



**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, DECEMBER 5, 2018 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 Meeting on November 6, 2018 and Regular Meeting on November 7, 2018 | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from November 6, 2018   | <b>Pg. 6</b>  |
|     | Attachment 2 – Draft Minutes from November 7, 2018   | <b>Pg. 7</b>  |
| D.2 | Consider Approval of October 2018 Treasurer’s Report   | <b>Pg. 11</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law – No Violations   |               |
| D.4 | Approve Conveyance of Water and Sewer Facilities Related to Fawn Meadows Subdivision Developments                                      | <b>Pg. 33</b> |
|     | Attachment 1 – Agreement for Conveyance and Acceptance of Fawn Meadows Subdivision   | <b>Pg. 34</b> |

## **E. CONTINUED AND NEW BUSINESS**

- |     |   |                |
|-----|---|----------------|
| E.1 | 2018 California Water Environmental Association (CWEA) Awards Presentation  | <b>Pg. 35</b>  |
|     | Attachment 1 – CWEA Award Nomination Forms  | <b>Pg. 36</b>  |
| E.2 | Consider Approval of FY2017-18 Audited Financial Statements   | <b>Pg. 39</b>  |
|     | Attachment 1 – MCSD Basic Financial Statements with the Report of the Independent Auditor for Fiscal Year 2017-18                             | <b>Pg. 40</b>  |
| E.3 | Consider Authorizing the MCSD Board of Directors to Draft a Letter Stating their Position Related the Regional Housing Need Allocation (RHNA) | <b>Pg. 120</b> |
|     | Attachment 1 – Letter of Support for Preferred RHNA Methodology, 6th Cycle  | <b>Pg. 123</b> |
|     | Attachment 2 – Building Permits for 2016/2017   | <b>Pg. 124</b> |
|     | Attachment 3 – Alternative and Housing Allocation Tables  | <b>Pg. 127</b> |
| E.4 | Consider Approval of the Focus Areas for the Strategic Plan Update  | <b>Pg. 134</b> |
| E.5 | Consider Approval of a District Vision for the Strategic Plan Update  | <b>Pg. 136</b> |
|     | Attachment 1 – Board Shared Values Chart  | <b>Pg. 138</b> |
| E.6 | Consider Approval of DRAFT Strategic Goal Statements to be Considered for the Strategic Plan Update   | <b>Pg. 140</b> |
|     | Attachment 1 – Draft Strategic Plan Update Goals and Tasks  | <b>Pg. 142</b> |

E.7	Review the Summary and Notes from the November 6, 2018 Parks & Recreation Revenue & Sustainability Board Workshop Attachment 1 – Workshop Charts & Graphs Attachment 2 – Notes and Summary from Workshop	<b>Pg. 145</b> <b>Pg. 146</b> <b>Pg. 150</b>
E.8	Review Senate Bill 1413 (SB 1413) – Authorization of CalPERS Section 115 Prefunding Trust for Unfunded Pension Liabilities	<b>Pg. 152</b>
E.9	Consider Authorization for Director Mayo to Attend the Association of California Water Agencies (ACWA) 2019 DC Conference in Washington D.C. February 26th – 28th, 2019	<b>Pg. 154</b>

## **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 (Wheeler/Couch)
- b. Area Fund (John Kulstad/Burke)
- c. Redwood Region Economic Development Commission (Mayo/Corbett)
- d. McKinleyville Senior Center Advisory Council (Burke, Wheeler)
  - Board Liaison (Wheeler)
  - Executive Committee Liaison (Burke)
- e. Audit (Corbett/Couch)
- f. Employee Negotiations (Couch/Corbett)
- g. Water Task Force (Wheeler/Burke)
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke)
- i. McKinleyville Municipal Advisory Committee (Corbett/Mayo)
- j. Cornerstone Committee (Couch/Wheeler)
- 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)                    | <b>Pg. 155</b> |
| b. Operations Department (James Henry)                                 | <b>Pg. 157</b> |
| c. Parks & Recreation Department (Lesley Frisbee)                      | <b>Pg. 162</b> |
| Attachment 1 – Recreation Advisory Committee Meeting Notes<br>11-15-18 | <b>Pg. 164</b> |
| d. General Manager (Greg Orsini)                                       | <b>Pg. 166</b> |
| Attachment 1 – WWMF Monthly Self Monitoring Report                     | <b>Pg. 168</b> |

### **F.3 PRESIDENT'S REPORT**

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

## **G. ADJOURNMENT**

## **Posted 5:00 pm on November 30, 2018**

*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](http://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.*