



**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, JANUARY 3, 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 December 6, 2017 | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from December 6, 2017   | <b>Pg. 6</b>  |
| D.2 | Consider Approval of November 2017 Treasurer’s Report  | <b>Pg. 10</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations                                | <b>Pg. 31</b> |

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

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|-----|--|----------------|
| E.1 | Presentation of the Community Builder Award to Sheriff’s Citizens on Patrol (SCOP)   | <b>Pg. 32</b>  |
|     | Attachment 1 – Responses to Interview Questions  | <b>Pg. 33</b>  |
| E.2 | Presentation of the McKinleyville Community Services District Employee of the Year Award to Jennifer Olsen   | <b>Pg. 34</b>  |
| E.3 | Approve FY2016-17 Audited Financial Statements   | <b>Pg. 36</b>  |
|     | Attachment 1 – MCSD Basic Financial Statements with the Report of the Independent Auditor for Fiscal Year 2016-17  | <b>Pg. 37</b>  |
| E.4 | Approve Proposed Mad River Estuary EdVenture on the Mad River Bluff Adjacent to Fischer Ranch  | <b>Pg. 109</b> |
|     | Attachment 1 – MCSD Board Presentation   | <b>Pg. 110</b> |
| E.5 | Approve Resolution 2018-03 Approving the Co-Application with McKinleyville Union School District and Humboldt County Office of Education for Grant Funds from the 21 <sup>st</sup> Century Community Learning Center Program | <b>Pg. 115</b> |
|     | Attachment 1 – Resolution 2018-03  | <b>Pg. 116</b> |
| E.6 | Review and Discuss the Presentation from the Humboldt Skate Park Collective Updating the Board of Directors on the Current Status of the McKinleyville Skate Park Project  | <b>Pg. 118</b> |
|     | Attachment 1 – HSPC McKinleyville Skate Park Project Status Update Summary   | <b>Pg. 119</b> |

E.7	Consider Approval of the Strategic Plan 2018-2022 Attachment 1 – Strategic Plan 2018-2022 Draft	<b>Pg. 120</b> <b>Pg. 121</b>
E.8	Integrated Pest Management Annual Report Attachment 1 – MCSD IPM Treatment Tracking Forms Attachment 2 – Open Space Maintenance Zone Maps	<b>Pg. 164</b> <b>Pg. 165</b> <b>Pg. 187</b>
E.9	Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2018 Calendar Year Attachment 1 – 2017 Positions, Staff Member Appointments and 2017 Committee Assignments	<b>Pg. 197</b> <b>Pg. 199</b>
E.10	Consider Authorization of Resolution 2018-01 Providing Workers’ Compensation Coverage to Board and Volunteers Attachment 1 – Resolution 2018-01 Attachment 2 – Resolution 2011-22	<b>Pg. 200</b> <b>Pg. 201</b> <b>Pg. 203</b>
E.11	Consider Adoption of Resolution 2018-02 Authorizing Participation in the California Special District Association's District Purchasing Card Program Attachment 1 – Resolution 2018-02	<b>Pg. 204</b> <b>Pg. 205</b>
E.12	Consider Approval of an Anti-Discrimination Policy Attachment 1 – Draft Anti-Discrimination Policy	<b>Pg. 206</b> <b>Pg. 208</b>
E.13	Approve Professional Services Agreement for MCSD Emergency Generator Replacement Project Design, Construction and Post Construction Services Attachment 1 – Professional Services Agreement Attachment 2 – SOQ Scoring Sheet	<b>Pg. 213</b> <b>Pg. 215</b> <b>Pg. 228</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 (Couch/Wheeler)
- b. Area Fund (John Kulstad/Burke)
- c. Redwood Region Economic Development Commission (Mayo/Corbett)
- d. McKinleyville Senior Center Advisory Committee (Burke, 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) | <b>Pg. 229</b> |
| b. Operations Department (James Henry)              | <b>Pg. 231</b> |

c. Parks & Recreation Department (Lesley Frisbee)	Pg. 236
Attachment 1 – “Brew Your Beard” Flyer	Pg. 238
d. General Manager (Greg Orsini)	Pg. 239
Attachment 1 – WWMF Monthly Self Monitoring Report	Pg. 242

F.3 PRESIDENT’S REPORT

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

**G. ADJOURNMENT**

**Posted 5:00 pm on December 29, 2017**

*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.*