

**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 17<sup>th</sup>, 2011  
7:00 P.M.**

**AGENDA**

**A. CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO AGENDA**

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

**B. APPROVAL OF THE AGENDA**

**C. PUBLIC HEARINGS**

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

**C.1 Take Public Comment on Urban Water Management Plan  
and Approve plan for submittal Pg. 4**

**D. CONSENT CALENDAR**

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of July 20, 2011 Pg. 6**
- D.2 Consider approval of July 2011 Treasurer's Report Pg. 12**
- D.3 DCV Violations this month. Pg. 23**

- D.4 Consider Memorandum of Understanding (MOU) between the MCSD and McKinleyville Union School District regarding provision of after school program **Pg. 24**

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

- E.1 Site tour of Ramey Booster Station upgrade project North Bank Road (Approximately 7:30 – 8:15 pm) **Pg. 29**
- E.2 Select candidate for SDRMA Board of Directors (Approximately 8:30 pm) **Pg. 33**
- E.3 Consider extending of Right-of-Entry agreement with McKinleyville Skate Park Organization through December 31, 2011 **Pg. 52**
- E.4 Update on Fischer Ranch Spraying Incident **Pg. 58**

## **F. REPORTS**

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

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

- a. Recreation Advisory Committee (Couch/Mayo (alternate))
- b. Area Fund (John Kulstad)
- c. Redwood Region Economic Development Commission ((Wennerholm, Edwards (alternate))
- d. McKinleyville Senior Center (Wennerholm) **Pg. 60**
- e. Audit (Corbett, Edwards)
- f. Water Task Force ((Mayo, Corbett (alternate))
- g. AdHoc No Drugs & Toxics Down the Drain (Mayo)
- h. Humboldt County Advisory (Edwards/Mayo/Alternate-Corbett)
- i. McKinleyville Area Planning Commission Formation (Edwards/Corbett)

### **F.2. STAFF REPORTS**

- a. Support Services Department **Pg. 62**
- b. Operations Department (Greg Orsini) **Pg. 63**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 66**
- d. General Manager (Norman Shopay) **Pg. 68**

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

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

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

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

#### **H. CLOSED SESSION DISCUSSION**

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

**NO CLOSED SESSION SCHEDULED**

#### **I. ADJOURNMENT**

**Posted 5:00 pm on Friday, August 12<sup>th</sup>, 2011**

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 17, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: C1**                      **Accept public comment, review comments and adopt 2010 Urban Water Management Plan**

**PRESENTED BY:**              **Jason Patton**

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

**Recommendation:**

1. Staff recommends the Board open public hearing, and receive comments on the 2010 Urban Water management Plan.
2. Close Public Hearing, consider comments, and adopt Resolution No. 2011-20 approving the 2010 Urban Water Management Plan with changes as necessary.
3. Authorize submission to Department of Water Resources.

**Discussion:**

The California Legislature enacted Assembly Bill 797 (Water Code Section 10610 et.seq, known as the Urban Water Management Planning Act) in 1984. The Act mandates that every water supplier providing water for municipal purposes to more than 3,000 customers, or more than 3,000 acre-feet of water annually prepare an Urban Water Management Plan. The Department of Water Resources reviews and approves each plan to ensure conservation and efficient use of water. The plan is updated every 5 years, or as necessary per legislative amendments and department review. Staff has been working with Humboldt Bay Municipal Water District and other municipal users for the past several months to help develop our plan and has attended several regional meetings to collaborate with those agencies. A copy of the draft plan has been available for the public at the District office, 1656 Sutter Road, McKinleyville and a copy is posted at the District's website and notice of this public hearing was advertised in the McKinleyville Press. The UWMP requires the District to make projections out to 2030 for water use, service units and population growth.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

- Maintain eligibility to receive potential future grants.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- 2010 Urban Water Management Plan
- Resolution No. 2011-20



**Resolution No. 2011-20**

**Resolution of the McKinleyville Community Services District Board of Directors  
Adopting the District's 2010 Urban Water Management Plan**

**Whereas**, the Urban Water Management Planning Act of 1983, as amended (California Water Code Division 6, Part 2.6) requires the preparation and submission to the California Department of Water Resources of an Urban Water Management Plan by all water suppliers that qualify as urban water suppliers as defined by the act; and

**Whereas**, the McKinleyville Community Services District qualifies as an urban water supplier as defined by the Urban Water Management Planning Act; and

**Whereas**, the Urban Water Management Planning Act as amended requires urban water suppliers to address components of the Water Conservation Bill of 2009 (SBX7-7), which sets an overall goal of reducing the state's per capita urban water use by 20% by December 31, 2020; and

**Whereas**, the Urban Water Management Planning Act requires the submission of Urban Water Management Plans in years ending in 5 and 0; and

**Whereas**, the McKinleyville Community Services District last prepared and submitted an Urban Water Management Plan in 2005; and

**Whereas**, the 2010 Urban Water Management Plan must be adopted by July 1, 2011, after public review and hearing, and filed with the Department of Water Resources within thirty days of adoption; and

**Whereas**, the McKinleyville Community Services District has therefore prepared and made available for public review a draft of the Urban Water Management Plan, and a properly noticed public meeting regarding the Plan was held by the Board of Directors on July 20, 2011.

**Now therefore be it resolved**, that the Directors of the McKinleyville Community Services District adopts the 2010 Urban Water Management Plan and authorizes its submission to the California Department of Water Resources.

**PASSED and ADOPTED at a Regular Meeting of the Board of Directors** of the McKinleyville Community Services District this 17<sup>th</sup> day of August, 2011 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Helen Edwards, Board President

Attest:

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Sharon L. Denison, Board Secretary

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

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

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

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

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

At 7:00pm President Edwards called the meeting to order. Directors Corbett, Couch, Mayo and Wennerholm were present. There were no additions to the agenda, however General Manager Shopay made a request to pull Agenda Item #E.4 as no one from the Department of Housing was able to attend tonight. Director Corbett led the pledge of allegiance.

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

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

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

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

**AGENDA ITEM C-PUBLIC HEARINGS: C1-PUBLIC COMMENTS ON UWMP:** General Manager Shopay reported that the District is required to update the Urban Water Management Plan (UWMP) every five years and that staff had been working with HBMWD and other municipal users for the past several months. He explained the process and timeline to include taking public comments until the August Board Meeting. He added that a copy of the draft plan was included in the packet, is available at the District office, was posted on the MCSD website and the hearing was advertised in the McKinleyville Press. President Edwards directed staff to bring the UWMP back to the Board in August for final adoption.

**AGENDA ITEM D-CONSENT CALENDAR:**

- 1. Consider approval of minutes of the Board of Directors' Regular Meeting of June 15, 2011**
- 2. Consider approval of June 2011 Treasurer's Report**
- 3. No DCV Violations this month**

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

There were no Board comments and David Elsebusch requested consent calendar item D.2 be pulled for further discussion.

**MOTION:** It was moved to approve the consent calendar excluding item D.2. Motion by Corbett; second by Mayo.

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

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

**Consent Calendar Item D.2-Consider approval of June 2011 Treasurer's report:** As the Directors had no comments, President Edwards opened public input and David Elsebusch expressed concern with the shortfall in the water budget and asked about the status of Steve Edmiston, Finance Director. President Edwards responded that Mr. Edmiston had resigned and was currently working for the County. She added that the District was in the process of looking at rate adjustments and those water rates will be addressed in the near future.

**MOTION:** It was moved to approve consent calendar Item D.2. Motion by Corbett; second by Mayo

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

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

**AGENDA ITEM E.1-INTRODUCE NEW FULL TIME OPERATIONS DEPARTMENT EMPLOYEE, MR. SETH**

**MEYNELL:** Operations Director Orsini asked Leadman James Henry to introduce the Operations Department new employee Seth MEYNELL. Mr. Henry briefly reviewed the myriad of experience Mr. Meynell brought to the District, the training in process and planned and reported he was adapting well with the field crew. President Edwards welcomed him aboard.

**AGENDA ITEM E.2-ADOPT RESOLUTION 2011-18 DECLARING JULY PARKS AND RECREATION MONTH:**

**MOTION:** It was moved to adopt Resolution 2011-18 proclaiming that Parks make life better and recognizing July as Park and Recreation month. Motion by Edwards; Second by Mayo.

**MOTION VOTE: ROLL CALL VOTE-AYES:** Corbett, Couch, Mayo, Wennerholm, Edwards

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

**AGENDA ITEM E.3-PRESENT COMMUNITY BUILDER AWARD TO MCKINLEYVILLE LAND TRUST:** Park and Recreation Director Sehon briefly reviewed the many things the Land Trust has done for the McKinleyville Community and the District. There were several land trust members present tonight. President Edwards presented the award to a Trust representative. All of the Directors individually praised the Land Trust. The Trust thanked the Board for the honor.

**AGENDA ITEM E.4-INFORMATIONAL PRESENTATION BY CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ON WHAT REGIONAL HOUSING NEEDS ALLOCATION (RHNA) ARE; HOW THOSE NUMBERS ARE DETERMINED AND HOW THEY ARE ALLOCATED TO HUMBOLDT COUNTY:**

- This item was pulled from the agenda

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**AGENDA ITEM E.5-INFORMATIONAL PRESENTATION BY HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS (HCAOG) ON HOW HCOAG EVALUATES AND ASSIGNS REGIONAL HOUSING NEEDS ALLOCATION (RHNA) NUMBERS AND WHAT IS THE CRITERIA IN DETERMINING HOW LOW INCOME HOUSING IS DETERMINED AND DISTRIBUTED WITHIN THE COUNTY:**

General Manager Shopay introduced Marcella Clem from the Humboldt County Association of Governments. He explained that staff had invited her here tonight to provide information on how the RENA numbers are determined and the potential impact on McKinleyville. Ms. Clem addressed the Board, briefly reviewing the process and methodology used for determination of allocation. There was an extensive Board discussion to clarify and understand the process. One of the questions regarded MCSD's request for a voting seat on HCOAG and Ms. Clem explained that both MCSD and the Hoopa Tribe had made that request and they (HCOAG) would be talking about that in the near future and she promised to keep General Manager Shopay updated on that. The Board thanked Ms. Clem and expressed their appreciation for her attendance tonight.

**AGENDA ITEM E.6-INFORMATIONAL PRESENTATION BY KIRK GIRARD FROM HUMBOLDT COUNTY EXPLAINING THE CRITERIA USED IN ASSIGNING REGIONAL HOUSING NEEDS ALLOCATION (RHNA) NUMBERS TO MCKINLEYVILLE. WHAT IS THE CRITERIA USED AND WHAT IS THE RELATIONSHIP BETWEEN THE EXISTING COUNTY GENERAL PLAN, THE HOUSING ELEMENT, THE GENERAL PLAN UPDATE AND THE MCKINLEYVILLE AREA PLAN. HOW DO ALL THE PIECES FIT TOGETHER AND HOW ARE THEY RELATED:**

General Manager Shopay introduced Kirk Girard from Humboldt County Planning Department who addressed the Board and said he would be happy to answer questions and concerns. President Edwards asked him to explain step by step the process for assigning Regional Housing Needs Allocation (RHNA) numbers. Mr. Girard covered the process and gave a short power point presentation that also addressed McKinleyville growth projections. Director Corbett expressed concern with the methodology being used to solve the housing needs. At 8:27PM President Edwards adjourned the meeting for a short break. At 8:42 President Edwards called the meeting back to order and announced that public input would be taken for both this agenda item and agenda item E.5. Five people addressed the Board, with four people expressing concern with the proposed density changes and appreciation of the open discussion. One person expressed concern with MCSD's request to HCOAG without Board approval. President Edwards directed staff to put this on a future agenda for discussion.

**AGENDA ITEM E.7-UPDATE ON THE REVISED GROWTH PROJECTIONS FOR THE MCSD SERVICE AREA BASED ON THE HUMBOLDT COUNTY DEIR FOR THE PROPOSED MULTI-FAMILY PROPERTY RE-ZONING. DISCUSS SERVICE ANALYSIS APPROACH FOR ASSESSING IMPACTS TO SEWER COLLECTION SYSTEM:**

General Manager Shopay introduced Lisa Stromme from SHN to present an assessment of the sewer collection system impacts associated with the projected growth alternatives provided by the County. Ms. Stromme gave a PowerPoint presentation reviewing the capacity components, current and maximum capacity components and total anticipated flow with full build-out conditions. She then summarized the impacts to the system. There was an extensive Board discussion with Lisa Stromme addressing questions and concerns. President Edwards opened public input and closed with no comments received. The Board thanked Lisa Stromme for her presentation.

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**AGENDA ITEM E.8-DISCUSSION OF MCSD AVAILABLE WATER CAPACITY RELATED TO THE PROPOSED INCREASE IN ADDITIONAL LOW INCOME HOUSING UNITS PROPOSED BY THE COUNTY, BEYOND WHAT WAS INITIALLY PROPOSED IN THE GENERAL PLAN:**

Lisa Stromme introduced Dan Love from SHN who gave a brief PowerPoint presentation to address MCSD's ability to provide additional water service in response to potential new demands the County is placing on the District. He gave an overview of the Water Distribution System, including existing water demand, existing storage and plans for additional storage to meet the minimum required by the State and to have a 5 day emergency supply in case of a catastrophic event such as an earthquake. There was a brief Board discussion, followed by public input, with Dan Love addressing questions and concerns. The Board thanked Mr. Love for the presentation.

**AGENDA ITEM E.9-CONTINUED DISCUSSION OF REVISED WATER AND SEWER CAPACITY FEES CHARGED WHEN NEW WATER AND SEWER SERVICES ARE INSTALLED FOR NEW CONSTRUCTION AND NEW HOOKUP TO THE WATER AND SEWER SYSTEM:**

Manager Shopay explained that staff was asking the Directors for a decision on a number of points to determine what to use in calculating the final revised water and sewer capacity fees and advance the fee study. He reviewed each point and the Directors gave staff direction to help in the final calculations.

- Item No. 1-Capital Improvement Plan (CIP)-After a brief discussion there was Board consensus that the previously approved CIP is reasonable and accurate.
- Item No. 2-Estimated Population Growth Rate-It was Board consensus that the 1.8% estimated growth rate number obtained from the McKinleyville Community Plan was an accurate growth rate.
- Item No. 3-Percentage assignment of CIP related to growth-The Board reviewed the numbers of percentage of the components of our system that could be contributed to growth. 4 people addressed the Board with their concerns with how the percentages were calculated and with the proposed increases. Director Corbett suggested that staff set up a study session, meet with interested parties, review the percentages and methodology and report back at the next Board meeting.
- Item No. 4-Does the Board agree with the proposed minimum of 5 days of water storage capacity in the event of an emergency. There was a brief discussion with the majority of the Board supporting the 5 day storage capacity. Director Couch was concerned with the cost and felt that 2 days of water storage would be adequate in an emergency.

**MOTION:** It was moved to support the plan for a minimum of 5 days emergency water storage. Motion by Corbett; second by Mayo.

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

**MOTION SUMMARY-MOTION PASSED 4 AYES; 1 NAY.**

- Staff asked the Board to consider the staff recommendation to temporarily hold the processing of any application for new service until the final capacity fee structure has been adopted by the Board. Director Corbett was opposed to this recommendation and felt that if staff brings this proposed rate increase, after input from the study sessions, back next month he would be ready to proceed on this item.

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#### **AGENDA ITEM E.10-APPROVAL OF I-BANK LOAN DOCUMENTS FOR RAMEY PUMP STATION**

**UPGRADE:** General Manager Shopay reviewed the fiscal analysis and staff recommendations. There were no Board questions or public input. The Board opted for a roll call vote approval of the I-Bank loan.

##### **MOTION #1- It was moved to:**

1. Approve the general form of the Enterprise Fund Installment Sale Agreement issued by the California Infrastructure Bank (I-Bank). Motion by Corbett; second by Mayo;
2. Authorize the General Manager to review and make minor modifications if needed after conferring with legal counsel and obtaining their legal opinion to go with the loan documents as a requirement by I-Bank.

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

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

**MOTION #2-**It was moved to adopt Resolution 2011-19 authorizing the General Manager to execute and deliver the installment sale agreement by and between the MCSD and California Infrastructure Bank and approving certain other matters in connection therewith.

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

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

#### **AGENDA ITEM F-REPORTS:**

**F1a-RAC:** Director Couch reported there was not a quorum for the last scheduled meeting.

**F1b-McK Area Fund:** President Edwards had nothing to report.

**F1c-RREDC:** Director Wennerholm reported RREDC took the month off.

**F1d-McK Senior Center:** Director Wennerholm gave a brief update on items discussed at the last senior meeting.

**F1e-Audit:** Director Corbett reported that the audit committee will not be meeting until after the audit is completed.

**F1f-Water Task Force:** Director Mayo reported he had received an e-mail from Carol Rische, Manager HBMWd and they were still working on deciding on the best options and had narrowed down the list.

**F1g-AdHoc No Drugs & Toxics down the Drain:** Director Mayo reported the last hazardous waste collection day held at Pierson Park was very successful with 90% of attendees from McKinleyville and a lot of toxins diverted from the sewer system.

**F1h-Humboldt County Advisory:** President Edwards reported no meeting was held.

**F1i-McKinleyville Area Planning Commission Formation:** President Edwards reported that no meeting was held.

**F2a-Support Services Department:** There was nothing to add to the written report in the packet.

**F2b-Operations Department:** Operations Director Orsini had nothing to add to his written report.

**F2c-Park & Recreation Department:** Park and Recreation Director Sehon had nothing to add to his written report.

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

**F3-President's Report:** The President had nothing to report.

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**F4-Board Members comments, Announcements and Reports:** Director Mayo reported that a memorial service was held this past weekend at Azalea Hall in honor of Grant Ramey. He added that the service was well attended and his passing was a big loss to McKinleyville and to him personally.

**AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Edwards opened public input and David Elsebusch expressed concern a letter General Manager Shopay wrote to the Planning commission without Board approval. President Edwards closed public input.

**AGENDA ITEM H-CLOSED SESSION DISCUSSION: NONE**

**AGENDA ITEM I-ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 10:41PM. Motion by Corbett; second by Mayo.

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

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

Respectfully Submitted,

Sharon L. Denison,  
Board Secretary

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# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

August 17, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: D.2. Consider Approval of July 2011 Treasurer's Report**

**PRESENTED BY: Norman Shopay**

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

**Recommendation:**

Staff recommends the Board approve the July 2011 Treasurer's report as written.

**Discussion:**

The Draft July 2011 Treasurer's Report is attached.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

See attached July 2011 Treasurer's Report.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- July 2011 Treasurer's Report



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

Page 2	Investments and Cash Flow Report
Page 3	Activity Summary by Fund
Page 5	Consolidated Balance Sheets
Page 6	Debt Summary
Page 7	Cash Disbursement Report

**DRAFT**

**McKinleyville Community Services District  
Investments and Cash Flow Report  
July 2011**

**DRAFT**

General Disbursement and Money Market Account:		
Beginning Balance		442,877.45
Utility Billing	228,548.39	
New Services & Capacity Fees: Water	0.00	
New Services & Capacity Fees: Sewer	0.00	
Money Market Account Interest	39.28	
Other Cash Receipts	101,532.12	
Transfer from Humboldt Co. #2560	<u>100,000.00</u>	
Total Cash Receipts		430,119.79
Cash Expenditures:		
Payroll, Taxes, etc.	(142,473.73)	
Debt Service	(172,517.59)	
Other Expenditures	<u>(360,869.85)</u>	
Total Cash Expenditures		<u>(675,861.17)</u>
Total Cash in Umpqua Bank		197,136.07
Petty Cash & Change Funds		940.00
Investment Funds:		
LAIF	127,257.12	
Interest Income	<u>0.00</u>	
Balance in LAIF		127,257.12
Humboldt Co. #2560 - Beginning Balance	217,407.71	
Interest Income	120.34	
Secured Property Tax & Measure B Assessment	0.00	
Transfer to Operating Account	<u>(100,000.00)</u>	
Balance in Humboldt Co. #2560		117,528.05
Humboldt Co. #4240 - Beginning Balance	5,193,139.99	
Interest Income	4,155.38	
Transfer from Fund #2560	<u>0.00</u>	
Balance in Humboldt Co. #4240		5,197,295.37
Balance in Humboldt Co. #9390		110,584.48
USDA Bond Reserve Fund	157,970.41	
Bond Reserve Payment	7,500.00	
Interest Income	27.64	
Debt Service Payment	<u>0.00</u>	
Balance in USDA Reserve Funds		<u>165,498.05</u>
Total Investments		5,718,163.07
Total Cash and Investments		5,916,239.14
Total Cash and Investments Last Month		<u>6,098,726.91</u>
Net Change to Cash and Investments This Month		<u>(182,487.77)</u>
Recap:		
Cash and Cash Equivalents		5,080,415.43
Davis-Grunsky Loan Reserve		592,110.66
Waste Water Capital Reserve		96,555.00
USDA Bond Reserve Fund		165,498.05
Market Valuation Account		<u>(18,340.00)</u>
Total Cash and Investments		<u>5,916,239.14</u>

**McKinleyville Community Services District**  
**Activity Summary by Fund**  
**July 2011**

**Department Summaries**

**Water:**

Water Sales  
Other Water Revenues

Total Operating Revenue

Salaries & Benefits  
Water Cost  
Other Expenses  
Depreciation

Total Operating Expenses

Net Operating Income  
Interest Income  
Interest Expense

**Net Income (Loss)**

**Sewer:**

Sewer Service Charges  
Other Sewer Revenues

Total Operating Revenue

Salaries & Benefits  
Other Expenses  
Depreciation

Total Operating Expenses

Net Operating Income  
Interest Income  
Interest Expense

**Net Income (Loss)**

**Enterprise Funds Net Income (Loss)**

	July	FY11 YTD
	168,501	168,501
	14,944	14,944
	183,445	183,445
	42,646	42,646
	58,261	58,261
	18,023	18,023
	19,000	19,000
	137,930	137,930
	45,515	45,515
	1,724	1,724
	(382)	(382)
	<b>46,857</b>	<b>46,857</b>
	118,398	118,398
	52,148	52,148
	170,546	170,546
	48,504	48,504
	45,676	45,676
	34,000	34,000
	128,180	128,180
	42,366	42,366
	2,336	2,336
	(5,694)	(5,694)
	<b>39,008</b>	<b>39,008</b>
	<b>85,865</b>	<b>85,865</b>

**DRAFT**

**McKinleyville Community Services District**  
**Activity Summary by Fund**  
**July 2011**

**Department Summaries**

**Parks & Recreation:**

	July	FY11 YTD
Programs		
Rentals	29,424	29,424
Property Tax Assessments	4,406	4,406
Measure B Assessment	-	-
State Bonds & Grants	-	-
Other Revenue	6,834	6,834
Interest Revenue	288	288
Total Revenue	40,952	40,952
Salaries & Benefits	57,145	57,145
Other Expenditures	7,796	7,796
Debt Service	127,919	127,919
Capital Expenditures	962	962
Total Expenditures	193,822	193,822
<b>Excess (Deficit)</b>	<b>(152,871)</b>	<b>(152,871)</b>
<b>Street Lights:</b>		
Total Revenue	6,776	6,776
Salaries & Benefits	2,133	2,133
Other Expenditures	11,052	11,052
Debt Service	11,550	11,550
Total Expenditures	24,735	24,735
<b>Excess (Deficit)</b>	<b>(17,959)</b>	<b>(17,959)</b>
<b>Governmental Funds Excess (Deficit)</b>	<b>(170,829)</b>	<b>(170,829)</b>

(1)

(1) Payment to Westamerica Bank was originally made in June, 2011. The payment was not received by the bank. The June check was voided and the payment was reissued in July, 2011.

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McKinleyville Community Services District  
Consolidated Balance Sheet by Fund  
as of July 31, 2011

	ASSETS	Parks & General	Streetlights	Water	Sewer	Total (Memorandum Only)
Unrestricted cash and cash equivalents		\$ 916,330.95	\$ (35,215.26)	\$ 918,032.16	\$ 3,281,624.80	\$ 5,080,772.65
Receivable from utility ratepayers		2,812.87	3,952.96	102,395.68	53,383.71	162,545.22
Prepaid and other current assets		14,950.01	2,392.51	103,407.28	65,067.56	185,817.36
Total current assets		\$ 934,093.83	\$ (28,869.79)	\$ 1,123,835.12	\$ 3,400,076.07	\$ 5,429,135.23
Total noncurrent assets		49,500.20	221.10	6,862,160.95	12,156,301.68	19,068,183.93
TOTAL ASSETS		\$ 983,594.03	\$ (28,648.69)	\$ 7,985,996.07	\$ 15,556,377.75	\$ 24,497,319.16
<u>LIABILITIES AND FUND BALANCE &amp; RETAINED EARNINGS</u>						
Accrued payroll and related liabilities		\$ 93,640.93	\$ -	\$ 29,774.88	\$ 29,774.88	\$ 153,190.69
Trade and other current liabilities		6,712.46	10,558.08	134,282.46	86,147.72	237,700.72
Total current liabilities		\$ 100,353.39	\$ 10,558.08	\$ 164,057.34	\$ 115,922.60	\$ 390,891.41
Long term debt		-	-	2,606,344.17	1,486,630.78	4,092,974.95
Other noncurrent liabilities		39,325.43	-	79,460.88	79,460.88	198,247.19
Long term debt and noncurrent liabilities		\$ 39,325.43	\$ -	\$ 2,685,805.05	\$ 1,566,091.66	\$ 4,291,222.14
TOTAL LIABILITIES		\$ 139,678.82	\$ 10,558.08	\$ 2,849,862.39	\$ 1,682,014.26	\$ 4,682,113.55
Fund balance & retained earnings		\$ 996,785.74	\$ (21,248.12)	\$ 5,089,276.68	\$ 13,835,355.25	\$ 19,900,169.55
Current earnings		(152,870.53)	(17,958.65)	46,857.00	39,008.24	(84,963.94)
TOTAL FUND BALANCE & RETAINED EARNINGS		\$ 843,915.21	\$ (39,206.77)	\$ 5,136,133.68	\$ 13,874,363.49	\$ 19,815,205.61
TOTAL LIABILITIES AND FUND BALANCE & RETAINED EARNINGS		\$ 983,594.03	\$ (28,648.69)	\$ 7,985,996.07	\$ 15,556,377.75	\$ 24,497,319.16
<u>INVESTMENT IN GENERAL FIXED ASSETS</u>						
WestAmerica Bank Obligation		164,937.36				
OPEB Liability		23,902.00				
Accrued Compensated Absences		11,927.79				
TOTAL GENERAL LONG TERM DEBT		\$ 200,767.15				

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McKinleyville Community Services District  
Summary of Long-Term Debt

Principal Maturities and Scheduled Interest

	Maturity	Balance -		FY-12	FY-13	FY-14	FY-15	FY-16	FY-17
		%	Date						
WestAmerica Bank Interest	3.5%	8/1/11	164,937.36	164,937.36	-	-	-	-	-
State of California WRCB (SCEP I) Interest	0.0%	4/15/16	204,600.50	204,600.50	40,920.10	40,920.10	40,920.10	40,920.10	-
State of California WRCB (SCEP II) Interest	2.6%	3/27/18	176,496.09	176,496.09	23,329.99	23,924.03	24,546.06	25,184.26	26,511.01
Umpqua Bank Interest	5.5%	12/4/17	303,824.30	300,534.19	4,576.35	3,982.31	3,360.28	2,722.08	1,395.33
Sewer Bond (USDA) Interest	5.0%	8/1/22	805,000.00	805,000.00	40,024.42	42,282.10	44,667.13	47,186.72	52,660.26
ARRA (Total obligation will be \$165,100) Interest	1.0%	12/22/26	148,590.00	148,590.00	15,709.34	13,451.66	11,066.63	8,547.04	3,073.50
Davis Grunsky		11/1/33	2,082,986.88	2,082,986.88	50,000.00	60,000.00	60,000.00	60,000.00	70,000.00
Davis Grunsky deferred interest		1/1/33	374,767.29	374,767.29	39,000.00	36,250.00	33,250.00	30,250.00	24,000.00
	2.5%				52,074.67	50,270.46	48,421.14	46,525.60	44,582.66
					-	9,006.49	10,856.01	10,964.84	11,071.24
					-	3,383.47	1,533.95	1,425.12	1,318.72
									1,204.20
									81,651.96
									17,035.12
									42,591.14

REPORT.: Aug 10 11 Wednesday  
 RUN....: Aug 10 11 Time: 14:28  
 Run By.: DIANE SLOANE

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 07-11 Bank Account.: 10011

PAGE: 001  
 ID #: PY-DP  
 CTL.: MCK

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
023415	07/07/11	*0002	BETH DUNPHY	50.00	.00	50.00	B10706	KINDERSPORTS REFUND
16	07/07/11	ANS02	BRIAN ANSPACH	1694.72	.00	1694.72	0007 0008	GIS SYSTEM, CREATE BASE M
023417	07/07/11	BAY02	BAY WEST SUPPLY, INC.	1269.97	.00	1269.97	B10705	JANITORIAL SUPPLIES FOR J
023418	07/07/11	C&K01	C&K JOHNSON INDUSTRIES, I	13124.23	.00	13124.23	43697-IN	MAINTENANCE SUPPLIES
023419	07/07/11	CAM01	CAMPTON ELECTRIC SUPPLY	567.80	.00	567.80	S1073813	SUPPLIES
023420	07/07/11	CLA04	CLASSIC CHEMICALS, INC.	499.71	.00	499.71	614986	SUPPLIES
023421	07/07/11	EUR01	EUREKA BOILER WORKS	360.25	.00	360.25	41071	MAINTENANCE/ SUPPLIES
023422	07/07/11	FLE03	MICHAEL FLES	50.00	.00	50.00	B10705	MUSIC PRESENTATION
023423	07/07/11	FOR01	FORTUNA IRON	4707.15	.00	4707.15	6317	MAINTENANCE
023424	07/07/11	GRS01	G R SUNDBERG, INC.	335.00	.00	335.00	589	MAINTENANCE
023425	07/07/11	HAJ01	Hajoca Corporation	76446.07	.00	76446.07	6170423	MAINTENANCE/ REPAIRS
023426	07/07/11	HAR03	HARVEY M. HARPER CO.	266.11	.00	266.11	706204	MAINTENANCE ON TRUCKS
023427	07/07/11	HUB02	HUB INTERNATIONAL INSURAN	263.34	.00	263.34	B10705	SPEC EVENT INS
023428	07/07/11	HUM01	HUMBOLDT BAY MUNICIPAL WA	50416.60	.00	50416.60	B10705	WTR PURCHASED
023429	07/07/11	IND02	Industrial Electric Serv	102.59	.00	102.59	IN3744	REPAIRS/SUPPLY
023430	07/07/11	KER01	KERNEN CONSTRUCTION	202.77	.00	202.77	39327	SUPPLIES/ REPAIRS
023431	07/07/11	MCK04	MCK ACE HARDWARE	394.78	.00	394.78	B10706	REPAIRS/SUPPLY
023432	07/07/11	MEL01	MEL NORTHEY CO., INC.	965.00	.00	965.00	76818	MAINTENANCE/ REPAIRS
023433	07/07/11	MIL01	Miller Farms Nursery	3619.09	.00	3619.09	B10706	REPAIRS/SUPPLY
023434	07/07/11	NOR01	NORTH COAST LABORATORIES	2865.00	.00	2865.00	B10706	LAB TESTS
35	07/07/11	ORE01	O'REILLY AUTOMOTIVE, INC.	30.81	.00	30.81	B10706	REPAIRS/SUPPLY
023436	07/07/11	PRO11	PRORIDER, INC.	371.25	.00	371.25	52321	SUPPLIES FOR PLAYGROUP
023437	07/07/11	REN01	RENNER PETROLEUM	5269.64	.00	5269.64	B10706	FUEL FOR JUNE 2011
023438	07/07/11	ROS05	CYNTHIA A. ROSENBERG, CPA	520.00	.00	520.00	2011-07	PROFESSIONAL SERVICES REN
023439	07/07/11	S&S02	S & S WORLDWIDE, INC.	129.88	.00	129.88	6993093	SUPPLIES FOR YOUTH BBALL
023440	07/07/11	SCH02	Schmidbauer Lumber, Inc.	2383.50	.00	2383.50	84538	84539 MAINTENANCE SUPPLIE
023441	07/07/11	SEM01	SEMS TECHNOLOGIES	750.00	.00	750.00	1031	1/2 DAY TRAINING
023442	07/07/11	SIE03	SIERRA DISPLAY, INC.	900.00	.00	900.00	15256	EVENT BANNERS
023443	07/07/11	STA11	STAPLES CREDIT PLAN	974.93	.00	974.93	B10630	SUPPLIES FOR JUNE 2011
023444	07/07/11	THO02	Thomas Home Center	132.03	.00	132.03	B10707	REPAIRS/SUPPLY
023445	07/07/11	THR01	THRIFTY SUPPLY COMPANY	11799.09	.00	11799.09	2273 3437	MAINTENANCE/ SUPPLIES
023446	07/07/11	UNI08	UNITED DISTRIBUTING COMPA	598.90	.00	598.90	197244	SUPPLIES
023447	07/07/11	VER01	VERISON WIRELESS	191.35	.00	191.35	B10705	CELL PHONES FOR JUNE 2011
023448	07/07/11	WES09	WEST COAST PLUMBING	8.77	.00	8.77	I170646	REPAIRS
023449	07/11/11	BRU04	REBECCA J. BRUINEKOOL	1755.00	.00	1755.00	B10711P	KINDERSPORTS INSTRUCTOR P
023450	07/12/11	*0001	CARLY CAENEY	80.00	.00	80.00	B10706	WOMANS SOCCER PROGRAM REF
023451	07/12/11	*0003	MARY KATHLEEN BUCK	100.00	.00	100.00	B10706	AZALEA HALL DEPOSIT REFUN
023452	07/12/11	*0004	ALPHA OMEGA	100.00	.00	100.00	B10706	SENIOR RM DEPOSIT REFUND
023453	07/12/11	GUA01	THE GUARDIAN	4459.59	.00	4459.59	B10706	GRP DENTAL INSURANCE
023454	07/12/11	HAR13	The Hartford - Priority A	628.84	.00	628.84	B10706	GRP. LIFE INSURANCE
5	07/12/11	MCK03	MCKINLEYVILLE OFFICE SUPP	7.46	.00	7.46	43649	OFFICE SUPPLIES
023456	07/12/11	NEC01	NEC FINANCIAL SERVICES,LL	346.53	.00	346.53	1450334	PHONE SYSTEM



REPORT.: Aug 10 11 Wednesday  
 RUN...: Aug 10 11 Time: 14:28  
 Run By.: DIANE SLOANE

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 07-11 Bank Account.: 10011

PAGE: 002  
 ID #: PY-DP  
 CTL.: MCK

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
023457	07/12/11	NOR13	NORTHERN CALIFORNIA SAFET	80.00	.00	80.00	17911	SAFETY TRAINING JULY 2011
58	07/12/11	PRE08	PRECISION INTERMEDIA	30.00	.00	30.00	14537	WEB HOSTING
023459	07/12/11	SUD01	SUDDENLINK	173.95	.00	173.95	B10706	OFFICE INTERNET SERVICE
023460	07/12/11	SUP01	Superior Alarm Sys., Inc.	325.50	.00	325.50	97872	ALARM SYSTEMS
023461	07/12/11	USB01	U.S. BANK TRUST N.A.	7500.00	.00	7500.00	B10705	SEWER BOND PAYMENT
023462	07/12/11	\A012	ADDISON, SHAWN	26.36	.00	26.36	000B10701	MQ CUSTOMER REFUND FOR AD
023463	07/12/11	\B015	BOYER, LINDY	69.99	.00	69.99	000B10701	MQ CUSTOMER REFUND FOR BO
023464	07/12/11	\D002	DAVIS, SHIRLEY	37.16	.00	37.16	000B10701	MQ CUSTOMER REFUND FOR DA
023465	07/12/11	\E003	ELIASON, CASEY	26.11	.00	26.11	000B10701	MQ CUSTOMER REFUND FOR EL
023466	07/12/11	\H016	HARLAN, ROBERT & JENNIFER	28.99	.00	28.99	000B10701	MQ CUSTOMER REFUND FOR HA
023467	07/12/11	\L009	LADANYI, LISA	31.14	.00	31.14	000B10701	MQ CUSTOMER REFUND FOR LA
023468	07/12/11	\L010	LONGRIE, JENNIFER	40.75	.00	40.75	000B10701	MQ CUSTOMER REFUND FOR LO
023469	07/12/11	\L011	LOVE-KELLEY, JESSICAH	48.48	.00	48.48	000B10701	MQ CUSTOMER REFUND FOR LO
023470	07/12/11	\M021	MCSWEENEY, PATRICK K	34.91	.00	34.91	000B10701	MQ CUSTOMER REFUND FOR MC
023471	07/12/11	\M022	MERCADO, HUAN P	9.14	.00	9.14	000B10701	MQ CUSTOMER REFUND FOR ME
023472	07/12/11	\M023	MYERS, CALLIE	55.96	.00	55.96	000B10701	MQ CUSTOMER REFUND FOR MY
023473	07/12/11	\O003	ORSOLICS, KAREN	59.46	.00	59.46	000B10701	MQ CUSTOMER REFUND FOR OR
023474	07/12/11	\P004	PEEPLS, PAUL	47.98	.00	47.98	000B10701	MQ CUSTOMER REFUND FOR PE
023475	07/12/11	\S025	SANDOVAL, ILDEFONSO	41.23	.00	41.23	000B10701	MQ CUSTOMER REFUND FOR SA
023476	07/12/11	\S026	SCHANTZEN, ROBIN	39.12	.00	39.12	000B10701	MQ CUSTOMER REFUND FOR SC
023477	07/12/11	\S027	SMITH, JOHN A.	42.74	.00	42.74	000B10701	MQ CUSTOMER REFUND FOR SM
8	07/12/11	\S028	SPELLENBERG, JAMEE	64.36	.00	64.36	000B10701	MQ CUSTOMER REFUND FOR SP
023479	07/12/11	\W001	WHEELER, BRUCE	55.86	.00	55.86	000B10701	MQ CUSTOMER REFUND FOR WH
023480	07/12/11	\W002	WHITMORE, RYAN	56.77	.00	56.77	000B10701	MQ CUSTOMER REFUND FOR WH
023481	07/12/11	\W003	WRIGHT, MILES	45.82	.00	45.82	000B10701	MQ CUSTOMER REFUND FOR WR
023482	07/14/11	*0005	SUSHI SPOT INC.	267.00	.00	267.00	B10714	KIDSCAMP REFUND
023483	07/14/11	ATT01	AT&T	890.19	.00	890.19	B10714	PHONE SYSTEM
023484	07/14/11	DEP05	DEPARTMENT OF JUSTICE	192.00	.00	192.00	857019	FINGERPRINTING
023485	07/14/11	HUM08	HUMBOLDT SANITATION	939.40	.00	939.40	B10711	TRASH SERVICE
023486	07/14/11	NOR35	NORTHERN HUMBOLDT	509.74	.00	509.74	ES11-0246	OPEN SPACE MAINTENANCE
023487	07/14/11	PGE01	PG & E (Office & Field)	13778.94	.00	13778.94	B10713	GAS & ELECTRIC
023488	07/14/11	SIE02	SIERRA CHEMICAL CO.	915.34	.00	915.34	218437	CHLORINE AND DEPOSIT
023489	07/14/11	THR01	THRIFTY SUPPLY COMPANY	136.75	.00	136.75	1302273	REMAINING BALANCE ON INVO
023490	07/14/11	TIM01	TIMES-STANDARD	195.00	.00	195.00	348415	ADVERTISEMENT
023491	07/14/11	UMP02	UMPQUA BANK	798.35	.00	798.35	B10713	SUPPLIES MAINTENANCE REPA
023492	07/14/11	*0006	MARK BUEHLER	145.00	.00	145.00	B10714	AZ HALL DEPOSIT REFUND
023493	07/14/11	*0007	BRUCE CODDINGTON	100.00	.00	100.00	B10714	AZALEA HALL DEPOSIT REFUN
023494	07/14/11	*0008	TAMERA CLARY	29.00	.00	29.00	B10714	KIDSClub DEPOSIT REFUND
023495	07/14/11	*0009	MAUREEN CHASE	62.50	.00	62.50	B10714	BASIC DOG OBEDIENCE REFUN
023496	07/14/11	CRO03	CROWN TROPHY PETALUMA	48.60	.00	48.60	14249	EXECUTIVE PLAQUE
97	07/14/11	KEY01	KEY EQUIPMENT FINANCE	311.67	.00	311.67	1108	EQUIPMENT LEASE
023498	07/14/11	POW04	POWER PAGE	72.00	.00	72.00	10335640	6 MTH OF PAGER



REPORT.: Aug 10 11 Wednesday  
 RUN....: Aug 10 11 Time: 14:28  
 Run By.: DIANE SLOANE

McKinleyville C.S.D.  
 Cash Disbursement Detail Report  
 Check Listing for 07-11 Bank Account.: 10011

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
023499	07/14/11	SHO02	NORMAN SHOPAY	92.11	.00	92.11	B10714	REIMBURSEMENT
023500	07/18/11	OLS03	JENNIFER OLSEN	800.00	.00	800.00	B10718P	PAY ADVANCE
023501	07/22/11	COA02	COASTAL BUSINESS SYSTEMS	2427.28	.00	2427.28	77257A	PANASONIC MAINTENANCE/ SU
023502	07/22/11	COU02	HUMBOLDT COUNTY ASSESSOR	20.24	.00	20.24	B10721	MAP BILLING
023503	07/22/11	CPS02	COOPERATIVE PERSONNEL SER	8145.35	.00	8145.35	INV335617	PROFESSIONAL FEES
023504	07/22/11	DOW01	DOWNEY BRAND ATTORNEYS LL	366.00	.00	366.00	415281	PROFESSIONAL SERVICES REN
023505	07/22/11	EUR05	Eureka Oxygen Co	88.53	.00	88.53	61969	SUPPLIES
023506	07/22/11	EUR06	EUREKA READY MIX	5439.00	.00	5439.00	B10721	REPAIRS/SUPPLY
023507	07/22/11	GOL05	GOLDEN STATE BRIDGE, INC.	66360.86	.00	66360.86	01 02	MAD RIVER BRIDGE EMER. WA
023508	07/22/11	JAC04	JACKSON & EKLUND	2154.50	.00	2154.50	169189	PROFESSIONAL SERVICES
023509	07/22/11	MIT01	Mitchell, Brisso, Delaney	1990.28	.00	1990.28	29104	LEGAL
023510	07/22/11	OSM01	OSMOSE UTILITIES SERVICES	26650.08	.00	26650.08	7UB-00735	MAINTENANCE/ REPAIRS
023511	07/22/11	SHN01	SHN ENGINEERING	15123.75	.00	15123.75	74724	PROFESSIONAL SERVICES
023512	07/22/11	WIN02	Winzler & Kelly	3796.50	.00	3796.50	58921	RAMEY PUMP STATION UPGRAD
023513	07/22/11	*0010	JUDY RIEGER	45.00	.00	45.00	B10722	GUITAR CLASS REFUND
023514	07/22/11	*0011	ROGER STICKLER	45.00	.00	45.00	B10722	GUITAR CLASS REFUND
023515	07/22/11	*0012	KIMBERLY BROWN	45.00	.00	45.00	B10722	GUITAR CLASS REFUND
023516	07/22/11	ATT01	AT&T	439.37	.00	439.37	B10721	TELEMETRY
023517	07/22/11	COR07	JOHN W. CORBETT	100.00	.00	100.00	B10721	DIRECTORS FEES
023518	07/22/11	COU09	DAVID R. COUCH	100.00	.00	100.00	B10721	DIRECTORS FEES
023519	07/22/11	EDW01	HELEN L. EDWARDS	100.00	.00	100.00	B10721	DIRECTORS FEES
023520	07/22/11	HUB02	HUB INTERNATIONAL INSURAN	252.04	.00	252.04	B10721	SPEC EVENT INS
023521	07/22/11	MAY02	DENNIS MAYO	100.00	.00	100.00	B10721	DIRECTORS FEES
023522	07/22/11	MCK03	MCKINLEYVILLE OFFICE SUPP	139.53	.00	139.53	42834	OFFICE SUPPLIES
023523	07/22/11	NYL01	NYLEX.NET	2790.00	.00	2790.00	70557	MAINTENANCE WORK DONE
023524	07/22/11	ORI01	ORIENTAL TRADING CO. INC.	125.48	.00	125.48	645660769	ACTIVITY SUPPLY
023525	07/22/11	RES05	RESERVE ACCOUNT	1500.00	.00	1500.00	B10722	POSTAGE
023526	07/22/11	UPS01	UPS	56.44	.00	56.44	Y6R493291	LAB SHIPMENT
023527	07/22/11	USP02	USPS: ARCATA BMEU	1500.00	.00	1500.00	B10722	POSTAGE PERMIT 202
023528	07/22/11	WEN01	WILLIAM WENNERHOLM, DC	100.00	.00	100.00	B10721	DIRECTORS FEES
023529	07/25/11	ANS02	BRIAN ANSPACH	812.00	.00	812.00	0009	SERVICES RENDERED
023530	07/28/11	WES12	WESTAMERICA BANK	167873.11	.00	167873.11	52600619P	DEBT SERVICE-REPLACEMENT
023541	08/08/11	AGS01	AG SALES	-77.80	.00	-77.80	72066u	Ck# 023541 Reversed
Cash Account Total.....:				527600.66	.00	527600.66		
Total Disbursements.....:				527600.66	.00	527600.66		

REPORT.: Aug 10 11 Wednesday  
 RUN....: Aug 10 11 Time: 14:28  
 Run By.: DIANE SLOANE

McKinleyville C.S.D.  
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
 Check Listing for 07-11 Bank Account.: 10011

PAGE: 004  
 ID #: PY-DP  
 CTL.: MCK

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
9091	07/05/11	DIR01	DIRECT DEPOSIT VENDOR- US	24972.28	.00	24972.28	B10705 Direct Deposit
32	07/05/11	EMP01	Employment Development	26.22 1318.47	.00 .00	26.22 1318.47	B10630 STATE INCOME TAX B10705 STATE INCOME TAX
			Check Total.....:	1344.69	.00	1344.69	
9093	07/05/11	EMP02	Employment Dev Department	1504.10	.00	1504.10	B10630 SUI
9094	07/05/11	FRA05	FRANCHISE TAX BOARD	47.74	.00	47.74	B10705 FRANCHISE TAX BOARD
9095	07/05/11	HUM29	UMPQUA BANK--PAYROLL DEP.	99.32 4748.18 41.32 5637.79 11.52 1572.16	.00 .00 .00 .00 .00 .00	99.32 4748.18 41.32 5637.79 11.52 1572.16	B10630 FEDERAL INCOME TAX B10705 FEDERAL INCOME TAX 1B10630 FICA 1B10705 FICA 2B10630 MEDICARE 2B10705 MEDICARE
			Check Total.....:	12110.29	.00	12110.29	
9096	07/05/11	STA10	Citistreet	2560.74	.00	2560.74	B10705 RETIREMENT
9097	07/05/11	STA17	CA STATE DISBURSEMNT UNIT	531.50	.00	531.50	B10705 CHILD SUPPORT
9098	07/05/11	AFL01	AFLAC	43.30	.00	43.30	B10630 AFLAC (PRE-TAX)
9099	07/05/11	PUB01	Public Employees PERS	14651.25 154.66	.00 .00	14651.25 154.66	B10630 PERS PAYROLL REMITTANCE 1B10630 PERS CONTRIBUTION
			Check Total.....:	14805.91	.00	14805.91	
9150	07/21/11	DIR01	DIRECT DEPOSIT VENDOR- US	24918.70	.00	24918.70	B10721 Direct Deposit
9151	07/21/11	EMP01	Employment Development	.00 124.98 .00 1365.91	.00 .00 .00 .00	.00 124.98 .00 1365.91	B10707 STATE INCOME TAX B10718 STATE INCOME TAX B10720 STATE INCOME TAX B10721 STATE INCOME TAX
			Check Total.....:	1490.89	.00	1490.89	
9152	07/21/11	FRA05	FRANCHISE TAX BOARD	47.74	.00	47.74	B10721 FRANCHISE TAX BOARD
9153	07/21/11	HUM29	UMPQUA BANK--PAYROLL DEP.	.00 325.45 .00 4949.86 12.68 663.92 44.59 5817.53 185.14 12.44 1622.16	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 325.45 .00 4949.86 12.68 663.92 44.59 5817.53 185.14 12.44 1622.16	B10707 FEDERAL INCOME TAX B10718 FEDERAL INCOME TAX B10720 FEDERAL INCOME TAX B10721 FEDERAL INCOME TAX 1B10707 FICA 1B10718 FICA 1B10720 FICA 1B10721 FICA 2B10718 MEDICARE 2B10720 MEDICARE 2B10721 MEDICARE
			Check Total.....:	13633.77	.00	13633.77	
9154	07/21/11	STA10	Citistreet	2838.58	.00	2838.58	B10721 RETIREMENT
9155	07/21/11	STA17	CA STATE DISBURSEMNT UNIT	231.50	.00	231.50	B10721 CHILD SUPPORT
			Cash Account Total.....:	101081.73	.00	101081.73	
			Total Disbursements.....:	101081.73	.00	101081.73	

**McKinleyville Community Services District**  
Board Agenda Background

**AGENDA ITEM:** D.3.

**AGENDA TITLE:** Compliance with State Double Check Valve Law

**MEETING DATE:** August 17, 2011

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

**TYPE OF ITEM:** Consent Calendar

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

1st Notice	July 11, 2011
10 Day Notice	August 3, 2011
Board Meeting	August 17, 2011
Lock	September 19, 2011
<b>ROUTE 13</b>	

Account #	Address	Model of DCV	Date s/o out
13-435-000	2745 Warner	Wilkins	
13-860-000	1505 Fawn Lane	Wilkins	
13-946-000	2308 Central Ave	Febco	

Updated: 7/26/2011

**RECOMMENDATION:** Staff recommends that the Board authorized 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.

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

August 17, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: D.4.**                      **Approve Memorandum of Understanding with MUSD regarding KidsClub Afterschool Program**

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

**TYPE OF ACTION:**          **Consent Calendar**

### **Recommendation**

Staff recommends the Board approve the MOU as submitted and direct staff to continue working closely with McKinleyville Union School District (MUSD) to ensure the success of the programs.

### **Discussion:**

Over the course of the past several years, MUSD and the District have negotiated a collaboration to provide afterschool programs for the community of McKinleyville.

KidsClub afterschool program is offered at Morris Elementary School. MUSD will provide bus transportation for students at Dows Prairie Elementary School who would like to participate in the program.

### **Exhibits/Attachments:**

Attached, as Exhibit A, is a draft Memorandum of Understanding solidifying said collaboration.

## **Memorandum of Understanding**

### **McKinleyville Community Services District and McKinleyville Union School District Regarding Provision of After School Program**

This is a Memorandum of Understanding between the McKinleyville Community Services District (the DISTRICT) and the McKinleyville Union School District (MUSD).

It is expressly understood and agreed by both the DISTRICT and MUSD as follows:

- I. **Purpose:** The purpose of this Memorandum of Understanding is to establish and maintain an effective working relationship between parties.
- II. **Term:** The term of the Memorandum of Understanding shall commence on August 29, 2011 and shall extend through June 15, 2012. The term shall renew on an annual basis concurrent with each fiscal year (July-June) unless one party gives notice of termination as provided herein. No party shall make changes to the agreement during the term without the consent of the other.
- III. **Philosophy:** The parties agree that there is a need to provide youth with safe, fun, and healthy recreation opportunities that build self-esteem and teach social harmony, conflict resolution, wellness, and an appreciation of education. The parties agree that in order to provide necessary services a cooperative use agreement is in the best interest of the community.

#### **IV. DISTRICT Description of services:**

##### **McKinleyville Community Services District will:**

- A. Provide organizational structure for management of said programs; and
- B. Provide opportunities for MUSD to evaluate the viability of the Memorandum of Understanding and its appreciation.

#### **V. MUSD Description of Services:**

##### **McKinleyville Union Elementary School District will:**

- A. Provide for and coordinate use of requested MUSD facilities during those programs, days, dates, and times outlined in Attachment 1 at no charge to the DISTRICT; and
- B. Attempt to accommodate, at no charge, all additional DISTRICT use requests for said programs at MUSD facilities provided those requests do not interrupt regularly scheduled school programs. School programs are

defined as those programs offered at all MUSD school sites, which are sponsored by the school or school district.

- C. Provide DISTRICT with a cleaning policy and procedure packet for staff to utilize in maintaining facilities.
  - D. Provide the DISTRICT with a secure storage area for equipment. Specifically, one closet with space for recreation and arts equipment. Said storage must be locked and secured at all times.
  - E. Provide opportunities for the DISTRICT to evaluate the viability of the Memorandum of Understanding and its application.
- VI. **Facility Orientation Policy:** Both parties agree that all employees or representatives who shall be supervising, leading, or offering programs described in Attachment 1 shall attend a facility orientation seminar arranged by MUSD.
- VII. **Facility Cleaning Policy:** Both parties agree that all employees or representatives who shall be supervising, leading, or offering programs described in Attachment 1, shall leave said facility in a clean, safe manner and in the same condition in which it was found.
- VIII. **Facility and Equipment Repairs/Damages Policy:** Both parties agree to share equally the costs incurred to either party for facility and equipment repairs or damages regardless of fault during DISTRICT sponsored program. Payment for repair or replacement shall be due thirty (30) days after presentation of bill by the party sustaining such damages to the other party.
- IX. **Termination:** The Memorandum of Understanding may be terminated by the failure of any party to comply with the terms of this agreement of standards set fourth in the facility orientation policy, cleaning policy, and facility equipment repairs/damages policy by a thirty (30) day written notice of cancellation by any party, or at the end of the term. This agreement may not be assigned in whole or in part by any without the express written consent of the others.
- X. **Contingencies:** It is expressly understood and agreed to by all parties that the DISTRICT, while carrying out and complying with any terms and conditions of this Memorandum of Understanding, is not an employee of MUSD; further that MUSD is not an employee of the DISTRICT. Therefore;
- A. The DISTRICT agrees to indemnify, defend and hold harmless MUSD, it's officers, agents, employees, and volunteers, from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers, and any other person, firm, or cooperation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims or losses

accruing or resulting to any person, firm or cooperation who may be injured or damaged by the DISTRICT in the performance of this agreement.

MUSD agrees to indemnify, defend and hold harmless the DISTRICT, it's officers, agents, employees, and volunteers, from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers, and any other person, firm, or cooperation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims or losses accruing or resulting to any person, firm or cooperation who may be injured or damaged by MUSD in the performance of this agreement.

- B.** The DISTRICT shall maintain throughout the period of this agreement, comprehensive General Liability insurance with a minimum coverage of \$1,000,000 combined single limit. The DISTRICT shall provide for thirty (30) days written notice of cancellation. Said coverage shall include MUSD as additional insured.

MUSD shall maintain throughout the period of this agreement, comprehensive General Liability insurance with a minimum coverage of \$1,000,000 combined single limit. MUSD shall provide for thirty (30) days written notice of cancellation. Said coverage shall include DISTRICT as additional insured.

- C.** In the Event of any litigation arising between the parties regarding the terms of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

McKinleyville Community Services District

McKinleyville Union School District

\_\_\_\_\_

\_\_\_\_\_

Helen Edwards  
President, Board of Directors

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

Attest:

\_\_\_\_\_

\_\_\_\_\_

Sharon Denison  
Secretary to the Board of Directors

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

## **Attachment I**

### **KidsClub After School Program**

Kids' Club offers a safe environment that provides peace of mind for late working parents, giving children a fun place to spend their time productively at the end of the school day.

Children attending Kids' Club, offered daily after school until 6:00 p.m., participate in a variety of activities designed to develop socialization and leadership skills while increasing self-esteem and self-confidence. Each day includes a scheduled homework period where participants receive assistance with their school projects. A nutritious snack is also provided.

At Kids' Club, we recognize that many parents have different scheduling needs, so we have several enrollment options available. Spaces can be reserved for as little as one day per week or up to as many as five days per week. Fees are reasonable and vary based on the grade of the participant and attendance option chosen.

Who: Any child who is in the K through 5<sup>th</sup> grades

Where: Morris Elementary Rooms 33, 34 & 36

When: Monday through Friday August 29, 2011 – June 15, 2012  
After school until 6:00 p.m.

Fees: \$12.00/day for K- 3<sup>rd</sup> graders and \$10.00/day for 4<sup>th</sup>-5<sup>th</sup> graders



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

August 17, 2011

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1**                      **Site tour of Ramey Booster Station upgrade project  
North Bank Road**

**PRESENTED BY:**              **Greg Orsini/ William McBroome**

**TYPE OF ACTION:**          **None**

**Recommendation:**

Staff Requests the Board and public join us for a tour of the Ramey Booster Station.

**Discussion:**

In August of 2008 the Board received and filed a Technical memorandum concerning the ability to fill the proposed new tank. At the November 2008 Board meeting the Board authorized staff to proceed with design and construction of an upgrade to the existing facility. The Board awarded the project design to Winzler and Kelly (W&K) in June of 2009 after a review of qualification of several consulting firms. W&K with staff assistance, guided by the technical memorandum and an elementary hydraulic analysis designed the station to meet the future demands of the District. Upon completion of design a Request for Proposals was noticed and bids were received from six contracting firms. The proposals were reviewed and the lowest bidder was deemed to be responsive and responsible and was selected to construct the Ramey Booster Station Upgrade. In April of 2010 the Board approved by voice vote to award the project to Wahlund with expenditures as listed..

1. Approve awarding the bid for construction of the Ramey Pump Station Upgrade project to Wahlund Construction Company in the amount of \$864,468.
2. Deem the bid from Wahlund Construction Company and Colburn Electric Company to constitute a responsive bid.
3. Approve up to \$26,000 for construction inspection professional services.
4. Approve a Digital Control and SCADA system upgrade up to \$20,000.
5. Approve a 15 % project contingency amount up to \$136,570.
6. Approve a total expenditure of \$1,047,038.

Notice to proceed was issued on May 17 2010 and the ground breaking was in July of 2010. The notice of completion was issued on August 1, 2011. The final accounting for the project has not been complete because all pending invoices have not been received and soft costs were not included. There were only seven change orders during the entire project.

- Original Wahlund Contract Sum was \$864,468.
- Revised contract sum \$886,039 after seven change orders.
- 2% of the original contract in change orders

**Alternatives:**

Take Action

**Fiscal Analysis:**

Project financing consists of

- Loan from the Infrastructure Bank for approximately \$880,000 at a 3.37% interest rate.
- American Recovery and Reinvestment Act 1% loan for \$165,000 based on energy savings.
- \$3,689 grant from P,G&E based on energy savings.
- The remainder from water reserves.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

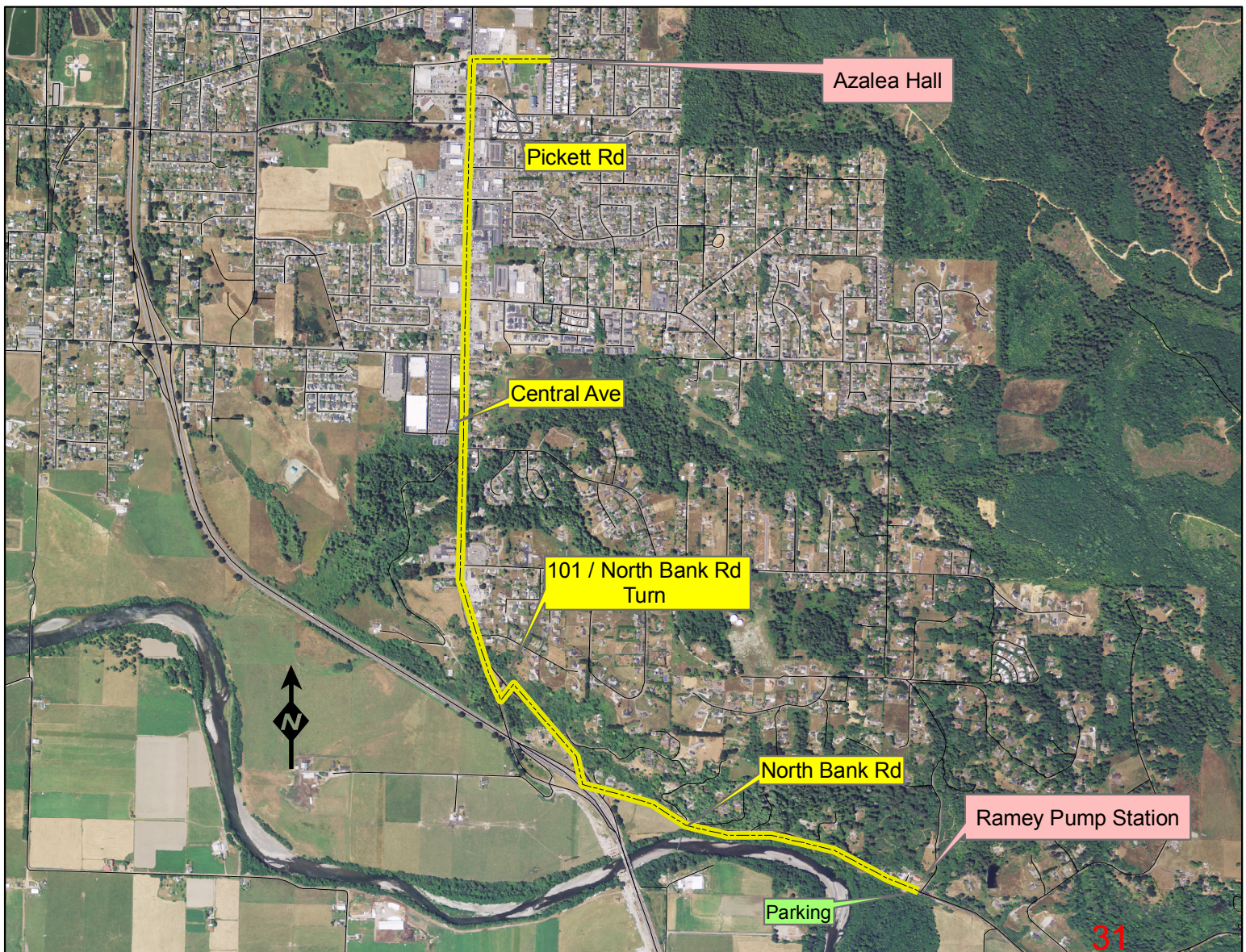
- Map to site
- Poster for the tour



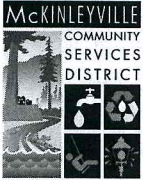
# Directions to Ramey Pump Station from Azalea Hall

Directions:

- Exit Azalea Hall facility and turn Left onto Pickett Rd.
- At Stop light take a left turn onto Central Ave.
- Travel south on Central past K-mart to North Bank Rd turn off.
- Take a left turn at North Bank Rd / 101 North sign
- At Bottom of the hill take a left turn onto North Bank road.
- Travel approximately 3/4 of a mile and The Ramey Pump Station will be on your left at Azalea Rd.
- Parking will be accross the street from the pump station in the gravel turn off along North Bank rd.







# McKinleyville Community Services District

## Grant A. Ramey Pump Station

### Improvement Project

Water is diverted at HBMWD's million-gallon tank on Essex Hill and is piped under the Mad River to MCSD's Grant A. Ramey Pump Station at the corner of North Bank and Azalea Roads. Water is then pumped into the primary pressure zone, which serves all of the District except McCluski Hill. The district has two reservoir sites (Cochran Road and Norton Road) in the primary pressure zone with 2.5 million gallons of storage at both sites.

MCSD's current total water storage capacity (5.25 MG) is not adequate when applying the State of California's minimum requirements and historical fire flow volumes. MCSD is currently short 2.35 MG of required water storage capacity. Considering the proposed growth of 1,800 ERU's, MCSD needs to add an additional 2.2 MG of storage. This requires MCSD to increase its current water storage by 4.55 MG.

Water Line Diameter



Cochran Rd. Water Tanks

Redwood Water Tanks

Ramey Pump Station

Pump Station

Essex Water Tanks (HBMWD)

Essex Water Tanks

"It will be substantially less expensive to pump a gallon of water with the new system than with the old system."



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

August 17, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: E.2. Select Candidate for SDRMA Board of Directors**

**PRESENTED BY: Sharon Denison**

**TYPE OF ACTION: Roll Call Vote**

### **Recommendation:**

Staff recommends the Board review information provided, select up to three candidates for the Special District Risk Management Authority (SDRMA) and approve Resolution 2011-21, the official ballot for submission to SDRMA.

### **Discussion:**

SDRMA provides risk management and risk financing for Special Districts and local governmental agencies. MCSD has been a member for many years. SDRMA is holding elections to fill three (3) seats on their Board of Directors. Attached is an official election ballot listing the seven qualified candidates and a Resolution, both of which needs to be returned prior to September 16, 2011

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

- None

### **Environmental Requirements:**

- Not applicable

### **Exhibits/Attachments**

- Exhibit 1-Candidate information and election ballot
- Exhibit 2-Resolution 2011-21

## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2011.

On May 10, 2011, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2011-02 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot MUST be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Friday, September 16, 2011 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2012 and terminate on December 31, 2015.
6. Important balloting and election dates are:

**September 16, 2011 - Deadline for members to return the signed Official Election Resolution and Ballot**  
September 20, 2011 - Ballots are opened and counted  
September 21, 2011 - Election results are announced and candidates notified  
October 12, 2011 - Newly elected Directors are introduced at the SDRMA Annual Meeting/Breakfast to be held in Monterey at the CSDA Annual Conference  
November 2, 2011 - Invite newly elected Board members to attend SDRMA Board meeting (Sacramento)  
January 2012 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Executive Officer Greg Hall at 800.537.7790 if you have any questions regarding the election and balloting process.

**OFFICIAL 2011 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS**

**VOTE FOR ONLY THREE (3) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Friday, September 16, 2011. Faxes or electronic transmissions are NOT acceptable.

- ☐ **SANDY RAFFELSON**  
District Clerk, Herlong Public Utility District
- ☐ **EMERY ROSS**  
Director, Mariposa County Resource Conservation District
- ☐ **MIKE SCHEAFER**  
Director/Secretary, Costa Mesa Sanitary District
- ☐ **EDMUND K. SPRAGUE (INCUMBENT)**  
Board President, Olivenhain Municipal Water District
- ☐ **ED GRAY (INCUMBENT)**  
Director, Chino Valley Independent Fire District
- ☐ **BETHZABE YANEZ**  
Board President, East Palo Alto Sanitary District
- ☐ **TERRY BURKHART**  
Board President, Bighorn-Desert View Water Agency

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2011 by the McKinleyville Community Services District by the following roll call votes listed by name:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_



**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA**

Nominee/Candidate: Sandy Raffelson  
District/Agency: Herlong Public Utility District  
Work Address: 448-805 Pole Line Rd, P O Box 515, Herlong CA 96113  
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I think it would be a great experience to serve on the Board and I could give Northern California and Small District's a voice on the Board. I feel I would be an asset to the Board with my degree in business and my 25 years experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise among staff because of not dealing with claims on a day to day basis to be proficient in it.

I feel I could be an asset to this Board and would love a chance to try.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am currently the District Clerk for the Herlong PUD Board of Directors for the last 3 years, before that serving as the Secretary to the Board of Herlong Utilities, Inc. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

In the last 15 years I have served on several Boards in Logan and Lassen County. I have served 4 years on a Preschool Board that during that time the school purchase property and moved the Preschool to a better location, hired a new Director and 2 new teachers.

I have served as PTA President for 2 years for a private K-8<sup>th</sup> grade school. After resigning from PTA President, I accepted a Board member position for 4 years during which time we hired 1 principal and 2 teachers, purchased computer lab equipment enough for all student, upgraded water system in building and purchased insulated windows to keep children warm and heating cost down.



**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

I was nominated for Treasurer for Lassen County 4H Council, at which time I was also on several committees including Fair, Scholarship, Grant and Fundraising. I served as Treasurer for 3 years, paying all bills, reimbursing funds, making all deposits and did all bookkeeping for the Board. I also transformed the books from the 60's to the current age by setting the Council books up on a Bookkeeping Software and designing Financial Statements everyone could understand.

I am currently Lassen County Horse Show Manager for a 2 day horse show with over 100 classes. Also this is my 9<sup>th</sup> year putting together the Lassen County 4H/FFA Horse Show for the Community. This includes all fundraising/donations to run the shows, purchasing all awards, getting staff to help with shows, and managing the show on the event date.

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 4 years and have 25 years of accounting experiences. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program through CSDA and co-sponsored by SDRMA and California Special District Alliance. I have completed several of the SDRMA's Target Safety courses and CSDA courses. I am currently working on my completion of the CSDA Special District Leadership Academy and will complete these courses on April 28<sup>th</sup>, 2011.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Through past experience I hope to make a great Board member representing the small districts of Northern California and their growing pains and make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

I appreciate the way the Board and staff has worked hard to make SDRMA programs affordable for small district and I would like to help continue in this direction. I would also like to grow the education program to help keep claims down and if claims are down than each district would benefit by less cost.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature: \_\_\_\_\_

*Sandy Raffelson*

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

*3/30/11*

**Special District Risk Management Authority**  
**Board of Directors**  
**Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Emery Ross  
District/Agency       Mariposa County Resource Conservation District  
Work Address           5009 Fairgrounds Road, P. O. Box 746, Mariposa, CA 95338  
Work Phone            209-966-3431            Home Phone    209-852-2606

**Why do you want to serve on the SDRMA Board of Directors?**

- To gain more knowledge about the SDRMA and what factors affect the decisions it renders.
- To assist in maintaining SDRMA as a top-notch organization, from a Board member perspective.

**What Board or committee experience do you have that would help you to be an effective Board member? (SDRMA or any other organization)**

- Appointed to the Board of Directors of the Mariposa County Resource Conservation District in June 2010; served as an Associate Director for 1-1/2 years.
- Currently President of the Board of Directors of the Lake Don Pedro Community Services District; have served on the LDPCSD Board since 2008.

**What special skills, talents or experience (including volunteer experience) do you have?**

- 15 years experience working for a public agency with 250 employees where there was much exposure to risk management from all sides. During my years as a manager, worked with County District Attorney, judges and County Counsel.
- Work experience with family law firm.
- Independent columnist for local newspaper for past 7 years; ag editor.
- Cattle rancher in Mariposa County for past 18 years.

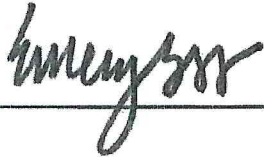
**What is your overall vision for SDRMA?**

See SDRMA broaden its existing resource capability in the area of training for elected officials and special district staff in order to reduce future exposure.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

MAY-2-2011



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St, Costa Mesa, CA 92626

Work Phone 714-435-0300

Home Phone 714-549-4961

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I believe I have the qualifications and experience that enable me to assess the needs of Special Districts in risk management areas. I enjoy being able to help manage the risks of my customers, and would look forward to bringing that attitude and ability to Special Districts. I feel a commitment to serving a broad base of constituents and being able to provide a service if I can. Personally I enjoy examining the issues faced by Districts and then being able to provide help with solutions.

I believe serving on the SDRMA Board of Directors presents challenges and opportunities that will help me grow as a Director of my Special District.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Former and current Special District Director, former City Councilmember City of Costa Mesa. Active in Lions Clubs International as a Past District Governor and member of several local, state and international committees. Service on several non profit boards of directors: Boys and Girls Clubs, Little League Baseball, AYSO, Costa Mesa Senior Center, others. Have served as President of all boards that I have been a member of.

Former member of Western Insurance Information Service, having served as a public speaker for that organization. I hold a community college teaching credential in Insurance Education.

Former instructor for AD Banker, Insurance Education. Taught California pre licensing classes as well as California Department of Insurance Continuing Education classes.

Participant and speaker for the insurance industry in both Sacramento and Washington DC. Served as political liaison for State Farm Insurance.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

In almost every board that I have associated with I have been asked to take a leadership role, either on the board or as a speaker for that organization. I possess a skill in public speaking and interaction with people. I enjoy public speaking, especially for organizations and causes where I feel I can provide a service. I have years of volunteer experience in insurance, sports, youth activities, public service and other areas.

**What is your overall vision for SDRMA? (Response Required)**

I would look forward to continuing the excellent work that SDRMA currently does. I would like to be a part of expanding and marketing the work of SDRMA. As a Director I appreciate the need to manage the risk that we all face. My vision would be to continue that work, but look for ways to make sure that all Special Districts are aware of the service provided by SDRMA.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/11/11



# Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate Edmund K. Sprague  
District/Agency Olivenhain Municipal Water District  
Work Address 1966 Olivenhain Road, Encinitas, CA 92024  
Work Phone (760) 753-6466 Home Phone (760) 484-4404

## Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have made a career-long commitment to safety and risk management, as a firefighter since 1986, emergency planner since 1993, and president of Olivenhain Municipal Water District's Board of Directors for the last three years, to which I was recently named to another term as president. My experience developing oversight standards and risk management assessment programs across several public agencies, combined with 14 years of leadership experience, is invaluable to a greater understanding of the field of risk management and my ability to properly navigate challenges faced by those in the industry.

Thankfully, I have been able to share my extensive knowledge and give back to the community in my capacity serving the customers of OMWD. A founding member of SDRMA, OMWD's commitment to safety far exceeds simply meeting minimum requirements, and this commitment has been renewed annually by the Board of Directors as part of our "Safety Has No Quitting Time" program. We have taken advantage of the Target Safety program since its inception, and have found it a cost-effective and valuable tool in providing employees with the training that they need to continually operate as safely as possible. Board members and management also routinely attend SDRMA trainings and events. Our commitment has yielded an unmatched lost-time injury rate and an exceptional experience modification factor—among the best in the state—proving that SDRMA has acted wisely in rewarding agencies such as ours with discounted premiums. OMWD has invested its trust in SDRMA, and SDRMA has most prudently returned the favor.

SDRMA's commitment to safety and risk management is just as extraordinary as at OMWD, and my successful track record of managing risk across agencies and disciplines provides me with a unique opportunity to positively contribute to the guidance of an organization as committed to risk management as I am.

## What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

The lion's share of my board-level experience is as president of OMWD's Board of Directors. During my tenure, OMWD has responded to the economic crisis of the last several years by dedicating ourselves like never before to the efficient expenditure of public funds. The board enacted policies such as the "Holding the Line" program, a unique cost-containing initiative that recently earned CSDA's Innovative Program of the Year award. The Special District Leadership Foundation recognized OMWD as a District of Distinction based on our sound fiscal and administrative policies, also recognized by the Government Finance Officers Association of the US and Canada for Excellence in Financial Reporting. Further, I serve as an elected councilmember of the La Costa Heights School Site Council, which oversees budgets and planning for supplemental educational programs. I am proud of my successes in leading such fiscally prudent public organizations, and I look forward to sharing these same principles at SDRMA.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Teamwork is critical when working together as a board, and I have proven as a member of Carlsbad Fire Department and OMWD's Board of Directors that my exemplary ability to work as part of a larger team is a valuable resource in pursuit of common goals. Compromise in the boardroom, however, is only effective when balanced with the ability to communicate one's informed position. This never-ceasing desire for maintaining my willingness to learn on behalf of my constituents is evidenced through my pursuit of a masters degree in Public Administration, as well as Special District Administrator certification through the Special District Leadership Academy. Just as important is sharing this knowledge with others; I ably convey lessons as a Battalion Chief with Carlsbad Fire, as a fire service instructor at Palomar College, as an Assistant Scoutmaster with Boy Scout Troop 2000, and as a volunteer with the Carlsbad Boys & Girls Club and Elfin Forest Recreational Reserve.

**What is your overall vision for SDRMA? (Response Required)**

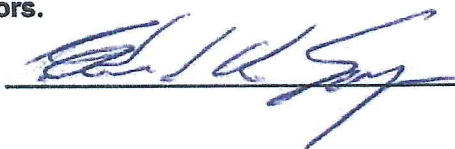
SDRMA is widely respected in the special district community for its commitment to risk management, insurance, safety, and service to its members. Even during my relatively brief tenure on OMWD's Board of Directors, I have witnessed SDRMA constantly striving to improve the services that it offers, and I hope to assist SDRMA in continuing and enhancing the level of service that it provides.

This is not to say that SDRMA shouldn't continue to explore opportunities to improve; streamlining of the CIP program by which to offer more competitive base-level premiums is one area that may be examined. Another area is ensuring that the package of services SDRMA provides is competitive with that of other providers; SDRMA may consider a program through which instructors visit job sites for specific trainings when a Target Safety module may not be sufficient.

However, the groundwork for effective administration of SDRMA has clearly already been set by the board, and I hope to continue the strong tradition of exemplary service to its members.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/20/11



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate    Ed Gray  
District/Agency      Chino Valley Independent Fire District  
Work Address          14011 City Center Drive Chino Hills, California 91709  
Work Phone            (909) 902-5260                      Home Phone (909) 627-4821

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

When appointed to the Board of Directors of SDRMA in November of 2010, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. Although I have been on the Board a short time, I believe I have shown that I seek to understand issues and use common sense when making decisions.  
I wish to continue my service to SDRMA as I can be a positive member of the SDRMA team and an asset to the members, board and staff.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve on the Board of Directors of the SDRMA.  
I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I serve on the Citizens Oversight Committee to the Chino Valley Unified School District and am a member of the Chino Valley Lions Club.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

**What is your overall vision for SDRMA? (Response Required)**

I see SDRMA as continuing its' journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date APRIL 21, 2011

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Bethzabe Yanez  
District/Agency East Palo Alto Sanitary District  
Work Address 901 Weeks Street, East Palo Alto, CA 94303  
Work Phone 650-325-9021 Home Phone

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I want to serve on the SDRMA Board because risk management is one of the most important challenges facing our agency today. I've been involved in public service in various capacities in my community for the past ten (10) years and I've come to understand the importance of transparency, accountability, and fiscal responsibility. Managing risk is crucial to the success or failure of any Public Agency.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I'm currently serving as Board President on the East Palo Alto Sanitary District Board of Directors. In my position, I'm responsible for agenda preparation and the conduct of Regular Board meeting. I also serve on the District Finance Committee responsible for approving all district warrants and advising District Management on issues coming before the board. In these positions I have learned the art of negotiations and compromise to get projects developed and implemented that serve the best interest of our community. If selected, I bring my skills and commitment to the SDRMA Board.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

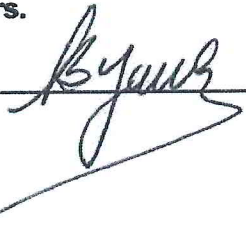
I offer the following skill set, that I feel will benefit the SDRMA Board if selected: Past President of the East Palo Alto YMCA, City of East Palo Alto Traffic & Transportation Commission, Board Member of the Mouton Mental Health Center, Owner Operator of Gaston & Betsy Catering Service. Also, I'm bilingual and have used my skills as an interpreter for various city agencies.

**What is your overall vision for SDRMA? (Response Required)**

I see the future of SDRMA as a primary source of education to member agencies leading the way in developing strategies that we can use to meet the risk management challenges of the future. While I believe the services currently being offered both crucial and important, I feel the ability to identify future agency needs and the education of member agencies is priority number one.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4.26.11

**Special District Risk Management Authority  
Board of Directors**

**Candidate's Statement of Qualifications**

**Nominee/Candidate:** Terry Burkhart  
**District/Agency:** Bighorn-Desert View Water Agency  
**Work Address:** 622 Jemez Trail, Yucca Valley, CA 92284

**Why do you want to serve on the SDRMA Board of Directors?**

I believe my thirty four years experience in the insurance industry, primarily in agency commercial departments, can be of value to SDRMA. I enjoy working with my current Board of Directors and expect SDRMA to be interesting, challenging, and educational.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

Currently I am President, Bighorn-Desert View Water Agency Board of Directors, in the second year of a two year term. Other Boards include Johnson Valley Improvement Association, nine years as board member or officer; Business and Professional Women (BPW), North Orange County BPW, board member and all offices; BPW Regional board – secretary.

Instructor for Insurance Educational Association for twelve years.

Completed Special District Leadership Academy

Completed Special District Institute three part course.

Committees: BDVWA – Planning, Legislative, Engineering, Grants & Security – chair

Various ad hoc committees: Reche Basin Recharge Project

Financial/Budget

Commissioner, Mojave Pipeline Commission

Representative to Mojave Water Agency Technical Advisory

Committee

What special skills, talents or experience (including volunteer experience) do you have?  
34 years in insurance industry, much as agency Commercial Department Manager. Did  
policy analysis for risk management consultant for large international company. Experience  
noted above.

What is your overall vision for SDRMA?

The name speaks for itself: "Risk Management" must be the essential goal.  
Providing education to clients on avoidance of loss, mitigation of loss, as a means of  
achieving safety goals. Prompt response to client loss situations, working with the client to  
control/minimize loss, and where applicable prevent future loss is vital. Satisfied clients are  
apt to pay more attention to loss prevention information provided them.

I certify that I meet the candidate qualifications as outlined in the SDRMA election  
policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors.  
I will commit the time and effort necessary to serve. Please consider my application for  
nomination/candidacy to the Board of Directors.

Candidate Signature Terry Burkhat Date 4-29-2011



**RESOLUTION NO. 2011-21**

**A RESOLUTION OF THE GOVERNING BODY OF THE  
McKinleyville Community Services District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2011-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2011-02 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the McKinleyville Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

**OFFICIAL 2011 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS**

**VOTE FOR ONLY THREE (3) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Friday, September 16, 2011. Faxes or electronic transmissions are NOT acceptable.

- ☐ **SANDY RAFFELSON**  
District Clerk, Herlong Public Utility District
- ☐ **EMERY ROSS**  
Director, Mariposa County Resource Conservation District
- ☐ **MIKE SCHEAFER**  
Director/Secretary, Costa Mesa Sanitary District
- ☐ **EDMUND K. SPRAGUE (INCUMBENT)**  
Board President, Olivenhain Municipal Water District
- ☐ **ED GRAY (INCUMBENT)**  
Director, Chino Valley Independent Fire District
- ☐ **BETHZABE YANEZ**  
Board President, East Palo Alto Sanitary District
- ☐ **TERRY BURKHART**  
Board President, Bighorn-Desert View Water Agency

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2011 by the McKinleyville Community Services District by the following roll call votes listed by name:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

August 17, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: E.3.**                      **Consider extending of Right-of-Entry agreement with McKinleyville Skate Park Organization through December 31, 2011**

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

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

### **Recommendation:**

Staff recommends the Board approve the attached addendum and consider extending the existing Right of Entry Agreement (ROEA) with the McKinleyville Skate Park Organization (MSPO) through December 31, 2011.

### **Discussion:**

At the June 16, 2011 Board meeting, the MCSD Board of Directors approved a ROEA with the MSPO. This agreement expires September 8, 2011.

The MSPO has applied for grant funding through the Stewardship Council, which requires the MSPO have a current ROEA with MCSD in order to apply.

Therefore, the MSPO has requested MCSD extend the ROEA through December 31, 2011.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- 2010-2011 Right of Entry Agreement
- Right of Entry Agreement addendum 1



## **RIGHT OF ENTRY AGREEMENT ADDENDUM NO. 1**

This is an addendum to the existing Right of Entry Agreement (ROEA), executed September 8, 2011, between the between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT and the MCKINLEYVILLE SKATE PARK ORGANIZATION.

The term of the existing agreement is extended to December 31, 2011. All other terms and conditions remain unchanged.

### **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
Helen Edwards, President – Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlie Caldwell, Director– Skate Park Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Kennedy, Skate Park Organization

\_\_\_\_\_  
Date

## RIGHT OF ENTRY AGREEMENT

THIS AGREEMENT is entered into on the date signed this document is signed by the MCSD General Manager, between the between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (herein "DISTRICT") and the MCKINLEYVILLE SKATE PARK ORGANIZATION (herein "ORGANIZATION").

### RECITALS

1. DISTRICT owns property located within the District Boundaries and has consented to enter into an Agreement for the design and construction of a Skate Park on the property located immediately south in the vicinity of the existing horseshoe pits and bocce ball courts or another location as designated by the District.
2. The ORGANIZATION, as a public service to the citizens of McKinleyville, wishes to undertake a project for the design and development, financing, construction and maintenance of a skate park.

### *THEREFORE, IT IS AGREED:*

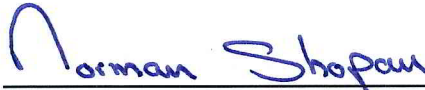
1. For a period of twelve (12) months from the date hereof, DISTRICT hereby grants to ORGANIZATION the right to enter upon the DISTRICT property described as Pierson Park, or another location as designated by the District for the purposes and on the terms and conditions herein set forth.
2. ORGANIZATION shall obtain Board approval of the final design and demonstrate financing at its sole expense prior to the Board considering approving the construction of a FACILITY of approximately 20,000 square feet (herein "PROJECT") to be used by the public for the purposes of offering expanded services to the community.
3. ORGANIZATION shall:
  - 3.1 Demonstrate to the Board sufficient financing and committed supplies and services from local businesses to pay the entire costs of design, development, inspection, construction, maintenance and administration of the PROJECT, except as noted below. PROJECT costs and funding requirements will be those estimates as delineated by the Engineer. No work of construction shall be commenced until initially obtaining Board approval of the final design and demonstrating sufficient funds required for permits, construction, completion and ongoing maintenance of Phase I of the PROJECT, and the funds have been received and deposited with the DISTRICT in an ESCROW account administered by the DISTRICT. Phase I is estimated to cost approximately \$430,000.00 for the eastern section of the project consisting of the flat portion and one bowl on the southeast corner;
  - 3.2 Cause the preparation of plans and specifications suitable for the construction of the PROJECT;
  - 3.3 Receive written approval from the General Manager to place any signage on the property.

- 3.4 Receive written approval from General Manager to apply for permits and/or to begin construction.
  - 3.5 Cause to be obtained all necessary permits and approvals for the construction as required by law;
  - 3.6 Assist the District with contracts and other agreements as necessary for the completion of the PROJECT. DISTRICT must give written approval to any contract of ORGANIZATION and any other party, with respect to the PROJECT, except for this RIGHT OF ENTRY AGREEMENT;
  - 3.7 Upon completion of each phase of the PROJECT, deliver the facility and appurtenances thereof to the DISTRICT in condition suitable for the use. Thereupon, any rights and responsibilities of with respect to the construction of the PROJECT shall terminate, and use, care and maintenance of the facility shall revert to the DISTRICT. Upon delivery of the facility to the DISTRICT, ORGANIZATION shall assign all warranty rights, if any, with respect to the facility, equipment and appurtenances to DISTRICT.
  - 3.8 ORGANIZATION shall refer to the attached Maintenance Plan.
4. ORGANIZATION shall submit a progress report to the Parks & Recreation Director no later than the first Friday of each month, beginning one month from the time this document is sign by the MCSD General Manager. Said progress report shall include the following information:
  - A. Status of current fundraising efforts
  - B. Amount of funds raised to date
  - C. Pending and proposed grant application update
  - D. Updated Project Timeline
5. ORGANIZATION shall coordinate with the Parks and Recreation Director to complete the following maintenance requirements at the project site no later than 30 days from the date of this agreement:
  - A. Clear all debris from site, including concrete
  - B. Spread wood chip piles at site
  - C. Remove all non native and invasive weeds
6. ORGANIZATION shall consult with DISTRICT representatives during the design phase, and the plans and specifications for the construction shall be subject to DISTRICT's written approval before the plans and specifications are submitted to permitting authorities for development permits and to prospective bidders for bidding purposes.
7. ORGANIZATION shall hold harmless, indemnify and defend DISTRICT, its officers, agents, employees, and directors from and against any and all claims, liabilities, demands, costs and contracts of any nature arising out of or resulting from the financing, design and construction of the PROJECT. This obligation shall survive the delivery of the PROJECT to the DISTRICT.



8. In the event of a dispute between the parties regarding the obligations described in this Agreement, the DISTRICT Board of Directors will make a finding based upon the facts presented and their decision will be final. In such an event that the Board's findings are in favor of the District, then 9.1 through 9.3 shall apply.
9. DISTRICT shall:
- 9.1 Be solely responsible for payment of all costs associated with the development and construction of PROJECT including, without limitation, any and all claims, liabilities, demands, costs and contracts of any nature arising out of or resulting from the PROJECT.
  - 9.2 Have the responsibility for construction and control of the PROJECT.
  - 9.3 Apply any unused construction funds toward the Maintenance Fund for the PROJECT. Such Maintenance Fund shall be under the sole control and administration of the DISTRICT.
  - 9.4 DISTRICT shall encumber \$25,000.00 to be reserved for PHASE I construction of the project. This \$25,000.00 will be held in reserve for a period of one (1) year from the signing of this AGREEMENT whereupon DISTRICT offer to reserve these funds will terminate.

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**



Norman Shopay, General Manager



Date



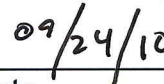
Charlie Caldwell, Director- Skate Park Organization



Date



Eric Johnson, Treasurer - Skate Park Organization



Date

**MAINTENANCE PLAN  
McKINLEYVILLE SKATE PARK**

1. This Agreement is intended to cover the ongoing maintenance expenses and upkeep of the proposed skate park. DISTRICT expects the ORGANIZATION to perform weekly maintenance and take care of repairs when needed.
2. Demolition Deposit:
  - 1.1 The ORGANIZATION is required to deposit with the District an escrow account of \$12,000 at the time a "Notice to Proceed" is issued by the DISTRICT for the start of construction, to be used for the demolition and maintenance of the skate park should the ORGANIZATION fail to meet the terms of its obligations, or the park falls into disrepair or an unsafe condition. The ORGANIZATION will be notified, as specified in the terms of the AGREEMENT, and if the Club fails to comply the District could opt to use these deposit funds for demolition or maintenance. The shortfall in the escrow fund would then need to be replaced within 60 days.
4. Monthly Inspections and Maintenance:
  - 4.1 DISTRICT shall conduct monthly inspections. ORGANIZATION will assist in conducting maintenance and repairs (including graffiti removal and trash removal) as required by DISTRICT.
  - 4.2 ORGANIZATION shall provide DISTRICT with a documented monthly inspection schedule that includes status of park, maintenance or repairs needed, and safety issues.
5. Quarterly Meetings:
  - 5.1 ORGANIZATION shall meet with DISTRICT staff on a quarterly basis to discuss the status of and any potential issues with the skate park.



# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 17, 2011

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.4. Update on Fischer Ranch herbicide spraying**

**PRESENTED BY: Norman Shopay**

**TYPE OF ACTION: None**

**Recommendation:**

Staff recommends that the Board review the findings and recommendations presented in the letter dated July 21, 2011 from the Humboldt County Agricultural Commissioner.

**Discussion:**

Staff has received the results of the investigation conducted by the Humboldt County Department of Agriculture as presented in their letter dated July 21, 2011. A copy of the letter is attached.

The letter states that *"Because this instance was Mr. Peachey's first violation Humboldt CAC will not pursue further administrative actions at this time. Mr. Peachey was advised that future violations of this type will most likely result in administrative actions and he has agreed to the requirements for possessing and using restricted materials in California".*

A representative of the County may be attending to meeting to provide additional information or answer questions from the Board.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Letter dated July 21, 2011

JUL 22 2011

McK. C.S.D.



DEPARTMENT OF AGRICULTURE  
**COUNTY OF HUMBOLDT**

5630 SOUTH BROADWAY EUREKA, CALIFORNIA 95503  
PHONE (707) 441-5260

July 21, 2011

Mckinleyville Community Services District  
1656 Sutter Road  
Mckinleyville, CA 95519

To Whom It May Concern:

On Saturday May 14<sup>th</sup>, 2011 an application of Weedar 64 (EPA Reg. No. 71368-1) was made to a field used for cut hay production in Mckinleyville, CA at approximately 7:30 AM. The application concluded at approximately 11:00 AM. On Monday May 16<sup>th</sup>, 2011 Humboldt CAC received inquiries about what product was used to treat the field from residents adjacent to the application site. After corresponding with the applicator, Mr. Peachey, it was determined that the product used was a California Restricted Material and that Mr. Peachey had not received certification to possess the restricted material or make the application. To possess and use Weedar 64 in California a Private Applicators Certificate and a Restricted Materials Permit issued from the County Agricultural Commissioner (CAC) is required. Mr. Peachey stated that he had purchased the product during a recent visit to Oregon. An odor from the application was noted but none of the residents adjacent to the field reported symptoms or sought medical attention. The application by Mr. Peachey is a violation of Title 3 California Code of Regulations section 6412(a), which states: *Except as provided in this section and Sections 6400, 6414 and 6416, restricted materials shall be possessed or used only under permit of the commissioner or under his direct supervision, or under permit of the director in any county in which there is no commissioner.*

In the course of investigating the application, Mr Peachey was called in to the CACs office for a compliance interview. Mr Peachey was instructed on the requirements for using and possessing a CA Restricted Material. Because this instance was Mr. Peachey's first violation Humboldt CAC will not pursue further administrative actions at this time. Mr. Peachey was advised that future violations of this type will most likely result in administrative actions and he has agreed to the requirements for possessing and using restricted materials in California.

Sincerely,

Gabriel Allen  
Agricultural Inspector I  
Humboldt County  
Department of Agriculture

McKinleyville Senior Center  
Regular Board Meeting, July 27, 2011

CALL MEETING TO ORDER  
FLAG SALUTE  
MINUTES/FINANCIAL REPORT VOTE

OLD BUSINESS:

CARPET CLEANING UPDATE:

PINOCHLE EVENT UPDATE:

NEW BUSINESS:

ZUCCINHI POTLUCK:

SOUP/BREAD LUNCHEONS:

VOLUNTEER HELP:

BOOKS:

OTHER BUSINESS:

DIRECTOR'S REPORT

CHAIRPERSON REPORT:

Adjourn Meeting, Next meeting, September 28, 2011

McKinleyville Senior Center  
Minutes, Regular Board Meeting, July 27, 2011

Rosemary called the meeting to order at 10:00 a.m. There were 14 board members present. Ruth made a motion to accept the minutes and financial report. Motion passed.

OLD BUSINESS:

Carpet Cleaning Update: The carpet and chairs have been cleaned. Kathie has not received a bill yet. The MCSD will pay half.

Pinochle Event Update: This event did not happen due to the fact that the MCSD needed our senior room incase they needed a pre-board meeting, meeting. Kathie and Jason will try to find other evening dates that will work.

NEW BUSINESS:

Non-Agenda Item: The regular center board meeting needs to be change because of the Wednesday luncheon each month. They can't set up and the kitchen crew can't attend the meeting. After much discussion, Lavidia made a motion to change the monthly board meetings to the fourth Friday of each month. Motion passed. This change will go into effect in September.

Zucchini Potluck: Kathie wants to do a potluck luncheon with folks bringing dishes with zucchini in them. It was decided to do this in place of our regular luncheon in August. Folks will sign up for dishes and Jean and crew will provide a salad and bread. There will still be the \$4.00 charge, except for those donating dishes.

Soup/Bread Luncheons: Kathie wants to try this again. She will make the soup and we always have bread. It was decided to try this on the first Thursday of September. Charge for lunch will be \$2.00.

Volunteer Help: Kathie has a gal from Cal Works coming to work 18 hours per week. She will be trained on the desk and other tasks. Also, Kathie has a high school gal who will come in and help her with paperwork.



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
August 17, 2011

**AGENDA ITEM:** F.2.A.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Norman Shopay  
**SUBJECT:** Support Services Monthly Report

**INFRASTRUCTURE BANK FINANCING APPROVED:**

The Board of the California Infrastructure and Economic Development Bank (I-Bank) has approved the District for a \$1 million dollar loan to finance the Ramey Pump Station Upgrade project. All documents have been submitted and approved and staff is in the process of gathering invoices for submission for the reimbursement of expenses related to the Project.

**INTEREST EARNINGS ON FUNDS INVESTED AS PART OF THE COUNTY  
TREASURER'S INVESTMENT PORTFOLIO:**

The interest rate and earning on District funds held in the County is not yet available for the quarter ending June 30, 2011. The interest rate earned on the quarter ending March 31, 2011 was 1.23%.

**WATER AND SEWER AND PARKS AND RECREATION BUDGET:**

Entry of approved budgets into the financial reporting system is currently in process.

**CALWORKS EMPLOYEE:**

Staff is pleased to announce that Support Services has retained Miranda Stevens to work in the front office at the public counter. She comes to us from CalWorks and they are funding her wages for up to 40 hours per week for at least six months. Miranda has considerable customer service experience and banking experience and we welcome her to our staff.



## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

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

August 11, 2011

**To:** MCSD Board

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

**Subject:** Agenda Item: F.2.B. –August 17, 2011 Board Meeting  
Operations Department – July 2011 Report

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

#### **Water Department:**

##### **◇ Water Statistics:**

**The district pumped 42.8 million gallons of water in July.**

**7 water quality complaints were investigated and rectified in July.**

**One service line leak was reported and repaired in July.**

**Two water service installations were completed in July.**

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

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

**Routes 14 testing was completed in July accounting for 40 devices.**

##### **◇ Global Positioning System (GPS):**

**GPS collection of water and sewer facilities in newer subdivisions is in progress. Water meters, valves and blow-off points are collected to update our water as builds. Sewer manholes and clean-out points are also collected to update sewer as builds. Work is also in progress on the water system so our consultant can utilize the information for the water model.**

##### **◇ Water Facility Maintenance:**

**A fire hydrant on 2<sup>nd</sup> and Elm was knocked off by a car. CHP and the Fire Dept. also responded. A report was filed and the driver will be billed for time and materials. The hydrant was repaired and is back in service.**

**Semi-annual expansion joint inspections took place at all stations. The expansion joints are checked for cracks and serviceability.**

**Staff went through the control panels that were removed from North Bank Station as part of the upgrade and removed control components useful as spare parts.**

##### **◇ Fire Hydrant Installation:**

**Both new hydrants installed in June were placed in service in July.**

##### **◇ New Construction Inspections:**

**Central Estates Phase 2A and B, sewer main and laterals are installed on the north side of the project. Some water main has been installed and services should follow; Fudali LLC, water mains and sewer services have are being installed from the back of the property to the front; McKinleyville Middle School, water main is installed, disinfected and pressure tested after the main on Central was tapped; VanEaton Subdivision has been completed but awaiting as-builds and Santos Subdivision, hot tap east of Salmon Rd. was completed and the mainline was extended north across School Rd. Sewer main was also extended out of the manhole at Salmon and School Rd.**

#### **Waste Water Statistics:**

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

**21.4 million gallons of waste water was treated and discharged to land disposal or reclamation in July.**

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

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

◇ **Heavy Equipment Repair:**

While in operation the District backhoe had a hydraulic hose blow out. The operator shut down the hoe and used soil to dike the spill to prevent it from running off and causing contamination. The hose was removed and taken to a local auto parts store where a new one was fabricated, installed and the equipment was placed back in service. The spilled fluid and soil was cleaned up and disposed of appropriately. During regular inspection the battery cable was noted to be in disrepair and was replaced. The repairs were accomplished in house

◇ **WWMF Maintenance:**

A permit was submitted to the city of Arcata to harvest Coonstail for our WWMF. We received notice that the permit was approved allowing us to harvest from Gearheart Marsh. Coonstail was harvested from the Arcata Marsh and transferred to Pond 3. Staff will conduct testing to monitor the conversion of ammonia to nitrate to gauge the effectiveness of the Coonstail.

◇ **Fischer Ranch:**

Rodent control project was completed in July. All holes under the hose have been repaired and hardware cloth was placed over the skirting as secondary barrier.

◇ **Street Light Department:**

Four streetlight problems were reported or repaired in July. The streetlights at Peirson Park and on Cypress Court had their quarterly inspections.

◇ **Promote Staff Training and Advancement:** Weekly safety meetings were conducted.

**Special Notes:**

**North Bank update:** Station alarms were generated to verify they are being dialed out to the duty pager. All problems were then forwarded to responsible parties to correct. The project is near completion and a walk through with the General Manager was conducted. The only element of the project still pending is a heat shield for the generator muffler. During construction normal cleaning by staff was not conducted so pressure washing and cleaning also took place to get station back to normal expectations.

**Review of the 20 Year Facility Plan for the WWMF** took place in July. Upon review comments are directed back to the consultants for edits. Management and various operations crew members are reviewing the document for validity and usefulness.

As part of the ongoing vigilance to investigate sewer and water connections that have not been paid for or are illegal staff has been calculating fees and issuing letters to offending customers. While meter reading the field crew is vigilant for signs of illegal second connections and they report these observations. If no record of a second unit fees exist, staff investigates to verify. Upon verification staff makes contact and via a letter with the appropriate fees included and a time frame for compliance.

**Review of the sewer model** that will be included in the facilities plan and is being used to judge the impact on the collection system due to Humboldt County's proposed housing densities took place this week. The beginning phase of the water model that will be used to gauge where growth will have a negative impact on the distribution system was also briefly covered.

**Staff reviewed and returned comments to SHN regarding the 20 year Facility Plan. The report is quite lengthy and required many hours of review. Several members of the Operations staff along with the General Manager met with SHN staff to provide comment. The comments will be included in a matrix that will be used to guide the modification to the plan.**

**A meeting with Cal Trans was attended by staff to discuss the status of the pipe line in the Mad River Bridge. Cal Trans staff had concerns about the issue experienced during testing related to restraint of the pipe joints. A schedule and methodology for the retest were established and the testing will be complete by the time of August meeting.**

**Public Water System Annual Report for 2010 to the State Department of Public Health was completed. This survey contains information about the District billed water, number of connections, distribution system, reservoirs, water quality, personnel certification and emergency contacts among other things.**

**During the initial design process of Ramey upgrade, potential grant funding sources were identified, one source was through P,G&E. An application was completed and it was determined the efficiencies of the pumps and variable frequency drives were sufficient to qualify the District for a \$5000 grant. kW Engineering, Inc. contacted the District as a representative of P,G&E and took power consumption reading and collected invoices from the project. The total grant was determined to be \$3,600. It isn't very much money but very little staff time was utilized during the process and it is a grant.**

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
August 17, 2011

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

**GRANT OPPORTUNITIES:**

Proposition 84 – Statewide Park Development

Project: Build a park 3-acre community park in the southern area of McKinleyville.  
Status: Grant application submitted.

Proposition 84 – Statewide Park Development

Project: Acquire 60-acres in the north area of town and construct a trail system through the forest.  
Status: Grant application submitted.

Habitat Conservation Fund

Projects: Build new trails and make improvements to existing trails.  
Remove invasive plants from wetlands and riparian areas.  
Status: Staff is considering projects to include in the applications.

Stewardship Council:

Project: Construct a par course (exercise course) along Hiller Park Loop Trails.  
Status: Application submitted.

**PLAYGROUND REPLACEMENT PROJECTS:**

Pierson Park:

Project: Install new swing set  
Status: On order

Larissa Park:

Project: Replace tot lot playground  
Status: Pending

Hiller Park:

Project: Install new swing set  
Status: On order

**NEW BANNERS AT PIERSON PARK:**

Staff has installed “Parks Make Life Better” banners at Pierson Park.

**PIERSON PARK MAINTENANCE:**

We have been working with Northern Humboldt Employment Services (NHES) to help us maintain Pierson Park. NHES provides a crew of 4-5 employees on Mondays,



Wednesdays, and Fridays. The crews mow Pierson Park, string trim weeds, edge the sidewalks, clean playgrounds and restrooms, rake playground surface, and other tasks as assigned. This is a great program and there is a very minimal cost to the District.

**HILLER SPORTS COMPLEX:**

- Staff has been working with the California Conservation Corps and other volunteers to make major improvements to the soccer fields at Hiller Sports Complex.
- Staff has been working with volunteers from McKinleyville Little League to make repairs to the turf areas of the baseball fields.
- McKinleyville Little League is working with local businesses to make improvements to the backstops at Field 1.

**McKINLEYVILLE SKATE PARK UPDATE:**

At the time this report was due, I had not received a monthly report from the McKinleyville Skate Park Organization.

**SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):**

MCSD and County staff worked out an agreement to keep a SWAP crew working twelve (12) days per year. In addition, the County has agreed to provide between two (2) and five (5) individual SWAP members to report to work for MCSD each Saturday. This partnership is still working very well.

**COMMUNITY SERVICE WORKERS:**

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

**WORK EXPERIENCE (Cal Works PROGRAM)**

We currently have one (1) position through the Cal Works program that is working with the Parks & Recreation Department. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

**GRAFFITI & VANDALISM UPDATE:**

Graffiti was removed from a fence along Mid Town Trails.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

August 17, 2011

TYPE OF ITEM: **INFORMATION**

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

**PRESENTED BY: Norman Shopay**

**TYPE OF ACTION: None**

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

- Volunteers: \$ 950(labor)
- SWAP crews: \$2,000
- CalWORKS: \$4,000
- Community Service Workers: \$ 400
- Repairs to Ranch House \$2,900
- Aerator motor rewind \$ 700
- Sewer flow monitoring \$ 800

Total cost savings for July 2011 is \$11,750

***The cumulative cost saving to the District to date from July 1, 2011 is \$11,750***

***The total cost saving to the District for Fiscal Year 2010/2011 was \$350,222***

District staff are acknowledged and commended for their continued efforts in looking for cost savings opportunities that result in real savings for the District and our rate payers.

**2. 20-year Facility plan** – A final draft of the facility plan has been delayed and it is anticipated by the end of August. The revised schedule for the review process is as follows:

- Revised Draft to District August 10, 2011
- District internal review and comments by August 31, 2011
- Present revised draft to the Board at the September 14, 2011 board meeting.
- Request a 45- to 60-day public review period with a public workshop to be scheduled for October.
- Staff will consider comments and provide an update and revised Final document to the Board in November.
- Present final facility plan to the Board at the November or December board meeting for approval.
- Submit the approved facility plan to the Regional Board in December.

**3 Emergency Water Line Crossing over the Mad River** – Installation of the water line piping is proceeding as construction progresses on the Bridge. During the initial testing of the first section of the water line it was determined that some movement in the piping was occurring and additional restraints on the joints were needed. The restraints were added to the joints and will be included on all sections of piping in the bridge. The portion of the line was retested and passed the test. Other portions of the line will be installed as the bridge continues construction.

**4. Capacity Fee Study** The Engineers Report is in the process of being updated based on comments and the discussion at the July Board meeting in addition to written comments received. The revised Engineers Report will be brought back to the Board for review and approval in September. At that time staff will be requesting that the Board take action to approve revised water and sewer capacity fees.

**5. Water and Sewer Rate Study** – Staff has compiled initial information as requested by Willdan related to the water and sewer rate study. The study is on hold until the Board has taken action on the revised Water and Sewer Capacity Fees that are charged only to new development. When the Board has taken action on the Capacity Fees we will incorporate that information and continue our analysis of water and sewer user rates.

**6. Street Light Pole Replacement** – Light poles have been ordered and were received and are being stored at the contractor yard. They will start to be installed beginning in September/October based on the availability of the installation contractor.

**7. Housing Element General Plan Amendment** – MCSD continues discussions with the County and has responded to an Email request from the County. A copy of the Email response is attached.

The capacity of our WWMF is related and limited by three (3) components as follows:

1. Limited by flow capacity in our existing pipe network and pumping capacity at the lift stations;
2. Limited by our treatment capacity and hydraulic capacity. Our current WWMF design flow capacity is 1.6 MGD and a Maximum flow capacity of 3.3 MGD; and
3. Limited by discharge season, river flow rates and land reclamation rates, and our ability to meet current and future Regional Water Quality Board (RWQCB) treatment standards.

Therefore, to make any statement that MCSD has “X” sewer hookups available would not be in the best interest of MCSD.

Related to our water system it has been determined that the current total water storage for the district is not adequate when applying the State of California’s

minimum requirements and historical fire flow volumes. Our current minimum storage requirement is 7.6 MG. We have 5.25 MG. So we are currently short by 2.35 MG. Considering the County's rezoning of parcels, it will result in an additional storage of 2.2 MG. This requires MCSD to increase its current water storage by 4.55 MG.

We are continuing in our process of reviewing the issues/problems/constraints that may be the cause for MCSD to potentially consider moratorium imposition, and will report back to the Board at a future time.

**8. School Road Project** – Temporary water lines were installed to homes impacted by the construction on School Road and relocation of the water lines are proceeding.

**9. Letter of Appreciation** I received a letter of appreciation and a donation to the Parks and Recreation Department for James Henry. A copy of the letter is attached.

**10. Alternate Water Tank Location** – Staff is looking at other potential alternate location for an additional water tank locations other than Murray Road where it was determined that this area has significant potential seismic risk based on the proximity to active faults in the area. Placing a new water tank at the Murray location would result in significant risk of damage during an earthquake. We are looking at other locations with less potential risk. This is a priority for the District since the current total water storage for the district is not adequate when applying the State of California's minimum requirements and historical fire flow volumes.

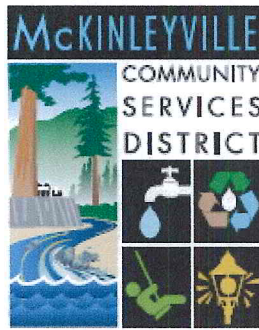


**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



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**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

July 27, 2011

**RE: MONTHLY MONITORING REPORT**

Dear Lisa:

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

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

The requirement for BOD is 45 mg/L, for the monthly average, a minimum of 65% removal and a weekly average of 65 mg/L. With four weekly tests in June, that constitutes six criteria. The BOD results for June 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 June, that constitutes two criteria. The NFR results for June 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 June 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 June are as follows. Median was <1.8 and a Maximum of 1.8. Four samples were collected in the month of June and were in compliance.

EXHIBITS:

- A. June 2011 Wastewater Management Facilities spreadsheet with the daily, weekly, monthly, quarterly and annual monitoring records for monitoring location M-001.
- B. Disposal Flows and Location Data Sheet
- C. BOD and TSS work sheet
- D. River Monitoring worksheet for R-001 and R-002

"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: JUNE

YEAR: 2010

					EFFLUENT MONITORING					3X5 TOTAL COLIFORM				
DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING					EFFLUENT MONITORING				
					B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES.	SETTLABLE SOLIDS
1	0.968	1.297	574				6.8	14.9			20	4.0		
2	0.978	1.217	1125				6.7	15.0			24	3.9		
3	0.966	0.966	1125		260		6.9	15.4	31	21	24	3.4		<0.1
4	0.960	0.412	292											
5	1.037	0.416	293											
6	0.989	0.861	1159				6.8	16.8			28	0.9		<1.8
7	0.948	1.348	1175				6.6	16.5			24	4.2		
8	0.969	1.319	1175				6.8	16.4			20	5.3		
9	0.943	1.337	1316				6.8	16.5			22	3.1		
10	0.934	1.206	1321		320	260	7.0	16.7	30	32	20	2.4		<0.1
11	0.946	0.555	391											
12	0.975	0.547	386											
13	0.952	1.016	1347				6.8	17.2			20	4.3		<1.8
14	0.927	1.515	1372				6.6	17.2			24	1.2		
15	0.930	1.507	1279				6.5	17.5			22	0.2		
16	0.926	1.480	1279				6.5	17.0			24	0.4		
17	0.923	1.091	1219		260	230	7.0	17.2	30	34	24	2.4		<0.1
18	0.901	0.378	270											
19	0.924	0.381	267											
20	0.942	0.839	1222				6.9	17			24	2.8		<1.8
21	0.894	0.725	1202				6.8	17.0			24	8.2		
22	1.022	1.128	1027				6.7	17.3			28	6.7		
23	0.990	1.105	982				7.1	17.4			32	1.8		
24	0.974	0.920	960		260	200	7.1	17.5	22	26	24	1.8		<0.1
25	0.974	0.566	413											
26	1.032	0.585	413											
27	1.000	0.896	1042				7	17.3			24	1.2		1.8
28	1.058	1.208	1042				7.0	17.7			26	0.1		
29	1.034	1.220	1071				6.9	17.5			22	0.1		
30	0.978	1.520	1196				6.8	17.7			30	0.1		

SPILLS:

None to report

DATE	TDS	AMMONIA	NITRATE	BORON
6/21/2011	270	15.0	ND	230

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

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

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
28	248	90	28	250	88

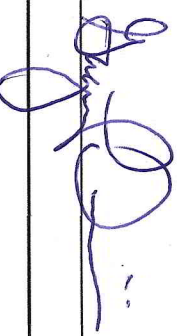
ACUTE TOXICITY

DATE	% Survival
6/21/2011	N/A

Rainbow Trout  
C. dubia

Indicates Permit Exceedance

SIGNATURE:



REMARKS:

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

Total Coliform
Monthly MEDIAN
<1.8
Daily
Maximum
1.8



## Norman Shopay

---

**From:** Norman Shopay  
**Sent:** Wednesday, August 03, 2011 8:41 AM  
**To:** 'Girard, Kirk'  
**Cc:** Miller, John; Richardson, Michael; Hofweber, Tom; Spencer, Martha; John Corbett; rlitzy@shn-engr.com; mveach@shn-engr.com; helen\_l\_edwards@hotmail.com; lstromme@shn-engr.com; hle.quest@gmail.com; gwilliston@shn-engr.com; Sundberg, Ryan  
**Subject:** RE: SHN Information and Information Request

Hello Kirk,

This is in response to your email dated July 29, 2011 and the various questions you have asked.

McKinleyville Community Services District (MCSD) previously reviewed the County's proposed project that was presented to MCSD and provided comments in our letter to the Planning Commission and also in our letter providing comments on the Draft Supplemental Environmental Impact Report (DSEIR).

MCSD works in a similar manner to the County when reviewing and providing input on various projects. MCSD first requires specific detailed project(s), and supplemental information as may be necessary for our review in order to provide meaningful comments on any proposed project. Previously the County provided information to MCSD related to the anticipated parcels that the County was planning to rezone, their location, Mid-Point Development Density, and the Maximum Development Density for each parcel. MCSD reviewed that information and provided our response as indicated above.

If the County has a revised or new project that you would like MCSD to review and evaluate related to our ability to provide water and wastewater services, we will be happy to review the new project and provide a response. However, we cannot provide specific answers to general questions - such as "how much capacity..." if we don't know where the development is proposed within MCSD's service area.

As was discussed at the last MCSD Board meeting on July 20, 2011, that you attended, the determination of the amount of MCSD available capacity of our Waste Water Management Facility (WWMF) is not a simple answer to a question of "How many hookups do we have". As was explained at the Board meeting the capacity of our WWMF is related and limited by three (3) components as follows:

1. Limited by flow capacity in our existing pipe network and pumping capacity at the lift stations;
2. Limited by our treatment capacity and hydraulic capacity. Our current WWMF design flow capacity is 1.6 MGD and a Maximum flow capacity of 3.3 MGD; and
3. Limited by discharge season, river flow rates and land reclamation rates, and our ability to meet current and future Regional Water Quality Board (RWQCB) treatment standards.

Anticipated flows under the projected growth conditions, with rainfall derived infiltration and inflow included, will have the significant potential to exceed the flow capacity of the WWMF. Related to our water system, the proposed project as previously presented will exceed MCSDs ability to maintain our required minimum water storage requirements.

MCSD's ability to evaluate water and sewer capacities is dependent on the specific location of each parcel, and the maximum development that the County will allow for each parcel. MCSD reviews the proposed project as a whole and does not review and consider each parcel in isolation. However as a note, scattering high development density parcels throughout the



District is not typically cost effective and efficient when upgrading our water and sewer infrastructure.

It may be useful for the County to consider and provide the cost estimates necessary to improve the infrastructure system and allow each and every parcel to connect, including the sewer collection system, plant upgrades, and water system upgrades.

It may be useful for the County to provide a cost benefit analysis to demonstrate that it is actually cost effective to rezone these parcels. A concern is that if the various rezone parcels were required to pay additional cost for infrastructure improvements that this may result in discouraging the actual construction of low income housing.

It may be useful for the County to indicate the funding mechanism that will be used to pay for all these improvements and required studies. I recently became aware that the County is discussing and is considering providing a portion of the Grant funding the County will receive to a land owner in McKinleyville be entering into a development agreement. We hope that the County will have the same willingness to assist MCSD and our community in providing MCSD our fair share of the available Grant funding the County receives, proportional to the amount of low income housing that McKinleyville is being required to absorb.

As I previously mentioned, if the County has a revised or new project that you would like MCSD to review and evaluate related to our ability to provide water and wastewater services, we will be happy to review the revised project and provide a response. For planning purposes, you should allow approximately 10 working days for a MCSD review and response from the date that we receive complete information.

Lastly, I appreciate the sentiment you expressed in a recent e-mail regarding changing the climate of our relationship and working cooperatively. I share this hope and will also work hard at it too.

Thank You

Norman Shopay  
General Manager  
McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
1656 Sutter Road (Post Office Box 2037)  
McKinleyville, California 95519-2037  
(707) 839-3251

-----Original Message-----

From: Girard, Kirk [mailto:KGirard@co.humboldt.ca.us]  
Sent: Friday, July 29, 2011 2:45 PM  
To: Norman Shopay  
Cc: Miller, John; Richardson, Michael; Hofweber, Tom; Spencer, Martha; John Corbett; rlitzy@shn-engr.com; mveach@shn-engr.com; helen\_l\_edwards@hotmail.com; lstromme@shn-engr.com; hle.quest@gmail.com; gwilliston@shn-engr.com; Sundberg, Ryan  
Subject: RE: SHN Information and Information Request

Hi Norman,

I haven't had any recent discussions with SHN about conveyance or treatment capacity. What I presented to the Board of Supervisors at the multifamily rezoning hearing was information I learned from the SHN presentation to your Board at last week's meeting (20th).

In the interest of clarity, I've asked questions below that will help us understand how the rezoning project may affect the District and your water and wastewater system.

1) What is the current hookup capacity of the District in terms of equivalent residential unit assuming as-built and as permitted conditions?

2) Is this hookup capacity available throughout the District or are some areas of McKinleyville limited in current hookup capacity?

We'd also like to continue to work with you to understand the potential hookup limitations that may occur over time. To this end, we'd like to understand:

1) In what year are improvements necessary to increase conveyance or wastewater treatment capacity to accommodate new residential connections, assuming the historical annual demand for hookups continues into the future? (historical annual hookup demand = the average annual historical growth rate in the number of new residential unit water and wastewater connections to the District's system from 1990 to 2010.)

2) Does the District have a program in place or in the planning stages that would identify and fund system improvements necessary to provide capacity for projected system growth?

These narrow questions have been developed to meet our immediate impact analysis needs but we remain committed to continue to work with you on more complex analysis and planning for future growth.

We want to report the answers to these questions to our Board prior to the scheduled August 23, 2011 continuation of the multifamily zoning hearing. We are able to use the best readily available information for impact analysis purposes so we are not requesting information that would be contained in future studies.

I am available if you have any questions or you may talk directly to John Miller. You and I can also talk about this at the upcoming MAC planning meeting or another meeting whatever is convenient for you. I know Supervisor Sundberg is interested in participating in our discussions about this information request.

We sincerely want to change the climate of our relationship and I look forward to cooperatively working with you.

Kirk

Kirk Girard  
Director  
Community Development Services  
County of Humboldt  
3015 H Street  
Eureka, CA 95501  
Ph: (707) 268-3735  
Fax: (707) 445-7446  
kgirard@co.humboldt.ca.us

-----Original Message-----

From: John Corbett [mailto:JohnC@yuroktribe.nsn.us]  
Sent: Friday, July 29, 2011 9:56 AM

To: Norman Shopay; rlitzky@shn-engr.com; mveach@shn-engr.com; helen\_l\_edwards@hotmail.com; Girard, Kirk; lstromme@shn-engr.com; hle.quest@gmail.com; gwilliston@shn-engr.com; Sundberg, Ryan  
Subject: RE: MAC Meeting

I assume that SHN will stick to the written report and power point presentation made to the MCSD Board of Directors while Kirk was in attendance.

Any variance should require a written explanation from SHN and we should require a re-presentation of any corrected data at a public board meeting. John Corbett

-----Original Message-----

From: Norman Shopay [mailto:nshopay@mckinleyvillecsd.com]  
Sent: Friday, July 29, 2011 9:49 AM  
To: rlitzky@shn-engr.com; mveach@shn-engr.com; John Corbett; helen\_l\_edwards@hotmail.com; kgirard@co.humboldt.ca.us; lstromme@shn-engr.com; hle.quest@gmail.com; gwilliston@shn-engr.com; rsundberg@co.humboldt.ca.us  
Subject: Re: MAC Meeting

Hello. I wanted to flowup on a statement that I understand was  
On your staff report. While I have not actually reviewed your staff  
report I understand that you stated that you spoke to SHN and they said  
that MCSD had the water and sewer capacity to support the county growth.  
Who did you speak to at SHN that made these statements

SHN - did you know who made this statement to Kirk

Thank you  
Norman

Sent from my Verizon Wireless Phone

----- Reply message -----

From: "Girard, Kirk" <KGirard@co.humboldt.ca.us>  
Date: Wed, Jul 27, 2011 7:04 pm  
Subject: MAC Meeting  
To: "Sundberg, Ryan" <RSundberg@co.humboldt.ca.us>,  
"nshopay@mckinleyvillecsd.com" <nshopay@mckinleyvillecsd.com>,  
"hle.quest@gmail.com" <hle.quest@gmail.com>

Works for me.

Kirk

Kirk Girard  
Director  
Community Development Services  
County of Humboldt  
3015 H Street  
Eureka, CA 95501  
Ph: (707) 268-3735  
Fax: (707) 445-7446  
kgirard@co.humboldt.ca.us

-----Original Message-----

From: Sundberg, Ryan

Sent: Wednesday, July 27, 2011 4:38 PM

To: Girard, Kirk; 'nshopay@mckinleyvillecsd.com'; 'hle.quest@gmail.com'

Subject: MAC Meeting

We would like to meet Aug 8th, 9am at MCSD to meet on the MAC.

Thanks

Ryan



Don & Kathryn Ehnebuske  
1339 Azalea Avenue  
McKinleyville, CA 95519  
August 3, 2011

Norman Shopay  
General Manager  
McKinleyville Community Services District  
PO Box 2037  
McKinleyville, CA 95519

Dear Mr. Shopay:

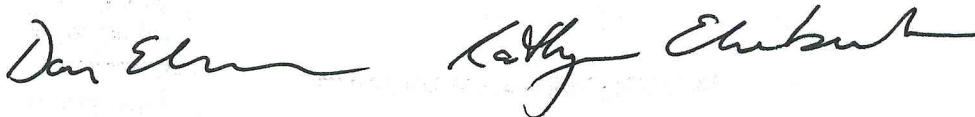
We are writing today to express sincere appreciation for the work of James Henry, a District employee, and are enclosing a small donation for the Recreation Program as a token of that appreciation.

On July 4<sup>th</sup> we experienced a backed up sewer line to our home, not a pleasant experience at any time. We contacted a company specializing in root removal to clear the line on the morning of the 5<sup>th</sup>. After two days and some expense, the company owner determined that the problem was most likely a broken connection at or near the main sewer line that would require excavating the street to repair it, a daunting thought for a homeowner.

When we called the District to find out how to proceed, James responded that there could be a different issue. The next day he sent his crew to quickly diagnose the problem, using some impressive equipment that the district owns, and proceeded to direct the private "specialist" in coordinating his activity with that of the District staff to efficiently correct the problem without any excavation. James had correctly surmised that the private company had not only been unable to fix the problem but had compounded it by compacting the mass of roots into the main sewer line without clearing the lateral line.

The speed, efficiency, and experience of James and his crew were impressive to say the least. Our community is extremely fortunate to have these good people keeping this essential infrastructure operating smoothly. Please express our thanks to them.

Sincerely,

The block contains two handwritten signatures in black ink. The signature on the left is 'Don Ehnebuske' and the signature on the right is 'Kathryn Ehnebuske'. Both are written in a cursive, flowing style.

Don & Kathryn Ehnebuske