financing	As enrolled 8/31/12: authorizes the creation of an infrastructure and revitalization financing district and the issuance of debt with 55 percent voter approval. CSDA supports the bill because it promotes economic development without shifting funds from core local services provided by special districts. This measure precludes any shift in taxes away from a district unless that district opts in through passage of a resolution by its governing body.	Support	<i>Governor's Desk</i>
AB 2180 (Alejo)	Hospital Administrator Contracts	As amended 8/27/12: Requires a hospital administrator employment agreement to include additional information. The previous version would have prohibited a District Hospital from offering the following benefits, unless offered to all district officers and employees: a) a lump sum payment, b) any payment contingent upon severance or retirement, c) a contribution to more than one retirement plan or other supplemental pension plan and d) any other retirement benefit.	Neutral	<i>Governor's Desk</i>
AB 2208 (Perea)	Consolidations & Mergers	As amended 8/24/12: CSDA opposed the previous version, which promoted consolidation through new state mandates. The final version of this bill extends the sunset date, from 2014 to 2019, of the State Water Resources Control Board's authorization to collect a charge on specified loans that provide revenue to the State Water Pollution Control Revolving Fund Small Community Grant (SCG) Fund.	Support	<i>Failed Passage</i>
AB 2238 (Perea)	Consolidations & Mergers	As amended 8/24/12: As originally proposed, would have imposed costly new mandates on local agencies. CSDA opposed that language and the bill was amended to expand actions available for emergency funding from the Emergency Water Grant Fund.	Neutral	<i>Failed Passage</i>
AB 2387 (Smyth)	CalOSHA Penalty Refund	As introduced 2/24/12: allows local agencies to apply for a refund of a CalOSHA penalty if all outstanding citations have been corrected and if the entity has not been cited for a serious violation within two years.	Support	<i>Failed Passage</i>
AB 2418 (Gordon)	Property Taxes & Healthcare Districts	As amended 5/1/12: dictates how locally elected healthcare district boards must spend local property tax dollars. As currently written, the legislation specifically limits these boards from assigning more than 5% of revenue, derived from the annual general property tax levy, to personnel and board related costs, even as the State of California expends an estimated 84% of revenues on personnel.	Oppose	<i>Failed Passage</i>

BILL/ AUTHOR	SUBJECT	DESCRIPTION	CSDA POSITION	STATUS
AB 2529 (Wieckowski)	Electricity Rates	As amended 8/24/12: mitigates the estimated 2-5% rate increase special districts will incur due to the upcoming AB 32 cap-and-trade program by requiring all revenue received by electric utilities resulting from freely allocated allowances be returned to all retail customers in proportion to the increase in electricity cost those customers incur as a result of a market-based compliance mechanism. Current law limits mitigation to special classes that exclude districts.	Support	<i>Failed Passage</i>
SB 46 (Correa)	Compensation Disclosure	As amended 6/2/11: requires public officials who are required to file a statement of economic interest, as a part of that filing, to include a compensation disclosure form redundant to the current compensation report filed with the State Controller.	Oppose Unless Amended	<i>Failed Passage</i>
SB 186 (Kehoe)	Controller Oversight of Local Agencies	As amended 6/19/12: CSDA worked with the author and the State Controller's office, sponsor of the bill, to add safeguards to the expanded audit and investigation authority that this bill grants to the Controller. Requires the Controller to provide written findings that explain the legal and factual basis for conducting an audit or investigation of an agency and allows an agency to respond. Creates a Voluntary Local Agency Financial Review program to provide assistance to a local agency facing a serious financial problem. Increases fines for failure to file a financial transaction report.	Watch	<i>Failed Passage</i>
SB 214 (Wolk)	Infrastructure Financing Districts	As amended 8/24/12: enhances the powers and flexibility of infrastructure financing districts (IFD). CSDA supports the bill because it promotes economic development without shifting funds from core local services provided by special districts. This measure precludes any shift in taxes away from a district unless that district opts in through passage of a resolution by its governing body.	Support	<i>Governor's Desk</i>
SB 863 (De León)	Workers' Compensation Reform	As amended 8/30/12: Enacts major reforms to the workers' compensation system to reduce frictional costs, speed up medical care for injured workers, and to increase Permanent Disability (PD) indemnity benefits to injured workers.	Support	<i>Governor's Desk</i>

BILL/ AUTHOR	SUBJECT	DESCRIPTION	CSDA POSITION	STATUS
SB 1002 (Yee)	Data Standards for Public Electronic Records	As amended 8/20/12: requires the State Chief Information Officer to conduct a study that will determine whether or not providing electronic records in an open format is a viable option for public agencies. CSDA opposed the previous version, which would have required all public records requests to be made available in an open format, regardless if the public agency has the capability.	Neutral	<i>Governor's Desk</i>
SB 1003 (Yee)	Brown Act Violations	As enrolled 8/23/12: prohibits a suit from being filed in court to challenge an alleged past violation of the Brown Act if the special district board submits a letter of unconditional commitment that the disputed action will not be repeated. CSDA worked with a coalition of local agencies to negotiate amendments that mirrored a process in the Brown Act that local governments already follow.	Neutral	<i>Governor's Desk</i>
SB 1045 (Emmerson)	Civil liability for metal theft damages	As amended 8/23/12: prohibits any junk dealer from possessing a fire hydrant, manhole lid, or backflow device, as well as any objects related to these devices, without a letter on letterhead from the agency that the object last belonged to stating that the sale is authorized. Also places civil liability on junk dealers for actual damages as well as for exemplary damages up to 3 times the agency's or utility's actual damages.	Support	<i>Governor's Desk</i>
SB 1125 (Hancock)	Sales Tax Permits	As amended 4/17/12: introduced version required local agencies to obtain a copy of a vendor's seller's permit or certificate of registration, and a copy of each of the vendor's applicable affiliates seller's permits or certificates of registration for each company from which a local entity is purchasing goods by credit card. Because special districts do not receive any sales and use tax revenues, CSDA argued that, unlike cities and counties, districts would not be able to offset the costs of implementation. The 3/21/12 amendments removed special districts from the bill.	Neutral	<i>Failed Passage</i>
SB 1040 (Evans)	SRA Fee Repeal	As amended 8/24/12: repeals the fire prevention fee on structures located in state responsibility areas (SRA).	Support	<i>Failed Passage</i>
SB 1120 (Berryhill)	Property Related Services	As amended 7/3/12: Unintentionally increases liability on special districts and other local agencies to provide unfunded services. CSDA and other organizations voiced concerns to the author who pulled the legislation for further refinement.	Oppose	<i>Failed Passage</i>

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SB 1156 (Steinberg)	Property Tax Increment Shift	As enrolled 8/31/12: authorizes the legislative bodies of a city and county that once included the territory of an RDA, to form a Sustainable Communities Investment Authority to carry out the Community Redevelopment Law. As initially drafted, would have renewed the diversion of property tax increment away from special districts. However, CSDA sought amendments that removed that provision.	Support	<i>Governor's Desk</i>
SB 1276 (Wyland)	Public Works Indemnity	As amended 3/26/12: requires special districts to defend allegations against the work of private companies using ratepayer and taxpayer dollars. It would divert scarce resources from job-creating core local infrastructure projects to trials and attorneys, and it would remove a fundamental protection for the taxpayers of California. CSDA led a coalition that opposed this measure, which has now been pulled from consideration.	Oppose	<i>Failed Passage</i>
SB 1387 (Emmerson)	Metal Theft	As amended 8/20/12: prohibits any junk dealer or recycler from possessing a public fire hydrant, manhole cover, or backflow device without a written certification from the public agency that previously owned the item, and enacts penalties associated with the new crime.	Support	<i>Governor's Desk</i>
SB 1516 (Leno)	Contract Bids	As amended 6/18/12: Opens up local agencies to new law suits from bidders whose bids are rejected, and unnecessarily eliminates a local agency's right to require substitution requests from bidders prior to the submission of bids unless they first establish a costly new specified procedure.	Oppose	<i>Failed Passage</i>