



August 5, 2025 Regular Meeting of the McKinleyville Community Services District Board of Directors

Time: 6:00 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or 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 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 4.

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, August 5, in a supplemental packet that will also be posted on the website for public viewing.

Agenda

A. Call to order

1 Roll Call

2 Pledge of Allegiance

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.

4 Approval of the Agenda

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.

There is 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.

1 Public Hearing and Consideration of Adoption of Resolution 2026-27 for Delinquent Service Charge Collection and Liens

Attachment 1 – Public Hearing Notice

Attachment 2 – Public Hearing Notice Proof of Publication

Attachment 3 – Resolution 2026-27

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.

1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on July 1, 2026

Attachment 1 – Draft Minutes from July 1, 2026

2 Consider Approval of June 30, 2026, DRAFT Treasurer’s Report

Attachment 1 – June 30, 2026 DRAFT Treasurer’s Report

3 Compliance With State Double Check Valve (DCV) Law

4 Consider Approval of the Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and Local School Parent Teacher Organizations (PTO) for the Collaborative Provision of Dances for Middle School Youth

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

5 Consider Award of Library and Sheriff’s Substation ADA Compliance Construction to Hooven & Co., Inc.

Attachment 1 – Bid Tabulation Table

Attachment 2 – ADA Plan Sheets

Attachment 3 – Contract with Hooven & Co. Inc.

6 Consider Adoption of a Notice of Exemption for the Seismic Retrofit of the Existing McCluski Redwood Tanks Project

Attachment 1 – Notice of Exemption for Project

E. Continued and New Business

1 Regional Housing Need Assessment (RHNA) Presentation by John Ford, Director of Humboldt County Building and Planning

Attachment 1 – Total allocation by income category for RHNA Cycle 7

2 Consider Adoption of Resolution 2026-28 Amending Appendix B: Facility & Park Rental Fee Schedule

Attachment 1 – Resolution 2026-28

Attachment 2 – Appendix B: Facility & Park Rental Fee Schedule

Attachment 3 – Updated Appendix B: Facility & Park Rental Fee Schedule

3 Consider the Regular Board Meeting Dates, Time, and Location for the 2027 Calendar Year

Attachment 1 – Proposed 2027 Board of Directors Regular Meeting Schedule

4 Consider Approval of the Senior Center Management Services and Usage Agreement Between McKinleyville Community Services District (MCSD) and the McKinleyville Senior Center (MSC)

Attachment 1 – Senior Center Management Services and Usage Agreement

Attachment 2 – Exhibit B, Schedule of Use

5 Consider First Reading of Ordinance 2026-05 Adding to the District’s Rules and Regulations Regulation 49 – Operation of the McKinleyville BMX Track & Park

Attachment 1 – Ordinance 2026-05

Attachment 2 – Draft Regulation 49 – Operation of McKinleyville BMX Track and Park

6 Consider First Reading of Ordinance 2026-06 Amending the District’s Rules and Regulations Rules 14.02 and 28.26 to Reference Appendix A: Current Special Fee Schedule

Attachment 1 – Rule 14.02 and Rule 28.26 in Track Changes

Attachment 2 – Ordinance 2026-06

Attachment 3 – Appendix A: Current Special Fee Schedule

7 Review and Discuss Annual Board Self-Evaluation

Attachment 1 – Summary of Board Self-Evaluation Worksheets

F. Reports

No specific action is required on these items, but the Board may discuss any particular item as required.

1 Active Committee Reports

a. Standing Committees

1. Parks and Recreation Committee (**Binder/Biteman**)
2. Audit and Finance Committee (**Orsini/Biteman**)
3. Employee Negotiations Committee (**Couch/Mayo**)
4. McKinleyville Community Forest Committee (**Orsini/Biteman**)

b. Ad-Hoc Committees

1. Cyber Security Governance Ad-Hoc Committee (**Binder/Orsini**)

c. Board Liasons

1. McKinleyville Area Fund (**John Kulstad/Binder**)
2. Redwood Region Economic Development Commission (**Biteman/Mayo**)
3. McKinleyville Municipal Advisory Committee (**Binder/Orsini**)
4. McKinleyville Senior Center (**Binder/Couch**)
5. Humboldt Local Agency Formation Commission (LAFCo) (**Couch**)

2 Legislative and Regulatory Reports

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

4. President's Report

5. Board Member Comments, Announcements, Reports and Agenda Item Requests

G. Adjournment

Posted 5:00 p.m. on July 31, 2026

Pursuant to California Government Code Section 54957.5, this agenda and complete packet are available for public inspection 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.