



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, APRIL 4, 2018

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

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

b. CONFERENCE WITH LEGAL COUNSEL— POTENTIAL LITIGATION.
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 and initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 potential case (Breach of Contract, Auburn Constructors, Inc., McKinleyville Community Services District Wastewater Management Facility Improvements Contract)

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 **Pg. 6** 2018/2019) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

Consider Adopting Resolution 2018-10; Approving the Annual Engineer’s Report; Fiscal Year 2018/2019; 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 2018-11; Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2018/2019

Attachment 1 – Resolution 2018-10	Pg. 9
Attachment 2 – Resolution 2018-11	Pg. 11
Attachment 3 – Annual Engineer’s Report Fiscal Year 2018/19	Pg. 14
Attachment 4 – PSA for Notice of Hearing	Pg. 45

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 March 7, 2018 | Pg. 47 |
| | Attachment 1 – Draft Minutes from March 7, 2018 | Pg. 48 |
| D.2 | Consider Approval of February 2018 Treasurer’s Report | Pg. 52 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations | Pg. 73 |

E. CONTINUED AND NEW BUSINESS

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| E.1 | Consider Appointment of Joyce King for the Vacant Alternate Position on the Recreation Advisory Committee | Pg. 74 |
| | Attachment 1 – Letter of Interest from Joyce King | Pg. 76 |
| E.2 | Review and Discuss the McKinleyville Skate Park Quarterly Update Presented by the Humboldt Skatepark Collective (HSC) | Pg. 77 |
| | Attachment 1 – HSC McKinleyville Skate Park Project Status Update Summary | Pg. 78 |
| E.3 | Consider Approval of Professional Services Agreement with Willdan Financial to Perform a Water and Sewer Rate Study | Pg. 79 |
| | Attachment 1 – Professional Services Agreement | Pg. 81 |
| E.4 | Consider Approval of Professional Services Agreement with GHD to Perform Phase 2 of the Mainline Replacement and Rehabilitation Master Plan | Pg. 95 |
| | Attachment 1 – Professional Services Agreement | Pg. 97 |
| E.5 | Review Parks & General Fund DRAFT Operating Budget, FY2018-19 | Pg. 112 |
| | Attachment 1 – FY2018-19 DRAFT Parks/General Fund Operating Budget | Pg. 113 |
| | Attachment 2 – FY2018-19 DRAFT Measure B Operating Budget | Pg. 114 |
| E.6 | Initiate Process for General Manager’s Performance Evaluation | Pg. 115 |
| | Attachment 1 – Exhibit A of Board Policy Manual | Pg. 117 |
| | Attachment 2 – Board of Director’s Evaluation Form GM | Pg. 118 |
| | Attachment 3 – Department Head 360 Performance Evaluation of GM | Pg. 120 |
| E.7 | Consider Attendance at the 2018 Special District Legislative Days in Sacramento, May 22-23, 2018 | Pg. 123 |
| | Attachment 1 – 2018 Special District Legislative Days Brochure | Pg. 125 |

E.8	Discussion of 2017 Wastewater Management Facility Annual Report to the North Coast Regional Water Quality Control Board (NCRWQCB) Attachment 1 – Summary of 2017 Wastewater Management Facility Annual Report	Pg. 127 Pg. 129
E.9	Review the Information Regarding a Smoke Free Parks Policy vs. a Smoke Free Parks Ordinance	Pg. 138
E.10	Consider Approval of Lighthouse Electrical Inc. Contract Change Order No. 3 to Perform Services Related to Redundant Wireless Communications for the Digital Control System Upgrade Project and Authorize General Manager to Execute Contract Change Order Attachment 1 – Lighthouse Electrical Inc. Contract Change Order No. 3	Pg. 140 Pg. 142
E.11	Review and Discuss Draft Resolution Establishing a Policy for the Collection and Disposal of Sharps Attachment 1 – Draft Sharps Policy Resolution	Pg. 145 Pg. 146
E.12	Consider Support for Senate Bill 929 (McGuire) Special District Website Requirement and Approve Board President to Sign Letter of Support Attachment 1 – Letter of Support SB 929 Attachment 2 – SB 929	Pg. 147 Pg. 148 Pg. 149

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/Wheeler)
- b. Area Fund (John Kulstad/Burke)
- c. Redwood Region Economic Development Commission (Mayo/Corbett)
- d. McKinleyville Senior Center Advisory Committee (Burke, Wheeler)
 - Board Liaison (Burke)
 - Executive Committee Liaison (Wheeler)
- 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)

F.2 STAFF REPORTS

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| a. Support Services Department (Colleen M.R. Trask) | Pg. 153 |
| b. Operations Department (James Henry) | Pg. 155 |
| c. Parks & Recreation Department (Lesley Frisbee) | Pg. 160 |

d. General Manager (Greg Orsini)

Pg. 164

Attachment 1 – WWMF Monthly Self Monitoring Report

Pg. 167

F.3 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on March 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 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.