

**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, November 16<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.*

**NO PUBLIC HEARING SCHEDULED**

**D. CONSENT CALENDAR**

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of October 19, 2011 Pg. 4
- D.2 Consider approval of minutes of the Board of Directors' October 26, 2011 Special Board Meeting Pg. 10

- D.3 Consider approval of October 2011 Treasurer's Report Pg. 11  
D.4 DCV Violations this month. Pg. 27

**E. CONTINUED AND NEW BUSINESS**

- E.1 20 Year Facilities Plan Discussion Pg. 29  
E.2 Fischer Ranch Lease Addendum Pg. 48  
E.3 2012 Schedule for Board meeting date, time and place Pg. 50  
E.4 Consider Acquisition of all or a portion of Real Property Parcel located at/near the junction of School Road and Washington Avenue, McKinleyville (APN 508-242-008). Pg. 51  
E.5 MCSD Election Results (Final Election Night Unofficial Results) Pg. 52

**F. REPORTS**

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

**F.1. ACTIVE COMMITTEE REPORTS**

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

**F.2. STAFF REPORTS**

- a. Support Services Department Pg. 56
- b. Operations Department (Greg Orsini) Pg. 57
- c. Parks and Recreation Department (Jason Sehon) Pg. 65
- d. General Manager (Norman Shopay) Pg. 67

**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.*

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

H.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS -  
(Per Government Code Section 54956.8) Property: 1700 Washington Avenue,  
McKinleyville, California. Under Negotiation: Purchase of the above-referenced  
property. MCSD negotiators: Norman Shopay, General Manager; Jason Sehon,  
Parks and Recreation Director, Russell Gans, District legal counsel. Parties with  
whom MCSD may negotiate: Dena McCullough, Superintendent, McKinleyville Union  
School District (MUSD), MUSD Board of Trustees, Stephen L. Hatsell, General  
Counsel. Instructions to negotiators include both price and terms of payment.

## **I. ADJOURNMENT**

**Posted 5:00 pm on Thursday, November 10<sup>th</sup>, 2011.**

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, OCTOBER 19, 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  
Russell Gans, District Attorney

**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. Director Corbett led the pledge of allegiance. President Edwards announced that item E.5 had been added to the agenda at the last minute on Friday. Staff assured the Board that the revised agenda was posted on Friday prior to close of business.

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

**MOTION:** It was moved to approve the agenda with the addition of item E.5. Motion by Corbett; second by Mayo.

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

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

**AGENDA ITEM C1- PUBLIC HEARING-NONE**

**AGENDA ITEM D-CONSENT CALENDAR:**

1. Consider approval of minutes of the Special Meeting of September 13, 2011
2. Consider approval of minutes of the Regular Meeting of September 21, 2011
3. Consider approval of minutes of the Special Meeting of September 28, 2011
4. Consider approval of September 2011 "Draft" Cash Disbursement Report and Investments and Cash Flow Report.
5. No DCV Violations

President Edwards requested consent calendar items D.2 and D.3 be pulled for discussion. President Edwards then opened public input and David Elsebusch requested item D.4 be pulled.

**MOTION:** It was moved to approve consent calendar item D.1. Motion by Corbett; second by Mayo

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

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

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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".)

**Consent Calendar Item D.2-Consider Approval of Minutes of the Regular Meeting of September 13, 2011:** President Edwards requested an edit to Page 4 in regards to Board direction to “work with the concerned public to develop a list of future alternatives for Fischer Ranch use and the pros and cons **AND COSTS** associated with those alternatives”.

**MOTION:** It was moved to approve the minutes of September 21, 2011 with the requested change. 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.3-Consider approval of Minutes of Special Meeting of September 28, 2011:** President Edwards requested a correction to the vote of the Board in the announcement from closed session to read “The vote of the Board was 4 AYES and “0” Nays”.

**MOTION:** It was moved to approve the minutes of September 28, 2011 with the requested change. 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.4-Consider Approval of the September 2011 Draft Cash Disbursement Report and Investments and Cash Flow Report.** David Elsebusch expressed concern with several expenditures in the cash disbursement report and concern with replacement of the MCSD Finance Director. The Board had no comments.

**MOTION:** It was moved to approve the September 2011 Cash Disbursement Report and Investments and Cash Flow Report.

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

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

**AGENDA ITEM E.1-UPDATE ON MEASURE B-TEEN/FAMILY CENTER PROJECT:** Park and Recreation Director Sehon gave an update on the progress made on the teen/family center and reported that staff is working with the Architect on a preliminary design. He briefly reviewed the timeline included in the packet for the project and promised to keep the Board informed over the next several months on the status. Two members of the public addressed the Board with their suggestions for design and use.

**AGENDA ITEM E.2-PRESENTATION OF DRAFT 20 YEAR FACILITIES PLAN AND START OF PUBLIC**

**COMMENT PERIOD:** Operations Director Orsini introduced this item, briefly reviewed the process and introduced Lisa Stromme from SHN Engineers, present tonight to give a brief presentation on the 20 year facility plan and begin the public comment period. Ms. Stromme explained that the draft plan would be available for public comment until December 14, 2011 and a workshop was planned for November 7<sup>th</sup> to review the plan, receive input and answer any questions. She then reviewed the history of the facility planning process, highlighted the major milestones and major objectives of the plan and cost analysis. Her power point presentation covered an outline of the plan and highlighted the major objectives. Director Couch expressed concern that public input was included in the plan, asked to see data on the Poplar Tree Pilot Study done and suggested an odor study be done on all of the

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alternatives. Director Corbett felt it was critical to consider all alternatives and Director Mayo was concerned that the 1.8% projected growth rate over the 20 year period was an accurate number. After a brief Board discussion President Edwards opened public comments and the following people addressed the Board:

1. Penny Elsebusch suggested using ocean outfall or a tertiary system and asked for costs for each alternative.
2. Ron Coffman supported the plan with the 1.8% growth rate but felt that number should be reviewed periodically.
3. Jeff Dunk was concerned with the 1.8% growth rate over the full 20 years and suggested including alternatives in the plan.
4. George Wheeler expressed concern with AG Poisons applied to Fischer Ranch and asked the District to address continued application and freedom to apply.
5. David Elsebusch expressed concern that the plan was 3 years in the making and expense.

President Edwards closed public input and the Board thanked Lisa Stromme for the excellent presentation.

**AGENDA ITEM E.3-CONSIDER ADOPTION OF RESOLUTION 2011-24 FOR THE PREPARATION AND SUBMISSION OF AN APPLICATION FOR GRANT FUNDING THROUGH THE LAND AND WATER**

**CONSERVATION FUND:** Park and Recreation Director Sehon reviewed staff recommendations and the need for this Resolution in order to apply for grant funding through the Land and Water Conservation Fund.

**MOTION:** It was moved to adopt Resolution 2011-24 approving the preparation and submission of an application for grant funding through the Land and Water Conservation Fund. Motion by Mayo; second by Wennerholm.

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

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

**AGENDA ITEM E.4-CONSIDER ACQUISITION OF ALL OR A PORTION OF REAL PROPERTY PARCEL LOCATED AT/NEAR THE JUNCTION OF SCHOOL ROAD AND WASHINGTON AVENUE, MCKINLEYVILLE (APN 508-242-008):**

Park and Recreation Director Sehon reviewed staff recommendations for the potential use of this property and recommended the Board meet in closed session to continue discussion of the status of negotiations related to price and terms and to obtain Board direction. President Edwards opened public input on this closed session item. David and Penny Elsebusch both supported the acquisition of only three acres. Jeff Dunk suggested the Board consider the entire ten acres for purchase. President Edwards closed public input.

**AGENDA ITEM E.5-CONSIDER RESOLUTION 2011-25, A RESOLUTION REQUIRED BY THE PUBLIC**

**EMPLOYEES RETIREMENT SYSTEM DUE TO THEIR JUST COMPLETED SYSTEM UPGRADE:** Secretary Denison explained that staff had been notified by PERS late Friday afternoon that the District did not have this Resolution on file and that until received all payroll reporting would be put on hold.

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**MOTION:** It was moved to approve Resolution 2011-25 for submission to the Public Employees Retirement System. Motion by Corbett; second by Couch.

**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 that the committee had met and heard concerns from the Bocce ball players with the surface of the recently completed courts and discussed a letter received from the Friends of the Library asking for consideration of an allotment of free time per month for their group. Park & Recreation Director added that they started work on an Integrated Pest Management Plan and will be bringing that to the Board for consideration in the future.

**F1b-McK Area Fund:** President Edwards reported the fund will be meeting next month.

**F1c-RREDC:** President Edwards reported she had attended the last RREDC meeting, briefly reviewed the agenda and turned in a copy for the file. She added she would be attending the next meeting in place of Director Wennerholm.

**F1d-McK Senior Center:** Director Wennerholm had nothing to add to the written report in the packet.

**F1e-Audit:** Director Corbett had nothing to report at this time.

**F1f-Water Task Force:** Director Mayo had nothing to report.

**F1g-AdHoc No Drugs & Toxics down the Drain:** Director Mayo reported that they had met prior to the last RAC meeting and discussed Fischer Ranch and toxic applications and addressed several misconceptions. He added that they had also talked about infiltration, an addendum to the Fischer Ranch lease and a vision for the future use of Fischer Ranch and planned to meet again prior to the next RAC meeting.

**F1h-Humboldt County Advisory: See F1i**

**F1i-McKinleyville Area Planning Commission Formation:** President Edwards reported that the Advisory and McK Area Planning Commission had morphed into one unit named the McKinleyville Advisory Committee. She added that a draft had been created for the committee and submitted to Michael Richardson and Kirk Girard for review and submission to County Counsel and would come back to the Board for a future workshop and public input.

**F2a-Support Services Department:** Scott Gordon had nothing to add to his written report in the packet.

**F2b-Operations Department:** Operations Director Orsini had nothing to add to his written report. President Edwards commended Greg for the cost savings realized from projects completed in-house.

**F2c-Park & Recreation Department:** Park and Recreation Director Sehon reported that attendance at the Recreation programs has increased substantially recently and 380 youth had attended the last Junior High Dance at the activity center. He commended the Recreation Department Staff for increasing Recreation Program opportunities. President Edwards commended him for keeping up on the grant opportunities.

**F2d-General Manager:** General Manager Shopay reported that the annual HWMA hazardous waste collection event held at Pierson Park was very successful and was money well spent in keeping potential hazardous waste out of the District's system. He briefly reviewed recent cost savings opportunities, in particular the current no cost employment of a Cal-Works employee in the Support Staff Department.

**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 he was not notified of a meeting that took place last week at the County regarding the Housing Element due to poor communications. He announced that the next meeting was scheduled for November 4<sup>th</sup> at Azalea Hall.

**AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Edwards opened public input and the following people addressed the Board:

1. Megan O'Brien spoke regarding Fischer Ranch and the use of herbicides and thanked Dennis Mayo, Jason Sehon and Manager Shopay for meeting with the neighbors and being open to options and asked that this to be placed on the November Board agenda.

President Edwards reiterated that this needed to be discussed at the committee level as to suggested alternatives and associated costs for those alternatives prior to coming to the Board. After a brief discussion she assigned Director Corbett to work with General Manager Shopay to address what will be ready for the November Board agenda, including the addendum to the Peachey Fischer Ranch Lease.

2. Jeff Dunk had questions regarding the draft for the McKinleyville Advisory Committee submitted to County Counsel.
3. Penny Elsebusch expressed concern with application of toxics in the Parks without proper notification.
4. David Elsebusch expressed concern with herbicide use and District response to concerns, and asked the Board to dismiss the lawsuit with the County.
5. George Wheeler was concerned with being able to rely on the Board to enforce lease provisions.

President Edwards closed public comment and written communications. Davis Elsebusch asked to comment on the closed session item and suggested the Board approve the purchase of a three acre parcel for what he called "peanuts".

At 8:50pm President Edwards adjourned the regular meeting for a ten minute break after which the Board would adjourn into closed session.

At 9:00 PM President Edwards called the meeting back to order, asked for the room to be cleared and adjourned into closed session for discussion of item H.1 as noticed on the agenda:

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

**H.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS -**

(Per Government Code Section 54956.8) Property: 1700 Washington Avenue, McKinleyville, California. Under Negotiation: Purchase of the above-referenced property. MCSD negotiators: Norman Shopay, General Manager; Jason Sehon, Parks and Recreation Director, Russell Gans, District legal counsel. Parties with whom MCSD may negotiate: Dena McCullough, Superintendent, McKinleyville Union School District (MUSD), MUSD Board of Trustees, Stephen L. Hatsell, General Counsel. Instructions to negotiators include both price and terms of payment.

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**TIME OUT OF CLOSED SESSION:** At 9:35 PM the Board adjourned into open session. President Edwards announced that no action was taken in closed session.

**AGENDA ITEM I-ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 9:36 PM. 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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**EXHIBIT D.2**  
**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY**  
**SERVICES DISTRICT HELD ON WEDNESDAY, OCTOBER 26, 2011 AT 9:00 AM AT DISTRICT**  
**OFFICE, 1656 SUTTER ROAD, MCKINLEYVILLE**

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

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

Norman Shopay, General Manager  
Sharon Denison, Board Secretary

**AGENDA ITEM A-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, ADDITIONS TO THE AGENDA:** At 9:00 AM President Edwards called the meeting to order. Directors Couch, Mayo and Wennerholm were present and Director Corbett was absent. Director Wennerholm led the pledge of allegiance. There were no additions to the agenda.

**AGENDA ITEM B-APPROVAL OF THE AGENDA:** The agenda was approved as written.

**AGENDA ITEM C-PUBLIC HEARINGS-NO PUBLIC HEARING WAS SCHEDULED**

**AGENDA ITEM D-CONSENT CALENDAR-NO CONSENT ITEMS SCHEDULED**

**AGENDA ITEM E-CONTINUED AND NEW BUSINESS-NONE SCHEDULED**

**AGENDA ITEM F-REPORTS-NO REPORT ITEMS SCHEDULED**

**AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Edwards opened public input and closed with no input received and announced the Board would be going into closed session.

**AGENDA ITEM H-CLOSED SESSION DISCUSSION:** The Board went into closed session at 9:02 AM for discussion of the following noticed items:

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

**Time Out of Closed Session:** The Board came out of closed session at 9:54 AM.

**ANNOUNCEMENT OUT OF CLOSED SESSION:** President Edwards had nothing to report from closed session.

**AGENDA ITEM D-ADJOURNMENT:** With all business complete President Edwards adjourned the meeting at 9:42 PM.

Respectfully Submitted;

Sharon L. Denison,  
Board Secretary

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

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Page 12	Cash Disbursement Report

**McKinleyville Community Services District**  
**Investments & Cash Flow Report**  
**October 2011**

Petty Cash & Change Funds 940.00

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		1,081,788.55
<b>Cash Receipts:</b>		
Utility Billings (includes \$39,820.46 in credit cards, EFT, web pay)	304,733.18	
Money Market Account Interest	299.79	
Other Cash Receipts (includes \$9,459.91 in credit cards)	42,605.07	
<b>Total Cash Receipts</b>		347,638.04
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(133,883.61)	
Debt Service	(4,644.48)	
Capital & Other Expenditures	(271,230.48)	
<b>Total Cash Disbursements</b>		(409,758.57)
<b>Operating &amp; Money Market - Ending Balance</b>		1,019,668.02
<b>Total Cash</b>		1,020,608.02

**Investments**

<b>LAIF - Beginning Balance</b>	127,236.37	
Interest Income	121.99	
<b>LAIF - Ending Balance</b>		127,358.36
<b>Humboldt Co. #2560 - Beginning Balance</b>	147,142.05	
Interest Income	153.27	
<b>Humboldt Co. #2560 - Ending Balance</b>		147,295.32
<b>Humboldt Co. #4240 - Beginning Balance</b>	4,964,291.89	
Interest Income	4,387.48	
<b>Humboldt Co. #4240 - Ending Balance</b>		4,968,679.37
<b>Balance in Humboldt Co. #9390</b>		110,699.67
<b>USDA Bond Reserve Fund - Beginning Balance</b>	110,830.11	
Bond Reserve Payment	16,306.77	
Interest Income	16.56	
Debt Service Payment	-	
<b>USDA Bond Reserve Fund - Ending Balance</b>		127,153.44
<b>Market Valuation Account</b>		(220.00)
<b>Total Investments</b>		5,480,966.16
<b>Total Cash &amp; Investments - Current Month</b>		6,501,574.18
<b>Total Cash &amp; Investments - Prior Month</b>		6,542,623.45
<b>Net Change to Cash &amp; Investments This Month</b>		(41,049.27)

**Cash & Investment Summary**

Cash & Cash Equivalents	5,609,523.22
Davis-Grunsky Loan Reserve	594,197.85
Waste Water Capital Reserve	127,153.44
USDA Bond Reserve Fund	110,699.67
I-Bank Loan Reserve	60,000.00
<b>Total Cash &amp; Investments</b>	6,501,574.18

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of October 31, 2011**

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 778,760.41	\$ (24,070.11)	\$ (43,366.91)	\$ 1,699,098.88	\$ 3,211,686.89	\$ 5,622,109.16
Accounts receivable	2,024.58	-	3,407.22	71,571.68	43,289.17	120,292.65
Prepaid expenses & other current assets	12,128.95		1,740.01	87,722.25	48,502.53	150,093.74
Total Current Assets	792,913.94	(24,070.11)	(38,219.68)	1,858,392.81	3,303,478.59	5,892,495.55
Noncurrent Assets						
Restricted cash & cash equivalents	-	-	-	654,197.85	225,267.17	879,465.02
Other noncurrent assets	39,325.43	-	-	10,000.00	37,529.72	86,855.15
Capital assets (net)	-	-	-	6,377,034.56	11,759,024.44	18,136,059.00
Total Noncurrent Assets	39,325.43	-	-	7,041,232.41	12,021,821.33	19,102,379.17
<b>TOTAL ASSETS</b>	<b>\$ 832,239.37</b>	<b>\$ (24,070.11)</b>	<b>\$ (38,219.68)</b>	<b>\$ 8,899,625.22</b>	<b>\$ 15,325,299.92</b>	<b>\$ 24,994,874.72</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 13,184.61	\$ 516.09	\$ 383.97	\$ 154,950.66	\$ 37,596.43	\$ 206,631.76
Accrued payroll & related liabilities	87,311.17	-	-	29,581.89	29,581.89	146,474.95
Total Current Liabilities	100,495.78	516.09	383.97	184,532.55	67,178.32	353,106.71
Noncurrent Liabilities						
Long-term debt	-	-	-	3,578,888.17	1,426,820.60	5,005,708.77
Other noncurrent liabilities	39,325.43	-	-	114,600.99	115,033.99	268,960.41
Total Noncurrent Liabilities	39,325.43	-	-	3,693,489.16	1,541,854.59	5,274,669.18
<b>TOTAL LIABILITIES</b>	<b>139,821.21</b>	<b>516.09</b>	<b>383.97</b>	<b>3,878,021.71</b>	<b>1,609,032.91</b>	<b>5,627,775.89</b>
Fund Balance/Net Assets						
Fund balance	692,418.16	(24,586.20)	(38,603.65)	-	-	629,228.31
Net assets	-	-	-	2,213,457.12	3,384,063.17	5,597,520.29
Investment in capital assets, net of related debt	-	-	-	2,808,146.39	10,332,203.84	13,140,350.23
Total Fund Balance/Net Assets	692,418.16	(24,586.20)	(38,603.65)	5,021,603.51	13,716,267.01	19,367,098.83
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 832,239.37</b>	<b>\$ (24,070.11)</b>	<b>\$ (38,219.68)</b>	<b>\$ 8,899,625.22</b>	<b>\$ 15,325,299.92</b>	<b>\$ 24,994,874.72</b>
Investment in General Capital Assets	<b>\$ 3,164,324.13</b>					
General Long-term Liabilities						
OPEB Liability	60,788.00					
Accrued Compensated Absences	11,421.16					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 72,209.16</b>					

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

<b>Department Summaries</b>	<b>October</b>	<b>YTD</b>	<b>YTD Budget</b>	<b>Over (Under) YTD Budget</b>	<b>Over (Under) YTD Budget %</b>
<b><u>Water</u></b>					
Water Sales	125,817	631,109	602,593	28,516	4.73%
Other Revenues	12,987	56,265	101,640	(45,375)	-44.64%
Total Operating Revenues	138,804	687,374	704,233	(16,859)	-2.39%
Salaries & Benefits	54,022	229,660	250,524	(20,864)	-8.33%
Water Purchased	52,919	216,167	235,617	(19,450)	-8.25%
Other Expenses	27,131	140,654	118,092	22,562	19.11%
Depreciation	23,000	80,000	83,333	(3,333)	-4.00%
Total Operating Expenses	157,072	666,481	687,566	(21,085)	-3.07%
Net Operating Income	(18,268)	20,893	16,667	(37,944)	
Interest Income	1,702	6,468	11,667	(5,199)	-44.56%
Interest Expense	(7,772)	(24,528)	(29,575)	(5,047)	17.07%
<b>Net Income (Loss)</b>	<b>(24,338)</b>	<b>2,833</b>	<b>(1,241)</b>	<b>4,074</b>	
<b><u>Sewer</u></b>					
Sewer Service Charges	114,637	470,237	481,000	(10,763)	-2.24%
Other Revenues	3,986	66,354	198,085	(131,731)	-66.50%
Total Operating Revenues	118,623	536,591	679,085	(142,494)	-20.98%
Salaries & Benefits	63,685	239,833	250,524	(10,691)	-4.27%
Other Expenses	32,267	141,208	164,760	(23,552)	-14.29%
Depreciation	38,000	140,000	136,000	4,000	2.94%
Total Operating Expenses	133,952	521,041	551,284	(30,243)	-5.49%
Net Operating Income	(15,329)	15,550	127,801	(112,251)	
Interest Income	3,086	11,264	15,000	(3,736)	-24.91%
Interest Expense	(4,858)	(19,961)	(19,762)	199	-1.01%
<b>Net Income (Loss)</b>	<b>(17,101)</b>	<b>6,853</b>	<b>123,039</b>	<b>(116,186)</b>	
<b>Enterprise Funds Net Income (Loss)</b>	<b>(41,439)</b>	<b>9,686</b>	<b>121,798</b>	<b>(112,112)</b>	

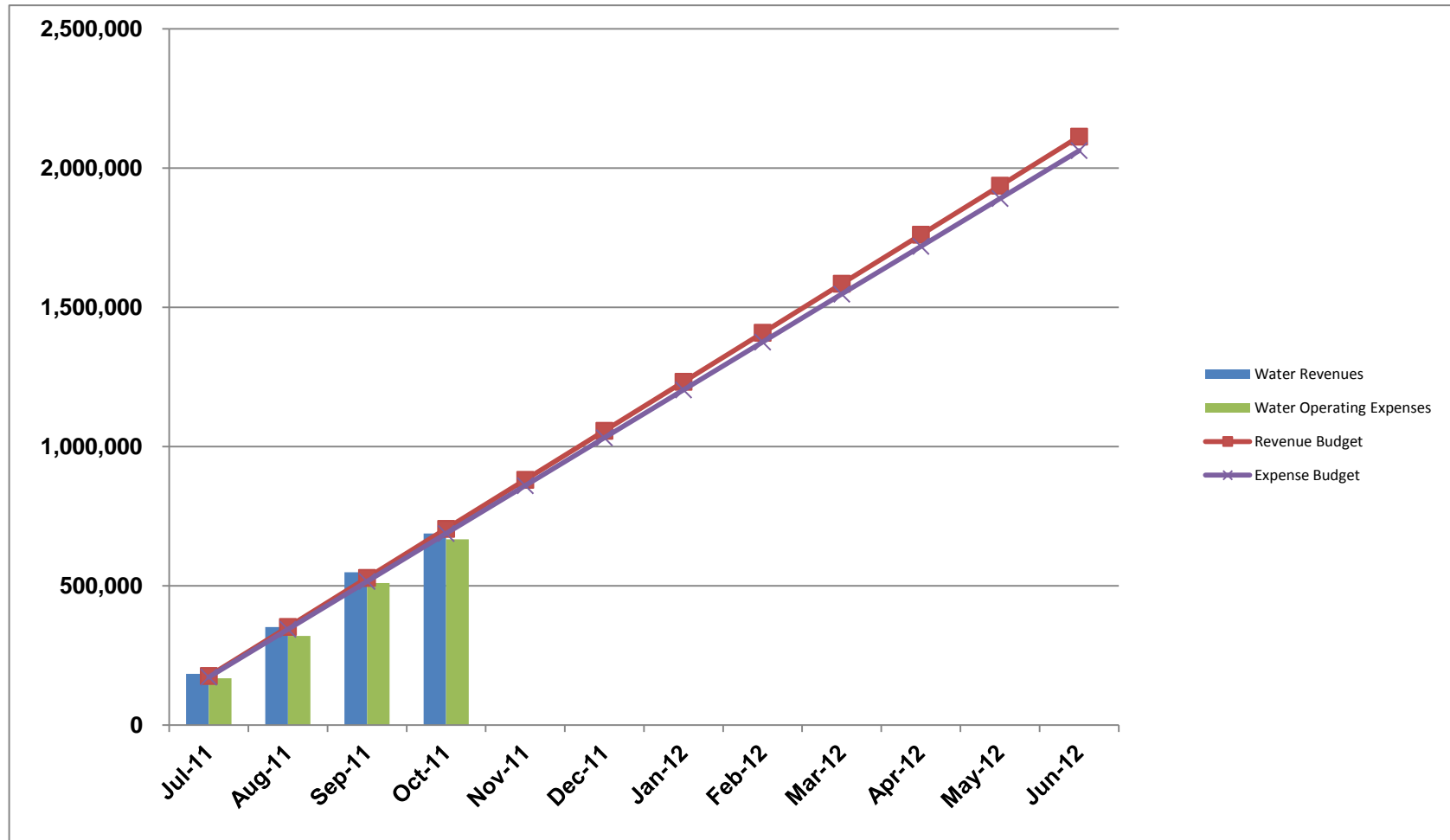
**McKinleyville Community Services District**  
**Activity Summary by Fund**  
**October 2011**

<b>Department Summaries</b>	<b>October</b>	<b>YTD</b>	<b>YTD Budget</b>	<b>Over (Under) YTD Budget</b>	<b>Over (Under) YTD Budget %</b>
<b><u>Parks &amp; Recreation</u></b>					
Program Fees	20,586	87,176	103,467	(16,291)	-15.75%
Rents & Related Fees	6,239	22,147	19,175	2,972	15.50%
Property Taxes	-	-	176,667	(176,667)	-100.00%
Measure B Assessments	-	-	70,000	(70,000)	-100.00%
Other Revenues	8,543	27,515	94,187	(66,672)	-70.79%
Interest Income	334	1,214	6,000	(4,786)	-79.77%
Total Revenues	35,702	138,052	469,496	(331,444)	-70.60%
Salaries & Benefits	60,638	260,745	279,562	(18,817)	-6.73%
Other Expenditures	15,764	69,818	60,447	9,371	15.50%
Capital Expenditures	200	2,789	114,000	(111,211)	-97.55%
Total Expenditures	76,602	333,352	454,009	(120,657)	-26.58%
<b>Excess (Deficit)</b>	<b>(40,900)</b>	<b>(195,300)</b>	<b>15,487</b>	<b>(210,787)</b>	
<b><u>Street Lights</u></b>					
Total Revenues	6,560	27,011	27,333	(322)	-1.18%
Salaries & Benefits	2,693	10,212	12,749	(2,537)	-19.90%
Other Expenditures	3,691	14,329	13,217	1,112	8.41%
Capital Expenditures	-	7,977	8,333	(356)	-4.27%
Total Expenditures	6,384	32,518	34,299	(1,781)	-5.19%
<b>Excess (Deficit)</b>	<b>176</b>	<b>(5,507)</b>	<b>(6,966)</b>	<b>(1,459)</b>	
<b>Governmental Funds Excess (Deficit)</b>	<b>(40,724)</b>	<b>(200,807)</b>	<b>8,521</b>	<b>209,328</b>	

# McKinleyville Community Services District

## October 2011

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

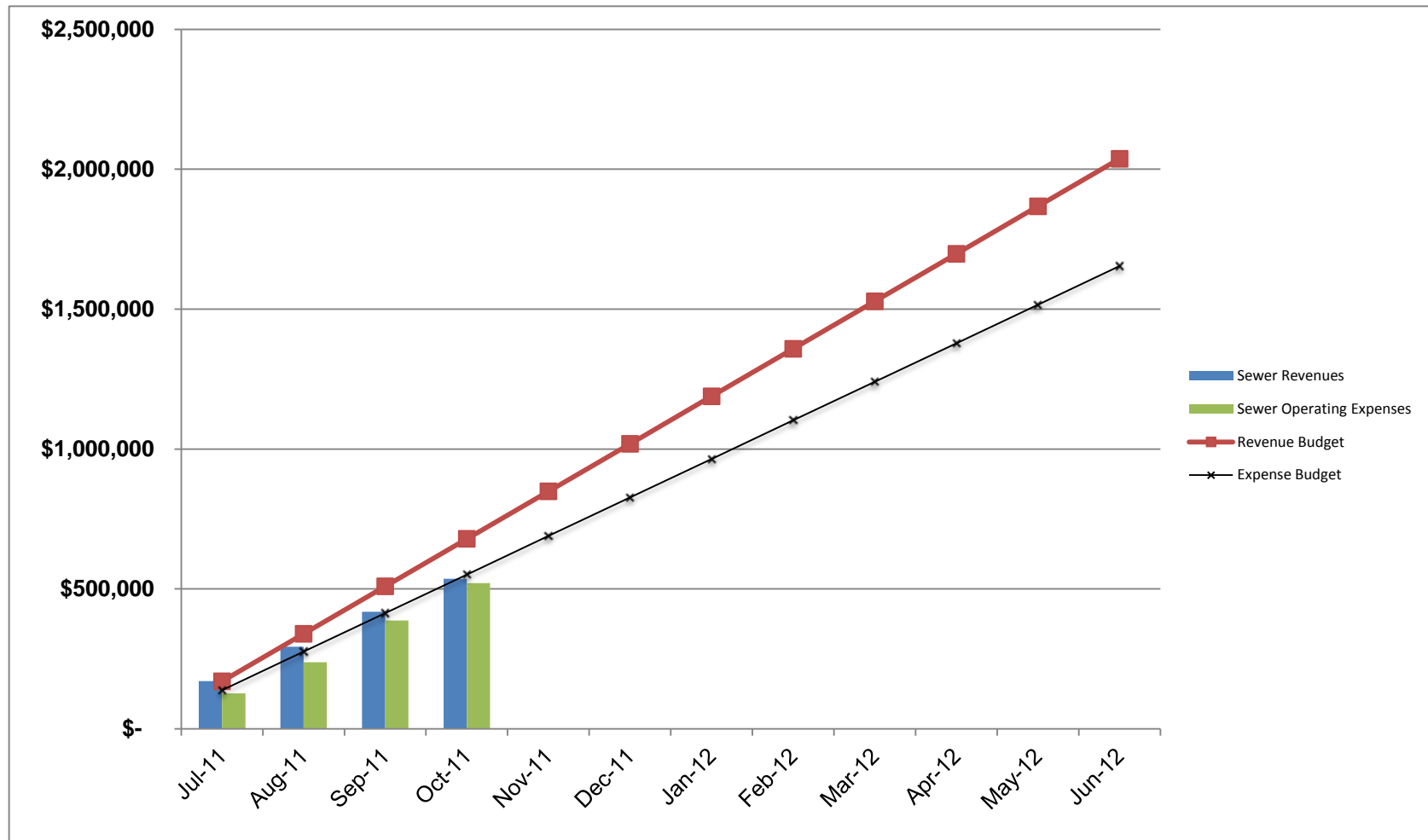




# McKinleyville Community Services District

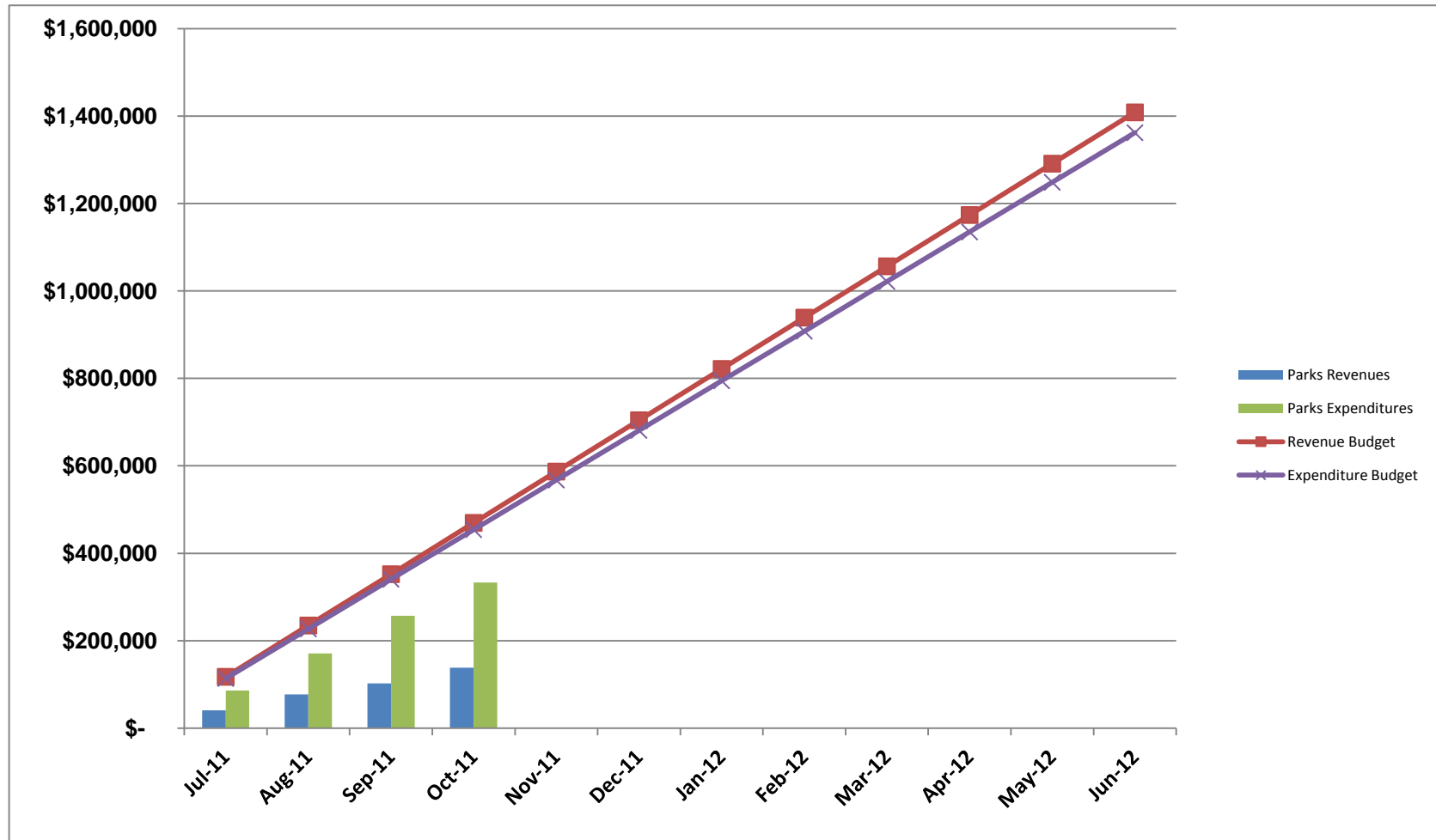
## October 2011

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



# McKinleyville Community Services District October 2011

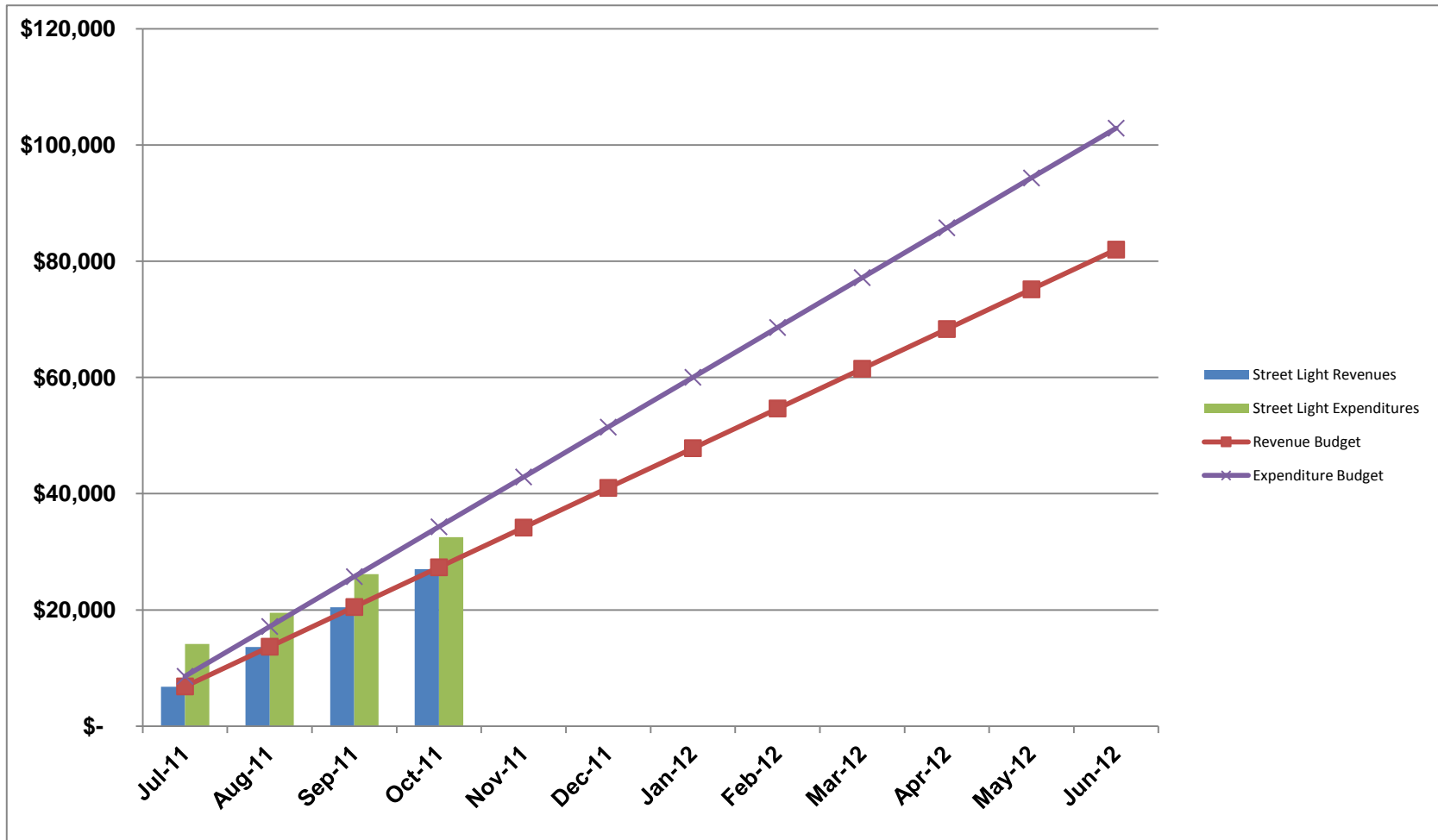
## Comparison of Parks & Recreation Operating Revenues & Expenditures to Budget



Note - Excludes effects of grant funded activities.

## McKinleyville Community Services District October 2011

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



**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**October 2011**

	October	YTD Total	FY 12 Budget	Remaining	
				Budget	Budget %
<b><u>Water Department</u></b>					
Ramey Pump Upgrades	-	28,203			
Emergency Water Line River Crossing	1,186	33,431			
Murray Road Tank	-	6,781			
Meter Replacements	-	-			
Emergency Water Supply	-	-			
Water Main Replacement	-	21,875			
<b>Subtotal</b>	<b>1,186</b>	<b>90,289</b>	<b>765,000</b>	<b>674,711</b>	<b>88%</b>
<b><u>Sewer Department</u></b>					
WWMF Upgrade & Capital Maintenance	-	42,561			
NPDES Permit	-	5,179			
Industrial Discharge Permit	1,976	5,446			
Meter Replacements	-	-			
Miscellaneous	-	2,045			
<b>Subtotal</b>	<b>4,235</b>	<b>55,231</b>	<b>873,000</b>	<b>817,769</b>	<b>94%</b>
<b><u>Water &amp; Sewer Operations</u></b>					
Heavy Equipment	-	-	55,000	55,000	100%
Utility Vehicles	-	-	30,000	30,000	100%
Office, Corporate Yard & Shops	326	1,808	12,000	10,192	85%
Computers & Software	(2,537)	9,494	32,000	22,506	70%
Small Equipment & Other	-	-	44,000	44,000	100%
<b>Subtotal</b>	<b>(2,211)</b>	<b>11,302</b>	<b>173,000</b>	<b>161,698</b>	<b>93%</b>
<b>Enterprise Funds Total</b>	<b>3,210</b>	<b>156,822</b>	<b>1,811,000</b>	<b>1,654,178</b>	<b>91%</b>
<b><u>Parks &amp; Recreation Department</u></b>					
Hiller Park & Sports Complex	-	-	6,000	6,000	100%
Pierson Park Upgrades	-	-	2,000	2,000	100%
Azalea Hall Upgrades	-	-	25,000	8,000	32%
McKinleyville Activity Center Upgrades	-	-	33,000	33,000	100%
Law Enforcement Facility Improvements	-	-	6,000	6,000	100%
Projects Funded by Quimby/Other Funds	-	2,589	195,000	192,411	99%
Projects Funded by Measure B Renewal	-	-	60,000	60,000	100%
Other Parks Projects & Equipment	-	-	15,000	15,000	100%
<b>Subtotal</b>	<b>-</b>	<b>2,589</b>	<b>342,000</b>	<b>322,411</b>	<b>94%</b>
<b><u>Streetlights</u></b>					
Pole Replacement	-	7,977	25,000	17,023	68%
<b>Governmental Funds Total</b>	<b>-</b>	<b>10,566</b>	<b>367,000</b>	<b>339,434</b>	<b>92%</b>
<b>All Funds Total</b>	<b>3,210</b>	<b>167,388</b>	<b>2,178,000</b>	<b>1,993,612</b>	<b>92%</b>

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**October 31, 2011**

				Principal Maturities and Scheduled Interest					
			Balance -						
	Maturity	Balance -	October 31,	Remaining	FY-13	FY-14	FY-15	FY-16	Thereafter
	%	July 1, 2011	2011	for FY-12					
<b>Water Fund:</b>									
I-Bank	8/1/30	-	956,034.00	-	36,731.29	37,969.13	39,248.69	40,571.37	801,513.53
Interest	3.37%			16,294.38	31,599.42	30,340.72	29,039.60	27,694.63	219,225.52
ARRA	12/22/26	148,590.00	165,100.00	-	8,239.38	10,909.36	11,018.72	11,125.84	123,806.70
Interest	1.0%			-	4,211.46	1,541.48	1,432.12	1,325.20	6,926.83
Davis Grunsky	1/1/33	2,082,986.88	2,082,986.88	72,168.43	73,972.64	75,821.96	77,717.50	79,660.44	1,703,645.91
Davis Grunsky deferred interest	1/1/33	374,767.29	374,767.29	17,035.12	17,035.12	17,035.12	17,035.12	17,035.12	289,591.69
Interest	2.5%			26,251.34	50,270.46	48,421.14	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal		2,606,344.17	3,578,888.17	89,203.55	135,978.43	141,735.57	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest				59,580.84	103,116.46	97,338.46	94,032.44	90,637.61	924,230.76
<b>Total Water Fund</b>		2,606,344.17	3,578,888.17	148,784.39	239,094.89	239,074.03	239,052.47	239,030.38	3,842,788.59
<b>Sewer Fund:</b>									
State of California WRCB (SCEP I)	4/15/16	204,600.50	204,600.50	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	-
Interest	0.0%			-	-	-	-	-	
State of California WRCB (SCEP II)	3/27/18	176,496.09	176,496.09	23,317.45	23,923.71	24,545.72	25,183.91	25,838.70	53,686.60
Interest	2.6%			4,588.89	3,982.63	3,360.62	2,722.43	2,067.64	2,102.41
Umpqua Bank	12/4/17	303,824.30	290,724.01	27,017.85	42,282.10	44,667.13	47,186.72	49,848.42	79,721.79
Interest	5.5%			10,137.99	13,451.66	11,066.63	8,547.04	5,885.34	3,506.57
Sewer Bond (USDA)	8/1/22	805,000.00	755,000.00		60,000.00	60,000.00	60,000.00	60,000.00	515,000.00
Interest	5.0%			18,175.00	36,250.00	33,250.00	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal		1,489,920.89	1,426,820.60	91,255.40	167,125.91	170,132.95	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest				32,901.88	53,684.29	47,677.25	41,519.47	35,202.98	96,483.98
<b>Total Sewer Fund</b>		1,489,920.89	1,426,820.60	124,157.28	220,810.20	217,810.20	214,810.20	211,810.20	744,892.37
Total Principal		4,096,265.06	5,005,708.77	180,458.95	303,104.34	311,868.52	318,310.76	324,999.99	3,566,966.22
Total Interest				92,482.72	156,800.75	145,015.71	135,551.91	125,840.59	1,020,714.74
<b>Total</b>		<b>4,096,265.06</b>	<b>5,005,708.77</b>	<b>272,941.67</b>	<b>459,905.09</b>	<b>456,884.23</b>	<b>453,862.67</b>	<b>450,840.58</b>	<b>4,587,680.96</b>

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
CASH DISBURSEMENT REPORT  
FOR THE PERIOD 10/1/11 TO 10/31/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
22501	10/18/2011	ACT02	THE ACTIVE NETWORK, INC.	(2,123.75)	410000770u	Ck# 022501 Reversed
22502	10/18/2011	BAL01	DAVID BALDOSSER	(58.61)	B11017u	Ck# 022502 Reversed
23815	10/3/2011	*0012	NIGEL HILL	67.00	B10926	KIDS CLUB DEPOSIT REFUND
23816	10/3/2011	*0013	GAIL ENMACK	100.00	B10927	AZALEA HALL DEPOSIT REFUND
23817	10/3/2011	*0038	MCKINLEYVILLE UNION SCHOOL	86.09	B10830	CUST REFUND JOB 10-08
23818	10/3/2011	BAY02	BAY WEST SUPPLY, INC.	865.22	B10928	REPAIRS/SUPPLY
23819	10/3/2011	C&S01	C & S FIRE-SAFE SERVICES	445.00	E33047	AZALEA HALL ANNUAL FIRE INSPECTION
23820	10/3/2011	CDW01	CDW GOVERNMENT, INC.	1,506.28	7255762	COMPUTER/ PRINTER
23821	10/3/2011	COR01	CORBIN WILLITS SYSTEMS	833.42	B10915	MOM MONTHLY PAYMENT OCT 2011
23822	10/3/2011	COS02	COSTCO WHOLESALE	300.00	B11003	RENEWAL OF DISTRICT MEMBERSHIP
23823	10/3/2011	COS03	COSTCO WHOLESALE	323.98	B11003	SUPPLIES
23824	10/3/2011	COU02	HUMBOLDT COUNTY ASSESSOR	6.56	B10926	MEASURE B MAPS
23825	10/3/2011	CRO03	CROWN TROPHY PETALUMA	59.35	14652	REC PROGRAM TROPHY
23826	10/3/2011	DEP03	DEPT OF HEALTH SERVICES	60.00	B10928	CERTIFICATE RENEWAL
23827	10/3/2011	FED01	FEDEX	493.34	9689	WATER/SEWER DOOR HANGERS
23828	10/3/2011	GUA01	GUARDIAN - APPLETON	3,203.34	B10922	DENTAL INSURANCE
23829	10/3/2011	HAR13	THE HARTFORD	624.18	B10926	LIFE INSURANCE
23830	10/3/2011	HUB02	HUB INTERNATIONAL INSURANCE	252.04	B10927	SPEC EVENT INSURANCE
23831	10/3/2011	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	52,974.04	B11003	WATER PURCHASED
23832	10/3/2011	ISE01	I-SECURE INC.	45.00	14516	DOCUMENT SHREDDING SERVICE
23833	10/3/2011	JON05	CHRISTOPHER G. JONES	616.64	B11003	APPL. PURCHASED
23834	10/3/2011	LES01	LES SCHWAB TIRE CENTER	369.78	337811	TIRES FOR UNIT 9
23835	10/3/2011	MCK03	MCKINLEYVILLE OFFICE SUPPLY	18.28	43686	POSTAGE
23836	10/3/2011	NOR36	NORTH COAST PARTS & SUPPLY	46.75	B10928	REPAIRS/ SUPPLIES
23837	10/3/2011	PGE02	PACIFIC GAS & ELECTRIC	2,343.04	B10928	STREETLIGHTS SEPT 2011
23838	10/3/2011	PRE08	PRECISION INTERMEDIA	30.00	15186	OCT WEB HOSTING
23839	10/3/2011	REE06	CHRIS REED	114.46	B10928	STEEL TOE SAFETY BOOTS
23840	10/3/2011	ROU01	ROUND TABLE DEVELOPMENT COMPANY	71.59	857	SUPPLIES FOR CONCESSIONS
23841	10/3/2011	-	VOIDED CHECK	-	-	VOIDED CHECK
23842	10/3/2011	-	VOIDED CHECK	-	-	VOIDED CHECK
23843	10/3/2011	STA11	STAPLES CREDIT PLAN	1,350.89	B10927	SUPPLIES OFFICE AND PARKS
23844	10/3/2011	SUD01	SUDDENLINK	173.95	B10929	INTERNET FOR OCT 2011
23845	10/3/2011	VER01	VERISON WIRELESS	141.40	B11003	CELL PHONES FOR SEPT 2011
23846	10/6/2011	*0014	SUSHI SPOT INC.	227.00	B11004	KIDS CAMP DEPOSIT REFUND
23847	10/6/2011	-	VOIDED CHECK	-	-	VOIDED CHECK
23848	10/6/2011	ADA03	DANIEL ADAMSKI	60.00	B11006	CONTRACTED REFEREE
23849	10/6/2011	ALM02	ALMQUIST LUMBER COMPANY	14.26	546706	SUPPLIES
23850	10/6/2011	ANS02	BRIAN ANSPACH	1,168.00	14	GIS SYSTEM
23851	10/6/2011	CDW01	CDW GOVERNMENT, INC.	2,443.60	ZVR6688	COMPUTERS
				239.74	ZVR66888	COMPUTER SUPPLIES
Check Total:				2,683.34		

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
CASH DISBURSEMENT REPORT  
FOR THE PERIOD 10/1/11 TO 10/31/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23852	10/6/2011	CLA04	CLASSIC CHEMICALS, INC.	1,499.12	615725	SUPPLIES
23853	10/6/2011	COA02	COASTAL BUSINESS SYSTEMS	610.00	72829	MAINTENANCE AGREEMENT
23854	10/6/2011	CPS01	CPS HUMAN RESOURCE SERVICE	286.59	INV336274	PROFESSIONAL SERVICES
23855	10/6/2011	DEP02	CAL. DEPT. OF PUBLIC HEALTH	8,660.48	1160069	WATER SYSTEM FEES
23856	10/6/2011	HAR03	HARVEY M. HARPER CO.	71.53	709808	VEHICLE INSPECTIONS
23857	10/6/2011	HIG01	HIGH YIELD IND. PRODUCTS	263.02	138367	SUPPLIES
23858	10/6/2011	HOM03	JOSE HOMEM	75.00	B11006	CONTRACTED REFEREE
23859	10/6/2011	HUM26	HUMBOLDT FASTENERS	52.91	201931	SUPPLIES FOR REPAIRS
23860	10/6/2011	HUM42	HUMBOLDT OUTFITTERS	168.42 757.90	6864 6865	PARKS CREW SHIRTS SHIRTS FOR OPERATIONS DEPT.
Check Total:				926.32		
23861	10/6/2011	MCK04	MCK ACE HARDWARE	1,148.89	B11005	REPAIRS/SUPPLY
23862	10/6/2011	MCK11	MCKINLEYVILLE SENIOR CENTER	117.40	B11004	MAINTENANCE REPAIRS
23863	10/6/2011	MCK12	MCKINLEYVILLE UNION SCHOOL	1,248.50	B11004	BUS TRANSPORT FOR REC PROGRAM
23864	10/6/2011	MIL01	Miller Farms Nursery	670.37	B11004	REPAIRS/SUPPLY
23865	10/6/2011	MIL03	THE MILL YARD	182.81	233706	SUPPLIES FOR REPAIRS
23866	10/6/2011	MOR01	JOHN M. MORGAN	33.46	B11006	SAFETY SUPPLIES
23867	10/6/2011	NAT06	NATIONAL METER & AUTOMATION	9,417.62	S1034923	WATER METERS
23868	10/6/2011	NEC01	NEC FINANCIAL SERVICES,LLC	314.51	314.51	PHONE SYSTEM LEASE
23869	10/6/2011	NOR01	NORTH COAST LABORATORIES	3,003.00	B11005	LAB TESTS
23870	10/6/2011	NOR36	NORTH COAST PARTS & SUPPLIES	79.98	B11005	MAINTENANCE SUPPLIES
23871	10/6/2011	NYL01	NYLEX.NET	2,487.89	70858	COMPUTER SERVICES
23872	10/6/2011	ORE01	O'REILLY AUTOMOTIVE, INC.	17.79	B11004	SUPPLIES
23873	10/6/2011	REN01	RENNER PETROLEUM	637.88 2,155.13	B11004 B11005	FUEL FUEL
Check Total:				2,793.01		
23874	10/6/2011	ROA01	PAUL L. ROACH	650.00	B11006	CONTRACTED UMPIRE
23875	10/6/2011	SAF04	SAFEWAY INC. FILE # 72905	85.34	B11005	SUPPLIES FOR REC PROGRAMS
23876	10/6/2011	SCH01	Schir Parts, Inc.	148.93	B11004	NEW STARTER FOR UNIT 13
23877	10/6/2011	SEC03	SECURITY LOCK & ALARM	257.20	76941	LIBRARY REKEY
23878	10/6/2011	SEQ01	Sequoia Gas Co.	1,247.77	B11005	GENERATOR FUEL
23879	10/6/2011	SIE02	SIERRA CHEMICAL CO.	951.77	224763	CHLORINE & DEPOSIT FOR CONTAINER
23880	10/6/2011	SUP01	Superior Alarm Sys., Inc.	118.50 207.00	99801 99802	ALARM SYSTEM MONITORING ALARM SYSTEM MONITORING
Check Total:				325.50		
23881	10/6/2011	THO02	Thomas Home Center	383.90	B11005	REPAIRS/SUPPLY
23882	10/6/2011	THR01	THRIFTY SUPPLY COMPANY	2,123.11	B11005	WATER MAIN REPLACEMENT
23883	10/6/2011	UMP02	UMPQUA BANK	344.91	B11006	SUPPLIES
23884	10/6/2011	UNI08	UNITED DISTRIBUTING COMPANY	598.90	199727	SUPPLIES
23885	10/6/2011	USB01	U.S. BANK TRUST N.A.	8,145.83	B11004	SEWER BOND PAYMENT
23886	10/6/2011	WES13	WESTERN WEB	1,041.45	10246	NEWSLETTER PRINTING
23887	10/6/2011	WIN02	Winzler & Kelly	28,184.64	59615	RAMEY PUMP STATION UPGRADE
23888	10/6/2011	ZEP01	ZEP MANUFACTURING CO.	483.40	53455147	MAINTENANCE SUPPLIES
23889	10/6/2011	\C006	COTTAGE REALTY,	26.63	000B11001	MQ CUSTOMER REFUND

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
CASH DISBURSEMENT REPORT  
FOR THE PERIOD 10/1/11 TO 10/31/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23890	10/6/2011	\F008	FELIZ, MARK	7.07	000B11001	MQ CUSTOMER REFUND
23891	10/6/2011	\G002	GRAFF, JAROD	51.16	000B11001	MQ CUSTOMER REFUND
23892	10/6/2011	\L001	LEE, DENNIS	14.33	000B11001	MQ CUSTOMER REFUND
23893	10/6/2011	\P005	PARKS, LAWANDA	5.46	000B11001	MQ CUSTOMER REFUND
23894	10/6/2011	\S032	SOLOMON, SARAH	56.86	000B11001	MQ CUSTOMER REFUND
23895	10/6/2011	\S033	STALLWORTH, BEN K.	16.02	000B11001	MQ CUSTOMER REFUND
23896	10/7/2011	ACW01	ACWA HEALTH BENEFITS AUTH	43,200.93	X OCT 201	HEALTH INSURANCE
23897	10/7/2011	COL05	COLANTUONO & LEVIN, PC	2,639.00	22333	PROFESSIONAL SERVICES
23898	10/7/2011	HUM08	HUMBOLDT SANITATION	963.60	B11007	TRASH SERVICE
23899	10/7/2011	MIT01	Mitchell, Brisso, Delaney	1,700.28	29607	LEGAL SERVICES
23900	10/7/2011	NYL01	NYLEX.NET	1,080.00	71009	SOFTWARE UPGRADE
23901	10/12/2011	VOID	VOIDED CHECK	-	-	VOIDED CHECK
23902	10/12/2011	VOID	VOIDED CHECK	-	-	VOIDED CHECK
23903	10/12/2011	JAC04	JACKSON & EKLUND	13,296.50	169878	PROFESSIONAL SERVICES
23904	10/17/2011	*0016	PEGGY MCLACHLAN	100.00	B11014	AZALEA HALL DEPOSIT REFUND
23905	10/17/2011	*0017	ELAINE LEWIS	100.00	B11014	AZALEA HALL DEPOSIT REFUND
23906	10/17/2011	*0018	DAVID BARSUGLIA	100.00	B11014	MAC DEPOSIT REFUND
23907	10/17/2011	ABB03	ABBY SYSTEMS, INC	1,049.03	B11011	1/2 WORK DONE BY CRE
23908	10/17/2011	ATT01	AT&T	1,159.58	B11014	PHONE AND TELEMETRY
23909	10/17/2011	BON02	BONNIE L. OLIVER	200.00	2	TEEN CENTER DESIGN DEVELOPMENT
23910	10/17/2011	GUA01	GUARDIAN - APPLETON	573.55	B11014	DENTAL INSURANCE
23911	10/17/2011	HAR03	HARVEY M. HARPER CO.	68.13	7088088	TRUCK INSPECTIONS
23912	10/17/2011	IND02	Industrial Electric Services	183.27	IN4447	SUPPLIES
23913	10/17/2011	KER01	KERNEN CONSTRUCTION	326.25	40574	MAINTENANCE/ REPAIRS
23914	10/17/2011	KEY01	KEY EQUIPMENT FINANCE	311.67	1111	EQUIPMENT LEASE
23915	10/17/2011	NOR13	NORTHERN CALIFORNIA SAFETY	80.00	18103	SUBSCRIPTION
23916	10/17/2011	NOR35	NORTHERN HUMBOLDT	590.68	ES12-0052	OPEN SPACE MAINTENANCE
23917	10/17/2011	PGE01	PG & E (Office & Field)	14,998.20	B11012	UTILITIES
23918	10/17/2011	UMP02	UMPQUA BANK	1,228.41	B11011	SUPPLIES
23919	10/17/2011	USP02	USPS: ARCATA BMEU	1,500.00	B11011	BULK MAIL
23926	10/24/2011	*0019	KIM HAYLER	22.50	B11019	HSS DEPOSIT REFUND
23927	10/24/2011	*0020	JACKIE KEEGAN	42.50	B11019	KINDERSPORTS REFUND
23928	10/24/2011	ACT02	THE ACTIVE NETWORK, INC.	2,123.75	41000770	SAFARI-MAINTENANCE AGREEMENT
23929	10/24/2011	ADV04	ADVANCED DISPLAY AND SIGN	58.32	506824	HILLER PARK MAP
23930	10/24/2011	AWW03	AMERICAN WATER WORKS	1,853.00	700038562	MEMBERSHIP DUES
23931	10/24/2011	BAL01	DAVID BALDOSSER	58.61	B11018	AFLAC FLEX SPENDING REIMBURSEMENT
23932	10/24/2011	BEN01	BEN MEADOWS	382.55	101800407	SUPPLIES/ MAINTENANCE
23933	10/24/2011	COR01	CORBIN WILLITS SYSTEMS	833.42	B110151	MOM MONTHLY PAYMENT
				65.00	00B10930	WORK DONE ON MOM SYSTEM
			Check Total:	898.42		
23934	10/24/2011	COR07	JOHN W. CORBETT	100.00	B11021	DIRECTORS FEES
23935	10/24/2011	COU09	DAVID R. COUCH	100.00	B11021	DIRECTORS FEES
23936	10/24/2011	EDW01	HELEN L. EDWARDS	100.00	B11021	DIRECTORS FEES



**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
CASH DISBURSEMENT REPORT  
FOR THE PERIOD 10/1/11 TO 10/31/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23937	10/24/2011	GUA01	GUARDIAN - APPLETON	3,776.89	B11021	DENTAL INSURANCE
23938	10/24/2011	HUC01	DELILAH HUCK	292.50	B11019	CONTRACTED INSTRUCTOR
23939	10/24/2011	IND02	Industrial Electric Services	56.05	IN4483	EXTERIOR LIGHTS AT LIBRARY
23940	10/24/2011	2-May	DENNIS MAYO	100.00	B11021	DIRECTORS FEES
23941	10/24/2011	MID01	MIDWAY INDUSTRIES	210.30	228557	LIGHTS FOR MAC & AZALEA HALL
23942	10/24/2011	PGE02	PACIFIC GAS & ELECTRIC	2,343.20	B11021	STREETLIGHT POWER
23943	10/24/2011	RES05	RESERVE ACCOUNT	1,500.00	B11018	POSTAGE METER
23944	10/24/2011	THR02	THREE G'S HAY & GRAIN	187.18	20371	SUPPLIES
23945	10/24/2011	UPS01	UPS	34.28	Y6R493421	LAB TEST SHIPMENT
23946	10/24/2011	USB01	U.S. BANK TRUST N.A.	8,145.83 (8,145.83)	B11021 B11021u	SEWER BOND PAYMENT Ck# 023946 Reversed
Check Total:				-		
23947	10/24/2011	WEN01	WILLIAM WENNERHOLM, DC	100.00	B11021	DIRECTORS FEES
23948	10/31/2011	*0020	JACQUELINE HEWINS	60.00	B11025	REC PROGRAM REFUND
23949	10/31/2011	*0021	MAD RIVER ROTARY	100.00	B11027	AZALEA HALL DEPOSIT REFUND
23950	10/31/2011	COA02	COASTAL BUSINESS SYSTEMS	236.53	75924	MAINTENANCE DONE ON PRINTER
23951	10/31/2011	COR01	CORBIN WILLITS SYSTEMS	500.00	B11015	MAINTENANCE DONE ON MOM SYSTEM
23952	10/31/2011	COR07	JOHN W. CORBETT	100.00 (100.00)	B11027 B11027u	DIRECTORS FEES Ck# 023952 Reversed
Check Total:				-		
23953	10/31/2011	COU09	DAVID R. COUCH	100.00	B11027	DIRECTORS FEES
23954	10/31/2011	EDW01	HELEN L. EDWARDS	100.00	B11027	DIRECTORS FEES
23955	10/31/2011	HEN03	JAMES G. HENRY	250.00	B11031	SAFETY BOOTS
23956	10/31/2011	HUM42	HUMBOLDT OUTFITTERS	243.82	6929	UNIFORMS
23957	10/31/2011	2-May	DENNIS MAYO	100.00	B11027	DIRECTORS FEES
23958	10/31/2011	NOR36	NORTH COAST PARTS & SUPPLIES	25.17	B11028	SUPPLIES
23959	10/31/2011	REE06	CHRIS REED	48.59	B11024	SAFETY SUPPLIES
23960	10/31/2011	REM01	REMY, THOMAS, MOOSE AND MANLEY	9,100.00	22546	PROFESSIONAL SERVICES
23961	10/31/2011	STA11	STAPLES CREDIT PLAN	902.07	B11028	SUPPLIES
23962	10/31/2011	USB01	U.S. BANK TRUST N.A.	8,145.83	B11024	SEWER BOND PAYMENT
23963	10/31/2011	WEN01	WILLIAM WENNERHOLM, DC	100.00	B11027	DIRECTORS FEES
Total Accounts Payable Disbursements				<u>268,403.38</u>		

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
CASH DISBURSEMENT REPORT  
FOR THE PERIOD 10/1/11 TO 10/31/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
<b>Payroll Related Disbursements</b>						
9424-9471, 9481	10/5/2011	-	VARIOUS EMPLOYEES	15,777.00	-	EMPLOYEE CHECKS
9472	10/5/2011	DIR01	DIRECT DEPOSIT VENDOR- US	25,295.50	B11005	Direct Deposit
9473	10/5/2011	EMP01	Employment Development	1,382.47	B10922	STATE INCOME TAX
9474	10/5/2011	EMP02	Employment Dev Department	2,394.41	B10930	SUI
9475	10/5/2011	FRA05	FRANCHISE TAX BOARD	(1.00)	B10922	FRANCHISE TAX BOARD
				239.46	B11005	FRANCHISE TAX BOARD
				191.72	1B10922	FRANCHISE TAX BOARD
			Check Total:	430.18		
9476	10/5/2011	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B10922	FEDERAL INCOME TAX
				5,067.65	B11005	FEDERAL INCOME TAX
				(84.53)	1B10922	FICA
				5,573.98	1B11005	FICA
				(23.58)	2B10922	MEDICARE
				1,554.28	2B11005	MEDICARE
				-	3B10922	FEDERAL INCOME TAX
				84.53	4B10922	FICA
				23.58	5B10922	MEDICARE
			Check Total:	12,195.91		
9477	10/5/2011	STA10	Citistreet	2,846.56	B11005	RETIREMENT
9478	10/5/2011	STA17	CA STATE DISBURSEMNT UNIT	231.50	B11005	CHILD SUPPORT
9479	10/5/2011	AFL01	AFLAC	43.30	B10930	AFLAC (PRE-TAX)
9480	10/5/2011	PUB01	Public Employees PERS	14,886.77	B10930	PERS PAYROLL REMITTANCE
				154.66	1B10930	PERS CONTRIBUTION
			Check Total:	15,041.43		
9481	10/7/2011	-	EMPLOYEE CHECK	1,117.26	-	EMPLOYEE CHECK
9482	10/12/2011	-	EMPLOYEE CHECK	702.38	-	EMPLOYEE CHECK
9483-9540	10/17/2011	-	VARIOUS EMPLOYEES	14,436.09	-	EMPLOYEE CHECKS
9541	10/20/2011	DIR01	DIRECT DEPOSIT VENDOR- US	24,075.47	B11019	Direct Deposit
9542	10/20/2011	EMP01	Employment Development	75.00	B11007	STATE INCOME TAX
				38.36	B11012	STATE INCOME TAX
				1,215.55	B11019	STATE INCOME TAX
			Check Total:	1,328.91		
9543	10/20/2011	FRA05	FRANCHISE TAX BOARD	47.74	B11019	FRANCHISE TAX BOARD
9544	10/20/2011	HUM29	UMPQUA BANK--PAYROLL DEP.	100.00	B11007	FEDERAL INCOME TAX
				165.00	B11012	FEDERAL INCOME TAX
				4,634.46	B11019	FEDERAL INCOME TAX
				142.44	1B11007	FICA
				99.84	1B11012	FICA
				5,209.69	1B11019	FICA
				39.72	2B11007	MEDICARE
				27.84	2B11012	MEDICARE
				1,452.66	2B11019	MEDICARE
			Check Total:	11,871.65		
9545	10/20/2011	STA10	Citistreet	2,861.48	B11019	RETIREMENT
9546	10/20/2011	STA17	CA STATE DISBURSEMNT UNIT	231.50	B11019	CHILD SUPPORT
9547	10/21/2011	-	EMPLOYEE CHECK	1,572.87		EMPLOYEE CHECK
Total Payroll Disbursements				133,883.61		
Total Disbursements				402,286.99		

**McKinleyville Community Services District**  
Board Agenda Background

**AGENDA ITEM:** D.4.

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

**MEETING DATE:** November 16, 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	September 23, 2011
10 Day Notice	November 2, 2011
Board Meeting	November 16, 2011
Lock Date	December 19, 2011
<b>ROUTES 13 and 15</b>	

Account #	Address	Model of DCV	Date s/o out
13-435-000	2745 Warner	Wilkins 550	
15-320-000	755 Eucalyptus	Watts	
15-915-000	2675 Bolier	Febco	

Updated: 11/4/2011

First Letter	10/17/2011
Board Notice	11/2/2011
Board Meeting	11/16/2011
Lock Date	12/19/2011
Capped Well Inspections	

Account #	Address	Model of DCV	Date s/o out
8-175-000	753 Wolf		
8-470-000	1704 Bird		
11-050-000	2265 Terrace	same well as 2277	
11-053-000	2277 Terrace	same well as 2265	

Updated: 11/4/2011

**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**

November 16, 2011

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1                      20-Year Facilities Plan Discussion**

**PRESENTED BY:              SHN Engineers/Norman Shopay**

**TYPE OF ACTION:            None**

**Recommendation:**

Staff requests the Board listen to the presentation on the 20-Year Facilities Plan.

**Discussion:**

Staff conducted a workshop on November 7, 2011 at Azalea Hall to discuss the 20-year facility plan and provide an opportunity for the public to provide initial comments. A copy of that presentation is attached.

The presentation this evening will focus on providing the Board with additional information on the proposed alternative. We would also like to schedule a Special December Board meeting as a field trip in order to visit a currently operating facility with a similar technology that is being proposed for McKinleyville. We will provide more details on the schedule for the field trip shortly.

**Alternatives:**

Not Applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**


Not applicable

**Exhibits/Attachments**

- Attachment 1 - Presentation for November 7, 2011 meeting
- Attachment 2 - Presentation for the November 16, 2001 meeting


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## McKinleyville Community Services District



**Wastewater Facilities Plan  
Administrative Draft - Public Presentation**

**Presented By:**  
Lisa Stromme, P.E.  
November 7, 2011




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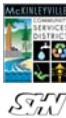
## Introduction

SHN presented the Administrative Draft of the Facilities Plan for the MCSD Wastewater Management Facility (WWMF) to the MCSD Board on October 19, 2011.

The Facilities Plan identifies a recommended alternative for upgrading the existing system to meet current regulatory requirements as well as address projected growth needs in the community.

Board approval of the recommended alternative is needed to move forward with system upgrades.

The public is encouraged to send comments on the plan to MCSD for consideration during the public review and comment period.




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## Public Review and Comment Period


### Facilities Plan Review

- The public is encouraged to review the Administrative Draft of the Facilities Plan.
- The document is available for review at the MCSD office and on the MCSD website:  
<http://mckinleyvillecsd.com/document-library>

### Facilities Plan Comments

- Comment period started on October 19, 2011.
- Comment period ends at 5 pm on December 14, 2011.
- The public should address comments on the plan to Norman Shopay, the MCSD General Manager.

McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519




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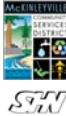
### Presentation Overview

**The goal of this presentation is to:**

- Provide an overview of the 20-Year Wastewater Facilities Plan developed for the MCSD WWMF.

**The objective of this presentation is to:**

- Outline the various elements of the 20-Year Wastewater Facilities Plan and present the recommendations for system upgrades.



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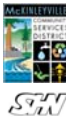
### Facilities Planning Process

**Brief History of the Facilities Planning Process:**

- Project started in 2008, initiated by MCSD staff
- Conducted system assessments in 2009
- Completed feasibility study in 2010
- Developed the Facilities Plan in 2011

**Major Milestones Throughout the Process:**

- Public Scoping Session – April 2010
- Technical Review Session – June 2010
- Selection of Alternatives – July 2010
- Completed Reclamation Study – February 2011
- Completed NPDES Permit Renewal – April 2011
- Peer Review Facilities Plan – August 2011



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### Overview of the Public Scoping Session (April 2010)

The workshop presented an opportunity for the public to provide input on alternatives to be included in the Facilities Plan.

The outcome included a list of ideas and treatment system goals that the public would like MCSD to consider.

<p><u>Treatment system:</u></p> <ul style="list-style-type: none"> <li>• Promote energy efficiency</li> <li>• Increase passive/wetland system use</li> <li>• Provide recreational benefits</li> <li>• Incremental build-out of upgrades</li> <li>• Reduce influent flow/gray water</li> </ul>	<p><u>Biosolids production and reuse:</u></p> <ul style="list-style-type: none"> <li>• Methane capture system</li> <li>• Composting for reuse</li> </ul>
<p><u>Disposal/reclamation/reuse:</u></p> <ul style="list-style-type: none"> <li>• Use existing discharge for ocean outfall</li> <li>• Challenge summer discharge prohibition</li> <li>• Treat portion for reuse and then dispose</li> <li>• Extract as much benefit before discharging</li> </ul>	



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### Wastewater Facilities Plan Overview

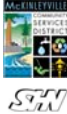
**Facilities Plan Goals:**

Develop sustainable wastewater solutions for the MCSD wastewater collection, treatment and disposal systems.

Provide a detailed plan outlining a recommended alternative for Regional Board and funding agency consideration.

**Facilities Plan Outline:**

- Part 1 – Background
- Part 2 – Operations Evaluation
- Part 3 – Project Feasibility
- Part 4 – Recommendations




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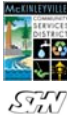
### Part 1 - Background

**Introduction**

- Facilities Planning Process
- Purpose and Need

**Study Area Characteristics**

- Study Area
- Physical Environment
- Socio-Economic Environment
- Land Use Regulations


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### Part 2 – Operations Evaluation

**Wastewater Characterization**

- Influent Flow Analysis
- Wastewater Characteristics

**Existing Wastewater Facilities**

- Wastewater Collection System
- Wastewater Treatment System
- Effluent Disposal System
- Land Reclamation System


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### Part 3 – Project Feasibility

**Basis For Planning**

- Regulatory Requirements
- Basis of Design
- Basis for Cost Estimates

**Collection System Analysis**

- Model Description
- Model Simulations
- Results


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### Part 3 – Project Feasibility, continued

**Treatment Alternatives**

- Upgrade/Expand Existing Facultative System
- Extended Aeration System Processes (2)
- Activated Sludge System
- Membrane Bioreactors
- Comparison of Secondary Treatment Options
- New Headworks and Biosolids Management


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### Part 3 – Project Feasibility, continued

**Disposal and Reclamation Alternatives**

- New Reclamation Practices
- Existing Outfall to Mad River
- Municipal Reuse
- Ocean Outfall





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### Part 4 - Recommendations

#### Recommended Plan

- Collection System Improvements
- Treatment System Improvements
- Disposal and Reclamation System Improvements
- Project Cost Summary

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### Facilities Plan Objective

Provide a clear, feasible, and appropriate “road map” to capital improvements, upgrades, and maintenance of the District’s wastewater collection, treatment, and disposal facilities.

The plan is designed to be used in the development of a wastewater management system that:

1. addresses immediate permit requirements,
2. anticipates future permit and regulatory requirements, and
3. accommodates anticipated growth and community needs.

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### Current Regulatory Issues

The current area of concern for the existing WWMF is the presence of high ammonia concentrations in treated effluent.

High nutrient loading is impacting the ability of the WWMF to consistently comply with current disposal and reclamation system requirements.

Although the current permit does not directly limit ammonia in effluent discharges, the District anticipates ammonia limits will be established in the next permit cycle.

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### Population Growth Forecasts

McKinleyville is the most populated unincorporated area in Humboldt County and is one of the fastest growing communities in the county.

For purposes of the facilities plan, the average growth rate used to develop 20-year flow projections was based on an alternative growth rate presented by the County that projects a 1.8% annual increase in population in McKinleyville.

Year	EDUs	Population
2010	5,000	13,000
2015	6,000	15,000
2020	7,000	17,000
2025	8,000	19,000
2030	9,000	21,000

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### Existing and Projected WWMF Flows

#### Existing Flows

The average dry weather flow is approximately 0.9 MGD.  
 The average wet weather flow is approximately 1.1 MGD.  
 The peak day flow is approximately 2.0 MGD.

#### Projected Flows (Year 2030)

The projected average dry weather flow is 1.4 MGD.  
 The projected average wet weather flow is 1.7 MGD.  
 The projected peak day flow is 3.1 MGD.

Projected 20-year flows for year 2030 were developed based on a 1.8% annual increase in population. MCSD staff have noted that the 1.8% growth rate is the annual average increase observed over the last 10 years.

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### Existing Wastewater Treatment System

The MCSD WWMF consists of a collection system, wastewater treatment facility, and effluent disposal and land reclamation system. The existing treatment system is a secondary treatment process that consists of three aerated ponds and one stabilization pond followed by a two-stage treatment wetland.

The average dry weather design flow of the treatment facility is 1.6 MGD and the wet weather design flow is 3.3 MGD.

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### Existing Disposal and Reclamation System



**Monitoring Locations:**

- M-001: WWMF/ CC Chamber
- M-002: Mad River at Hammond
- M-003: Percolation Ponds
- M-004: Lower Fisher Ranch
- M-005: Upper Fisher Ranch
- M-006: Hiller Wetlands Inflow
- M-007: Pialorsi Ranch
- M-008: Hiller Wetlands Outflow

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### Existing Disposal and Reclamation System

**Discharge Period - October 1 through May 14**

Treated wastewater effluent is discharged to the Mad River, or, if the flow in the river is less than 200 cubic feet per second effluent is discharged to the percolation ponds adjacent to the river and/or to land for reclamation.

**Discharge Prohibition Period - May 15 through September 30**

Treated wastewater effluent is discharged to the percolation ponds and/or to land for reclamation.

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### Disposal and Reclamation System Limitations

Under current conditions wastewater reuse on the existing wastewater reclamation areas does not conform to the current waste discharge requirements for reclamation activities.

The Upper Fisher Ranch is not currently operated for reclamation; wastewater effluent is applied by overland flow irrigation methods in quantities that exceed agronomic rates.

Opportunities to increase irrigation on the lower pastures may balance these effects; however, based on current nitrogen loading rates, the existing available reclamation area is not sufficient to reclaim wastewater.



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### Disposal and Reclamation System Limitations, cont.

In order to accommodate the land application of effluent, modifications to the existing practices will need to include:

1. a reduction in total nitrogen in the plant effluent, and
2. an increase of the crop cover's ability to use the available nitrogen being applied through land application.

The District also needs an alternative to the continued use of the existing percolation ponds for effluent disposal during the summer discharge prohibition period.


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### Collection System Improvements


The central crossing (Line 5) and the southern crossing (Line 3) have been identified as the critical areas in the collection system that will require upgrades under projected flow conditions.

Recommended improvements to the collection system network include installing parallel pipe networks adjacent to each main line in these areas.



Additional improvements are recommended at the system lift stations.

Total costs for the proposed collection system upgrades were estimated to be \$3.4M.




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24

### Treatment System Improvements

Secondary treatment alternatives were evaluated with regard to:

- treatment,
- cost,
- implementability,
- public acceptance, and
- regulatory issues.

Nitrogen removal, in addition to secondary treatment, was considered a priority.


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### Treatment System Improvements, cont.

Secondary treatment alternatives reviewed in detail included:

1. a high performance aeration system with a nitrifying filter;
2. an in-basin extended aeration system;
3. an oxidation ditch;
4. an activated sludge system; and
5. a membrane treatment system.

Treatment System	Operations Present Value (\$)	Project Cost (\$)	Project Present Value (\$)
HPAS/NF	~5,000,000	~7,000,000	~13,000,000
Extended Aeration	~5,000,000	~6,000,000	~11,000,000
Oxidation Ditch	~7,000,000	~8,000,000	~15,000,000
Activated Sludge	~10,000,000	~11,000,000	~21,000,000
MBR	~13,000,000	~15,000,000	~28,000,000

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### Treatment System Improvements, cont.

The in-basin extended aeration system provides a high quality effluent that would reliably meet anticipated permit requirements for land application and discharge to Mad River.

Of the high reliability alternatives considered, the in-basin extended aeration system had the lowest capital and operational costs.

Costs for the in-basin extended aeration system were estimated to be \$7.4M.

Additional costs for a new headworks were estimated to be \$1.1M.

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27

### Disposal and Reclamation System Improvements

To increase reclamation capabilities at the land reclamation sites, installation of a poplar forest is proposed.

The proposed poplar forest disposal plan includes the planting of approximately 45 acres of the Lower Fisher Ranch with poplars in 4- to 5-acre plots.

If poplars replaced the current grass crop mixture on the Lower Fisher Ranch, total acreage efficiency could be increased by 130%.

Total costs for the proposed disposal and reclamation system upgrades were estimated to be \$1.9M.

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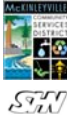
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### Total Anticipated Project Cost

Component	Description	Total Cost
Collection System	Gravity Mains/ Lift Stations	\$3.4M
Pre-treatment	Headworks	\$1.1M
Secondary Treatment	In-Basin Extended Aeration	\$7.4M
Disposal/Reclamation	Poplar Forest/ Pond Removal	\$1.9M
<b>Total Project Cost</b>	<b>---</b>	<b>\$13.8M</b>

The opinion of probable cost to complete the recommended WWMF collection, treatment and disposal/reclamation system improvements is approximately \$13.8M.




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### Conclusions

The Facilities plan provides a clear, feasible, and appropriate “road map” to capital improvements, upgrades, and maintenance of the District’s wastewater collection, treatment, and disposal facilities.

Of the alternatives reviewed, the in-basin extended aeration system provides a high quality effluent that would reliably meet anticipated permit requirements for land application and discharge to Mad River.

This secondary treatment system upgrade, coupled with improvements to the existing land reclamation practices, should enable the WWMF to consistently meet or exceed regulatory requirements over the 20-year planning horizon.




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### Next Steps...

The Administrative Draft of the Facilities Plan was presented to the MCSD Board on October 19, 2011.


The plan will be submitted for MCSD Board approval in January 2012, pending no significant changes.

Following MCSD Board approval, the plan will be submitted to the Regional Board.

In addition to review by the MCSD Board, the Facilities Plan is available to the general public on the MCSD website for review and comment.

The public comment period started on October 19, 2011 and will end on December 14, 2011.

The public is encouraged to provide comments to MCSD for consideration during the review and comment period.




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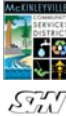
### Next Steps, continued...

A Final Facilities Plan will be submitted to the Regional Board for review and comment.

Following Regional Board approval, the District will need to initiate the planning, design, and permitting phases of the Preferred Project.

This work will include completing the following:

1. Design Team Review and Selection (2012)
2. Preliminary Engineering Design (2013)
3. CEQA Review (2013)
4. Final Design (2014)
5. Project Permitting (2014)
6. Construction (2015)
7. NPDES Permit Renewal (2016)




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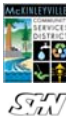
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### Overview of General Comments to Date

The following general comments on the plan were noted during the MCSO Board meeting:

1. Incorporation of Public Input from 2010
  - Wetlands Treatment
  - Municipal Reuse
  - Ocean Outfall
  - Modular System
2. Selection of Designated Growth Rate
3. Pilot Project Results for Poplar Study
4. Odor Concerns for Selected Alternative




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### Incorporation of Public Input from 2010

1. Wetlands Treatment
  - Addressed in Section 7.2
2. Municipal Reuse
  - Addressed in Section 8.3
3. Ocean Outfall
  - Addressed in Section 8.4
4. Modular System
  - Regulatory Requirements vs. Capacity-Driven Upgrades

**Thank You!**




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## McKinleyville Community Services District



**Wastewater Facilities Plan  
Treatment System Improvements  
Recommended Alternative Review**

**Presented By:**  
Lisa Stromme, P.E.  
November 16, 2011




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## Introduction

SHN presented the Administrative Draft of the Facilities Plan for the MCSD Wastewater Management Facility (WWMF) to the MCSD Board on October 19, 2011 and held a public workshop on November 7, 2011 for the public to ask questions and provide comments.

The Facilities Plan identifies a recommended alternative for upgrading the existing treatment system to meet current regulatory requirements as well as address projected growth needs in the community.

Board approval of the recommended alternative is needed to move forward with system upgrades.




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## Presentation Overview

**The goal of tonight's presentation is to:**

- Provide an overview of the recommended alternative as set forth in the Facilities Plan developed for the MCSD WWMF.

**The objective of tonight's presentation is to:**

- Review the various elements of an in-basin extended aeration system and present the benefits of the recommended alternative.




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### Facilities Plan Objective

Provide a clear, feasible, and appropriate “road map” to capital improvements, upgrades, and maintenance of the District’s wastewater collection, treatment, and disposal facilities.

The plan is designed to be used in the development of a wastewater management system that:

1. addresses immediate permit requirements,
2. anticipates future permit and regulatory requirements, and
3. accommodates anticipated growth and community needs.



### Treatment System Improvements

Secondary treatment alternatives were evaluated with regard to:

- treatment,
- cost,
- regulatory issues
- implementability, and
- public acceptance.

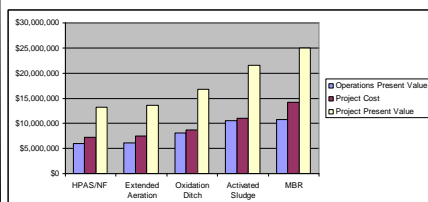
Nitrogen removal, in addition to secondary treatment, was considered a priority.



### Treatment System Improvements, cont.

Secondary treatment alternatives reviewed in detail included:

1. a high performance aeration system with a nitrifying filter;
2. an in-basin extended aeration system;
3. an oxidation ditch;
4. an activated sludge system; and
5. a membrane treatment system.



### Treatment System Improvements, cont.

The in-basin extended aeration system provides a high quality effluent that would reliably meet anticipated permit requirements for land application and discharge to Mad River.

Of the high reliability alternatives considered, the in-basin extended aeration system had the lowest capital and operational costs.

Costs for the in-basin extended aeration system were estimated to be \$7.4M.

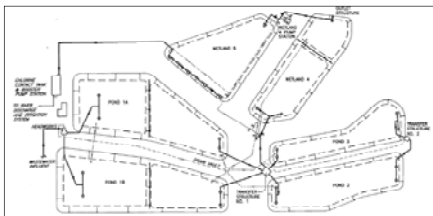
Additional costs for a new headworks were estimated to be \$1.1M.



### Existing Treatment System

Existing treatment system components:

- oxidation/stabilization ponds
- treatment wetlands
- chlorine disinfection



### Proposed Treatment System

Proposed treatment system components:

- new headworks/blower building
- aeration basins (2)
- clarifiers (4)



### In-Basin Extended Aeration Systems

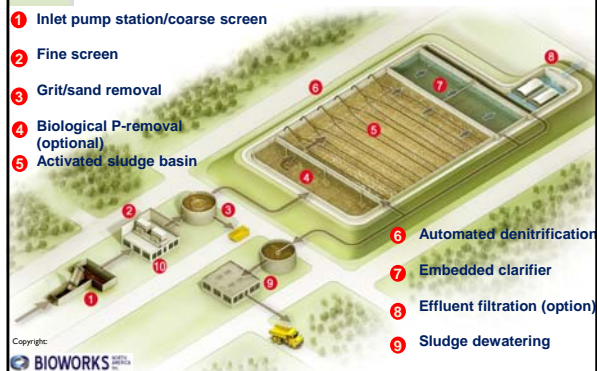
There are two leading manufacturers of in-basin extended aeration systems in the United States:

BioWorks® – Bioworks North America  
 Biolac® – Parkson Corporation

The information presented on the following slides was provided by BioWorks® and is being used with permission in accordance with applicable copyright laws.



### In-Basin Extended Aeration – Typical Design



### In-Basin Extended Aeration – Basic Concepts

An "Extended Aeration System" speeds up Mother Nature's normal way of eliminating biological waste.

This is done by helping the already-present microorganisms to consume the waste (the waste is their food).

Those microorganisms are "aerobic" (they breathe air - oxygen).

Following preliminary treatment, the wastewater is contained in a large basin full of the wastewater and microorganisms.

High volumes of air are added to allow the microorganisms to breathe and flourish.

The biological waste is consumed as their food.



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### In-Basin Extended Aeration – Diffuser System


Aeration is typically responsible for 2/3 of the total electric costs in the operation of wastewater treatment plants.

The in-basin extended aeration system uses fine-bubble diffused aeration. The fine-bubble diffuser process is energy-efficient:

- it minimizes energy usage,
- provides the right amount of air, and
- keeps the basins well mixed.

The diffuser assemblies are suspended from floating air lines.

The Aeration Basin is then followed by a settling tank (clarifier) where the heavy solids fall to the bottom and the clean water flows over a weir.



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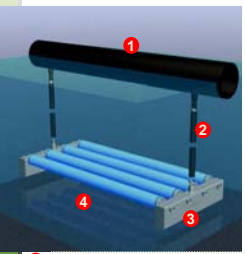
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### In-Basin Extended Aeration – Diffuser System



Submerged depth usually 9 to 16 feet

- 1 Floating air header
- 2 Downcomer hose
- 3 Air manifold with ballast weights
- 4 Single diffuser tubes with silicone membranes

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### In-Basin Extended Aeration – Nitrogen Removal

Nitrogen is removed in the treatment system by turning the incoming ammonia to nitrates (through aeration), then getting the nitrates out by “anoxic” action. This is done by alternating aerated (oxic) and non-aerated (anoxic) zones.



1<sup>st</sup> ANOXIC ZONE 2<sup>nd</sup> OXIC ZONE 3<sup>rd</sup> ANOXIC ZONE 4<sup>th</sup> OXIC ZONE

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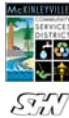
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### In-Basin Extended Aeration – Effluent Water Quality

The extended aeration system can produce excellent effluent quality:

- **BOD below 10 mg/L**  
(below 5 mg/L w/ filter)
- **TSS below 15 mg/L**  
(below 5 mg/L w/ filter)
- **Ammonia below 1 mg/L**
- **Nitrogen/phosphorous removal where needed**



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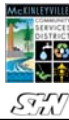
### In-Basin Extended Aeration - Benefits

### Cost Advantages

- Construction cost is lower than other alternatives
  - The main (aeration) basin is lined earthen basin (not expensive concrete)
  - Simple design
- Operating costs are also lower
  - Energy-efficient
  - Easy to operate & maintain

## Overall Benefits

- Cost-Effective Construction
- Easy & Stable Operation
- High-efficiency fine-bubble aeration
- Excellent Effluent Water Quality
- Nitrogen Removal
- Simple & Easy Maintenance
- Low Operating Costs



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## BioWorks® Facility



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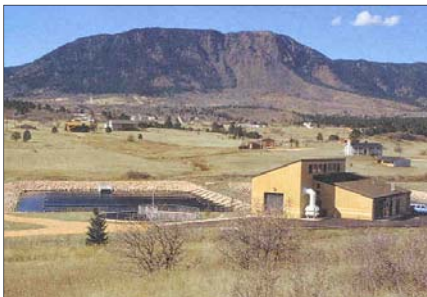
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**BioWorks® Facility**

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**Discussion Points Raised by the Public  
at the November 7<sup>th</sup> Workshop**

- Why not deep well injection for disposal?
- What are the results of the SAV study?
- What would comprise a minimum project?
- Are the community growth rate projections verifiable?
- What irrigation methods are being considered?
- What are the O&M costs?
- Are energy conservation measures being considered?
- Is a decentralized system acceptable by code?
- How will biosolids be handled?
- Are the impacts of future regulatory requirements addressed?
- Are different disinfection methods being considered?

**Thank You!**




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# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 16, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: E.2. Consider Approval of Fischer Ranch Lease Addendum**

**PRESENTED BY: Norman Shopay**

**TYPE OF ACTION: Voice Vote**

**Recommendation:**

Staff recommends that the Board discuss and consider approval of the Addendum to the Fischer Ranch Lease.

**Discussion:**

Staff has prepared the attached lease addendum that was discussed with Mr. Peachey. Mr. Peachey reviewed and signed the lease addendum at the time of our meeting. The addendum includes a provision to require notification and approval by the District prior to the application of any pesticide, herbicide, chemical, fertilizer or other substance on the premises.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- First Addendum to Lease



## **FIRST ADDENDUM TO LEASE**

This "First Addendum to Lease" (this "First Addendum") is entered into as of October \_\_\_\_, 2011, between McKINLEYVILLE COMMUNITY SERVICES DISTRICT ("Lessor") and MARVIN PEACHEY ("Lessee").

### **Recitals**

A. WHEREAS, Lessor and Lessee entered and executed that certain written "Lease Agreement" dated February 19, 2011 (the "Lease"); and

B. WHEREAS, Lessor and Lessee desire to supplement their respective rights and obligations under the Lease, as stated in this First Addendum.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### **Agreement**

The following provision shall be added to the Lease and shall hereafter be deemed a material provision of said Lease:

**Section 1. Herbicide/Chemical/Pesticide Application Restrictions.** The Lessee shall not apply any pesticide, herbicide, chemical, fertilizer or other substance on the Premises without first notifying Lessor prior to the application and securing written authorization and consent from the Lessor to proceed with the application. For purposes of this provision, the General Manager of the McKinleyville Community Services District shall have the authority and discretion to permit or deny any request by Lessee to apply any pesticide, herbicide, chemical, fertilizer or other substance on the Premises.

**Section 2. Continuation of Lease.** In all other respects, the Lease is confirmed on the same terms and conditions as set forth therein. All capitalized terms used in this First Addendum shall have the same meaning(s) assigned to them in the Lease, unless assigned a specific meaning in this First Amendment.

IN WITNESS WHEREOF the parties have executed this First Addendum to Lease Agreement on the date first written above.

### **Signatures**

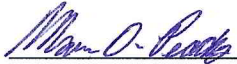
Lessor:

Lessee:

McKINLEYVILLE COMMUNITY  
SERVICE DISTRICT:

MARVIN PEACHEY:

By: \_\_\_\_\_  
Helen Edwards, Board President

By:  \_\_\_\_\_  
Marvin Peachey

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 16, 2011

TYPE OF ITEM: **ACTION**

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**ITEM: E.3. Consider revised date and time of the regular monthly meeting of the Board of Directors**

**PRESENTED BY: Sharon Denison**

**TYPE OF ACTION: Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board consider changing the regular meeting date to the first Wednesday of each month at 7:00pm at Azalea Hall and authorize an amendment to the Board Policy Manual, Rule 5-1: Regular Meetings and cancel the regular scheduled meeting on December 21, 2011.

### **Discussion:**

The Policy Manual of the Directors addresses this topic under Part V-Board Meeting Procedures, Rule 5-1: Regular Meetings—"Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00PM at Azalea Hall. The date time and place of regular meetings shall be considered annually at the organizational meeting of the Board." The District has held the monthly meetings on this date and time since 2001. Staff is requesting a change to the first Wednesday of each month to allow additional time for staff to close the previous financial month, and prepare financial reports for the Board. Staff also recommends cancelling the December 21, 2011 regular meeting since the new Board meeting will be January 4, 2012.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- None

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

November 16, 2011

TYPE OF ITEM: **NONE**

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**ITEM: E.4**                      **Consider Acquisition of all or a portion of Real Property Parcel located at/near the junction of School Road and Washington Avenue, McKinleyville (APN 508-242-008).**

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

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

### **Recommendation :**

Staff recommends the Board Meet in closed session to continue discussion regarding status of negotiations related to price and terms and obtain direction from the Board.

### **Discussion:**

Staff has met with representatives from the MUSD to inquire about the potential acquisition of the Washington/School Road property. The entire parcel is 10.3 acres, of which District staff has applied for grant funding, which is pending approval.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

N/A

### **Environmental Requirements:**

Unknown at this time

### **Exhibits/Attachments:**

- None

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

Nov. 16, 2011

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.5.                      MCSD Election Results  
   (Final Election Night Unofficial Results)**

**PRESENTED BY:                Norman Shopay**

**TYPE OF ACTION:            None**

**Recommendation:**

Staff Requests the Board listen to information regarding the MCSD Board election results.

**Discussion:**

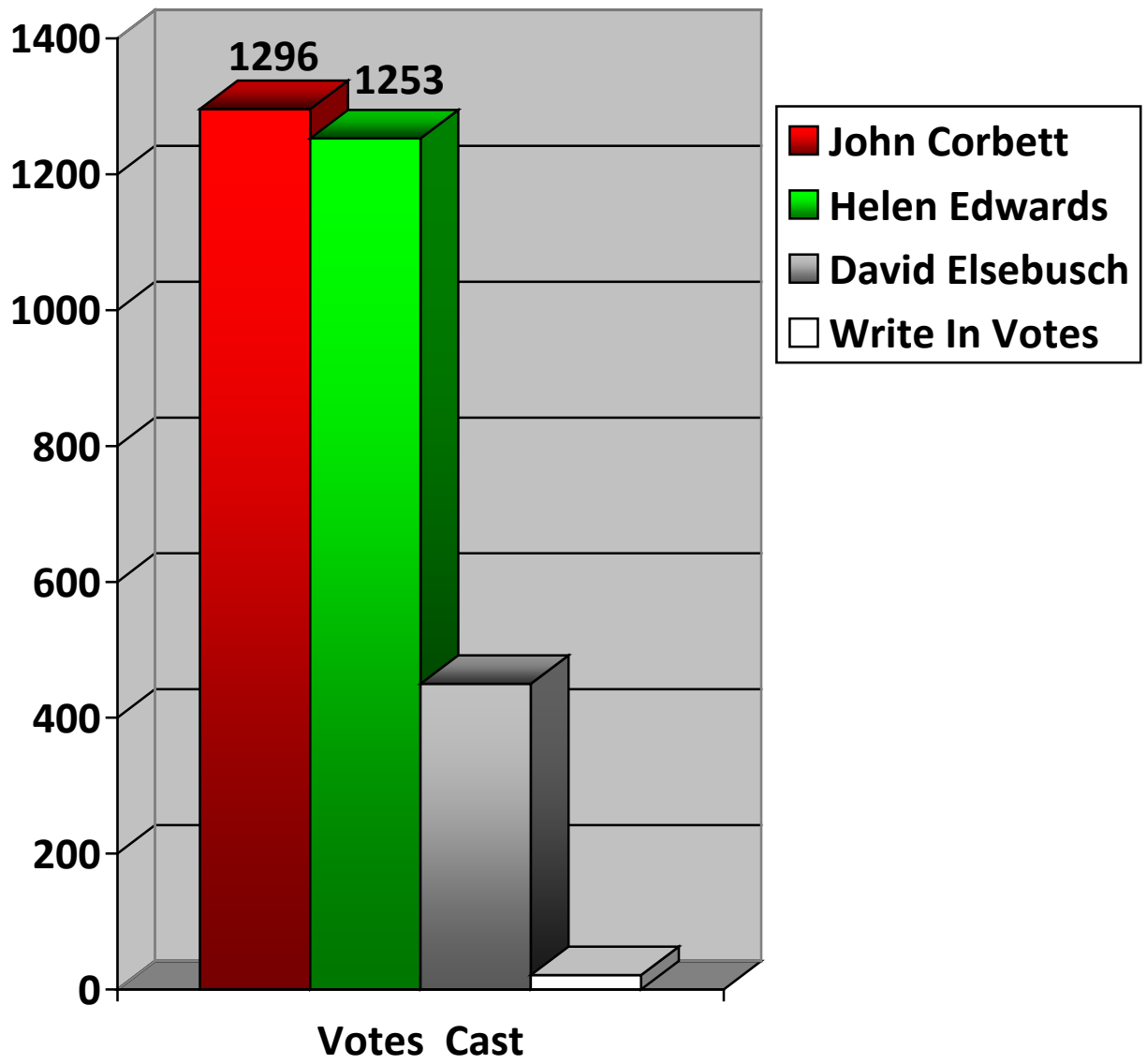
The Final Election Night (unofficial) results dated November 8, 2011 at 11:01 PM reported 3,020 votes cast with the following individuals who appear to be the winners of the election as voted by the McKinleyville Community:

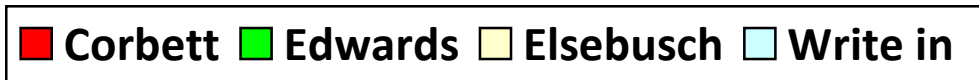
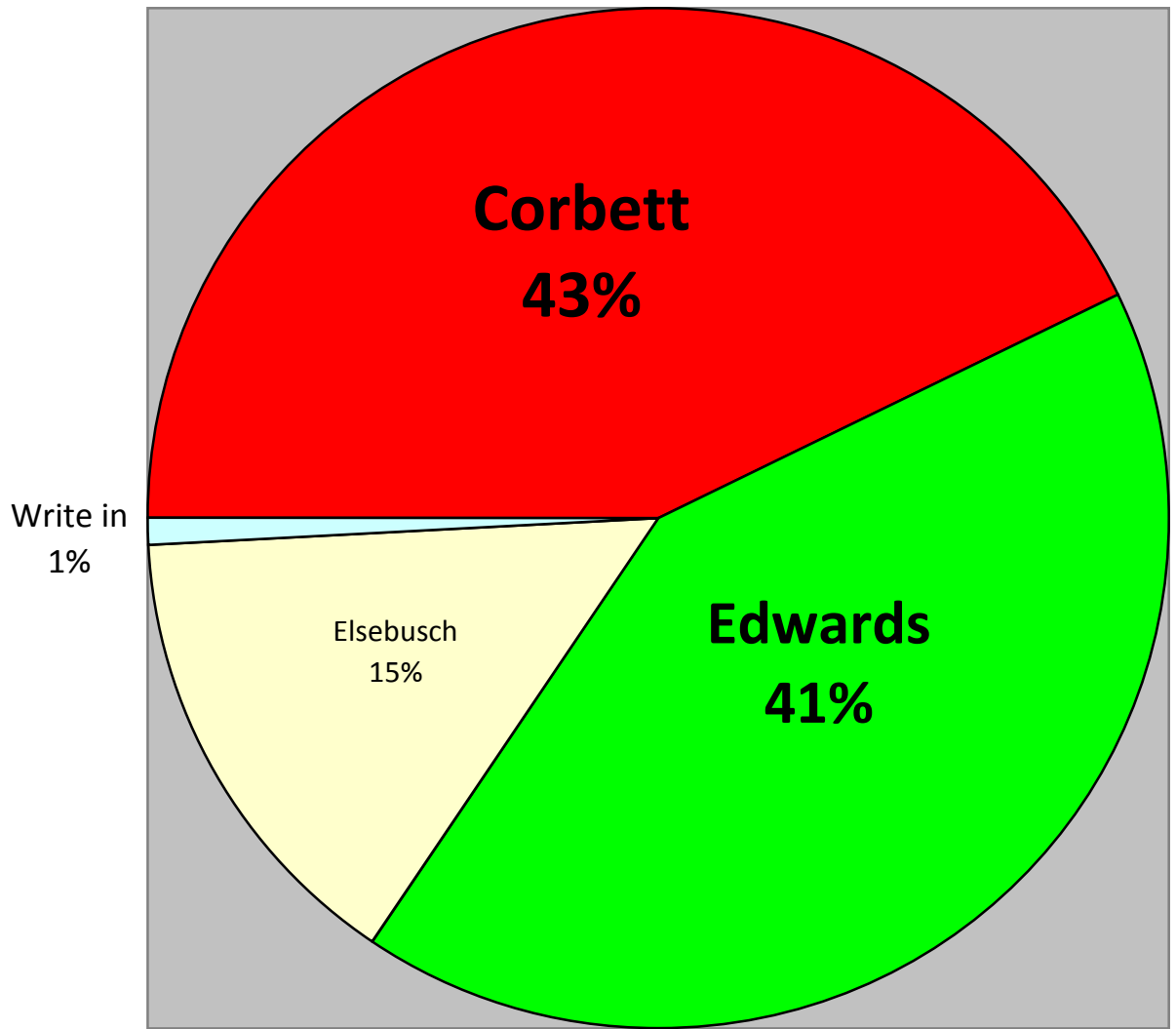
	Votes	Percentage
<b>John Corbett</b>	<b>1,296</b>	<b>42.91 %</b>
<b>Helen Edwards</b>	<b>1,253</b>	<b>41.49 %</b>

**Incumbents receive 84.4 % of the total votes.**

We will be waiting for the final certified results for the election from the County. We anticipate receiving that information in about two (2) weeks.

Staff would like to congratulate Director Corbett and Director Edwards on their successful election to the Board of Directors of MCSD by the McKinleyville Community and the voters that represent this community.





**Alternatives:**

N/A

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- None

## **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

Monthly Report  
November 16, 2011

**AGENDA ITEM:** F.2.a.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Scott Gordon-Jackson & Eklund  
**SUBJECT:** Monthly Report

### **AUDIT STATUS**

The audit for the fiscal year ended June 30, 2011 is still in process.

### **STATE CONTROLLER'S ANNUAL FINANCIAL REPORT**

The 2010-11 Special Districts Financial Transaction and Compensation Reports were completed and submitted by the reporting deadline of October 18, 2011.

### **OPERATING AND CAPITAL RESERVE POLICIES**

Over the next couple of months, the District's operating and capital reserve policies will be reviewed and updated for future consideration by the Board.

### **NEW PRINTER ORDERED FOR SUPPORT SERVICES**

Staff has located, selected and ordered a new high speed printer for support services. It has the capability of printing bar codes on each bill, with the potential savings estimate of \$180-200 per month in postage expense. It is estimated to take about 16 months to recover the cost of the printer and then it should provide reduced mailing costs for years to come.



# **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

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

November 8, 2011

**To:** MCSD Board

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

**Subject:** Agenda Item: F.2.B. –November 16, 2011 Board Meeting  
Operations Department – October 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 44 million gallons of water in October.**

**6 water quality complaints were investigated and rectified in October.**

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

**No water service installations were completed in October.**

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

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

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

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

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

<b>Million Gallons</b>	<b>Monthly Total</b>	<b>Maximum Day</b>	<b>Average Day</b>
<b>May</b>	<b>46.6</b>	<b>1.9</b>	<b>1.5</b>
<b>June</b>	<b>51</b>	<b>2.5</b>	<b>1.7</b>
<b>July</b>	<b>62</b>	<b>2.6</b>	<b>2.0</b>
<b>August</b>	<b>62.5</b>	<b>2.6</b>	<b>2.0</b>
<b>September</b>	<b>55.5</b>	<b>2.5</b>	<b>1.8</b>
<b>October</b>	<b>44</b>	<b>1.7</b>	<b>1.4</b>

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

**Permanent paving of miscellaneous trenches were completed. These trenches were from water service installs and service line leak repairs. Staff saw cuts 1 foot outside the trench, removes the temporary patch and installs permanent paving.**

**A dry barrel fire hydrant was repaired this week. Staff noticed the weep hole leaking by while installing a hydrant meter. The hydrant was gutted out and repairs were made to prevent the leak from undermining the hydrant and potentially causing a major leak. The hydrant is now back in service.**

**Off site water right of ways must be cleared on a regular basis to prevent tree roots from damaging the mains. The clearing also maintains the right of ways for service access.**

**Heath Road and Kjer Road off site water right of way were cleared.**

◇ **New Construction Inspections:**

Central Estates Phase 2A and B, all MCSD facilities have been installed and that water main is on. PG&E has completed their installations and test of our facilities has begun; Fudali LLC, this project is completed; McKinleyville Middle School, the project is completed less asbuilts; VanEaton Subdivision has been completed and waiting for asbuilts and Santos Subdivision. The contractor is waiting for PG&E to complete their work so we may test.

**Waste Water Statistics:**

27.7 million gallons of wastewater were collected and pumped to the W.W.M.F in October. 23.7 million gallons of waste water was treated and discharged to land disposal or reclamation in October.

No sewer services were completed in October.

Daily, weekly and monthly inspections of all sewer facilities were conducted. Semi-annual respirator fit testing was completed. Staff members are engulfed with irritant smoke while wearing their respirators to verify they have a tight seal and are wearing the correct size respirator. The respirator size can change as staff gains or losses weight in their face.

◇ **WWMF Maintenance:**

Staff pressure washed the hydro –pneumatic tank and building at the WWMF. The garage was also cleaned and organized.

◇ **Sewer Facility Site Clearing:**

Site clearing of the percolation ponds was conducted in October. The area around the outside of the fence and all grounds inside the site were cleared. This work allows the crew to conduct site surveys and assess the integrity of the perimeter fence. Tree branches were also trimmed 10' away from the fence line.

Ditch along the toe of the slope at Fischer Ranch was cleared and graded to help storm water drain instead of flooding the lower pasture. When the grading was completed the area was seeded and straw was placed to prevent erosion. Prior to beginning this work the County of Humboldt and Fish and Game were notified and clearance received.

Trimming took place in the Cottonwood Pilot study Area. Grass was mowed and the trees were trimmed around so they would not have to compete with the grass for light and nutrients.

Trimming took place at the Fischer Road property on the east fence line along with the emergency lane on the east side of the WWMF and the Salmon sewer right of way.

◇ **Sewer Lift Station Maintenance:**

Semi-annual Pump shimming was performed on all sewer pumps to verify impeller clearance. This will help prevent pump clogging, prevent unnecessary wear and ensure efficient operation.

The radiator fill neck for the Fischer Station generator was repaired. A small hole was noticed during the monthly inspection which generated a work order for the repairs. The fill neck was repaired making replacement of the entire radiator unnecessary saving the District approximately \$800.

Pump 1 at the B Street Sewer Lift Station was opened up and rags removed. The pump hours were noticeably high during the daily observation which generated a work order to troubleshoot and repair the pump.

Letz sewer station generator, pumps and pipes were cleaned and prepped for touch-up painting.

Quarterly wet well washing took place at Hiller Sewer Lift Station. This included washing with fire hoses while manipulating the levels to break up the grease and rags to prevent them from plugging up the pumps. The removal of grit aids in not allowing the buildup of

**hydrogen sulfide gas. Hydrogen sulfide gas is very destructive to steel and concrete.**

**◇ Street Light Department:**

**Seven streetlight problems were reported and repaired in October.**

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

**Special Notes:**

**In last month's staff report I indicated the failure of the submerged aquatic vegetation pilot study. I have included the letter sent to the Regional Water Quality Control Board summarizing the pilot study and results.**

**Mad River Bridge Project water main line crossing work has been completed for this construction season. The pipeline is installed and the termination vault on the north end is completed. The vault on the south end will be installed after the existing bridge is demolished. After the vault is installed the final pressure test will be completed.**

**Staff processed the last pre sites from the county using the old capacity fee structure in October. All future pre sites will be calculated using the newly adopted fee structure. The newly adopted fee structure for capacity fees have been incorporated into the workbook staff uses to calculate costs for future development this week.**

**The Professional Services Agreement for design of the Norton Tank Recoating Project has been drawn up by district staff and sign by Oscar Larsen & Associates. A meeting was scheduled attended in October to provide the necessary information to the consultant and to allow them access to the site for paint samples and assess the layout.**

**Work continues on locating and assessing fees on illegal second connections.**

**Staff is in the planning stage to develop a scope of work for the next phase of the telemetry upgrade for the rest of the water system. When completed the digital controls that have been in place since the early 1990s and the hardware is now unsupported will be replaced. By the end of this fiscal year all the telemetry and digital control for the water system will be completed and staff will proceed with the sewer system. The final piece will be addressed with the upgrade at the WWMF.**

**To protect drinking water from disease causing organisms chlorine is added to our drinking water by our wholesaler.**

**Disinfectants react with naturally-occurring organic materials in the water to form byproducts, which may pose health risks to human beings. Annually the State Health Department requires the District to monitor for these constituents. Disinfection by-product testing monitors for Haloacetic Acids (HAA5) and Trihalomethanes (THM) the Maximum Contaminate Level (MCL) for these constituents is .8 and .6mg/L respectively. Our results for 2011 are .12mg/L THM and 0.033mg/L HAA5 which are far below the MCL.**

**The annual inspection and recharge was conducted on all District fire extinguishers in October.**



Reference: 011034.030

November 1, 2011

Ms. Lisa Bernard  
California Regional Water Quality Control Board  
North Coast Region  
5550 Skylane Boulevard, Suite A  
Santa Rosa, CA 95540

**Subject: 2011 Treatment Pond Ammonia Concentration Reduction Efforts,  
McKinleyville Community Services District, McKinleyville, California;  
WDR Order No. WQ 2011-0008-DWQ; NPDES Permit No. CA0024490;  
WDID No. 1B82084OHUM**

Dear Ms. Bernard:

On December 9, 2009, SHN Consulting Engineers & Geologists, Inc. (SHN) submitted an *Aquatic Plant Establishment Plan* to the RWQCB on behalf of the McKinleyville Community Services District (MCSD). The intent of the work plan was to propose a short-term solution for dealing with effluent ammonia toxicity issues at the MCSD Wastewater Management Facility (WWMF), located in McKinleyville, California (Figure 1).

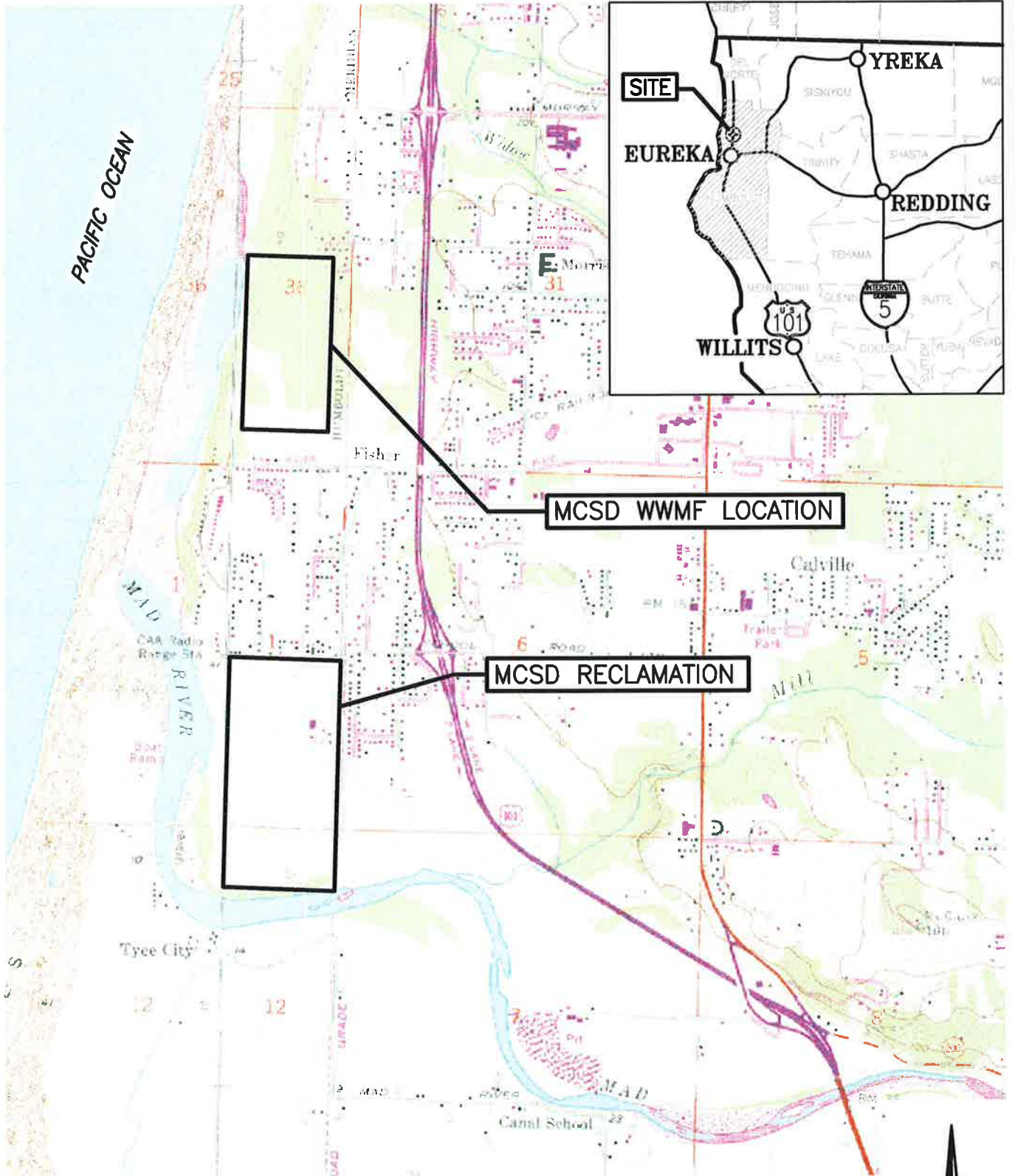
In June 2010, MCSD installed Submerged Aquatic Vegetation (SAV) into Pond 3 and monitored ammonia, nitrate, dissolved oxygen and temperature upstream and downstream of the pilot study. The presence of the SAV resulted in a short-term improvement in the WWMF effluent water quality; however, the plants were consumed by waterfowl before a significant population could be established. MCSD planned to repeat the experiment in 2011 with a more significant supply of SAV.

On July 22, 2011, MCSD installed SAV in Ponds 3 and 4 for a second attempt to decrease ammonia within the treatment pond system. On August 17, 2011, MCSD installed a fine bubble air diffuser between Ponds 3 and 4 to supply additional oxygen. The purpose of this letter is to summarize the findings of the data collected after the 2011 introduction of SAV and the installation of a fine bubble air diffuser between Ponds 3 and 4. Both of these efforts were performed to promote the reduction of ammonia within the treatment pond system.

## **Treatment Pond Ammonia Concentration Reduction Efforts**

*Ceratophyllum demersum* (common name: coon's tail) was selected as the SAV species of choice to promote nitrification in Ponds 3 and 4 because of its reported growth characteristics, tolerances, and local availability. This species has a multiple stem growth form, high anaerobic and calcium carbonate (CaCO<sub>3</sub>) tolerances, and is tolerant of higher pH environments (USDA, 2009). MCSD performed a bench test in 2009 to verify the nitrification abilities of *C. demersum* and its viability in wastewater from Pond 3. MCSD conducted a similar test in 2011.

FA 2011\011034-MCSD-MSA\030-Public-Relations-Activities\Drawings\SAVED: 11/2/2011 11:21 AM RPATENAUDE, PLOTTED: 11/2/2011 11:24 AM, J. ROSE PATENAUDE



**SOURCE: ARCATA NORTH & TYEE CITY  
USGS 7.5 MINUTE QUADRANGLE**

  
**1"=2,000'±**



Consulting Engineers  
& Geologists, Inc.

McKinleyville Community Services District  
Wastewater Management Facility  
McKinleyville, California

November 2011

Site Location Map

SHN 011034

011034-SITE-LCTN

Figure 1

The north end of Pond 3 received 730 cubic feet of SAV and 150 cubic feet of SAV was placed in the deep, northern end of Pond 4. Water quality monitoring began on July 14, 2011, and was performed every weekday morning for 14 weeks. Temperature, pH, and dissolved oxygen concentration were measured in Pond 3, downstream of the plants. Ammonia and nitrate concentrations were measured upstream of the plants in Pond 2, downstream of the plants in Pond 3, and in the outlet of Pond 4. Monitoring at the Pond 4 outlet started on August 17, 2011.

In general, temperatures in Pond 3 ranged from 15.9 to 21.9 °C, decreasing gradually over the monitoring period and pH ranged from 7.4 to 8.5, increasing gradually over the monitoring period. Dissolved oxygen ranged from 0.3 to 14.9 milligrams per Liter (mg/L), increasing significantly from the end of August through the end of the monitoring period. Ammonia concentrations slowly increased in all monitored ponds until the end of August and then decreased until the end of the monitoring period. Nitrate was not detected at any time. Nitrification of ammonia can only occur when oxygen is abundant. The relation between these parameters can be clearly observed by the data shown in Figure 2.

By August 26, 2011, the SAV volume had decreased significantly due to predation and die off. It seems reasonable that the reduction in ammonia presented at the end of the season was more a product of the bubble air diffuser and less of a result of the vegetation. The overall goal of establishing SAV in the treatment ponds was not successful and their presence in 2011 did not improve the WWMF effluent water quality. These results are not conclusive of the SAV's ability to improve nitrification processes and decrease ammonia, given that the bench tests demonstrated that the introduction of SAV to treatment water improved these conditions.

It is apparent, however, that low oxygen levels within the treatment ponds have limited the potential for nitrification to occur and that the introduction of additional air improved the WWMF effluent water quality.

## **Recommendation**

SHN recommends that MCSD continue to monitor the treatment ponds for temperature, pH, dissolved oxygen and ammonia removal improvements as a result of the bubble air diffuser throughout the next year.

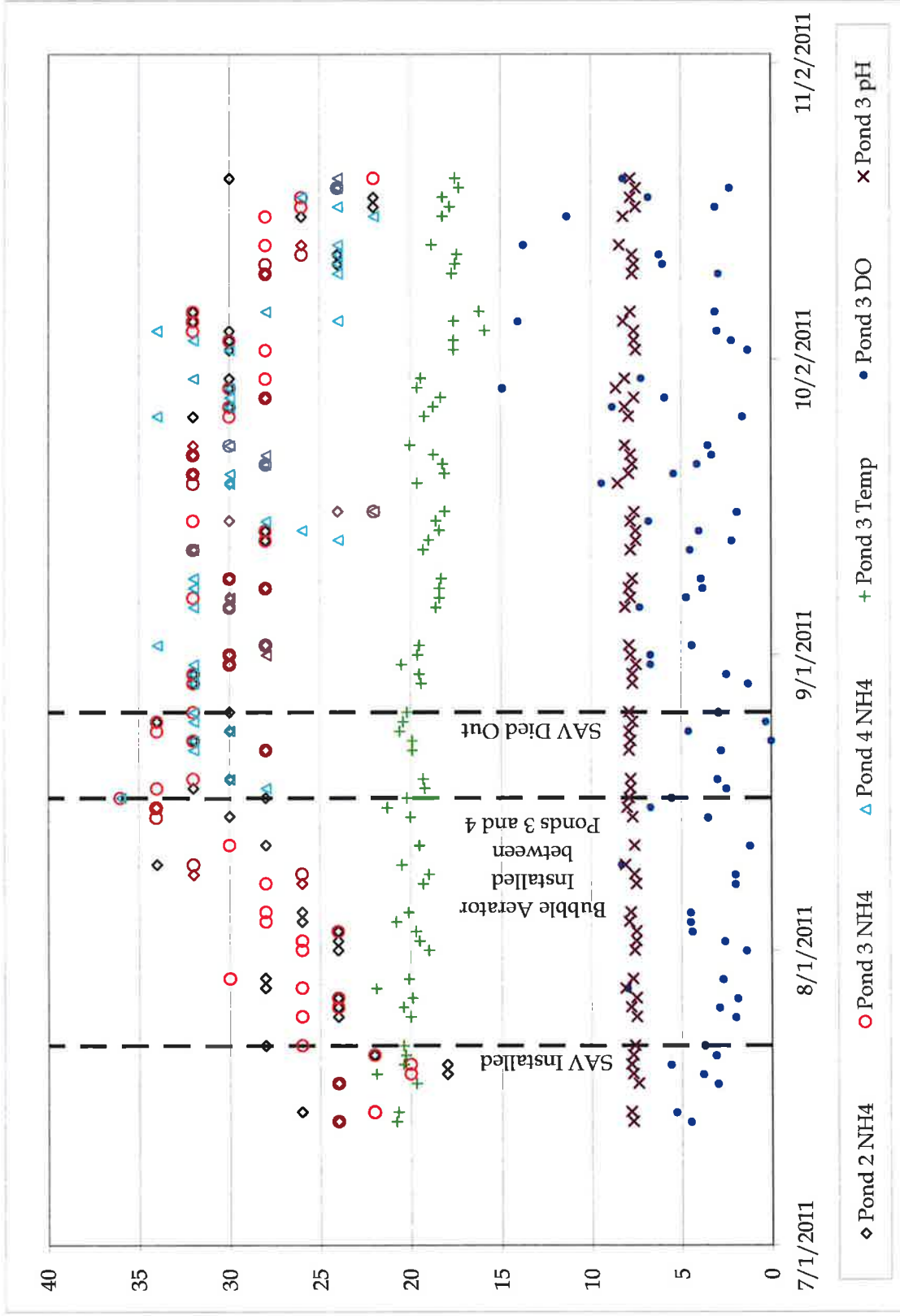


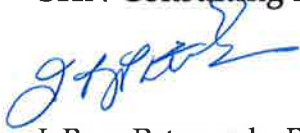
Figure 2. Treatment Pond Water Quality

Ms. Lisa Bernard  
**2011 Treatment Pond Ammonia Concentration Reduction Efforts for the MCSD WWMF**  
November 1, 2011  
Page 4

If you have any questions, please call me or Mike Veach at 707-441-8855.

Sincerely,

**SHN Consulting Engineers & Geologists, Inc.**



J. Rose Patenaude, P.E.  
Water Resources Engineer

JRP:lms

c: Norman Shopay, MCSD  
Greg Orsini, MCSD

## Reference

United States Department of Agriculture, Natural Resources Conservation Service. (Accessed: September 11, 2009). USDA-NRCS Plants Database. "Wetland Flora: Field Office Illustrated Guide To Plant Species." Accessed at:  
[http://plants.usda.gov/java/profile?symbol=CEDE4&photoID=c4e4\\_005\\_avd.tif](http://plants.usda.gov/java/profile?symbol=CEDE4&photoID=c4e4_005_avd.tif).  
Washington, D.C.:USDA Natural Resources Conservation Service.



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
November 16, 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:** Application Submitted, pending approval: State grant officer recently toured the properties and reviewed grant application with staff.

Proposition 84 – Statewide Park Development

**Project:** Acquire 60-acres in the north area of town and construct a trail system through the forest.  
**Status:** Application Submitted, pending approval: State grant officer recently toured the properties and reviewed grant application with staff.

Habitat Conservation Fund

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

Stewardship Council:

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

BSN Sports \$1 Million Grant Program:

**Project:** Sports equipment and athletic supplies.  
**Status:** Working on application.

Coast Central Credit Union – Community Investment Program:

**Project:** Community projects  
**Status:** Working on application.

**FAMILY FALL FESTIVAL:**

Staff has been busy preparing for the Family Fall Fest and Kids' Health Fair, which will be held Saturday, November 21, 2011 from 1:00 pm to 4:00 pm at the McKinleyville Activity Center.

**HILLER SPORTS COMPLEX:**

Staff has been working on repairs to the turf at Hiller Sports Complex.

**TEEN CENTER UPDATE:**

Staff has been working with an architect to finalize the preliminary plan and to prepare a Request for Proposal for the final architectural drawings. Staff has begun the process to complete the Geotechnical Engineering Services.

**RECREATION COORDINATOR POSITION:**

Staff has announced a Recreation Coordinator position to replace a Customer Service Representative upon retirement.

**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. We also have one (1) position working as a Customer Service Representative in the front office. 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 Mid Town Trail and Pierson Park.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

November 16, 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:                   | \$1,100(labor) |
| • SWAP crews:                   | \$1,000        |
| • CalWORKS: Parks               | \$4,100        |
| • Cal Works: Admin              | \$3,600        |
| • Light replacement MAC         | \$ 500         |
| • Surface prep for trailer move | \$ 500         |
| • Generator radiator repair     | \$ 800         |

Total cost savings for October 2011 is \$11,600

***The cumulative cost saving to the District to date from July 1, 2011 is \$95,190***

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” will be presented at the Board meeting. A copy of the document has been posted on the WEB site and a copy is available at the MCSD office. Comments will be received and considered through December 14, 2011. A public workshop was held on November 7th at Azalea Hall at 7:00 PM. A final document will be brought back to the Board for approval in early 2012.

**3 Emergency Water Line Crossing over the Mad River** – Construction continues on the bridge. One vault has been constructed. The other vault will be constructed shortly. After this is completed the entire water line in the bridge will be tested.

**4. Norton Road Water Tank Painting** – Oscar Larsen and Associates is in the process of preparing the bid documents.

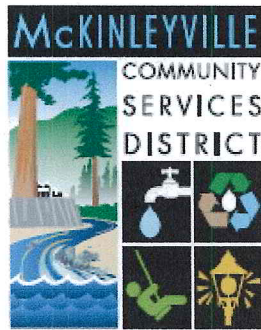
5. **Water and Sewer Rate Study** – Work on the water and sewer rate study has started. The reserve analysis study has also started. We will be providing an update at a future Board meeting.
6. **Alternate Water Tank Location** – Staff has identified a potential alternate water tank location other than Murray Road where it was determined that this area has significant potential seismic risk based on the proximity to active faults in the area. We are working with the site owner on an initial appraisal and will be bringing that information to the Board at a future meeting.
7. **Measure B, Teen Center** – Working on preparing a RFP for design and preparation of plans and specification in order to solicit bids for the project. Goal is to send out the RFP for design bid in December 2011.
8. **Office Security Cameras** - Installation of security cameras has been completed at the offices.
- 9 **SDRMA No Paid Workers Compensation Claims in 2010-11** – The attached SDRMA letter dated October 10, 2011 congratulates MCSD toward proactive loss prevention and workplace safety. MCSD did not have any paid workers compensation claims for the program year 2010-11. This is an outstanding accomplishment that results in lower annual contribution amounts resulting to real savings for our rate payers.

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



[mckinleyvillecsd.com](http://mckinleyvillecsd.com)

**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

October 27, 2011

**RE: MONTHLY MONITORING REPORT**

Dear Lisa:

Enclosed is the Monthly Monitoring Report for September 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 to M003. The required monitoring and water quality constituents that were tested and were reported were in compliance in September.

The requirement for BOD is 45 mg/L, for the monthly average, a minimum of 65% removal and a weekly average of 65 mg/L. With five weekly tests in September, that constitutes eight criteria. The BOD results for September are in compliance.

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

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

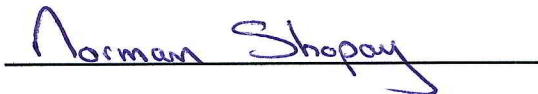
Monthly River Monitoring was conducted in September.

EXHIBITS:

- A. September 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.

A handwritten signature in blue ink that reads "Norman Shopay". The signature is written over a horizontal line.

NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES

FILE



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

MONTH: SEPTEMBER 2011

YEAR: 2010

				INFLUENT MONITORING				EFFLUENT MONITORING				3X5 TOTAL COLIFORM			
INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES	SETTLABLE SOLIDS		
DATE															
1	0.840	0.909	911			6.7	17.4			32	5.4				
2	0.827	0.733	995	260	200	6.7	17.0	21	15	36	6.1		<0.1		
3	0.804	0.348	247												
4	0.799	0.355	249												
5	0.932	0.361	256												
6	0.839	0.799	1076			6.7	16.3			36	6.2		<1.8		
7	0.862	1.185	1081			6.7	16.2			34	8.9				
8	0.830	1.092	929			6.8	16.2			36	5.6				
9	0.835	0.844	941	320	230	6.9	16.4	17	14	36	4.4		<0.1		
10	0.854	0.414	291												
11	0.905	0.415	291			6.6	16.7			32	2.3		<1.8		
12	0.850	0.737	948			6.6	17.1			32	0.9				
13	0.829	1.063	962			6.6	17.4			28	1.9				
14	0.847	1.110	1037			6.7	17.4			32	3.3				
15	0.831	1.185	1096			7.0	17.2			32	3.3		<0.1		
16	0.828	0.985	1079	270	240	7.2	16.8	16	17	28	3.9				
17	0.845	0.618	435												
18	0.893	0.617	433												
19	0.856	0.932	1069			6.8	16.4			30	6.1		<1.8		
20	0.823	1.174	1048			6.8	16.2			36	3.8				
21	0.840	1.143	1071			6.8	16.2			36	3.0				
22	0.823	1.139	931			6.9	16.6			34	2.6				
23	0.798	0.964	1089	240	190	6.9	17.5	15	20	36	1.3		<0.1		
24	0.823	0.552	387												
25	0.924	0.557	391			6.9	16.8			34	1.6		<1.8		
26	0.847	0.833	1103			6.7	17.1			30	0.8				
27	0.844	1.175	1113			6.9	17.1			30	2.2				
28	0.818	1.071	1111			7.0	17.2			30	2.3				
29	0.817	1.065	1109			6.9	17.0	15	16	36	1.4		<0.1		
30	0.807	0.899	1078		220	210									

SPILLS:

None to report									
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30 DAY AVERAGE

BOD mg/L	17	BOD LBS/DAY	123	BOD % Removal	94	NFR mg/L	16	NFR LBS/DAY	122	NFR % Removal	92
----------	----	-------------	-----	---------------	----	----------	----	-------------	-----	---------------	----

Semi-Annual Tests

Bis phthalate	Value in ug/l
alpi-BHC	N/A
4,4'-DDT	N/A
carbon tetrachloride	N/A

Quarterly Tests

Dichlorobromomethane	Value in ug/l
Bromomethane	N/A
Chlorodibromomethane	N/A
Chloroform	N/A

ACUTE TOXICITY

DATE	% Survival
Rainbow Trout	N/A
C. dubia	N/A

CHRONIC TOXICITY

TESTED	SURVIVAL
Milimov	N/A
C. Dubia	N/A
Algae	N/A
TUC	

SIGNATURE: 

REMARKS:

 Indicates Permit Exceedance

Total Coliform

Monthly MEDIAN	<1.8
Daily Maximum	<1.8

Special District Risk  
Management Authority

Maximizing Protection.  
Minimizing Risk.

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141  
T 800.537.7790  
F 916.231.4111  
www.sdrma.org



**RECEIVED**

**OCT 13 2011**

**McK. C.S.D.**

October 10, 2011

Mrs. Helen Edwards  
Board President  
McKinleyville Community Services District  
Post Office Box 2037  
McKinleyville, California 95519-2037

**Re: No Paid Workers' Compensation Claims in 2010-11**

Dear Mrs. Edwards:

This letter is to formally acknowledge the dedicated efforts of the McKinleyville Community Services District's Governing Body, management and staff towards proactive loss prevention and workplace safety. Your agency's efforts have resulted in no "paid" workers' compensation claims for program year 2010-11. This is an outstanding accomplishment that serves as an example for all SDRMA members!

It is through the efforts of members such as McKinleyville Community Services District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 362 public agencies throughout California. In fact, 220 members or 61% in the workers' compensation program did not have any "paid" claims in program year 2010-11.

In addition to this annual recognition, members with no "paid" claims earn 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Members with no "paid" claims for the prior 5 consecutive years will earn 3 additional CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

Since SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing work related injuries. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any ideas or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at [dtimoney@sdrma.org](mailto:dtimoney@sdrma.org).

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate the Governing Body, management and staff of McKinleyville Community Services District for their commitment to proactive loss prevention and safety in the workplace.

Sincerely,  
Special District Risk Management Authority

David Aranda, President  
Board of Directors

