



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, FEBRUARY 6, 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 Regular Meeting on January 2, 2019 | Pg. 5 |
| | Attachment 1 – Draft Minutes from January 2, 2019 | Pg. 6 |
| D.2 | Consider Approval of December 2018 Treasurer’s Report | Pg. 10 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – No Violations | |
| D.4 | Consider Approval of Recreation Program Fees for 2019 Kids’ Camp Summer Day Camp and Party Program | Pg. 32 |

E. CONTINUED AND NEW BUSINESS

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| E.1 | Presentation of the Community Builder Award to Kelly Miller and Christine Willfong | Pg. 34 |
| | Attachment 1 – Kelly Miller’s Response to Interview Questions | Pg. 35 |
| | Attachment 2 – Christine Willfong’s Response to Interview Questions | Pg. 36 |
| E.2 | Consider Appointment of Applicant Scott Binder for Vacant Position on the Recreation Advisory Committee (RAC) | Pg. 38 |
| | Attachment 1 – Letter of Interest from Scott Binder | Pg. 39 |
| E.3 | Review and Discuss the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC) | Pg. 40 |
| | Attachment 1 – Quarterly Report from Humboldt Skatepark Collective | Pg. 41 |
| E.4 | Review Information Provided Pertaining to the McKinleyville Senior Center (MSC) Activities, Strategic Plan Implementation Progress and Requested Changes to the Management Services and Use Agreement between MSC and MCSD | Pg. 42 |
| | Attachment 1 – Outline of information to be presented by Candra Day, MSC Executive Director | Pg. 44 |
| | Attachment 2 – DRAFT Management Services and Usage Agreement Between MSC and MCSD in Track Changes | Pg. 45 |
| | Attachment 3 – DRAFT Schedule of Use for MSC Management Services and Usage Agreement in Track Changes | Pg. 57 |

	Attachment 4 – EXAMPLE Memorandum of Understanding Between MSC and MCSD	Pg. 59
E.5	Consider Approval of Fee Waiver of Rental Fees for the Use of the McKinleyville Library Conference Room by the McKinleyville Senior Center	Pg. 63
E.6	Review of Information Pertaining to the 2018 Hiller Sports Site Fees Billed to McKinleyville Little League and the Social Media Incident Which Occurred January 19-20, 2019	Pg. 65
	Attachment 1 – Hiller Sports Complex Reservation Forms for MLL Spring and Fall Leagues	Pg. 69
	Attachment 2 – Hiller Sports Complex 2017-2018 Expense Totals	Pg. 71
	Attachment 3 – Signed 2018 Agreements between MCSD and MLL for use of Hiller Sports Complex	Pg. 72
E.7	Review Submitted Letters of Interest and Make Appointment Selection for Vacant Board Seat	Pg. 84
	Attachment 1 – Letter of Interest from Frank Bacik	Pg. 86
	Attachment 2 – Letter of Interest from Rita Carole	Pg. 91
	Attachment 3 – Letter of Interest from Bonnie Oliver	Pg. 92
	Attachment 4 – Letter of Interest from David Enos	Pg. 94
	Attachment 5 – Letter of Interest from Shel Barsanti	Pg. 96
	Attachment 6 – Letter of Interest from Erik Rydberg	Pg. 98
	Attachment 7 – Letter of Interest from Chelsey Rios	Pg. 100
	Attachment 8 – Letter of Interest from Maya Conrad	Pg. 103
	Attachment 9 – Letter of Interest from James Vance	Pg. 108
E.8	Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2019-20	Pg. 109
	Attachment 1 – Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2020 – 2029 for the Parks and General Fund	Pg. 110
	Attachment 2 – Draft Capital Improvement Plan Narrative for Fiscal Year 2019-20	Pg. 114
E.9	Consider Approval of Resolution 2019-02 Designating Subrecipient’s Authorized Agent for the Purpose of the Hazard Mitigation Grant Subaward for the Emergency Generator Upgrade	Pg. 116
	Attachment 1 – Resolution 2019-02	Pg. 117
E.10	Review Information Regarding Process for Upcoming Employee Negotiations	Pg. 120
	Attachment 1 – Six Year History of Employee Negotiations Documentation	Pg. 122

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)
 - b. Area Fund (John Kulstad/Burke)

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

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 170**
- b. Operations Department (James Henry) **Pg. 172**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 177**
 - Attachment 1 – RAC Meeting Notes 1-17-19 **Pg. 179**
 - Attachment 2 – DRAFT Spring/Summer Newsletter and Activity Guide **Pg. 181**
- d. General Manager (Greg Orsini) **Pg. 197**
 - Attachment 1 – WWMF Monthly Self Monitoring Report **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 February 1, 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.