



# March 5, 2025 Regular Meeting of the McKinleyville Community Services District Board of Directors

---

Time: 6:00 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653> )

or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, March 4, 2025.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, March 5, 2025 in a supplemental packet information that will also be posted on the website for public viewing.

## Agenda

### A. Call to order

**1 Roll Call**

**2 Pledge of Allegiance**

**3 Additions or Changes to the 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.*

#### **4 Approval of the Agenda**

#### **5 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**

#### **B. Public Hearings**

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

**NO PUBLIC HEARING SCHEDULED**

#### **C. 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.*

#### **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.*

#### **1 Consider Approval of Minutes of the Board of Directors Regular Meeting on February 5, 2025**

Attachment 1 – Draft Minutes from February 5, 2025

#### **2 Consider Approval of January Draft Treasurer’s Report**

**3 Compliance With State Double Check Valve (DCV) Law**

**4 Review and Approve the Amendments to the County Lease for the Law Enforcement Facilities**

Attachment 1 – Original Lease and Previous Amendments for Law Enforcement Facility

Attachment 2 – Sixth Amendment to LEF Lease

**5 Review and Approve the Amendments to the County Lease for Library**

Attachment 1 – Original Library Lease and Prior Amendments

Attachment 2 – Fifth Amendment to Library Lease

**6 Consider Adoption of Resolution 2025-05 Nominating Melody McDonald for Re-Election to the Association of California Water Agencies Joint Powers Insurance Authority Executive Committee**

Attachment 1 – Resolution 2025-05

**7 2024 Wastewater Management Facility Annual Report for the North Coast Regional Water Quality Control Board (NCRWQCB)**

Attachment 1 – Summary of 2024 Wastewater Management Facility Annual Report

**8 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts with Fee Increases, between MCSD and the Following Youth Sport Organizations: McKinleyville Little League; and Humboldt Fastpitch Softball**

Attachment 1 – HSC Agreement between MCSD and McKinleyville Little League

Attachment 1a – Supplemental Maintenance Agreement between McKinleyville Little League and MCSD

Attachment 2 – HSC Agreement between MCSD and Mad River Girls Fastpitch Softball (Humboldt ASA)

**E. Continued and New Business**

**1 Discuss and Consider Approval of Organizational Chart Revision to add Environmental Programs Coordinator (Information)**

Attachment 1 – Environmental Program Coordinator Full Job Description

Attachment 2 – Revised Organizational Chart

**2 Discuss and Consider Approval of Notice of Exemption for Lead Service Line Inventory (Action)**

Attachment 1 – Lead Service Line Notice of Exemption

**3 Discuss and Consider Approval of Resolution 2025-03 Designating the General Manager as the Authorized Representative for CalOES Cyber Security Grant (Action)**

Attachment 1 – Resolution 2025-03

**4 Discuss and Consider Approval of Resolution 2025-04 Designating the General Manager as the Authorized Representative for the Recycled Water Grant Application**

Attachment 1 – Resolution 2025-04

Attachment 2 – Construction Cost Estimate

**5 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY2025-26**

Attachment 1 – Draft Capital Improvement Plan Narrative for Fiscal Year 2025-26

Attachment 2 – Operations Draft Capital Improvement Plan

Attachment 3 – Streetlights Draft Capital Improvement Plan

**6 Consider Second Reading of Ordinance 2025-01 Codifying Article IX of the MCSD Rules and Regulations: Administrative Remedies Procedure**

Attachment 1 – Ordinance 2025-01

**7 Consider Purchase Offer for Assessor’s Parcel Number 507-141-016**

Attachment 1 – Map of the Subject Parcel

**F. Reports**

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

**1 Active Committee Reports**

- a. **Parks and Recreation Committee (Binder/Biteman)**
- b. **Area Fund (John Kulstad/Binder)**
- c. **Redwood Region Economic Development Commission (Mayo/Biteman)**
- d. **McKinleyville Senior Center Board Liaison (Binder/Couch)**
- e. **Audit and Finance Committee (Orsini/Biteman)**
- f. **Employee Negotiations (Couch/Mayo)**
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini)**
- h. **McKinleyville Community Forest Committee (Orsini/Biteman)**
- i. **HBMWD Muni Water Task Force (Couch/Mayo)**

**2 Legislative and Regulatory Reports**

**3 Staff Reports**

- a. **Finance & Administration Department (Samantha Howard)**

- b. Operations Department (James Henry)**
- c. Parks & Recreation Department (Kirsten Messmer)**

Attachment 1 – Parks and Recreation Committee Approved Meeting Minutes from December 18, 2024

Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from January 21, 2025

- d. General Manager (Pat Kaspari)**

Attachment 1 – WWMF Monthly Self-Monitoring Report

- 4. President’s Report**
  - 5. Board Member Comments, Announcements, Reports and Agenda Item Requests**
- G. Adjournment**

## **Posted 5:00 p.m. on February 28, 2025**

*Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. A complete packet is also available for viewing at the McKinleyville Library at 1606 Pickett Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.*

*McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.*