



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, AUGUST 7, 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, August 6, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, August 7, 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.*

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 June 5, 2024

Attachment 1 – Draft Minutes from June 5, 2024 Regular Meeting

- D.2 Consider Approval of June Treasurer's Report

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

- D.4 Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center

Attachment 1 - Senior Center Management Services and Usage Agreement
Attachment 2 – Exhibit B, Schedule of Use

- D.5 Consider Approval of Resolution 2024-15 Reviewing and Approving Proposed Amendments to the MCSD Board Policy Manual

Attachment 1 – Resolution 2024-15

Attachment 2 – MCSD Board Policy Manual with Tracked Changes

D.6 Biennial Review of MCSD Conflict of Interest Code

Attachment 1 – Conflict of Interest Code with red-lined revisions
Attachment 2 – Resolution 2024-19 with Exhibit A – Final changes to MCSD Conflict of Interest Code
Attachment 3 – Letter from Humboldt County Office of Elections

D.7 Consider Approval of the Memorandum of Understanding between McKinleyville Community Services District and Local School Parent Teacher Organizations for the Collaborative Provision of Dances for Middle School Youth

Attachment 1 – DRAFT Memorandum of Understanding between MCSD and School PTO

D.8 Update of Authorized Signers at Umpqua Bank and/or Other Agencies, Banks or Credit Card Companies As May Be Required

E. CONTINUED AND NEW BUSINESS

E.1 Introduction and Welcome to Kirsten Messmer as the New Parks and Recreation Director and Wiley Robles as the new Utility Maintenance Worker (Information)

Attachment 1- Kirsten Messmer Letter of Interest and Resume

E.2 Presentation by County of Humboldt Staff: Prioritizing Essential Services In an Era of Natural Disasters (Information)

Attachment 1 – Prioritizing Essential Services In an Era of Natural Disasters Presentation

E.3 Consider Approval of Resolution 2024-18 Grant Pacific Gas & Electric a Utility Easement at the 4.5MG Tank Project Site (Action)

Attachment 1 – Resolution 2024-18
Attachment 1a – Easement Deed

E.4 Consider the Regular Board Meeting Dates, Time, and Location for the 2025 Calendar Year (Information)

Attachment 1 – Proposed 2025 MCSD Board of Directors Regular Meeting Schedule

E.5 Consider Topics for Joint McKinleyville Municipal Advisory Committee and MCSD Board Meeting in October (Action)

E.6 First 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 Application

Attachment 2 – Proposed MCSD Food Truck Permit

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.7 First 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.8 First 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.9 Consider Approval of Resolution 2024-17 to Pursue Grant Funding from the California Water State Revolving Fund for the Sewer Force Main Rehabilitation Project (Action)

Attachment 1 - Sewer Force Main SRF Grant Resolution 2024-17

Attachment 2 - MCSD Sewer Force Mains - Plan of Study

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 2, 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 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.