



**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, AUGUST 1, 2018 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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## **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 June 6, 2018  | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from June 6, 2018  | <b>Pg. 6</b>  |
| D.2 | Consider Approval of May & June 2018 Treasurer's Report   | <b>Pg. 11</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations   | <b>Pg. 57</b> |
| D.4 | Consider Approval to Declare Two 2008 Ford Ranger Trucks Surplus  | <b>Pg. 58</b> |
| D.5 | Consider Approval of Recreation Program Fees for 2018-19 Youth Basketball League and the Breakout Vacation Day Camp Program   | <b>Pg. 59</b> |
| D.6 | Approve and Authorize Board President to Sign and Execute the Agreement Between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility | <b>Pg. 61</b> |
|     | Attachment 1 – McKinleyville Community Services District & Boys and Girls Club of the Redwoods Agreement Regarding Provision of the McKinleyville Teen & Community Center Facility  | <b>Pg. 63</b> |

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

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|-----|---|----------------|
| E.1 | Information on Water and Sewer Rate Evaluation and Proposition 218 Process  | <b>Pg. 72</b>  |
|     | Attachment 1 – PowerPoint Presentation  | <b>Pg. 75</b>  |
| E.2 | Consider the Regular Board Meeting Dates, Time and Location for the 2019 Calendar Year  | <b>Pg. 82</b>  |
|     | Attachment 1 – Proposed 2019 MCSD Regular Board Meeting Schedule  | <b>Pg. 83</b>  |
| E.3 | Consider Attendance to the California Special District's Association (CSDA) 2018 Annual Conference, September 24 - 27, 2018 in Indian Wells, CA | <b>Pg. 84</b>  |
|     | Attachment 1 – CSDA Conference Complete Brochure  | <b>Pg. 85</b>  |
| E.4 | Annual Board Self-Evaluation Review and Discussion  | <b>Pg. 101</b> |
|     | Attachment 1 – Summary of Board Self-Evaluation Worksheets  | <b>Pg. 102</b> |

E.5	Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School Attachment 1 – MUSD and MCSD Agreement	<b>Pg. 105</b>  <b>Pg. 107</b>
E.6	Discuss and Provide Direction Regarding Request for Parks and Recreation Revenue Workshop	<b>Pg. 114</b>
E.7	Review Information Provided Summarizing Staff Input on Potential Strategic Plan Goals Attachment 1 – Staff Input on Strategic Goals	<b>Pg. 115</b>  <b>Pg. 117</b>
E.8	Determine Low Responsive Bid and Authorize General Manager to Enter into Agreement for the Pre-Purchase of Emergency Generators for Fischer and Letz Sewer Lift Stations as Part of the Generator Replacement Project Attachment 1 – GHD Generator Quote Recommendation Memo Attachment 2 – Cummins Bid Packet Attachment 3 – Peterson/CAT Bid Packet Attachment 4 – Fernbridge Tractor Bid Packet Attachment 5 – Cummins Bid Clarification Attachment 6 – Fernbridge Tractor Bid Clarification	<b>Pg. 125</b>  <b>Pg. 128</b> <b>Pg. 130</b> <b>Pg. 151</b> <b>Pg. 155</b> <b>Pg. 168</b> <b>Pg. 170</b>
E.9	Approve Resolution 2018-18 Authorizing General Manager to Execute Hazard Mitigation Grant Letters of Commitment for Grant Match and Maintenance for a 4.5 Million Gallon Water Storage Tank and Three Sewer Main Line Undercrossing Upgrades at Highway 101 Attachment 1 – Resolution 2018-18	<b>Pg. 178</b>  <b>Pg. 180</b>

## **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/Burke)
- c. Redwood Region Economic Development Commission (Mayo/Corbett)
- d. McKinleyville Senior Center Advisory Council (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)
- l. Humboldt Local Agency Formation Commission (Couch)

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

a. Support Services Department (Colleen M.R. Trask)	<b>Pg. 186</b>
b. Operations Department (James Henry)	<b>Pg. 188</b>
c. Parks & Recreation Department (Lesley Frisbee)	<b>Pg. 193</b>
Attachment 1 – RAC Meeting Notes June 21, 2018	<b>Pg. 195</b>
Attachment 2 – RAC Meeting Notes July 18, 2018	<b>Pg. 197</b>
d. General Manager (Greg Orsini)	<b>Pg. 199</b>
Attachment 1 – WWMF Monthly Self Monitoring Report	<b>Pg. 203</b>

**F.3 PRESIDENT’S REPORT**

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

**G. ADJOURNMENT**

**Posted 5:00 pm on July 27, 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](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.*