



**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, JULY 6, 2016 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.*

B.1 Take Public Comment on the 2015 Urban Water Management Plan,

Approve Plan for Submittal and Adopt Resolution 2016-11

**Pg. 5**

Attachment 1 – Draft Urban Water Management Plan

**Pg. 7**

Attachment 2 – Resolution 2016-11

**Pg. 68**

Attachment 3 – Press release for Urban Water Management Plan

**Pg. 69**

- B.2 Consider approval of the final engineer's report and revised water and sewer capacity fee rates for new services connections **Pg. 70**  
     Attachment 1 – Resolution 2016-14 Amending Rules and Regulations to Adjust Capacity Fees **Pg. 73**  
     Attachment 2 – Water and Sewer Capacity Fee Study June 1, 2016 **Pg. 76**  
     Attachment 3 – Capacity Fee Presentation **Pg. 97**  
     Attachment 4 – Press release for Capacity Fee Study **Pg. 108**

## **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 **Pg. 109**  
     Regular Meeting of June 1, 2016 **Pg. 110**  
     Attachment 1 – Draft Minutes from June 1, 2016 **Pg. 110**
- D.2 Consider approval of May 2016 Treasurer's Report **Pg. 116**
- D.3 Compliance with State Double Check Valves (DCV) Law – Violations **Pg. 138**
- D.4 Consider Approval of a Facilities Extension Agreement for Central Estates Subdivision Phase 2D **Pg. 139**  
     Attachment 1-Application for Extension of Water, Sewer, Streetlights, Trails & Open Space **Pg. 141**
- D.5 Consider approval to declare the 1988 Dump Truck Surplus. **Pg. 147**

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

- E.1 Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land **Pg. 148**  
     Attachment 1 – McKinleyville Community Service District-Green Diamond Resource Company Conflict Waiver **Pg. 150**
- E.2 Announcement of Director Edwards Resignation and approve process to Fill Vacant Board of Director Seat **Pg. 156**  
     Attachment 1 - Email Resignation from Helen Edwards **Pg. 158**

- E.3 Approve and authorize Board President to sign and execute the Revised Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility **Pg. 159**  
Attachment 1 - Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility **Pg. 161**
- E.4 Direction to staff to resolve community concerns for Camino Way Open Space Maintenance Zone(OSMZ) #16 **Pg. 167**  
Attachment 1 – August 14, 1997 Public Hearing for the Camino Way OSMZ **Pg. 170**  
Attachment 2 – Letter to BOD from Kathy Rodriguez **Pg. 174**  
Attachment 3 – Petition from Camino Way property owners **Pg. 175**
- E.5 Consider Attendance to the California Special District's Association (CSDA) 2016 Annual Conference, October 10-13, 2016 in San Diego, CA **Pg. 178**  
Attachment 1 – CSDA Conference Schedule of Events **Pg. 180**  
Attachment 2 – CSDA Conference Complete Brochure **Pg. 181**
- E.6 Distribution of the Annual Board Self-Evaluation **Pg. 201**  
Attachment 1 – Board Self-Evaluation Policy & Procedure **Pg. 202**  
Attachment 2 – Self-Evaluation Worksheet **Pg. 203**
- E.7 Consider Approving Request for Proposal (RFP) to design, manage and inspect recoating project for Cochran 1.5-million-gallon water tank. **Pg. 205**  
Attachment 1 – Oscar Larson and Associates Proposed Budget **Pg. 207**

## **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**

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|--|----------------|
| a. Support Services Department (Colleen M.R. Trask)                              | <b>Pg. 208</b> |
| b. Operations Department (James Henry)   | <b>Pg. 210</b> |
| c. Parks & Recreation Department (Lesley Frisbee)                                | <b>Pg. 215</b> |
| d. General Manager (Greg Orsini)   | <b>Pg. 218</b> |
| Attachment 1 – Waste Water Management Facility Monthly<br>Self-Monitoring Report | <b>Pg. 221</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 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](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.*