

**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, August 1st, 2012
7:00 P.M.**

AGENDA

A. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO AGENDA

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

B. APPROVAL OF THE AGENDA

C. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

D. CONSENT CALENDAR

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

- D.1 Consider approval of draft minutes of the Board of Directors' Special Meeting of July 11, 2012 **Pg. 4**
- D.2 Consider approval of draft June 2012 Treasurer's Report **Pg.7**
- D.3 DCV Violations this month. **Pg. 29**

- D.4 Approve increase in capitalization limit from \$1000 to the standard Federal threshold of \$5000, retroactive to July 1, 2011.

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E. CONTINUED AND NEW BUSINESS

- E.1 CalTrans presentation related to status of Mad River Bridge project, bike path, and planned temporary closure of Central Avenue

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- E.2 Discuss status of update to District Goals and Objectives and desire of the Board to expand this activity to include the preparation of an overall District Strategic Planning Document

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- E.3 Biennial Conflict of Interest Review

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- E.4 Discuss Board Meeting Location/Time Change

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- E.5 Review water/sewer lock policy for non-payment

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F. REPORTS

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

F.1. ACTIVE COMMITTEE REPORTS

- a. Recreation Advisory Committee (Couch/Mayo (alternate))
- b. Area Fund (John Kulstad)
- c. Redwood Region Economic Development Commission ((Edwards, Wennerholm (alternate))
- d. McKinleyville Senior Center (Wennerholm)
- e. Audit (Corbett, Edwards)
- f. 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
- b. Operations Department (Greg Orsini)
- c. Parks and Recreation Department (Jason Sehon)
- d. General Manager (Norman Shopay)

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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.

NO CLOSED SESSION SCHEDULED

I. ADJOURNMENT

Posted 5:00 pm on July 27th, 2012

EXHIBIT D.1

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON MONDAY, JULY 11, 2012 AT 9:00AM AT THE DISTRICT OFFICE,
1656 SUTTER ROAD, MCKINLEYVILLE**

The special meeting of the Board of Directors of McKinleyville Community Services District convened at 9:00 AM with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President
John Corbett, Director (arrived at 9:35am)
Bill Wennerholm, Director

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

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

At 9:00 AM President Mayo called the meeting to order. Directors Couch and Wennerholm were present and Director Corbett and Edwards were absent. Director Wennerholm led the pledge of allegiance. There were no additions to the agenda, however Park & Recreation Director Sehon requested that item E.4 be removed from the agenda as the Mad River Summerfest had found another venue for their event.

AGENDA ITEM B-APPROVAL OF THE AGENDA

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

MOTION VOTE: Ayes: Couch, Wennerholm, Mayo

MOTION SUMMARY: Motion Passed- 3 AYES; 0 NAYS

AGENDA ITEM C- PUBLIC HEARINGS-NONE SCHEDULED

AGENDA ITEM D-CONSENT CALENDAR ITEMS

1. Consider Approval of Minutes of the Board of Directors' Regular Meeting of June 6, 2012
2. Consider Approval of May 2012 Treasurer's Report
3. DCV Violations this month

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

MOTION VOTE: Ayes: Couch, Wennerholm, Mayo

MOTION SUMMARY: Motion Passed-3 AYES; 0 NAYS

AGENDA ITEM E1-DISCUSS LETTER RECEIVED FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT:

General Manager Shopay introduced Mark Mandell, Legal Counsel, joining the discussion via conference call. Mr. Mandell introduced himself and explained that he was Special Counsel to the District on revenue matters. Before discussion began, Director Couch declared a conflict of interest in regards to items E.1 & E.2 and recused himself from discussion. At that time President Mayo announced that due to Director Couch's conflict of interest and lack of a quorum, items E.1 & E.2 would need to be rescheduled.

President Mayo announced that public comments would be taken at this time out of order. The following people addressed the Board:

1. Kaitlin Sopoci-Belknap, HBMWD Board President introduced herself, Sherri Woo, Director Division 1 and Barry Van Sickle from Operations present as representatives of HBMWD. Kaitlin said they were hoping to clarify information they received regarding our retention of legal counsel with respect to the HBMWD contract and expressed concern that items E.1 & 2 had to be postponed due to lack of quorum in light of the looming deadline for submission of the grant.
2. Pat Kaspari addressed the Board to ask if they wanted him to give his presentation at this time or at a future meeting. It was Board consensus for him to give the planned presentation at this time. Pat Kaspari gave a brief overview of the intertie study and the Proposition 50 Grant Opportunity. He reviewed the costs associated with the three alternatives and the application requirements and timeline.
3. Jeff Dunk inquired if any seismic risk had been identified through the study.

At 9:35AM Director John Corbett arrived at the meeting. President Mayo closed public comment and re-opened Agenda Items E.1 & E.2 due to a quorum with the arrival of Director Corbett.

AGENDA ITEM E1-DISCUSS LETTER RECEIVED FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT: AGENDA ITEM E.2-OPPORTUNITY FOR HBMWD TO SUBMIT A PROPOSITION 50 GRANT APPLICATION TO THE DEPARTMENT OF PUBLIC HEALTH FOR FUNDING OF INFRASTRUCTURE IMPROVEMENTS FOR EMERGENCY WATER SUPPLY: President Mayo opened an informal discussion on these two items and Humboldt Bay representatives, District Special Counsel Mark Mandell, MCSD Directors and staff discussed the letter and details of the grant opportunity. Mr. Mandell drew the Board's attention to Section 4 of the Memorandum of Intent. He explained to the Board that he and HBMWD's special counsel had a lengthy discussion about this provision and agreed that the sole purpose of this Section was to commit MCSD, the City of Arcata, and HBMWD to the commitments they had already made in water supply agreements. Section 4 does not prevent any of these three entities from exercising any rights they have under the water supply agreements, nor does it prevent any party from proposing amendments to the agreements. Mr. Mandell noted that he had been retained with respect to the supply agreements because the District's general counsel, who is also now HBMWD's general counsel, cannot provide legal advice to either of his clients regarding these agreements. This left Mr. Shopay without a lawyer he could call for ongoing advice on the implementation of these agreements. Mr. Mandell explained that the letter his firm sent to HCSD was sent because, as Mr. Mandell represented HCSD in the past, he needed to get a conflict waiver from HCSD to advise MCSD on a multilateral supply arrangement that affects HCSD. He obtained a similar waiver from Mr. Shopay on behalf of MCSD. After much discussion a motion was made:

MOTION: It was moved:

1. to approve the Memorandum of Intent for submission by HBMWD for Proposition 50 Grant Funding for infrastructure improvements that would include connecting new emergency water supply piping from Arcata, Valley West Boulevard to the MCSD piping in the Mad River Bridge;
2. After staff and legal review and approval of a final draft Memorandum of Agreement (MOA), bring the draft MOA to the Board for review and discussion;
3. Seek to include and obtain complete funding for the entire project that includes funding for the Northern portion of pipeline from the Mad River Bridge to the Ramey Pump Station;
4. Determine if any MCSD costs incurred related to the District financed and placement of the existing pipeline in the Mad River Bridge is eligible for cost reimbursement and seek to obtain such cost reimbursement.

5. Direct General Manager Shopay to work with Director Corbett to draft a response letter to Humboldt Bay Municipal Water District for Board review at a future date.

Motion by Wennerholm; second by Corbett

MOTION VOTE: Ayes: Corbett, Wennerholm, Mayo Abstention: David Couch

MOTION SUMMARY: Motion Passed-3 AYES; 0 NAYS; 1 ABSTENTION

AGENDA ITEM E.3-RESOLUTION AUTHORIZING THE SUBMISSION OF A DEPARTMENT OF WATER RESOURCES LOCAL GROUNDWATER ASSISTANCE PROGRAM FOR THE DEVELOPMENT OF A GROUNDWATER MANAGEMENT PLAN:

MOTION: It was moved to approve Resolution 2012-21 authorizing application to the California Department of Water Resources for Local Groundwater Assistance Grant Funding. Motion by Corbett; second by Wennerholm.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.4-APPROVE MAD RIVER SUMMERFEST EVENT AT PIERSON PARK: This item was removed from the agenda.

AGENDA ITEM F-REPORTS-NONE SCHEDULED

AGENDA ITEM F-REPORTS-NO REPORTS SCHEDULED

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo again opened public comment and two people addressed the Board with comments.

AGENDA ITEM H-CLOSED SESSION DISCUSSION-NO CLOSED SESSION ITEMS SCHEDULED

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 10:50AM. Motion by Corbett; second by Wennerholm.

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

MOTION SUMMARY: Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Sharon L. Denison,
Board Secretary

**McKinleyville Community Services District
Draft Unadjusted Treasurer's Report
June 2012**

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McKinleyville Community Services District
Draft Investments & Cash Flow Report
As of June 30, 2012

Petty Cash & Change Funds		940.00
<u>Cash</u>		
Operating & Money Market - Beginning Balance		238,654.98
Cash Receipts:		
Utility Billings	261,781.74	
Money Market Account Interest	146.78	
Other Cash Receipts	629,260.58	
Total Cash Receipts		891,189.10
Cash Disbursements:		
Payroll Related Expenditures	(139,291.38)	
Debt Service	(4,644.48)	
Capital & Other Expenditures	(282,419.10)	
Total Cash Disbursements		(426,354.96)
Operating & Money Market - Ending Balance		703,489.12
Total Cash		704,429.12
<u>Investments</u>	<i>(Interest and Market Valuation being re-calculated as part of the year-end close)</i>	
LAIF - Beginning Balance	127,600.46	
Interest Income	-	
LAIF - Ending Balance		127,600.46
Humboldt Co. #2560 - Beginning Balance	830,570.20	
Property Taxes	-	
Transfer to Operating Cash	(542,000.00)	
Interest Income	-	
Humboldt Co. #2560 - Ending Balance		288,570.20
Humboldt Co. #4240 - Beginning Balance	4,993,309.78	
Interest Income	-	
Humboldt Co. #4240 - Ending Balance		4,993,309.78
Humboldt Co. #9390 - Beginning Balance	111,374.73	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		111,374.73
USDA Bond Reserve Fund - Beginning Balance	157,118.84	
Bond Reserve Payment	8,145.83	
USDA Bond Reserve Fund - Ending Balance		165,264.67
Market Valuation Account		(180.00)
Total Investments		5,685,939.84
Total Cash & Investments - Current Month		6,390,368.96
Total Cash & Investments - Prior Month		6,493,227.97
Net Change to Cash & Investments This Month		(102,859.01)
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		5,470,660.90
Davis-Grunsky Loan Reserve		596,743.11
Waste Water Capital Reserve		97,700.28
USDA Bond Reserve		165,264.67
I-Bank Loan Reserve		60,000.00
Total Cash & Investments		6,390,368.96

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of June 30, 2012

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 940,266.27	\$ 104,673.56	\$ (58,915.17)	\$ 1,309,051.81	\$ 3,175,519.85	\$ 5,470,596.32
Accounts receivable	1,627.72	-	2,723.17	141,243.56	94,711.87	240,306.32
Prepaid expenses & other current assets	15,154.02	-	-	76,941.59	37,532.23	129,627.84
Total Current Assets	957,048.01	104,673.56	(56,192.00)	1,527,236.96	3,307,763.95	5,840,530.48
Noncurrent Assets						
Restricted cash & cash equivalents	-	-	-	656,743.11	262,964.95	919,708.06
Other noncurrent assets	39,325.43	-	-	10,000.00	37,529.72	86,855.15
Capital assets (net)	-	-	-	6,769,543.68	11,568,585.85	18,338,129.53
Total Noncurrent Assets	39,325.43	-	-	7,436,286.79	11,869,080.52	19,344,692.74
TOTAL ASSETS	\$ 996,373.44	\$ 104,673.56	\$ (56,192.00)	\$ 8,963,523.75	\$ 15,176,844.47	\$ 25,185,223.22
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 41,323.76	\$ 1,653.76	\$ 808.08	\$ 495,873.67	\$ 68,700.05	\$ 608,359.32
Accrued payroll & related liabilities	91,734.13	-	-	29,581.89	29,581.89	150,897.91
Total Current Liabilities	133,057.89	1,653.76	808.08	525,455.56	98,281.94	759,257.23
Noncurrent Liabilities						
Long-term debt	-	-	-	3,489,684.62	1,335,554.43	4,825,239.05
Other noncurrent liabilities	39,325.43	-	-	114,600.99	115,033.99	268,960.41
Total Noncurrent Liabilities	39,325.43	-	-	3,604,285.61	1,450,588.42	5,094,199.46
TOTAL LIABILITIES	172,383.32	1,653.76	808.08	4,129,741.17	1,548,870.36	5,853,456.69
Fund Balance/Net Assets						
Fund balance	823,990.12	103,019.80	(57,000.08)	-	-	870,009.84
Net assets	-	-	-	1,543,923.52	3,394,942.69	4,938,866.21
Investment in capital assets, net of related debt	-	-	-	3,289,859.06	10,233,031.42	13,522,890.48
Total Fund Balance/Net Assets	823,990.12	103,019.80	(57,000.08)	4,833,782.58	13,627,974.11	19,331,766.53
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 996,373.44	\$ 104,673.56	\$ (56,192.00)	\$ 8,963,523.75	\$ 15,176,844.47	\$ 25,185,223.22
Investment in General Capital Assets	\$ 3,202,748.54					
General Long-term Liabilities						
OPEB Liability	60,788.00					
Accrued Compensated Absences	11,421.16					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 72,209.16					

McKinleyville Community Services District
Activity Summary by Fund
June 2012

Department Summaries	June	YTD	YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	131,634	1,543,875	1,707,779	(163,904)	-9.60%	
Other Revenues	31,244	177,619	179,920	(2,301)	-1.28%	
Total Operating Revenues	162,878	1,721,494	1,887,699	(166,205)	-8.80%	
Salaries & Benefits	52,449	696,663	721,158	(24,495)	-3.40%	
Water Purchased	45,280	589,650	632,380	(42,730)	-6.76%	
Other Expenses	47,588	467,339	442,244	25,095	5.67%	
Depreciation	23,000	264,000	250,000	14,000	5.60%	Budget estimates passed before actual depreciation was calculated for FY12
Total Operating Expenses	168,318	2,017,652	2,045,782	(28,130)	-1.38%	
Net Operating Income	(5,439)	(296,158)	(158,083)	(194,335)		
Interest Income	(87)	20,968	23,000	(2,032)	-8.84%	
Interest Expense	(7,436)	(84,817)	(88,726)	(3,909)	-4.41%	
Net Income (Loss)	(12,963)	(360,008)	(223,809)	(136,199)		
<u>Sewer</u>						
Sewer Service Charges	107,697	1,384,533	1,393,000	(8,467)	-0.61%	
Other Revenues	19,232	182,301	194,255	(11,954)	-6.15%	
Total Operating Revenues	126,929	1,566,835	1,587,255	(20,420)	-1.29%	
Salaries & Benefits	60,626	721,198	721,158	40	0.01%	
Other Expenses	66,995	530,192	567,782	(37,590)	-6.62%	
Depreciation	38,000	444,000	408,000	36,000	8.82%	Budget estimates passed before actual depreciation was calculated for FY12
Total Operating Expenses	165,620	1,695,391	1,696,940	(1,549)	-0.09%	
Net Operating Income	(38,691)	(128,556)	(109,685)	(18,871)		
Interest Income	90	35,396	30,000	5,396	17.99%	
Interest Expense	(4,721)	(58,255)	(59,286)	(1,031)	-1.74%	
Net Income (Loss)	(43,323)	(151,414)	(138,971)	(12,443)		
Enterprise Funds Net Income (Loss)	(56,285)	(511,422)	(362,780)	(148,642)		

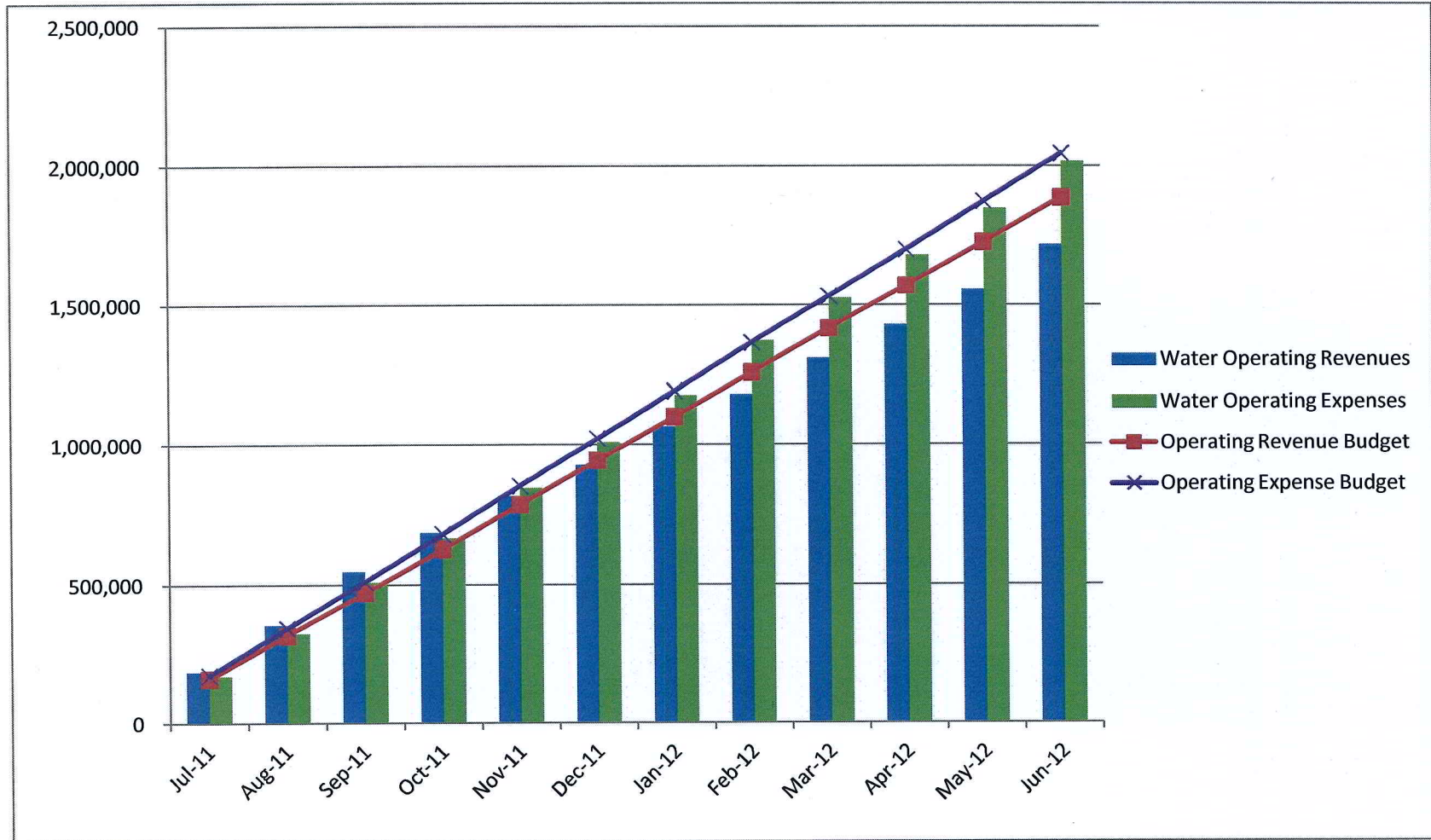
McKinleyville Community Services District
Activity Summary by Fund
June 2012

Department Summaries	June	YTD	YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	27,311	288,852	310,400	(21,548)	-6.94%	Total portion of county tax less than estimated. Pursuing other revenue sources to cover tax shortfall
Rents & Related Fees	3,299	62,425	57,526	4,899	8.52%	
Property Taxes	-	481,548	530,000	(48,452)	-9.14%	
Other Revenues	12,854	87,680	282,560	(194,880)	-68.97%	
Interest Income	126	4,983	12,000	(7,017)	-58.48%	
Total Revenues	43,591	925,488	1,192,486	(266,998)	-22.39%	
Salaries & Benefits	68,789	710,511	672,036	38,475	5.73%	Non-salary program expenses higher than anticipated. Capital projects started.
Other Expenditures	39,293	236,357	211,785	24,572	11.60%	
Capital Expenditures	6,794	17,764	410,000	(392,236)	-95.67%	
Total Expenditures	114,876	964,632	1,293,821	(329,189)	-25.44%	
Excess (Deficit)	(71,285)	(39,144)	(101,335)	62,191		
<u>Measure B Assessment</u>						
Total Revenues	36	201,334	210,000	(8,666)	-4.13%	
Salaries & Benefits	-	66,548	139,000	(72,452)	-52.12%	Labor reserved for Teen Center project
Other Expenditures	3,901	11,656	11,000	656	5.96%	
Capital Expenditures	17,457	20,111	60,000	(39,889)	-66.48%	
Total Expenditures	21,358	98,315	210,000	(111,685)	-53.18%	Teen Center Design phase started.
Excess (Deficit)	(21,323)	103,020	-	103,020		
<u>Street Lights</u>						
Total Revenues	6,285	82,519	82,000	519	0.63%	
Salaries & Benefits	2,760	32,362	34,560	(2,198)	-6.36%	Certain repair/maintenance projects shifted from Capital Projects to Repairs
Other Expenditures	5,620	53,540	46,138	7,402	16.04%	
Capital Expenditures	-	20,520	25,000	(4,480)	-17.92%	
Total Expenditures	8,381	106,422	105,698	724	0.69%	
Excess (Deficit)	(2,096)	(23,903)	(23,698)	205		
Governmental Funds Excess (Deficit)	(94,704)	39,973	(125,033)	165,006		

McKinleyville Community Services District

June 2012

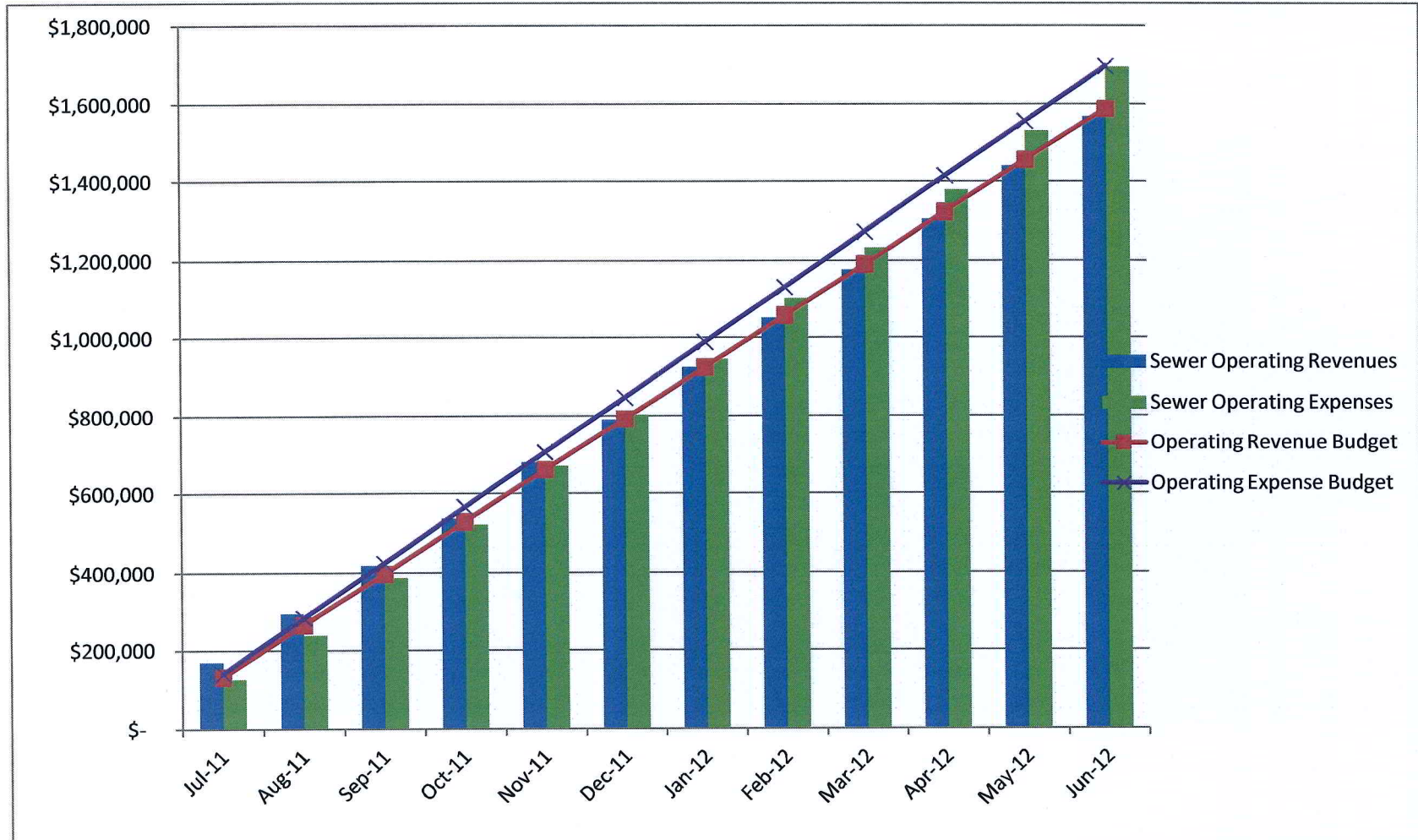
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

June 2012

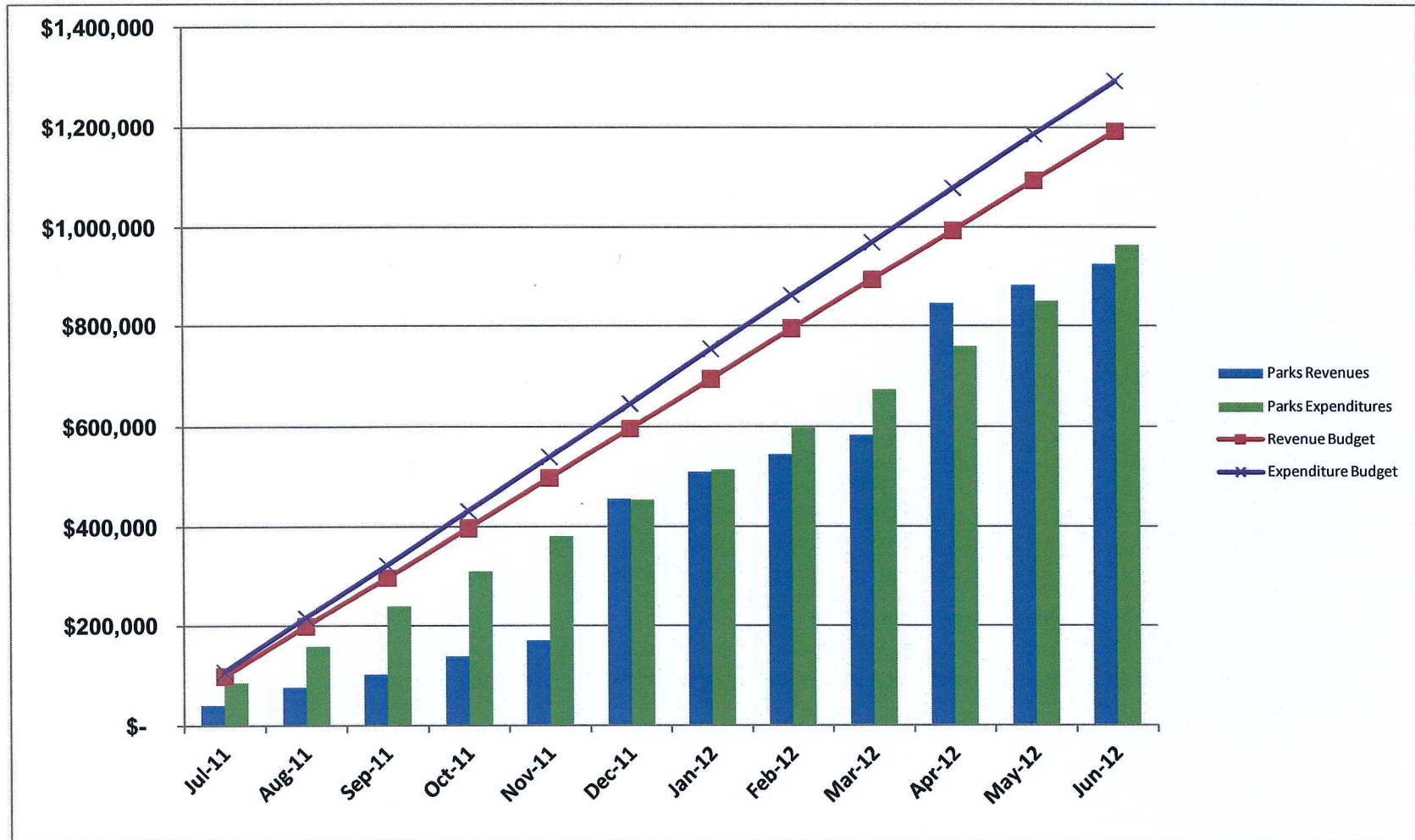
Comparison of Sewer Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

June 2012

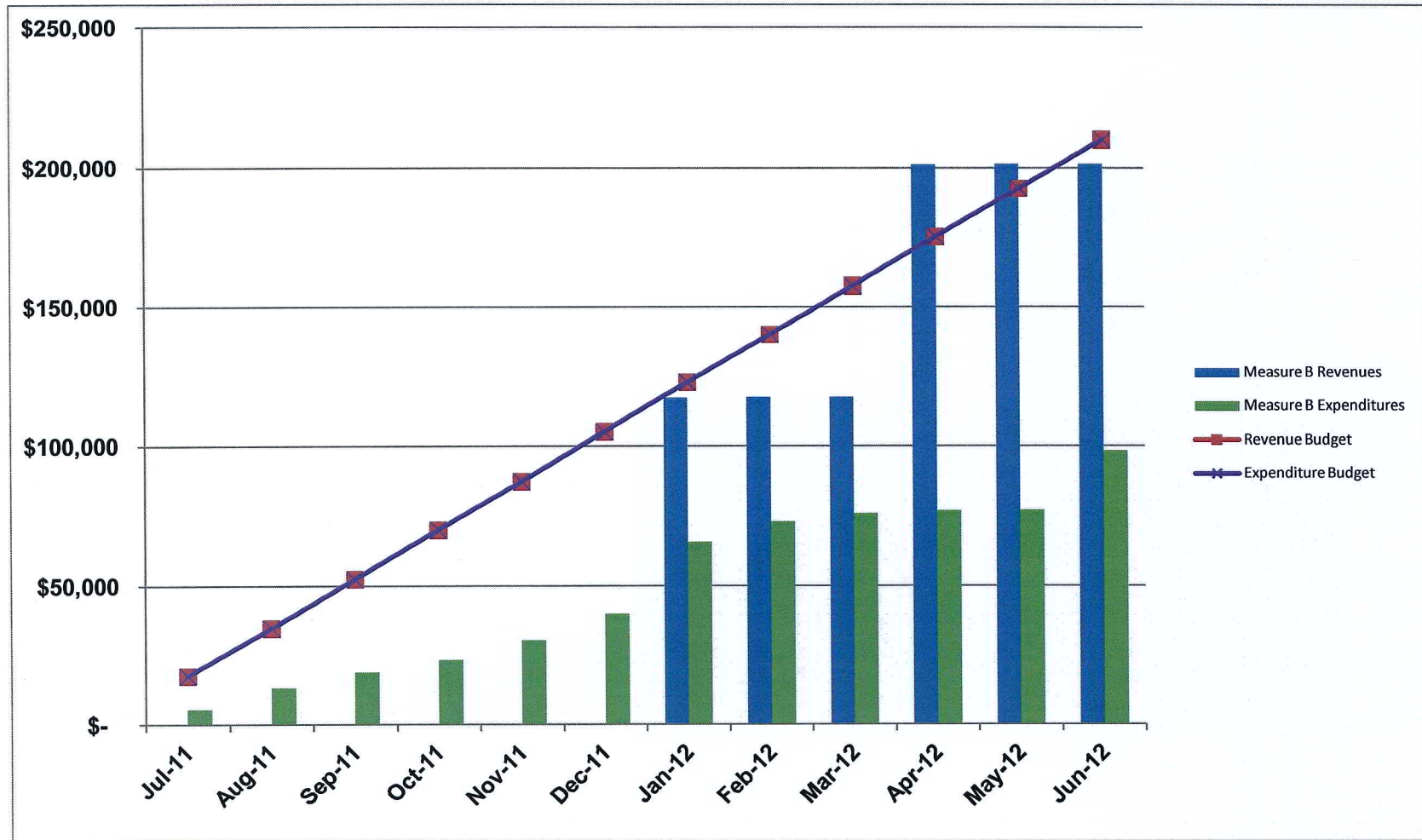
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

June 2012

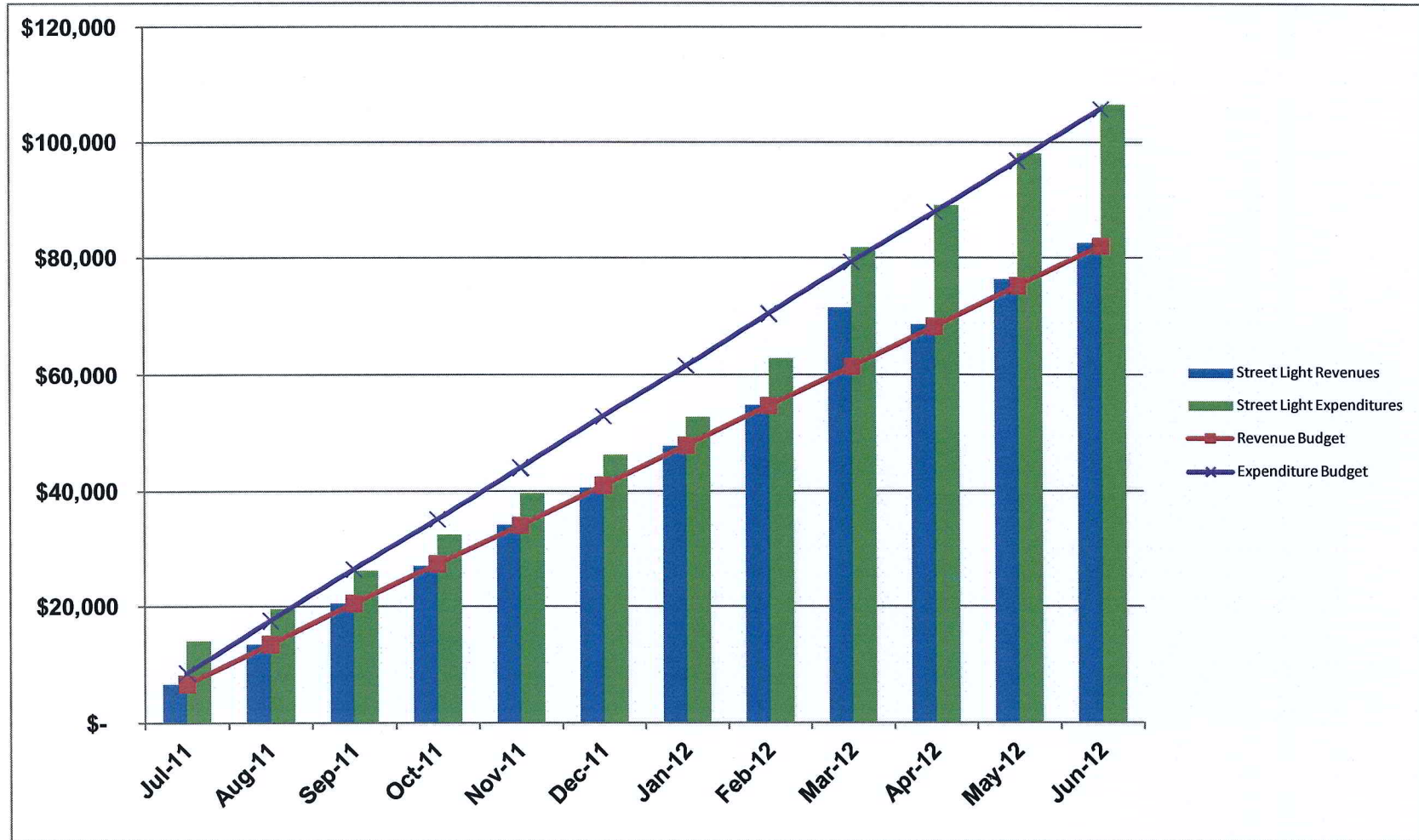
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District

June 2012

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
Draft Capital Expenditure Report
As of June 30, 2012

	June	YTD Total	FY 12 Budget	Remaining		
				Budget \$	Budget %	Notes
Water Department						
Ramey Pump Upgrades	-	28,203	5,000	(23,203)	-464%	← Although recorded in current year, capital expenditure was incurred and budgeted in FY 2010-11.
Emergency Water Line River Crossing		54,471	280,000	225,529	81%	
Water Tank Upgrade	330,935	382,314	175,000	(207,314)	-118%	
Murray Road Tank	607	16,835	150,000	133,165	89%	
Production Meter Replacements	-	1,177	20,000	18,823	94%	
Emergency Water Supply		-	50,000	50,000	100%	
Fire Hydrant System Upgrade	-	-	13,000	13,000	100%	
Customer Meter Replacements	-	-	15,000	15,000	100%	
Radio Telemetry Upgrade	-	-	25,000	25,000	100%	
Tank Seismic Actuators	-	5,528	7,000	1,472	21%	
Water Main Replacement		21,875	40,000	18,125	45%	
Subtotal	331,542	510,404	780,000	269,596	35%	Completed capital projects will further adjusted during the year-end closing process
Sewer Department						
WWMF SO2/Chlorine Shut Off	-	31,780	32,000	220	1%	
WWMF Security Upgrades	-	-	6,000	6,000	100%	
WWMF Fencing & Gate		-	2,000	2,000	100%	
WWMF Grinder Maintenance		-	1,000	1,000	100%	
WWMF Sludge Maintenance		-	30,000	30,000	100%	
WWMF Building Maintenance		-	10,000	10,000	100%	
WWMF Upgrade/CEQA/Permitting	22	21,189	150,000	128,811	86%	
NPDES Permit/Engineering Study	161	43,587	75,000	31,413	42%	
Radio Telemetry Upgrade	-	-	25,000	25,000	100%	
Industrial Discharge Permit		-	20,000	20,000	100%	
Lift Station Pump Upgrade		-	20,000	20,000	100%	
Property Purchases & Improvements		-	500,000	500,000	100%	
Generator Upgrade		-	2,000	2,000	100%	
Subtotal	183	96,557	873,000	776,443	89%	
Water & Sewer Operations						
Heavy Equipment		-	55,000	55,000	100%	
Utility Vehicles		78,418	103,117	24,699	24%	
Office, Corporate Yard & Shops	282	9,260	12,000	2,740	23%	
Computers & Software		18,381	32,000	13,619	43%	
Small Equipment & Other		-	44,000	44,000	100%	
Subtotal	282	106,059	246,117	140,058	57%	
Enterprise Funds Total	332,007	713,020	1,899,117	1,186,097	62%	
Parks & Recreation Department						
Hiller Park & Sports Complex	-	1,324	6,000	4,676	78%	
Pierson Park Upgrades	-	463	2,000	1,537	77%	
Azalea Hall Upgrades		5,497	25,000	19,503	78%	
McKinleyville Activity Center Upgrades		-	33,000	33,000	100%	
Law Enforcement Facility Improvements		-	6,000	6,000	100%	
Projects Funded by Quimby/Other Funds		200	195,000	194,800	100%	
Projects Funded by Measure B Renewal		2,654	60,000	57,346	96%	
Other Parks Projects & Equipment		3,486	15,000	11,514	77%	
Subtotal	-	13,624	342,000	328,376	96%	
Streetlights						
Pole Replacement		20,520	25,000	4,480	18%	
Governmental Funds Total	-	34,144	367,000	332,856	91%	
All Funds Total	332,007	747,164	2,266,117	1,518,953	67%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of June 30, 2012

				Principal Maturities and Scheduled Interest									
				Maturity	Balance -	Balance - June	Remaining						
				%	Date	July 1, 2011	30, 2012	for FY-12	FY-13	FY-14	FY-15	FY-16	Thereafter
Water Fund:													
I-Bank		8/1/30	P	-	956,034.00	-	36,731.29	37,969.13	39,248.69	40,571.37	801,513.53		
Interest	3.37%		I			-	31,599.42	30,340.72	29,039.60	27,694.63	219,225.52		
State of CA Energy Commission (ARRA)		12/22/26	P	148,590.00	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	2,082,986.88	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	374,767.29	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				2,606,344.17	3,489,684.62	-	135,978.43	141,735.57	145,020.03	148,392.77	2,918,557.83		
Total Water Fund-Interest						-	86,081.34	80,303.34	76,997.32	73,602.49	634,639.07		
Total Water Fund				2,606,344.17	3,489,684.62	-	222,059.77	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	204,600.50	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	176,496.09	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	303,824.30	263,695.39	-	42,282.10	44,667.13	47,186.72	49,848.42	79,721.79		
Interest	5.5%		I			-	13,451.66	11,066.63	8,547.04	5,885.34	3,506.57		
USDA (Sewer Bond)		8/1/22	P	805,000.00	755,000.00	-	60,000.00	60,000.00	60,000.00	60,000.00	515,000.00		
Interest	5.0%		I			-	36,250.00	33,250.00	30,250.00	27,250.00	90,875.00		
Total Sewer Fund-Principal				1,489,920.89	1,335,554.43	-	167,125.91	170,132.95	173,290.73	176,607.22	648,408.39		
Total Sewer Fund-Interest						-	53,684.29	47,677.25	41,519.47	35,202.98	96,483.98		
Total Sewer Fund				1,489,920.89	1,335,554.43	-	220,810.20	217,810.20	214,810.20	211,810.20	744,892.37		
Total Principal				4,096,265.06	4,825,239.05	-	303,104.34	311,868.52	318,310.76	324,999.99	3,566,966.22		
Total Interest						-	139,765.63	127,980.59	118,516.79	108,805.47	731,123.05		
Total				4,096,265.06	4,825,239.05	-	442,869.97	439,849.11	436,827.55	433,805.46	4,298,089.27		

McKinleyville Community Services District
Cash Disbursement Report
For the Period 06/01 - 06/30/2012

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Accounts Payable Disbursements						
24873	6/6/2012	*0001	KIDS CAMP REFUND	198.00	B20601	KIDS CAMP REFUND
24874	6/6/2012	*0023	AZALEA HALL DEPOSIT REFUND	100.00	B20531	AZALEA HALL DEPOSIT REFUND
24875	6/6/2012	*0034	AZALEA HALL DEPOSIT REFUND	100.00	B20529	AZALEA HALL DEPOSIT REFUND
24876	6/6/2012	*0038	AZALEA HALL DEPOSIT REFUND	100.00	B20605	AZALEA HALL DEPOSIT REFUND
24877	6/6/2012	AGS01	AG SALES	57.18	73447	CONSTRUCTION EQUIPMENT RENTAL
24878	6/6/2012	BAY02	BAY WEST SUPPLY, INC.	468.55	B20601	JANITORIAL SUPPLIES
24879	6/6/2012	BRU04	REBECCA J. BRUINEKOOL	1,394.25	B20531	CONTRACTED INSTRUCTOR
24880	6/6/2012	CAM01	CAMPTON ELECTRIC SUPPLY	739.69	S1095689	STREET LIGHTS REBUILD KIT
24881	6/6/2012	COM01	COMMERCIAL RADIO & ELECT.	144.00	55258	REPAIRS/ SERVICES ON HORN
24882	6/6/2012	COR07	JOHN W. CORBETT	100.00	B20531	DIRECTORS FEES
24883	6/6/2012	COU09	DAVID R. COUCH	200.00	B20531	DIRECTORS FEES
24884	6/6/2012	CUM01	CUMMINS WEST, INC.	7.93	005-99985	REPAIRS/SUPPLY
24885	6/6/2012	EDW01	HELEN L. EDWARDS	200.00	B20531	DIRECTORS FEES
24886	6/6/2012	EIC01	JENNIFER EICHSTEDT	341.25	B20531	CONTRACTED INSTRUCTOR
24887	6/6/2012	EUR01	EUREKA BOILER WORKS	21.60	48402	SUPPLIES/ REPAIRS
24888	6/6/2012	EUR06	EUREKA READY MIX	500.49	112142	NORTH BANK REPAIR/SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
24889	6/6/2012	FRE07	FRESHWATER ENVIRONMENTAL	680.00	584	PROFESSIONAL SERVICES RENDERED
24890	6/6/2012	GIR02	MITCH GIRARD	60.00	B20605	CONTRACTED REFEREE
24891	6/6/2012	GRS01	G R SUNDBERG, INC.	350.00	803	NORTH BANK REPAIRS/ SUPPL
24892	6/6/2012	GUA01	GUARDIAN - APPLETON	4,361.63	B20601	GRP DENTAL INSURANCE
24893	6/6/2012	HAC01	HACH COMPANY	271.03	7769173	LAB TESTING SUPPLIES
				107.04	7775036	LAB TESTING SUPPLIES
			Check Total:	<u>378.07</u>		
24894	6/6/2012	HAR13	The Hartford - Priority A	704.46	B20531	GRP LIFE INSURANCE
24895	6/6/2012	HEN02	SCOTT HENDRICKSON	45.00	B20605	CONTRACTED REFEREE
24896	6/6/2012	HUM01	HUMBOLDT BAY MUNICIPAL WA	45,154.54	B20601	WTR PURCHASED
24897	6/6/2012	HUM08	HUMBOLDT SANITATION	830.80	B20601	TRASH SERVICE ACCT 143174
24898	6/6/2012	HUM17	HUMBOLDT COUNTY DEPT.	2,440.00	4850-4857	ANNUAL FEES
24899	6/6/2012	IND02	Industrial Electric Serv	14.85	6075	REPAIRS/SUPPLY
24900	6/6/2012	ISE01	I-SECURE INC.	45.00	18071	DOCUMENT SHREDDING SERVICE
24901	6/6/2012	2-May	DENNIS MAYO	200.00	B20531	DIRECTORS FEES
24901	6/6/2012	2-May	DENNIS MAYO	21.95	B20601	ACWA CONFERENCE
			Check Total:	<u>221.95</u>		
24902	6/6/2012	MCM01	McMaster-Carr Supply Co.	91.04	25876182	WATER TANK UPGRADE INV252
24903	6/6/2012	MEN01	MENDES SUPPLY CO.	172.17	32983	SAFETY SUPPLIES
24904	6/6/2012	MIL03	THE MILL YARD	116.45	247507	WATER TANK UPGRADE
24905	6/6/2012	MIT03	MITY-LITE	5,497.37	524539	AZALEA HALL UPGRADES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
24906	6/6/2012	NEC01	NEC FINANCIAL SERVICES,LL	285.92	1529157	PHONE SYSTEM
24907	6/6/2012	NOR03	NO. COAST VETERINARY HOSP	365.00	5008	GOATS TREATMENT
24908	6/6/2012	NOR13	NORTHERN CALIFORNIA SAFET	907.50	18624	SAFETY TRAINING;INV 18557
24909	6/6/2012	NOR36	NORTH COAST PARTS & SUPPL	324.70	B20606	REPAIRS/ SUPPLIES
24910	6/6/2012	O&M01	O & M INDUSTRIES	926.64	47100	WATER TANK UPGRADE
24911	6/6/2012	OCC01	OCCUPATIONAL HEALTH	125.00	523-05-12	PHYSICALS/ DRUG TESTS
24912	6/6/2012	ORE01	O'REILLY AUTOMOTIVE, INC.	22.17	B20604	VEHICLE REPAIRS
24913	6/6/2012	ORI01	ORIENTAL TRADING CO. INC.	254.45	651214829	REC PROGRAMS SUPPLIES
24914	6/6/2012	PAC07	PACIFIC COAST SECURITY	477.60	1020	PROFESSIONAL SERVICES
24915	6/6/2012	PGE01	PG & E (Office & Field)	14,908.29	B20604	GAS & ELECTRIC MAY 2012
24916	6/6/2012	REN01	RENNER PETROLEUM	4,823.21	B20606	FUEL FOR MAY 2012
24917	6/6/2012	SIE01	SIERRA FOOTHILL LAB, INC.	1,030.00	109602	LAB TESTS
24918	6/6/2012	SUD01	SUDDENLINK	173.95	B20606	INTERNET
24919	6/6/2012	THO02	Thomas Home Center	114.77	B20606	REPAIRS/SUPPLY
24920	6/6/2012	THR01	THRIFTY SUPPLY COMPANY	268.24	B20606	REPAIRS/ SUPPLIES
24921	6/6/2012	USB01	U.S. BANK TRUST N.A.	8,145.83	B20606	SEWER BOND PAYMENT JUNE 2
24922	6/6/2012	VER01	VERIZON WIRELESS	142.54	B20606	CELL PHONES FOR MAY 2012
24923	6/6/2012	WAG02	ALEXI WAGNER	49.65	B20604	REC PROGRAM SUPPLIES
24924	6/6/2012	WEN01	WILLIAM WENNERHOLM, DC	200.00	B20531	DIRECTORS FEES
24925	6/6/2012	WIL09	WILLDAN FINANCIAL SERVICE	5,376.15	10-17623	PROFESSIONAL SERVICES RENDERED

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
24926	6/6/2012	\A006	MQ CUSTOMER REFUND FOR AL	27.31	000B20601	MQ CUSTOMER REFUND FOR AL
24927	6/6/2012	\A016	MQ CUSTOMER REFUND FOR AL	53.73	000B20601	MQ CUSTOMER REFUND FOR AL
24928	6/6/2012	\B020	MQ CUSTOMER REFUND FOR BE	64.29	000B20601	MQ CUSTOMER REFUND FOR BE
24929	6/6/2012	\B021	MQ CUSTOMER REFUND FOR BI	35.34	000B20601	MQ CUSTOMER REFUND FOR BI
24930	6/6/2012	\C002	MQ CUSTOMER REFUND FOR CO	37.79	000B20601	MQ CUSTOMER REFUND FOR CO
24931	6/6/2012	\C031	MQ CUSTOMER REFUND FOR CR	36.34	000B20601	MQ CUSTOMER REFUND FOR CR
24932	6/6/2012	\E005	MQ CUSTOMER REFUND FOR EL	26.58	000B20601	MQ CUSTOMER REFUND FOR EL
24933	6/6/2012	\H031	MQ CUSTOMER REFUND FOR HA	32.20	000B20601	MQ CUSTOMER REFUND FOR HA
24934	6/6/2012	\H032	MQ CUSTOMER REFUND FOR HA	39.12	000B20601	MQ CUSTOMER REFUND FOR HA
24935	6/6/2012	\J002	MQ CUSTOMER REFUND FOR JU	16.99	000B20601	MQ CUSTOMER REFUND FOR JU
24936	6/6/2012	\M003	MQ CUSTOMER REFUND FOR MA	26.63	000B20601	MQ CUSTOMER REFUND FOR MA
24937	6/6/2012	\M033	MQ CUSTOMER REFUND FOR MO	69.57	000B20601	MQ CUSTOMER REFUND FOR MO
24938	6/6/2012	\M034	MQ CUSTOMER REFUND FOR MO	13.99	000B20601	MQ CUSTOMER REFUND FOR MO
24939	6/6/2012	\P008	MQ CUSTOMER REFUND FOR PA	78.23	000B20601	MQ CUSTOMER REFUND FOR PA
24940	6/6/2012	\P009	MQ CUSTOMER REFUND FOR PE	9.91	000B20601	MQ CUSTOMER REFUND FOR PE
24941	6/6/2012	\R019	MQ CUSTOMER REFUND FOR RE	79.99	000B20601	MQ CUSTOMER REFUND FOR RE
24942	6/6/2012	\S041	MQ CUSTOMER REFUND FOR SC	53.12	000B20601	MQ CUSTOMER REFUND FOR SC
24943	6/6/2012	\S042	MQ CUSTOMER REFUND FOR SC	2.77	000B20601	MQ CUSTOMER REFUND FOR SC
24944	6/6/2012	\S043	MQ CUSTOMER REFUND FOR ST	57.32	000B20601	MQ CUSTOMER REFUND FOR ST

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
24945	6/6/2012	\S044	MQ CUSTOMER REFUND FOR SU	53.22	000B20601	MQ CUSTOMER REFUND FOR SU
24946	6/6/2012	\T010	MQ CUSTOMER REFUND FOR TI	10.31	000B20601	MQ CUSTOMER REFUND FOR TI
24947	6/6/2012	\W005	MQ CUSTOMER REFUND FOR WA	72.25	000B20601	MQ CUSTOMER REFUND FOR WA
24948	6/6/2012	\Y002	MQ CUSTOMER REFUND FOR YU	54.89	000B20601	MQ CUSTOMER REFUND FOR YU
24949	6/11/2012	*0039	DAVID HALL	22.02	B20608	JOB 11-06 901 SCHOOL ROAD
24950	6/11/2012	*0040	MARTIN WATSON	78.48	JOB 11-10	NORTON ROAD DEPOSIT REFUND
24951	6/11/2012	A&L02	A & L FEED	9.43	B20607	SUPPLIES
24952	6/11/2012	COR01	CORBIN WILLITS SYSTEMS	858.42	B205151	MOM SOFTWARE PAYMENT
24953	6/11/2012	EUR05	Eureka Oxygen Co	134.89	385193	REPAIRS/ SUPPLIES
24954	6/11/2012	GRA02	GRAINGER	41.36	983915972	SAFETY SUPPLIES
24955	6/11/2012	LES01	LES SCHWAB TIRE CENTER	806.75	351095	REPAIRS
24956	6/11/2012	MIL01	Miller Farms Nursery	743.16	B20605	REPAIRS/SUPPLY
24957	6/11/2012	NOR01	NORTH COAST LABORATORIES	3,646.00	B20606	LAB TESTS
24958	6/11/2012	PRE08	PRECISION INTERMEDIA	30.00	B20607	WEB HOSTING FOR JUNE 2012
24959	6/11/2012	SEM01	SEMS TECHNOLOGIES	3,050.00	A5297	SUBSCRIPTION RENEWAL
24960	6/11/2012	ACW01	ACWA JOINT POWERS INSURAN	48,693.77	B20611	GROUP HEALTH INS
24961	6/11/2012	DIS03	DISCOUNT SCHOOL SUPPLY	149.07	B20611	REC PROGRAM SUPPLIES
24962	6/11/2012	STA09	S.W.R.C.B.	95.00	B20611	OPERATOR CERT RENEWAL
24963	6/18/2012	*0002	KINDERSPORTS REFUND	50.00	B20614	KINDERSPORTS REFUND
24964	6/18/2012	*0003	AZALEA HALL DEPOSIT REFUND	100.00	B20614	AZALEA HALL DEPOSIT REFUND

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
24965	6/18/2012	*0004	AZALEA HALL DEPOSIT REFUND	100.00	B20614	AZALEA HALL DEPOSIT REFUND
24966	6/18/2012	*0005	AZALEA HALL DEPOSIT REFUND	100.00	B20614	AZALEA HALL DEPOSIT REFUND
24967	6/18/2012	*0006	AZALEA HALL DEPOSIT REFUND	31.00	B20614	AZALEA HALL DEPOSIT REFUND
24968	6/18/2012	*0007	CANCELLATION OF AZALEA HALL	16.92	B20618	CANCELLATION OF AZALEA HALL
				(16.92)	B20618u	Ck# 024968 Reversed
			Check Total:	-		
24969	6/18/2012	ANS02	BRIAN ANSPACH	1,472.00	1009	PROFESSIONAL SERVICES
24970	6/18/2012	ATT01	AT&T	1,453.81	B20618	PHONES FOR JUNE
24971	6/18/2012	BAY01	BAY AREA COATING CONSULTA	31,875.00	E02510	WATER TANK UPGRADE INV E0
24972	6/18/2012	BLA08	ERIC BLAKE	104.00	B20618	CONTRACTED INSTRUCTOR
24973	6/18/2012	CDW01	CDW GOVERNMENT, INC.	45.59	J729502	SUPPLIES
24974	6/18/2012	COL05	COLANTUONO & LEVIN, PC	667.00	23575	PROFESSIONAL SERVICES RENDERED
24975	6/18/2012	COR01	CORBIN WILLITS SYSTEMS	2,000.00	B20515	ADDED BARCODES TO BILLING
24976	6/18/2012	COS03	COSTCO WHOLESALE	341.23	B20605	SUPPLIES PURCHASED
24977	6/18/2012	CWE01	CWEA	132.00	B20614	CERT RENEWAL MF
24978	6/18/2012	DOW01	DOWNEY BRAND ATTORNEYS LL	3,641.05	431946	PROFESSIONAL SERVICES RENDERED
24979	6/18/2012	EUR07	Eureka Rubber Stamp Co.	21.87	9216	OFFICE SUPPLIES
24980	6/18/2012	FUS01	RACHEL FUSI	10.79	B20614	EMPLOYEE REIMBURSEMENT
24981	6/18/2012	HUM17	HUMBOLDT COUNTY DEPT.	639.00	4856	SHORTED INVOICE
24982	6/18/2012	HUM42	HUMBOLDT OUTFITTERS	447.90	7154	REC PROGRAM SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
24983	6/18/2012	KEY01	KEY EQUIPMENT FINANCE	311.67	1207	EQUIPMENT LEASE
24984	6/18/2012	LAC01	Laco Associates	3,406.74	30990	MURRAY ROAD TANK
24985	6/18/2012	MCK04	MCK ACE HARDWARE	490.85	B20606	REPAIRS/SUPPLY
24986	6/18/2012	MCK21	MCKINLEYVILLE PRESS	25.00	B20611	SUBSCRIPTIONS
24987	6/18/2012	MEY01	SETH MEYNELL	131.21	B20614	SAFETY BOOTS
24988	6/18/2012	NYL01	NYLEX.NET	2,295.00	72116	PROFESSIONAL SERVICES
24989	6/18/2012	OSC01	OSCAR LARSON & ASSOCIATES	7,445.84	3355	PROFESSIONAL SERVICES RENDERED
24990	6/18/2012	POI01	POINTS WEST SURVEYING CO.	857.50	10232	PROFESSIONAL SERVICES
24991	6/18/2012	PRE08	PRECISION INTERMEDIA	237.50	16809	ADS/MARKETING, INV 16865,
24992	6/18/2012	REM01	REMY, MOOSE AND MANLEY,LL	33,572.23	24002	PROFESSIONAL SERVICES
24993	6/18/2012	SIE02	SIERRA CHEMICAL CO.	2,603.98	B20614	CHLORINE/ DEPOSIT
24994	6/18/2012	STA11	STAPLES CREDIT PLAN	576.74	B20614	OFFICE SUPPLIES
24995	6/18/2012	UPS01	UPS	29.83	Y6R493232	HANDHELD SENT TO BADGER
24996	6/18/2012	USP01	USPS POSTMASTER	200.00	B20614	POST OFFICE BOX RENEWAL
24997	6/21/2012	UMP02	UMPQUA BANK	2,266.75	B20621	SUPPLIES PURCHASED IN MAY
24998	6/26/2012	*0008	KYLE VISSER	225.53	B20626	JOB11-01 IMESON RD MAIN E
24999	6/26/2012	*0009	AZALEA HALL DEPOSIT REFUND	100.00	B20626	AZALEA HALL DEPOSIT REFUND
25000	6/26/2012	*0010	AZALEA HALL DEPOSIT REFUND	100.00	B20626	AZALEA HALL DEPOSIT REFUND
25001	6/26/2012	*0012	KINDERSPORTS REFUND	75.00	B20626	KINDERSPORTS REFUND
25002	6/26/2012	*0013	AZALEA HALL DEPOSIT REFUND	100.00	B20626	AZALEA HALL DEPOSIT REFUND

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25003	6/26/2012	ADA03	DANIEL ADAMSKI	30.00	B20626	CONTRACTED INSTRUCTOR
25004	6/26/2012	ALL01	ALLEN'S COMMERCIAL APPLIANCE	1,838.90	8735	AZALEA HALL UPGRADE
25005	6/26/2012	COU02	HUMBOLDT COUNTY ASSESSOR	6.56	B20626	MEASURE B MAPS
25006	6/26/2012	CWE01	CWEA	85.00	B20626	CERTIFICATE RENEWAL-JH
25007	6/26/2012	EVA01	EVANS MECHANICAL, INC.	307.03	57741	REPAIRS/ SUPPLIES
25008	6/26/2012	FRI05	LESLEY FRISBEE	50.00	B20626	REC PROGRAM SUPPLIES
25009	6/26/2012	GIR02	MITCH GIRARD	45.00	B20626	CONTRACTED INSTRUCTOR
25010	6/26/2012	HEN02	SCOTT HENDRICKSON	60.00	B20626	CONTRACTED INSTRUCTOR
25011	6/26/2012	HEN03	JAMES G. HENRY	26.72	B20626	SUPPLIES
25012	6/26/2012	HUM42	HUMBOLDT OUTFITTERS	53.98	7180	UNIFORMS
25013	6/26/2012	JAC04	JACKSON & EKLUND	2,249.00	172692	PROFESSIONAL SERVICES RENDERED
25014	6/26/2012	MCK12	MCKINLEYVILLE UNION SCHOOL	850.95	61512	REC PROGRAM SUPPLIES
				86.09	JOB 10-08	DOWS SCHOOL FINAL ACCOUNT
				1,962.58	JOB 11-07	MCK MIDDLE SCHOOL MAIN EX
			Check Total:	<u>2,899.62</u>		
25015	6/26/2012	MIT01	Mitchell, Brisso, Delaney	2,908.00	30781	LEGAL
25016	6/26/2012	NOR35	NORTHERN HUMBOLDT	551.40	ES12-0229	PIERSON/CENTRAL MAINTENANCE

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
25017	6/26/2012	PGE02	PACIFIC GAS & ELECTRIC	2,468.82	B20626	STREETLIGHTS FOR JUNE 2012
25018	6/26/2012	PIT01	PITNEY BOWES	873.48	B20626	MAINTENANCE ON POSTAGE MTR
25019	6/26/2012	RES05	RESERVE ACCOUNT	1,500.00	B20626	POSTAGE MTR REFILL
25020	6/26/2012	STA03	STATE OF CALIFORNIA	24,997.88	1207D5001	DAVIS GRUNSKY LOAN INTEREST
			Check Total:	(24,997.88)	1207D5001u	Ck# 025020 Reversed
25021	6/26/2012	USP02	USPS: ARCATA BMEU	1,500.00	B20626	REFILL PERMIT 202 BULK MAIL
25022	6/26/2012	WIL09	WILLDAN FINANCIAL SERVICE	3,315.00	010-16558	PROFESSIONAL SERVICES RENDERED
25023	6/26/2012	YOU01	NANCY YOUNG	253.50	B20626	CONTRACTED INSTRUCTOR
25128	7/19/2012	UMP02	UMPQUA BANK	(1,680.69)	B20716u	Ck# 025128 Reversed
Total Disbursements, Accounts Payable:				281,693.05		

Payroll Related Disbursements						
10244 - 10276	6/8/2012		VARIOUS EMPLOYEES	15,105.75		EMPLOYEE PAYROLL CHECKS
10277	6/6/2012	DIR01	DIRECT DEPOSIT VENDOR- US	28,297.08	B20606	Direct Deposit
10278	6/6/2012	DOW02	MICHAEL T. DOWNEY, SHERIF	300.00	B20606	MISC DEDUCTION
10279	6/6/2012	EMP01	Employment Development	1,539.55	B20606	STATE INCOME TAX
10280	6/6/2012	FRA05	FRANCHISE TAX BOARD	100.00	B20606	FRANCHISE TAX BOARD
10281	6/6/2012	HUM29	UMPQUA BANK--PAYROLL DEP.	5,637.69	B20606	FEDERAL INCOME TAX
				143.87	1B20525	FICA
				5,918.81	1B20606	FICA
				40.12	2B20525	MEDICARE
				1,650.42	2B20606	MEDICARE
			Check Total:	13,390.91		

Check Number	Check Date	Vendor Number	Vendor Name	Amount	Invoice #	Description
10282	6/6/2012	PER02	CalPERS	2,950.18	B20606	RETIREMENT
10283	6/6/2012	AFL01	AFLAC	43.30	B20531	AFLAC (PRE-TAX)
10284	6/6/2012	PUB01	Public Employees PERS	16,134.92	B20531	PERS PAYROLL REMITTANCE
				56.08	1B20531	PERS CONTRIBUTION
			Check Total:	<u>16,191.00</u>		
10285 - 10317	6/25/2012		VARIOUS EMPLOYEES	16,139.20		EMPLOYEE PAYROLL CHECKS
10318	6/22/2012	CAL12	CalPERS 457 Plan	2,930.87	B20621	RETIREMENT
10319	6/22/2012	DIR01	DIRECT DEPOSIT VENDOR- US	27,769.28	B20621	Direct Deposit
10320	6/22/2012	EMP01	Employment Development	1,464.26	B20621	STATE INCOME TAX
10321	6/22/2012	FRA05	FRANCHISE TAX BOARD	100.00	B20621	FRANCHISE TAX BOARD
10322	6/22/2012	HUM29	UMPQUA BANK--PAYROLL DEP.	5,426.33	B20621	FEDERAL INCOME TAX
				142.03	1B20619	FICA
				5,756.80	1B20621	FICA
				39.60	2B20619	MEDICARE
				1,605.24	2B20621	MEDICARE
			Check Total:	<u>12,970.00</u>		
			Total Disbursements, Payroll:	<u>139,291.38</u>		
			Total Cash Disbursements:	420,984.43		

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **Consent Calendar Item**

ITEM: D.3. Compliance with State Double Check Valve Law

PRESENTED BY: Gregory Orsini, Operations Director

TYPE OF ACTION: Consent Calendar

Recommendation:

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

Discussion:

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

1st Notice	June 26, 2012
10 Day Notice	July 18, 2012
Board Meeting	August 1, 2012
Lock	September 4, 2012
ROUTES 9 & 11	

Account #	Address	Model of DCV	Date s/o out
9-725-000	912 Hiller Road	Wilkins	
11-332-000	2166 Spruce	Febco	

Updated:
July 24, 2012

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **CONSENT CALENDAR**

ITEM: D.4. Approve increase in capitalization limit from \$1,000 to the standard Federal threshold of \$5,000

PRESENTED BY: Colleen M. R. Trask

TYPE OF ACTION: Consent Calendar

Recommendation:

Approve an increase in the Capitalization limit from \$1,000 to the standard Federal threshold of \$5,000 retroactive back to July 1, 2011.

Discussion:

The current threshold for capitalizing and depreciating fixed assets is \$1000. When the District was new and much smaller, capitalizing assets valued at or over \$1000 probably made sense. Now however, the District is larger and tracking 10 years worth of depreciation for every \$1000 asset has become unwieldy. The Federal standard threshold for fixed assets is \$5,000. Staff recommends that the Board approve an increase in the capitalization threshold to that standard for the Fiscal Year 2011-12 and ongoing.

Items under the \$5,000 threshold would continue to be tracked as District property – they simply would not be depreciated over 10 years as fixed assets. Instead, they would be recorded as an expense when purchased and tracked with the records of expendable equipment.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- The proposed change would accelerate the recognition of the expenses related to certain small-value, long-lived assets. It is expected that this change would not have any material impact on the financial statements.

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1. **CalTrans update related to status of Mad River Bridge project, bike path and planned temporary closure of Central Avenue**

PRESENTED BY: **Mark Suchanek - CalTrans**

TYPE OF ACTION: **None**

Recommendation:

Staff Requests the Board listen to a presentation from CalTrans with an update regarding the Mad River Bridge project, bike path and planned temporary closure of Central Avenue

Discussion:

CalTrans Representatives will be present tonight to give an update on several ongoing projects effecting McKinleyville.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **ACTION**

ITEM: E.2. Discuss status of update of District Goals and Objectives and desire of the Board to expand this activity to include the preparation of an overall District Strategic Planning Document

PRESENTED BY: Norman Shopay

TYPE OF ACTION: Voice Vote

Recommendation:

Proceed with the process to prepare a District Strategic Planning Document

Discussion:

Staff is in the process of updating the previous District Goals and Objectives. We have made significant progress in completing nearly all the previous identified short and longer term goals and objectives. We are currently in the process of updating the District Goals and Objectives. I would like to discuss with the Board the desire to engage in a process to prepare a Strategic Plan for our District.

The purpose in preparing a Strategic Plan is for us to discuss and plan together and advance a positive future outcome for our District.

The Plan will provide a clear, focused, and realistic vision in order to realize and achieve the vision and mission of MCSD. The Strategic Plan will create a clear plan of action for projects, on-going activities, and links the mission and vision of MCSD.

The results will be a multi-year plan that details desired outcomes as driven by the District's mission and vision.

I believe that this would be a very important planning tool for the District and advance the District to the next level planning for the District.

The process would include identifying and contracting with an independent facilitator or coach to guide us through the process.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Continue with the preparation of the Goals and Objectives as was previously conducted

Fiscal Analysis:

- Process, facilitator, and offsite discussion is estimated to be \$4,500

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **ACTION**

ITEM: E.3. Review and Adopt MCSD Conflict of Interest Code and suggested Non-Substantive Changes

PRESENTED BY: Sharon Denison

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends the Board adopt Resolution 2012-22 to accept the MCSD Conflict of Interest Code with the minor revisions as recommended by Legal Counsel.

Discussion:

The Political Reform Act requires local government agencies to review their Conflict of Interest Code biennially to determine whether it is accurate or needs to be amended. MCSD conflict of Interest Code was last reviewed and amended on August 18, 2010. Staff forwarded the current MCSD conflict of interest code to legal counsel for review and you will find attached the recommended revisions. The District's revised Conflict of Interest Code needs to be submitted to the County Elections office no later than September 7, 2012.

Alternatives:

- Take no action

Fiscal Analysis:

- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- Exhibit 1-Conflict of Interest Code with red-lined revisions
- Exhibit 2-Resolution 2012-22

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

CONFLICT OF INTEREST CODE

Section 1. INTRODUCTION.

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300, et seq., the McKinleyville Community Services District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of this Code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2. DEFINITION OF TERMS.

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.) and any amendments of the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 3. DESIGNATED EMPLOYEES.

The persons holding positions listed in Section 11 are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 4. DISCLOSURE STATEMENTS.

A designated employee shall report income and investments within the disclosure categories set forth in Section 12. It has been determined that the financial interests set forth in the disclosure categories are the types of financial interest which he or she foreseeably can effect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

Section 5. PLACE OF FILING.

All designated employees required to submit a statement of economic interests shall file the original with the ~~general manager~~ Board Secretary who shall be the filing officer for all designated employees ~~other including than~~ the members of the Board of Directors.

~~Upon receipt of the statement of economic interests of the members of the Board of Directors, the agency shall make and retain a copy and forward the originals of these statements to the Humboldt County Board of Supervisors, through the County Elections Office, who shall be the filing officer, within five days after the filing deadline, or five days after receipt in the case of statements filed late.~~

Members of local government agencies, boards, or commissions who manage public investments on behalf of their agency shall file one original with the filing officer of the local agency, board, or commission who shall make and retain a copy and forward the original to the Fair Political Practices Commission which shall be the filing officer. At its discretion, the Fair Political Practices Commission may provide that the original be filed directly with the local government agency, board or commission.

Section 6. TIME OF FILING.

- (a) Initial Statements. All designated employees employed by the agency on the effective date of this Code shall file initial statements within thirty days after the effective date of this Code.
- (b) Assuming Office Statements. All persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file initial statements within thirty (30) days after assuming office.
- (c) Annual Statements. Effective in 1981, all designated employees shall file annual statements no later than April 1 of each year.
- (d) Leaving Office Statements. All persons who leave designated positions shall file leaving office statements within thirty days after leaving office.
- (e) Candidate Statements. All candidates for election to office shall file statements within 5 days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a disclosure statement with the agency within sixty (60) days of filing a nomination petition for candidacy. All candidates who have filed nomination papers prior to the effective date of this Code shall file candidate statements within 30 days after the effective date of this Code.

Section 7. CONTENTS OF STATEMENTS

- (a) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property held on the effective date of the Code.
- (b) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property held during the preceding twelve (12) months.~~on the date of assuming office.~~
- (c) Contents of Annual Statements. Annual Statements shall disclose any reportable investments, interests in real property, and income held or received during the previous calendar year provided; however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- (d) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, and income held or received during the period between the closing date of the last statement filed and the date of leaving office.
- (e) Contents of Candidate Statements. Candidate statements shall disclose any reportable investments and interests in real property held during the preceding twelve (12) months.~~on the date of filing the nomination petitions.~~

Section 8. MANNER OF REPORTING

Disclosure statements shall be made on forms supplied by the McKinleyville Community Services District, and shall contain the following information:

- (a) Contents of Investments and Real Property Reports.

When an investment or interest in real property is required to be reported, the statement shall contain the following:¹

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;

¹ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

- (4) A statement whether the fair market value of the investment or interest in real property exceeds ~~two-one~~ thousand dollars ~~(\$2,000)(\$1,000);~~ but does not exceed exceeds ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000), or whether it exceeds one million dollars (\$1,000,000) or exceeds one hundred thousand dollars (\$100,000).

(b) Contents of Personal Income Reports. When personal income is required to be reported the statement shall contain:

- (1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.fifty dollars (\$50) or more in value per year, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- (2) A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the name and address of the donor, a description of the gift, the amount or value of the gift, and the date on which the gift was received.

(c) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity;
- (2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (3) When a payment, including an advance or reimbursement, for travel is required to be reported pursuant to this section, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interest. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.

(2)

(d) Acquisition or Disposal During Reporting Period. In the case of an annual or Leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

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Section 9. DISQUALIFICATION.

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeably have a material financial effect on the employee or immediate family member of the employee, distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars ~~(\$2,000)(\$1,000);~~
- (b) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars ~~(\$2,000)(\$1,000);~~

- (c) Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating ~~five hundred (\$500) dollars~~^{two hundred fifty dollars (\$250)} or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or
- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

No designated employee shall be prevented from making or participating in the making of any decisions to the extent his or her participation is legally required for the decision to be made. The fact that a director's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 10. MANNER OF DISQUALIFICATION.

A designated employee, other than a member of the Board of Directors, required to disqualify himself or herself shall do so in writing to the general manager, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

In the case of a designated employee who is a member of the Board of Directors, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission.

Section 11. WHO MUST FILE

Those persons required to file the statements under this Code are members of the Board of Directors, the Treasurer, the General Manager for the District, the District's Legal Consultant, the District's Consulting Engineer, members of the Recreation Advisory Committee and members of standing committees.

Section 12. DISCLOSURE REQUIREMENTS

Those persons listed in Section 11 must disclose investments in business entities and sources of income from business entities or persons who manufacture, distribute, sell or supply the following goods or services: Motor vehicles and specialty vehicles and parts therefore; construction and building materials; office equipment and supplies; petroleum products; electrical or electrical generating equipment and supplies; irrigation equipment and supplies—pipes, valves, fittings, tanks, pumps, meters, etc.; agricultural equipment and supplies; well drilling equipment and supplies; safety equipment, facilities, and instructional material; real property; farming; real estate firms and appraisals; engineering services; printing or reproduction services; publications, and distribution; educational and medical services and materials; preparation of actions leading to taking in eminent domain; soil test, compaction and other agreements on grading requirements; banks and lending institutions; EPA agreements and research; insurance companies; public utilities; and audit agreements and contracts.

Section 13. CHALLENGES TO DISCLOSURE SUFFICIENCY

No person shall commence any suit, challenging the sufficiency of any designated employees disclosure statement without first furnishing the District and the employee whose statement is challenged a written notice stating as follows:

- (a) The specific item or items alleged to be insufficiently described in the employees disclosure statement on file;

- (b) That unless the statement on file is amended so as to provide the information requested in subparagraph (a) hereof within the time limit specified herein, suit will be commenced to compel compliance with the disclosure law.

The designated employee whose disclosure statement is questioned as described herein shall have 20 days from the date notice is furnished, as set forth above, to amend the disclosure statement so as to comply with the requirements of this Code. No action shall be commenced until the expiration of said 20-day period.

All notices, including the notice to the designated employee, shall be delivered or mailed to the District office in McKinleyville, California:

1656 Sutter Road
P. O. Box 2037
McKinleyville, CA 95519

APPENDIX A

CONFLICT OF INTEREST CODE FOR THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act, Government Code Section 81000, et seq. requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which the Board members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the McKinleyville Community Services District.

Designated employees shall file statements of economic interest with the agency who will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Humboldt County Elections Division, County Clerk's Office. Statements of all other designated employees will be retained by the agency.

APPENDIX B

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Board of Directors Members	All
General Manager Manager	All All
Parks & Recreation Dept. Director	All
Finance Director Business Manager	All
All	
Operations Dept. Director	All
Legal Counsel	All
Engineer (contract)*	All
Consultant*	All
Recreation Advisory Committee Members	All
Standing Committee Members	All

* The Board may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Where such a determination is adopted it shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

APPENDIX C

General Provisions

When a designated employee is required to disclose investments, sources of income and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated in Appendix A.

Disclosure Categories

Category 1: Investments and sources of income (including loans and gifts)

Category 2: All interests in real property

Category 3: All Business positions

RESOLUTION 2012-22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ADOPTING THE MCSD CONFLICT OF INTEREST CODE

WHEREAS, The Political Reform Act, Government Code Section 81,000 et seq. requires that each governmental agency keep current a local Conflict of Interest Code; and

WHEREAS, the MCSD Board of Directors on February 11, 1999 (Resolution 1999-02) adopted a code applicable to MCSD and subsequently voted on amendments on April 13, 2000, August 4, 2004; and August 18, 2012 and;

WHEREAS, the MCSD Conflict of Interest Code has been reviewed by the Board and District Legal Counsel who have recommended several non-substantive changes;

NOW, THEREFORE, BE IT RESOLVED; that the Board of Directors of the McKinleyville Community Services District accepts all provisions of the Conflict of Interest Code as presented with the recommended non-substantive changes;

PASSED, APPROVED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 1st day of August 2012, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dennis Mayo Board President

Attest: _____
Sharon L. Denison, Secretary to the Board

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **DISCUSSION**

ITEM: E.4. Consider Approval of Change to Regular Board Meeting Dates, Time and location

PRESENTED BY: Sharon Denison

TYPE OF ACTION: Discussion

Recommendation:

Discuss and consider if the Board desired to change the location and time of the regularly scheduled MCSD Board meetings to the MCSD District Office Conference Room.

Discussion:

Typically the Board holds their regular Board meetings on the third Wednesday of each month beginning at 7:00PM at Azalea Hall, 1620 Pickett Road, McKinleyville. It has been brought to our attention by some Board members that it may be reasonable to hold most Board meetings at the MCSD District office conference room, and schedule any anticipated larger Board meetings at Azalea Hall if needed. If the Board so desires to make a change, direct staff to bring a Resolution to the next Board meeting for consideration and approval. Also we would like to discuss if the Board desires to maintain the starting time of 7:00 PM or desires to start earlier in the evening at 5:30, 6:00 or 6:30PM.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Change the meeting time, date or place.

Fiscal Analysis:

- If the Board meeting is moved from Azalea Hall it would provide additional opportunity to rent the facility during those dates and times.

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 2012

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.5. Review and discuss MCSD water and sewer lock policy for non-payment

PRESENTED BY: Colleen MR Trask

TYPE OF ACTION: None

Recommendation:

Review the current District policy for locking water services for non-payment.

Discussion:

Attached is a timeline leading to locking an account for non-payment. Staff sometimes has difficulty in dealing with upset customers in the aftermath of being locked with the extra charges that are added to the customer's account due to the non-payment of their bill. Therefore, we would like to review with the Board the District Policy regarding locking water and sewer service for non-payment.

Alternatives:

- Take Action

Fiscal Analysis:

- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- Exhibit 1-Lock Process Timeline



Let us explain our process...

To get Service turned on after it has been locked Customers **MUST:**

- Pay the Reconnection Fee
- Pay a deposit of \$80 (if deposit is not on file already.)
- Pay all past due charges.

FIRST BILL

- First bill generated. Stated due date is 14 days from bill printing date. As long as payment is received prior to creation of next month's bill, there are no late fees assessed.

SECOND BILL "FRIENDLY REMINDER"

- If an account has a current balance due of more than \$5.00 when the next bill is prepared, that amount becomes past due and a \$0.60 late fee for water and \$0.60 late fee for sewer are added to the past due amount. This bill is called a "friendly reminder" and is enclosed in an envelope. There is a 14 day due date on the "friendly reminder" and if the past due amount is not paid by that date; the account is subject to receive a lock notice.

FINAL MAILED NOTICE

- The Tuesday after the "14 day due date" on the friendly reminder, at the soonest, a final notice is generated and this adds a late fee of \$2.50 for water and \$2.50 for sewer to the account and informs the customer of the pending lock date, which is the Wednesday of the week following the mailing of the final notice. This notice is mailed to the address on file for the account.

LOCK NOTICE

- The Friday prior to the lock date, a call is placed via the Teleworks IVR to the home phone number on the account. If a message is left on an answering machine or the call is answered by a person, the notification requirements have been accomplished. A report is available detailing the results of each call and accounts that did not get contacted are then notified by a door hanger on the following Monday.



LOCKED

- If we do not receive payment by 5:00pm on the Tuesday prior to the date listed on the final notice, service will be locked the following day, Wednesday. Once a service is locked, the customer will need to pay a reconnection charge and a deposit (If they do not have a deposit on file already) to have service restored. The first time reconnection charge is \$42.00, if the service is locked again within 24 months, the reconnection fee is \$75.00. The deposit is \$80.00 and is refundable when the account is closed or if the customer maintains an on-time payment schedule for at least 12 consecutive months. This is in addition to paying the balance due on the lock notice.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
August 1, 2012

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

AUDIT STATUS

The first round of on-site testing is complete and all requested materials due to date have been delivered to the auditor. The draft report is expected to be issued by October 14th, with the final report due by November 15th.

FISCAL YEAR CLOSE

The Draft version of the Treasurer's Report for June 30, 2012 is complete, but additional year-end journal entries, calculations, and adjustments are still being done. The final version of the Treasurer's Report is expected to be available at the same time as the draft Audited Financial Statements. October 14th, 2012.

FINANCIAL POLICIES AND PROCEDURES

We have been reviewing the policies for Customer Deposits and Expenditure Controls this month. We have also drafted a formal written policy for managing Fixed Assets. Drafts of these policy revisions will be ready for presentation at the next Board meeting.

RESERVE POLICY IMPLEMENTATION

End of year figures for operating expenses and revenues have been used to calculate the Operating Reserve and Rate Stabilization Reserve amounts for FY 2012-13. The Reserve amounts related to Personnel (Pension & OPEB) and to Fixed Assets/CIP (Catastrophe Fund & Repair/Replacement Fund) are being calculated as part of the year-end process. When these calculations are complete, a report showing reserves will be added to the Monthly Treasurer's Report package for Board review.

PERSONNEL

Sharon Denison, our Board Secretary will be retiring at the end of September this year. We have been accepting resumes for this position and are scheduling our first round of interviews.

STAFF PROFESSIONAL DEVELOPMENT & TRAINING

Support Services will be joining Operations and Parks & Rec for periodic safety training on relevant topics. Jennifer Olsen, who does our Accounts Payable, has registered at College of the Redwoods to pursue a Certificate for Professional Bookkeeping.

WATER & SEWER RATE INCREASE:

We are tracking the increase in revenue from the rate increase approved by the Board separately from the normal, seasonal increase in water usage by customers. On average, we are seeing about a \$0.04 per CCF increase in water charges for July to date.

COSTS OF PUBLIC INFORMATION REQUESTS AND CORRESPONDENCE

Staff costs for June 2012 for Public Information Requests totaled \$1,970.37. Grand total estimated staff and other costs for FY2012-13 is \$11,151.51.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

July 24, 2012

To: MCSD Board

From: Gregory P Orsini, Operations Director

Subject: Agenda Item: F.2.B. –August 1, 2012 Board Meeting
Operations Department – May and June 2012 Report

Progress in achieving the Board's adopted FY11-12 Goals are summarized in the following narrative:

Water Department:

◇ **Water Statistics:**

The district pumped 40 million gallons of water in May and 46 million gallons in June.

Twelve water quality complaints were investigated and rectified in May and June.

Seven service line leaks were reported and repaired in May and June.

No water service installations were completed.

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

◇ **Double Check Valve Testing:**

Routes 9 through 13 testing was completed in May and June accounting for 83 devices.

◇ **On Peak Pumping:**

Starting May 1 and extending through October the District does not run water booster pumps between 12:00 p.m. and 6:00 p.m. Monday thru Friday. The cost savings for pumping on this schedule is substantial as the cost per kilowatt hour is double during this period. It also allows Humboldt Bay the same opportunity since MCSD is not placing a demand for water at that time.

◇ **Average and Maximum Water Usage:**

During the summer months, the District's water consumption typically increases dramatically but due to the wetter than average spring this year our water usage is more in line with the winter. The maximum water usage day was 1.9 million gallons and the average usage per day was 1.3 million gallons for the month of May. In June maximum water usage day was 2.1 million gallons and the average usage per day was 1.6 million gallons.

◇ **Hydrant Painting and Maintenance:**

A fire hydrant pad was poured around a fire hydrant on Betty Court. This work order was generated from the annual Fire Hydrant inspection and exercise program.

Fire hydrant painting is back in process due to the dry weather. The hydrants are wire brushed and painted with two coats of paint. 85 are completed out of 437. (19%)

◇ **East Shop Roof Removal and Replacement:**

The east shop in the corporation yard roofing and some structural elements were in need of repair. The roofing was stripped away along with water damaged structure. The framing and sheeting was replaced and the new roofing materials were applied. This entire project was completed by field personnel at a substantial savings.

◇ **New Construction Inspections:**

Central Estates, All sewer main has been installed. The contractor is installing laterals. When completed they will install the water facilities; Loren Ave Mainline, All sewer facilities are completed and tested. Two water services are still required; VanEaton Subdivision has been completed and waiting for asbuilts and Santos Subdivision, All of our facilities are completed and awaiting paving.

Sewer Department:

◇ **Waste Water Statistics:**

58 million gallons of wastewater were collected and pumped to the W.W.M.F and 51 million gallons of waste water was treated and discharged to the Mad River or to reclamation after May 14.

No sewer services were completed in May and June.

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

◇ **Sewer Lift Station Maintenance:**

Two gate posts were replaced at the B Street Station. The posts were noted as being rotten and unstable on the monthly inspection.

WWMF, Fischer Lift Station, Hiller and Kelly Package Stations were mowed and string trimmed. This work improves the appearance of the sites and also allows for more efficient visual inspections.

◇ **Quarterly Hydrocleaning:**

Quarterly hydro-cleaning took place in May. Customers were notified in advance of this project. 11,750 feet of sewer main was cleaned using the Vac-Con. This maintenance is critical to ensuring these problem areas do not cause sewer overflows.

◇ **Sewer Collection System:**

Manhole inspections were 100% completed in May. Manholes are inspected for inflow, infiltration due to the amount of rain and influent totals. Work orders were then generated for any repairs needed. The work orders are prioritized by severity of the discrepancies.

The B Street and Fischer Station wet wells were washed along with pumping out the grit pits. This is done to help prevent wear and tear on the pumps, eliminate grease that collects in the wet wells and prevents the buildup of hydrogen sulfide gasses.

◇ **Oil and Filter Changes on all Heavy Equipment:**

The semi-annual oil changes are in process and will continue. Equipment is serviced with new oil, filters and hydraulic fluid. This time intensive work is accomplished in house to cut expenses and allows staff to be familiar with the equipment.

◇ **Preparations for Irrigation with Reclaimed Wastewater:**

The Hiller lanes north of the storm water marsh were mowed and string trimmed to prepare the site for the irrigation season. Irrigation pipe was laid out and assembled at the District reclamation sites and will be moved daily while water is applied. Monitoring and reporting of the site conditions will also take place daily following application of water.

◇ **Street Light Department:**

Six street lights were reported and repairs conducted in May and June.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements.

Special Notes:

When you arrive for the Board meeting please pay special attention to the streetlight adjacent to the entrance of Azalea Hall. It is directly across the parking lot west of the entry way. This is a light emitting diode (LED) light of the model and style we will be proposing for the retrofit of the existing high pressure sodium (HPS) units. This fixture casts approximately the same light as the HPS fixture to the south but consumes 50% of the energy. The temperature of the light is much cooler (whiter) and gives much better contrast in the dark. If you notice, objects appear color correct under LED making it easier to identify people and vehicles.

During the month of May the required work to complete the tank recoating project was completed. Interior floor was blasted and recoated. Upon completion of all inspection to

ensure quality of the coating application the scaffolding was removed and the tank interior disinfected prior of closing.

The laboratory reports for the spent blasting grit were completed and the spent grit was removed from the site. Preparation, priming and recoating of the exterior were then completed starting with the roof and then the exterior shell. The coating inspector finalized the painting portion of the project and has satisfied their scope of work. The painting contractor finished with site cleaning and vacated the site without formal notice or completion of a punch list. District staff and the construction management generated a punch list of minor issues and negotiated with the painting contractor for an amicable resolution. Staff conclusion would be to address the deficiencies in house and deduct the cost from the final payment. The tank was filled over several days, a required bacteriological sample was taken and the tank was placed back on line Monday May 29th

An annual Lighting Convention was held in mid May and attended by staff. Several training sessions were attended and much time was spent at the trade exposition talking to manufactures. This was an important step in the process of determining the efficacy of retrofitting to LED street lights and updating District Specification for the installation of street lights in new developments.

Preparation for testing of the water meters pulled continues with the establishment of the criteria necessary to determine their effective life cycle. When testing is completed staff will have the information necessary determine when our meters should be replaced because the loss of revenue is greater than the replacement cost.

A meeting was conducted for all consultant firms interested in participating in Request for Proposals for design of the WWMF Upgrade resulting in a significant turnout. A procedure was identified for any questions that arise and a tour of the facility was given. All questions regarding the proposals were submitted in writing, logged and the answers were distributed to all participants. This task was handled completely in house for a considerable cost savings.

Five proposals were received on the deadline date. Since this process is subjective several members of staff and other professionals will be enlisted to review the proposals. The process for ranking has been selected and each proposal will be ranked and documented. After the proposals are ranked the top responders will be invited for an interview prior to selection.

The Water Distribution System Hydraulic Analysis is completed and the draft report has been submitted to staff for review. The report is being reviewed and comments will be proposed for inclusion in the final report. Staff determined the value in having the report reviewed by a license engineer accompanied by a letter of concurrence and this work was completed by the end of June. The executive summary, letter of concurrence are available in the document library on the District web site.

Prop 50 grant funding will be available shortly that my benefit MCSD in the completion of the emergency waterline that is in Mad River Bridge. The associated piping and valves will need to be added on the Arcata and McKinleyville side of the bridge that has been budgeted may be supplemented with grant funding. Staff has been meeting with HBMWD and City of Arcata to facilitate the application for Prop 50 Grant Funding.

The new John Deere tractor was received from Fernbridge Tractor, inspected to verify the options that were specified were included and placed into service. The tractor was a replacement as part of the capitol replacement program due to the age and condition of the existing tractor. A considerable savings on the tractor was realized due to staff's pursuit of a clean air grant totaling \$10,000 lowering the actual cost of the tractor to \$30,000.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
August 1, 2012

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

GRANT OPPORTUNITIES:

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.

Land and Water Conservation Fund:

Project: Build a covered picnic area at Pierson Park.
Status: Approved (\$25,000)

Stewardship Council (2012 Infrastructure Fund):

Project: Build parking lot, interpretive trail system and disc golf course at Hewitt Ranch.
Status: Pending approval.

Humboldt Area Foundation:

Project: Audio/video equipment for Teen & Community Center.
Status: Pending approval.

SKATE PARK UPDATE:

The Recreation Advisory Committee (RAC) met on Thursday, July 19, 2012 to discuss the Skate Park Right of Entry Agreement. The following are staff notes that were presented to the RAC for discussion & consideration:

At its April 19, 2012 meeting the RAC made the following recommendations to the MCSD Board of Directors:

Change language in Section 1. Of the Right of Entry Agreement so that it reads as follows:

1. DISTRICT owns property at Pierson Park in McKinleyville and has consented to enter into an Agreement for the design and construction of a Skate Park at Pierson Park for the purposes and on the terms and conditions herein set forth.

If the Board is uncomfortable with committing Pierson Park as the site, the RAC recommends the following language be placed in the Right of Entry Agreement:

2. DISTRICT owns property locations throughout McKinleyville and has consented to enter into an Agreement for the design and construction of a Skate Park at a location as designated by the District, with a strong preference for the location to be at Pierson Park; for the purposes and on the terms and conditions herein set forth.

After the April 19, 2012 RAC meeting, staff referred the ROEA to our legal Counsel for review. Legal Counsel was not able to submit recommended changes until Tuesday, May 1, 2012; which was the day before the MCSD Board of Directors met. Attachment 2 is the suggested changes from Legal Counsel.

At the May 2, 2012 MCSD Board meeting, staff did not feel it was a good idea to approve the changes without giving the McKinleyville Skate Park Organization (MSPO) and the RAC a chance to review it.

The MCSD Board took no action on this item. The following are minutes from the May 2, 2012 Board meeting:

AGENDA ITEM E.2-RAC RECOMMENDATIONS REGARDING SKATE PARK RIGHT OF ENTRY AGREEMENT:

Park & Recreation Director Sehon passed out copies of a revised right of entry agreement that was received back from legal counsel after the Board packet was published. There was a brief discussion on the revised agreement and consensus that due to the changes proposed by legal counsel this should be referred back to the Recreation Advisory Committee and the Skate Park Organization for review and recommendations. Staff was directed to bring this back to the Board for consideration and action as soon as that was accomplished.

Since the May 2, 2012 MCSD Board meeting, staff has not received any questions or concerns regarding the ROEA from the MSPO.

During discussions at the June 21, 2012 RAC meeting, the MSPO President expressed concerns about not having time to look at the changes and that the MSPO's Legal Counsel had not yet responded to them. Concern was also expressed by the MSPO President that he did not feel comfortable signing the ROE as written and that he felt he would be putting community funds at risk the way it's written.

After more discussion, it was suggested that the MSPO request additional time so that their Legal Counsel would have a chance to review the ROE.

Below, please find an email I received from Charlie Caldwell, President of the MSPO.

Jason,

We have approached legal counsel in the following area's of the new right of entry (please see attached). This avenue was started in May of 2012 after we met on the 2nd Wednesday of May, our normal quarterly meeting. To date, and we have not receive a response back and at this time we will seek a payed legal consultant to insure we, the MSPO have a full understanding of the new agreements with a clear understanding of any ramifications to our organization and the public funds provided to build the Skatepark. This was addressed at tonight's RAC meeting, June

21, 2012 were a recommendation for us from the RAC team would be to request an extension with an ending date, allowing all or any resolution needing reviewed, being presented to the MCSD board. We would like to work with the RAC and MCSD as soon as we get back a clear response to our areas of concern in the new right of entry presented on May 1, 2012 from our legal consultant with all issues resolved by the September Board meeting at the latest.

Thank You

Charlie Caldwell

The email is requesting additional time and that the MSPO felt they would be able to respond with potential areas of concern by the September 5, 2012 Board meeting.

In order to bring this item to the September 5, 2012 Board meeting, the MSPO will need to submit a response no later than Thursday, August 9, 2012 at 5:00 pm. This is necessary so that staff can place the item on the RAC agenda for August 16, 2012.

Action Requested: Option 1: Postpone the item until the MSPO has a chance to review the ROE

Option 2: Give the MSPO a deadline of Thursday, August 9, 2012 at 5:00 pm to provide a response so that the item can be brought to the RAC at its Thursday, August 16, 2012 meeting. The item would subsequently be brought to the MCSD Board at its September 5, 2012 meeting

Option 3: Submit RAC Recommendation to the MCSD Board of Directors regarding the Legal Counsel's redline changes without input from MSPO

After discussion the President of the MSPO said he would submit a response to the ROEA by the end of July.

TEEN & COMMUNITY CENTER UPDATE:

Staff is continuing to develop a Youth Advisory Council with students in the McKinleyville area. We currently have fourteen (14) teens who have submitted applications.

The intention is to select a group of students who will work with staff on the architectural design process in addition to what type of amenities will be installed at the new facility. Staff will also work with teens to discover what type of leisure and recreation program offerings they prefer.

Staff will be hosting a taco party with members of the Youth Advisory Council on Monday, August 13, 2012 at Azalea Hall to begin generating ideas for leisure and recreation programs at the facility.

We held a Teen Center pizza party on June 28 at Azalea Hall. It was well attended and staff received several good ideas from the teens. Notes from the discussion were sent to LDA Partners (the Architect firm).

The next meeting included teens, adults, staff and representatives from LDA Partners. The following day, LDA Partners met with community leaders to discuss the construction aspects of the project.

Our next meeting will be held on Thursday, August 9, 2012 where LDA Partners will bring a preliminary design of the facility for the public to review. This meeting will include a pizza party and ice cream social.

The following day, staff will arrange for community members and local cooks to meet with LDA Partners to discuss the design and layout of the commercial kitchen.

SPECIAL EVENTS:

Staff continues planning for Worldwide Day of Play event to be held at Hiller Park on Saturday, September 22, 2012.

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 worked assisted with the maintenance of detention basins, Hiller Park Loop Trails and OSMZ

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:

Minor graffiti was removed at Pierson Park.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 1, 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: | \$ 400 (labor) |
| • CCC Crew | \$ 1,000 |
| • SWAP crews: | \$ 6,000 |
| • Community Service | \$ 1,000 |
| • Eagle Scout Project | \$ 500 |
| • North Bank Station Drain Replacement | \$ 1,500 |
| • East Shop Roofing | \$ 2,500 |
| • Heavy Equipment Maintenance | \$ 3,000 |

Total cost savings for June and July is \$15,900

The cumulative cost saving to the District to date from July 1, 2011 is \$343,600

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 – Construction continues on the bridge. Staff is currently working with HBMWD on a potential grant opportunity that would allow the placement of additional piping North and South of the bridge that would complete the emergency intertie piping and connect to the Arcata Water Supply system.

2. Alternate Water Tank Location – Staff has identified a potential alternate water tank location other than Murray Road. We have identified a more suitable site location at Hewitt Ranch and staff is working with the Shaw Group to determine a potential location for purchase. We are also looking at additional options north of the airport on Green Diamond property

3. Request for Proposal (RFP) for Waste Water Management Facility (WWMF) Upgrade Design The District has released a RFP on April 25, 2012 to begin the process to select a qualified consulting team to complete the planning and design process, and ultimately, provide engineering assistance through construction

of the proposed improvements. Proposals were due on June 13, 2012 and we received five (5) responses. We have scheduled interview with the firms on August 27 and 28, 2012. After interviews are completed staff expects to bring a recommendation back to the Board in July in anticipation of awarding a contract in October 2012.

4. Commercial sewer discharge permits. Staff is working on a process and procedure to establish permits and requirements for commercial sewer dischargers.

5. Water Distribution Hydraulic Model. The water distribution system model is completed and a summary was placed on the MCSD web site. This process included design of a hydraulic model of the entire booster, storage and distribution system in various states and included projected growth scenarios. The executive summary, current state memorandum, engineer stamped letter of concurrence and water model presentation are available on the District web site.

6 Special District Risk Management Authority. A safety consultant was on site touring MCSD facilities. He will summarize his inspection in a report that the District will then be able to utilize for to make improvement to our facilities and written safety plans. This was an informational inspection and the District can decide if we wish to implement any of the recommendations.

7. Year End Financials and Close out. Staff is working on completing year end processing and close out.

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.

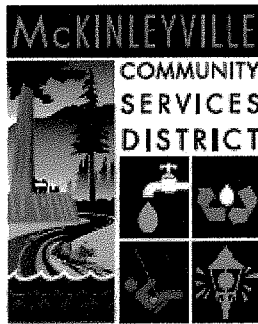
9. Teen Center Design – Staff is working with LDS Partners and proceeding on the design of the new teen center. LDA and staff met with teens and community members to discuss the project and obtain input on the design elements.

PHYSICAL ADDRESS:

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McKINLEYVILLE, CA 95519

MAILING ADDRESS:

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PARKS & RECREATION OFFICE:

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

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

May 31, 2012

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for April 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 M-002 Mad River. The required monitoring and water quality constituents that were tested and reported were in compliance for April.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65% removal for the monthly average and a weekly average limit of 65 mg/L and 873 lbs/day. With four weekly tests in April, that constitutes seven criteria. The BOD results for April are in compliance.

The requirement for NFR is 83 mg/L and minimum of 65% removal for the monthly average. With four weekly tests in April, that constitutes three criteria. The NFR results for April 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 April and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of March are as follows. Median was <1.8 and a Maximum of 2.0. Five samples were collected in the month of April and were in compliance.

Monthly River Monitoring was conducted in April.

Acute Toxicity testing was conducted in April. The result for Rainbow Trout was 100% and the survival of C. dubia was 100% for a median of 100%.

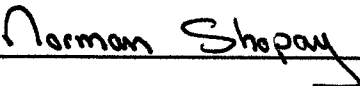
Quarterly testing for Monitoring Wells and Disinfection Byproducts was conducted in April.

EXHIBITS:

- A. April 2011 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, and quarterly monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet.
- C. River CFS and Discharge Dilution work sheet
- D. BOD and TSS work sheet.
- E. River Monitoring work Sheet for R-001 and R-002
- F. Acute Toxicity lab report
- G. Disinfection Byproducts Lab Report
- H. Well Monitoring Test Sheet

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

If you have any questions, please contact this office.



NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES

FILE

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: APRIL

YEAR: 2012

INFLUENT FLOW					EFFLUENT FLOW		EFFLUENT MAXIMUM		RIVER CFS		INFLUENT MONITORING		EFFLUENT MONITORING								3X5 TOTAL COLIFORM	
DATE	M.G.D.	M.G.D.	M.G.D.	MAXIMUM GPM	RIVER CFS	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.	CL ₂ RES	SETTLABLE SOLIDS							
1	1,768	2,039	1424	14700				6.9	11.6				0.7	0.00								
2	1,668	2,032	1427	9920				6.9	11.5			26	1.5	0.00								
3	1,583	2,022	1412	7220				6.8	12.7			28	0.5	0.00		<1.8						
4	1,624	2,021	1418	6960				6.8	11.4			26	1.7	0.00								
5	1,496	1,772	1417	6120				7	11.4			28	1.7	0.00								
6	1,410	1,642	1462	4830		180	140	7	11	27	31	24	3.3	0.00	<0.1							
7	1,390	1,978	1449	3970				6.7	12.5				1.0	0.00								
8	1,359	1,989	1436	3510				7.2	13.4				0.2	0.00								
9	1,332	1,954	1379	3120				6.7	12.5			32	2.1	0.00		<1.8						
10	1,299	1,867	1329	2910				6.7	12.9			32	1.8	0.00								
11	1,349	1,864	1310	3100				6.7	12.9			28	5.8	0.00								
12	1,487	1,280	1310	3560				6.8	12.6			32	4.8	0.00								
13	1,491	0,997	759	6900		180	180	6.9	10.4	17	19	28	4.7	0.00	<0.1							
14	1,407	1,156	856	5810				6.9	12.0				0.1	0.00								
15	1,397	1,267	917	4680				6.8	12.6				0.1	0.00								
16	1,343	1,303	922	4040				6.9	13.7			30	0.4	0.00		2						
17	1,311	1,348	1003	3630				6.8	13.7			32	2.0	0.00								
18	1,335	1,445	1016	3520				6.7	14.0			28	1.2	0.00								
19	1,367	1,443	1014	4240				6.8	14.5			28	1.4	0.00								
20	1,308	1,441	1011	4010		160	110	6.7	14.3	20	14	30	1.3	0.00	<0.1							
21	1,311	1,447	1017	3440				7.1	14.6				1.0	0.00								
22	1,335	1,398	1005	3100				7.0	14.8				1.8	0.00								
23	1,266	1,202	898	2820				6.8	14.8			28	4.1	0.00		<1.8						
24	1,194	1,086	798	2490				6.7	15.6			30	4.1	0.00								
25	1,187	1,115	793	2180				6.8	15.8			28	2.3	0.00								
26	1,280	1,119	791	2110				6.8	15.3			32	4.2	0.00								
27	1,230	1,313	1006	2070		280	330	6.7	14.8	20	17	30	2.3	0.00	<0.1							
28	1,211	1,430	1007	1710				6.8	14.9				0.4	0.00								
29	1,253	1,413	994	1540				6.8	15.6				0.3	0.00								
30	1,191	1,421	1044	1390				6.7	15.8			30	1.5	0.00		<1.8						

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
4/11/2012	230	15.0	ND
			BORON
			140

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

Quarterly Tests		Value in ug/l
Dichlorodibromomethane		DNG
Bromodim		ND
Chlorodibromomethane		DNG
Chlorodim		0.8

30 DAY AVERAGE			
BOD mg/L	BOD LBS/DAY	% Removal	NFR
21	243	89	20
			234
			87

ACUTE TOXICITY	
DATE	% Survival
4/10/2012	100%
4/10/2012	100%
Median	100%

Rainbow Trout
C. dubia

SIGNATURE: 

REMARKS:

 Indicates Permit Exceedance

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

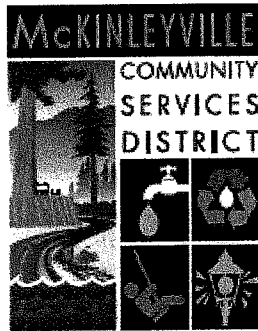
Total Coliform	
Monthly	Median
<1.8	
Daily	
Maximum	2

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

June 27, 2012

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for May 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 May 1st-14th, for 14 days discharge to M-002 Mad River and May 16th- 31st for 16 days of discharge to disposal and reuse. The required monitoring and water quality constituents that were tested and reported were in compliance for May.

From May 1 through May 14 the requirement for BOD is 45 mg/L, 604 lbs/day and 65% removal for the monthly average and a weekly average limit of 65 mg/L and 873 lbs/day. From May 16 through May 31 the requirement for mass emission and percent removal are no longer regulated. With four weekly tests in May, that constitutes seven criteria. The BOD results for May are in compliance.

From May 1 through May 14 the requirement for NFR is 83 mg/L and minimum of 65% removal for the monthly average. From May 16 through May 31 the requirement for mass emission and percent removal are no longer regulated. With four weekly tests in May, that constitutes three criteria. The NFR results for May 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 May 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 May are as follows. Median was <1.8 and a Maximum of 4.0. Four samples were collected in the month of May and were in compliance.

Monthly River Monitoring was conducted in May.

Acute Toxicity testing was conducted in May. The result for Rainbow Trout was 95% and the survival of *C. dubia* was 100%.

EXHIBITS:

- A. May 2011 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, and quarterly monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet.
- C. River CFS and Discharge Dilution work sheet
- D. BOD and TSS work sheet.
- E. River Monitoring work Sheet for R-001 and R-002
- F. Acute Toxicity lab report

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

If you have any questions, please contact this office.

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

NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES

FILE

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY**

MONTH: MAY

YEAR: 2012

										3X5											
		INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM		RIVER CFS		INFLUENT MONITORING				EFFLUENT MONITORING						TOTAL COLIFORM	
DATE	M.G.D.	M.G.D.	M.G.D.	GPM		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	1.154	1.428	1004		1300					6.8	15.6			30	2.8	0.00					
2	1.153	1.435	1018		1310					6.7	15.0			28	2.0	0.00					
3	1.166	1.243	1007		1100					6.6	15.2			28	2.0	0.00					
4	1.137	1.268	1062		1310	240	250			6.5	14.7	14	12	30	1.6	0.00	<0.1				
5	1.157	1.506	1066		1200					6.7	14.7				2.8	0.00					
6	1.186	1.499	1067		1060					6.9	15.3			28	2.2	0.00					
7	1.146	1.485	1060		986					6.7	15.5			28	3.0	0.00			<1.8		
8	1.132	1.475	1072		802					6.9	16.4			26	4.1	0.00					
9	1.093	1.455	1027		631					6.8	16.3			28	3.7	0.00					
10	1.090	0.828	1028		579					7.2	15.8			22	5.2	0.00					
11	1.061	0.709	569		544	200	150			6.7	14.3	20	16	24	2.7	0.00	<0.1				
12	1.084	0.833	595		520					6.8	14.9				3.5	0.00					
13	1.110	0.806	568		670					6.9	15.2				2.9	0.00					
14	1.068	0.456	577		610					6.7	15.9			28	2.6	0.00			<1.8		
15	1.038	0.000	0																		
16	1.037	0.444	1110							7.0	14.9			28	0.4						
17	1.026	0.837	752							6.8	15.4			28	0.6						
18	0.969	0.730	693			260	410			6.7	14.9	13	16	28	2.6		<0.1				
19	0.999	0.790	560																		
20	1.041	0.773	547																		
21	1.021	0.603	700							6.8	15.8			26	1.2				4.0		
22	0.995	0.744	748							6.8	15.8			24	2.2						
23	0.994	0.892	863							6.9	16.5			24	2.1						
24	1.004	0.985	799							6.6	15.4			26	1.9						
25	0.971	0.732	806			210	190			6.7	15.2	15	18	20	2.5		<0.1				
26	0.954	0.640	456																		
27	0.953	0.627	451																		
28	1.040	0.621	446																		
29	1.001	0.746	853							6.8	15.8			24	4.9				<1.8		
30	0.959	0.975	868							6.8	15.8			22	3.8						
31	0.956	1.016	982							6.9	16.3			24	4.1						

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
5/3/2012	210	200	ND

Semi-Annual Tests		Value in ug/l
Bis phthalate		
alpha-BHC		
4,4'-DDT		
carbon tetrachloride		

Quarterly Tests		Value in ug/l
Dichlorobromomethane		
Bromoforn		
Chlorodibromomethane		
Chloroforn		

30 DAY AVERAGE

SPILLS:			
None to report			
BOD	BOD	BOD	NFR
mg/L	LB/DAY	% Removal	mg/L
16	109	93	16

ACUTE TOXICITY	
DATE	% Survival
5/8/2012	95%
5/8/2012	100%

Indicates Permit Exceedance

CHRONIC TOXICITY	
TESTED	SURVIVAL
Minnow	
C. Dubia	
Algae	

Total Coliform	
Monthly	Median
<1.8	
Daily	
Maximum	4

SIGNATURE: 