

***Mission statement of McKinleyville Community Services District:***

*"Provide McKinleyville with safe, adequate and reliable utility, 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 AT:**

**Azalea Hall  
1620 Pickett Road  
McKinleyville, California**

**Wednesday, November 6, 2013  
6:30 P.M.**

**AGENDA**

**A.1 CALL TO ORDER**

**A.2 ROLL CALL**

**A.3 PLEDGE OF ALLEGIANCE**

**A.4 ADDITIONS TO 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.5 APPROVAL OF THE AGENDA**

**A CLOSED SESSION IS SCHEDULED FOR 6:30PM TO BE FOLLOWED  
BY THE REGULARLY SCHEDULED MEETING AT 7:00PM  
(APPROXIMATE TIME).**

**A.6 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.6.a** CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF  
HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF  
HUMBOLDT, CASE NO. CV110632 LITIGATION, pursuant to  
Government Code § 54956.9(a).

**A.7 REPORT OUT OF CLOSED SESSION**

**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.*

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of October 2, 2013 **Pg. 5**
  - a. Attachment 1-Draft Minutes from October 2, 2013 Regular Meeting **Pg. 6**
- D.2 Consider approval of September, 2013 Treasurer's Report **Pg. 11**
- D.3 DCV Violations this month **Pg. 32**

**E. CONTINUED AND NEW BUSINESS**

- E.1 Consider approving Resolution 2013-22; and Resolution 2013-23 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation **Pg. 33**
  - a. Attachment 1-Resolution 2013-22 **Pg. 35**
  - b. Attachment 2-Resolution 2013-23 **Pg. 36**

- E.2 Consider adoption of the following resolutions recognizing, honoring and commending William McBroome for ten (10) years of service; Jason Sehon for ten (10) years of service; James Henry for fifteen (15) years of service; and Erik Jones for ten (10) years of service **Pg. 37**
- a. Attachment 1- Resolution 2013-26 **Pg. 39**
  - b. Attachment 2- Resolution 2013-27 **Pg. 40**
  - c. Attachment 3- Resolution 2013-28 **Pg. 41**
  - d. Attachment 4- Resolution 2013-29 **Pg. 42**
- E.3 Presentation by staff and LDA Partners, architectural firm regarding the updated draft design of the Teen & Community Center **Pg. 43**
- E.4 Consider travel to the 2013 Special District Leadership Academy Conference scheduled in Napa, CA **Pg. 45**
- a. Attachment 1 – 2013 Special Districts Leadership Academy Schedule **Pg. 48**
  - b. Attachment 2 - Special District Administrator Certification **Pg. 51**
  - c. Attachment 3 - District of Distinction Accreditation **Pg. 54**
  - d. Attachment 4- Recognition in Special District Governance **Pg. 56**
  - e. Attachment 5- SDLF 2013 Educational Allowance Fund **Pg. 58**
- E.5 Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual **Pg. 59**
- a. Attachment 1 – MCSD Draft Communication Plan **Pg. 61**
  - b. Attachment 2 – Workshop Support Document **Pg. 66**
- E.6 Consider Accepting Rosenberg’s Rules of Order as general guidelines for conducting public meetings **Pg. 70**
- a. Attachment 1 – Rosenberg Rules of Order **Pg. 72**
- E.7 Consider Accepting General guidelines for new Board Member Orientation Process **Pg. 81**
- a. Attachment 1 – New Board Members Orientation Guidelines **Pg. 83**
- E.8 Provide Direction to staff on proceeding with investigation of MCSD Boundaries and return with proposal on annexation of specific areas **Pg. 85**
- a. Attachment 1 - Figure 1 South Annex Boundary **Pg. 88**
  - b. Attachment 2 - Figure 2 North Annex Boundary **Pg. 89**

- E.9 Consider Resolution approving Regular Board Meeting Dates, Time and Location for 2014 Calendar Year **Pg. 90**
  - a. Attachment 1 – 2014 Proposed MCSD Board Meetings **Pg. 92**
  - b. Attachment 2 - Resolution 2013-30 **Pg. 93**
- E.10 Announcement for the 2014-2015 Association of California Water Agencies (ACWA) elected board representatives for Region 1 and consider travel to ACWA 2013 Fall Conference in Los Angeles, CA **Pg. 94**
  - a. Attachment 1 – 2013 ACWA Fall Conference Preliminary Agenda **Pg. 96**

## **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 (alternate))
- b. Area Fund (John Kulstad)
- c. Redwood Region Economic Development Commission (Wennerholm/Edwards (alternate))
- d. McKinleyville Senior Center Advisory Committee (Wennerholm)
- e. Audit (Corbett/Edwards)
- f. Employee Negotiations (Wennerholm/ Edwards)
- g. Water Task Force (Mayo/Corbett (alternate))
- h. AdHoc No Drugs & Toxics Down the Drain (Couch/Mayo (alternate))
- i. McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))

### **F.2. STAFF REPORTS**

- a. Support Services Department (Colleen M.R.Trask) **Pg. 97**
  - a. Attachment 1 – Budget Power Cost Water Pumping **Pg. 99**
  - b. Attachment 2 – Water Usage Tracking Graph **Pg. 100**
- b. Operations Department (James Henry) **Pg. 101**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 103**
- d. General Manager (Greg Orsini) **Pg. 106**
  - a. Attachment 1- WWMF Report for September 2013 **Pg. 108**

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

### **F.4. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS**

## **G. ADJOURNMENT**

**Posted 5:00 pm on November 1, 2013**