



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, SEPTEMBER 4, 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 up until 4:30 p.m. on Tuesday, September 3, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, September 4, 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 Pledge of Allegiance

A.3 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.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.*

C.1 Written Communications Received Prior to 5:00 p.m. August 30, 2024

Attachment 1 – August 17, 2024 Letter from Tom Boyer

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 August 7, 2024

Attachment 1 – Draft Minutes from August 7, 2024

D.2 Consider Approval of July 2024 Draft Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law

D.4 Consider Approval to Declare the Hiller Park Mobile Home Surplus

D.5 Update Regarding General Election November 5, 2024

Attachment 1 – Notice from Humboldt County Office of Elections

E. CONTINUED AND NEW BUSINESS

E.1 Provide Staff Direction Concerning Pursuit of Next Steps for

Providing Big Lagoon CSD Operational & Maintenance Assistance
(Action)

Attachment 1 – Big Lagoon Outsourcing Memo with attachments
Attachment 1a – Cost Estimating Spreadsheet prepared by MCSD for
performance of requested tasks

Attachment 1b – BLCSD 3 Year Profit and Loss Statement

Attachment 1c – BLCSD February 29, 2024 Balance Sheet

Attachment 2 – Cost Estimating Spreadsheet Prepared by MCSD

E.2 Consideration of James Elliot (32371 Alipaz LLC) Water Leak
Adjustment Appeal (Action)

Attachment 1 – MCSD Water Leak Adjustment Policy

Attachment 2 – Original Water Leak Appeal and Calculations

E.3 Second Reading of Ordinance 2024-02 Amending Regulation 24-
Use of the Public Sewers to Address Mobile Food Trucks (Action)

Attachment 1 – Proposed MCSD Food Truck Permit

Attachment 2 – Proposed MCSD Food Truck Permit Application

Attachment 3 – Revisions of Regulation 24 in Track Changes

Attachment 4 – Ordinance 2024-02, An Ordinance of the McKinleyville
Community Services District Amending Regulation 24-Use of the Public
Sewers of the MCSD Rules and Regulations

E.4 Second Reading of Ordinance 2024-03 Amending Regulation 21-
Connection Charges to Address Accessory Dwelling Units (ADU)
Sewer Connection Fees (Action)

Attachment 1 – Revisions of Regulation 21 in Track Changes

Attachment 2 – Ordinance 2024-03, An Ordinance of the McKinleyville
Community Services District Amending Regulation 21-Connection
Charges of the MCSD Rules and Regulations

E.5 Second Reading of Ordinance 2024-04 Amending Regulation 5-
Application for Regular Water Service to Address Accessory
Dwelling Units (ADU) Water Connection Fees (Action)

Attachment 1 – Revisions of Regulation 5 in Track Changes

Attachment 2 – Ordinance 2024-04, An Ordinance of the McKinleyville
Community Services District Amending Regulation 5-Application for
Regular Water Service of the MCSD Rules and Regulations

E.6 Review and Discuss Annual Board Self-Evaluation (Information/Discuss)

Attachment 1 – Summary of Board Self-Evaluation Worksheets

E.7 Consider Attendance at the Association of California Water
Agencies (ACWA) 2024 Fall Conference & Exhibition in Palm
Desert, CA on December 3-5, 2024 (Action)

Attachment 1 – Preliminary Agenda
Attachment 2 – Registration, Meals and Hotel Pricing Sheet

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. McKinleyville Community Forest Committee (Orsini/Biteman)
- i. HBMWD Muni Water Task Force (Couch/Mayo)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Samantha Howard)
- b. Operations Department (James Henry)
- c. Parks & Recreation Department (Kirsten Messmer)
- 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 August 30, 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.ca.gov/meetings 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.