



Mission statement of McKinleyville Community Services District:
“Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services 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 3, 2019 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions 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.

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.

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| D.1 | Consider Approval of the Minutes of the Board of Directors Special/
Regular Meeting on March 6, 2019 | Pg. 6 |
| | Attachment 1 – Draft Minutes from March 6, 2019 | Pg. 7 |
| D.2 | Consider Approval of February 2019 Treasurer’s Report | Pg. 13 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations | Pg. 34 |

E. CONTINUED AND NEW BUSINESS

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| E.1 | Employee Negotiations Regarding Proposed Three (3) Year
Compensation Contract with District Employees | Pg. 35 |
| | Attachment 1 – Memo from Negotiations Committee to the Board | Pg. 39 |
| | Attachment 2 – General Manager’s Fiscal Evaluation and
Recommendation | Pg. 42 |
| | Attachment 3 – Staff Memorandum Approving Proposal | Pg. 44 |
| E.2 | Consider Appointment of Applicant Beth Frink for Vacant Position on the
Recreation Advisory Committee (RAC) | Pg. 45 |
| | Attachment 1 – Letter of Interest Beth Frink | Pg. 47 |
| | Attachment 2 – Resume Beth Frink | Pg. 48 |
| E.3 | Prioritize and Select Strategic Visionary Goals for the 5 Year Update of
MCSD’s Strategic Plan | Pg. 50 |
| | Attachment 1 – DRAFT Strategic Visionary Goals Approved
12/2018 | Pg. 52 |
| | Attachment 2 – Prioritization of DRAFT Strategic Visionary Goals | Pg. 53 |
| | Attachment 3 – Public Comments from Strategic Goals Input
Process | Pg. 55 |
| | Attachment 4 – Goal Ranking Worksheet | Pg. 56 |
| E.4 | Consider Approval of Memorandum of Understanding (MOU) Between
McKinleyville Community Services District (MCSD) and the McKinleyville
Chamber of Commerce (Chamber) for Beautification and Decoration
within the County Right of Way Along Central Avenue in McKinleyville, CA | Pg. 57 |
| | Attachment 1 – MOU MCSD and Chamber | Pg. 58 |
| E.5 | Review Parks Facility Maintenance Plan | Pg. 62 |
| | Attachment 1 – Parks Facility Maintenance Plan | Pg. 63 |

E.6	Review Parks & General Fund DRAFT Operating Budget, FY2019-20	Pg. 68
	Attachment 1 – FY2019-20 DRAFT Parks/General Fund Operating Budget	Pg. 70
	Attachment 2 – FY2019-20 DRAFT Measure B Operating Budget	Pg. 71
	Attachment 3 – FY2019-20 DRAFT Parks Budget Analysis – Program 494	Pg. 72
E.7	Approve Resolution 2019-06 to Approve, Without Amendments, the MCSD Policies and Procedures Related to Governance, Ethics, Board Conduct, Reimbursement/Compensation, District Finances, and Reserves as Related to District of Distinction Reaccreditation Process	Pg. 73
	Attachment 1 – MCSD Reserve Policy	Pg. 75
	Attachment 2 – MCSD Expenditure Control Guidelines	Pg. 78
	Attachment 3 – MCSD Board Policy Manual	Pg. 82
	Attachment 4 – Resolution 2019-06	Pg. 100
E.8	Consider Adoption of Resolution 2019-07 in Support of General Manager Orsini’s Nomination for California Special District Association (CSDA) Board Northern Network, Seat B	Pg. 101
	Attachment 1 – Resolution 2019-07	Pg. 103
	Attachment 2 – CSDA Call for Nominations Memo	Pg. 104
E.9	Initiate Process for General Manager’s Performance Evaluation	Pg. 106
	Attachment 1 – Exhibit A of Board Policy Manual	Pg. 108
	Attachment 2 – Board of Director’s Evaluation Form GM	Pg. 109
	Attachment 3 – Department Head 360 Performance Evaluation of GM	Pg. 111
E.10	Consider Attendance at the 2019 Special District Legislative Days in Sacramento, May 21-22, 2019	Pg. 114
	Attachment 1 – Special District Legislative Days Brochure	Pg. 116
E.11	Consider Adopting Resolutions 2019-08 & 2019-09 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 2019/2020; Declaring Intention to Levy and Collect the Fiscal Year 2019/2020 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	Pg. 120
	Attachment 1 – Resolution 2019-08	Pg. 122
	Attachment 2 – Resolution 2019-09	Pg. 124
	Attachment 3 – Draft Annual Engineer’s Report for Fiscal Year 2019/20	Pg. 127
E.12	Discussion of 2018 Wastewater Management Facility Annual Report to the North Coast Regional Water Quality Control Board (NCRWQCB)	Pg. 158
	Attachment 1 – Summary of 2018 Wastewater Management Facility Annual Report	Pg. 160

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| E.13 | Approve Resolution 2019-10 Authorizing General Manager to Execute Hazard Mitigation Grant Letters of Commitment for Grant Match and Maintenance for the Mad River Water Main Crossing Project
Attachment 1 – Resolution 2019-10 | Pg. 170

Pg. 172 |
| E.14 | Review Format Change for Utility Bills
Attachment 1 – Guide to New Utility Bill Format | Pg. 176
Pg. 177 |
| E.15 | Consider Writing Letter of Support for County of Humboldt Board of Supervisors Action to Collect Financial Information Necessary for the Incorporation of McKinleyville
Attachment 1 – BOS Staff Note for Expense Tracking | Pg. 178

Pg. 181 |

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)
- b. Area Fund (John Kulstad/Burke)
- c. Redwood Region Economic Development Commission (Mayo/Barsanti)
- d. McKinleyville Senior Center Board Liaison (Barsanti/Burke)
- e. Audit (Corbett/Barsanti)
- f. Employee Negotiations (Couch/Corbett)
- g. Water Task Force (Burke)
- h. AdHoc No Drugs & Toxics Down the Drain (Burke)
- i. McKinleyville Municipal Advisory Committee (Burke/Mayo)
- j. Cornerstone Committee (Couch)
- k. Groundwater Sustainability Committee (Corbett/Burke)
- l. Humboldt Local Agency Formation Commission (Couch)

F.2 STAFF REPORTS

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| a. | Support Services Department (Colleen M.R. Trask)
Attachment 1 – Consolidated Revenue Expenditure Comparison | Pg. 183
Pg. 185 |
| b. | Operations Department (James Henry) | Pg. 186 |
| c. | Parks & Recreation Department (Lesley Frisbee)
Attachment 1 – Prop 68 Grant Application Timeline
Attachment 2 – Pedestrian Safety Training Flyer | Pg. 191
Pg. 194
Pg. 195 |
| d. | General Manager (Greg Orsini)
Attachment 1 – WWMF Monthly Self Monitoring Report | Pg. 197
Pg. 200 |

F.3 PRESIDENT'S REPORT

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS

G. ADJOURNMENT

Posted 5:00 pm on March 29, 2019

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.