



**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 SPECIAL/REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD**

**WEDNESDAY, MAY 1, 2019  
Special Meeting: 6:00 p.m.  
Regular Meeting: 7:00 p.m.  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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**AGENDA**  
**Special Meeting 6:00 p.m.**

**A. CALL TO ORDER**

A.1 Roll Call

A.2 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.*

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini

A.3 Report out of Closed Session

**AGENDA**  
**Regular Meeting 7:00 pm**

**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

### **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 Annual Levy of Assessments (Fiscal Year 2019/2020) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities **Pg. 6**

Consider Adopting Resolution 2019-13; Approving the Annual Engineer’s Report; Fiscal Year 2019/2020; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith

Consider Adopting Resolution 2019-14; Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2019/2020

- Attachment 1 – Resolution 2019-13 **Pg. 9**
- Attachment 2 – Resolution 2019-14 **Pg. 11**
- Attachment 3 – Annual Engineer’s Report Fiscal Year 2019/20 **Pg. 14**
- Attachment 4 – PSA for Notice of Hearing **Pg. 44**

### **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 April 3, 2019 **Pg. 46**  
Attachment 1 – Draft Minutes from April 3, 2019 **Pg. 47**
- D.2 Consider Approval of March 2019 Treasurer’s Report **Pg. 53**
- D.3 Compliance with State Double Check Valve (DCV) Law – Violations **Pg. 74**
- D.4 Consider Approval to Declare Digital Control Telemetry Equipment Surplus **Pg. 75**

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

- E.1 Gather Input from the Public for the Expansion and Improvement of the Pierson Park Campus to be Included in the District's Application for the Statewide Park Development and Community Revitalization Program **Pg. 76**  
Attachment 1 – Pierson Park Expansion and Improvement Project Components List **Pg. 78**  
Attachment 2 – Statewide Park Development and Community Revitalization Program Grant Application Timeline **Pg. 79**
- E.2 Consider Adopting Resolution 2019-12 Recognizing, Honoring and Commending Lesley Frisbee for Fifteen (15) Years of Service **Pg. 80**  
Attachment 1 – Resolution 2019-12 **Pg. 81**
- E.3 Consider Adopting Resolution 2019-11 Recognizing, Honoring and Commending Christopher Jones for Fifteen (15) Years of Service **Pg. 82**  
Attachment 1 – Resolution 2019-11 **Pg. 83**
- E.4 Consider Appointment of Applicant Ben Winker for Vacant Position on the Recreation Advisory Committee (RAC) **Pg. 84**  
Attachment 1 – Letter of Interest Ben Winker **Pg. 85**
- E.5 Consider Approval of Azalea Hall Lobby Enhancements as Proposed by the McKinleyville Senior Center **Pg. 86**  
Attachment 1 – Lobby Enhancement Concept Drawing **Pg. 89**
- E.6 Consider Approval of the DRAFT Skate Park Design and the Humboldt Skatepark Collective's Initiation of the Permitting Process for the Development of the McKinleyville Skate Park **Pg. 90**  
Attachment 1 – HSC Power Point presentation of McKinleyville Skate Park Design **Pg. 91**
- E.7 The Mad River Floodplain and Public Access Enhancement Project Status Update **Pg. 94**
- E.8 Review Current Reserve Policy **Pg. 97**  
Attachment 1 – MCSD Reserve Policy 2012 **Pg. 99**
- E.9 Consider Approval of Resolution 2019-15 Modifying "Appendix A" of the Board Policy Manual Updating Board Direction for the McKinleyville Senior Center Board Liaison **Pg. 105**  
Attachment 1 – Resolution 2019-15 with Exhibit A **Pg. 106**  
Attachment 2 – Board Policy Manual with Track Changes **Pg. 112**
- E.10 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2019-20 **Pg. 147**  
Attachment 1 – FY2019-20 Draft Operating Budgets for Water, Wastewater and Streetlights Funds **Pg. 148**

- E.11 Review/Consider Pasture Lease Proposals, Select and Award Temporary **Pg. 151**  
 Month to Month Monthly Pasture Lease and Authorize General Manger to  
 Enter Monthly Lease. Property location: MCSD Fischer Ranch, Unimproved  
 Parcel (APN 508-021-007)
- Attachment 1 – Solicitation for Lease Proposals **Pg. 153**
  - Attachment 2 – Collenberg Proposal **Pg. 155**
  - Attachment 3 – Martin Proposal **Pg. 156**
  - Attachment 4 – Month to Month Lease Template **Pg. 157**
- E.12 Appoint Real Property Negotiation Panel (Government Code § 54956.8) **Pg. 177**  
 Property: MCSD District Property: Fischer Ranch (APN 508-021-007)  
 Agency Negotiation Panel: Greg Orsini (General Manager); Russell Gans  
 (District Counsel) Negotiating Parties: “Designate person awarded monthly  
 lease” Under Negotiation: Terms, Price and Lease Length
- Attachment 1 – Draft Fischer Ranch Lease Agreement **Pg. 179**

## **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**

- a. Support Services Department (Colleen M.R. Trask) **Pg. 200**
- b. Operations Department (James Henry) **Pg. 202**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 206**  
 Attachment 1 – RAC Meeting Notes 4-18-19 **Pg. 209**
- d. General Manager (Greg Orsini) **Pg. 211**  
 Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 214**

### **F.3 PRESIDENT’S REPORT**

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

## **G. ADJOURNMENT**

## **Posted 5:00 pm on April 26, 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](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.*