



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 4, 2017 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.

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 the Minutes of the Board of Directors Regular Meeting of December 7, 2016 **Pg. 5**
Attachment 1 – Draft Minutes from December 7, 2016 **Pg. 6**
- D.2 Consider Approval of November 2016 Treasurer's Report **Pg. 13**
- D.3 Compliance with State Double Check Valve (DCV) Law – No Violations

E. CONTINUED AND NEW BUSINESS

- E.1 Presentation of the Community Builder Award to Aaron Ostrom, Founder of McKinleyville Community Watch (MCW) **Pg. 36**
Attachment 1 – Responses to Interview Questions **Pg. 38**
- E.2 Presentation of the McKinleyville Community Services District Employee of the Year Award to Chris Jones **Pg. 41**
- E.3 Accept FY2015-16 Audited Financial Statements **Pg. 42**
Attachment 1 – MCSD Basic Financial Statements with the Report of the Independent Auditor for Fiscal Year 2015-16 **Pg. 43**
- E.4 Consider Approval of the Strategic Plan 2017-2021 **Pg. 106**
Attachment 1 – Strategic Plan 2017 Draft **Pg. 107**
- E.5 Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2017 Calendar Year **Pg. 147**
Attachment 1 – 2016 Positions, Staff Member Appointments and 2016 Committee Assignments **Pg. 149**
- E.6 Approve Resolution 2017-01 to Approve, Without Amendments, the MCSD Policies and Procedures Related to Governance, Ethics, Board Conduct, Reimbursement/Compensation, District Finances, and Reserves as Related to District of Distinction Reaccreditation Process **Pg. 150**
 - Attachment 1 – MCSD Reserve Policy **Pg. 152**
 - Attachment 2 – MCSD Expenditure Control Guidelines **Pg. 155**
 - Attachment 3 – MCSD Board Policy Manual **Pg. 159**
 - Attachment 4 – MCSD Employee Handbook **Pg. 173**
 - Attachment 5 – Resolution 2017-01 **Pg. 207**

E.7	Review Information Pertaining to the Agreement with the American Red Cross for the Provision of an Emergency Disaster Shelter at the McKinleyville Activity Center	Pg. 208
	Attachment 1 – Shelter Agreement with American Red Cross	Pg. 210
	Attachment 2 – Resolution 2002-6	Pg. 221
E.8	Advise Staff on Policy Considerations to Authorize the Placement of Decorations within the County of Humboldt's Right of Way within the Central Avenue Open Space Maintenance Zone (OSMZ)	Pg. 223
	Attachment 1 – McK Chamber Proposal for Lighting and Flower Pots	Pg. 226
	Attachment 2 – Flower Pot Specifications	Pg. 228
	Attachment 3 – Executed MOU Between Humboldt County Public Works and MCSD for Central Ave. OSMZ July 1, 2016	Pg. 229
	Attachment 4 – Draft MOU Between MCSD and McK Chamber of Commerce	Pg. 233
E.9	Approve Resolution 2017-02 Authorizing the Acceptance and Recordation of a Quitclaim Deed for Real Property Located in McKinleyville, CA (APN 507-141-021)	Pg. 237
	Attachment 1 – Map designating parcel APN 507-141-021	Pg. 239
	Attachment 2 – Certificate of Acceptance APN 507-141-021	Pg. 240
	Attachment 3 – Resolution 2017-02	Pg. 241

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

F.2 STAFF REPORTS

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| a. | Support Services Department (Colleen M.R. Trask) | Pg. 263 |
| b. | Operations Department (James Henry) | Pg. 265 |
| c. | Parks & Recreation Department (Lesley Frisbee) | Pg. 270 |
| | Attachment 1 – RAC Meeting Notes 12-15-16 | Pg. 272 |
| | Attachment 2 – Community Survey Questionnaire | Pg. 275 |
| d. | General Manager (Greg Orsini) | Pg. 284 |
| | Attachment 1 – WWMF Monthly Self Monitoring Report | Pg. 287 |

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on December 30, 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.