



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, MAY 3, 2017
Special Meeting 6:00 pm
Regular Meeting 7:00 pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA
Special Meeting 6:00 pm

Board Member Portraits and Group Photograph

A. CALL TO ORDER; 6:15 pm

A.1 Roll Call

A.2 Closed Session Discussion; 6:30 pm

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.

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini

A.3 Report out of Closed Session

AGENDA
Regular Meeting 7:00 pm

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

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 April 5, 2017 | Pg. 6 |
| | Attachment 1 – Draft Minutes from April 5, 2017 | Pg. 7 |
| D.2 | Consider approval of March 2017 Treasurer's Report | Pg. 13 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – No Violations | |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|--|---------------|
| E.1 | Consider Authorization for Participation in and Approval of a 30% Cost Share for the Household Hazardous Waste (HHW) Collection Event at Pierson Park on July 15, 2017 | Pg. 35 |
| | Attachment 1 – Humboldt Waste Management Authority Letter of Request | Pg. 37 |
| E.2 | Review Redwood Coast Energy Authority's (RCEA) Humboldt County Community Choice Energy Program | Pg. 38 |
| | Attachment 1 – RCEA Community Energy PowerPoint Presentation | Pg. 40 |
| E.3 | Consider Adopting Resolution 2017-13 Dissolving the Camino Way | Pg. 48 |

	Open Space Maintenance Zone (OSMZ #16)	
	Attachment 1 – Resolution 2017-13	Pg. 50
	Attachment 2 – Ordinance 42	Pg. 51
	Attachment 3 – Resolution 1997-33	Pg. 56
E.4	Review Information Related to the Facility Use Fee for the McKinleyville Senior Center's use of the Azalea Hall Meeting Room, Office Space and Storage Spaces and MCSD Board Assignee's Responsibilities to Chair the Senior Center Advisory Committee	Pg. 57
E.5	Consider Approval of REVISED Operating Budget FY2016-17	Pg. 60
	Attachment 1 - FY2016-17 REVISED Budget Summary and Fund Budgets	Pg. 62
E.6	Consider Adopting Resolution 2017-12 Approving the Application for Grant Funds for California Climate Investments Urban Greening Program	Pg. 67
	Attachment 1 – Resolution 2017-12	Pg. 69
	Attachment 2 – 2017 Urban Greening Pre-Proposal McKinleyville Community Forest	Pg. 71
	Attachment 3 – Urban Greening Grant Application	Pg. 72
E.7	Consider Approval of Professional Services Agreement for GHD to Provide Construction Management Service for MCSD Digital Control Upgrade and Authorize General Manager to Execute Contract	Pg. 82
	Attachment 1 – Professional Services Agreement	Pg. 83
E.8	Review Leak Adjustment Policy, Impacts, and Policy Comparison Matrix	Pg. 93
	Attachment 1 – Leak Adjustment Impacts Comparison FY14-15, FY15-16 and FY16-17 year-to-date	Pg. 94
	Attachment 2 – Leak Adjustment Policy Comparison Matrix	Pg. 95
E.9	Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2017-18	Pg. 97
	Attachment 1 – FY2017-18 Draft Operating Budgets for Water, Wastewater and Streetlights Funds	Pg. 98
E.10	Discussion of 2016 Wastewater Management Facility Annual Report to the Regional Water Quality Control Board (RWQCB)	Pg. 101
	Attachment – Summary of 2016 Wastewater Management Facility Annual Report	Pg. 103
E.11	Review Parks & General Fund DRAFT Operating Budget FY2017-18	Pg. 112
	Attachment – FY2017-18 DRAFT Operating Budget for the Parks/General Fund and for Measure B Fund, with prior year comparison	Pg. 114
E.12	Discuss and Update Board Officer Rotation Schedule	Pg. 115

E.13	Consider Approval of Resolution 2017-14 Adopting MCSD's Debt Management and Capital Financing Policy	Pg. 117
	Attachment 1 – Resolution 2017-14 with Exhibit “A” the MCSD Debit Management and Capital Financing Policy	Pg. 118
E.14	Consider Extension of General Manager's (GM) Contract through January 1, 2021	Pg. 122
	Attachment 1 – General Manager Contract	Pg. 123
	Attachment 2 – General Manager Contract, First Amendment	Pg. 134
	Attachment 3 – General Manager Contract, Second Amendment	Pg. 137

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 (Wheeler, Burke)
- 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

- a. Support Services Department (Colleen M.R. Trask) **Pg. 139**
- b. Operations Department (James Henry) **Pg. 141**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 146**
 - Attachment 1 – Community Survey for Master Plan Update **Pg. 149**
- d. General Manager (Greg Orsini) **Pg. 162**
 - Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 165**

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on April 28, 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 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.