



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, NOVEMBER 2, 2016 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.

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| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting of October 5, 2016 | Pg. 5 |
| | Attachment 1 – Draft Minutes from October 5, 2016 | Pg. 6 |
| D.2 | Consider Approval of September 2016 Treasurer’s Report | Pg. 10 |
| D.3 | DCV Violations this Month – No Violations | |
| D.4 | Consider Approval of Party Program Fees and Policy Changes | Pg. 32 |
| | Attachment 1 – Draft Revised Party Reservation Form | Pg. 34 |
| D.5 | Consider Approval of Hiller Sport Site Use Fee Changes | Pg. 35 |
| | Attachment 1 – Draft Hiller Sports Site Fee Schedule | Pg. 37 |

E. CONTINUED AND NEW BUSINESS

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| E.1 | Review Humboldt Bay Municipal Water District’s (HBMWD) Proposed Changes to Ordinance 16 and Contract for Supply of Water | Pg. 38 |
| | Attachment 1 – Ordinance 16 Draft Amendment 2017 | Pg. 40 |
| | Attachment 2 – McKinleyville Contract for Supply of Municipal Water Proposed Update | Pg. 56 |
| E.2 | Consider and Adopt Resolution 2016-20 Recognizing, Honoring and Commending Kyle Stone for Ten (10) Years of Service | Pg. 64 |
| | Attachment 1 – Resolution 2016-20 | Pg. 65 |
| E.3 | Review the Strategic Plan (Plan) for FY 2017-18 | Pg. 66 |
| | Attachment 1 - McKinleyville Community Services District Strategic Plan Project Matrix 2017-18 | Pg. 67 |
| E.4 | Consider New Heart Church’s Request to Maintain July 2015 Facility Use Rates for Use of District Facilities in 2017 | Pg. 73 |
| | Attachment 1 – New Heart Letter | Pg. 75 |

E.5	Consider Approval of the Agreement for the Adoption & Maintenance of the Botanical Garden at Hiller Park between the McKinleyville Community Services District and the Rotary Club of Mad River	Pg. 76
	Attachment 1 – Adoption of Garden & Maintenance Agreement between MCSD & the Rotary Club of Mad River	Pg. 78
E.6	Consider Approval of Resolution 2016-19 Naming the Botanical Garden at Hiller Park the “Hiller Park Botanical Peace Garden” as Proposed by the Rotary Club of Mad River	Pg. 80
	Attachment 1 – Resolution 2016-19 Naming the Existing Botanical Garden at Hiller Park at 675 Hiller Road, The Hiller Park Botanical Peace Garden	Pg. 82
	Attachment 2 – Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities submitted by the Rotary Club of Mad River	Pg. 83
E.7	Consider and Adopt Resolution 2016-17, intent of the McKinleyville Community Services District to reimburse expenditures of the Project Funds provided by the State of California, acting by and through the State Water Board, and Resolution 2016-18 to Pledge Revenues and Funds Related to the Clean Water State Revolving Fund Energy Projects	Pg. 85
	Attachment 1 – Resolution 2016-17	Pg. 87
	Attachment 2 – Resolution 2016-18	Pg. 89
E.8	Consider Approval for Board Secretary to Initiate Process of Election to be Held on March 14, 2017 and Notice of Election to be Mailed to County Clerk	Pg. 90
	Attachment 1 – Humboldt County Elections Office Administrative Calendar Special District Election, March 14, 2017	Pg. 92
	Attachment 2 – Draft Notice of Election Letter	Pg. 95
E.9	Consider Approval of Auburn Constructors Inc. Contract Change Order No. 4 to Perform Services Related to Pond 1A Biosolids Hauling for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Execute Contract Change Order	Pg. 96
	Attachment 1 – Auburn Constructors Inc. Change Order No. 4	Pg. 97
E.10	Consider Approval of G. Bowes variance request	Pg. 110
	Attachment 1 – Ginger Bowes’ Variance Application	Pg. 112
	Attachment 2 – Original leak adjustment request and calculations	Pg. 119
	Attachment 3 – Calculated 3-month leak adjustment	Pg. 124
	Attachment 4 – Resolution 2011-10 Water Leak Adjustment Policy	Pg. 128

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

- a. Support Services Department (Colleen M.R. Trask) **Pg. 129**
- b. Operations Department (James Henry) **Pg. 131**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 135**
Attachment 1 – RAC Meeting Notes 10/20/16 **Pg. 137**
- d. General Manager (Greg Orsini) **Pg. 140**
Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 143**

F.3 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on October 28, 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.