

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

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

**Wednesday, October 19th, 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 Special Meeting of
September 13, 2011**

- D.2 Consider approval of Minutes of the Regular Meeting of September 21, 2011 **Pg.6**
- D.3 Consider approval of Minutes of the Special Meeting of September 28, 2011 **Pg. 11**
- D.4 Consider Approval of the September 2011 "Draft" Cash Disbursement Report and Investments and Cash Flow Report **Pg. 13**
- D.5 No DCV Violations

E. CONTINUED AND NEW BUSINESS

- E.1 Update on Measure B – Teen/Family Center project **Pg. 31**
- E.2 Presentation of the draft 20 year facilities plan and start of public comment period **Pg. 35**
- 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 **Pg. 47**
- 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 Consider Resolution 2011-25, a Resolution required by the Public Employees Retirement System due to their just completed system upgrade. **Pg. 56**

F. REPORTS

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

F.1. ACTIVE COMMITTEE REPORTS

- a. Recreation Advisory Committee (Couch/Mayo (alternate))
- b. Area Fund (John Kulstad)
- c. Redwood Region Economic Development Commission ((Wennerholm, Edwards (alternate))
- d. McKinleyville Senior Center (Wennerholm) **Pg. 59**
- e. Audit (Corbett, Edwards)
- f. Water Task Force ((Mayo, Corbett (alternate))
- g. AdHoc No Drugs & Toxics Down the Drain (Mayo)
- h. Humboldt County Advisory (Edwards/Mayo, Alternate-Corbett)
- i. McKinleyville Area Planning Commission Formation Committee (Edwards/Corbett)

F.2. STAFF REPORTS

- a. Support Services Department (Scott Gordon) **Pg. 61**
- b. Operations Department (Greg Orsini) **Pg. 62**

- c. Parks and Recreation Department (Jason Sehon)
- d. General Manager (Norman Shopay)

Pg. 65

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 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 Friday, October 14th, 2011.

EXHIBIT D.1
MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON TUESDAY, SEPTEMBER 13, 2011 AT 5:00PM AT DISTRICT
OFFICE, 1656 SUTTER ROAD, MCKINLEYVILLE

The special meeting of the Board of Directors of McKinleyville Community Services District convened at 5:00pm with the following people in attendance:

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

Norman Shopay, General Manager
Jason Sehon, Park & Recreation Director
Sharon Denison, Board Secretary
Russell Gans, District Legal Counsel

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

At 5:00PM President Edwards called the meeting to order and asked Director Mayo to lead the pledge of allegiance. Directors Corbett, Couch and Wennerholm were also present.

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.1-CONSIDER ACQUISITION OF ALL OR A PORTION OF REAL PROPERTY LOCATED AT/NEAR THE JUNCTION OF SCHOOL ROAD AND WASHINGTON AVENUE, MCKINLEYVILLE (APN 508-242-008): Park and Recreation Director Sehon briefly reviewed the property location and proposal to be discussed in closed session tonight.

AGENDA ITEM F-REPORTS-NO REPORT ITEMS SCHEDULED.

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

1. Ben Shepherd encouraged the Board to proceed forward with H.1 scheduled for closed session discussion.
2. David Elsebusch supported the purchase of a portion of the property on School Road and expressed his concern with the management of the District.
3. Penny Elsebusch agreed with David on the purchase of a portion and expressed concern with the rezoning proposed by the County.
4. George Wheeler came to talk about the Fischer Ranch spraying and expressed his concern with recent Board action in regards to that.

President Edwards closed public input and announced the Board would be going into closed session shortly after the room was cleared.

AGENDA ITEM H-CLOSED SESSION DISCUSSION: The Board went into closed session at 5:18PM for discussion of the following noticed items:

H.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (Number of Cases = One (1)).

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.

TIME OUT OF CLOSED SESSION: The Board came out of closed session at 7:00PM.

President Edwards made the following announcements:

H.1-There was nothing to report.

H.2-Instructions were given to the negotiators to proceed with negotiations.

AGENDA ITEM D-ADJOURNMENT: With all business complete President Edwards adjourned the meeting at 7:03PM.

Respectfully Submitted;

Sharon L. Denison,
Board Secretary

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, SEPTEMBER 21, 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 Couch led the pledge of allegiance.

AGENDA ITEM B-APPROVAL OF THE AGENDA: President Edwards announced that agenda items E5 and H2 were being removed from tonight's agenda. There were no other changes or additions to the agenda.

AGENDA ITEM C1- PUBLIC HEARING-REVISED ENGINEERS REPORT REGARDING WATER AND SEWER CAPACITY FEES CHARGED TO NEW DEVELOPMENT AND NOT CURRENT UTILITY CUSTOMERS: General Manager Shopay briefly reviewed the history of water and sewer connection and capacity fees, why the increase was needed and how the new charges were calculated. After a brief Board discussion President Edwards opened the public hearing and the following people addressed the Board:

1. Ron Coffman thanked the Board for the thoughtful process and planning for the future.
2. Penny Elsebusch expressed concern with the effect the increase will have on developers and concern that there was no project description.
3. Jim Furtado thanked the Board and Staff for listening to his input and concerns and answering his questions.
4. Jeff Dunk supported staff recommendations and felt it was overdue and should be reviewed periodically.

President Edwards closed the public input with no additional comments received. Director Couch appreciated Section 5 of the Ordinance that specifies the funds collected will be deposited in separate accounts and not co-mingled with other District monies.

(In accordance w/Robert's Rules of Order, 10th 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".)

1st Motion:

MOTION: It was moved to approve the engineers report and the revised water and sewer capacity fees charged to new service connections dated September 15, 2011, with the proviso that the fees be reviewed periodically and revised as needed. Motion by Corbett; second by Mayo.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

2ND Motion

MOTION: It was moved to approve Resolution 2011-23 to amend the MCSD Rules and Regulations to increase the rates of the District's water and sewer capacity fees. Motion by Corbett; second by Mayo

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM D-CONSENT CALENDAR:

1. Consider approval of minutes of the Board of Directors' Regular Meeting of August 17, 2011
2. Consider approval of August 2011 "Draft" Cash Disbursement Report and Investments and Cash Flow Report.
3. DCV Violations

The Board had no questions or concerns. David Elsebusch requested consent calendar D.2 be pulled to comment on.

MOTION: It was moved to approve the consent calendar items D.1 & D.3. Motion by Mayo; second by Corbett

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

Consent Calendar Item D.2:

The Board had no comments. President Edwards opened public input and David Elsebusch expressed his concern with the financial reports not accurately reflecting current department balances. President Edwards assured Mr. Elsebusch that adjustments will be made after the annual audit is completed and adopted into the system.

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

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.1-MURRAY ROAD PROPOSED WATER TANK LOCATION. SEISMIC HAZARD

ASSESSMENT STUDY, OVERVIEW AND HISTORY OF MURRAY ROAD SITE: General Manager Shopay reported that Frank Bickner from Laco Associates would give a brief presentation with results from their assessment study of the proposed Murray Tank Site following Secretary Denison report on the history of the site. Secretary Denison reviewed the history from purchase to date. Mr. Bickner from Laco introduced himself, reviewed the geology of the proposed tank site on Murray road, the potential extra cost involved with placing a tank there due to the seismic hazards found, and suggested potential alternative sites that would be more appropriate. President Edwards thanked Mr. Bickner for the

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report. Manager Shopay reported that staff was looking at alternate locations that would both meet the needs and be more suitable than the Murray tank site due to the seismic risk and expense to assure stability. He promised to bring alternatives to the Board in the future.

AGENDA ITEM E.2-CONSIDER APPROVING REQUEST FOR PROPOSALS (RFP) TO DESIGN, MANAGE AND INSPECT RECOATING PROJECT FOR NORTON 1.5 MILLION GALLON WATER TANK: Operations Director Orsini briefly reviewed the fiscal analysis and staff recommendations.

MOTION: It was moved to award the services contract to Oscar Larson & Associates; authorize the General Manager to execute a professional services agreement not to exceed \$55,000; direct staff with the aid of the consultant to prepare bids and advertise, with the returned bids to be brought back to the Board for consideration and award. Motion by Corbett; second by Mayo

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.3-ADOPT RESOLUTION 2011-22 WITH PROVISIONS FOR VOLUNTEERS, WORK-STUDY AND INTERNS:

MOTION: It was moved to approve Resolution 2011-22 for the purpose of providing workers' compensation coverage for volunteers, work-study and interns. Motion by Edwards; second by Mayo.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM E.4-WATER AND SEWER ILLEGAL CONNECTIONS: Operations Director Orsini briefly reviewed the process followed by staff to identify potential illegal second unit connections. Secretary Sharon Denison reviewed the status of the fifteen reports and the results to date, adding that the public has been very cooperative in resolving the issue. She reported that a total of \$14, 274 have been collected in connection and capacity fees and monthly billings have been increased to reflect the additional units. The Board praised the General Manager and staff for their diligence in finding and reporting illegal second units.

AGENDA ITEM E.5-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): This item was pulled from the agenda at the beginning of the meeting.

AGENDA ITEM F-REPORTS:

F1a-RAC: Director Couch had nothing to report.

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

F1c-RREDC: Director Wennerholm had nothing to report. President Edwards reported she would be attending the next meeting.

F1d-McK Senior Center: Director Wennerholm had nothing to report.

F1e-Audit: Director Corbett reported they had not met as the audit was still in process.

F1f-Water Task Force: Director Mayo had nothing to report at this time.

F1g-AdHoc No Drugs & Toxics down the Drain: Director Mayo had nothing to report.

(In accordance w/Robert's Rules of Order, 10th 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".)

F1h-Humboldt County Advisory: President Edwards reported progress has been made on the draft but it was still being worked on.

F1i-McKinleyville Area Planning Commission Formation: President Edwards had nothing to report.

F2a-Support Services Department: Scott Gordon, contract accountant from Jackson & Eklund, reported that the loan proceeds of \$946,034 from I-Bank had been received by the District and deposited into the appropriate account.

F2b-Operations Department: Operations Director Orsini reported that the District's portion of the School Road Project was completed and by doing the work in-house staff was able to save the District 50% of the anticipated cost. He commended his staff for a job well done.

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

F2d-General Manager: General Manager Shopay reported that the 20 year facility plan had been postponed until the October meeting. He added that staff has been reviewing the draft and should have it ready to release to the Board next month.

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

F4-Board Members comments, Announcements and Reports: No announcements were made.

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

1. Mike Adkins expressed his appreciation of the Board and agreed with their stand on the County housing element changes proposed.
2. George Wheeler expressed concern with the recent pesticide application at Fischer Ranch and asked for a lease amendment to ban herbicides, and reported a petition was in circulation and would be brought to the Board.
3. Megan O'Brien expressed concern with herbicide use and requested this be placed on the agenda for further discussion.
4. Ken Miller suggested formation of a study group to look into future alternatives.
5. Greg Jaso supported looking at an alternative use of the property.
6. Penny Elsebusch was against all and any future herbicide spraying.
7. Catherine Quinn expressed concern with District use of pesticides and asked for this to be put on a future agenda for discussion.
8. David Elsebusch supported drafting a new lease for the current lessee and asked for a future agenda item on herbicide use.
9. Harold Reese expressed concern with the dosage used and said the neighbors are against use of poisons.
10. Jeff Dunk reported that the School District has an Integrated Pest Management policy and suggested that the District look into a conservation easement for the Fischer Ranch.

President Edwards closed public input. After a brief discussion President Edwards directed both Director Mayo and Corbett to work with the concerned public to develop a list of future alternatives for Fischer Ranch use and the pros and cons associated with those alternatives.

(In accordance w/Robert's Rules of Order, 10th 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".)

At 8:59 PM President Edwards adjourned the meeting for a short break prior to closed session discussion.

At 9:11 PM President Edwards called the meeting back to order and opened public input on the closed session item. David Elsebusch expressed concern with the closed session item; concern with the cost for legal counsel to be present for the entire meeting and felt the Board showed disrespect to the public.

President Edwards closed public input with no additional comments received and announced that the Board would be going into closed session as soon as the room was cleared for discussion of agenda item H.1. (Item H.2 was pulled from the agenda at the beginning of the meeting). Closed session began at 9:13 PM.

AGENDA ITEM H-CLOSED SESSION DISCUSSION:

H.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (Number of Cases = One (1)).

TIME OUT OF CLOSED SESSION: At 9:35 PM the Board adjourned into open session. President Edwards announced that no action was taken at this time in regards to Agenda Item H.1.

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

(In accordance w/Robert's Rules of Order, 10th 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".)

EXHIBIT D.3
MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON TUESDAY, SEPTEMBER 28, 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 Mayo 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 – ANTICIPATED LITIGATION Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (Number of Cases = One (1)).

Time Out of Closed Session: The Board came out of closed session at 9:42AM. President Edward announced :

“The vote of the Board was 4 AYES and NAYS, with 1 Director Absent, to authorize the General Manager to proceed to have a petition filed challenging the Humboldt County’s action under California Environmental Quality Act (CEQA) in approving Resolutions, Ordinances and certifying a Subsequent Environmental Impact Report for adopting the “2010 Humboldt County Housing Element Implementation Plan Amendment, Zone Reclassification and Local Coastal Plan Amendment”.

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

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **ACTION**

ITEM: D.4. Consider Approval of September 2011 Cash Disbursement Report and Investment and Cash Flow Report

PRESENTED BY: Scott Gordon

TYPE OF ACTION: Voice Vote /Consent Calendar

Recommendation:

Staff recommends that the Board approve the September Cash disbursement report and cash flow report as written.

Discussion:

The Draft September 2011 Cash Disbursement Report and Investment and Cash Flow Report are attached.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- See Attached September 2011 Information.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Cash Disbursement Report and Investment and Cash Flow Report for September 2011.

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

Table of Contents

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 10	Capital Expenditure Report
Page 11	Summary of Long-Term Debt Report
Page 12	Cash Disbursement Report

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

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance 469,459.65

Cash Receipts:

Utility Billings (includes \$40,454.61 in credit cards, EFT, web pay)	276,964.65
Money Market Account Interest	154.46
Other Cash Receipts (includes \$4,250.40 in credit cards)	51,155.55
I-Bank Loan Proceeds	946,034.00

Total Cash Receipts 1,274,308.66

Cash Disbursements:

Payroll Related Expenditures	(133,865.65)
Debt Service	(4,644.48)
Capital & Other Expenditures	(523,469.63)

Total Cash Disbursements (661,979.76)

Operating & Money Market - Ending Balance 1,081,788.55

Total Cash 1,082,728.55

Investments

LAIF - Beginning Balance 127,085.55

Interest Income	150.82
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LAIF - Ending Balance 127,236.37

Humboldt Co. #2560 - Beginning Balance 145,149.77

Interest Income	1,992.28
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Humboldt Co. #2560 - Ending Balance 147,142.05

Humboldt Co. #4240 - Beginning Balance 4,944,631.41

Interest Income	19,660.48
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Humboldt Co. #4240 - Ending Balance 4,964,291.89

Balance in Humboldt Co. #9390 110,584.48

USDA Bond Reserve Fund - Beginning Balance 172,822.35

Bond Reserve Payment	8,145.83
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Interest Income	(13.07)
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Debt Service Payment	(70,125.00)
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USDA Bond Reserve Fund - Ending Balance 110,830.11

Market Valuation Account (190.00)

Total Investments 5,459,894.90

Total Cash & Investments - Current Month 6,542,623.45

Total Cash & Investments - Prior Month 5,970,821.99

Net Change to Cash & Investments This Month 571,801.46

Cash & Investment Summary

Cash & Cash Equivalents 5,679,727.39

Davis-Grunsky Loan Reserve 594,197.85

Waste Water Capital Reserve 98,113.73

USDA Bond Reserve Fund 110,584.48

I-Bank Loan Reserve 60,000.00

Total Cash & Investments 6,542,623.45

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of September 30, 2011

ASSETS	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
Current Assets						
Unrestricted cash & cash equivalents	\$ 823,467.78	\$ (18,745.49)	\$ (41,525.26)	\$ 1,710,032.46	\$ 3,206,252.27	\$ 5,679,481.76
Accounts receivable	2,759.48	-	3,951.92	110,204.66	49,493.32	166,409.38
Prepaid expenses & other current assets	7,830.01	-	1,957.51	89,897.26	50,677.54	150,362.32
Total Current Assets	834,057.27	(18,745.49)	(35,615.83)	1,910,134.38	3,306,423.13	5,996,253.46
Noncurrent Assets						
Restricted cash & cash equivalents	-	-	-	654,197.85	208,943.84	863,141.69
Other noncurrent assets	39,325.43	-	-	10,000.00	35,714.14	85,039.57
Capital assets (net)	-	-	-	6,398,682.33	11,792,629.03	18,191,311.36
Total Noncurrent Assets	39,325.43	-	-	7,062,880.18	12,037,287.01	19,139,492.62
TOTAL ASSETS	\$ 873,382.70	\$ (18,745.49)	\$ (35,615.83)	\$ 8,973,014.56	\$ 15,343,710.14	\$ 25,135,746.08
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 22,462.91	\$ 1,247.22	\$ 3,164.16	\$ 204,002.09	\$ 35,591.49	\$ 266,467.87
Accrued payroll & related liabilities	82,868.39	-	-	29,581.89	29,581.89	142,032.17
Total Current Liabilities	105,331.30	1,247.22	3,164.16	233,583.98	65,173.38	408,500.04
Noncurrent Liabilities						
Long-term debt	-	-	-	3,578,888.17	1,430,134.89	5,009,023.06
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	1,545,168.88	5,277,983.47
TOTAL LIABILITIES	144,656.73	1,247.22	3,164.16	3,927,073.14	1,610,342.26	5,686,483.51
Fund Balance/Net Assets						
Fund balance	557,294.79	151,438.47	(38,779.99)	-	-	669,953.27
Net assets	-	-	-	2,216,147.26	3,370,873.74	5,587,021.00
Investment in capital assets, net of related debt	-	-	-	2,829,794.16	10,362,494.14	13,192,288.30
Total Fund Balance/Net Assets	728,725.97	(19,992.71)	(38,779.99)	5,045,941.42	13,733,367.88	19,449,262.57
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 873,382.70	\$ (18,745.49)	\$ (35,615.83)	\$ 8,973,014.56	\$ 15,343,710.14	\$ 25,135,746.08
Investment in General Capital Assets	\$ 3,178,624.13					
General Long-term Liabilities						
OPEB Liability	60,788.00					
Accrued Compensated Absences	11,421.16					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 72,209.16					

McKinleyville Community Services District
Activity Summary by Fund
September 2011

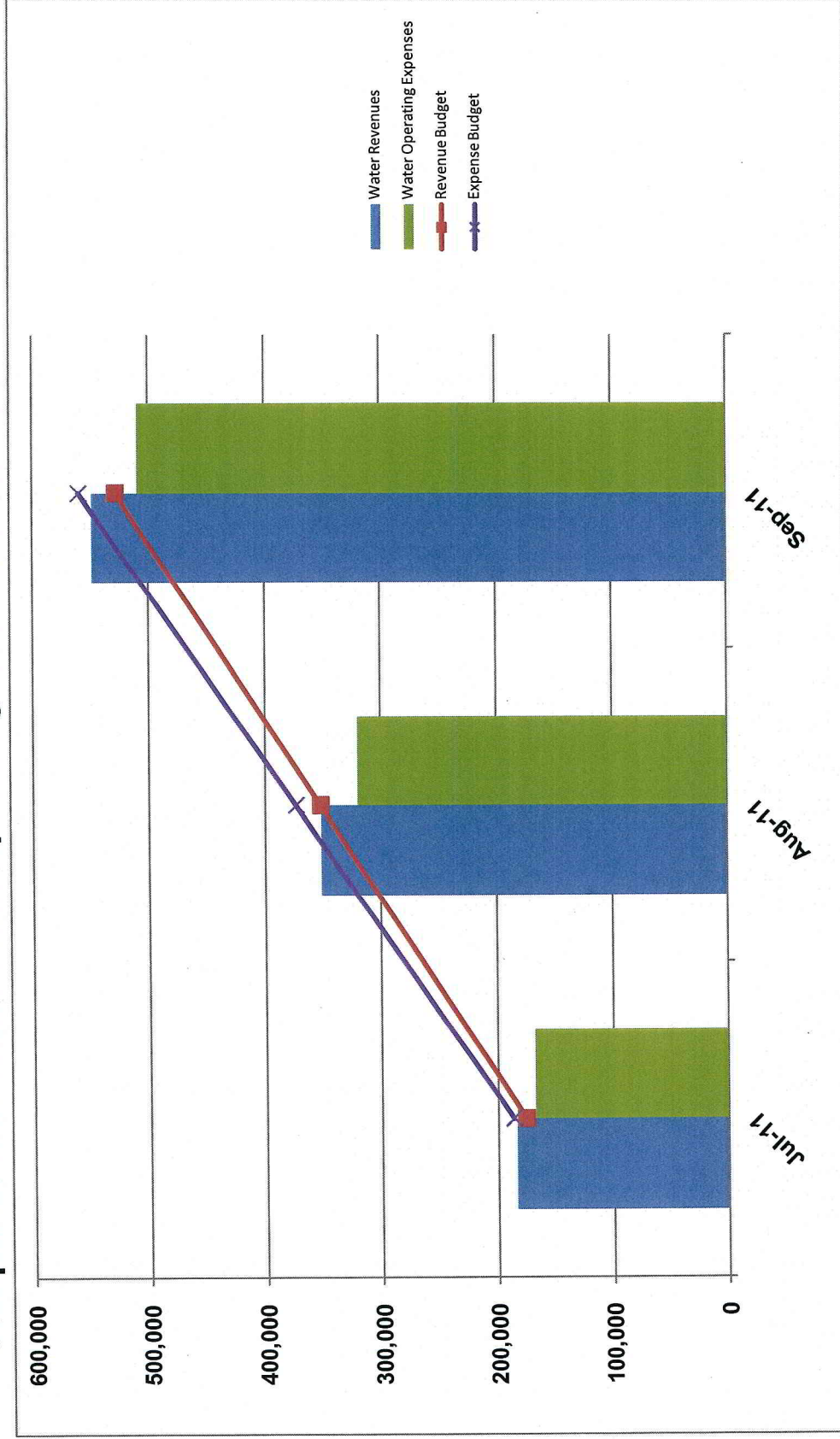
Department Summaries									
	July	August	September	YTD	YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %		
<u>Water</u>									
Water Sales	168,501	149,764	187,027	505,292	451,945	53,347	11.80%		
Other Revenues	14,934	18,257	10,087	43,278	76,230	(32,952)	-43.23%		
Total Operating Revenues	183,435	168,021	197,114	548,570	528,175	20,395	3.86%		
Salaries & Benefits	57,519	61,587	56,532	175,638	187,893	(12,255)	-6.52%		
Water Purchased	58,261	52,013	52,974	163,248	176,713	(13,465)	-7.62%		
Other Expenses	32,594	19,620	61,309	113,523	88,569	24,954	28.17%		
Depreciation	19,000	19,000	19,000	57,000	62,500	(5,500)	-8.80%		
Total Operating Expenses	167,374	152,220	189,815	509,409	515,675	(6,266)	-1.22%		
Net Operating Income	16,061	15,801	7,299	39,161	12,500	14,129			
Interest Income	1,724	1,447	1,595	4,766	8,750	(3,984)	-45.53%		
Interest Expense	(4,375)	(4,375)	(8,006)	(16,756)	(22,182)	(5,426)	24.46%		
Net Income (Loss)	13,410	12,873	888	27,171	(932)	28,103			
<u>Sewer</u>									
Sewer Service Charges	118,398	116,833	120,369	355,600	360,750	(5,150)	-1.43%		
Other Revenues	51,795	6,645	3,928	62,368	148,564	(86,196)	-58.02%		
Total Operating Revenues	170,193	123,478	124,297	417,968	509,314	(91,346)	-17.94%		
Salaries & Benefits	63,377	54,807	57,964	176,148	187,893	(11,745)	-6.25%		
Other Expenses	29,436	22,189	57,316	108,941	123,570	(14,629)	-11.84%		
Depreciation	34,000	34,000	34,000	102,000	102,000	-	0.00%		
Total Operating Expenses	126,813	110,996	149,280	387,089	413,463	(26,374)	-6.38%		
Net Operating Income	43,380	12,482	(24,983)	30,879	95,851	(64,972)			
Interest Income	2,487	2,852	2,839	8,178	11,250	(3,072)	-27.31%		
Interest Expense	(5,798)	(5,802)	(3,503)	(15,103)	(14,822)	281	-1.90%		
Net Income (Loss)	40,069	9,532	(25,647)	23,954	92,279	(68,325)			
Enterprise Funds Net Income (Loss)	53,479	22,405	(24,759)	51,125	91,347	(40,222)			

McKinleyville Community Services District
Activity Summary by Fund
September 2011

Department Summaries	July	August	September	YTD	YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %
Parks & Recreation							
Program Fees	29,404	23,881	13,305	66,590	77,600	(11,010)	-14.19%
Rents & Related Fees	4,740	5,934	5,234	15,908	14,382	1,526	10.61%
Property Taxes	-	-	-	-	132,500	(132,500)	-100.00%
Measure B Assessments	-	-	-	-	52,500	(52,500)	-100.00%
Other Revenues	6,500	6,280	6,192	18,972	70,640	(51,668)	-73.14%
Interest Income	288	305	287	880	4,500	(3,620)	-80.44%
Total Revenues	40,932	36,400	25,018	102,350	352,122	(249,772)	-70.93%
Salaries & Benefits	69,740	68,606	61,761	200,107	209,672	(9,565)	-4.56%
Other Expenditures	16,193	15,470	22,391	54,054	45,335	8,719	19.23%
Capital Expenditures	-	1,172	1,417	2,589	86,500	(82,911)	-96.97%
Total Expenditures	85,933	85,248	85,569	256,750	340,507	(83,757)	-24.60%
Excess (Deficit)	(45,001)	(48,848)	(60,551)	(154,400)	11,615	(166,015)	
Street Lights							
Total Revenues	6,776	6,851	6,824	20,451	20,500	(49)	-0.24%
Salaries & Benefits	2,722	2,559	2,238	7,519	9,562	(2,043)	-21.37%
Other Expenditures	3,435	2,807	4,396	10,638	9,913	725	7.31%
Capital Expenditures	7,977	-	-	7,977	6,250	1,727	27.63%
Total Expenditures	14,134	5,366	6,634	26,134	25,725	409	1.59%
Excess (Deficit)	(7,358)	1,485	190	(5,683)	(5,225)	458	
Governmental Funds Excess (Deficit)	(52,359)	(47,363)	(60,361)	(160,083)	6,390	166,473	

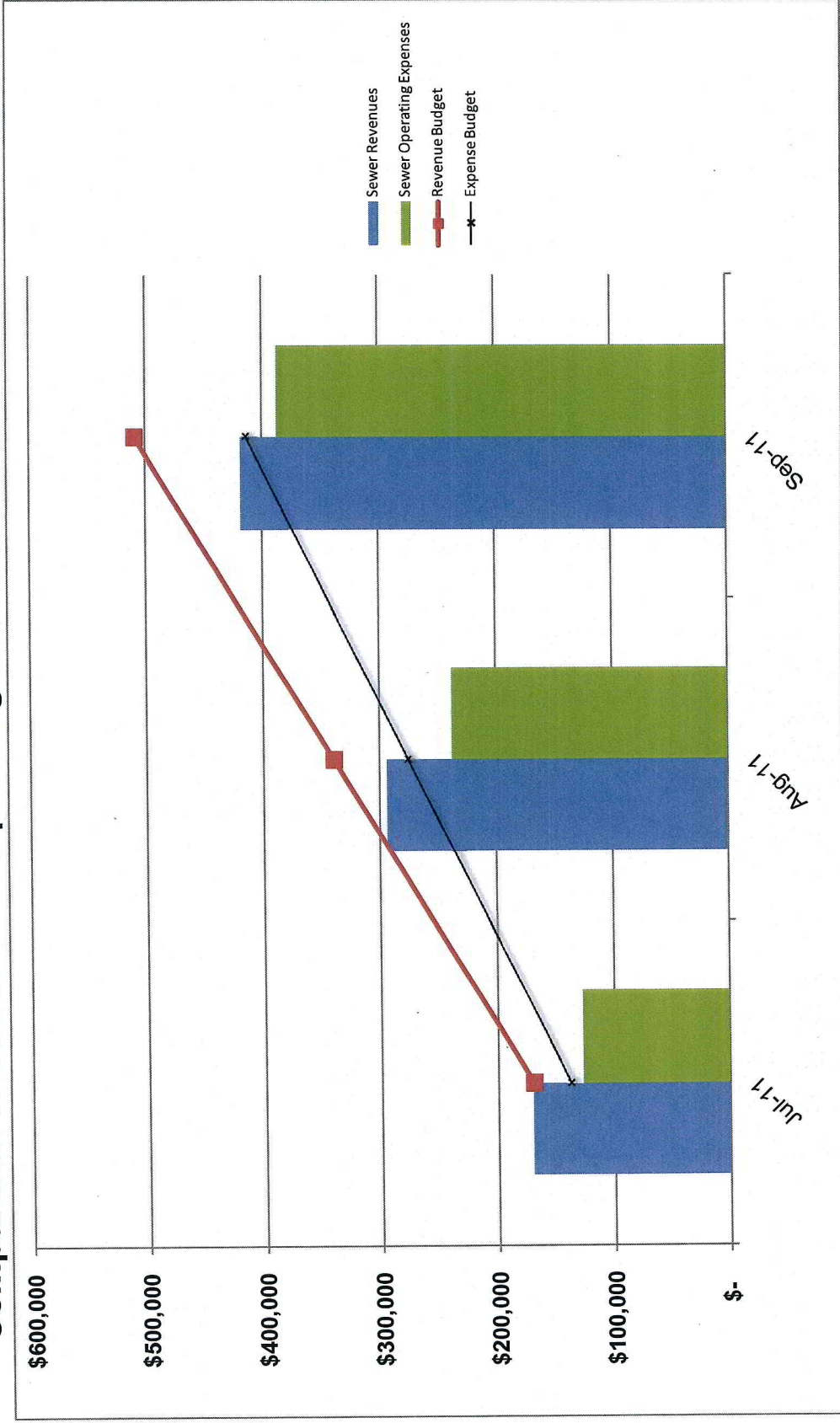
McKinleyville Community Services District September 2011

Comparison of Water Fund Operating Revenues and Expenses to Budget



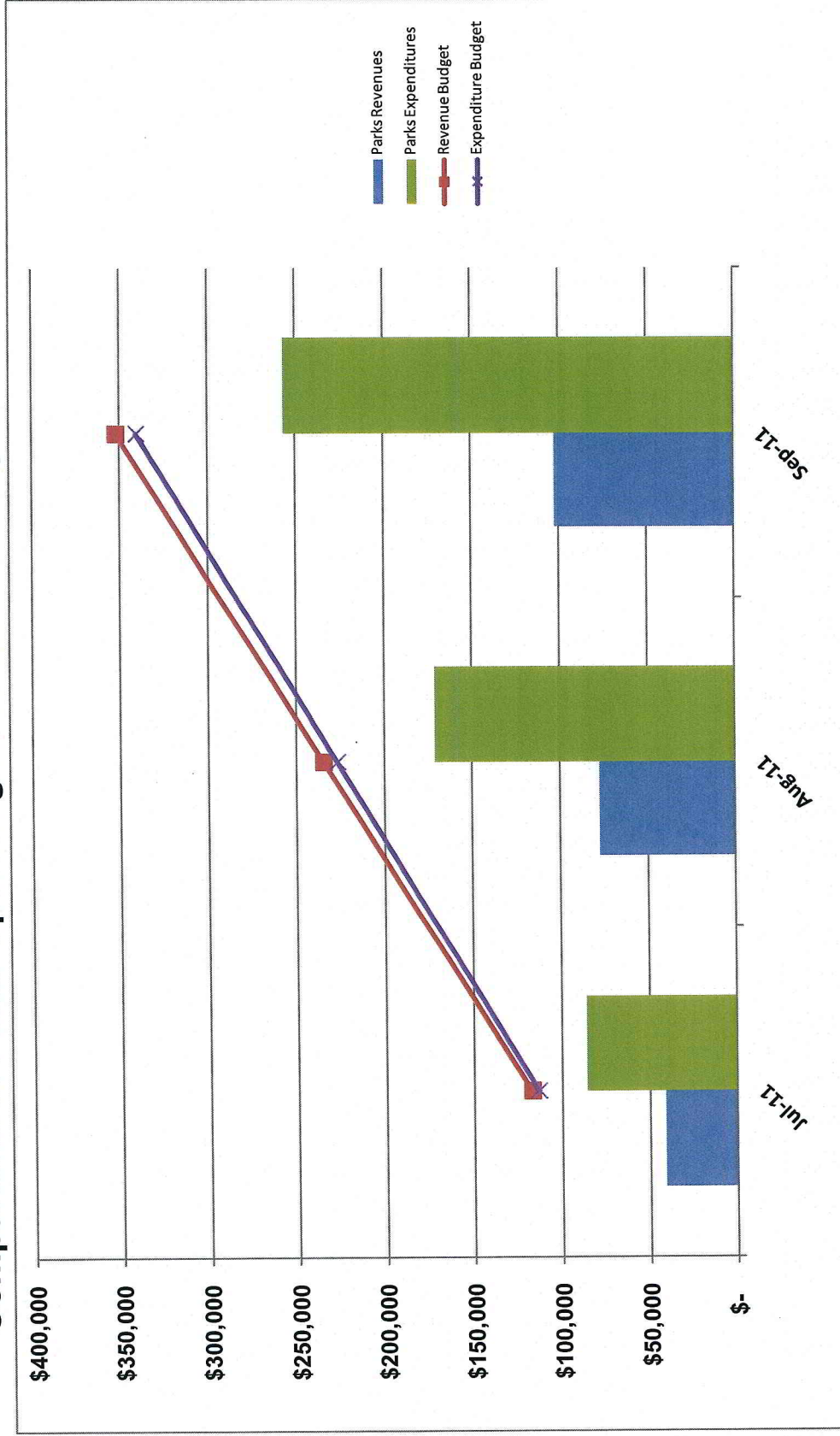
McKinleyville Community Services District September 2011

Comparison of Sewer Fund Operating Revenues and Expenses to Budget



McKinleyville Community Services District September 2011

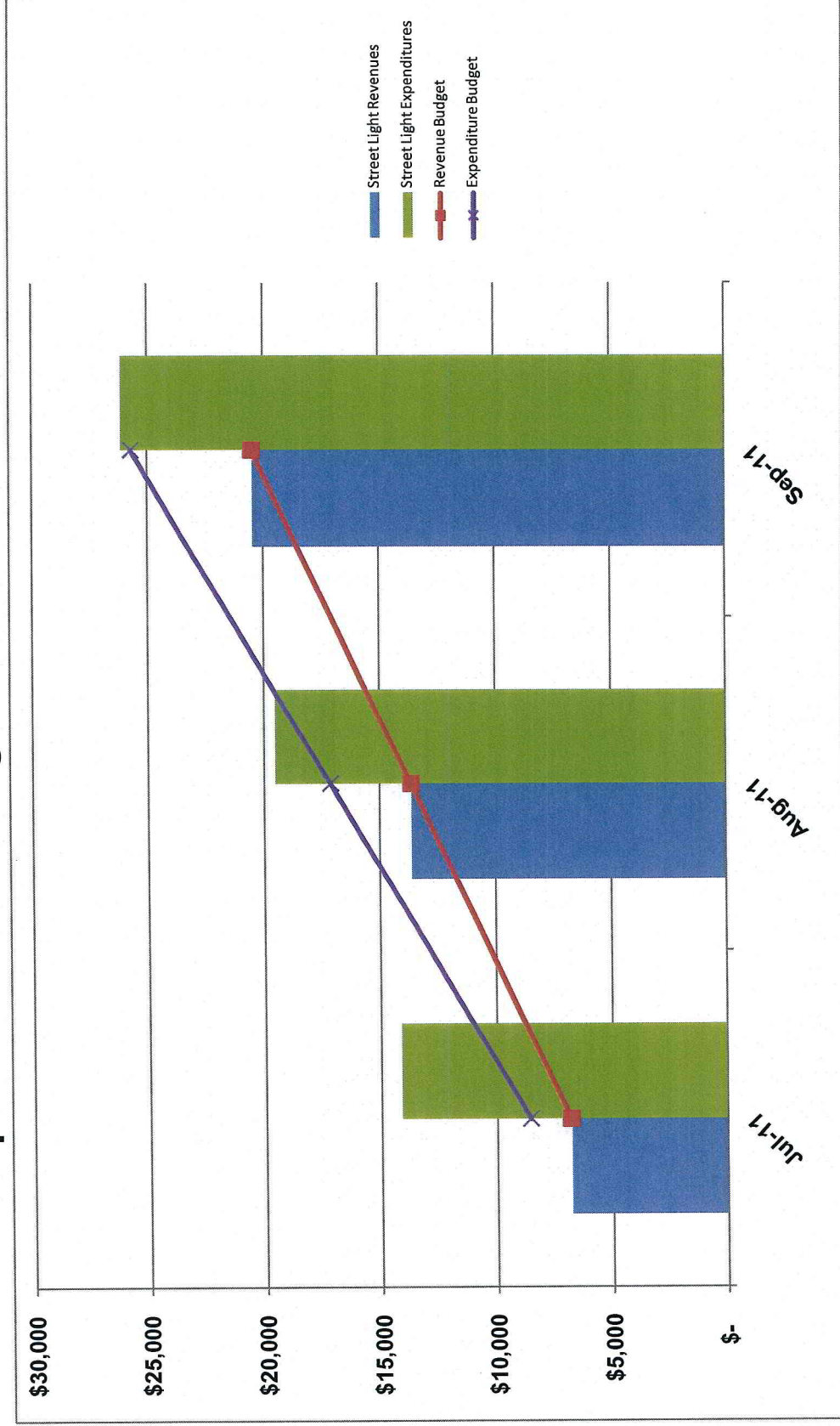
Comparison of Parks Operating Revenues and Expenditures to Budget



Note - Excludes effects of grant funded activities.

McKinleyville Community Services District September 2011

Comparison of Street Light Fund Revenues to Budget



McKinleyville Community Services District
Capital Expenditure Report
September 2011

	Quarter Ended Sept 30	YTD Total	FY 12 Budget	Remaining	
				Budget	Budget %
<u>Water Department</u>					
Ramey Pump Upgrades	28,203	28,203			
Emergency Water Line River Crossing	32,245	32,245			
Murray Road Tank	6,781	6,781			
Meter Replacements	-	-			
Emergency Water Supply	-	-			
Misc. Replacements	21,875	21,875			
Subtotal	89,103	89,103	765,000	675,897	88%
<u>Sewer Department</u>					
WWMF Upgrade and Capital Maintenance	42,347	42,347			
NPDES Permit	5,179	5,179			
Industrial Discharge Permit	3,470	3,470			
Meter Replacements	-	-			
Fischer Ranch	-	-	6,000		
Misc. Replacements	-	-			
Miscellaneous	-	-	867,000		
Subtotal	50,996	50,996	873,000	822,004	94%
<u>Water and Sewer Operations</u>					
Heavy equipment	-	-	55,000	55,000	100%
Utility vehicles	-	-	30,000	30,000	100%
Office, Corporation Yard and Shops	1,482	1,482	12,000	10,518	88%
PCs, Software, & Printers	12,031	12,031	32,000	19,969	62%
Small Equipment & Other	7,977	7,977	44,000	36,023	82%
Subtotal	21,490	21,490	173,000	151,510	88%
Enterprise Fund Total	161,589	161,589	1,811,000	1,649,411	91%
<u>Parks and Recreation Department</u>					
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	2,589	195,000	192,411	99%
Projects funded with Measure B Renewal	-	-	60,000	60,000	100%
Other Parks Projects & Equipment	-	-	15,000	60,000	400%
General Fund Total	2,589	2,589	342,000	299,411	88%
All Funds Total	164,178	164,178	2,153,000	1,948,822	91%

McKinleyville Community Services District
Summary of Long-Term Debt Report
September 2011

		Principal Maturities and Scheduled Interest														
Maturity Date	Balance - July 1, 2011	Balance - September 30, 2011	Remaining for FY-12	FY-13	FY-14	FY-15	FY-16	Thereafter								
Water Fund: I-Bank Interest	3.37%	8/1/30	-	956,034.00	-	16,294.38	36,731.29	37,969.13	39,248.69	40,571.37	801,513.53					
							31,599.42	30,340.72	29,039.60	27,694.63	219,225.52					
ARRA Interest	1.0%	12/22/26	148,590.00	165,100.00	-	-	8,239.38	10,909.36	11,018.72	11,125.84	123,806.70					
							4,211.46	1,541.48	1,432.12	1,325.20	6,926.83					
Davis Grunsky Davis Grunsky deferred interest Interest	2.5%	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						
							17,035.12	17,035.12	17,035.12	17,035.12	289,591.69					
							374,767.29	374,767.29	374,767.29	374,767.29	374,767.29					
Total Water Fund-Principal Total Water Fund-Interest			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						
							59,580.84	103,116.46	97,338.46	94,032.44	924,230.76					
Total Water Fund			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						
Sewer Fund: State of California WRCB (SCEP I) Interest	0.0%	4/15/16	204,600.50	204,600.50	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	-						
State of California WRCB (SCEP II) Interest	2.6%	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						
							4,588.89	3,982.63	3,360.62	2,722.43	2,067.64					
Umpqua Bank Interest	5.5%	12/4/17	303,824.30	294,038.30	30,332.14	42,282.10	44,667.13	47,186.72	49,848.42	79,721.79						
							11,468.18	13,451.66	11,066.63	8,547.04	5,885.34					
Sewer Bond (USDA) Interest	5.0%	8/1/22	805,000.00	755,000.00	60,000.00	36,250.00	60,000.00	60,000.00	60,000.00	515,000.00						
							18,175.00	33,250.00	30,250.00	27,250.00	90,875.00					
Total Sewer Fund-Principal Total Sewer Fund-Interest			1,489,920.89	1,430,134.89	94,569.69	167,125.91	170,132.95	173,290.73	176,607.22	648,408.39						
							34,232.07	53,684.29	47,677.25	41,519.47	35,202.98					
Total Sewer Fund			1,489,920.89	1,430,134.89	128,801.76	220,810.20	217,810.20	214,810.20	211,810.20	744,892.37						
Total Principal Total Interest			4,096,265.06	5,009,023.06	183,773.24	303,104.34	311,868.52	318,310.76	324,999.99	3,566,966.22						
							93,812.91	156,800.75	145,015.71	135,551.91	125,840.59					
Total			4,096,265.06	5,009,023.06	277,586.15	459,905.09	456,884.23	453,862.67	450,840.58	4,587,680.96						

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CASH DISBURSEMENT REPORT
FOR THE PERIOD 9/1/11 TO 9/30/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Accounts Payable Disbursements						
23482	9/30/2011	*0005	SHELLY MILLER	(267.00)	B10714u	Ck# 023482 Reversed
23533	9/19/2011	*0015	JUDY RIEGER	(45.00)	B10727u	Ck# 023533 Reversed
23650	9/9/2011	ABB03	ABBY SYSTEMS, INC	11,867.00	1063	RAMEY PUMP STATION UPGRADE
23651	9/9/2011	ACW01	ACWA HEALTH BENEFITS AUTHORITY	44,942.82 43,200.93	Jul-11 Sep-11	GROUP HEALTH INSURANCE GROUP HEALTH INSURANCE
			Check Total:	88,143.75		
23652	9/9/2011	ANS02	BRIAN ANSPACH	768.00 1,936.96	13 11 12	MAPS MAPS
			Check Total:	2,704.96		
23653	9/9/2011	BAL01	DAVID BALDOSSER	468.72	B10906	AFLAC FLEX SPENDING REIMBURSEMENT
23654	9/9/2011	BAY02	BAY WEST SUPPLY, INC.	321.57	B10901	REPAIRS/SUPPLY
23655	9/9/2011	DOW01	DOWNEY BRAND ATTORNEYS LLC	91.50	416539	LEGAL SERVICES
23656	9/9/2011	EUR05	Eureka Oxygen Co	114.20 282.29	62113 442362	SUPPLIES SUPPLIES
			Check Total:	396.49		
23657	9/9/2011	GOL05	GOLDEN STATE BRIDGE, INC.	4,707.86	3	MAD RIVER BRIDGE PROJECT
23658	9/9/2011	GUA01	THE GUARDIAN	3,373.15	B10829	GROUP DENTAL INSURANCE
23659	9/9/2011	HAR13	The Hartford - Priority A	672.88	B10829	GROUP LIFE INSURANCE
23660	9/9/2011	HUB02	HUB INTERNATIONAL INSURANCE	252.04	B10901	AZALEA HALL SPECIAL INSURANCE
23661	9/9/2011	HUM01	HUMBOLDT BAY MUNICIPAL WATER	52,013.06	B10901	PURCHASED WATER
23662	9/9/2011	HUM08	HUMBOLDT SANITATION	1,042.00	B10906	TRASH SERVICE
23663	9/9/2011	LES01	LES SCHWAB TIRE CENTER	1,011.09	3349848	TIRES
23664	9/9/2011	MCK04	MCK ACE HARDWARE	1,217.71	B10907	REPAIRS/SUPPLY
23665	9/9/2011	MIL01	Miller Farms Nursery	2,897.26	B10906	REPAIRS/SUPPLY
23666	9/9/2011	OCC01	OCCUPATIONAL HEALTH	100.00	523*07-11	RESPIRATORY REVIEW
23667	9/9/2011	PGE01	PG & E (Office & Field)	18,029.94	B10907	GAS & ELECTRIC
23668	9/9/2011	PGE02	PACIFIC GAS & ELECTRIC	2,342.85	B10831	POWER FOR STREETLIGHTS
23669	9/9/2011	REN01	RENNER PETROLEUM	3,956.84	B10908	FUEL
23670	9/9/2011	RES05	RESERVE ACCOUNT	1,500.00	B10901	POSTAGE
23671	9/9/2011	THO02	Thomas Home Center	332.84	B10902	REPAIRS/SUPPLY
23672	9/9/2011	THR01	THRIFTY SUPPLY COMPANY	12,316.96	1306670	MATERIALS FOR SCHOOL ROAD PROJECT
23673	9/9/2011	UMP02	UMPQUA BANK	1,398.27	B10907	REPAIRS/SUPPLIES, TRAINING
23674	9/9/2011	UPS01	UPS	8.00	Y6R493341	LAB SHIPMENT
23675	9/9/2011	USB01	U.S. BANK TRUST N.A.	8,145.83	000B201101	SEWER BOND PAYMENT
23676	9/9/2011	USP02	USPS: ARCATA BMEU	1,500.00	B10901	PERMIT 202 BULK MAIL
23677	9/9/2011	VER01	VERISON WIRELESS	333.35	B10902	CELL PHONES
23678	9/9/2011	WIL09	WILLDAN FINANCIAL SERVICE	12,641.49	010-15150	MEASURE B PROFESSIONAL SERVICES
23679	9/14/2011	ADV04	ADVANCED DISPLAY AND SIGN	92.17	B10826	SIGN FOR FRONT OFFICE
23680	9/14/2011	CAP02	CAPITOL ENGINEERING LABS	1,057.08	34100	SEWER INSPECTIONS

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CASH DISBURSEMENT REPORT
FOR THE PERIOD 9/1/11 TO 9/30/11

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23681	9/14/2011	COR01	CORBIN WILLITS SYSTEMS	833.42	B108151	MOM SOFTWARE
23682	9/14/2011	COS03	COSTCO WHOLESALE	445.21	B10901	SUPPLIES
23683	9/14/2011	DIS03	DISCOUNT SCHOOL SUPPLY	575.56	P26533970	REC PROGRAMS SUPPLIES
23684	9/14/2011	FRE07	FRESHWATER ENVIRONMENTAL	830.00	510	CONSULTING
23685	9/14/2011	GEX01	GEXPRO	1,651.81	775-30115	MAINTENANCE RENEWAL
23686	9/14/2011	GRS01	G R SUNDBERG, INC.	268.00	624	SCHOOL ROAD PROJECT
23687	9/14/2011	HAC01	HACH COMPANY	339.65	7379351	CHEMICALS FOR LAB TESTING
23688	9/14/2011	HAJ01	Hajoca Corporation	1,000.63	6334022	SCHOOL ROAD PROJECT
23689	9/14/2011	HAR03	HARVEY M. HARPER CO.	173.72	708922	VEHICLE INSPECTIONS
23690	9/14/2011	HIL02	HILFIKER PIPE CO.	174.96	30800	MANHOLE REDUCER
23691	9/14/2011	HOO01	HOOVEN & CO., INC.	343.63	8642	COLDMIX PICKED UP AT YARD
23692	9/14/2011	HUC01	DELILAH HUCK	235.62	B10829	CONTRACTED INSTRUCTOR
23693	9/14/2011	MAC02	MAC'S REFRIGERATION SVC.	169.95	24163	AZALEA HALL REPAIRS
23694	9/14/2011	MIL03	THE MILL YARD	239.76	60049	SUPPLIES
23695	9/14/2011	NOR36	NORTH COAST PARTS & SUPPLY	38.05	B10831	REPAIRS/SUPPLIES
23696	9/14/2011	NOR37	NORTH COAST UNIFIED AIR QUALITY	806.24	4278	ANNUAL RENEWAL FEE
23697	9/14/2011	ORI01	ORIENTAL TRADING CO. INC.	267.00	646106771	ACTIVITY SUPPLY
23698	9/14/2011	PAU01	PAUL SWENSON PHOTOGRAPHY	237.60	488	BOARD PHOTOS
23699	9/14/2011	PIT01	PITNEY BOWES	112.10	424908	INK CARTRIDGE FOR POSTAGE MTR
23700	9/14/2011	PRI01	PRICE GEOGRAPHIC CONSULTING	4,576.00	1732	DIGITAL MAPPING PROJECT
23701	9/14/2011	QUI04	QUILL.COM	149.06	6050868	OFFICE SUPPLIES
23702	9/14/2011	SAF04	SAFEWAY INC.	85.81	B10901	REC PROGRAMS SUPPLIES
23703	9/14/2011	SCA01	SCADA SUPPORT GROUP	7,519.00	1108MCSD	RAMEY PUMP STATION UPGRADE
23704	9/14/2011	SEQ01	Sequoia Gas Co.	70.53	25425	FUEL
23705	9/14/2011	SIE02	SIERRA CHEMICAL CO.	951.77	222657	CHLORINE/ DEPOSIT
23706	9/14/2011	STA11	STAPLES CREDIT PLAN	372.09	B10901	OFFICE SUPPLIES
23707	9/14/2011	SUD01	SUDDENLINK	173.95	B10830	INTERNET SERVICE
23708	9/14/2011	THR02	THREE G'S HAY & GRAIN	186.72	15117	SCHOOL RD FENCE REPAIR
23709	9/14/2011	UNI05	UNITED RENTALS NORTHWEST	1,014.19	956074	SCHOOL ROAD PROJECT
23710	9/14/2011	UNI08	UNITED DISTRIBUTING COMPANY	797.60	198755	REPAIRS/SUPPLIES
23711	9/14/2011	WBC01	WBCO ELECTRIC SERVICE CO.	219.01	82926	REPAIRS/ SUPPLIES
23712	9/14/2011	WES09	WEST COAST PLUMBING	7.01	171798	REPAIRS
23713	9/14/2011	YOU01	NANCY YOUNG	351.00	B10902	CONTRACTED INSTRUCTOR
23714	9/14/2011	\S030	SEEGER, BILLY	55.69	000B10901	MQ CUSTOMER REFUND
23715	9/14/2011	\S031	STECHER, JOANN	40.21	000B10901	MQ CUSTOMER REFUND
23716	9/14/2011	\T007	TOPOROVSKY, DANNY	72.50	000B10901	MQ CUSTOMER REFUND
23717	9/14/2011	\W007	VANDERHORST, DEREK	21.01	000B10901	MQ CUSTOMER REFUND

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CASH DISBURSEMENT REPORT
FOR THE PERIOD 9/1/11 TO 9/30/11

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23718	9/14/2011	*0001	LITTLE BOUNCE BASKETBALL	95.00	B10902	MAC DEPOSIT REFUND
				(95.00)	B10902u	Ck# 023718 Reversed
			Check Total:	-		
23719	9/14/2011	*0002	KIM MAGERS KING	50.00	B10902	KIDS CLUB REFUND
23720	9/14/2011	*0003	RAE ELLA MURPHY	100.00	B10909	AZALEA HALL DEPOSIT REFUND
23721	9/14/2011	10101	101 THINGS TO DO PUBLICATIONS	419.00	11KID038	ADVERTISING REC PROGRAMS
23722	9/14/2011	NOR01	NORTH COAST LABORATORIES	3,748.00	B10913	LAB TESTS
23723	9/14/2011	NOR35	NORTHERN HUMBOLDT	585.79	ES12-0013	SERVICES OPEN SPACE
23724	9/14/2011	\A013	ADAMS, ROSE	16.69	000B10901	MQ CUSTOMER REFUND
23725	9/14/2011	\B005	BYRUM, MEGAN	68.98	000B10901	MQ CUSTOMER REFUND
23726	9/14/2011	\C022	CLARK, BRADLEY	54.23	000B10901	MQ CUSTOMER REFUND
23727	9/14/2011	\H018	HEISE, TIMOTHY J.S.	54.84	000B10901	MQ CUSTOMER REFUND
23728	9/14/2011	\H019	HIGGINS, COURTNEY	57.64	000B10901	MQ CUSTOMER REFUND
23729	9/14/2011	\J006	JANICKI, ED	91.97	000B10901	MQ CUSTOMER REFUND
23730	9/14/2011	\K005	KORB, RYAN	146.90	000B10901	MQ CUSTOMER REFUND
23731	9/14/2011	\M024	MENDEZ, HOLLY	19.58	000B10901	MQ CUSTOMER REFUND
23732	9/14/2011	\N007	NELSON, CORY	25.23	000B10901	MQ CUSTOMER REFUND
23733	9/14/2011	\O004	O'NEIL, RYAN	27.62	000B10901	MQ CUSTOMER REFUND
23734	9/14/2011	\R005	ROMBALSKI, MOLLY	35.43	000B10901	MQ CUSTOMER REFUND
23735	9/14/2011	\S010	SAULS, KATHRYN	69.66	000B10901	MQ CUSTOMER REFUND
23736	9/19/2011	*0004	AMANDA JOHNSON	8.00	B10912	KIDSCUB DEPOSIT REFUND
23737	9/19/2011	*0005	SHELLY MILLER	83.37	B10912	KIDSCAMP DEPOSIT REFUND
23738	9/19/2011	*0006	JOY CLEMENS	208.00	B10912	KIDSCAMP DEPOSIT REFUND
23739	9/19/2011	*0008	LOUISE KOSKELA	100.00	B10915	AZALEA HALL DEPOSIT REFUND
23740	9/19/2011	*0009	ANGELA MIDDLETON	68.50	B10915	AZALEA HALL DEPOSIT REFUND
23741	9/19/2011	*0011	V. & ADAM MOLOFSKY	45.00	B10919	KIDS CAMP DEPOSIT REFUND
23742	9/19/2011	*0027	AIMEE PECK	220.00	B10826	AZALEA HALL DEPOSIT REFUND
23743	9/19/2011	*0033	LINDA GILLETTE	100.00	B10826	AZALEA HALL DEPOSIT REFUND
23744	9/19/2011	ARC02	Arcata Stationers	152.30	75957	OFFICE SUPPLIES
23745	9/19/2011	ATT01	AT&T	809.57	B10914	PHONE SYSTEM
				439.37	B10915	TELEMETRY
			Check Total:	1,248.94		
23746	9/19/2011	CAS01	CASH	297.88	B10915	REPAIRS/SUPPLIES
23747	9/19/2011	COL05	COLANTUONO & LEVIN, PC	928.00	22184	PROFESSIONAL SERVICES
23748	9/19/2011	COU02	HUMBOLDT COUNTY ASSESSOR	6.56	B10915	MEASURE B MAPS
23749	9/19/2011	DEP05	DEPARTMENT OF JUSTICE	128.00	866383	FINGERPRINTING REC PROGRAM
23750	9/19/2011	EUR06	EUREKA READY MIX	1,461.83	6811	SCHOOL RD WATER MAIN
23751	9/19/2011	FRI05	LESLEY FRISBEE	13.26	B10901	EMPLOYEE MILEAGE
23752	9/19/2011	HEL01	KEVIN HELD	350.00	B10919	JR HIGH DANCE, DJ
23753	9/19/2011	HUM26	HUMBOLDT FASTENERS	30.89	199931	SUPPLIES

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CASH DISBURSEMENT REPORT
FOR THE PERIOD 9/1/11 TO 9/30/11

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23754	9/19/2011	HUM41	HUMBOLDT WASTE	10,000.00	3094	HAZARD WASTE EVENT
23755	9/19/2011	JAC04	JACKSON & EKLUND	13,326.25	169621	PROFESSIONAL SERVICES
23756	9/19/2011	KEN02	KENNEDY/JENKS CONSULTANTS	4,797.23	58167	PROFESSIONAL SERVICES
				5,184.76	58828	PROFESSIONAL SERVICES
			Check Total:	9,981.99		
23757	9/19/2011	KEY01	KEY EQUIPMENT FINANCE	396.39	1110	EQUIPMENT LEASE
23758	9/19/2011	MCK03	MCKINLEYVILLE OFFICE SUPPLY	8.73	42892	UPS SHIPMENT
				26.09	43695	UPS SHIPMENT
			Check Total:	34.82		
23759	9/19/2011	MIT01	Mitchell, Brisso, Delaney	1,574.28	29438	LEGAL COUNSEL
23760	9/19/2011	NEC01	NEC FINANCIAL SERVICES, LLC	285.92	1464526	PHONE SYSTEM
23761	9/19/2011	NOR13	NORTHERN CALIFORNIA SAFETY	80.00	18037	SAFETY TRAINING SUBSCRIPTION
23762	9/19/2011	NOR35	NORTHERN HUMBOLDT	257.36	ES12-0032	OPEN SPACE MAINTENANCE
				434.39	ES12-0038	PIERSON PARK MAINTENANCE
			Check Total:	691.75		
23763	9/19/2011	NYL01	NYLEX.NET	2,487.89	70788	NETWORK SERVER CONFIGURATION
23764	9/19/2011	ORE01	O'REILLY AUTOMOTIVE, INC.	15.00	B10901	REPAIRS/SUPPLY
23765	9/19/2011	PRE08	PRECISION INTERMEDIA	30.00	14999	WEB HOSTING
23766	9/19/2011	REM01	REMY, THOMAS, MOOSE & MANLEY, LLP	3.38	22298	PROFESSIONAL SERVICES
23767	9/19/2011	ROS02	ROSS RECREATION EQUIPMENT	288.01	90379	REC PROGRAM SUPPLIES
23768	9/19/2011	ROS05	CYNTHIA A. ROSENBERG, CPA	601.25	2011-11	PROFESSIONAL SERVICES
23769	9/19/2011	S&S02	S & S WORLDWIDE, INC.	57.19	7053995	REC PROGRAM SUPPLIES
				242.39	7059412	ACTIVITY SUPPLY
			Check Total:	299.58		
23770	9/19/2011	SDR01	SDRMA	7,019.00	37242	WOKERS COMPENSATION INSURANCE
23771	9/19/2011	SIE03	SIERRA DISPLAY, INC.	1,050.00	15587	INSTALLATION SERVICES FOR BANNERS
23772	9/19/2011	TEL01	TELE-WORKS, INC	1,123.00	6359	ALERTWORKS SUBSCRIPTION
23773	9/19/2011	USB02	US BANK	968.00	2932687	ANNUAL FEE
23774	9/19/2011	USP02	USPS: ARCATA BMEU	1,450.00	B10919	NEWSLETTERS
23775	9/19/2011	WAH02	WAHLUND CONSTRUCTION INC.	88,603.91	12	RAMEY PUMP STATION UPGRADE
23776	9/26/2011	*0007	ACCURATE PRODUCTIONS, INC	100.00	B10913	AZALEA HALL DEPOSIT REFUND
23777	9/26/2011	*0028	ADAM & ORION LANDIS	54.20	B10826	JOB 10-6 CUST. REFUND
23778	9/26/2011	*0029	COUNTY OF HUMBOLDT	540.25	B10826	JOB10-07 CUST. REFUND
23779	9/26/2011	*0030	DAVID & JO SMITH	38.48	B10826	JOB 10-14 CUST REFUND
23780	9/26/2011	*0031	MCKINLEYVILLE UNION SCHOOL	242.52	B10826	JOB 09-06 CUST REFUND
23781	9/26/2011	*0032	JLF CONSTRUCTION	1,073.12	B10826	JOB 08-06 CUST REFUND
23782	9/26/2011	*0034	MILLER FARMS	7,765.66	B10830	JOB 98-06 CUST. REFUND
23783	9/26/2011	*0035	BILL LANDIS	586.67	B10830	JOB 03-13 CUST REFUND
23784	9/26/2011	*0036	LOUIE VALADAO	292.57	B10830	JOB 07-12 CUST REFUND
23785	9/26/2011	*0037	DONNA TURNER	517.30	B10830	JOB 06-19 CUST REFUND
23786	9/26/2011	ADA02	ADAPCO	248.68	86514	REPAIRS/SUPPLY TREATMENT

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CASH DISBURSEMENT REPORT
FOR THE PERIOD 9/1/11 TO 9/30/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
23787	9/26/2011	APP01	APPLIED INDUST. TECH.	176.25	86345898	REPAIRS/SUPPLIES
23788	9/26/2011	COA02	COASTAL BUSINESS SYSTEMS	1,137.28	72632	QUARTERLY MAINTENANCE
23789	9/26/2011	COR07	JOHN W. CORBETT	200.00	B10922	DIRECTORS FEES
23790	9/26/2011	COU09	DAVID R. COUCH	200.00	B10922	DIRECTORS FEES
23791	9/26/2011	DOW01	DOWNEY BRAND ATTORNEYS LLC	1,803.80	418511	LEGAL SERVICES RENDERED
23792	9/26/2011	EDW01	HELEN L. EDWARDS	200.00	B10922	DIRECTORS FEES
23793	9/26/2011	EUR05	Eureka Oxygen Co	48.27	443966	WELDER REPAIR
23794	9/26/2011	EUR06	EUREKA READY MIX	762.55	6878	SCHOOL ROAD JOB
23795	9/26/2011	FRE07	FRESHWATER ENVIRONMENTAL	2,640.00	519	CONSULTING
23796	9/26/2011	GOL05	GOLDEN STATE BRIDGE, INC.	27,537.21	4	MAD RIVER BRIDGE PROJECT
23797	9/26/2011	HAC01	HACH COMPANY	337.52	748026	LAB TEST SUPPLIES
23798	9/26/2011	HOO01	HOOVEN & CO., INC.	4,317.20	8660	SCHOOL ROAD PROJECT
23799	9/26/2011	HUM26	HUMBOLDT FASTENERS	56.85	200444	OFFICE REPAIRS
23800	9/26/2011	IND02	Industrial Electric Service	177.67	IN4341	REPAIRS/SUPPLIES
23801	9/26/2011	LES01	LES SCHWAB TIRE CENTER	204.32	336476	BATTERIES FOR UNIT 18 & 1
23802	9/26/2011	2-May	DENNIS MAYO	200.00	B10922	DIRECTORS FEES
23803	9/26/2011	MCK03	MCKINLEYVILLE OFFICE SUPPLY	8.43 30.87	43684 43760	PUBLIC RECORDS COPIED OFFICE SUPPLIES
Check Total:				39.30		
23804	9/26/2011	MCM01	McMaster-Carr Supply Co.	123.84	94932710	SUPPLIES FOR FISCHER RD
23805	9/26/2011	MIL03	THE MILL YARD	194.37	232130	OFFICE REPAIRS
23806	9/26/2011	NYL01	NYLEX.NET	1,170.00	70925	CONFIGURE REPLICATION SOFTWARE
23807	9/26/2011	OCC01	OCCUPATIONAL HEALTH	140.00	523*08-11	SHOTS FOR EMPLOYEES
23808	9/26/2011	PIT01	PITNEY BOWES	374.07	SP11	POSTAGE MACHINE
23809	9/26/2011	SHN01	SHN ENGINEERING	32,463.50 23,373.00	75017 75310	PROFESSIONAL SERVICES PROFESSIONAL SERVICES
Check Total:				55,836.50		
23810	9/26/2011	SIE02	SIERRA CHEMICAL CO.	951.77	223874	CHLORINE & CONTAINER DEPOSIT
23811	9/26/2011	SLO01	DIANE SLOANE	50.00	B10922	AFLAC FLEX SPENDING REIMBURSEMENT
23812	9/26/2011	SUP01	Superior Alarm Sys., Inc.	285.00	99423	REWIRE OFFICE
23813	9/26/2011	THR01	THRIFTY SUPPLY COMPANY	252.07	1307413	OVERFLOW VALVE
23814	9/26/2011	WEN01	WILLIAM WENNERHOLM, DC	200.00	B10922	DIRECTORS FEES
Total Accounts Payable Disbursements				<u>522,438.52</u>		

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CASH DISBURSEMENT REPORT
FOR THE PERIOD 9/1/11 TO 9/30/11**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Payroll Related Disbursements						
9264-9361	9/7/2011	-	VARIOUS EMPLOYEES	17,017.50	-	EMPLOYEE CHECKS
9362	9/7/2011	DIR01	DIRECT DEPOSIT VENDOR- US	26,688.94	B10907	Direct Deposit
9363	9/7/2011	EMP01	Employment Development	1,569.43	B10907	STATE INCOME TAX
9364	9/7/2011	FRA05	FRANCHISE TAX BOARD	277.80	B10907	FRANCHISE TAX BOARD
9365	9/7/2011	HUM29	UMPQUA BANK--PAYROLL DEP.	5,408.10	B10907	FEDERAL INCOME TAX
				5,926.42	1B10907	FICA
				1,652.52	2B10907	MEDICARE
			Check Total:	12,987.04		
9366	9/7/2011	STA10	Citistreet	2,884.30	B10907	RETIREMENT
9367	9/7/2011	STA17	CA STATE DISBURSEMNT UNIT	231.50	B10907	CHILD SUPPORT
9368	9/7/2011	AFL01	AFLAC	43.30	B10831	AFLAC (PRE-TAX)
9369	9/7/2011	PUB01	Public Employees PERS	15,367.47	B10831	PERS PAYROLL REMITTANCE
				154.66	1B10831	PERS CONTRIBUTION
			Check Total:	15,522.13		
9370-9416, 9423	9/21/2011	-	VARIOUS EMPLOYEES	14,917.99	-	EMPLOYEE CHECKS
9417	9/21/2011	DIR01	DIRECT DEPOSIT VENDOR- US	25,496.74	B10921	Direct Deposit
9418	9/21/2011	EMP01	Employment Development	1,318.30	B10921	STATE INCOME TAX
9419	9/21/2011	FRA05	FRANCHISE TAX BOARD	48.74	B10921	FRANCHISE TAX BOARD
9420	9/21/2011	HUM29	UMPQUA BANK--PAYROLL DEP.	4,801.52	B10921	FEDERAL INCOME TAX
				5,464.77	1B10921	FICA
				1,523.82	2B10921	MEDICARE
			Check Total:	11,790.11		
9421	9/21/2011	STA10	Citistreet	2,840.33	B10921	RETIREMENT
9422	9/21/2011	STA17	CA STATE DISBURSEMNT UNIT	231.50	B10921	CHILD SUPPORT
			Total Payroll Disbursements	133,865.65		
			Total Disbursements	656,304.17		

McKinleyville Community Services District

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1. Update on Measure B - Teen/Family Center Project

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: None

Recommendation:

None

Discussion:

Staff is working on a preliminary design of the Teen/Family Center. Our goal is to come up with a preliminary design, gather community input, and Develop a Request for Proposal (RFP) for the final design.

The following is a draft timeline for upcoming tasks regarding the Teen/Family Center:

- | | |
|---------------------------------------|-----------------------|
| • Draft Design | Complete |
| • Prepare RFP for design | November 2011 |
| • Advertise RFP to Architecture Firms | December 2011 |
| • Review RFP's | February – March 2012 |
| • Select Architecture Firm | April 2012 |
| • Start the design | May 2012 |

As we're going through the process, we will develop a committee consisting of staff, community members, students, and members of the Recreation Advisory Committee.

Staff has also submitted a grant application to the Davenport Institute, entitled "Civic Engagement." If awarded, the grant would provide funding to assist in gathering community input for the operations of the Teen/Family Center. The goal of this grant program is to incorporate results of engagement into actual decision-making processes.

Alternatives:

Take Action

Fiscal Analysis:

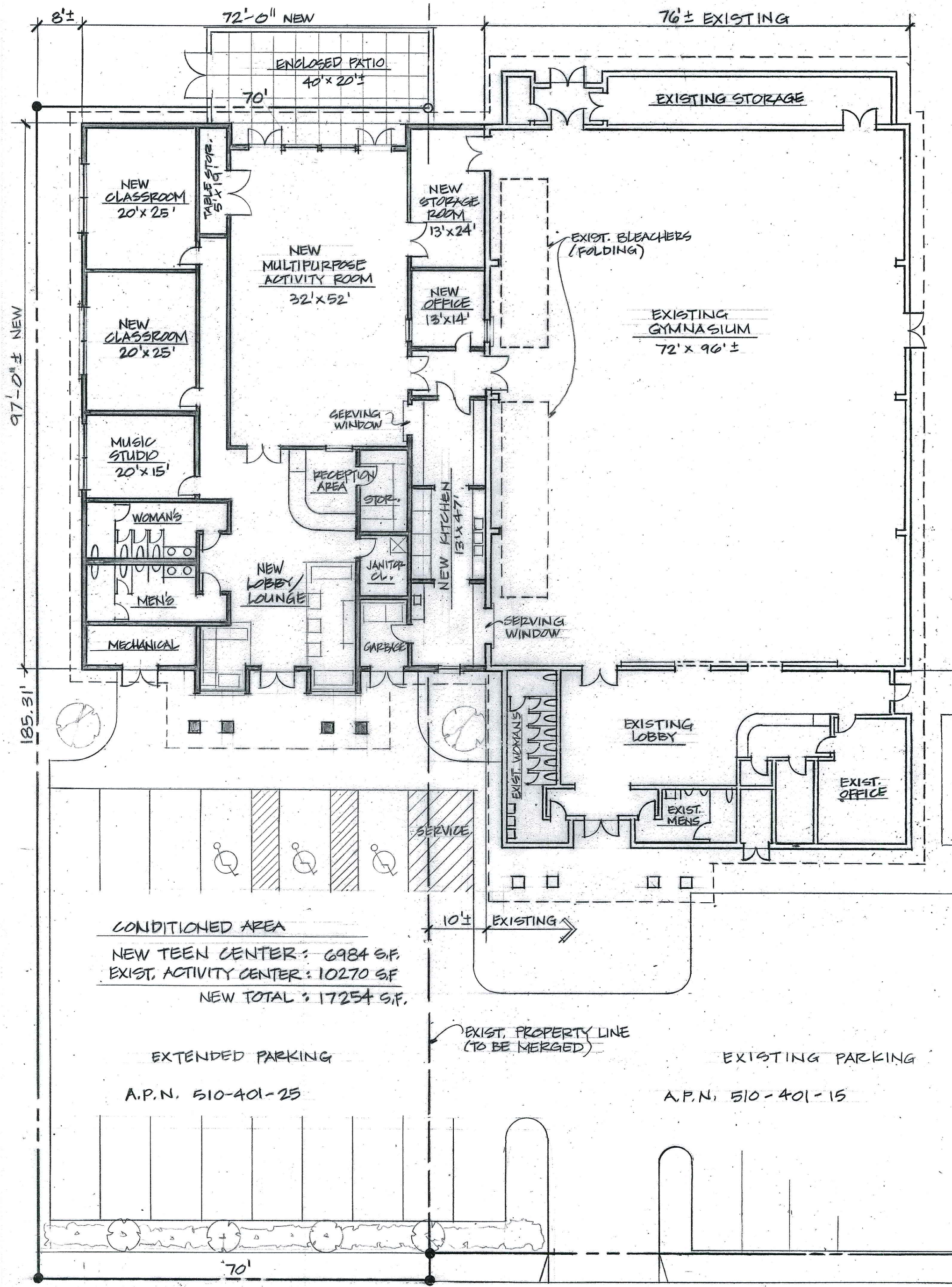
Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Draft Teen/Family Center Floor Plan
- Email regarding Davenport Institute Grant



CONDITIONED AREA
NEW TEEN CENTER: 6984 S.F.
EXIST. ACTIVITY CENTER: 10270 S.F.
NEW TOTAL: 17254 S.F.

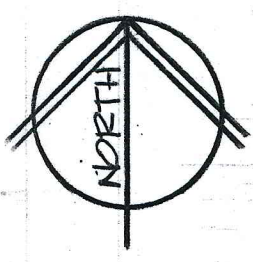
EXTENDED PARKING

A.P.N. 510-401-25

EXISTING PARKING

A.P.N. 510-401-15

GWIN ROAD



PRELIMINARY FLOOR PLAN

SCALE: 1/16" = 1'-0"

TEEN CENTER ADDITION TO THE
FAMILY ACTIVITY CENTER
McKINLEYVILLE COMMUNITY SERVICES DISTRICT



REVISED 9-9-11

**BONNIE L. OLIVER
ARCHITECT**

1953 COTTONWOOD AVE
McKINLEYVILLE, CA 95519
(707) 839-8829

Jason Sehon

From: Jason Sehon
Sent: Thursday, October 06, 2011 3:01 PM
To: Jason Sehon
Subject: FW: 2011 Civic Engagement Grant Review Underway



Update:
2011 Public
Engagement Grants
Under Review

The Davenport Institute is pleased to announce that we have received an excellent turnout of applications for our 2011 Public Engagement Grant Program. This promises to be a competitive year for the grants with excellent and interesting proposals from around the state - La Mesa up to McKinleyville!

Currently, members of the Davenport Institute's Advisory Council are considering the applications, and will be notifying applicants of our final decisions in the coming two weeks. The Board may contact specific grantees for clarification and/or further explanation of grant applications, so please be prepared.

Thank you all for your hard work!

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McKinleyville Community Services District

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Presentation to the Board of the Administrative Draft of the 20-Year Facilities Plan and Start of Public Comment Period**

PRESENTED BY: **Greg Orsini, MCSD/ Lisa Stromme, SHN**

TYPE OF ACTION: **None**

Recommendation:

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

Discussion:

Mandatory studies associated with the NPDES Permit issued in 2008 prompted staff to issue a Request for Qualifications for a consulting firm to assist MCSD in the completion of those studies. During the process staff also recognized the benefit in proactively proceeding with a 20 Year Facility Plan to allow MCSD the ability to do long term planning for our infrastructure improvements that considers our present and future regulatory environment and demonstrate to the Regional Water Quality Control Board MCSD's commitment to maintaining regulatory compliance without a mandatory compliance schedule.

A draft of the 20-Year Facilities Plan was prepared by SHN in August 2011. MCSD decided to have the draft plan peer reviewed by Kennedy/Jenks Consultants. The Administrative Draft of the Facilities Plan was published in October 2011 and incorporates edits based on peer review and comments from MCSD staff.

The Administrative Draft of the Facilities Plan is being presented to the MCSD Board. The document will be available for public comment from October 19, 2011 through December 14, 2011. The Plan is posted on the MCSD website at: <http://mckinleyvillecsd.com/> and a copy is available at MCSD Office during normal working hours.

The intent of the Facilities Plan is to provide a clear, feasible and appropriate road map for capital improvements, upgrades, and maintenance of the District's wastewater collection, treatment, reclamation, and disposal facilities for the next 20-year planning cycle.

The plan presents a preferred alternative for addressing improvements to the existing secondary treatment process and also identifies recommended collection system and reclamation system upgrades.

The final Plan will be brought to the Board for approval in January 2012. After Board approval it will be submitted to the RWQCB for approval.

Alternatives:

Not Applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:


Not applicable

Exhibits/Attachments

- Power Point Presentation



1

McKinleyville Community Services District



Wastewater Facilities Plan
Administrative Draft

Presented By:
Lisa Stromme, P.E.
October 19, 2011



2

Presentation Overview



The goal of this presentation is to:

- Provide an overview of the 20-Year Wastewater Facilities Plan developed for the MCSD Wastewater Management Facility (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.

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



3



Introduction

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



4

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

5




Part 1 - Background

Introduction

- Facilities Planning Process
- Purpose and Need

Study Area Characteristics

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

6




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

7



Part 3 – Project Feasibility

Basis For Planning

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

Collection System Analysis

- Model Description
- Model Simulations
- Results





8

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





9

Part 3 – Project Feasibility, continued

Disposal and Reclamation Alternatives

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



10

Part 4 - Recommendations

Recommended Plan

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

11

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.

12

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.

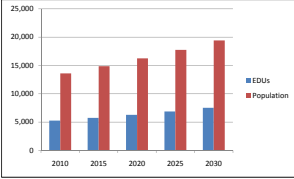
Although the current permit does not directly limit ammonia in effluent discharges, the District anticipates ammonia limits will be established in the next permit cycle.

13


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	5,500	14,500
2020	6,000	16,000
2025	6,500	17,500
2030	7,000	19,000



14

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.




15

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.

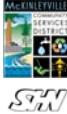


16

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



17


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.





18

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.





19

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.




20

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.





21

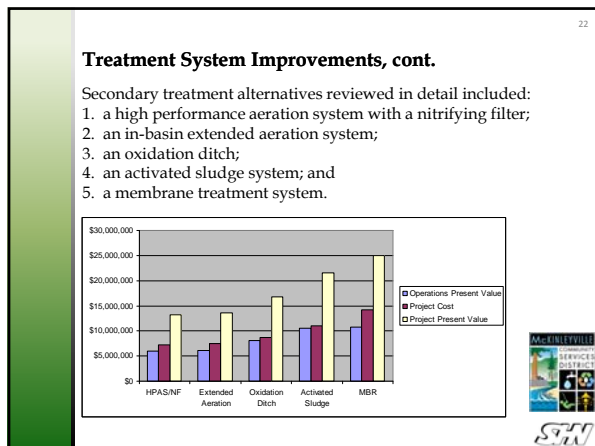
Treatment System Improvements

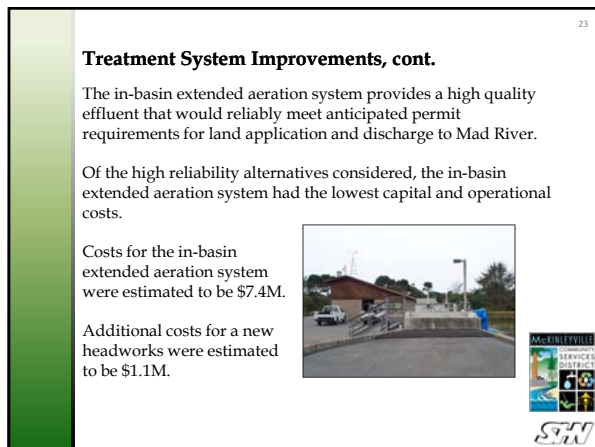
Secondary treatment alternatives were evaluated with regard to:

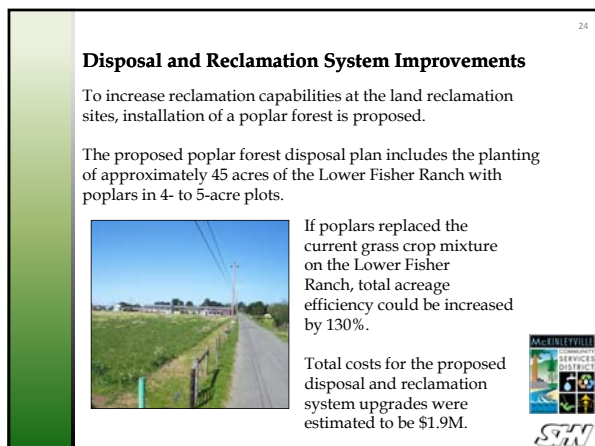
- treatment,
- cost,
- implementability,
- public acceptance, and
- regulatory issues.

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







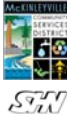


25

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
Total Project Cost	---	\$13.8M

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




26

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.



27

Next Steps...


The Administrative Draft of the Facilities Plan is being submitted for MCSD Board review and approval.

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

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

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

A presentation is scheduled for November 7th at the McKinleyville Library to provide an overview of the plan for the general public.



28


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)



29

Thank You!

Are there any questions?



McKinleyville Community Services District

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **ACTION**

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

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board adopt Resolution 2011-24 in order to submit an application for matching grant funds through the Land and Water Conservation Fund (LWCF).

Discussion:

Staff may be interested in submitting an application for grant funding through the LWCF. In order to apply for funding, the program requires that the MCSD Board of Directors approve Resolution 2011-24.

The deadline for grant submission is November 1, 2011, therefore the Resolution would need to be approved at the October 19, 2011 Board meeting, in order to apply for funds.

LWCF funds can be used for acquisition or development projects. There is a total of \$1,745,815 available funds for the program. This is a matching grant, requiring MCSD to match a minimum of dollar for dollar. 60% of the funding goes to Southern California below Monterey County, and 40% to the north.

Staff is working on a grant application to construct a covered picnic area at Pierson Park where the trailer is currently located. This is an ideal location for a covered picnic area as it would be located between the bocce ball courts/horseshoe pits, and the playground at Pierson Park. It would provide a great place for birthday parties and events, which means it has potential for additional revenue to the District.

The FY 2011/2012 budget already includes \$25,000 in the CIP to construct a covered picnic area. The funds would be reimbursed through the Quimby Inland Park Dedication Fund. Staff would like to postpone the project, apply for matching funds through this grant program, and wait until grant awards are announced before beginning construction.

After further research and adding amenities to the project, staff is estimating a new project amount of \$50,000. Meaning the potential matching funds required from MCSD would be \$25,000, the same amount in the current budget.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The grant program requires MCSD provide 50% matching funds for the project.

- Estimated total project cost is \$50,000
- Estimated MCSD portion not to exceed \$25,000 (which would be reimbursed through the Quimby Inland Park Dedication Fund).

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2011-24

RESOLUTION 2011-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, HUMBOLDT COUNTY, CALIFORNIA APPROVING THE APPLICATION FOR LAND AND WATER CONSERVATION FUND PROJECT

WHEREAS the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing Matching funds to the State of California and its political subdivisions for acquiring lands and developing Facilities for public outdoor recreation purposes; and

WHEREAS the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing Applications by local agencies under the program; and

WHEREAS said adopted procedures established by the State Department of Parks and Recreation require the APPLICANT to certify by resolution the approval of Applications and the availability of eligible Matching funds prior to submission of said Applications to the State; and

WHEREAS the Project must be compatible with the land use plans of those jurisdictions immediately surrounding Project;

WHEREAS MCSD agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District Board of Directors hereby:

1. Approves the filing of an Application for Land and Water Conservation Fund assistance; and
2. Agrees to abide by SECTION 6(F)(3) of Public Law 88-578 which states "No property acquired or developed with assistance under this section shall, without the approval of the National Secretary of the Interior, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."

3. Certifies that said agency has Matching funds from eligible source(s) and can finance 100 percent of the Project, which up to half may be reimbursed; and
4. Certifies that the Project is compatible with the land use plans of those jurisdictions immediately surrounding the Project; and
5. Appoints General Manager as agent of the APPLICANT to conduct all negotiations and execute and submit all documents, including, but not limited to, Applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned Project.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 19th day of October 2011 by the following polled vote:

AYES:

NOES:

ABSENT:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **NONE**

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:

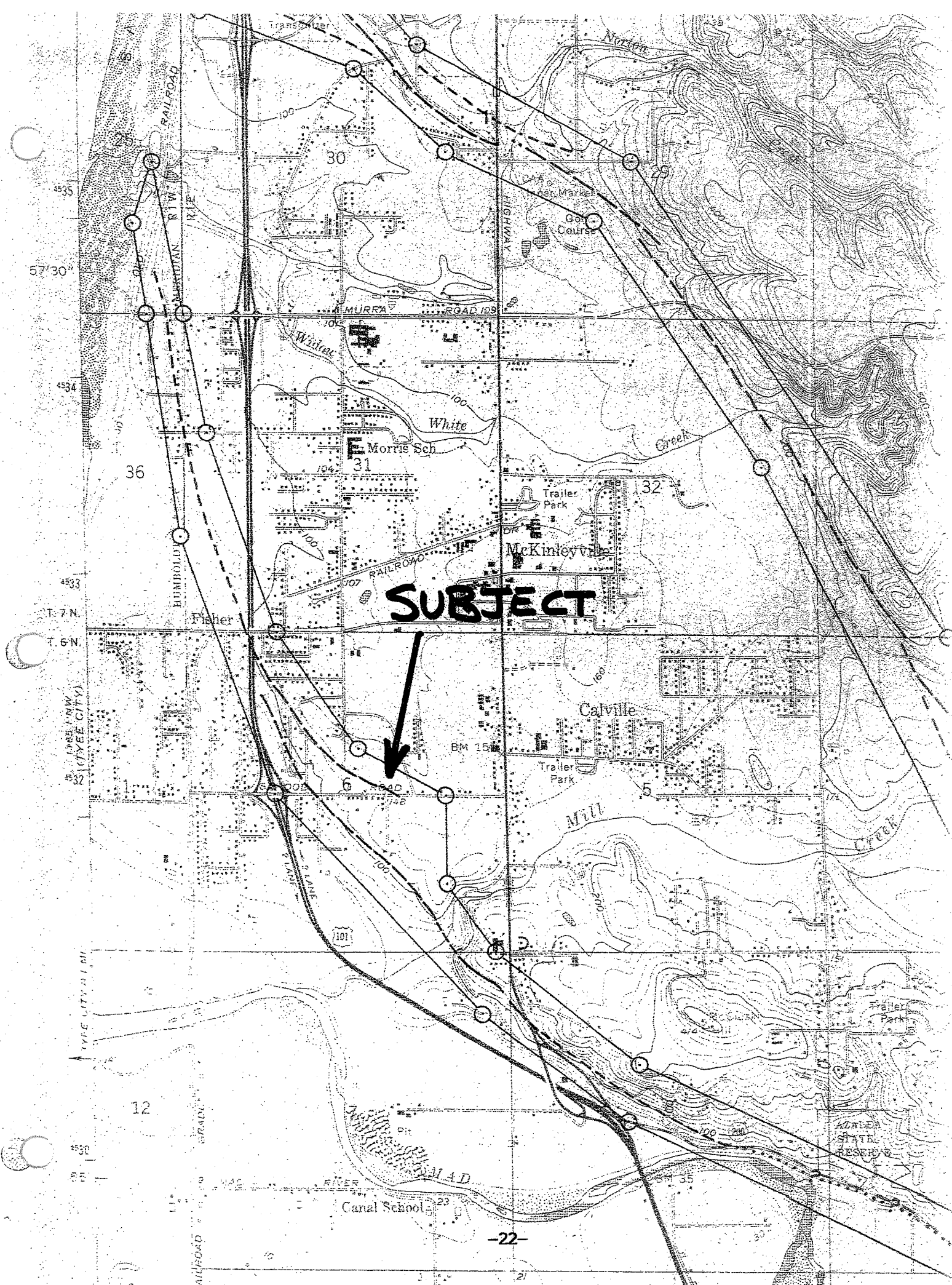
N/A

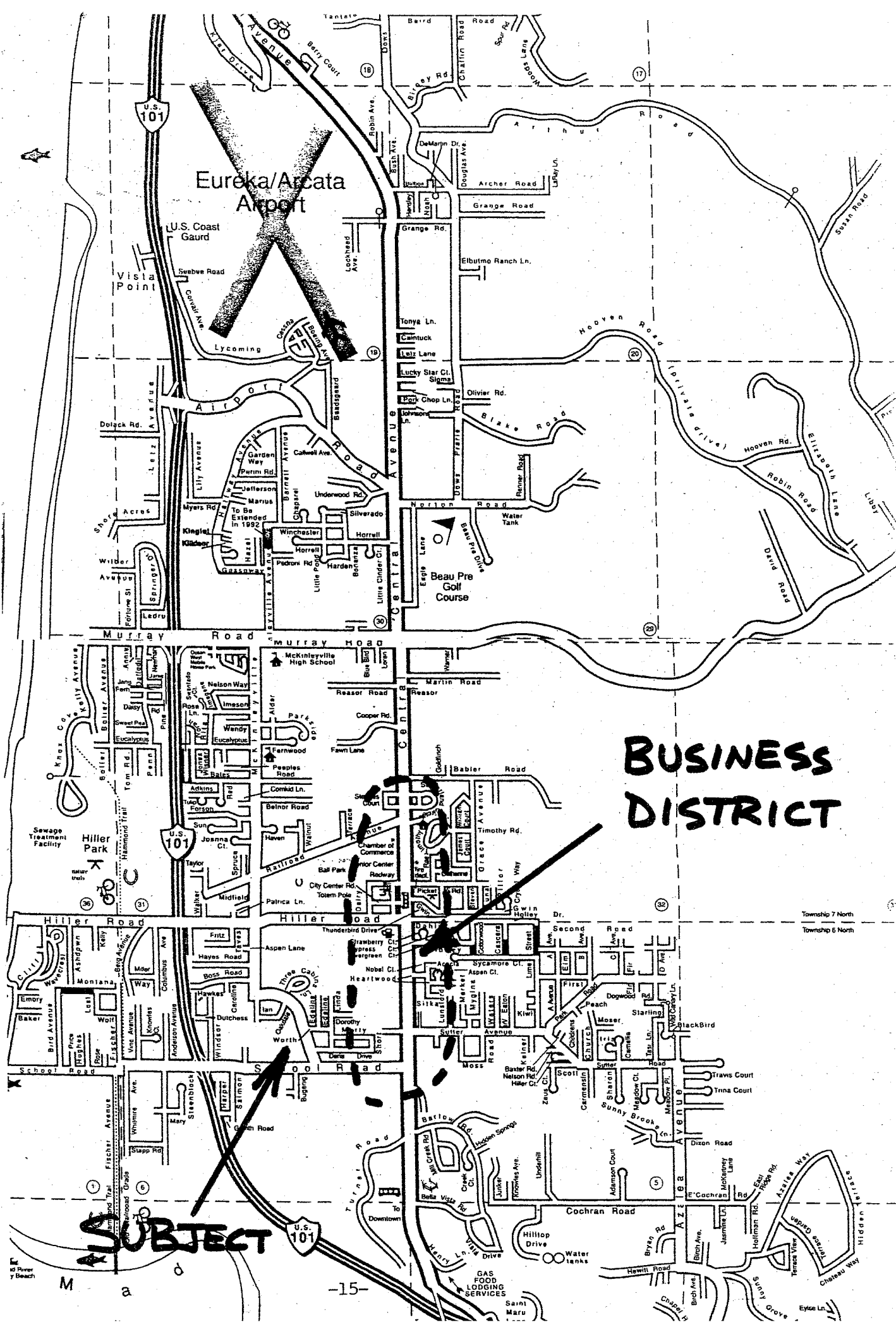
Environmental Requirements:

Unknown at this time

Exhibits/Attachments:

- Parcel Map

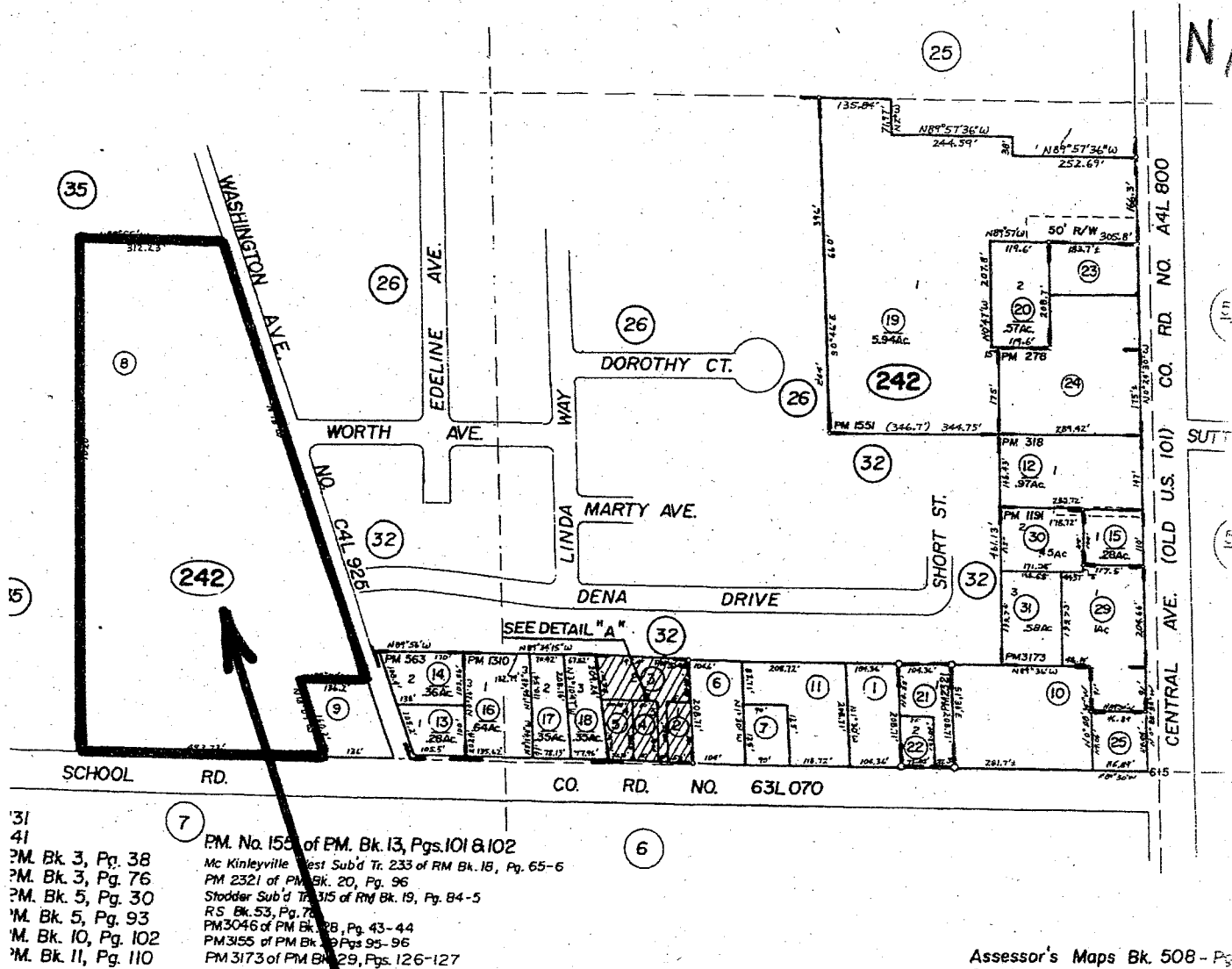




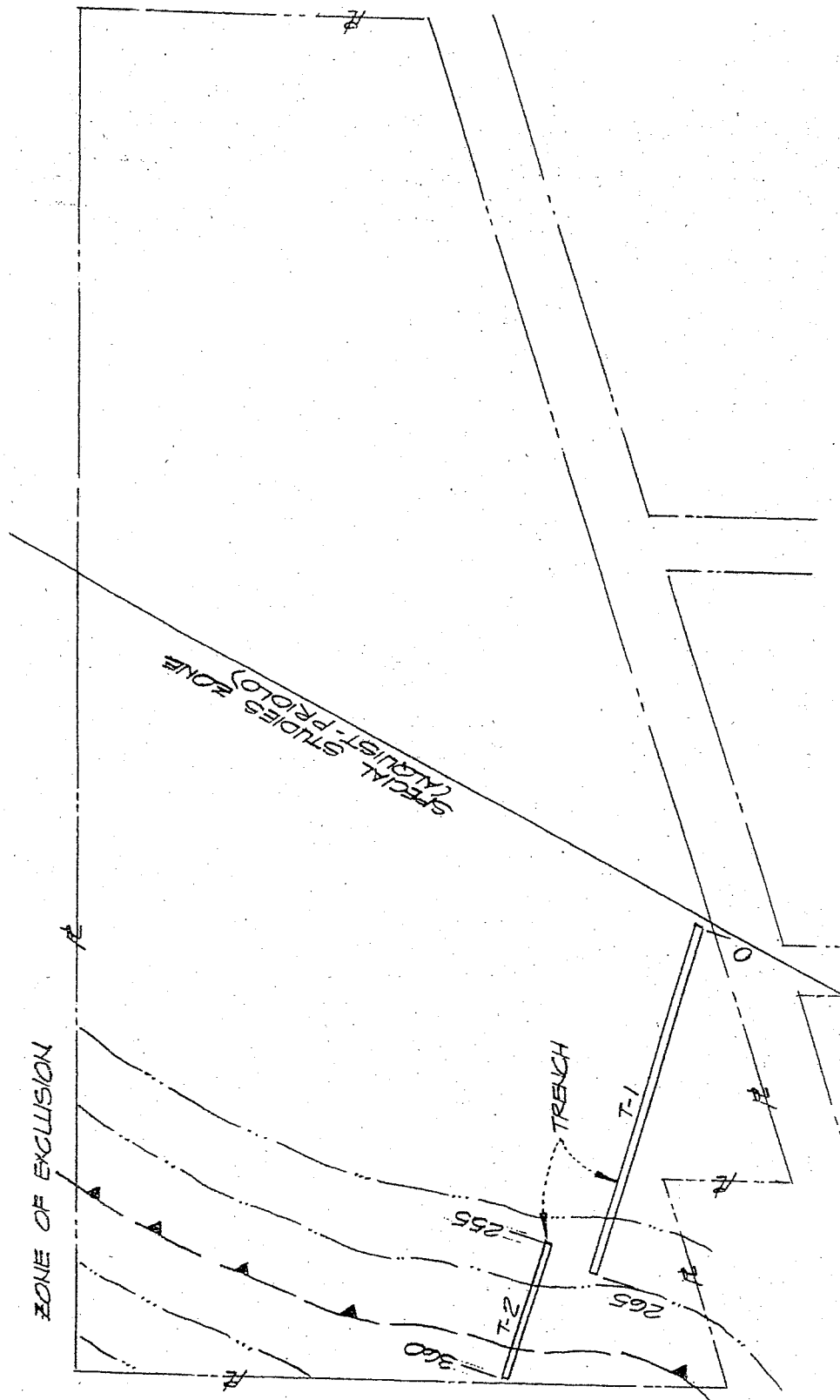
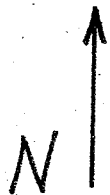
Eureka/Arcata
Airport

**BUSINESS
DISTRICT**

SUBJECT



SUBJECT



McKinleyville Community Services District

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **ACTION**

ITEM: E.5 PERS Resolution for Employer Member Contributions

PRESENTED BY: Sharon Denison

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board Approve Resolution 2011-25 as required by the Public Employees Retirement System for their records.

Discussion:

Staff was notified today during a CalPers computer conversion that the District did not have this required Resolution on file with them. In order to process any future payrolls this is required to be on file as soon as possible. Until we get the Resolution to them all payroll reporting is on hold.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- Resolution 2011-25

RESOLUTION 2011-25

RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the McKinleyville Community Services District has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the McKinleyville Community Services District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the McKinleyville Community Services District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the McKinleyville Community Services District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Full time, regular employees .
- This benefit shall consist of paying 100% of the normal member contributions as EPMC
- The effective date of this Resolution shall be May 7, 1970 .

NOW, THEREFORE, BE IT RESOLVED that the governing body of the McKinleyville Community Services District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the governing body of the McKinleyville Community Services District on this day October 19, 2011 by the following polled vote:

Helen Edwards, Board President

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: Sharon L. Denison, Board Secretary

McKinleyville Senior Center

Minutes, Regular Board Meeting, September 23, 2011

Joe called the meeting to order at 10:07 a.m. There were 9 board members present. Ruth made a motion to accept the minutes and financial report. Motion passed.

OLD BUSINESS:

Refrigerator Update: Kathie purchased a new Kenmore for \$1164 including a 5 year warranty.

Ping Pong Table Update: Kathie purchased a table and 2 sets of paddles and balls for \$131.75. Joe said he has bocce balls he will donate.

Soup and Bread Luncheon Update: First luncheon, 17 folks, second, 25, third, 19 servings. Other folks have volunteered to do the soup.

MCSD Computer Account Update: This will provide WiFi access to the park. MCSD will pay half.

NEW BUSINESS:

Merchant Letter: Kathie said this will go out in October. She will send it to the bigger businesses and save the smaller businesses for donations for events.

Christmas Schedule: Christmas sale, tentatively, November 19th, depending on Hall schedule. Christmas Party date evolved into the HAF grant discussion.

HAF Grant: This is a grant for up to \$2000, for a group to do something like toys or food for those in need. After much discussion, the board decided not to do the food basket idea, purposed by the Executive board. They thought this would end up being a pain. We decided on a FREE holiday luncheon for seniors. Barbara made a motion to do the luncheon. Motion passed. Barbara suggested a committee be formed to plan the luncheon, so Kathie can write the grant. The committee included Kathie, Joe, Jean, Joyce and Gertrude. They will meet on the 26th at 1:00.

DIRECTOR'S REPORT:

Zucchini Luncheon Update: Kathie said 17 people attended and the food was great.

New Programs: 2 new exercise classes coming up and a line dancing class.

There were no chairperson reports.

The meeting was adjourned at 11:05 a.m.

The next meeting will be on Friday, October 28th.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Monthly Report
October 19, 2011

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

FINANCIAL REPORTS

The year-end close process for the fiscal year ended June 30, 2011 has been completed. The accounting for the period July 1, 2011 - September 30, 2011 has been completed. As result, the September Treasurer's Report has been expanded to include all the reports which have been historically presented as part of the Treasurer's monthly reporting package.

INFRASTRUCTURE BANK FINANCING

I-Bank loan proceeds in the amount of \$946,034 were received during September 2011.

AUDIT STATUS

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

STATE CONTROLLER'S ANNUAL FINANCIAL REPORT

Preparation of the 2010-11 Special Districts Financial Transaction and Compensation reports is underway and will be completed for submission 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.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

October 12, 2011

To: MCSD Board

From: Gregory P Orsini, Operations Director

Subject: Agenda Item: F.2.B. –October 19, 2011 Board Meeting
Operations Department – September 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 55 million gallons of water in September.

6 water quality complaints were investigated and rectified in September.

One service line leak was reported and repaired in September.

No water service installations were completed in September.

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

◇ Double Check Valve Testing:

Testing on Routes 16 and 17 were conducted but not completed in September.

◇ Water Service Maintenance:

Several meter boxes were raised to prevent meters from being submerged during the winter making it time consuming to read the meters. Two angle-stops were replaced due to a small leak noticed during meter reading. Temporary pavement repair patches were saw cut to prepare for permanent paving. Paving will be determined by when hot mix is in production.

◇ Pressure Reducing Valve (PRV):

Due to several leaks with the copper tubing at the PRV Stations, staff replaced all copper tubing. This is scheduled to be completed every 3 years but due to a bad batch of copper tubing we are replacing it one year early. The Pressure Reducing Valves will also had their annual maintenance.

◇ Office and West Shop Exterior Remodel:

Due to age and weathering the siding on the front and west side of the administrative office was replaced. While the siding was being replaced the windows were upgraded because of their age and condition. The west and north side received new paint and the east side was trimmed out and painted to match the rest of the building. The West Shop roof was stripped and all structural deficiencies were repaired and new roofing was applied. Both projects were accomplished in house by staff demonstrating the verticality of the Operations Crew for a cost savings of over \$16,000.

◇ Tank Site Maintenance:

Three of the four major water tanks are equipped with valves that activate during specific ground accelerations. This highly specialized equipment requires regular inspections that are carried out by staff during monthly inspections. Semi-annually the valve inspections are conducted by AGB Incorporated to certify the functionality of the equipment. During the inspection an earthquake is simulated to verify that the valves and actuators are operational.

◇ New Construction Inspections:

Central Estates Phase 2A and B, all MCSD facilities have been installed and that water main is on. The project is now waiting on PG&E; Fudali LLC, all MCSD facilities have

been installed and paving is completed. When the punch list and asbuilts are completed the project will be accepted; McKinleyville Middle School, the project is completed less asbuilts; VanEaton Subdivision has been completed and Santos Subdivision. The contractor is waiting for PG&E to complete their work to test.

Waste Water Statistics:

25.3 million gallons of wastewater were collected and pumped to the W.W.M.F in September.

25.3 million gallons of waste water was treated and discharged to land disposal or reclamation in September.

No sewer services were completed in September.

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

◇ **Dry Weather Flow Monitoring:**

The sewer collection system flow monitoring device was relocated to Manhole 3-10 which takes in the southern part of town and is the main crossings under the freeway. Data was collected for one week at this location for incorporation in the sewer model.

◇ **WWMF Maintenance:**

An aerator failed to run when called for and as part of the normal procedure was checked to verify the problem. After thorough examination it was determined the motor windings were damaged making it inoperable. At this point the motor could have been scrapped and a new one purchased. Another alternative is to rewind the motor, replace the bearings and seals. This alternative is less expensive and the final product is as good as or better than new. The rewind was accomplished in house saving the District \$1,100 over a new motor.

◇ **Sewer Facility Site Clearing:**

The sewer right of way from Sharon Rd. to the Brady Ct. intersection was cleared in September accounting for a 5600 x 20' wide swath. This off site sewer main clearing is accomplished on an annual basis to allow the District to maintain access to our facilities and to aid in visual inspection. The clearing of water and sewer right of ways will be on going and at the end of the season a total of area cleared will be presented to the board.

◇ **Sewer Lift Station Maintenance:**

The grit pump at the Fischer Sewer Lift Station was pulled after a noisy bearing was heard during monthly inspections. The bearings and seals were replaced, wet well was drained, and the pump was installed and put back in service. This repair was completed by staff for a cost savings of \$4,400.

Quarterly wet well washing took place at Letz and Kelly 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 the not allowing the buildup of hydrogen sulfide gas. Hydrogen sulfide gas is very destructive to steel and concrete.

◇ **Fischer Ranch Maintenance:**

The drainage ditch at the toe of the slope requires upkeep. Staff cleared all the brush in order to survey it for excavation. Clearance for Department of Fish and Gas was received and this project should be completed by the end of October.

◇ **Hydro-Cleaning of Problem Areas:**

Notifying and hydro-cleaning was carried out in October. 12,000 feet of sewer main was cleaned with 3000 psi of water out of the Vac-Con. Each section pulled is visually inspected to document total of grease and dirt removed from the main. This maintenance is conducted to prevent sewer stoppages that would result in sewer overflows and the buildup of hydrogen sulfide gas.

◇ **Street Light Department:**
No streetlight problems were reported or repaired in September.

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

Special Notes:

Preparation for monitoring to collect data to derive local limits continued. The dates, times and strategy for collection were determined. A list of required tests were compiled and forwarded to two labs for price comparison. Staff ordered bottles and testing was conducted. The results for this testing will be used to calculate new local limits for the District sewer use ordinance.

Weekly Well Monitoring continues for Cotton Wood Pilot Study. The information gathered will be used to validate the quantity of water applied does not exceed the moisture or nutrient levels required for the growth of the trees. The advantage of growing trees over growing grass is the greater amount of water and nutrients required to grow the trees.

The attempt to establish submerged aquatic vegetation failed to produce favorable results. The plants did not survive in the environment in our ponds. The turbidity of the water due to algae does not allow the sun to penetrate deep enough into the water to allow the plants to establish in a natural way. Staff will continue to search for an interim solution for the ammonia in our effluent. Ultimately the issue will be resolved during an upgrade but the Regional Board will be favorable with the District's continued attempts to manage this issue.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
September 21, 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: 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.

Davenport Institute 2011 Public Engagement Grant Program:

Project: Assist with public engagement.
Status: Application submitted.

McKINLEYVILLE NEWSLETTER AND RECREATION ACTIVITY GUIDE:

The McKinleyville Newsletter and Recreation Activity Guide has been completed and mailed to over 5,000 MCSD customers in McKinleyville at the end of September. In addition, the Newsletter will be distributed to many locations throughout McKinleyville for residents to pick up.

VOLUNTEER PROGRAM:

Staff will be working on developing a Volunteer program to assist with maintenance throughout our park system. Our goal is to host “Park cleanup days” two to three times per year, where residents are invited to help clean parks and playgrounds. In addition,

we will develop a training program so that individuals interested in volunteering hours mowing or working other areas in the field will be able to so.

After talking with representatives from the Special District Risk Management Authority (SDRMA), we have discovered that volunteer hours cost the District very little to have them covered under our Workers' Compensation Plan.

STORM PREPAREDNESS:

Staff has been conducting inspections and completing maintenance tasks at all District maintained detention basins in preparation for the rainy season. In addition, staff will be cleaning all gutters at parks and facilities.

McKINLEYVILLE SKATE PARK UPDATE:

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

SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):

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

COMMUNITY SERVICE WORKERS:

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

WORK EXPERIENCE (Cal Works PROGRAM)

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

GRAFFITI & VANDALISM UPDATE:

Graffiti was removed from Hiller Park Playground equipment.

McKinleyville Community Services District

BOARD OF DIRECTORS

October 19, 2011

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Norman Shopay

TYPE OF ACTION: None

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

- | | |
|--|----------------|
| • Volunteers: | \$1,100(labor) |
| • SWAP crews: | \$1,000 |
| • CalWORKS: Parks | \$4,100 |
| • Cal Works: Admin | \$4,600 |
| • Office siding and window replacement | \$11,750 |
| • Roof repair west shop | \$4,500 |
| • Aerator and pump overhaul | \$1,700 |
| • Vehicle repairs | \$ 400 |

Total cost savings for September 2011 is \$29,150

The cumulative cost saving to the District to date from July 1, 2011 is \$83,590

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 will be scheduled for November 7th at the Library starting 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.

4. Norton Road Water Tank Painting – Finalizing Scope and contract with consultant (Oscar Larsen and Associates) for the preparation of the RFP and bid documents.

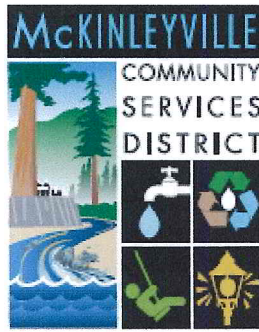
5. **Water and Sewer Rate Study** – Work on the water and sewer rate study has started. We will be providing an update at a future Board meeting.
6. **Alternate Water Tank Location** – Staff has identified a potential alternate water tank location other than Murray Road where it was determined that this area has significant potential seismic risk based on the proximity to active faults in the area. We will be providing an update at a future Board meeting.
7. **Measure B, Teen Center** – Update is planned to be provided at the October Board meeting.
8. **Mosquito Larvae Control** – Ponds 4 and 5 were treated to control Mosquito Larvae. This is done on a routine basis to control Mosquito Larvae.
9. **Fischer Ranch** – Staff met with the public on October 6, 2011 to discuss their concerns regarding Fisher Ranch agricultural use and use of pesticides and herbicides on the property related to that use.
10. **HWMA Household hazardous waste collection event** – The July 9th event was once again very successful. Some 370 vehicles were served over 5 hours with 248 or 67% indicating they were residential customers receiving MCSD services. Attached is a summary letter from HWMA.

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



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

September 29, 2011

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for August 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 31 days discharge to reclamation M-004, 5, 6, & 7 and land disposal M003. The required monitoring and water quality constituents that were tested and were reported were in compliance in August.

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

The requirement for NFR is 83 mg/L and minimum of 65% removal for the monthly average. With four weekly tests in August, that constitutes three criteria. The NFR results for August 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 August 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 August are as follows. Median was <1.8 and a Maximum of 4.5. Five samples were collected in the month of August and were in compliance.


Monthly River Monitoring was conducted in August.

EXHIBITS:

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

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

If you have any questions, please contact this office.


NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES

FILE

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: AUGUST

YEAR: 2011

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING			EFFLUENT MONITORING							3X5 TOTAL COLIFORM
	M.G.D.	M.G.D.	M.G.D.	M.G.D.			B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS	
1	0.878		0.794		794			7.0	17.9			28	1.6				4.5
2	0.849		0.920		920			7.0	17.4			30	9.9				
3	0.855		0.841		841			6.8	17.3			28	2.6				
4	0.849		0.929		929			6.7	17.8			30	0.4				
5	0.852		0.876		876	300	610	6.7	17.9	22	26	34	0.5			<0.1	
6	0.833		0.241		241												
7	0.868		0.266		266												
8	0.852		0.757		1109			6.6	17.4			32	0.8				<1.8
9	0.841		1.062		1018			6.6	17.4			32	0.9				
10	0.851		0.982		952			6.6	17.6			30	1.4				
11	0.837		0.904		886			6.8	17.8			30	1.4				
12	0.830		0.728		902	450	150	7	17.6	14	22	34	1.4			<0.1	
13	0.833		0.416		295												
14	0.873		0.421		298												
15	0.866		0.819		1132			6.8	17.7			32	0.7				
16	0.852		1.109		1066			6.7	18.3			32	1.8				<1.8
17	0.860		0.907		821			6.9	18.0			34	3.4				
18	0.862		0.910		826			6.7	17.6			36	3.7				
19	0.866		0.692		827	290	220	6.7	17.7	13	20	28	2.7			<0.1	
20	0.837		0.294		209												
21	0.890		0.296		210												
22	0.862		0.633		900			6.7	17.7			30	1.6				<1.8
23	0.860		0.979		810			6.8	17.5			32	3.3				
24	0.854		0.872		780			6.8	18.5			34	2.4				
25	0.843		0.899		840			6.9	18.4			34	2.8				
26	0.833		0.741		853	320	250	6.6	18.1	10	13	34	2.6			<0.1	
27	0.878		0.301		213												
28	0.940		0.306		216												
29	0.860		0.655		941			6.9	17.7			32	1.9				<1.8
30	0.851		0.976		987			6.7	17.7			34	3.1				
31	0.854		0.905		906			6.7	17.8			32	5.3				

SPILLS:

None to report

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
8/8/2011	320	26.0	ND	260

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane		N/A
Bromofom		N/A
Chlorodibromomethane		N/A
Chlorofom		N/A

30 DAY AVERAGE

BOD	BOD	BOD	BOD	NFR	NFR	NFR	NFR
mg/L	LBS/DAY	% Removal	mg/L	LBS/DAY	% Removal	mg/L	% Removal
15	96	95	20	130	92		

ACUTE TOXICITY

DATE	% Survival
N/A	
N/A	
N/A	

Rainbow Trout
C. dubia

CHRONIC TOXICITY

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

Total Coliform	Monthly	MEDIAN	<1.8
Daily	Maximum		4.5

Indicates Permit Exceedance

REMARKS:

SIGNATURE:



RECEIVED
AUG 31 2011
McK. C.S.D.

August 29, 2011

Mr. Norman Shopay
General Manager
McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95519

Dear Mr. Shopay:

I am writing to discuss the outcome of the very successful household hazardous waste collection event held recently in McKinleyville, and request payment of the agreed cost share amount.

The July 9th event was once again very successful, due in large measure to the kind assistance of MCSD staff and the convenient location at Pierson Park. Some 370 vehicles were served over five hours, with 248 or 67% indicating that they were residential customers receiving MCSD water services.

The wastes received were characterized, packed, and shipped for disposal in 44 drums and 36 large fiber boxes by PSC Corporation, our contracted hazardous waste shipper. These materials included 1,850 gallons of oil base and latex paints, 1,000 aerosol cans, 300 gallons of acids, bases, and oxidizers, 3,000 pounds of toxics, 20 pounds of pharmaceuticals and over-the-counter medications, 50 vehicle batteries, 800 pounds of household batteries, and 200 pounds of fluorescent lighting.

Costs for the collection event included \$36,055 for contractor mobilization and manifested shipping of materials, local logistics such as fork lift (McKinleyville Ace), portable toilets and debris bins (Humboldt Sanitation), and additional labor totaling \$1,980, and print and electronic media advertising expending \$ 1,210. Total event costs were \$39,245 with a thirty percent share at \$11,773.50. This 30% figure is in excess of the agreed ceiling contribution discussed in your letter of June 16, 2011.

Therefore, I am requesting that MCSD forward a co-payment of \$10,000 to HWMA as the agreed on cost share contribution. Attached to this letter is a copy of the billing invoice and hazardous waste shipping documents that were generated during the event. Should any additional supporting documentation be required, please let me know and I will have my staff provide it to you.

**Humboldt Waste
Management
Authority**
1059 West Hawthorn Street
Eureka, California 95501

707-268-8680
FAX 707-268-8927
www.hwma.net



This event marks the second year that MCSD customers and other local residents have been afforded an opportunity for appropriate disposal of materials that might have very adversely affected the surface waters of northern Humboldt County. We look forward to continuing this preemptive strategy with MCSD by co-sponsoring annual collection events.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brent Whitener", is written over the printed name.

Brent Whitener
Programs manager

Cc: Diane Slone MCSD Accounts Payable

Attach: HWMA Invoice

PSC billing & manifests for 7/9/2011 HHW event

**Humboldt Waste
Management
Authority**
1059 West Hawthorn Street
Eureka, California 95501

707-268-8680
FAX 707-268-8927
www.hwma.net



PLEASE REMIT TO
PSC ENVIRONMENTAL SERVICES LLC
P.O. BOX 3069
Houston, TX 77253-3069

Page # 1

Invoice # 04000412297

Invoice Date 07/31/2011

Customer 37843

Oracle ID# 25516 Bill to 32808

Terms Net 30 days

ATTN.: ACCOUNTS PAYABLE

HUMBOLDT WASTE MANAGEMENT AUTHORITY
1059 W. HAWTHORNE
EUREKA, CA 95501

SITE ADDRESS:

MCKINLEYVILLE COMNTY SERVICES PIERSON PARK
1605 PICKETT ROAD
MCKINLEYVILLE, CA 95519

ORDER 1337854 MCKINLEYVILLE COMNTY SERVICES
JULY 2011, TRANSPORTATION, EQUIPMENT, MATERIALS, LABOR AND DISPOSAL.
THANK YOU, WE APPRECIATE YOUR BUSINESS.

PO # .

*ok B W White 8/23/11
mckin HW event.*

07/09/2011

Labor Charge :

		SUPPLIES, MOBILIZATION & LABOR	1.00 @ 20004.00 / J	\$20,004.00
07/09/2011	Doc No.	487965-11 Manifest 000021041DAT	Waste Receipt KNT-7633V	
	1	HWMA350-00 - LOOSEPACK OIL BASE PAINT, STAINS, ADHESIVES, TARS, PETROLEUM DISTILLATES TO FUELS	29.00 @ 134.000 / DM55	\$3,886.00
	2	HWMA350-00 - LOOSEPACK OIL BASE PAINT, STAINS, ADHESIVES, TARS, PETROLEUM DISTILLATES TO FUELS	10.00 @ 417.000 / CF	\$4,170.00
07/09/2011	Doc No.	487986-11 Manifest 000021049DAT	Waste Receipt RAN-12194	
	1	HWMA610-00 - LABPACK- PESTICIDES, REQUIRES INCINERATION	7.00 @ 205.000 / CF55	\$1,435.00
	2	HWMA610S-00 - LABPACK- PESTICIDES, REQUIRES INCINERATION	2.00 @ 690.000 / CF	\$1,380.00
	3	HWMA850-00 - LABPACK- ACID, TREAT	2.00 @ 189.000 / CF55	\$378.00
	4	HWMA860-00 - LABPACK- BASES, TREAT	2.00 @ 189.000 / CF55	\$378.00
	5	HWMA210-00 - AEROSOLS, PAINTS, PETROLEUM DISTILLATES	2.00 @ 575.000 / CF	\$1,150.00
	6	HWMA860-00 - LABPACK- BASES, TREAT	1.00 @ 189.000 / CF55	\$189.00
	7	HWMA520-00 - LABPACK- OXIDIZERS, REQUIRES TREATMENT	1.00 @ 325.000 / DF	\$325.00
	14	HWMA235-00 - THIN WALLED CYLINDERS (POLYMERIC ISOCYANATE)	2.00 @ 175.000 / E	\$350.00
07/09/2011	Doc No.	487987-11 Manifest 000021043DAT	Waste Receipt	
	1	HWMA140-00 - OIL FOR RECYCLE	2.00 @ 90.000 / DM	\$180.00
	2	HWMA110-00 - ANTIFREEZE, RECYCLE	1.00 @ 140.000 / DM	\$140.00
07/09/2011	Doc No.	487996-11 Manifest 487996-11	Waste Receipt	
	1	HWMA193-00 - LATEX PAINT, BULK, REQUIRES RECYCLING	10.00 @ 155.000 / DM	\$1,550.00
	2	HWMA193-00 - LATEX PAINT, BULK, LOOSE PACK REQUIRES RECYCLING	1.00 @ 325.000 / CF	\$325.00
07/09/2011	Doc No.	487997-11 Manifest 487997-11	Waste Receipt	
	1	HWMA195-00 - USED OIL FILTERS, WHOLE, RECYCLE	1.00 @ 90.000 / DF	\$90.00

11855 White Rock Road - Rancho Cordova, CA 95742 Phone # 916-351-0980



We honor the above merchant cards for payment. Please contact our local PSC billing office for payment instructions.



PLEASE REMIT TO
PSC ENVIRONMENTAL SERVICES LLC
P.O. BOX 3069
Houston, TX 77253-3069

Page # 2

Invoice # 04000412297
Invoice Date 07/31/2011
Customer 37843
Oracle ID# 25516 **Bill to** 32808
Terms Net 30 days

ATTN.: ACCOUNTS PAYABLE
HUMBOLDT WASTE MANAGEMENT AUTHORITY
1059 W. HAWTHORNE
EUREKA, CA 95501

SITE ADDRESS:
MCKINLEYVILLE COMNTY SERVICES PIERSON PARK
1605 PICKETT ROAD
MCKINLEYVILLE, CA 95519

ORDER 1337854 MCKINLEYVILLE COMNTY SERVICES
07/09/2011 Doc No. 489754-11 Manifest 489754-11 Waste Receipt

PO # .

1 HWMA230-00 - CYLINDERS, BUTANE,
PROPANE

1.00 @ 125.000 / CW \$125.00

Sub Total	\$36,055.00
Energy Charge	
INVOICE TOTAL	\$36,055.00

11855 White Rock Road - Rancho Cordova, CA 95742 Phone # 916-351-0980



We honor the above merchant cards for payment. Please contact our local PSC billing office for payment instructions.

Disposal

	QTY	PRICE	TOTALS	MANIFEST LINE #
Flammable Solid	55-gallon	\$ 200.00	\$ -	
Propane	55-dm	1 \$ 125.00	\$ 125.00	489754 1
PRM-Loosepack	55-gallon	29 \$ 134.00	\$ 3,886.00	21041 1
PRM-Loosepack	CYB	10 \$ 417.00	\$ 4,170.00	21041 2
Flammable Liquid Bulk	55-gallon	\$ 110.00	\$ -	
PRM-Bulk	55-gallon	\$ 125.00	\$ -	
Pesticide Liquid Bulk	55-gallon	\$ 225.00	\$ -	
Pesticide Solid-steel drums	55-gallon	7 \$ 205.00	\$ 1,435.00	21049 1
Pesticide Solid in CYB	Cubic Yard	2 \$ 690.00	\$ 1,380.00	21049 2
Acid/Bases-lab pack	55-gallon	5 \$ 189.00	\$ 945.00	21049 3,4,6
Oxidizers	55-gallon	1 \$ 325.00	\$ 325.00	21049 7
PCB Wastes	55-gallon	\$ 1,600.00	\$ -	
PCB Ballasts	55-gallon	\$ 400.00	\$ -	
Aerosols	55-gallon	\$ 210.00	\$ -	
Latex Paint	55-gallon	2 \$ 575.00	\$ 1,150.00	21049 5
Latex Paint	CYB	10 \$ 155.00	\$ 1,550.00	487996 1
Mercury	5-gallon	1 \$ 325.00	\$ 325.00	487996 2
Oil Fillers	55-gallon	\$ 175.00	\$ -	
Alkaline Batteries	55-gallon	1 \$ 90.00	\$ 90.00	487997 1
Oil	55-gallon	\$ 195.00	\$ -	
Antifreeze	55-gallon	2 \$ 90.00	\$ 180.00	21043 1
Asbestos	55-gallon	1 \$ 140.00	\$ 140.00	21043 2
Lead paint chips/debris	55-gallon	\$ 124.00	\$ -	
Organic Peroxide	5dr	\$ 140.00	\$ -	
4,2, 4,3	5dr	\$ 80.00	\$ -	
Isocyanate Cylinders	5dr	\$ 175.00	\$ -	
Disposal Cost			\$ 350.00	21049 14
			\$ 16,051.00	

Supplies

	QTY	PRICE	TOTALS
55gal Steel open top drums	44	\$ 34.00	\$ 1,496.00
55gal Steel closed top		\$ 28.00	\$ -
55gal Lab Pack Box	11	\$ 23.00	\$ 253.00
55gal Poly		\$ 24.00	\$ -
5gal Poly	5	\$ 15.00	\$ 75.00
30gal Poly	3	\$ 35.00	\$ 105.00
8FT. Cylinder		\$ 28.00	\$ -
4FT. Cylinder		\$ 28.00	\$ -
CYB (UN)	5	\$ 64.00	\$ 320.00
CYB (NON-UN)	5	\$ 32.00	\$ 160.00
Vermiculite (bags)	5	\$ 15.00	\$ 75.00
Oil Sorb	4	\$ 5.00	\$ 20.00
Mobilization & Labor	1	\$ 17,500.00	\$ 17,500.00
Trans		\$ 800.00	\$ -
Supply List			\$ 20,004.00

GRAND TOTAL

\$36,056.00

Note: The prices cited for supplies in the PSC proposal/contract include taxes.

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved OMB No. 2050-0039

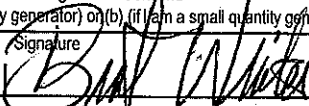

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number CAH777001801		2. Page 1 of 1	3. Emergency Response Phone (877) 577-2669		4. Manifest Tracking Number 000021041 DAT	
		5. Generator's Name and Mailing Address HUMBOLDT WASTE MANAGEMENT AUTHORITY 1055 W. HAWTHORNE EUREKA CA 95501 (707)268-8600		Generator's Site Address (if different than mailing address) MCKINLEYVILLE COUNTY SERVICES PIERSON PARK 1605 PICKETT ROAD MCKINLEYVILLE CA 95515 (707)268-8600				
6. Transporter 1 Company Name 21st Century Environmental Management of California, LP		U.S. EPA ID Number CAR000210617		7. Transporter 2 Company Name		U.S. EPA ID Number		
8. Designated Facility Name and Site Address BURLINGTON ENVIRONMENTAL, LLC. KENT FACILITY 20245 77TH AVENUE SOUTH KENT, WA 98032 (253) 872-0030		U.S. EPA ID Number WAD991281767						
9a. HM		9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))		10. Containers No. Type		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes
X	1. UN1263 FLAMMABLE LIQUIDS, ORGANIC, N.O.S. (FUSEL, PARAFORMALDEHYDE) 4.1 PGII		28 29	DM	5600 5800	P		612
X	2. UN1263 FLAMMABLE LIQUIDS, ORGANIC, N.O.S. (FUSEL, PARAFORMALDEHYDE) 4.1 PGII		10	CF	9600	P		612
X	3. UN1263 FLAMMABLE LIQUIDS, ORGANIC, N.O.S. (FUSEL, PARAFORMALDEHYDE) 4.1 PGII			DM		P		612
	4.							
14. Special Handling Instructions and Additional Information (1) HMTA350-00 - ERG(127) LOOSEPACK OIL BASE P (2) HMTA350-00 - ERG(127) LOOSEPACK OIL BASE P (3) HMTA10-00 - ERG(133) FLAMMABLE SOLIDS, LARL WASTE IS EXEMPT HOUSEHOLD HAZARDOUS WASTE PER 40CFR261.4b.								
15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.								
Generator's/Offor's Printed/Typed Name BRENT WATNER		Signature <i>[Signature]</i>		Month 7		Day 9		Year 11
16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S.		Port of entry/exit: Date leaving U.S.:						
Transporter signature (for exports only):								
17. Transporter Acknowledgment of Receipt of Materials								
Transporter 1 Printed/Typed Name Joh Mills		Signature <i>[Signature]</i>		Month 07		Day 09		Year 11
Transporter 2 Printed/Typed Name		Signature		Month		Day		Year
18. Discrepancy								
18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection								
18b. Alternate Facility (or Generator) Manifest Reference Number: U.S. EPA ID Number								
Facility's Phone:								
18c. Signature of Alternate Facility (or Generator) Month Day Year								
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)								
1.		2.		3.		4.		
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a								
Printed/Typed Name		Signature		Month		Day		Year

487986

1337854

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number CAH777001801	2. Page 1 of 2	3. Emergency Response Phone (877) 577-2669	4. Manifest Tracking Number 000021049 DAT															
5. Generator's Name and Mailing Address HUMBOLDT WASTE MANAGEMENT AUTHORITY 1054 W. HAWTHORNE EUREKA, CA 95501 (707)268-8680			Generator's Site Address (if different than mailing address) MCKINLEYVILLE COUNTY SERVICES PIERSON PARK 1605 PICKETT ROAD MCKINLEYVILLE CA 95519 (707)268-8680																	
6. Transporter 1 Company Name 21st Century Environmental Management of California, LP			U.S. EPA ID Number CAR000210617																	
7. Transporter 2 Company Name			U.S. EPA ID Number																	
8. Designated Facility Name and Site Address GENERAL ENVIRONMENTAL MGT, LLC DBA PSC ENVIRONMENTAL SERVICES 11055 WHITE ROCK ROAD RANCHO CORDOVA, CA 95742 (916) 351-0900			U.S. EPA ID Number CAD980884183																	
GENERATOR	9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers		11. Total Quantity	12. Unit Wt./Vol.														
			No.	Type																
	X	1. UN2829 TOXIC LIQUIDS, FLAMMABLE, ORGANIC, N.O.S. (DIAZINON, PETROLEUM PRODUCTS) 6.1 (3) PGII RQ(RQ=1)	7	CF	1400	P														
	X	2. UN2811 TOXIC SOLIDS, ORGANIC, N.O.S. (CAPTAN, DIAZINON) 6.1 PGII RQ(RQ=1)	2	CF	1600	P														
	X	3. UN1760 CORROSIVE LIQUIDS, N.O.S. (ACETIC ACID, SULFURIC ACID) 8 PGII	2	CF	400	P														
X	4. UN1718 CAUSTIC ALKALI LIQUIDS, N.O.S. (AMMONIA, SODIUM HYDROXIDE) 8 PGII	2	CF	600	P															
13. Waste Codes <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">612</td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							612													
612																				
14. Special Handling Instructions and Additional Information (1) HWM610-00 - ERG(131) LABPACK- PESTICIDES, (2) HWM610S-00 - ERG(154) LABPACK- PESTICIDES, (3) HWM850-00 - ERG(154) LABPACK- ACID, TREAT (4) HWM860-00 - ERG(154) LABPACK- BASES, TREATALL WASTE IS EXEMPT HOUSEHOLD HAZARDOUS WASTE PER 40CFR261.4b.																				
15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.																				
Generator's/Offor's Printed/Typed Name BAENT WHITEHEAD			Signature 		Month Day Year 17 9 11															
TRANSPORTER INTL	16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: _____ Date leaving U.S.: _____																			
	17. Transporter Acknowledgment of Receipt of Materials																			
TRANSPORTER	Transporter 1 Printed/Typed Name John Mills			Signature 		Month Day Year 10 7 10 9 11														
	Transporter 2 Printed/Typed Name			Signature		Month Day Year														
DESIGNATED FACILITY	18. Discrepancy																			
	18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection																			
	18b. Alternate Facility (or Generator) Manifest Reference Number: _____ U.S. EPA ID Number _____																			
	18c. Signature of Alternate Facility (or Generator) _____ Month Day Year _____																			
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">1.</td> <td style="width:25%;">2.</td> <td style="width:25%;">3.</td> <td style="width:25%;">4.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>							1.	2.	3.	4.										
1.	2.	3.	4.																	
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a																				
Printed/Typed Name			Signature		Month Day Year															

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved, OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST (Continuation Sheet)		21. Generator ID Number CAH777001801		22. Page 2 of 2		23. Manifest Tracking Number 000021049DAT	
24. Generator's Name HUMBOLDT WASTE MANAGEMENT AUTHORITY 1059 W. HAWTHORNE, EUREKA CA 95501 (707)260-8680							
25. Transporter _____ Company Name						U.S. EPA ID Number	
26. Transporter _____ Company Name						U.S. EPA ID Number	
27a. HM	27b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	28. Containers		29. Total Quantity	30. Unit Wt./Vol.	31. Waste Codes	
		No.	Type				
X	5 UN1950 AEROSOLS 2.1 DOT SP 12842	2	CF	1200	P	612	
X	6 UN1791 HYPOCHLORITE SOLUTIONS 8 PGII	1	CF	200	P	612	
X	7 UN3139 OXIDIZING LIQUID, N.O.S. (HYDROGEN PEROXIDE, POTASSIUM NITRATE) 5.1 PGII	1	DF	150	P	612	
X	8 UN2813 WATER-REACTIVE SOLID, N.O.S. (CALCIUM CARBIDE, ZINC PHOSPHIDE) 4.3 PGII RQ(RQ=10)		DF		P	612	
X	9 UN2809 MERCURY 8 PGII RQ(RQ=1)		DF		P		
X	10 UN3088 SELF-HEATING, SOLID, ORGANIC, N.O.S. (CHARCOAL, SODIUM DITHIONITE) 4.2 PGII		DM		P	612	
X	11 UN2212 ASBESTOS 9 PGIII		DM		P	612	
X	12 UN3107 ORGANIC PEROXIDE TYPE E, LIQUID 5.2 PGII RQ(RQ=PEROXIDE)		DF		P	612	
	13 UN1950 COMPRESSED N.O.S. (POLYMERIC ISOCYANATE, FLUOROCARBONS) 2.2	1	DF	26	P	612	
	14 UN1956 COMPRESSED GAS, N.O.S. (POLYMERIC ISOCYANATE, FLUOROCARBONS) 2.2	1	DF	26	P	612	
32. Special Handling Instructions and Additional Information (5) HWM210-00 - ERG(126) AEROSOLS, PAINTS, PE (6) HWM860-00 - ERG(154) LABPACK- BASES, TREA (7) HWM520-00 - ERG(140) LABPACK- OXIDIZERS, (8) HWM440-00 - ERG(138) DANGEROUS WHEN WET, (9) HWM852-00 - ERG(172) LABPACK, METALLIC M (10) HWM430-00 - ERG(135) SPONTANEOUSLY COMBUS (11) HWM910-00 - ERG(171) ASBESTOS, LANDFILL (12) HWM530-00 - ERG(145) ORGANIC PEROXIDE LAB 14) HWM235-00 ERG (126)							
TRANSPORTER	33. Transporter _____ Acknowledgment of Receipt of Materials				Month Day Year		
	Printed/Typed Name				Signature		
TRANSPORTER	34. Transporter _____ Acknowledgment of Receipt of Materials				Month Day Year		
	Printed/Typed Name				Signature		
DESIGNATED FACILITY	35. Discrepancy						
	36. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)						
	(5)	(6)	(7)	(8)	(9)		
	(10)	(11)	(12)				

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2050-0038

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number CAH777001801	2. Page 1 of 1	3. Emergency Response Phone (877) 577-2669	4. Manifest Tracking Number 000021043 DAT		
5. Generator's Name and Mailing Address HUMBOLDT WASTE MANAGEMENT AUTHORITY 1059 W. HAWTHORNE EUREKA, CA 95501 (707)268-8680				Generator's Site Address (if different than mailing address) MCKINLEYVILLE COUNTY SERVICES PIERSON PARK 1605 PICKETT ROAD MCKINLEYVILLE CA 95519 (707)268-8680			
6. Transporter 1 Company Name 21st Century Environmental Management of California, LP				U.S. EPA ID Number CAR000210617			
7. Transporter 2 Company Name				U.S. EPA ID Number			
8. Designated Facility Name and Site Address EVERGREEN OIL, INC. 6888 SMITH AVE NEWARK, CA 94560 (510) 795-4400				U.S. EPA ID Number CAD980887418			
Facility's Phone:							
GENERATOR	9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No.	Type	11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes
		1. NON-RCRA HAZARDOUS WASTE, LIQUID (MOTOR OIL)	2	DM	800	P	612
		2. NON-RCRA HAZARDOUS WASTE, LIQUID (ETHYLENE GLYCOL, WATER)	1	DM	200	P	612
		3.					
		4.					
14. Special Handling Instructions and Additional Information (1) HWMA140-00 - OIL FOR RECYCLE (2) HWMA110-00 - ANTIFREEZE, RECYCLE ALL WASTE IS EXEMPT HOUSEHOLD HAZARDOUS WASTE PER 40CFR261.4b.							
15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.							
Generator's/Offor's Printed/Typed Name Brent Whiteneb							
Signature <i>[Signature]</i>							
Month Day Year 7 9 11							
TRANSPORTER	16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S.						
	Transporter signature (for exports only):						
	Port of entry/exit: Date leaving U.S.:						
17. Transporter Acknowledgment of Receipt of Materials							
Transporter 1 Printed/Typed Name John Mills				Signature <i>[Signature]</i>		Month Day Year 07 09 11	
Transporter 2 Printed/Typed Name				Signature		Month Day Year	
DESIGNATED FACILITY	18. Discrepancy						
	18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection						
	Manifest Reference Number:						
	18b. Alternate Facility (or Generator) U.S. EPA ID Number						
	Facility's Phone:						
18c. Signature of Alternate Facility (or Generator)							
Month Day Year							
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)							
1.		2.		3.		4.	
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a							
Printed/Typed Name				Signature		Month Day Year	

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

NON-HAZARDOUS WASTE MANIFEST		1. Generator ID Number CAH777001801		2. Page 1 of 1		3. Emergency Response Phone (877) 577-2669		4. Waste Tracking Number 487996-11	
		5. Generator's Name and Mailing Address HUMBOLDT WASTE MANAGEMENT AUTHORITY 1859 W. HAWTHORNE GUREN, CA 95501 (707)268-8600		Generator's Site Address (if different than mailing address) MCKINLEYVILLE COUNTY SERVICES PIERSON PARK 1605 PICKETT ROAD MCKINLEYVILLE CA 95518 (707)268-8600					
6. Transporter 1 Company Name 21st Century Environmental Management of California, LP		U.S. EPA ID Number CAR000210617							
7. Transporter 2 Company Name		U.S. EPA ID Number							
8. Designated Facility Name and Site Address VISIONS PRINT RECYCLING 4401 WINTERS STREET MCCLELLAN, CA 95652 (916) 564-9121		U.S. EPA ID Number CAL000336106							
9a. HM		9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))		10. Containers No. Type		11. Total Quantity		12. Unit Wt./Vol.	
1. X		1. EXCLUDED RECYCLABLE MATERIAL (LATEX PAINT)		10 EX		6000 6698		P	
2. X		2. EXCLUDED RECYCLABLE MATERIAL (LATEX PAINT)		1 EX		900		P	
3.									
4.									
13. Special Handling Instructions and Additional Information (1) HWM193-00 - LATEX PAINT, BULK, R (2) HWM193-00 - LATEX PAINT, BULK, L ALL WASTE IS EXEMPT HOUSEHOLD HAZARDOUS WASTE PER 40CFR261.4b.									
14. GENERATOR'S CERTIFICATION: I certify the materials described above on this manifest are not subject to federal regulations for reporting proper disposal of Hazardous Waste. Generator's/Officer's Printed/Typed Name: BRENT WHITENER Signature: <i>[Signature]</i> Month: 7 Day: 9 Year: 11									
15. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: _____ Date leaving U.S.: _____									
16. Transporter Acknowledgment of Receipt of Materials Transporter 1 Printed/Typed Name: John Mills Signature: <i>[Signature]</i> Month: 07 Day: 09 Year: 11 Transporter 2 Printed/Typed Name: _____ Signature: _____ Month: _____ Day: _____ Year: _____									
17. Discrepancy 17a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection Manifest Reference Number: _____ 17b. Alternate Facility (or Generator) U.S. EPA ID Number: _____ Facility's Phone: _____ 17c. Signature of Alternate Facility (or Generator) Month: _____ Day: _____ Year: _____									
18. Designated Facility Owner or Operator: Certification of receipt of materials covered by the manifest except as noted in Item 17a Printed/Typed Name: _____ Signature: _____ Month: _____ Day: _____ Year: _____									

487997

1337854

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NON-HAZARDOUS WASTE MANIFEST		1. Generator ID Number CAH777001801	2. Page 1 of 1	3. Emergency Response Phone (877) 577-2669	4. Waste Tracking Number 487997-11
5. Generator's Name and Mailing Address HUMBOLDT WASTE MANAGEMENT AUTHORITY 1059 W. HAWTHORNE EUREKA, CA 95501 (707)268-8680			Generator's Site Address (if different than mailing address) MCKINLEYVILLE COUNTY SERVICES PIERSON PARK 1605 PICKETT ROAD MCKINLEYVILLE CA 95519 (707)268-8680		
6. Transporter 1 Company Name 21st Century Environmental Management of California, LP			U.S. EPA ID Number CAR000210617		
7. Transporter 2 Company Name			U.S. EPA ID Number		
8. Designated Facility Name and Site Address EVERGREEN OIL, INC. 6080 SMITH AVE NEWARK, CA 94560 (510) 795-4400			U.S. EPA ID Number CAD980887418		
9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No.	Type	11. Total Quantity	12. Unit Wt./Vol.
1.	USED OIL FILTERS	1	HAZ	70	P
2.					
3.					
4.					
13. Special Handling Instructions and Additional Information (1) HWM195-00 - USED OIL FILTERS, WHALL WASTE IS EXEMPT HOUSEHOLD HAZARDOUS WASTE PER 40CFR261.4b.					
14. GENERATOR'S CERTIFICATION: I certify the materials described above on this manifest are not subject to federal regulations for reporting proper disposal of Hazardous Waste. Generator's/Officer's Printed/Typed Name: BRENT WHITENER Signature: <i>[Signature]</i> Month: 12 Day: 9 Year: 11					
15. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: Date leaving U.S.:					
16. Transporter Acknowledgment of Receipt of Materials Transporter 1 Printed/Typed Name: John Mills Signature: <i>[Signature]</i> Month: 07 Day: 09 Year: 11 Transporter 2 Printed/Typed Name: Signature: Month: Day: Year:					
17. Discrepancy 17a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection Manifest Reference Number: 17b. Alternate Facility (or Generator) U.S. EPA ID Number: Facility's Phone: 17c. Signature of Alternate Facility (or Generator) Month: Day: Year:					
18. Designated Facility Owner or Operator: Certification of receipt of materials covered by the manifest except as noted in Item 17a Printed/Typed Name: Signature: Month: Day: Year:					

1337854

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

NON-HAZARDOUS WASTE MANIFEST		1. Generator ID Number CAH777001801	2. Page 1 of 1	3. Emergency Response Phone (877) 577-2669	4. Waste Tracking Number 1337854	
5. Generator's Name and Mailing Address HUMBOLDT WASTE MANAGEMENT AUTHORITY 1859 W. HAWTHORNE EUREKA CA 95501 (707)258-8680			Generator's Site Address (if different than mailing address) MCKINLEYVILLE COUNTY SERVICES PIERSON PARK 1605 PICKETT ROAD MCKINLEYVILLE CA 95519 (707)258-8680			
6. Transporter 1 Company Name 21st Century Environmental Management of California, LP			U.S. EPA ID Number CAR000210617			
7. Transporter 2 Company Name			U.S. EPA ID Number			
8. Designated Facility Name and Site Address KAMPS PROPANE 9853 E MOFFAT BLVD Facility's Phone: MANTECA, CA 95336 (209) 823-8824			U.S. EPA ID Number TRA			
9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))		10. Containers		11. Total Quantity	12. Unit Wt./Vol.
			No.	Type		
	1. UN1978 PROPANE 2.1		1	CW	166	P
	2.					
	3.					
4.						
13. Special Handling Instructions and Additional Information (1) HWM230-BB - ERG(115) CYLINDERS, BUTANE, P ALL WASTE IS EXEMPT HOUSEHOLD HAZARDOUS WASTE PER 40CFR261.4b.						
14. GENERATOR'S CERTIFICATION: I certify the materials described above on this manifest are not subject to federal regulations for reporting proper disposal of Hazardous Waste.						
Generator's/Operator's Printed/Typed Name David L Matthews			Signature 		Month Day Year 10 07 09 11	
15. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S.			Port of entry/exit: Date leaving U.S.:			
16. Transporter Acknowledgment of Receipt of Materials						
Transporter 1 Printed/Typed Name David L Matthews			Signature 		Month Day Year 10 07 09 11	
Transporter 2 Printed/Typed Name			Signature		Month Day Year	
17. Discrepancy						
17a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection						
Manifest Reference Number:						
17b. Alternate Facility (or Generator)			U.S. EPA ID Number			
Facility's Phone:						
17c. Signature of Alternate Facility (or Generator)					Month Day Year	
18. Designated Facility Owner or Operator: Certification of receipt of materials covered by the manifest except as noted in Item 17a						
Printed/Typed Name			Signature		Month Day Year	