



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, APRIL 6, 2016 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.

B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2016/2017) for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities.
Consider adopting Resolution 2016-09; Approving the Annual Engineer's Report; Fiscal Year 2016/2017; 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 2016-10; Ordering the levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2016/2017 **Pg. 5**

Attachment 1 – Resolution 2016-09 **Pg. 8**

Attachment 2 – Resolution 2016-10 **Pg. 10**

Attachment 3 – Annual Engineer's Report Fiscal Year 2016/17 **Pg. 13**

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.

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of March 2, 2016 **Pg. 47**

Attachment 1 – Draft Minutes from March 2, 2016 **Pg. 48**

D.2 Consider approval of February 2016 Treasurer's Report **Pg. 54**

D.3 Compliance with State Double Check Valve (DCV) Law – Violations **Pg. 76**

D.4 Approve and authorize Board President to sign and execute the Hiller Sports Complex Facility Use Agreement Contract for Mad River Youth Soccer League **Pg. 77**

Attachment 1 – Mad River Youth Soccer League Agreement **Pg. 78**

D.5 Approve and authorize Board President to sign and execute the Senior Center Management Services and Usage Agreement **Pg. 114**

Attachment 1 – Senior Center Management Services and Usage Agreement **Pg. 115**

D.6 Approve and authorize Board President to sign and execute the Lease Extension Agreement for Fischer Ranch **Pg. 140**

Attachment 1 – Second Lease Extension Agreement **Pg. 142**

Attachment 2 – Request of Lease Extension by Marvin Peachey **Pg. 170**

D.7 Approve and authorize Board President to sign and execute the Library Lease Agreement **Pg. 171**

Attachment 1 – Library Lease Agreement with Exhibits A-D **Pg. 173**

E. CONTINUED AND NEW BUSINESS

- E.1 Employee negotiations regarding proposed three (3) year compensation contract with District employees **Pg. 191**
Attachment 1 – Memo from negotiations committee to the Board **Pg. 194**
Attachment 2 – Memo to the negotiations committee from the Board **Pg. 196**
- E.2 Review Draft Urban Water Management Plan **Pg. 198**
Attachment 1 – Draft Urban Water Management Plan **Pg. 199**
- E.3 Consider Local Agency Formation Commission (LAFCo) Election for Special District Representative **Pg. 304**
Attachment 1 – LAFCo Independent Special District Election Memo **Pg. 306**
Attachment 2 – Official Ballot **Pg. 308**
Attachment 3 – Letter from candidate Debra Lake **Pg. 309**
- E.4 Initiate process for General Manager Performance Evaluation **Pg. 310**
Attachment 1 – Exhibit A from Board Policy Manual **Pg. 312**
Attachment 2 – Board of Director's Evaluation Form GM **Pg. 313**
Attachment 3 – Department Head 360 Performance Evaluation of the General Manager **Pg. 316**
- E.5 Consider authorization to attend the 2016 Special District Legislative Days on May 17 & 18, 2016 in Sacramento, CA **Pg. 319**
Attachment 1 – Legislative Days Agenda and Registration Form **Pg. 321**
- E.6 Consider approval of Resolution 2016-08 authorizing the General Manager to sign and file an application for grant funding from the State Water Resources Control Board (SWRCB) for the planning, design, and construction of the McKinleyville Community Services District (MCSD) Wastewater System Energy Efficiency and Renewable Energy Project **Pg. 323**
Attachment 1 – Wastewater System Energy Efficiency and Renewable Energy Project Technical Report **Pg. 325**
Attachment 2 – Resolution 2016-08 **Pg. 357**
- E.7 Approve Resolution 2016-07 nominating Gregory Orsini for election to the California Special Districts (CSDA) Board of Directors Seat B **Pg. 358**
Attachment 1 – CSDA Elections and Bylaws Committee Memo regarding Call for Nominations **Pg. 360**
Attachment 2 – Resolution 2016-07 **Pg. 365**
- E.8 Discussion of 2015 Wastewater Management Facility Annual Report to the Regional Water Quality Control Board (RWQCB) **Pg. 366**
Attachment 1 – Summary of 2015 Wastewater Management Facility Annual Report **Pg. 368**

- E.9 Review Parks & General Fund Draft Operating Budget, FY2016-17 **Pg. 377**
Attachment 1 – FY 2016-17 Draft Operating Budget for the
Parks/General Fund and Measure B Fund **Pg. 378**
- E.10 Approve and authorize Board President to sign and execute the Facility Use
Agreement between McKinleyville Community Services District and the
Boys & Girls Club of the Redwoods for the shared use of the McKinleyville
Teen & Community Center **Pg. 379**
Attachment 1 – Facility Use Agreement **Pg. 381**

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/Edwards)
- c. Redwood Region Economic Development Commission (Mayo/Edwards)
- d. McKinleyville Senior Center Advisory Committee (Edwards, Mayo)
- e. Audit (Corbett/Edwards)
- f. Employee Negotiations (Couch/Edwards)
- g. Water Task Force (Wheeler/Corbett)
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch)
- i. McKinleyville Municipal Advisory Committee (Edwards/Corbett)
- j. Cornerstone Committee (Couch)
- k. Groundwater Sustainability Committee (Edwards/Corbett, Mayo)

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 386**
- b. Operations Department (James Henry) **Pg. 388**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 394**
Attachment 1 – RAC Meeting Notes 03-17-16 **Pg. 397**
Attachment 2 – RAC Roster **Pg. 400**
- d. General Manager (Greg Orsini) **Pg. 402**
Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 405**

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on April 1, 2016

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.