



**Mission statement of McKinleyville Community Services District:**  
"McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, April 3, 2024 AT 6:00pm**

**LOCATION: AZALEA HALL  
1620 Pickett Road  
McKinleyville, California**

**Or**

**TELECONFERENCE Via ZOOM & TELEPHONE:  
Use ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) or DIAL  
IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, April 2, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 3, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

---

## **AGENDA**

**6:00 p.m.**

### **A. CALL TO ORDER**

A.1 Roll Call

A.2 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.*

A.2.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

(Gov. Code section 54956.9(d)(2).): One Case: Claimant Yurok Indian Housing Authority.

### A.3 Pledge of Allegiance

### A.4 Additions or Changes 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.5 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.*

### B.1 Public Hearing on Proposed Assessment and Formation of Street Light Zone (SLZ) #105 and Consider Adoption of Resolution 2024-08, for Washington Terrace SLZ

- Attachment 1 – Resolution 2024-08 Formation of SLZ #105
- Attachment 2 – SLZ #105 Engineers Report w/ Exhibit A and B
- Attachment 3 – SLZ #105 Completed Ballot w/ Notice

### B.2 Public Hearing on Proposed Assessment and Formation of Open Space Maintenance Zone (OSMZ) # 29 and Consider Adoption of Resolution 2024-07, for Washington Terrace OSMZ

- Attachment 1 – Resolution 2024-07 Formation of OSMZ #29
- Attachment 2 – OSMZ #29 Engineers Report w/ Exhibit A and B
- Attachment 3 – OSMZ #29 Completed Ballot w/ Notice

## 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 on March 6, 2024

Attachment 1 – Draft Minutes from March 6, 2024

### D.2 Consider Approval of February 2024 Treasurer's Report

- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Approve Conveyance of Water, Sewer, and Street Lights Facilities Related to Washington Terrace Subdivision

Attachment 1 – Agreement for Conveyance and Acceptance of Washington Terrace Subdivision System

- D.5 Consider Approval to Declare 1979 Case C Backhoe Surplus

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

- E.1 Consider Approval of Ordinance 2024-01 Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest – Second Reading (Action)

Attachment 1 – Revision of Rules 46-48 in Track Changes  
Attachment 2 – Ordinance No. 2024-01, An Ordinance of the McKinleyville Community Services District Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest  
Attachment 3 – Chart of E-Bike Classes

- E.2 Review Parks and General Fund DRAFT Operating Budget, FY 2024-25 (Information)

Attachment 1 – FY 2024-25 DRAFT Parks/General Fund and Measure B Operating Budgets

- E.3 Initiate Process for General Manager’s Performance Evaluation (Direction)
  - Attachment 1 – Exhibit A of Board Policy Manual
  - Attachment 2 – Board of Director’s Evaluation Form GM
  - Attachment 3 – Department Head 360 Performance Evaluation of GM

## **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. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- d. McKinleyville Senior Center Board Liaison (Binder/Couch)
- e. Audit and Finance Committee (Orsini/Biteman)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

### **F.3 STAFF REPORTS**

- a. Finance & Administration Department (Colleen M.R. Trask)
- b. Operations Department (James Henry)
- c. Parks & Recreation Department (Lesley Frisbee)
- d. General Manager (Pat Kaspari)

Attachment 1 – WWMF Monthly Self-Monitoring Report

F.4 PRESIDENT'S REPORT

F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS

**G. ADJOURNMENT**

**Posted 5:00 pm on March 29, 2024**

*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.*