



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, November 1, 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 in person, please come to Azalea Hall.

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, October 31, 2023.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, November 1, 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.

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.

B.1 Conduct Public Hearing for the Levy of Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

Consider Adopting Resolution 2023-22 Declaring the Results of the Property Owner Protest Ballot Proceeding for the Increased Measure B Assessment and Approving Certain Related Actions

Consider Adopting Resolution 2023-23 Approving the Engineer's Report Regarding the Renewal and Increase of the Measure B Assessment and the Levy and Collection of Assessments Related Thereto Commencing in Fiscal Year 2024/2025

Consider Adopting Resolution 2023-24 Ordering the Establishment of the Increased Measure B Assessments and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025

Attachment 1 – Resolution 2023-22
Attachment 2 – Resolution 2023-23
Attachment 3 – Resolution 2023-24
Attachment 4 – Presentation of the Measure B process and Value of Parks & Recreation in McKinleyville

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 October 4, 2023
Attachment 1 – Draft Minutes from October 2023
- D.2 Consider Approval of September 2023 Treasurer’s Report
- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Resolution for Closing of County of Humboldt Trust Accounts
Attachment 1 – Resolution 2023-25

E. CONTINUED AND NEW BUSINESS

- E.1 Consider Appointment of Applicants, Ciara Torres and Dana Merrill to Vacant Seat on the Park and Recreation Committee (PARC) (Action)
Attachment 1 – Dana Merrill PARC Application
Attachment 2 – Ciara Torres PARC Application
- E.2 Consideration of Aultman Water Leak Adjustment Appeal (Action)
Attachment 1 – MCSD Water Leak Adjustment Policy
Attachment 2 – Water Leak Adjustment Application and Calculations
Attachment 3 – Appeal Form
- E.3 McKinleyville Community Services District Service Line Inventory (Information)
Attachment 1 – MCSD Water Service Line Inventory Presentation
- E.4 Consider Proposed Dates of Annual MMAC/MCSD Joint Meeting (Action)
- E.5 Update to Procurement Policy for Conflict of Interest per CalOES Audit (Action)
Attachment 1 – September 1, 2023 Compliance Assessment letter From CalOES on PJ0068, the 4.5MG Tank grant
Attachment 2 – Draft Section VII-Conflict of Interest Standards of Conduct of Expenditure Control Policy Manual
- E.6 Review Draft 2024-2029 Strategic Plan for McKinleyville Community Services District (Information)
Attachment 1 – DRAFT 2024-2029 Strategic Plan

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)

Attachment 1 – October 18, 2023 PARC Meeting Notes

- 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 October 27, 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.