



Mission statement of McKinleyville Community Services District:
"Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, library services, and other appropriate services for an urban community in an environmentally and fiscally responsible manner."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, APRIL 5, 2023 AT 6:00pm**

**LOCATION: AZALEA HALL
1620 Pickett Road
McKinleyville, California**

Or

**TELECONFERENCE Via ZOOM & 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 up until 4:30 p.m. on Tuesday, April 4, 2023

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 5, 2023 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.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.

A.4 Approval of the Agenda

A.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.

None

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.

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on March 1, 2023

Attachment 1 – Draft Minutes from March 2023

D.2 Consider Approval of February 2023 Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law

D.4 Consider Authorizing the General Manager to Sign on to a Coalition in Opposition, Sponsored by the Association of California Water Agencies (ACWA), Opposing AB 460, AB 1337 and SB 389

D.5 Consider Support and Vote for J. Bruce Rupp to Serve on the ACWA/JPIA Executive Committee

Attachment 1 – Statement of Qualifications and Resume J. Bruce Rupp

E. CONTINUED AND NEW BUSINESS

E.1 Consideration of Hunt Water Leak Adjustment Appeal (Action)

Attachment 1 – MCSD Water Leak Adjustment Policy

Attachment 2 – Original Water Leak Appeal and Calculations

- E.2 Consider Approval of the First Addendum to the Right of Entry, Design, and Construction Agreement between the Humboldt Skate Park Collective and McKinleyville Community Services District (Action)
 - Attachment 1 – Right of Entry, Design, and Construction Agreement between HSPC and MCSD

- E.3 Review Parks and General Fund DRAFT Operating Budget, FY 2023-24 (Information)
 - Attachment 1 – FY 2023-24 DRAFT Parks/General Fund and Measure B Operating Budgets

- E.4 Review 2019-2024 MCSD Strategic Plan (Information)
 - Attachment 1 – Strategic Plan Document

- E.5 Initiate Process for General Manager’s Performance Evaluation (Direction)
 - Attachment 1 – Exhibit A of Board Policy Manual
 - Attachment 2 – Board of Director’s Evaluation Form GM
 - Attachment 3 – Department Head 360 Performance Evaluation of GM

- E.6 Consider Adopting Resolutions 2023-04 & 2023-05 Initiating Proceedings for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2023/2024; Declaring Intention to Levy and Collect the Fiscal Year 2023/2024 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer’s Report and Setting the Public Hearing (Action)
 - Attachment 1 – Resolution 2023-04
 - Attachment 2 – Resolution 2023-05
 - Attachment 3 – Draft Annual Engineer’s Report for Fiscal Year 2023-2024

- E.7 Implementation of Eureka Payments Cash Discount Program for Credit Card Customers (Action)
 - Attachment 1 – Cash Discount Program Receipt Sample

- E.8 Consider Attendance at the 2023 Association of California Water Authorities (ACWA) Spring Conference and Exhibition in Monterey, CA (Action)
 - Attachment 1 – Preliminary Conference Schedule
 - Attachment 2 – Pricing Sheet

- E.9 Status Update for Construction of the Central Avenue Water & Sewer Main Rehabilitation Project (Information)
 - Attachment 1 – Site Index Plan Sheet from Construction Plans
 - Attachment 2 – Draft Schedule of Construction

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. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- 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 (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Nicole Alvarado)
- b. Operations Department (James Henry)
- c. Parks & Recreation Department (Lesley Frisbee)
- d. General Manager (Pat Kaspari)
Attachment 1 – WWMF Monthly Self-Monitoring Report

F.4 PRESIDENT'S REPORT

F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS

G. ADJOURNMENT

Posted 5:00 pm on March 31, 2023

Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at McKinleyvillecsd.com/minutes or 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.