

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

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

**Wednesday, November 17, 2010
7:00 P.M.**

AGENDA

A. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

(Lead by Boy Scout Troop 99 McKinleyville CA)

ADDITIONS TO AGENDA

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

B. APPROVAL OF THE AGENDA

C. PUBLIC HEARINGS

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

C.1 Consider Reformation of Central Avenue Open Space Zone

D. CONSENT CALENDAR

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

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of October 20, 2010

D.2 Consider approval of October 2010 Treasurer's Report

D.3 DCV Violations this month

E. CONTINUED AND NEW BUSINESS

E.1 Review of Eagle Scout Project at Parkside Trail Open Space Maintenance Zone

E.2 Present "Community Builder Award" to Mad River Rotary and the Friends of the McKinleyville Library

E.3 Consider adoption of Resolution recognizing, honoring, and commending Gregory Orsini for his twenty (20) years of service at MCSD

E.4 Consider adoption of Resolution recognizing, honoring, and commending Jeff Driver for his 15 years of service on the MCSD Recreation Advisory Committee

E.5 Consider adopting Resolution modifying MCSD paid portion of medical health benefits and Public Employee Retirement System (PERS) contributions for new employees that join the district after adoption of the Resolution

E.6 Consider allowing reservations for the fall/winter 2010/2011 planting period at the Community Garden

E.7 Consider adopting Mutual Aid Resolution to provide emergency water to City of Arcata through the pipeline to be constructed in the North Bound span of the new Mad River Bridge

E.8 Results of Customer Lead and Copper Laboratory Test Results for 2010

F. REPORTS

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

F.1. ACTIVE COMMITTEE REPORTS

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

F.2. STAFF REPORTS

- a. Support Services Department (Steve Edmiston)
- b. Operations Department (Greg Orsini)
- c. Parks and Recreation Department (Jason Sehon)
- d. General Manager (Norman Shopay)

F.3. BOARD PRESIDENT'S REPORT

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

G. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

H. CLOSED SESSION DISCUSSION

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

NO CLOSED SESSION SCHEDULED

I. ADJOURNMENT

Posted 5:00 pm on Friday November 12, 2010

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: C.1. Protest Hearing for Reformation of the Central Avenue Open Space Maintenance Zone No. 6.

PRESENTED BY: Jason Sehon

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff Requests the Board follow the below process related to the reformation of the Central Avenue Open Space Zone No. 6

1. Open the public hearing
 - a. Listen to Staff comments and recommendation to Board.
Please note, due to the pending outcome of the vote, the Board will make a motion once the votes have been tallied.
 - b. Open public comments and consider any additional public input.
 - c. Determine if anyone has a ballot to add or would like to remove their ballot. Board President will say, *"This is your last opportunity to add or remove a ballot for consideration."*
 - d. Instruct staff to open and count the ballots in the senior meeting Room. The public is welcome to observe. The Board meeting can continue while the ballots are counted. Upon completion staff will return to the Board meeting and present the results.
 - e. Based on the ballot results the Board can take the following actions:
 - If 50% or more of the eligible returned weighted ballot votes indicate "YES" the Board can approve the reformation of Central Avenue Open Space Maintenance Zone No. 6 by Board Motion to *"adopt Resolution 2010-22 approving the reformation of Central Avenue Open Space Maintenance Zone No. 6."* followed by a roll call vote.
 - i. If 50% or more of the eligible returned weighted ballot votes vote "NO" the Board can take the following actions:

Direct staff to review cost projections considering that the County has decided to stop providing a SWAP crew for

Central Avenue, restructure, redesign and reform the boundaries of the zone and request another vote by the participants

Take no action. Resulting in the zone expiring and the maintenance will revert back to the property owners along Central Avenue. MCSD will no longer be responsible for the maintenance of this zone.

2. Close the Public Hearing

Discussion:

The District formed Open Space Maintenance Zone No. 6 along Central Avenue in June 1997. The zone extends from Anna Sparks Way at the shopping center on the south end of Central Avenue to the McGaughey property on the north end of Central Avenue. The zone was established with a five-year "sunset clause" and was last reformed on January of 2005.

This zone is once again up for renewal. A private contractor was hired to maintain the zone for the first nine years. In 2004 the District took over the maintenance of the zone when we hired a new Park Maintenance position. We are currently working ten hours per week in the zone at the current rate of reimbursement.

Assessment Increase Proposal:

Due to the increased cost of insurance, workers compensation and fuel costs we are proposing an annual increase as allowed by the Department of Finance but not to exceed 3%.

Staff proposes the reformation of the zone in order to continue maintenance of the landscape zone for another term of five years. Staff is also recommending that the reformation of the zone include the purchase of banners to be hung from the streetlights within the zone during the holiday season (November 15 to January 15) and during Pony Express Days (May 1 to June 15).

This proposal includes the cost for a private company to install brackets and put up and take down the banners. The cost associated with the purchase of the banners is amortized over a five-year period. Staff is proposing an increase of \$0.11 per linear foot.

We do have some financial assistance from the County to purchase new plants, replace the shredded redwood bark and perform additional projects. In addition, historically the County has been required to provide a Sheriff Work Alternative Program (SWAP) Crew on the first Saturday of each month to assist with the maintenance of the zone. In the past, these two items have helped offset the cost to the participants in the zone who only pay for the routine maintenance of cleanup, trimming and weed abatement. However,

the County has recently advised MCSD that they will no longer provide a SWAP crew to MCSD monthly for Central Avenue.

Attachment 5 is a resolution that initiates the reformation Central Avenue Open Space Zone #6. The board adopted this resolution and an engineer's report including ballots at its September 15, 2010 meeting. The ballots were prepared and forwarded to participants in the zone, in accordance with Proposition 218 and District Rules and Regulations.

Attachment 1 is a Draft Management Plan detailing the expected monthly costs for the assessment area as shown on the map (Attachment 3).

Attachment 4 is a maintenance cost estimate and calculations of the assessment for each parcel within the zone.

Attachment 5 is a draft resolution initiating the process for the formation of the zone. Pursuant to Proposition 218, the process requires preparation of the Engineer's report.

The Engineer's Report and ballots will be mailed to the participants in the zone. A Public Protest Hearing will be scheduled for November 17, 2010 for public input prior to the formation of the zone. The votes will be tallied and the Board will have the option to consider reforming the zone.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Initiate a 3% increase and do not proceed with purchasing and installing the banners

Fiscal Analysis:

The Draft Management Plan (Attachment 1) and the cost estimate (Attachment 4) designate the expenses for maintenance, insurance and administration of the zone to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration cost for billing is included in the cost division formula. Therefore, the proposed zone will have no fiscal impact on the District.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1-Draft Management Plan

- Attachment 2-Engineer's report
- Attachment 3-Zone # 6 Map
- Attachment 4-Maintenance Cost Estimate
- Attachment 5-Resolution 2010-22
- Attachment 6-Proposed Ballot

ATTACHMENT 1

Reformation of Zone # 6

DRAFT MANAGEMENT PLAN CENTRAL AVENUE OPEN SPACE ZONE

The Central Ave Open Space Zone extends from the McGaughey parcel across from the Rainbow Storage area south to Anna Sparks Way at the shopping center. There are 77 properties within this designated zone. (See Attachment 3 for the site map).

If the formation of the zone is initiated by the Board, the assessor's parcel numbers, ownership, and length of frontage of each parcel, estimated costs and proposed assessments for each parcel will be determined and included in an Engineer's Report. The Engineer's Report will be available for review in the District Office and forwarded to each customer within the zone, in accordance with the requirements of Proposition 218, and the District's Rules and Regulations. Each business or property owner will then have the opportunity to cast a weighted vote, based on their assessable frontage.

A protest hearing will be scheduled, after which ballots will be tallied. If votes are cast in favor of reforming the zone by businesses or property owners representing a majority of the assessable frontage casting votes, the Board may consider reforming the Landscape Maintenance Zone.

The cost estimate (attachment 4) describes the detailed costs and expenses as determined by the Engineer for the maintenance of the zone. Each of the seventy-seven (77) parcels within the zone will be assessed in proportion to their frontage of the estimated \$0.28 per linear foot for insurance and maintenance of the zone, as well as banners to be hung from the streetlights twice per year.

In addition, each customer would pay a fifty-cent per month charge for bookkeeping and billing. The total fee per parcel per month would be collected along with each parcel's regular water/sewer bill. The District reserves the right to increase these costs annually as allowed by the California Department of Finance "Price and Population" calculations.

Maintenance activities for the landscape zone shall include weeding, hedging, pruning, planting, mulching, and trail repair and maintenance.

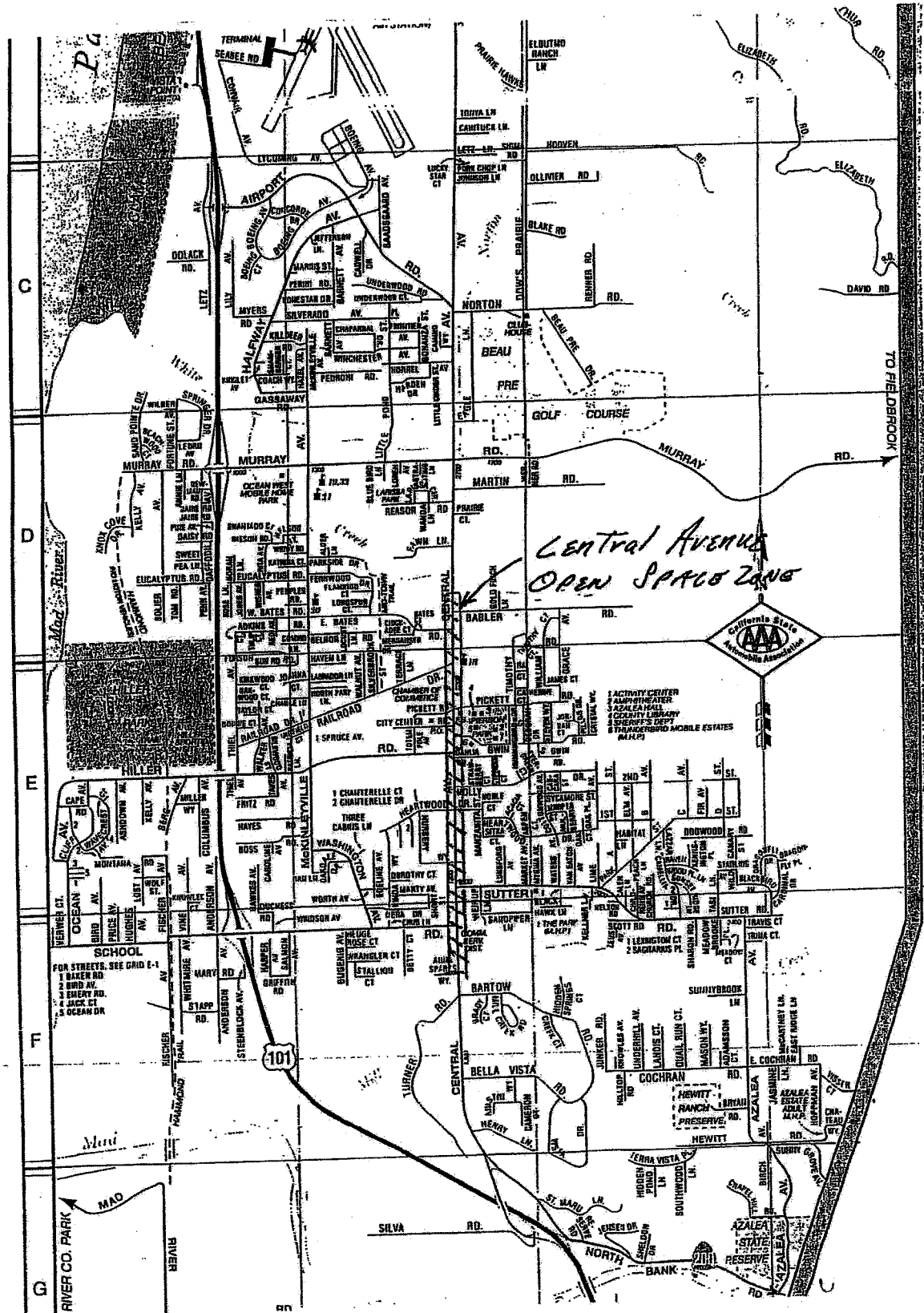
ATTACHMENT 2

ENGINEER'S REPORT

Central Avenue Landscape Zone (OSZ #6)
June 11, 2010

Parcel	Rte/Svc	LM #	Customer #	Customer Name	Service Address	Total Frontage	Driveway Frontage	Net Frontage	Assessed Frontage	Fee Multiplier	Status Quo	Proposed Monthly Increase \$0.11 per linear ft.
508-242-012	020/0502	6072	AME0012	American Hospital Mgmt	1680 Central Ave	147	0	147	147	0.01856	\$25.06	\$41.52
508-242-015	005/0430	1970	LIM0002	Jack Limmer, Et Al	1660 Central Ave	110	20	90	90	0.01136	\$16.00	\$26.51
508-242-019	005-0332	6866	MIL0011	Miller Farms	1595 Nursery Way	166	20	146	146	0.01843	\$25.96	\$43.02
508-242-023	020/0503	6073	WAT0017	Kathy Watson	1600 Central Ave	109	0	109	109	0.01376	\$18.58	\$30.79
508-242-024	005/0400	1967	SHO0001	Shopping Center (Fig's)	1734 Central Ave	275	78	197	197	0.02487	\$35.02	\$58.03
508-242-025	006/0010	2147	HUM0004	Humboldt Petroleum	1606 Central Ave	119	32	87	87	0.01098	\$15.47	\$25.63
508-242-029	005/0435	5153	SIX0003	Six Rivers Bank	1640 Central Ave	296	55	241	241	0.03043	\$42.84	\$70.99
508-251-004	005/0359	1962	MIL0008	Miller Farms	1834 Central Ave	96	21	75	75	0.00947	\$13.33	\$22.09
508-251-005	005/0357	1960	MIL0018	D R Miller Family LLC	1836 Central Ave	78	0	78	78	0.00985	\$13.87	\$22.98
508-251-008	005/0290	1956	COA0002	Coast Central Credit Union	1968 Central Ave	250	63	187	187	0.02361	\$33.25	\$55.10
508-251-012	005/0354	1958	OPI0001	Opie's Fine Cars	1900 Central Ave	235	56	179	179	0.02260	\$31.82	\$52.73
508-251-018	005-0360	1963	MIL0009	Miller Farms	1828 Central Ave	258	80	178	178	0.02247	\$13.33	\$22.09
508-251-023	005/0300	1957	CHU0009	Church of the Joyful Healer	1944 Central Ave	63	0	63	63	0.00795	\$11.20	\$18.56
508-251-024a	005/0307	5150	NOR0034	Northern Ca Safety Consortium	1932 Central Ave	87	34	53	13	0.00167	\$2.42	\$4.01
508-251-024b	005/0306	5149	THE0003	The Complete Look	1936 Central Ave	^	^	^	13	0.00167	\$2.42	\$4.01
508-251-024c	005/0308	5151	TRE0006	Paul Trepanier (McK Office Supply)	1928 Central Ave	^	^	^	13	0.00167	\$2.42	\$4.01
508-251-024d	005/0305	5148	MUR0010	Murphy's Pizza Office	1940 Central Ave	^	^	^	13	0.00167	\$2.42	\$4.01
508-251-034	005/0313	6254	BUR0092	Burger King	1645 Heartwood	187	0	187	187	0.02361	\$33.25	\$55.10
508-251-035	005/0310	6252	STA0052	Starbucks	1924 Central Ave.	119	0	119	119	0.01503	\$21.15	\$35.05
509-181-016	005/2150	7417	GKP0002	G & K Properties	1565-81 Central Ave	240	19	221	221	0.02790	\$39.29	\$65.10
509-181-017	005/2146	7416	THO0092	Casey Thompson	1589 Central Ave	56	14	42	42	0.00530	\$7.47	\$12.38
509-191-005	005/2144	2142	HAR0131	Mike Harvey	1604 Central Ave.	40	0	40	40	0.00505	\$7.11	\$11.78
509-191-007	005/2170	2144	SUT0017	Roger Sutterfield	1607 Central Ave	102	23	79	79	0.00997	\$20.27	\$33.59
509-191-016	005/2180	2145	CEN0002	Central Station	1631 Central Ave	160	63	97	97	0.01225	\$17.24	\$28.57
509-191-022	005/2170	2144	SUT0017	Roger Sutterfield	1607 Central Ave	35	0	35	35	0.00442	\$0.00	\$0.00
509-191-023	004/0833	6693	SUT0015	Sutter's Mudd Coffee Co	1693 Central Ave	93	28	65	65	0.00821	\$11.56	\$19.15
509-191-024	005/2190	2146	EDD0003	Nicolas Eddy	1697 Central Ave	107	0	107	107	0.01351	\$19.02	\$31.52
509-191-027	005/2165	5194	CSK0001	CSK Auto DBA Kragen's	1605 Central Ave	119	37	82	82	0.01035	\$14.58	\$24.16
509-221-021a	002/0077	6229	HEN0082	Martha Henry	1781 C Central Ave	122	61	61	31	0.00385	\$5.42	\$8.98
509-221-021b	002/0078	6166	HEN0057	Martha Henry	1781 Central Ave	^	^	^	31	0.00385	\$5.42	\$8.98
509-221-044	004/0830	1841	CAR0090	Carmela's Restaurant	1701 Central Ave	123	20	103	103	0.01301	\$18.31	\$30.34
509-221-046a	002/0030	1339	COP0006	Beverly Copeland MD	1727 Central Ave	139	20	119	24	0.00301	\$4.23	\$7.01
509-221-046b	002/0060	1342	MAD0001	Mad River Hospital	1733 Central Ave	^	^	^	24	0.00301	\$4.23	\$7.01
509-221-046c	002/0050	1341	MAD0004	McKinleyville Family Practice	1735 Central Ave	^	^	^	24	0.00301	\$4.23	\$7.01
509-221-046d	002/0040	1340	MEL0001	Gregory Mellon DDS	1737 Central Ave	^	^	^	24	0.00301	\$4.23	\$7.01
509-221-046e	002/0010	1337	LIM0004	Lima's Pharmacy	1711 Central Ave	^	^	^	24	0.00301	\$4.23	\$7.01
509-221-053	002/0067	1343	LUZ0001	Luzmila's	1751 Central Ave	173	28	145	145	0.01831	\$25.78	\$42.72
509-221-058	002/0085	5050	BMW0001	BMW of Humboldt Bay	1795 Central Ave	139	26	113	113	0.01427	\$20.09	\$33.29
509-232-018	002/0890	1425	MIC0002	Mickey's Quality Cars	1901 Central Ave	216	0	216	216	0.02727	\$38.40	\$63.63
509-233-001	002/0116	6340	LDS0002	LDS Church	1855 Central Ave	330	0	330	330	0.04167	\$58.66	\$97.20
509-233-002	002/0110	1347	JAS0002	J.A. Sutherland DBA Taco Bell	1811 Central Ave	65	0	65	65	0.00821	\$11.56	\$19.15
509-233-003a	002/0090	1345	RYN0003	Mark Rynearson	1803 Central Ave	76	35	41	21	0.00259	\$3.64	\$6.03
509-233-003b	002/0100	1346	FOR0001	Forbes & Associates	1807 Central Ave	^	^	^	21	0.00259	\$3.64	\$6.03
509-261-028	002/2180	1554	CEN0007	Central Dental	1955 Central Ave	120	0	120	120	0.01515	\$21.33	\$35.34
509-261-029a	002/2235	5087	MAC0056	MacMullin & Company	1981 Central Ave	200	16	184	31	0.00387	\$5.23	\$8.67
509-261-029b	002/2190	1555	NEL0045	Nelson Floor Co	1965 Central Ave	^	^	^	31	0.00387	\$5.23	\$8.67
509-261-029c	002/2200	1556	HOL0073	Hollrigel & Associates	1969 Central Ave	^	^	^	31	0.00387	\$5.23	\$8.67

509-261-029d	002/2220	1558	MAC0054	MacMullin & Company	1973 Central Ave	^	^	^	31	0.00387	\$5.23	\$8.67
509-261-029e	002/2240	1560	RED0020	Redwood Coast Cellular	1985 Central Ave	^	^	^	31	0.00387	\$5.23	\$8.67
509-261-029f	001/2230	1559	TRI0022	Trinity Ballet	1977 Central Ave.	^	^	^	31	0.00387	\$5.23	\$8.67
509-262-001	002/0904	5766	DEM0021	Demartini Ent. Inc.	1933 D Central Ave	120	0	120	120	0.01515	\$21.33	\$35.34
510-122-005	013/1436	6367	LES0009	Les Schwab Tires	2210 Central Ave	247	81	166	166	0.02096	\$31.65	\$52.44
510-122-022	013/1436	6367	LES0009	Les Schwab Tires	2210 Central Ave	12	0	12	12	0.00152	\$0.00	\$0.00
510-122-023	011/1652	5288	MCD0028	Dennis McDonald	2260 Central Ave	200	68	132	132	0.01667	\$23.47	\$38.89
510-132-007	020/0517	6502	LAE0008	L & A Enterprises	2160 Central Ave	125	31	94	94	0.01187	\$16.02	\$26.55
510-132-015	013/1438	3389	THE0018	The Complete Look	2196 Central Ave	100	21	79	79	0.00997	\$14.05	\$23.28
510-132-031	005/0170	1928	LAE0001	L & A Enterprises	City Center	800	50	750	750	0.09470	\$133.32	\$220.91
510-132-032	013/1439	3390	STJ0005	St Joseph's Hospital	2192 Central Ave	100	50	50	50	0.00631	\$8.89	\$14.73
510-133-006	005/0280	1954	BIG0006	Big Oil & Tire	1980 Central Ave	150	79	71	71	0.00896	\$12.62	\$20.91
510-341-008	013/0110	3258	MCK0017	McKinleyville Trailer Park	2331 Central Ave	20	0	20	20	0.00253	\$31.29	\$51.85
510-341-009	013/0114	6454	MCG0023	Vern McGaughey	2375 Central Ave	300	0	300	300	0.03788	\$53.33	\$88.37
510-234-010	013/0110	3258	MCK0017	McKinleyville Trailer Park	2331 Central Ave	208	52	156	156	0.01970	\$0.00	\$0.00
510-341-013	013/0060	3253	MAT0058	Elizabeth Matthews	2295 Central Ave	185	17	168	168	0.02121	\$1.30	\$2.15
510-341-013	013/0080	3254	ESC0003	Jesse Escarda	2301 Central Ave	^	^	^		0.00000	\$1.30	\$2.15
510-341-013	013/0090	3255	HOR0011	Douglas Horrie	2291 Margo Lane	^	^	^		0.00000	\$1.30	\$2.15
510-341-013		3256	PAR0050	Thomas Parker II	2297 Central Ave	^	^	^			\$1.30	\$2.15
510-341-013		7898	Vac Svc	Developer Biller	Margo Lane Lot #4	^	^	^			\$1.30	\$2.15
510-341-013		7900	Vac Svc	Developer Biller	Margo Lane Lot #4	^	^	^			\$1.30	\$2.15
510-341-013		7901	Vac Svc	Developer Billed	Margo Lane Lot #4	^	^	^			\$1.30	\$2.15
510-341-013		7902	Vac Svc	Developer Billed	Margo Lane Lot #4	^	^	^			\$1.30	\$2.15
510-341-013		7904	Vac Svc	Developer Billed	Margo Lane Lot #5	^	^	^			\$1.30	\$2.15
510-341-013		7905	Vac Svc	Developer Billed	Margo Lane Lot #5	^	^	^			\$1.30	\$2.15
510-341-013		7906	Vac Svc	Developer Billed	Margo Lane Lot #5	^	^	^			\$1.30	\$2.15
510-341-013		7907	Vac Svc	Developer Billed	Margo Lane Lot #5	^	^	^			\$1.30	\$2.15
510-341-013		7910	Vac Svc	Developer Billed	Margo Lane Lot #6	^	^	^			\$1.30	\$2.15
510-341-013		7911	Vac Svc	Developer Billed	Margo Lane Lot #6	^	^	^			\$1.30	\$2.15
510-341-013		7912	Vac Svc	Developer Billed	Margo Lane Lot #6	^	^	^			\$1.30	\$2.15
510-341-013		7913	Vac Svc	Developer Billed	Margo Lane Lot #6	^	^	^			\$1.30	\$2.15
510-341-013		7916	MAT0060	Leon Matyshock	1600 Margo Ln #C	^	^	^			\$1.30	\$2.15
510-341-013		7917	LEE0028	Amanda Lee	1660 Margo Ln #B	^	^	^			\$1.30	\$2.15
510-341-013		7918	Vac Svc	Developer Billed	1660 Margo Ln #A	^	^	^			\$1.30	\$2.15
510-341-013		7919	Vac Svc	Developer Billed	1660 Margo Ln #D	^	^	^			\$1.30	\$2.15
510-341-013		7920	VAL0021	Louis Valadeo	1655 Margo Ln #B	^	^	^			\$1.30	\$2.15
510-341-013		7921	MAL0031	Kevan Malin	1655 Margo Ln #C	^	^	^			\$1.30	\$2.15
510-341-013		7922	Vac Svc	Developer Billed	1655 Margo Ln #A	^	^	^			\$1.30	\$2.15
510-341-013		7923	Vac Svc	Developer Billed	1655 Margo Ln #D	^	^	^			\$1.30	\$2.15
510-341-013		7924	VAL0019	Louis Valadeo	2299 Margo Lot #1	^	^	^			\$1.30	\$2.15
510-341-014	013/0030	3250	MCK0054	Ace Hardware	2197 Central Ave	114	42	72	72	0.00909	\$12.80	\$21.21
510-341-017	013/0020	3249	MCK0098	Ace Hardware	2165 Central Ave	270	40	230	230	0.02904	\$40.88	\$67.74
510-341-032	013/0050	3252	MCK0015	McKinleyville School	2285 Central Ave	432	40	392	392	0.04949	\$69.69	\$115.48
510-401-003	012/1575	3230	TRO0002	David Trobitz	2151 Central Ave	114	0	114	114	0.01439	\$20.26	\$33.57
510-401-004	013/0010	3248	ARC0002	Arcata Fire Protection Dist.	2149 Central Ave	89	52	37	37	0.00467	\$22.58	\$37.42
510-401-006	012/0010	3073	NIV0004	Niveen's	2145 Central Ave	144	30	114	114	0.01439	\$20.26	\$33.57
510-401-011	012/1750	3247	UMP0001	Umpqua Bank	2095 Central Ave	110	22	88	88	0.01111	\$15.64	\$25.92
510-401-012	013/0010	3248	ARC0002	Arcata Fire Protection Dist.	2125 Central Ave	90	0	90	90	0.01136	\$0.00	\$0.00
510-411-016	002/2310	1567	ROU0014	Round Table Development Corp.	2023 Central Ave	100	29	71	71	0.00896	\$12.62	\$20.91
510-411-022	020/9979	6890	BER0032	George Berry	2019 Central Ave	98	30	68	68	0.00859	\$29.56	\$48.98
510-411-023	020/9979		BER0032	George Berry	2019 Central Ave	165	40	125	125	0.01578	\$0.00	\$0.00
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					Total	9,543	1,623	7,920	7,920	1.0000	\$1,383.89	\$2,293.11



**MAINTENANCE COST ESTIMATE
CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE**

ANNUAL COSTS:

Attachment 4

Description	Hrly Rate	Labor Cost	Total Hrs	Materials	Subtotal
Vegetative Control		\$35.00	512		\$17,920.00
Vehicle	\$5.00		256		\$1,280.00
Insurance (2%)					\$384.00
Admin & Inspection					\$256.00
Book keeping	(\$0.50 per month per participant)				\$462.00
Purchase Banners (Holidays)					\$649.50
Purchase Banners (Pony Express)					\$649.50
Purchase Brackets					\$610.53
Install Brackets					\$500.00
Put up/take down Banners (holidays)					\$1,500.00
Put up/take down Banners (Pony Express)					\$1,443.00
Total Annual Estimate of Labor and Materials=					\$25,654.53
		Proposed new cost breakdown per month:			\$2,137.88
		Proposed annual 3% increase:			\$2,202.01

Cost Breakdown:

	Monthly	Per Linear ft.
Current assessment:	\$1,383.89	\$0.17
Proposed new assessment (banners and 3% annual increase):	\$2,202.01	\$0.28

There are currently 77 properties within the designated zone for a total of 7,920 of linear footage.

The current assessment is \$1,383.89 Per month. The proposed new amount to include banners is \$2,137.88. We recommend adding 3% (\$2,202.01) for the labor and materials and ask the participants to select this option for the District to properly maintain the zone and to include the purchase banners for the Holiday season and for Pony Express Days.

RESOLUTION 2010-22

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING REFORMATION OF CENTRAL AVENUE OPEN SPACE ZONE #6

WHEREAS, the participants of the Central Avenue Open Space Zone have requested reformation to pay for the administration and maintenance expenses of the landscape area, and

WHEREAS, the District Board, on April 11, 1991 adopted Ordinance 42, which establishes a process for administration of open space zones, and

WHEREAS, the Board has reviewed and approved a Draft Management Plan for the proposed Zone in compliance with Ordinance 42,

NOW, THEREFORE, BE IT RESOLVED that the Board:

1. Adopts the Draft Management Plan for Open Space Zone #6, including the cost division formula;
2. Initiates formation of Open Space Zone #6 for the participants designated in the Draft Management Plan;
3. Designates the General Manager as the Engineer of Record for the assessment District;
4. Ordered preparation of the Engineer's Report to be available to the participants within the zone on or by September 22, 2010;
5. Held a protest hearing to consider formation of Open space Zone #6 for November 17, 2010 and
6. MCSD reserves the right to increase charges annually using the Department of Finance adjustments for the open space zone areas and trail system.

PASSED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of November 2010 by the following vote:

AYES:

NOES:

ABSENT:

Helen Edwards, President of the Board of Directors

Attest:

Sharon L. Denison, Secretary to the Board

OFFICIAL ASSESSMENT BALLOT

McKINLEYVILLE COMMUNITY SERVICES DISTRICT Landscape and Lighting District No. 22 (LLAD 22)

REFORMATION OF THE CENTRAL AVENUE LANDSCAPE OPEN SPACE ZONE #6

The MCSD Board of Directors will only accept ballots provided by MCSD and will not accept photocopies, faxes or other forms of the ballot. If a ballot is lost or destroyed, you may request a duplicate ballot from MCSD. For a more complete explanation of the balloting procedures, please refer to the "Procedures for the Completion, Return and Tabulation of Ballots", which are on file in the MCSD Office. This ballot becomes a public record at the close of the public input portion of the Public Hearing on this matter and is subject to public inspection at that time.

The ballot must be received by MCSD prior to the time the Board of Directors closes the public input portion of the public hearing on the proposed assessment. Mail or deliver ballot to the MCSD Office at:

Central Ave OSMZ Ballot, MCSD, P.O. Box 2037, McKinleyville CA 95519

To ensure the privacy of your ballot, please seal it within the enclosed return envelope. Mailed ballots must be received in the MCSD Office no later than 4:30 pm on Wednesday, November 17, 2010. Ballots may also be hand delivered the MCSD Board of Directors at the Public Hearing scheduled to be held at 7:00 PM on November 17, 2010 at Azalea Hall located at 1620 Pickett Road, McKinleyville, California.

Remember: Ballots must be received by November 17, 2010

PLEASE NOTE: This assessment includes a credit of 1 day per month of Sheriff Alternative Work Program (SWAP) Crews and up to \$7,500 in reimbursed annual expense from the County of Humboldt.

As a participant of the Central Avenue Open Space Zone I acknowledge receipt of this ballot and:

- ☐ Yes, I approve MCSD to reform the zone and the \$.11 increase per linear foot in the monthly assessment for the maintenance of the zone and to purchase Holiday and Pony Express Days banners that will be added to my sewer and water bill. I approve of an annual increase as allowed by the Department of Finance but not to exceed 3%.
- ☐ I do not want to reform the Central Avenue Landscape Zone.

Participant Signature

Date

Ballot must be returned prior to the close of the public hearing of November 17, 2010 in order to be considered. Postmarks are not sufficient.

EXHIBIT D.1

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, OCTOBER 20, 2010 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
John Corbett, Director
David Couch, Director
Bill Wennerholm, Director

Norman Shopay, General Manager
Gregory Orsini, Operations Director
Lesley Frisbee, Recreation Supervisor
Steve Edmiston, Finance Director
Sharon Denison, Board Secretary

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 with Directors Corbett, Couch, Mayo and Wennerholm present. Director Wennerholm led the pledge of allegiance and there were no additions to the agenda.

AGENDA ITEM B-APPROVAL OF THE AGENDA:

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

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM C-PUBLIC HEARINGS: NO PUBLIC HEARING

AGENDA ITEM D-CONSENT CALENDAR:

1. Consider approval of minutes of the Regular Meeting of September 15, 2010
2. Consider approval of September 2010 Treasurer's Report
3. No DCV Violations this month
4. Consider Approval of revised Employee Handbook

President Edwards announced that consent calendar items D.1 & D.2 were being pulled for further discussion per a request received.

MOTION: It was moved to approve consent calendar items D3 & D4. Motion by Corbett; second by Wennerholm.

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

CONSENT CALENDAR ITEM D.1-Approval of the minutes of September 15, 2010 Board Meeting:

CONSENT CALENDAR ITEM D.2-Approval of September 2010 Treasurer's 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".)

As the Directors had no comments on these two consent items President Edwards opened public input and David Elsebusch expressed concern with approval of the 2010 Newsletter and activity guide and cash disbursement report. President Edwards closed public input.

MOTION: It was moved to approve consent calendar items D.1 & D.2. Motion by Corbett; second by Mayo.

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.1-PRESENTATION BY HUMBOLDT BAY MUNICIPAL WATER DISTRICT RELATED TO ADVISORY COMMITTEE RECOMMENDATIONS FOR WATER USE OPTIONS PRESENTED IN THEIR

AUGUST 2010 REPORT: General Manager Shopay introduced this item and the three representatives present from HBMWD. Kaitlan Sopoci-Belknap, HBMWD Board President, addressed the Board and gave a brief introduction, thanked Director Mayo for his input on the advisory committee, and Director Couch for his input as a public member. She then gave an overview presentation of the HBMWD advisory committee recommendations for water use options that also covered the components of their system, challenges including an aging infrastructure and loss of customer base. The Directors praised HBMWD for the process that included public input, but there was consensus that detailed cost information was needed for each option identified to begin to make an informed decision on the preferred options. Four members of the public addressed the Board with their questions and concerns. There was a brief Board discussion.

MOTION: It was moved authorize staff to send a letter to HBMWD in support of the four options presented, but with the proviso that the District will need full disclosure of costs for each option prior to making any decisions. Motion by Corbett; second by Mayo.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

At this time, 8:00pm President Edwards adjourned the meeting for a short break. At 8:13pm President Edwards called the meeting back to order.

AGENDA ITEM E.2-CONSIDER REVISED MISSION STATEMENT AND DISTRICT FOCUSED GOALS AND OBJECTIVES FOR SHORT TERM PLANNING PERIOD OF APPROXIMATELY THREE TO FIVE YEARS:

MOTION: It was moved to approve the revised MCSD mission statement and District focused goals and objectives. 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-CONSIDER APPROVAL OF REVISED BOARD POLICY MANUAL: The Board briefly discussed the revised manual and Director Corbett had further revisions he wanted considered for addition to the manual to expand access to legal counsel for the Directors. After further discussion this item was tabled and sent back to the committee consisting of President Edwards, John Corbett and staff for discussion and consideration, with a revised version to be brought back to the Board at a future meeting.

(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".)

AGENDA ITEM E4-ANALYSIS OF RAMEY PUMP STATION UPGRADE PROJECT FINANCING OPTIONS:

Finance Director Edmiston reviewed the options available and their potential cost to the District, adding that I-Bank may be the best option for the District but that he had no specific recommendation at this time until the District completed the I-Bank application and received approval from them for financing. It was Board consensus to direct staff to proceed with the I-Bank application and report back to the Board on the process. President Edwards thanked Finance Director Edmiston for the update.

AGENDA ITEM E5-CONSIDER LETTER OF SUPPORT TO CALIFORNIA MARINE LIFE PROTECTION ACT

INITIATIVE NORTH COAST REGIONAL STAKEHOLDER GROUP: At the beginning of discussion Director Corbett declared a conflict of interest due to his representation of a client on this matter. He refrained from all discussion on this item. Board President Edwards explained that a presentation was given by the local stakeholder group at a recent RREDC meeting and that as a member of RREDC we were requested to send a letter of support of the proposal. Three people addressed the Board expressing concern that this had no nexus to MCSD and it was not appropriate to respond as a Board.

MOTION: It was moved to approve submission of a letter of support to the California Marine life Protection Act Initiative North Coast Regional Stakeholder Group to be signed by all Directors excluding Director Corbett. Motion by Mayo; second by Wennerholm

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

MOTION SUMMARY: Motion Passed-4 AYES; 1 ABSTENTION

AGENDA ITEM F-REPORTS:

F1a-RAC: Director Couch reported the committee was still working on the Park & Recreation master plan.

F1b-McK Area Fund: President Edwards reported that the MAF will meet next week and will present a check to the McK Library and participate in the Library's ribbon cutting ceremony.

F1c-RREDC: President Edwards reported that RREDC was actively participating in solicitation of additional airlines to our area and the grant for the Headwaters Fund has been put on hold.

F1d-McK Senior Center: Director Wennerholm reported the seniors had not met.

F1e-Audit: President Edwards reported that an RFP was in the process of being prepared and sent out.

F1f-Water Task Force: Director Mayo had nothing to add due to tonight's presentation by HBMWD.

F1g-AdHoc No Drugs & Toxics down the Drain: Director Mayo reported he had been working with Greg Cain from Humboldt Sanitation regarding a P/R campaign to go out to the public regarding the grease receptacle now available at Humboldt Sanitation.

F2a-Support Services Department: Finance Director Edmiston had nothing to add to his written report.

F2b-Operations Department: Operations Director Orsini reported that he had received a call from the RWQCB informing us they were going to perform a reasonable potential analysis and there was a possibility that they may completely remove copper limitations from the District's wastewater discharge permit. He promised to keep the Board updated on this.

F2c-Park & Recreation Department: Recreation Supervisor Lesley Frisbee had nothing to add.

F2d-General Manager: General Manager Shopay had nothing to add to his written report in the packet.

F3-Chairman's Report: President Edwards reported that she had attended a meeting with the County and Jill Duffy and had also met with the Sheriff regarding the swap team. She directed staff to add an

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agenda item next month to consider formation of a temporary sub-committee to meet periodically with the County.

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

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Edwards opened public input and David Elsebusch expressed continued concern with the renewal of Measure B.

AGENDA ITEM H-CLOSED SESSION DISCUSSION: no closed session

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 9:30pm. Motion by Mayo; second by Wennerholm.

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".)

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: D.2. Consider Approval of October, 2010 Treasurer's Report

PRESENTED BY: Steven Edmiston, Finance Director

TYPE OF ACTION: Voice Vote – Consent Calendar

Recommendation:

Staff Requests the Board accept the October, 2010 Treasurer's Report as presented.

Discussion:

The October, 2010 Treasurer's Report is attached.

Alternatives:

Take no action.

Fiscal Analysis:

See attached October, 2010 Treasurer's Report.

Environmental Requirements:

Not applicable

Exhibits/Attachments

October, 2010 Treasurer's Report.

**McKinleyville Community Services District
Treasurer's Report
October 2010**

Page 2	Investments and Cash Flow Report
Page 3	Capital Expenditure Report
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 12	Consolidated Balance Sheets
Page 13	Debt Summary
Page 15	Cash Disbursement Report

McKinleyville Community Services District
Investments and Cash Flow Report
October 2010

General Disbursement and Money Market Account:

Beginning Balance 229,425.19

Utility Billing (inc. \$36,035.06 in CC, EFT, web pay)	328,490.31
New Services & Capacity Fees: Water	176.92
New Services & Capacity Fees: Sewer	2,351.41
Money Market Account Interest	70.56
Other Cash Receipts	92,492.99
Transfer from Humboldt Co. #2560	<u>300,000.00</u>

Total Cash Receipts 723,582.19

Cash Expenditures:

Payroll, Taxes, etc.	(133,680.66)
Capital Expenditures	(181,286.47)
Debt Service	(4,644.48)
Other Expenditures	<u>(172,948.23)</u>

Total Cash Expenditures

(492,559.84)

Estimated
Annual Interest
Rate

Total Cash in Umpqua Bank

460,447.54

0.64%

Petty Cash & Change Funds

940.00

Investment Funds:

LAIF	126,617.61
Interest Income	<u>163.53</u>
Balance in LAIF	126,781.14

0.55%

Humboldt Co. #2560 - Beginning Balance	938,843.11
Interest Income	1,173.56
Secured Property Tax & Measure B Assessment	0.00
Transfer to Operating Account	<u>(300,000.00)</u>
Balance in Humboldt Co. #2560	640,016.67

1.50%

Humboldt Co. #4240 - Beginning Balance	5,140,811.37
Interest Income	6,426.02
Transfer from Fund #2560	<u>0.00</u>
Balance in Humboldt Co. #4240	5,147,237.39

1.50%

Balance in Humboldt Co. #9390

110,584.48

USDA Bond Reserve Fund	110,408.20
Bond Reserve Payment	7,500.00
Interest Income	17.38
Debt Service Payment	<u>0.00</u>
Balance in USDA Reserve Funds	117,925.58

0.21%

Total Investments

6,142,545.26

Total Cash and Investments

6,603,932.80

Total Cash and Investments Last Month

6,656,689.96

Net Change to Cash and Investments This Month

(52,757.16)

Recap:

Cash and Cash Equivalents	5,815,641.56
Davis-Grunsky Loan Reserve	592,110.66
Waste Water Capital Reserve	96,555.00
USDA Bond Reserve Fund	117,925.58
Market Valuation Account	<u>(18,300.00)</u>

Total Cash and Investments:

6,603,932.80

McKinleyville Community Services District
Capital Expenditure Report
October 2010

	October	YTD Total	FY 11 Budget	Remaining Budget	Budget %
Water Department					
Ramey Pump Upgrades	155,201	293,091	1,100,000	806,909	73%
Emergency Water Line River Crossing	-	-	200,000	200,000	100%
Murray Road Tank	-	-	80,000	80,000	100%
Meter Replacements	-	-	65,000	65,000	100%
Emergency Water Supply	-	-	45,000	45,000	100%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Misc. Replacements	5,668	7,328	9,000	1,672	19%
Subtotal	160,869	300,419	1,519,000	1,218,581	80%
Sewer Department					
WWMF Upgrade and Capital Maintenance	1,595	9,182	113,000	103,818	92%
NPDES Permit	-	8,944	80,000	71,056	89%
Industrial Discharge Permit	-	910	25,000	24,090	96%
Radio Telemetry Upgrades	-	-	20,000	20,000	100%
Meter Replacements	-	-	20,000	20,000	100%
Misc. Replacements	-	-	24,000	24,000	100%
Subtotal	1,595	19,036	282,000	262,964	93%
Water and Sewer Operations					
Dump Truck	-	-	50,000	50,000	100%
Air Compressor	-	-	17,000	17,000	100%
3/4 or 1 Ton Pickup	-	-	29,000	29,000	100%
Emergency Response Equipment and Supplies	836	836	6,000	5,164	86%
Office, Corporation Yard and Shops	-	616	36,000	35,384	98%
Computer Replacement and Upgrades	-	7,428	41,000	33,572	82%
Small Equipment & Other	13,357	13,357	41,000	27,643	67%
Streetlight Pole Replacements	-	-	7,000	7,000	100%
Subtotal	14,193	22,237	227,000	204,763	90%
Enterprise Fund Total	176,657	341,692	2,028,000	1,686,308	83%
Parks and Recreation Department					
Projects contingent upon grant funding	-	-	4,379,000	4,379,000	100%
Projects funded by Quimby/Other Funds	3,075	3,445	185,000	181,555	98%
Other Parks Projects & Equipment	1,554	7,900	65,000	57,100	88%
General Fund Total	4,629	11,345	4,629,000	4,617,655	100%
All Funds Total	181,286	353,037	6,657,000	6,303,963	95%

McKinleyville Community Services District
Activity Summary by Fund
October 2010

Department Summaries

Water:

Water Sales
Other Water Revenues

Total Operating Revenue

Salaries & Benefits
Water Cost
Other Expenses
Depreciation

Total Operating Expenses

Net Operating Income
Interest Income
Interest Expense

Net Income

Sewer:

Sewer Service Charges
Other Sewer Revenues

Total Operating Revenue

Salaries & Benefits
Other Expenses
Depreciation

Total Operating Expenses

Net Operating Income
Interest Income
Interest Expense

Net Income

Enterprise Funds Net Income

October	FY10 YTD	YTD Budget	YTD Variance	YTD Budget	YTD Variance	%	% Year Remaining:		Notes
							FY10 Budget	Remaining Budget	
126,811	650,321	662,633	(12,312)		-1.86%		1,987,900	(1,337,579)	-67.29%
7,690	72,295	46,229	26,066		56.38%		138,686	(66,391)	-47.87%
134,501	722,616	708,862	13,754		1.94%		2,126,586	(1,403,970)	-66.02%
54,082	230,969	237,512	6,543		2.75%		712,535	481,566	67.58%
54,022	213,565	209,960	(3,605)		-1.72%		629,880	416,315	66.09%
36,149	98,691	106,231	7,540		7.10%		318,693	220,002	69.03%
19,000	76,000	76,000	-		0.00%		228,000	152,000	66.67%
163,253	619,225	629,703	10,478		1.66%		1,889,108	1,269,883	67.22%
(28,752)	103,391	79,159	24,232				237,478	(134,087)	
2,997	12,040	16,333	4,293		26.28%		49,000	36,960	75.43%
(4,487)	(19,365)	(29,026)	9,661		-33.28%		(87,078)	(67,713)	77.76%
(30,242)	96,066	66,466					199,400		
126,612	499,891	479,315	20,576		4.29%		1,437,944	(938,053)	-65.24%
6,893	62,097	97,548	(35,451)		-36.34%		292,645	(230,548)	-78.78%
133,505	561,988	576,863	(14,875)		-2.58%		1,730,589	(1,168,601)	-67.53%
55,166	236,338	237,512	1,174		0.49%		712,535	476,197	66.83%
27,552	104,726	170,592	65,866		38.61%		511,776	407,050	79.54%
34,000	136,000	136,000	-		0.00%		408,000	272,000	66.67%
116,718	477,064	544,104	67,040		12.32%		1,632,311	1,155,247	70.77%
16,787	84,924	32,759	52,165				98,278	(13,354)	
3,641	14,163	18,333	4,170		22.75%		55,000	40,837	74.25%
(6,123)	(23,847)	(21,509)	(2,338)		10.87%		(64,526)	(40,679)	63.04%
14,305	75,240	29,583					88,752		
(15,937)	171,306	96,049					288,152		

Other water revenues are seasonally higher due to higher developer fees during the summer months

Other sewer revenues are seasonally higher due to higher developer fees during the summer months

Interest income is below projections due to depressed rate pressures.

McKinleyville Community Services District
Activity Summary by Fund
October 2010

Department Summaries

Parks & Recreation:

Programs
Rentals
Property Tax Assessments
Measure B Assessment
State Bonds & Grants
Other Revenue
Interest Revenue

Total Revenue

Salaries & Benefits
Other Expenditures
Debt Service
Capital Expenditures

Total Expenditures

Excess (Deficit)

Street Lights:

Total Revenue

Salaries & Benefits
Other Expenditures
Debt Service

Total Expenditures

Excess (Deficit)

Governmental Funds (Deficit)

	October	FY10				YTD		%	Notes	% Year Remaining:	
		YTD	YTD Budget	YTD Variance	YTD Budget	YTD Variance	YTD Budget			FY10 Budget	Remaining Budget
	18,567	83,076	109,769	(26,693)	(26,693)	-24.32%				329,306	(246,230)
	3,653	18,827	20,800	(1,973)	(1,973)	-9.49%				62,400	(43,573)
	-	-	173,333	(173,333)	(173,333)	-100.00%				520,000	(520,000)
	-	-	71,333	(71,333)	(71,333)	-100.00%				214,000	(214,000)
	5,709	23,677	1,459,667	(1,447,667)	(1,447,667)	-99.18%				4,379,000	(4,367,000)
	1,212	5,042	6,667	(1,625)	(1,625)	-24.37%				276,176	(252,499)
										20,000	(14,958)
	29,141	142,622	1,933,628	(1,791,006)	(1,791,006)	-92.62%				5,800,882	(5,658,260)
	59,471	243,156	266,929	23,773	23,773	8.91%				800,787	557,631
	7,854	83,021	73,047	(9,974)	(9,974)	-13.65%				219,141	136,120
	-	125,682	42,626	(83,056)	(83,056)	-194.85%				127,877	2,195
	4,629	11,345	1,543,000	1,531,655	1,531,655	99.26%				4,629,000	4,617,655
	71,954	463,204	1,925,602	1,462,398	1,462,398	75.94%				5,776,805	5,313,601
	(42,813)	(320,582)	8,026							24,077	
	6,758	30,281	26,667	3,614	3,614	13.55%				80,000	(49,719)
	2,532	12,132	11,947	(185)	(185)	-1.55%				35,841	23,709
	3,372	12,112	25,410	13,298	13,298	52.33%				76,231	64,119
	-	11,348	3,850	(7,498)	(7,498)	-194.75%				11,549	201
	5,904	35,592	41,207	5,615	5,615	13.63%				123,621	88,029
	854	(5,311)	(14,540)							(43,621)	
	(41,959)	(325,893)	(6,514)							(19,544)	

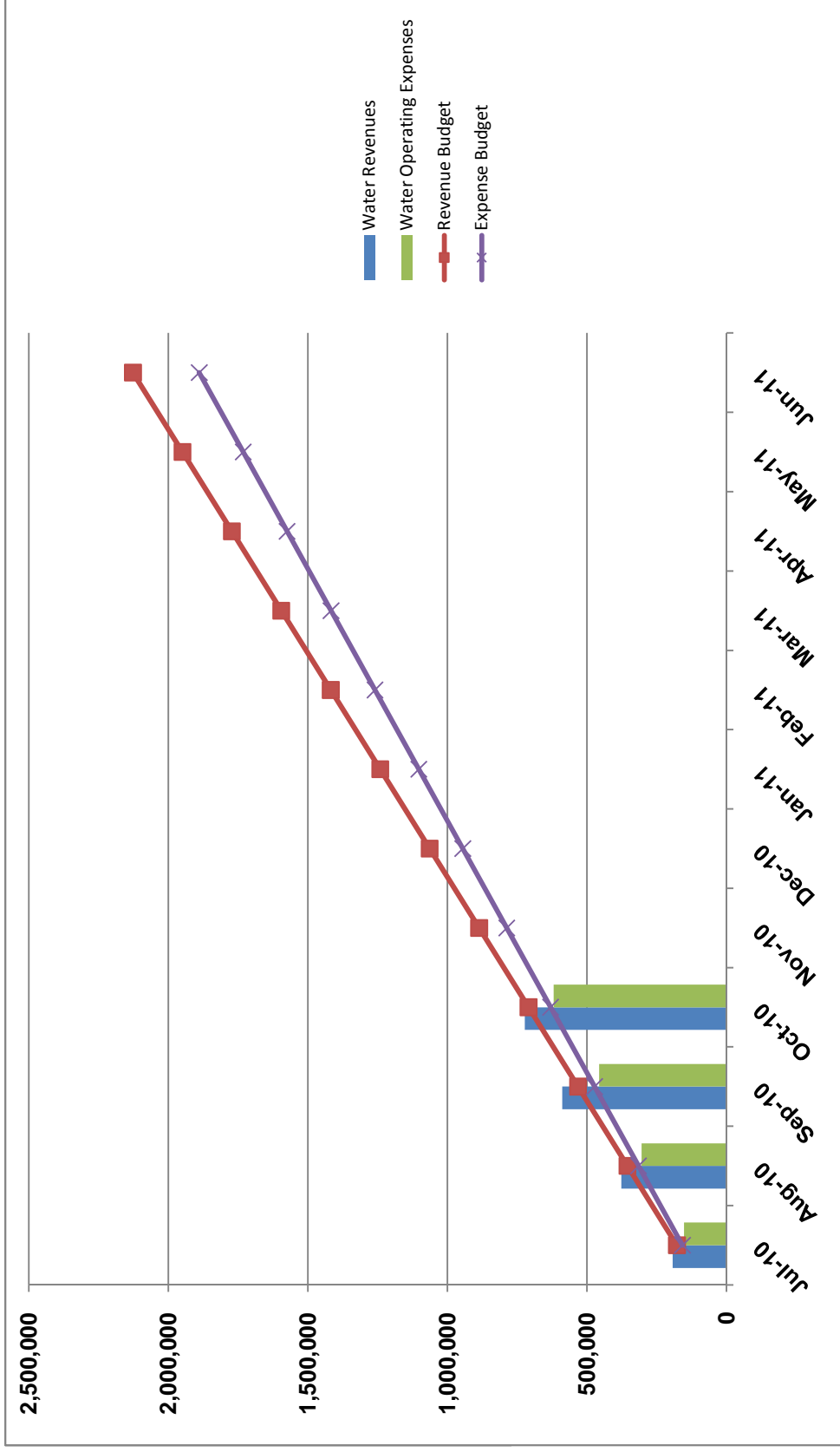
Collection of property tax and measure B assessments occur in December and April.

Principal and interest payment on outstanding debt was made in July

Principal and interest payment on outstanding debt was made in July

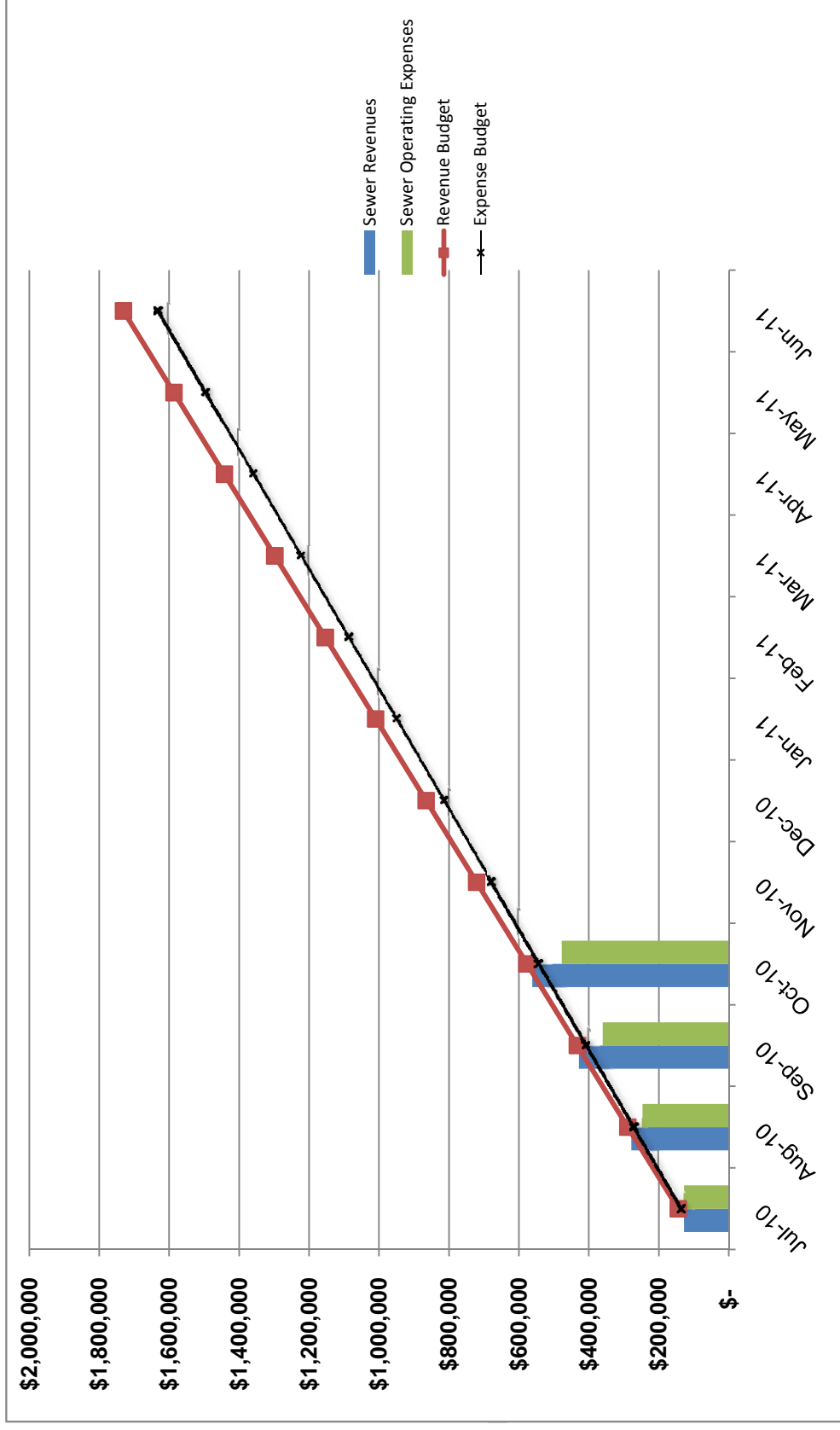
McKinleyville Community Services District October 2010

Comparison of Water Fund Operating Revenues and Expenses to Budget



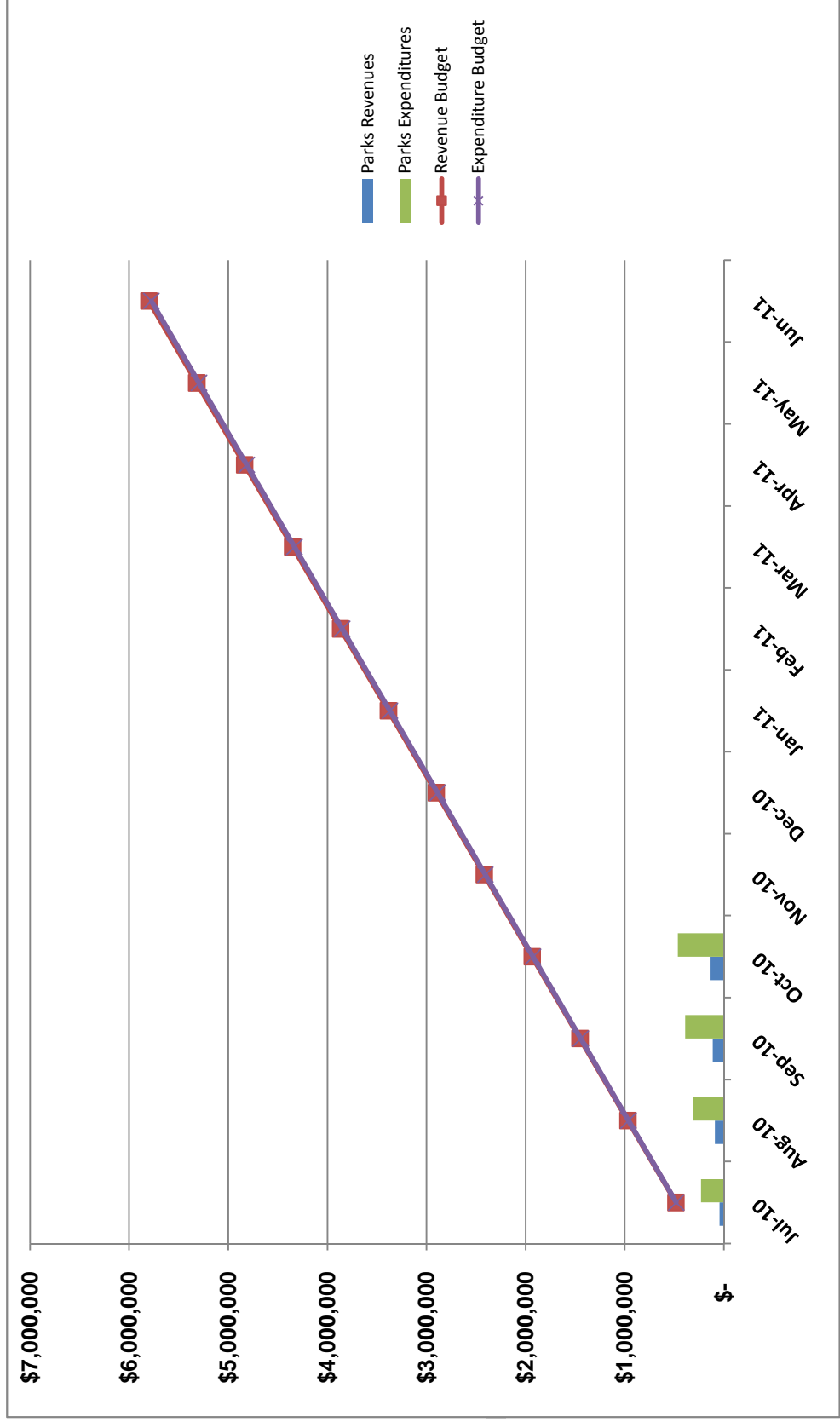
McKinleyville Community Services District October 2010

Comparison of Sewer Fund Operating Revenues and Expenses to Budget



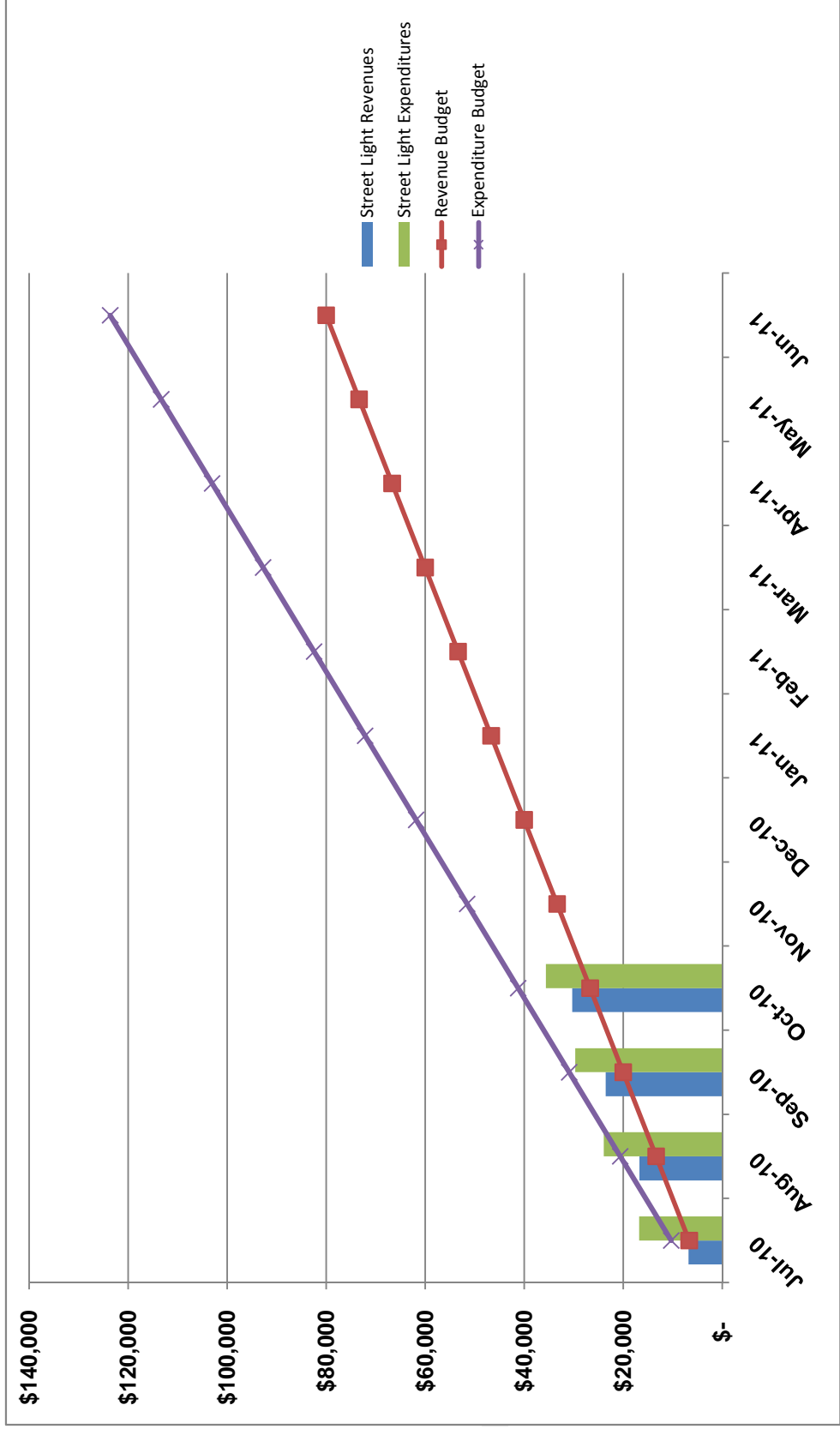
McKinleyville Community Services District October 2010

Comparison of Parks Operating Revenues and Expenditures to Budget

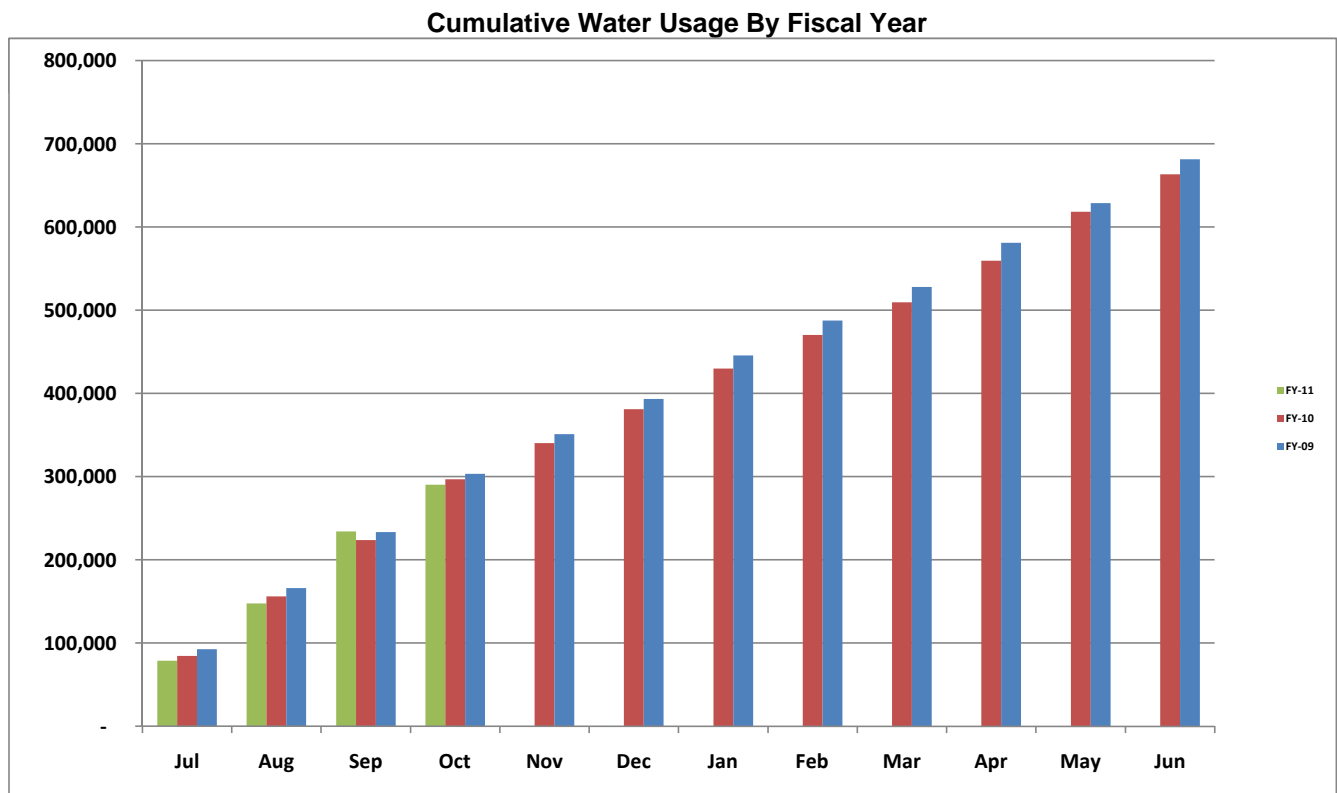
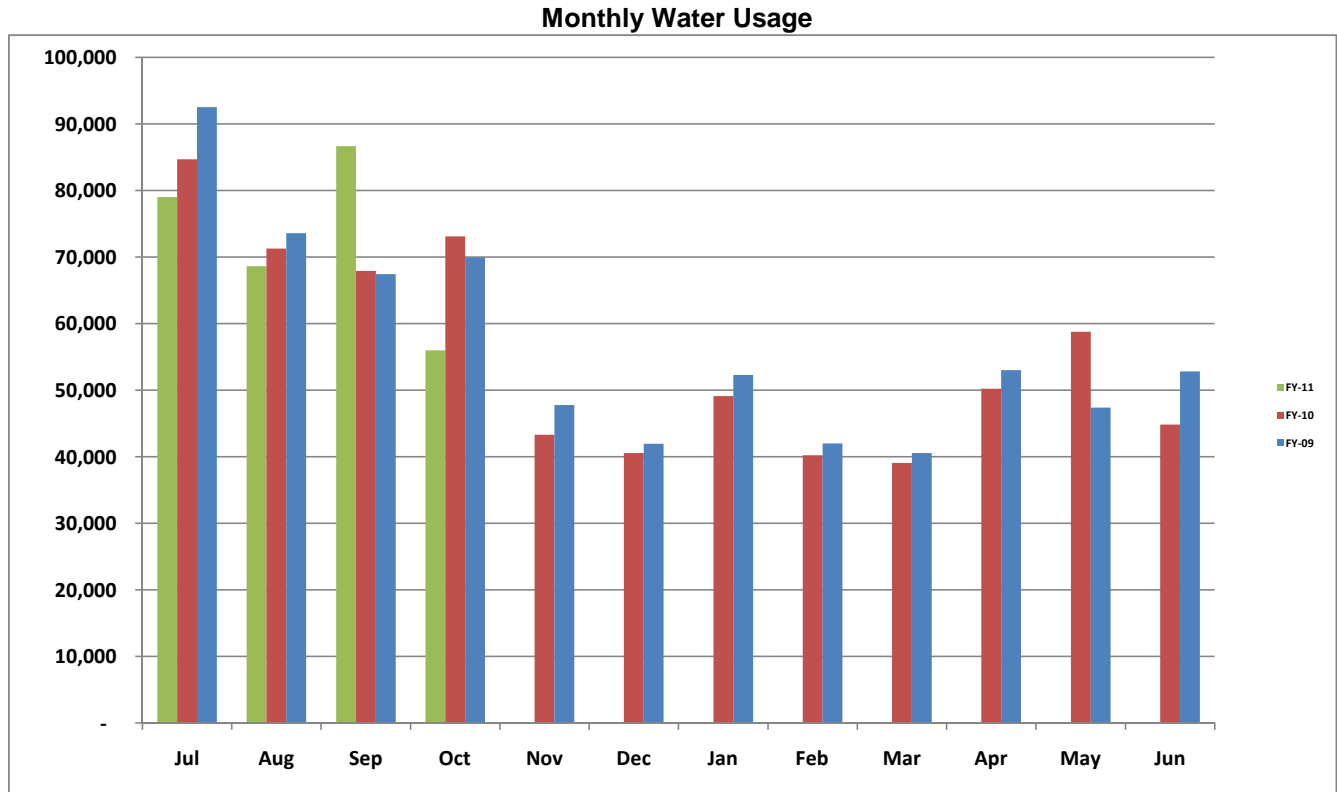


McKinleyville Community Services District October 2010

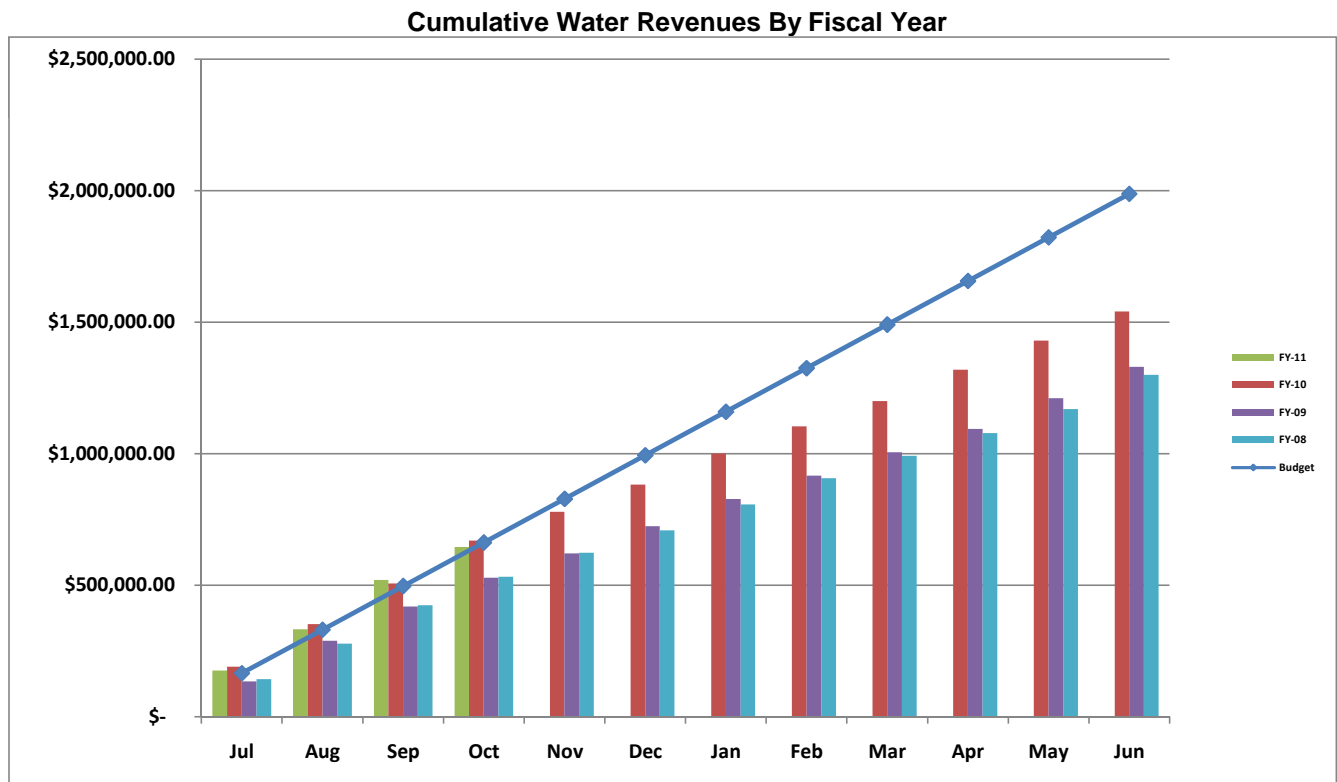
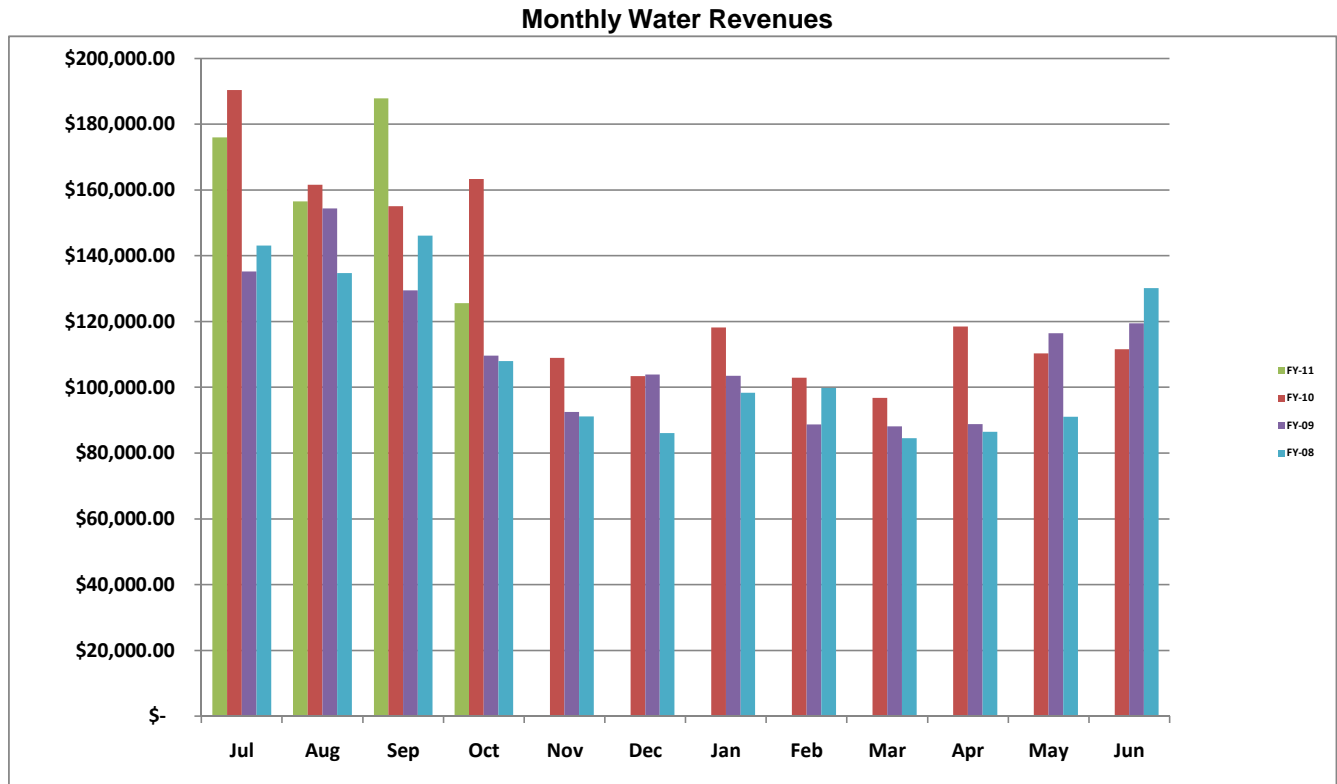
Comparison of Street Light Fund Revenues to Budget



McKinleyville Community Services District
Analysis of Water Volume Usage by Fiscal Year



McKinleyville Community Services District Analysis of Water Revenues by Fiscal Year



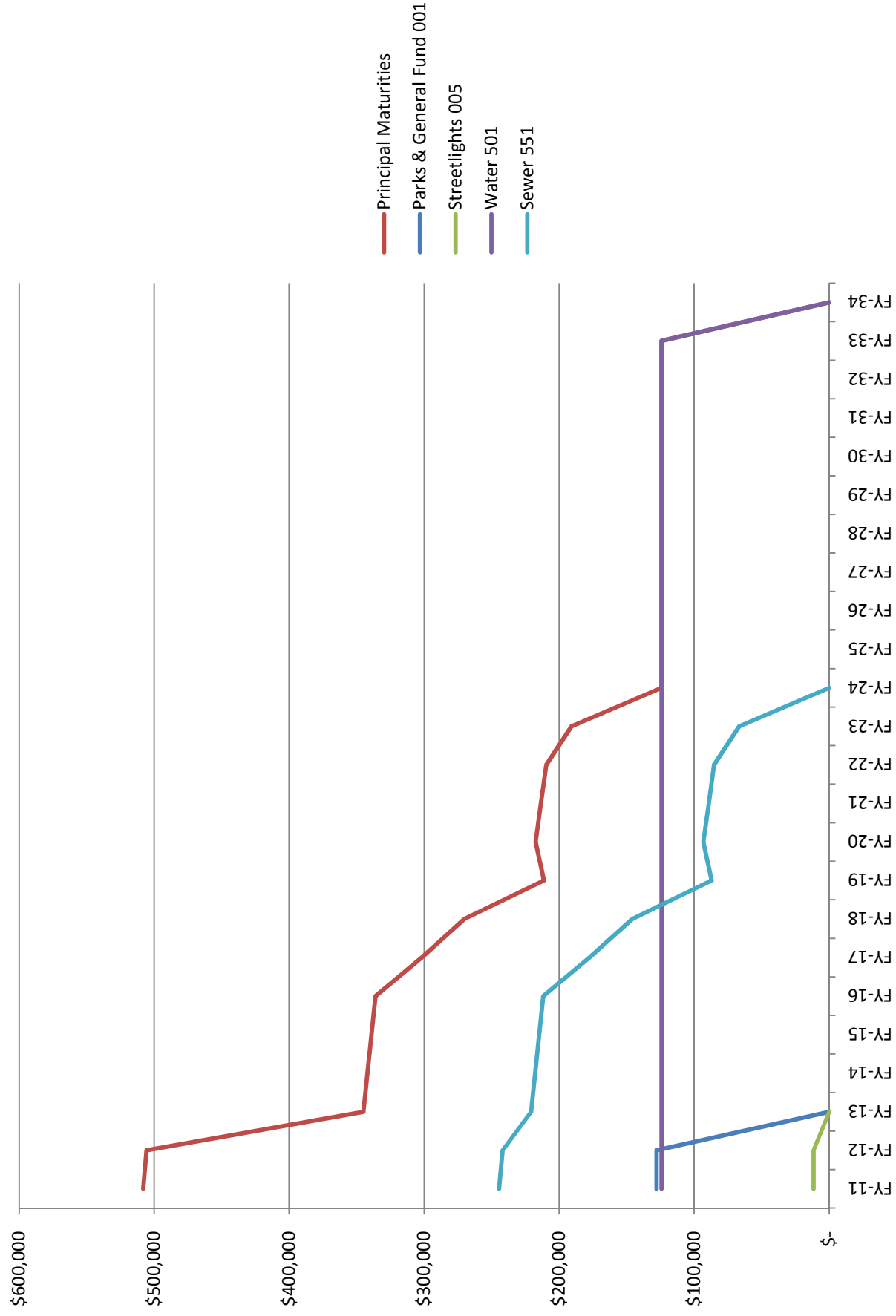
McKinleyville Community Services District
Consolidated Balance Sheet by Fund
as of October 31, 2010

	Parks	Streetlights	Water	Sewer	Total (Memorandum Only)
<u>ASSETS</u>					
Unrestricted cash and cash equivalents	\$ 960,005.71	\$ (895.60)	\$ 1,726,468.69	\$ 3,130,062.76	\$ 5,815,641.56
Receivable from utility ratepayers	2,781.01	3,932.07	84,367.44	69,138.08	160,218.60
Prepaid and other current assets	13,090.89	1,917.71	117,941.79	62,878.40	195,828.79
Total current assets	\$ 975,877.61	\$ 4,954.18	\$ 1,928,777.92	\$ 3,262,079.24	\$ 6,171,688.95
Total noncurrent assets	43,516.75	64.63	6,182,591.35	12,185,766.96	18,411,939.69
TOTAL ASSETS	\$ 1,019,394.36	\$ 5,018.81	\$ 8,111,369.27	\$ 15,447,846.20	\$ 24,583,628.64
<u>LIABILITIES AND FUND BALANCE & RETAINED EARNINGS</u>					
Accrued payroll and related liabilities	\$ 85,577.88	\$ -	\$ 29,774.88	\$ 29,774.88	\$ 145,127.64
Trade and other current liabilities	5,551.54	2,739.06	132,218.66	20,238.90	160,748.16
Total current liabilities	\$ 91,129.42	\$ 2,739.06	\$ 161,993.54	\$ 50,013.78	\$ 305,875.80
Long term debt and noncurrent liabilities	204,058.43	-	2,635,834.45	1,610,675.99	4,450,568.87
TOTAL LIABILITIES	\$ 295,187.85	\$ 2,739.06	\$ 2,797,827.99	\$ 1,660,689.77	\$ 4,756,444.67
Fund balance & retained earnings	\$ 1,044,788.12	\$ 7,590.78	\$ 5,217,475.05	\$ 13,711,916.08	\$ 19,981,770.03
Current earnings	(320,581.61)	(5,311.03)	96,066.23	75,240.35	(154,586.06)
TOTAL FUND BALANCE & RETAINED EARNINGS	\$ 724,206.51	\$ 2,279.75	\$ 242,267.46	\$ 218,740.28	\$ 19,827,183.97
TOTAL LIABILITIES AND FUND BALANCE & RETAINED EARNINGS	\$ 1,019,394.36	\$ 5,018.81	\$ 8,111,369.27	\$ 15,447,846.20	\$ 24,583,628.64
<u>INVESTMENT IN GENERAL FIXED ASSETS</u>	\$ 3,368,503.58				
WestAmerica Bank Obligation	(324,201.20)				
Accrued Compensated Absences	(11,927.79)				
TOTAL GENERAL LONG TERM DEBT	\$ (336,128.99)				

McKinleyville Community Services District
Summary of Long-Term Debt

			Principal Maturities and Scheduled Interest							
	Maturity %	Balance - July 1, 2010	Date	FY-11	FY-12	FY-13	FY-14	FY-15	FY-16	FY-17
WestAmerica Bank Interest	3.5%	324,201.20	8/1/11	159,263.84 8,559.92	164,937.36 2,886.40	-	-	-	-	-
State of California WRCB (SCEP I) Interest	0.0%	245,520.60	4/15/16	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	40,920.10	-
				-	-	-	-	-	-	-
State of California WRCB (SCEP II) Interest	2.6%	199,222.15	3/27/18	22,726.56 5,179.78	23,329.99 4,576.35	23,924.03 3,982.31	24,546.06 3,360.28	25,184.26 2,722.08	25,844.70 2,061.64	26,511.01 1,395.33
Umpqua Bank Interest	5.5%	341,674.66	12/4/17	37,887.27 17,846.49	40,024.42 15,709.34	42,282.10 13,451.66	44,667.13 11,066.63	47,186.72 8,547.04	49,848.42 5,885.34	52,660.26 3,073.50
Sewer Bond (USDA) Interest	5.0%	855,000.00	8/1/22	50,000.00 41,500.00	50,000.00 39,000.00	60,000.00 36,250.00	60,000.00 33,250.00	60,000.00 30,250.00	60,000.00 27,250.00	70,000.00 24,000.00
Davis Grunsky Interest	2.5%	2,153,395.10	1/1/33	70,408.22 53,834.88	72,168.43 52,074.67	73,972.64 50,270.46	75,821.96 48,421.14	77,717.50 46,525.60	79,660.44 44,582.66	81,651.96 42,591.14
Total				508,127.06	505,627.06	345,053.30	342,053.30	339,053.30	336,053.30	301,883.20
Principal & Interest Recap:										
		4,119,013.71		381,205.99	391,380.30	241,098.87	245,955.25	251,008.58	256,273.66	230,823.23
				126,921.07	114,246.76	103,954.43	96,098.05	88,044.72	79,779.64	71,059.97
Recap by Fund:										
		247,041.31		127,881.71	127,881.71	-	-	-	-	-
Parks & General Fund (001)										
Streetlights (005)		22,305.04		11,546.27	11,546.27	-	-	-	-	-
Water Fund (501)		2,153,395.10		70,408.22	72,168.43	73,972.64	75,821.96	77,717.50	79,660.44	81,651.96
Interest				53,834.88	52,074.67	50,270.46	48,421.14	46,525.60	44,582.66	42,591.14
				124,243.10	124,243.10	124,243.10	124,243.10	124,243.10	124,243.10	124,243.10
Sewer Fund (551)		1,696,272.25		179,929.71	182,670.29	167,126.23	170,133.29	173,291.08	176,613.22	149,171.27
Interest				64,526.27	59,285.69	53,683.97	47,676.91	41,519.12	35,196.98	28,468.83
				244,455.98	241,955.98	220,810.20	217,810.20	214,810.20	211,810.20	177,640.10
Total				508,127.06	505,627.06	345,053.30	342,053.30	339,053.30	336,053.30	301,883.20

Debt Service by Fiscal Year



REPORT.: Nov 04 10 Thursday
 RUN....: Nov 04 10 Time: 16:04
 Run By.: STEVEN EDMISTON

McKinleyville C.S.D.
 Cash Disbursement Detail Report
 Check Listing for 10-10 Bank Account.: 10011

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
022245	10/06/10	ARC07	ARCATA FIRE PROTECTION DI	3699.00	.00	3699.00	B01004	AFPD ASSESSMENTS FY 10
022246	10/06/10	BAY02	BAY WEST SUPPLY, INC.	1145.78	.00	1145.78	B01005	JANITORIAL SUPPLIES FOR S
022247	10/06/10	BRU04	REBECCA J. BRUINEKOOL	909.00	.00	909.00	B01004	KINDERSPORTS INSTRUCTOR P
022248	10/06/10	C&S01	C & S FIRE-SAFE SERVICES	445.00	.00	445.00	E 31824	KITCHEN EXHAUST SYSTEM CL
022249	10/06/10	CHA05	MARK CHAFE	105.00	.00	105.00	B01004	FUTSAL REFEREE PAYMENT
022250	10/06/10	COA02	COASTAL BUSINESS SYSTEMS	594.69	.00	594.69	68006	MONTHLY MAINT.
022251	10/06/10	COS03	COSTCO WHOLESALE	320.43	.00	320.43	B01004	LYSOL WIPES, SNACKS FOR K
022252	10/06/10	CRO03	CROWN TROPHY PETALUMA	51.23	.00	51.23	12912	WOOD TROPHY SOFTBALL
022253	10/06/10	CSK01	CSK AUTO, INC. (KRAGEN)	57.21	.00	57.21	7524	INV 7971 FLOOR MATS, OIL
022254	10/06/10	DOW01	DOWNEY BRAND ATTORNEYS LL	1162.45	.00	1162.45	398102	LEAGAL MATTERS THROUGH AU
022255	10/06/10	EDW01	HELEN L. EDWARDS	1501.60	.00	1501.60	B01004	CSDA CONFERENCE NEWPORT B
022256	10/06/10	EOE01	EOE BUSINESS SYSTEMS	200.72	.00	200.72	29969	PRINTER MAINT.
022257	10/06/10	GRA04	DONALD R. GRAHAM	18.00	.00	18.00	B01005	MEASURE B REFUND
022258	10/06/10	HUM01	HUMBOLDT BAY MUNICIPAL WA	54327.75	.00	54327.75	B01004	WTR PURCHASED FOR SEPT 20
022259	10/06/10	HUM03	HUMBOLDT COUNTY	36.00	.00	36.00	B01004	JLF PROPERTY MCSD BOUGHT
022260	10/06/10	HUM08	HUMBOLDT SANITATION	829.00	.00	829.00	B01005	TRASH SERVICE SEPT 2010
022261	10/06/10	MCK02	MCKINLEYVILLE GLASS CO.	40.00	.00	40.00	38842	ROCK CHIP REPAIR
022262	10/06/10	MCK03	MCKINLEYVILLE OFFICE SUPP	3.25	.00	3.25	43121	LABELS
022263	10/06/10	MCK11	MCKINLEYVILLE SENIOR CENT	77.50	.00	77.50	B01005	1/2 PRICE PAYMENT OF REST
022264	10/06/10	MEN01	MENDES SUPPLY CO.	167.20	.00	167.20	M010786	XL NITRILE GLOVES
022265	10/06/10	MIT01	Mitchell, Brisso, Delaney	383.00	.00	383.00	27560	LEGAL COUNSEL
022266	10/06/10	NOR20	NORTH COAST JOURNAL	10.20	.00	10.20	0916-10-2	EMPLOYMENT-PLAYGROUP
022267	10/06/10	NOR35	NORTHERN HUMBOLDT	267.65	.00	267.65	ES11-0047	CENTRAL LANDSCAPING FOR A
022268	10/06/10	NYL01	NYLEX.NET	90.00	.00	90.00	69050	FIXED BACK-UP ON SERVER
022269	10/06/10	OPI01	OPIE'S CHEVROLET & BUICK	38.36	.00	38.36	10831	DOOR HANDLE FOR UNIT 9
022270	10/06/10	PEC03	KRISTOPHER PECKOSH	30.00	.00	30.00	B01004	FUTSAL REFEREE PAYMENT
022271	10/06/10	PGE02	PACIFIC GAS & ELECTRIC	2340.37	.00	2340.37	B01004	GAS & ELECTRIC SEPT 2010
022272	10/06/10	PRE08	PRECISION INTERMEDIA	444.70	.00	444.70	12740	INV12599 12738 12739 UPDA
022273	10/06/10	REN01	RENNER PETROLEUM	2143.02	.00	2143.02	B01005	FLEET FUEL FOR SEPT 2010
022274	10/06/10	ROA01	PAUL L. ROACH	750.00	.00	750.00	B01004	PAYMENT FOR CONTRACTED UM
022275	10/06/10	SDR01	SDRMA	1043.04	.00	1043.04	34452	NEW TRUCK ADDED TO INSURA
022276	10/06/10	SEC03	SECURITY LOCK & ALARM	50.00	.00	50.00	68464	EXIT BAR CHECKED ANDD REP
022277	10/06/10	STE12	STEVE MORRIS LOGGING & CO	340.80	.00	340.80	4329	GREEN WASTE DELIVERY/PICK
022278	10/06/10	SUP01	Superior Alarm Sys., Inc.	415.50	.00	415.50	92178	INV92181 92179 92180 9185
022279	10/06/10	TIM01	TIMES-STANDARD	411.44	.00	411.44	219438	AD FOR HELP WANTED(PARKS
022280	10/06/10	USP02	USPS: ARCATA BMEU	1500.00	.00	1500.00	B01005	PERMIT 239 FOR FALL NEWSL
022281	10/06/10	VER01	VERISON WIRELESS	176.40	.00	176.40	B01004	CELL PHONES D.O AND PARKS
022282	10/06/10	WES09	WEST COAST PLUMBING	130.64	.00	130.64	I-405	P.P WOMANS BATHROOM FAUCE
022283	10/08/10	*0001	ELIZABETH MILES	62.50	.00	62.50	B01006	R21667 DOG TRAINING REFUN
022284	10/08/10	*0002	ASHLEY EDWARDS	100.00	.00	100.00	B01006	AZALEA HALL DEPOSIT REFUN
022285	10/08/10	*0003	SAUSAGE LOVERS	70.00	.00	70.00	B01006	ISSUE OF NEW CK AZ KIT RE
022286	10/08/10	ACW01	ACWA HEALTH BENEFITS AUTH	34115.17	.00	34115.17	B01007	HEALTH INSURANCE FOR OCT
022287	10/08/10	BOR01	BORGES & MAHONEY CO.	1164.97	.00	1164.97	130113	INV 130188 VACUUM REGULAT
022288	10/08/10	BRI04	BRIAN'S SMOG BRAKE & TUNE	90.00	.00	90.00	8391	INSTALL NEW TURN SIGNAL U
022289	10/08/10	C&A01	C&A TRUCKING	68.00	.00	68.00	082678 A	SHIPMENT FROM UNITED RENT
022290	10/08/10	CAM01	CAMPTON ELECTRIC SUPPLY	183.17	.00	183.17	S1057842	MULTI-KIT FOR STREETLIGHT

REPORT.: Nov 04 10 Thursday
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McKinleyville C.S.D.
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
022291	10/08/10	CDW01	CDW GOVERNMENT, INC.	59.54	.00	59.54	VBD5522 VGA CABLE
022292	10/08/10	COS02	COSTCO WHOLESALE	220.00	.00	220.00	B01007 RENEWAL OF DISTRICT MEMBE
022293	10/08/10	CUM01	CUMMINS WEST, INC.	12103.91	.00	12103.91	005-93701 GAS GENERATOR TRANSFER SW
022294	10/08/10	EUR05	Eureka Oxygen Co	422.32	.00	422.32	60757 TRAFFIC CONE WITH REF BAN
022295	10/08/10	GUA01	THE GUARDIAN	3919.06	.00	3919.06	B01007 GROUP DENTAL INSURANCE
022296	10/08/10	HAC01	HACH COMPANY	320.15	.00	320.15	6930403 INV6894648 FILTERS, GLASS
022297	10/08/10	HAR13	The Hartford - Priority A	616.08	.00	616.08	B01006 GRP. LIFE INSURANCE OCT 2
022298	10/08/10	HUM42	HUMBOLDT OUTFITTERS	168.79	.00	168.79	6656 DICKIES LONG SLEEVE WORK
022299	10/08/10	KER01	KERNEN CONSTRUCTION	297.15	.00	297.15	36225 ASPHALT
022300	10/08/10	KEY01	KEY EQUIPMENT FINANCE	314.57	.00	314.57	1011 COPIER LEASE PAYMENT FOR
022301	10/08/10	LES01	LES SCHWAB TIRE CENTER	2174.15	.00	2174.15	315127 INV136169 316321 316182
022302	10/08/10	MCK04	MCK ACE HARDWARE	761.72	.00	761.72	B01007 SUPPLIES BOUGHT SEPT 2010
022303	10/08/10	MDS01	MD'S TREE SERVICE	200.00	.00	200.00	B01007 REMOVAL OF TWO BROKEN LIM
022304	10/08/10	MIL01	Miller Farms Nursery	6427.26	.00	6427.26	B01007 GENERATOR, BLADES, BOLTS,
022305	10/08/10	NCU01	NORTH COAST UNIFIED AIR Q	1270.92	.00	1270.92	4024 LETZ & FISCHER DIESEL ENG
022306	10/08/10	NOR01	NORTH COAST LABORATORIES	4179.00	.00	4179.00	B01007 LAB TESTING FOR SEPT 2010
022307	10/08/10	NOR13	NORTHERN CALIFORNIA SAFET	80.00	.00	80.00	17285 OCT 2010 MEMBERSHIP PAYME
022308	10/08/10	NOR36	NORTH COAST PARTS & SUPPL	175.74	.00	175.74	B01007 HITCH PIN CARPET CLEANER,
022309	10/08/10	OCC01	OCCUPATIONAL HEALTH	85.00	.00	85.00	523*09-10 DMV PHYSICAL L. BAER
022310	10/08/10	RES05	RESERVE ACCOUNT	1000.00	.00	1000.00	B01007 REPLENISH POSTAGE METER
022311	10/08/10	SIE02	SIERRA CHEMICAL CO.	957.67	.00	957.67	206574 CHLORINE AND CONTAINER DE
022312	10/08/10	SIX02	SIX RIVERS COMMUNICATIONS	3497.55	.00	3497.55	10219 INV 10221 10220 MOBILE RA
022313	10/08/10	SUD01	SUDDENLINK	173.95	.00	173.95	B01006 INTERNET MONTLY PAYMENT O
022314	10/08/10	SUP01	Superior Alarm Sys., Inc.	870.00	.00	870.00	91853 INV 91852 ANNUAL INSPECTI
022315	10/08/10	THO02	Thomas Home Center	49.23	.00	49.23	B01007 ORINGS, CLEANING PRODUCTS
022316	10/08/10	THR01	THRIFTY SUPPLY COMPANY	147.15	.00	147.15	6574 6840 BRASS PVC SADDLE METER GA
022317	10/08/10	UPS01	UPS	25.71	.00	25.71	Y6R493400 CD SHIPPMENT AND BATTERY
022318	10/08/10	USB01	U.S. BANK TRUST N.A.	7500.00	.00	7500.00	001B010011 SEWER BOND PAYMENT
022319	10/08/10	WAH02	WAHLUND CONSTRUCTION INC.	149835.60	.00	149835.60	B01007 RAMEY PUMP UPGRADE
022320	10/08/10	WBC01	WBCO ELECTRIC SERVICE CO.	258.92	.00	258.92	80244 ENCLOSURE AND PANEL
022321	10/08/10	WIN02	Winzler & Kelly	5650.75	.00	5650.75	54307 INV 54577 RAMEY PUMP UPGR
022322	10/08/10	\B011	BRISTOW, ELIZABETH	28.73	.00	28.73	000B01001 MQ CUSTOMER REFUND FOR BR
022323	10/08/10	\B012	BUTTS, JOHN	37.80	.00	37.80	000B01001 MQ CUSTOMER REFUND FOR BU
022324	10/08/10	\C005	CBCR PROPERTY MANAGEMENT,	26.23	.00	26.23	000B01001 MQ CUSTOMER REFUND FOR CB
022325	10/08/10	\C012	COOLEY, NICOLE	24.72	.00	24.72	000B01001 MQ CUSTOMER REFUND FOR CO
022326	10/08/10	\D011	DALE, STEVEN	23.75	.00	23.75	000B01001 MQ CUSTOMER REFUND FOR DA
022327	10/08/10	\F004	FRICK, JASON	32.97	.00	32.97	000B01001 MQ CUSTOMER REFUND FOR FR
022328	10/08/10	\K007	KENNEDY, BRIAN	16.94	.00	16.94	000B01001 MQ CUSTOMER REFUND FOR KE
022329	10/08/10	\R002	RICE, MICHAELA	53.61	.00	53.61	000B01001 MQ CUSTOMER REFUND FOR RI
022330	10/08/10	\W009	WARNER, LYNN	51.01	.00	51.01	000B01001 MQ CUSTOMER REFUND FOR WA
022331	10/08/10	\W010	WHITESIDE, RYAN	60.15	.00	60.15	000B01001 MQ CUSTOMER REFUND FOR WH
022332	10/08/10	\W011	WITT, KARL	63.72	.00	63.72	000B01001 MQ CUSTOMER REFUND FOR WI
022333	10/08/10	*0004	HUMCPR	100.00	.00	100.00	B01008P REC #20068 MILLER REFUND
022334	10/12/10	SEH01	JASON SEHON	2250.00	.00	2250.00	B01012P PAY ADVANCE
022335	10/21/10	*0005	HUMCPR	142.00	.00	142.00	B01020 AZ REFUND, HOST LATE REFU
022336	10/21/10	ATT01	AT&T	683.79	.00	683.79	B01020 PHONE SYSTEMS FOR OCT 201

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McKinleyville C.S.D.
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
022337	10/21/10	BAL01	DAVID BALDOSSER	156.69	.00	156.69	B01013 AFLAC FLEX SPENDING REIMB
022338	10/21/10	COL05	COLANTUONO & LEVIN, PC	87.00	.00	87.00	20643 PROP 218 ADVICE
022339	10/21/10	COR07	JOHN W. CORBETT	100.00	.00	100.00	B01021 DIRECTORS FEES
022340	10/21/10	COU09	DAVID R. COUCH	100.00	.00	100.00	B01021 DIRECTORS FEES.
022341	10/21/10	CRO03	CROWN TROPHY PETALUMA	45.78	.00	45.78	13059 COMMUNITY BUILDER AWARD
022342	10/21/10	CWE02	CALIFORNIA WATER	120.00	.00	120.00	B01021 MINI CONFERENCE
022343	10/21/10	DEN01	SHARON L. DENISON	88.50	.00	88.50	B01021 MICROSOFT EXCEL TRAINING
022344	10/21/10	DEP02	CAL. DEPT. OF PUBLIC HEAL	8326.47	.00	8326.47	1130069 WATER SYSTEM FEES 7/1/09
022345	10/21/10	DEP04	CA DEPT OF PUBLIC HEALTH-	64.00 -64.00	.00 .00	64.00 -64.00	813357 FINGERPRINTING 813357u Ck# 022345 Reversed
Check Total.....:				.00	.00	.00	
022346	10/21/10	EDW01	HELEN L. EDWARDS	100.00	.00	100.00	B01021 DIRECTORS FEES
022347	10/21/10	FLO04	FLOOR TEC, INC.	70.36	.00	70.36	FTO000526 WALL BASE FOR STAGE
022348	10/21/10	FRE07	FRESHWATER ENVIRONMENTAL	1050.00	.00	1050.00	387. PREP AND MEETING WITH BOA
022349	10/21/10	GOL02	GOLDEN STATE FURNITURE IN	3024.51	.00	3024.51	202296 CONF TABLE AND CHAIRS FOR
022350	10/21/10	HAR03	HARVEY M. HARPER CO.	391.00	.00	391.00	696208 INV696259 MONTHLY INSPECT
022351	10/21/10	LAB01	Lab Safety Supply, Inc.	921.65	.00	921.65	237420 INV 207482 16186037 SAFET
022352	10/21/10	MAY02	DENNIS MAYO	100.00	.00	100.00	B01021 DIRECTORS FEES
022353	10/21/10	MCB02	BILL MCBROOME	119.66	.00	119.66	B01021 PARTS FOR TANK 1 SWITCH A
022354	10/21/10	NOR20	NORTH COAST JOURNAL	9.37	.00	9.37	1001-10-2 AD FOR UTILITY MAINTENANC
022355	10/21/10	NOR35	NORTHERN HUMBOLDT	275.12	.00	275.12	ES11-0068 LANDSCAPING FOR SEPT 2010
022356	10/21/10	ORI01	ORIENTAL TRADING CO. INC.	262.16	.00	262.16	640809918 CRAFT PROJECTS SUPPLIES
022357	10/21/10	PGE01	PG & E (Office & Field)	16573.69	.00	16573.69	B01013 GAS & ELECTRIC SEPT 2010
022358	10/21/10	PIT01	PITNEY BOWES	597.00	.00	597.00	2887297- POSTAGE METER RENTAL
022359	10/21/10	S&S02	S & S WORLDWIDE, INC.	67.81 100.79	.00 .00	67.81 100.79	6697752 ACTIVITY SUPPLIES TUBE TU 6764886 ACTIVITY SUPPLIES FOR KID
Check Total.....:				168.60	.00	168.60	
022360	10/21/10	SEC03	SECURITY LOCK & ALARM	120.85	.00	120.85	68847 HSS REKEY LOCKS, KEYS
022361	10/21/10	SLO01	DIANE SLOANE	43.91	.00	43.91	B01021 EXCEL CLASS, REIMBURSE TR
022362	10/21/10	SOU01	SOUND ADVICE	220.00	.00	220.00	48529 REPAIR AMP-PA PROBLEM
022363	10/21/10	SUP01	Superior Alarm Sys., Inc.	250.00 160.00	.00 .00	250.00 160.00	92452 INV 92453 REPLACE SMOKE A 92454 ANNUAL INSPECTION AT ACT.
Check Total.....:				410.00	.00	410.00	
022364	10/21/10	UMP02	UMPQUA BANK	1407.94	.00	1407.94	B01013 VISA C.C. CSDA MEETING,ME
022365	10/21/10	UPS01	UPS	124.69	.00	124.69	Y6R493410 GPS SHIPPING RETURN
022366	10/21/10	WEN01	WILLIAM WENNERHOLM, DC	100.00	.00	100.00	B01021 DIRECTORS FEES
022367	10/21/10	WES09	WEST COAST PLUMBING	123.15	.00	123.15	I-10340 BLACK I.P. FITTING, PIPE,
022368	10/21/10	WES13	WESTERN WEB	1041.45	.00	1041.45	8786 PRINTING OF NEWSLETTER SE
022369	10/21/10	WIL01	WILL'S HEAVY EQUIP. SVC	157.50	.00	157.50	B01021 ANNUAL BREAK INSPECTION
Cash Account Total.....:				355904.10	.00	355904.10	
Total Disbursements.....:				355904.10	.00	355904.10	
Cash Account Total.....:				.00	.00	.00	

**McKinleyville Community Services District
Board Agenda Background**

AGENDA ITEM: D.3.

AGENDA TITLE: Compliance with State Double Check Valve Law

MEETING DATE: November 17, 2010

PRESENTED BY: Greg Orsini, Operations Director

TYPE OF ITEM: Consent Calendar

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

1st Notice	October 12, 2010
10 Day Notice	November 3, 2010
Board Meeting	November 17, 2010
Lock	December 20, 2010
ROUTE 16	

Account	Address	Brand	S/O Out
16-235-000	1105 Gassoway	Febco	
16-415-000	3305 Barnett	Febco	

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

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1. Presentation by Tyler Durbin regarding his Eagle Scout Project: Widow White Creek/Parkside Trail Restoration Project

PRESENTED BY: Jason Sehon

TYPE OF ACTION: None

Recommendation:

Staff Requests the Board view a powerpoint presentation from Tyler Durbin regarding his recent Eagle Scout Project.

Discussion:

The MCSD Staff and Board of Directors have a long history of supporting Eagle Scout Projects in McKinleyville. In the past several years, we have had many successful projects that benefit our community, such as: Two sign kiosks at Hiller Park, landscaping at Pierson Park and Hiller Sports Complex, Wood Duck houses along Hiller Sports Complex and the storm water marsh, Tree Swallow nests along Hiller Sports Complex, and park benches at Hiller Sports Complex and Hiller Park.

Staff is currently working on an Eagle Scout Project to build cement park benches along the Hiller Park loop trails.

Tyler's project was located at Parkside Trail, one of MCSD's Open Space Maintenance Zones. His project included the removal of non-native, invasive plant species, trash and debris (including more than ten (10) fence posts with concrete attached that were located in the streambed, trail improvements including weed cloth and type II base rock, and the construction of a bridge.

This project is a huge benefit to students at McKinleyville High School, as it gives them safer access to the neighborhoods south and southeast of the school.

Fiscal Analysis:

Not applicable

Environmental Requirements:

As part of the process, staff required Tyler to contact the California Department of Fish and Game (DFG) to inquire about any potential environmental concerns. After meeting with a representative from DFG, it was determined that constructing a bridge across Widow White Cree would not disrupt the water flows and therefore a streambed alteration permit was not necessary to complete the project.

Exhibits/Attachments

- Powerpoint presentation submitted by Tyler Durbin.

Widow White Creek Parkside Trail Restoration Project

Led by Eagle Scout candidate

Tyler Durbin

























McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2. **Present “Community Builder Award” to Mad River Rotary Club and the Friends of the McKinleyville Library**

PRESENTED BY: **Norman Shopay and Jason Sehon**

TYPE OF ACTION: **None**

Recommendation:

Staff Requests the Board listen to a presentation of the “Community Builder Award” to representatives of Mad River Rotary Club and the Friends of the McKinleyville Library.

Discussion:

The “Community Builder Award” is an award the District will be presenting to local individuals, businesses, and organizations for their volunteer service, sponsorship, promotion of programs and events, outstanding service in the interest of the District, and for other contributions significant to McKinleyville’s quality of life.

Mad River Rotary Club:

Mad River Rotary recently awarded the Friends of the Library a guarantee of \$10,000 for the expansion of the library, plus additional proceeds from the Mad River Rotary Club Fall Fundraiser, to be used towards the construction of the McKinleyville Library edition of a Wifi & Conference Room.

In addition to supporting the Library expansion project, Mad River Rotary Club has been extremely supportive to McKinleyville Community Services District on several projects, such as matching funds for the construction of the bocce ball courts at Pierson Park, the construction and dedication of the Law Enforcement Facility to the District, Replacement of the sound system at the McKinleyville Activity Center, Replacing the carpet at the Azalea Hall Meeting Room, donation of Park benches at Hiller Park Loop Trails, Replacement of roller skates at the McKinleyville Activity Center, and numerous other grants and donations to the District.

Friends of the McKinleyville Library:

According to their website, the Friends of the McKinleyville Library are “people from all walks of life who support our library. By paying modest yearly dues, members provide the working budget which allows us to fund our activities, including the costs of fundraising for our medium and long-range goals.

We purchased the initial collection of music CDs and a display rack for them and other media, the power-assisted door opener and a people-counter to track how many patrons use the library. Not everyone who comes in checks items out; the counter helps to quantify the library's service to the community.”

The Friends of the McKinleyville Library have been fundraising for the expansion of the McKinleyville Library for more than ten (10) years. Their hard work and strong community support has resulted in the successful completion of a new 720 square foot WiFi conference room that will be available for use by the library during regular business hours. In addition, the conference room is dedicated to the District, who can use the facility for meetings, leisure and recreation programs, and to rent to businesses and organizations for various usage.

Alternatives:

Not Applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None
- .

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.3. **Consider Adoption of Resolution recognizing, honoring and commending Gregory Orsini for his twenty (20) years of service**

PRESENTED BY: **Norman Shopay**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff requests the Board consider adoption of Resolution 2010-17 recognizing, honoring and commending Gregory Orsini for his twenty continuous years of service at McKinleyville Community Services District.

Discussion:

Attached for Board review and approval is a Resolution to honor Gregory Orsini for his many years with the District and his many accomplishments on behalf of the District. Greg started work with the District on November 26, 1990 as a Utility Person and has progressed to his current position of Operations Director.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2010-17

RESOLUTION 2010-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT,
HUMBOLDT COUNTY, CALIFORNIA RECOGNIZING, HONORING AND COMMENDING GREGORY ORSINI FOR
SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TWENTY CONTINUOUS YEARS**

WHEREAS Gregory Orsini, having faithfully served twenty (20) continuous years as an employee of the McKinleyville Community Services District (the District) from November 26, 1990 to November 17, 2010; and

WHEREAS throughout his years of service Gregory has demonstrated unwavering loyalty and dedication; and

WHEREAS Gregory lends his talents, experience and leadership to the development and service to the District having served in a variety of positions over the years, such as Utility Person I, Utility Person II, Leadman, Operations Director and Interim General Manager;

WHEREAS Gregory has successfully acquired his Water Distribution Operator Grade 3 license and Wastewater Treatment Plant Operator Grade II license;

WHEREAS under Gregory's direction and guidance the Operations Department continues to support and respond to meeting the demands and needs of a growing and prospering McKinleyville services area;

WHEREAS Gregory maintains a positive and professional attitude that goes beyond what is typically required in his day-to-day responsibilities;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Gregory Orsini its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District employee for twenty (20) years.

PASSED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of November 2010 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Helen Edwards, Board President

Attest: _____
Sharon L. Denison, Board Secretary

RESOLUTION 2010-17

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.4. Consider Adoption of Resolution 2010-21 recognizing, honoring and commending Jeff Driver for his fifteen (15) years of service on the MCSD's Recreation Advisory Committee

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff Requests the Board approve Resolution 2010-21, honoring Jeff Driver for his 15 years of service on the MCSD's Recreation Advisory Committee.

Discussion:

Jeff Driver has been instrumental in the development of the Parks & Recreation Department over the course of the last fifteen (15) years. During his tenure, Jeff helped with the development of the Parks & Recreation Master Plan, supported the need for new leisure and recreation program development, and assisted with the proposal for new park development and improvements.

Jeff was also assisted with the transition of the new Parks & Recreation Director position seven years ago when I started working for MCSD.

I will personally miss Jeff's positive outlook and his recognition of the importance of safe and healthy park and recreation opportunities for the residents in McKinleyville.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Letter of Resignation
- Resolution 2010-21

McKinleyville Community Services District

Board of Directors

1656 Sutter Road

McKinleyville, CA 95519

Jeff Driver

1443 Horrell Ave.

McKinleyville, CA 95519

November 2, 2010

Dear Board,

I would like to take this time to thank the board for allowing me to be a member of the Recreation Advisory Committee for 15 years. My first tour on the Committee started in 1991 right after Measure B passed and ran from 1991 thru 1995. On the Board of Directors at that time were some of the founders of the MCSD Grant Ramey, Edward Estes, Ben Shepard, Don Harlin and Joe Walund. On the Recreation Advisory Committee I got the pleasure of working with some of McKinleyville's finest citizens Eleanor Sullivan, Greg Kane, Windy Walund, Javan Reed, Judy Davis, Kenny Richards and many others. The District Manager at that time was Bruce Buel. With the passing of Measure B the Recreation Advisory Committee had the task of helping the Board develop the sites called out for in measure B. At first there was only going to be one building at Pierson Park that would be both the Recreation Center and Community Center all in one. As it was discussed it came up that it would be far better to the two separate buildings, one geared primarily for recreation and the other as a multipurpose Community Center. Finding the land for the Sports Center took a lot longer. At first we looked at the present site of the ball fields but at that time the owner had planned on building homes on the site and wanted way too much money. There were plans of putting the Sports center in Dows Prairie and on Simpson Land East of D street. But the owner of the current site later found out that there was an earthquake fault running thru the property and decided to sell the land to the District and plans were made to build the current Sports Center. I was off the Advisory Committee for 4 years then

after a failed attempt of my running for a seat on the Board of Directors I was asked to fill a Recreation Advisory Committee member's seat for the remainder of his term. During the last 11 years I was on a special Committee to choose a new Recreation Director when Jason Sehon was hired. Also during the last 11 years The Recreation Committee helped develop the sports fields and policies to run the sports fields which we have today. I've helped in developing the ever expanding parks master plan with both the former parks director Tracy and our current parks director Jason Sehon. In my 15 years on the Recreation Advisory Committee I have been the Chairperson for most of them chosen by the other members of the committee. So at this time at the end of this year when my term is over I think that it is time to let some new blood be part of this great team of people the McKinleyville Recreation Advisory Committee.

Sincerely

A handwritten signature in black ink, appearing to read "Jeff Driver", with a stylized, flowing script.

Jeff Driver

RESOLUTION 2010-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, HUMBOLDT COUNTY, CALIFORNIA RECOGNIZING, HONORING AND COMMENDING JEFF DRIVER FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT'S RECREATION ADVISORY COMMITTEE FOR FIFTEEN (15) YEARS

WHEREAS Jeff Driver, having faithfully served fifteen (15) years on the McKinleyville Community Services District's (the District) Recreation Advisory Committee from 1991 to November 17, 2010; and

WHEREAS Jeff has served as Chairperson for the Recreation Advisory Committee for more than ten (10) years; and

WHEREAS throughout his years of service Jeff has demonstrated unwavering loyalty, service and dedication; and

WHEREAS Jeff has assisted with the Management and the District over the years with the development of policy, program development and Parks Master Plan Development; and

WHEREAS under Jeff's participation, the Parks & Recreation Department continues to meet the parks, leisure, and recreational needs of a growing and prospering McKinleyville services area;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Jeff Driver its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as an MCSD Recreation Advisory Committee member for fifteen (15) years.

BE IT FURTHER RESOLVED that the MCSD Board of Directors believes Jeff should take with him a great sense of personal satisfaction for his fifteen (15) years of service to the District and it wishes his future efforts.

PASSED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of November 2010 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.5. Consider Resolution 2010-19, 2010-20, 2010-23 & 2010-24 to change the District's maximum contribution for health benefits and Public Employees Retirement Benefit pre-tax contributions for new employees.

PRESENTED BY: Norman Shopay

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff Requests the Board consider approval of changes to the percentage of Health Insurance costs paid by the District for dependents and the percentage of District paid employee contribution to PERS. Board approval of the Resolution 2010-20 addresses the changes in the District's policy regarding contributions by new employees hired on or after November 17, 2010 and allows new employees to have their health insurance deducted pre-tax. Board approval of Resolution 2010-19 will allow new employees to have their PERS contributions deducted pre-tax. Board approval of Resolution 2010-23 will ratify the changes with the Public Employees Retirement System (PERS) regarding the effective change to paid member contributions for employees hired on or after November 17, 2010. Board approval of Resolution 2010-24 is additionally required by PERS to confirm the current benefits to all employees hired before November 17, 2010.

Discussion:

The District has long provided health benefits for its employees and currently pays 100% of the total cost for active employee health insurance benefits and 100 % of the cost for dependent health insurance benefits.

The District since July 1, 1986 has paid 100% of the cost for the employees 7% share of the monthly contribution to the Public Employees Retirement System (PERS)

The cost of health insurance premiums and PERS contributions continue to escalate at a significant rate. The current health insurance cost will increase approximately 19% next year.

Staff recommends a change in the amount of new employee contributions for the cost of dependent health insurance benefits and the amount of new employee contributions to PERS. This is for new employee only, hired on or

after November 17, 2010. This change will not affect existing employee benefits.

Staff recommends that all new employees hired on or after November 17, 2010, who are eligible to receive these benefits, to receive the following:

- 100% District paid health coverage for the employee, however, new employees will pay fifty (50%) percent of the cost of coverage for eligible dependents, if they elect to have dependent coverage, based on current rates;
- will be required to pay 50% of the employees share of PERS contribution with pre-tax dollars and by payroll deduction to cover a portion of the employee share of the current rate charged by PERS; and
- Upon retirement from PERS, and having reached the minimum age of 55 and having met all the eligibility requirements with PERS employees hired after November 17, 2010 will be eligible for 100% District paid health insurance for the retiree. However, they will be required to pay fifty (50%) of the cost for any eligible dependents, based on current rates

Looking to the future, as new employees are hired this approach will reduce impacts related to escalating health care costs.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Alternate option of requiring employee to contribute more than 50% of dependent health insurance coverage would result in elimination of our 4% overall discount incentive plan.

Fiscal Analysis:

Using an example employee with a monthly salary of \$4,000:

Paid by District (current)

Monthly Medical premium (employee and Spouse) \$1,260.79

PERS \$280.00

Total paid by employee = \$0

Under New Proposal (Paid by new employee)

Monthly Medical premium (50 % of dependent cost) = \$312.72

PERS (50 % of 7% employee contribution portion) = \$140. District continues to pay the full amount of the employer portion to PERS contribution.

Total paid by employee = \$452.72

As the process progresses to maturity, if we assume a future District staff total of 35 and average monthly employee cost contribution of \$500 per employee would equal a District savings of \$17,500 per month or \$210,000 per year.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2010-20 – Resolution to change maximum contributions for new employees hired after November 17, 2010 for health and PERS benefits
- Resolution 2010-19 – Resolution to tax defer member paid contributions
- Resolution 2010-23 – Resolution for PERS for employer paid contributions for employees hired on or after November 17, 2010
- Resolution 2010-24 – Resolution for PERS for employer paid contributions for employees hired prior to November 17, 2010

RESOLUTION 2010-20

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS CHANGING THE DISTRICT'S MAXIMUM CONTRIBUTION FOR NEW EMPLOYEE HEALTH BENEFITS AND PUBLIC EMPLOYEE RETIREMENT CONTRIBUTIONS

WHEREAS, the District has long provided health benefits for its employees and currently pays 100% of the total cost for active employees health insurance benefits and 100 % of the cost for dependent health insurance benefits; and

WHEREAS, the District since July 1, 1986 has paid 100% of the cost for the employees 7% share of the monthly contribution to the Public Employees Retirement System (PERS); and

WHEREAS, the cost of health insurance premiums and PERS contributions continue to escalate at a significant rate; and

WHEREAS, the District desires to change the amount of new employee contributions for the cost of dependent health insurance benefits and the amount of new employee contributions to PERS.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the McKinleyville Community Services District hereby elects to require that all new employees hired on or after November 17, 2010, who are eligible to receive these benefits, to receive 100% District paid coverage for the employee, but will pay fifty (50%) percent of the cost of coverage for eligible dependents pre-tax, if they elect to have dependent coverage, based on rates to be adjusted on an annual basis; and

BE IT FURTHER RESOLVED, that new employees hired after November 17, 2010 will be required to pay 50% of the employees share of PERS contribution with pre-tax dollars and by payroll deduction to cover a portion of the employee share of the current rate charged by PERS; and

BE IT FURTHER RESOLVED, that employees hired after November 17, 2010, upon retirement from MCSD, and having reached the minimum age of 55 and having met all the eligibility requirements with the PERS will be eligible for 100% District paid health insurance for the retiree and will be required to pay fifty (50%) of the cost for any eligible dependents, based on rates to be adjusted on an annual basis; and

BE IT FURTHER RESOLVED, Medicare eligible retirees are required to enroll in Medicare Parts A & B; and

RESOLUTION 2010-20

BE IT FURTHER RESOLVED, that this modification of coverage for both health insurance and PERS Retirement Benefits be effective for all new employees hired after November 17, 2010.

PASSED, APPROVED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17th day of November, 2010 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary

RESOLUTION 2010-20

RESOLUTION 2010-19

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT TO TAX DEFER MEMBER PAID CONTRIBUTIONS-IRC 414(h)(2) EMPLOYER PICK UP

WHEREAS, the governing body of the McKinleyville Community Services District has the authority to implement the provisions of section 414(h)(2) of the Internal Revenue Code (IRC); and

WHEREAS, the McKinleyville Community Services has determined that even though the implementation of the provisions of section 414(h)(2) IRC is not required by law, the tax benefit offered by section 414(h)(2) IRC should be provided to all employees hired after November 17, 2010 who are members of the California Public Employees' Retirement System:

NOW, THEREFORE, BE IT RESOLVED:

- I. That the McKinleyville Community Services District will implement the provisions of section 414(h)(2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20691 to the California Public Employees' Retirement System on behalf of all its employees or all its employees in a recognized group or class of employment who are members of the California Public Employees Retirement System. "Employee contributions" shall mean those contributions to the Public Employees' Retirement System which are deducted from the salary of employees and are credited to individual employee's accounts pursuant to California Government Code section 20691.
- II. That the contributions made by the McKinleyville Community Services District to the California Public Employees' Retirement System, although designated as employee contributions, are being paid by the McKinleyville Community Services District in lieu of contributions by the employees who are members of the California Public Employees' Retirement System.
- III. That employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the McKinleyville Community Services District to the California Public Employees' Retirement System.
- IV. That the McKinleyville Community Services District shall pay to the California Public Employees' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.
- V. That the amount of the contributions designated as employee contributions and paid by the McKinleyville Community Services District to the California Public Employees' Retirement System on behalf of an employee shall be the entire contribution required

of the employee by the California Public Employees' Retirement Law (California Government Code Sections 2000, et seq.).

- VI. That the contributions designated as employee contributions made by the McKinleyville Community Services District to the California Public Employees' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the California Public Employees' Retirement System.

PASSED AND ADOPTED by the governing body of the McKinleyville Community Services District on this day November 17, 2010 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary

Return Address:

RESOLUTION 2010-23

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR EMPLOYER PAID MEMBER CONTRIBUTIONS FOR EMPLOYEES HIRED ON OR AFTER NOVEMBER 17, 2010

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

WHEREAS, the governing body of the MCSD 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 MCSD of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the MCSD has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of MCSD (who are hired on or after November 17, 2010).
- This benefit shall consist of paying 50% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be 11-17-10 .

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

BY

Helen Edwards

Board President

Attest:

Sharon L. Denison, Board Secretary

Return Address: 1656 Sutter Road McKinleyville, CA 95519

RESOLUTION 2010-24

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR EMPLOYER PAID MEMBER CONTRIBUTIONS FOR EMPLOYEES HIRED PRIOR TO NOVEMBER 17, 2010

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

WHEREAS, the governing body of the MCSD 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 MCSD of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the MCSD has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of MCSD (who are hired before November 17, 2010).
- This benefit shall consist of paying 100% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be 11-17-10 .

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

BY

Helen Edwards

Board President

Attest:

Sharon L. Denison, Board Secretary

Return Address: 1656 Sutter Road McKinleyville, CA 95519

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.6. **Consider allowing reservations for the fall/winter 2010/2011 community garden planting period at the Pierson Park Community Garden**

PRESENTED BY: **Jason Sehon**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff requests the Board consider approval of the continuation of a fall/winter community garden for 2010/2011. Staff proposes to offer each current plot owner an opportunity to continue to grow plants until early spring.

Discussion:

At the March 2010 Board meeting, the Board approved the designation of 3,000 square feet south of the bocce ball courts at Pierson Park to the Community Garden Committee to build twenty (20) plots for community members to plant gardens.

The Board approved the designation of the property for a term of use, which expires Dec. 31, 2010, with the option to bring back to the MCSD Board for renewal and/or revisions.

After meeting recently with Community Garden members and other individuals who purchased plots at the garden, staff has determined that the "pilot" community garden project has been a huge success.

Several individuals who have reserved plots at the garden have asked if they could keep their gardens until spring so they can plant items for the winter/early spring.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Staff suggests not charging an additional \$20.00 fee for the winter grow season (as was required for current plot owners). Instead, staff would like to charge a \$20.00 annual fee beginning April 1, 2010 for plots that are being reserved from April 1, 2010 through February 28, 2010. Plot owners who are not reserving a plot for the following grow season have until the end of March to remove all their plants.

For those current plot owners who do not wish to continue to purchase a plot next year, those plots will be made available to other residents. Staff will advertise potential plots available for rent beginning January and will maintain an interest list. As with before, any available plots will be distributed through a lottery system.

Environmental Requirements:

None

Exhibits/Attachments

- Community garden photos







McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **ACTION**

ITEM: E.7. Consider adopting Mutual Aid Resolution to provide emergency water to City of Arcata through the pipeline to be constructed in the North Bound span of the new Mad River Bridge

PRESENTED BY: Norman Shopay

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff Requests the Board consider approval of the attached Resolution.

Discussion:

MCSD recognizes that the community does not have a reliable continued source of water supply in the event of an earthquake or natural disaster resulting in damage to the water transmission main under the Mad River.

MCSD has successfully negotiated with California Department of Transportation for an easement in the proposed North Bound span of the Mad River Bridge to place an emergency water supply pipeline.

MCSD recognizes the need to cooperatively participate with the City of Arcata for the transfer of surplus drinking water to the best of our abilities in emergency situations.

The resolution states that MCSD, upon request from the City of Arcata, will supply available drinking water to the City of Arcata during emergency conditions to the best of our ability at a rate such that supplying this water does not adversely impact the integrity of the MCSD water supply system, and maintains sufficient water reserves in our tanks for fire protection.

MCSD is working with the City of Arcata to have them adopt a similar Resolution prior to MCSD finalizing a contract for the construction of the pipeline in the Bridge.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Resolution 2010-18

RESOLUTION 2010-18

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR PROVIDING MUTUAL AID IN THE EVENT THAT AN EMERGENCY WATER SUPPLY IS NEEDED BETWEEN THE CITY OF ARCATA, CALIFORNIA AND MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WHEREAS, the McKinleyville Community Services District (MCSD) was formed on April 7, 1970 to provide water and sewage collection and treatment to the unincorporated community of McKinleyville, California; and

WHEREAS, MCSD serves 6,786 residences with water service and 6,163 residences with sewer collection and treatment and serves a population of approximately 14,500 people; and

WHEREAS, MCSD recognizes that the community does not have a reliable continued source of water supply in the event of an earthquake or natural disaster resulting in damage to the water transmission main under the Mad River; and

WHEREAS, MCSD has successfully negotiated with California Department of Transportation an easement in the proposed North Bound span of the Mad River Bridge to place an emergency water supply pipeline; and

WHEREAS, MCSD recognizes the need to cooperatively participate with the City of Arcata for the transfer of surplus drinking water to the best of our abilities in emergency situations; and

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District, upon request from the City of Arcata, will supply available drinking water to the City of Arcata during emergency conditions to the best of our ability at a rate such that supplying this water does not adversely impact the integrity of the MCSD water supply system, and maintains sufficient water reserves in our tanks for fire protection;

PASSED, APPROVED AND ADOPTED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 17TH day of November 2010 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Helen Edwards, Board President

Attest:

Sharon L. Denison, Board Secretary

RESOLUTION 2010-18

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **Information**

ITEM: E.8. Review of Lead and Copper Test Results

PRESENTED BY: Greg Orsini

Discussion:

The California Department of Health Services Office of Drinking Water has been charged with the regulation of periodic testing of lead and copper levels in drinking water delivered to consumer's taps. The purpose of this testing is to determine the potential for health hazard primarily as a result of leaching of lead and copper from water meters, and lead and copper service lines. The Environmental Protection Agency (EPA) has established an action level of 15 micro-grams/Liter ($\mu\text{g/L}$) for lead and 1300 $\mu\text{g/L}$ for copper. To compensate for the inherent variability of at-the-tap monitoring, EPA allows up to 10 percent of the samples during a monitoring period to exceed the action level.

Sample groups have been assembled based upon specific criteria for having the potential for higher lead and copper levels. The selection criteria include date of construction and type of building plumbing material. Customers within the sample testing group that participated in the lead and copper testing previously were ask to voluntarily participate in the testing program again. If willing to participate, sample containers and instructions are made available to the participants. The sample group collects samples from their taps as a "first draw" sample, after water has been left standing in the pipes for a minimum of 6 hours, and returns the sample to the District.

The California Department of Health Services required that McKinleyville CSD collect and test thirty samples for lead and copper during this year's testing period. Thirty samples were collected and forwarded to North Coast Labs in Arcata for analysis. The final test results were returned to the District and a report of the Lead and Copper test results has been forwarded to the DOHS in Redding for their review. The test results for lead and copper testing showed that all of the samples tested for lead and copper were well below any of the established action levels.

I would like to take this opportunity to thank our customers that participated for their cooperation in getting the testing done in a timely manner. The EPA mandates this testing and the customers volunteer to collect the samples.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Monthly Report
November 17, 2010

AGENDA ITEM: F.2.a.
PRESENTED TO: MCSD Board of Directors
FROM: Steven Edmiston, Finance Director
SUBJECT: Monthly Report

WATER AND SEWER BUDGET

Revenues for water sales for the month of October were below expectations by \$38,847 (23.5%). This is due in part to the timing of meter reads occurring at the beginning of October for routes whose usage occurred during September. As illustrated by the graphs on the following pages (reprinted from this month's Treasurer's Report) cumulative water usage, along with the resultant revenue, is within 2% of expectations. Staff will continue to monitor the issue. Other water and sewer revenues, including connection and capacity fees, are seasonally higher year to date due to the timing of the associated construction activity.

Sewer expenses are below the fiscal year to date budgeted amounts by due the seasonal nature of testing and treatment costs for the summer months.

PARKS AND RECREATION BUDGET

Secured property tax and Measure B assessments are collected by the County Treasurer-Tax Collector in December and April of each year and deposited to the District's Trust account. The District anticipates that approximately \$520,000 in secured property taxes, and \$210,000 in measure B assessments will be collected during the current fiscal year.

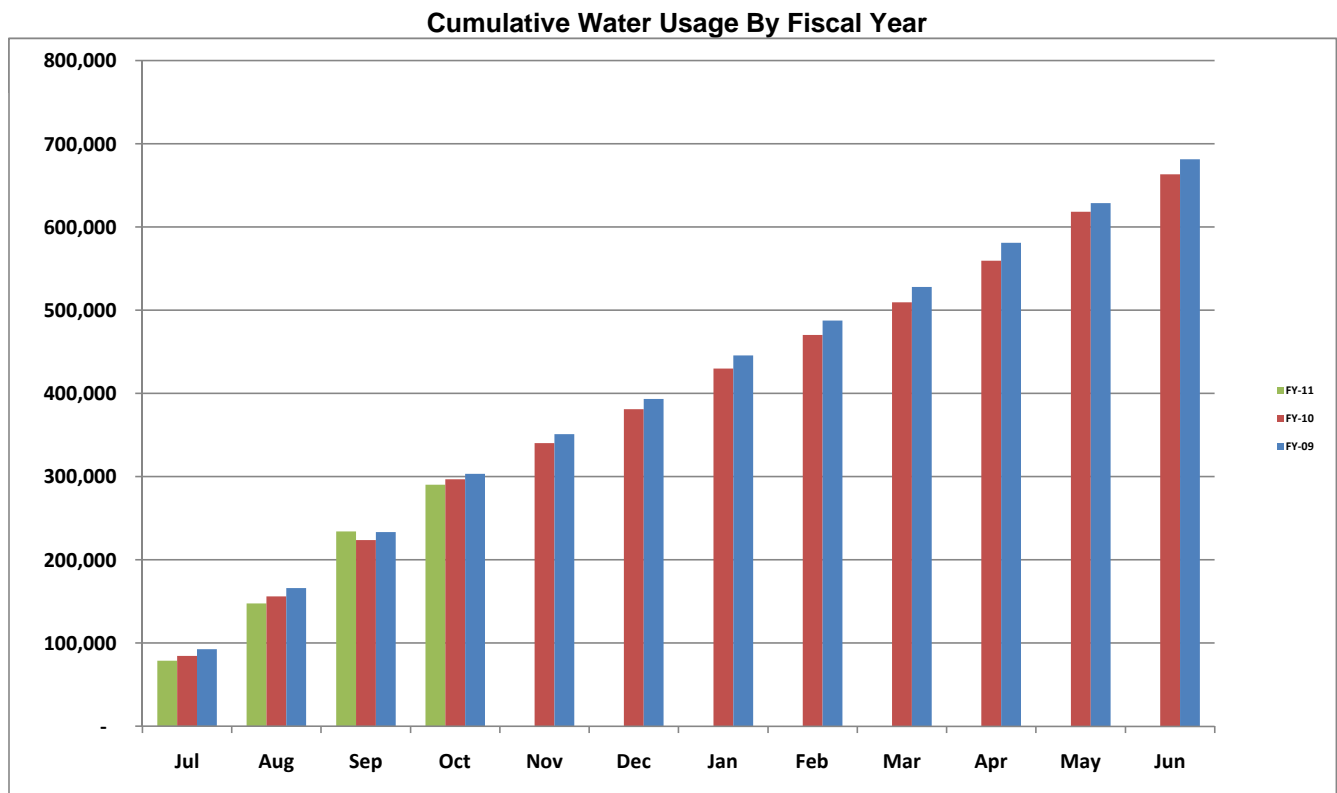
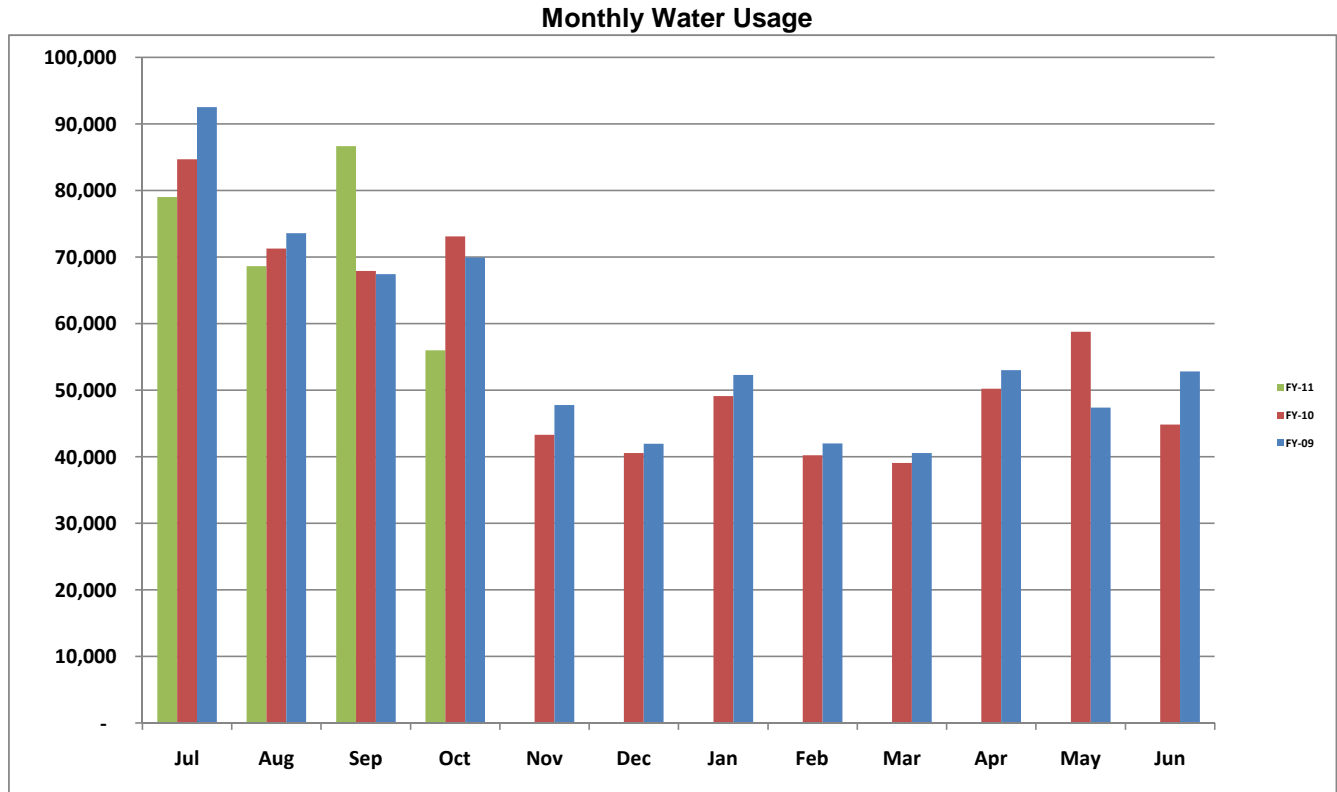
The District has submitted grant applications for funds totaling \$4,379,000. Such funds will be recorded as revenue upon receipt of an award letter from the grantor agency.

The annual interest and principal debt service payment for the General Fund was disbursed in advance of the August 1 due date in order to avoid delinquent payment penalties. An interest payment on this obligation will be due on February 1, 2011.

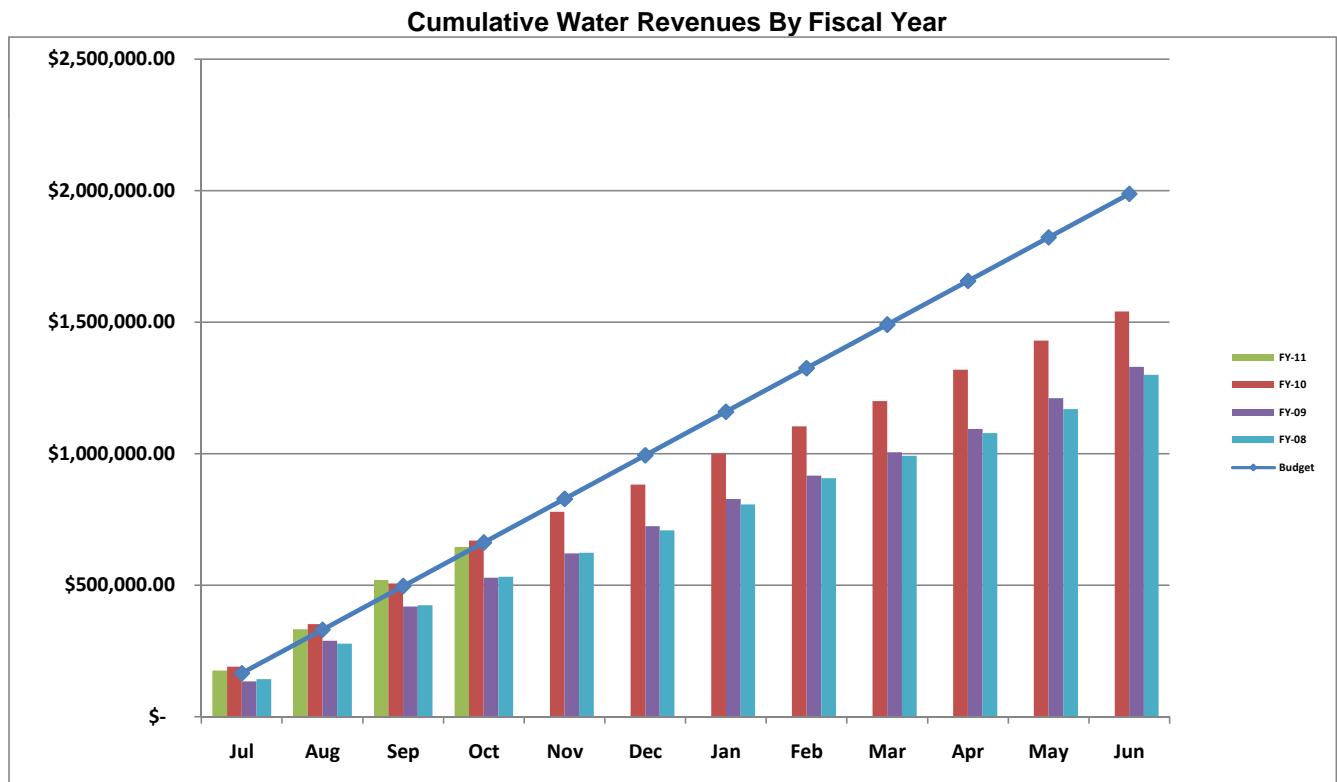
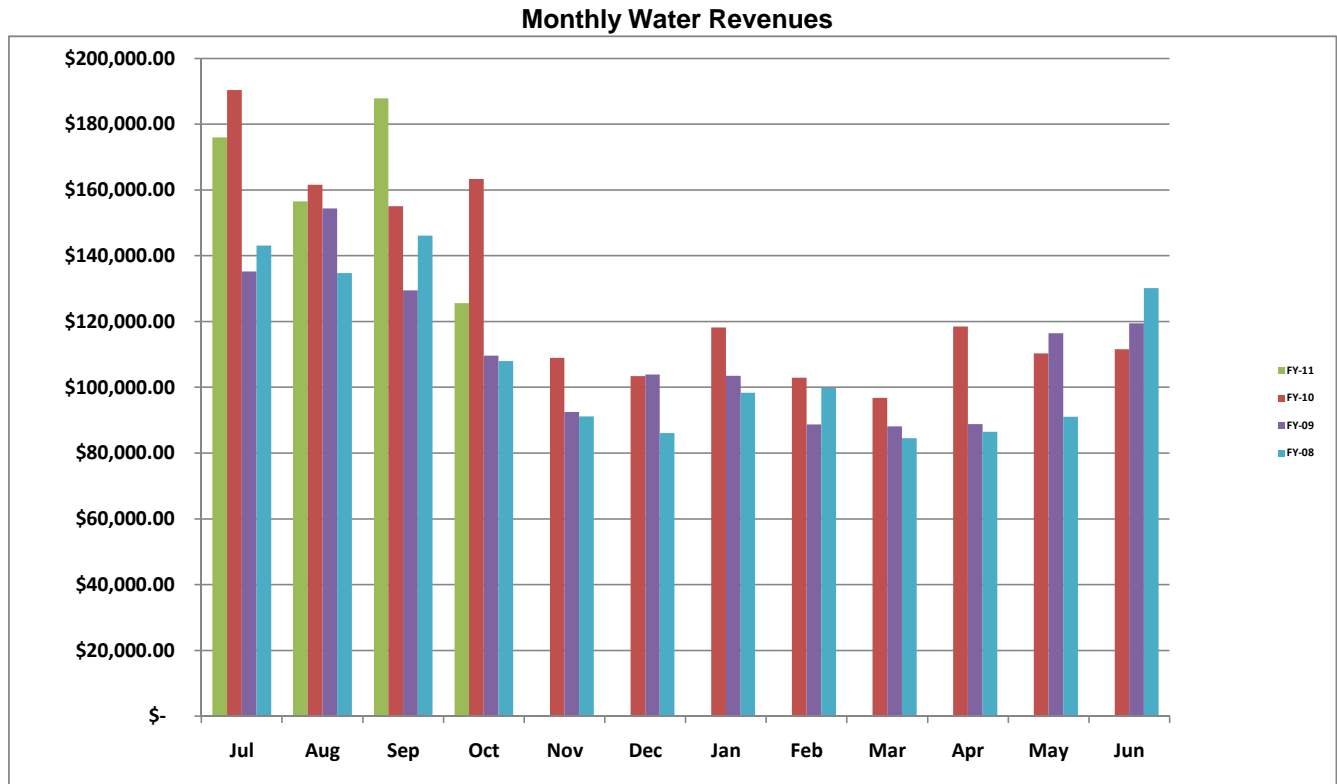
COST OF PUBLIC INFORMATION REQUESTS AND CORRESPONDENCE

The District received numerous correspondences from the public during September, 2010. The cost to the District for this is \$1,088.44 for September, 2010; bringing the total cost for FY-11 to \$4,571.18.

McKinleyville Community Services District
Analysis of Water Volume Usage by Fiscal Year



McKinleyville Community Services District Analysis of Water Revenues by Fiscal Year



McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

November 10, 2010

To: MCSD Board

From: Gregory P Orsini, Operations Director

Subject: Agenda Item: F.2.B. –November 17, 2010 Board Meeting
Operations Department - October 2010 Report

Progress in achieving the Board's adopted FY10-11 Goals are summarized in the following narrative:

Water Department:

◇ Water Statistics:

The district pumped 47.7 million gallons of water in October.

Seven water quality complaints were investigated and rectified in October.

No service line leaks were reported or repaired in October.

No water service installations were completed in October.

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

◇ Average and Maximum Water Usage:

During the summer months, the District's water consumption typically increases dramatically we will report throughout the summer months on the average and maximum usage day. The maximum water usage day was 1.7 million gallons and the average usage per day was 1.5 million gallons for the month of October. October marked the end of the peak pumping season. A recap of the peak pumping season is noted in the table below.

Million Gallons	Monthly Total	Maximum Day	Average Day
May	44	1.8	1.4
June	47	2.0	1.6
July	66	2.8	2.2
August	64	2.7	2.0
September	54	2.6	1.8
October	48	1.7	1.5

◇ Double Check Valve Testing:

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

◇ Annual Valve Exercising:

Staff continued valve exercising in October. This requires the operation of every valve in the District. Staff has been working to complete this program. We are 90% complete and estimate conclusion by Mid November. During this annual exercise, valve discrepancies can be noted, work orders generated and repaired in a timely manner.

◇ Seismic Valve Actuator:

During the annual inspection of the Seismic Valve System at Tank 1 a micro switch that controls the operation of the automatic valve failed. Staff diagnosed the problem and the switch was replaced in house. Although these valves are tested monthly it appears to have failed during the annual test. These actuators are designed to monitor g-force accelerations and automatically close the valves at the tank sites to prevent the loss of water in the event of a earth quack caused water main failure.

◇ Wet Weather Preparation:

Inspection of all culverts and other drainage facilities owned by the District are inspected before the rainy season begins. Any clearing of culverts and culvert pipes can be accomplished to prevent flooding and possible water damage

◇ New Construction Inspections:

Airport Ramp Project, waiting on completion of punch list; Central Estates Phase 2A and B, manhole bases and sewer mainline work continues; Sun Road Mainline Extension, m; Santos

Subdivision, manhole and sewer mainlines for furthest north main complete; Van Eaton Subdivision, pending as- builds and completion letter.

Waste Water Statistics:

26.5 million gallons of wastewater were collected and pumped to the W.W.M.F in October.

29 million gallons of waste water were treated and discharged to land disposal in October.

No sewer services were completed in October.

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

◇ **Percolation Pond Site Clearing:**

Annually the Percolation Ponds are cleared of brush to maintain access. If this time consuming and labor intensive maintenance was not accomplished staff's ability to inspect and maintain the facility would be hindered.

◇ **Fischer Road Lift Station Grinder:**

Channel monster is trade name for a piece of equipment designed to process solids in the waste stream that are not designed to be pumped by the sewer pumps. It was removed from the station, was prepped and sent off to be remanufactured. The identical unit at the WWMF was rebuilt in house last fiscal year. It was determined that due to the extent of the wear to this unit it was economically a better choice to send it back to the manufacturer for repairs.

◇ **Letz Sewer Lift Station:**

During a regular test run of the emergency generator it was discovered the voltage regulator was inoperative. The problem was diagnosed, parts purchased and repaired in house.

◇ **Fire Extinguisher Maintenance:**

Annually all district fire extinguishers are serviced. This involves emptying, servicing all parts and refilling. This service is conducted by a local business qualified and is completed in one day to minimize the amount of time the extinguishers are out of service.

Street Light Department:

Five streetlight problems were reported and repaired in October.

Promote Staff Training and Advancement:

Weekly safety meetings were conducted.

Special Notes:

As part of John Morgan's conditional job offer he was required to secure his Class "B" drivers licenses. John was hired about four months ago and passed the written and driving test and is now licensed to drive all district vehicles. John would have had his the license sooner but it took 45 days to get an appointment for the driving portion of the test.

Staff has two emergency generator projects running concurrently. A joint project with MCSD , Humboldt Bay MWD, Arcata Police and Fire to install an emergency generator at our Tank 3 site is progressing. The site is the highest piece of real estate in the area and is home to radio communications repeaters for all four agencies. The generator and LP tank pad were poured; LP tank and generator were installed and anchored. The final gas tie is completed along with installation of the regulators and paving of the trench for the conduits and fuel lines. During the initial operation check staff determined a circuit board was faulty and a new one ordered. It will be replaced as a warrantee item but trouble shooting and replacement will be completed in house. As part of the District Emergency Operations Plan staff is in the process of installing an emergency generator to power the Office in the event of a power outage. The generator will be fueled by LP and natural gas and will start and transfer automatically when power levels fall below a specified level. The system will transfer back automatically when power is reestablished. A dual fuel generator was selected due to the possibility the natural gas mains could be vulnerable. So a back up was necessary. The pad was framed, poured, the generator set and should be operational by the end of November.

Ramey Upgrade Project continued this month and the pace picked up substantially in the first few weeks. Work involved with installation of the new emergency generator including forming the new

pad, installing the louvers for the generator radiator in the west wall of the control building, and the makeup air vents and louvers have been installed in the roof. The opening for the previous generator and a window has been closed in with block to match the original building material. The pump pad has been formed, rebar laid, concrete poured, finished and form boards stripped. In the last couple of weeks of October pace slowed a bit due to weather and contractor waiting on parts. The 4" electrical conduit for electrical service has been installed through the building slab and back filled with a sand/ concrete slurry for compaction. The electrical trench has been backfilled up to a point 10' from the power pole. Ground rods have been installed through the wall on the north side of the building, and the rebar is being installed for the generator pad.

Annually the District is required to conduct Disinfection Byproducts testing. The chlorine that is used to make the drinking water safe and pathogen free reacts with the organic material in the water and creates disinfection byproducts. The State of California has determined that these byproducts may have a health concern so every September the District tests and reports the level of these constituents in the drinking water to the State in October. The levels are well below the level of concern and will be made public in the Consumer Confidence Report.

The State Water Resources Control Board (SWRCB) is in the process considering increasing the frequency for Chronic Toxicity Testing. These tests cost the district approximately \$2800 annually to conduct. The SWRCB is considering increasing the test to monthly and have the potential to increase our testing cost \$14,000 with no real substantive increase in information. Staff is in the process of reviewing the preliminary draft of the "Whole Effluent Toxicity Assessment and Control document and will be enlisting the service of our consultant and have contacted the preeminent biological testing professional in California to comment on the SWRCB's hypothesis. The local section of the California Water Environmental Association will be holding a meeting early in November to discuss, educate and organize a rebuttal.

Staff has been in contact with the RWQCB discussing the CDO and how the Regional Board can best modify the District Discharge Permit to modify our limits and our monitoring plan to maintain environmental standards but make the limits realistic and monitoring locations representative of how the District discharges. Talks will continue and more information will be made available in the coming weeks. The District's Permit is scheduled to be brought to the Regional Board in January. During the early part of November the RWQCB and the district started negotiations to reissue our NPDES Permit as opposed to modifying it. More information will be made available at the Board Meeting.

Annually the district is required to update the Sanitary Sewer Overflow questionnaire on the CIWQS web site. This was conducted in October.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
November 17, 2010

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

McKINLEYVILLE LIBRARY EXPANSION PROJECT:

We completed a walkthrough with the architect and MCSD's project manager at the McKinleyville Library. Everything looks good and the conference room table and chairs will be delivered Saturday, November 13, 2010.

TREE DOWN AT TREATMENT PLANT:

A large tree blew down on a fence at the treatment plant at the Hiller Park Loop Trails. The Parks crew responded and made repairs to the fence.

PIERSON PARK:

Staff and California Conservation Corps (CCC) crews have been removing non-native, invasive plant species at Pierson Park at the south portion of the park. After meeting with a representative of the California Department of Fish & Game, we determined that there was no wetland in the area and that the non-native plants should be removed.

CALIFORNIA CONSERVATION CORPS:

As per our agreement for the use of the Pierson Park Trailer, the California Conservation Corps (CCC) is required to provide a full CCC crew to MCSD for a minimum of five (5) weeks per year. The crew will be working during the week of November 8, 2010 removing invasive plants at Pierson Park and removing (thinning) Alder trees from various open space maintenance zones containing detention basins.

FENCE DAMAGE AT HILLER SPORTS COMPLEX:

A vehicle ran through a fence at Hiller Park. The California Highway Patrol responded and the individual agreed to pay for the damages.

McKINLEYVILLE SKATE PARK UPDATE:

Two representatives from the McKinleyville Skate Park Organization have signed the Right of Entry Agreement.

The following was submitted by the McKinleyville Skate Park Organization as part of their required monthly reporting to the Parks & Recreation Director:

- Completed re-design for park. We now have full construction documents in hand.
- Have been working on a detailed list of costs broken down by materials and services so we can work on in-kind donation agreements from local businesses.

- Coordinated the McKinleyville Skate Park Halloween Slash – Bash on October 30th. Unfortunately the event was cancelled due to high probability for rain.
- Began coordinating a winter event at Blue Lake Casino. Ramps (inside) and music. Looking at beginning to mid January for the event.
- Ordered more merchandise for promotional sales including sweatshirts
- Developed a logo and worked with Six Rivers Brewery to have the Frontside Ale where 10% of all proceeds from the beer sales go towards the park.
- Held a benefit at Six Rivers Brewery on October 30th. 15% of proceeds from the door went to support the park. Have not heard how much we made yet. It was also the unveiling of the Frontside Ale.
- Had a 3'X10' banner for the park donated by Visual Concepts in McKinleyville
- Sold McKinleyville skate park merchandise at the Eureka/Arcata Skate Contest and did some PR
- Next meeting is on Wednesday, November 10th at 6 PM at Azalea Hall.
- Current funds available is \$23,834.37

FLOOR TILE:

Staff replaced the floor tile at the McKinleyville Library and also at the Azalea Hall stage. Rather than contracting out for these projects, staff completed them in house.

FACILITY RENTAL POLICIES:

Staff is still working on the update of our Facility Rental Policies and fees. Our goal is to bring this to the Board of Directors in December to consider approval.

MEASURE B:

Staff continues to work on the Measure B renewal.

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 now have five (5) positions through the Cal Works program that are working with the Parks & Recreation Department, Operations Department, and Business 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 Counties umbrella. If MCSD hires an employee from this program, the County will pay for half their wages for the first year of employment.

GRAFFITI & VANDALISM UPDATE:

Some graffiti and vandalism was discovered at the Hiller Park restrooms. Staff painted over the graffiti and made minor repairs to the drinking fountain.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 17, 2010

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Norman Shopay

TYPE OF ACTION: None

1. Grant Ramey

We at MCSD are all saddened to hear of the passage of Grant Ramey. During his 23 year tenure on the MCSD Board of Directors, Grant served as Board President, Vice President, and Director. Grant was key in finding the initial funding for the construction of the District's sewer collection and treatment facilities, which were completed under budget. Grant also saw the need for creating community through Parks and Recreation. He actively promoted and advocated for the creation of District Parks and Recreation powers. He promoted the creation and conversion of the surplus sewer department land to Hiller Park. He sought and secured Park Funds from Humboldt County. Grant supported the concept of receiving the donation of the property and development of Pierson Park, voted for MCSD Ordinance 42, which enabled the formation of open space maintenance zones, and promoted the passage of Measure B to fund the construction and maintenance of the current District recreation facilities. Without Grant's vision, the community would not be enjoying all the Parks and amenities that exist today.

Grant also represented MCSD as a member of the Humboldt Bay Wastewater Authority, the Redwood Region Economic Development Commission, the Humboldt County Solid Waste Disposal Committee and the ACWA Joint Powers Insurance Authority.

Grant also volunteered uncounted hours to the Boy Scouts, 4H, the Grange, the Seniors, the Community Association, the 7 Steps and political campaigns.

Grant will truly be missed but his legacy will always be remembered for his significant contributions to McKinleyville and MCSD.

2. Cost Savings Related to District Activities – While the Board remains fully informed and up-to-date on all the various staff efforts, cost savings, and extra work done by the dedicated District staff members in their continued efforts to look for creative opportunities for cost and efficiency savings measures for the District, these activities may not be fully understood and realized by some members of the public. Therefore, I thought it would be useful to highlight some of the cost savings.

The following is a summary of some of the recent District cost savings opportunities staff has identified.

- Six (6) CALWorks employee are currently working at the District, resulting in a cost savings of \$20,000 for the month of October.
- Painting Activity Center lobby \$450.00
- Replacement of floor tile in Library \$400.00
- Replacement of floor tile Azalea hall stage \$600.00
- Intern working at the Waste Water Management Facility. Cost savings of \$2,200 for month of October
- Successful implementation of the IVR system has saved 5-6 hours weekly of staff time. Cost savings of \$150/weekly. The additional benefit is the report that provides time & date of the call and provides the ability to verify the customer's contact information.
- Staff installed the concrete pad and generator at Tank 3. \$650.00
- Staff installed the concrete pad and generator for the front office. \$780.00
- Staff repaired Letz Generator voltage regulator. \$300.00
- Paved manholes on Mckinleyville Ave. \$680.00

3. Library Expansion Project: Construction of the Library is completed. Final walk through was conducted and minor items identified. Final retention payment will be approved for payment by the Friends of the Library. Furniture was delivered on November 13, 2010. Overhead projector and screen installed. Revised lease and submitted to county for review. Included in the initial draft lease to the County was the requirement that the County provide a SWAP crew. Year one is 24 days; year two through five is 12 days per year.

4. Emergency Response Planning: Revisions to the emergency response are being processed. Staff is working gathering emergency food supplies and obtaining mutual aid agreements with service, material, and equipment providers. We are in the process of planning an emergency response exercise before the end of the year.

5. Ramey Pump Station Upgrade: Construction proceeding as planned. A crew has formed and poured the pad, and the trench for the electrical from the building to the pole was completed. A temporary 24hour shutdown is scheduled to start at 6:00 AM on Thursday November 18, 2010 and be completed by Friday November 19, 2010 at 6:00 AM.

6. NPDES Permit Compliance and 20-Year Facility Plan – On November 9, 2010 staff attended a meeting with the Coastal Commission to discuss the feasibility of permitting an ocean outfall. We previously held a meeting with other agencies; however, the Coastal Commission was not able to attend. Also participating in the meeting was the State Land Commission, Regional Water Quality Control Board and other agencies. We listened to the agencies potential issues and concerns and will evaluate the feasibility of proceeding with the concept of an Ocean Outfall.

7. NPDES Permit Changes – We have received positive support from the RWQCB on our requested revisions to the NPDES monitoring program including requested changes in our sampling schedule that will result in a significant decrease in annual sampling and laboratory costs. Based on the recommended changes the RWQCB may consider renewing our entire NPDES permit early for an additional five year period.

8 Emergency Water Line Crossing over the Mad River – Staff met with City of Arcata to discuss the project further. After MCSD Board approval of the mutual aid agreement with the City of Arcata, MCSD will be preparing a letter to the City of Arcata requesting that a similar resolution be prepared and MCSD will be identifying areas that the City of Arcata can assist MCSD for the project. Staff will be preparing an RFP to obtain bids for the emergency water line over the Mad River in the near future.

9. School Road Improvements - MCSD staff met with the County to discuss our concerns. The County indicated that it would be difficult to go back to the developers and request that they pay this expense since the County has completed their negotiations with the developer. The County has not offered to contribute to the cost. Staff does not agree with this County position. MCSD suggested that the County would benefit from discussing the proposed project with the community and recommended that the County have a meeting located in McKinleyville to inform the community. The County indicated that they would be open to having a meeting and would provide some potential dates so that we could reserve Azalea Hall. When we receive some potential dates from the County we will provide an update.

10 Measure B – Staff continues to work on Measure B renewal and will be updating community leaders on the status of the potential Measure B Renewal Review, the community survey results for Parks & Recreation priorities, and will be obtaining input on the various community desired alternatives to be presented as recommendations to the MCSD Board of Directors for consideration.

Staff continues to spend significant time and resources related to public requests and responses. Previously in an email dated July 14, 2010 the Humboldt County Auditor Joe Mellett responded to a concern from the public. A copy of that email is attached. In that response the county auditor stated the following:

“Having done this research however it appears that MCSD is in compliance with legal requirements regarding this assessment.”

From: [Mellett, Joe](#)
To: [Penny Elsebusch](#)
Cc: [Norman Shopay](#); [Steve Edmiston](#)
Subject: RE: McKinleyville Community Svcs Dist Measure B
Date: Wednesday, July 14, 2010 10:27:49 AM

I pulled the audit reports for McKinleyville CSD for the last ten years and it does indeed appear that they still have debt related to Measure B and that the debt is paid off in 2012. The debt service for this project was \$251,465 for the past couple of years, dropping to \$167,824 for this year (2010-11) and next year, which is the last year. The Measure B revenue for the year ended 6/30/09 was \$193,724 according to their most recent audit. Since this is less than the debt service requirement for that year the remainder must have come from the District's general revenues and they did not collect Measure B revenue in excess of their debt service obligation.

I am glad you brought this up David because I was worried about this situation following our first conversation on this topic last month. Having done this research however it appears that MCSD is in compliance with legal requirements regarding this assessment. I will pay attention to the charge file they submit next month to make sure it does not exceed the \$193,724 they are required to pay for 2010-11.

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

From: Penny Elsebusch [mailto:elsebusch@humboldt1.com]
Sent: Wednesday, July 14, 2010 9:43 AM
To: Mellett, Joe
Subject: McKinleyville Community Svcs Dist Measure B

Attached is my request to the MCSD Board of Directors and the Resolution to put Measure B on the ballot. I am going to get a copy of the original ballot measure and I will furnish you a copy of that.

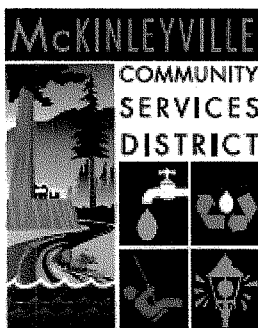
David Elsebusch
(707) 839-8383

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

October 27, 2010

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

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for September 2010 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM.

The normal discharge of effluent was 30 days to land reclamation and disposal. The required monitoring and water quality constituents that were tested and were reported were in compliance in September.

The requirement for BOD is 45 mg/L, a maximum of 441 pounds of BOD for the 30-day average, a minimum of 65% removal and a weekly average of 65 mg/L. With four weekly tests in September, that constitutes seven criteria. The BOD results for September are in compliance.

The requirement for NFR is 83 mg/L, a maximum of 931 pounds per-day and a minimum of 65% removal for the 30-day average. With four weekly tests in September, that constitutes three criteria. The NFR results for September are in compliance.

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10 mg/L. One test was conducted in September and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of September are as follows. Median was <2 and a Maximum of <2. Four samples were collected in the month of September and were in compliance.

Monitoring of the Mad River was conducted in September but Storm Water Wetlands at Hiller and Backswamp Wetlands were dry

EXHIBITS:

- A. September 2010 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 work Sheet for R-001 and R-002

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

If you have any questions, please contact this office.

A handwritten signature in black ink that reads "Norman Shopay". The signature is written in a cursive style and is positioned above a horizontal line.

NORMAN SHOPAY, GENERAL MANAGER

ENCLOSURES

FILE

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: SEPTEMBER

YEAR: 2010

					INFLUENT MONITORING				EFFLUENT MONITORING						3X5 TOTAL COLIFORM	
DATE	INFLUENT FLOW MG.D.	EFFLUENT FLOW MG.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	B.O.D. mg/L	N.F.R. mg/L	pH	TEMP	B.O.D. mg/L	NFR mg/L	EFFLUENT MONITORING			RIVER CL ₂ RES	SETTLABLE SOLIDS	
											AMMONIA	CL ₂ RES.	CL ₂ RES			
1	0.890	1.092	960				6.5	16.9			14	2.1				
2	0.889	1.086	940				6.5	17.2			14	1.8				
3	0.877	0.893	1051		250	210	6.5	17.6	27	44	8	0.1		<0.1		
4	0.860	0.496	349													
5	0.857	0.507	357													
6	0.947	0.509	358													
7	0.867	0.830	1076				6.4	15.8			10	8.3			<2	
8	0.888	1.276	1076				6.8	16.9			12	0.5				
9	0.892	1.268	1071				6.8	17.1			14	1.5				
10	0.876	0.974	1109		260	260	6.6	17.4	43	26	12	2.5		<0.1		
11	0.893	0.436	310													
12	0.964	0.451	318													
13	0.901	0.852	1168				6.6	15.7			14	8.8			<2	
14	0.876	1.253	1158				6.4	15.6			14	4.9				
15	0.885	1.262	1082				6.6	16.3			14	2.2				
16	0.881	1.264	1085				6.6	17.5			12	2.5				
17	0.874	1.000	1220		290	240	6.5	18.0	42	29	20	0.8		<0.1		
18	0.942	0.559	393													
19	1.040	0.560	393													
20	0.939	0.992	1311				6.5	16.5			18	7.4			<2	
21	0.836	1.419	1227				6.7	16.5			18	1.2				
22	0.842	1.441	1215				6.7	16.3			16	2.0				
23	0.856	1.441	1211				6.7	16.3			18	3.6				
24	0.822	1.129	1295		220	220	6.8	15.9	41	11	24	4.7		<0.1		
25	0.860	0.532	374													
26	0.900	0.539	377													
27	0.854	0.979	1229				6.7	16.2			24	3.7			<2	
28	0.832	1.116	1265				6.9	17.1			24	6.0				
29	0.832	1.457	1345				6.7	16.7			26	3.4				
30	0.842	1.361	1041				6.7	16.7			26	4.2				

SPILLS:

None to report

DATE	TDS	AMMONIA	NITRATE	BORON
9/2/2010	300	7.6	N/D	310

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
38	333	85	31	269	87

DATE	Copper	Lead	Bis phthalate	alpi-BHC	4,4' -DDT	2,3,7,8-TCDD
N/A						

Quantity Tests	Value in ug/l
Dichlorobromethane	N/A
Bromofom	N/A
Chlorodibromomethane	N/A
Chlorofom	N/A

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

SIGNATURE: 

REMARKS:  Indicates Permit Exceedance

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

Total Coliform	Monthly	Median	Daily	Maximum
<2				
<2				
<2				