

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT REVISING ARTICLE IV, REGULATION 46 OF THE MCSD RULES AND REGULATIONS TO ADD DESCRIPTIONS OF MCKINLEYVILLE COMMUNITY FOREST SUBCOMMITTEES

WHEREAS, the McKinleyville Community Services District provides water, wastewater, parks and recreation, street lighting, open spaces, and library services to the residents of the District; and

WHEREAS, pursuant to section 61060 of the Government Code, the Board of Directors of the District has the authority to adopt by ordinance, rules and regulations for the administration and operation of the aforementioned services provided by the District; and

WHEREAS, on August 20, 2024, the McKinleyville Community Forest Committee established two subcommittees: the Trails, Infrastructure, Cleanups, and Security (TICS) Subcommittee and the Forest Management Plan and Funding/Budget Subcommittee; and

WHEREAS, it is necessary for the descriptions of these new subcommittees to be included in the McKinleyville Community Services District Rules and Regulations; and

WHEREAS, staff has drafted the subcommittee descriptions.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains as follows:

Article IV, Regulation 46 McKinleyville Community Forest Committee, of the District's adopted Rules and Regulations is revised to read as follows:

Rule 46.16 Trails, Infrastructure, Cleanups, and Security (TICS) Subcommittee

Rule 46.16.01. MEMBERSHIP - the Trails, Infrastructure, Cleanups, and Security Subcommittee may have up to eleven (11) members and up to two (2) alternate members. The members will not be compensated for their service.

- (a) Of the eleven (11) regular (voting) members, six (6) will be members of the McKinleyville Community Forest Committee and five (5) will be members of the public. The two (2) alternate members will be members of the public.
- (b) The two (2) alternate members will only become voting members if a regular member is absent or upon the resignation of a voting member. If both alternates are present but only one regular member is absent or resigns, they will decide who will fill in or be appointed by a mutually agreed upon method. If the alternates cannot determine a method of decision, the committee chair will choose a method for them.
- (c) All members of the Trails, Infrastructure, Cleanups, and Security Subcommittee will represent, to the extent possible, various recreational and outdoor interests of the community. Recommendations for appointment may be made by the McKinleyville Community Forest Committee.

- (d) Any citizen, residing in the service area of the McKinleyville Community Services District may apply for appointment to fill vacant seats on the Trails, Infrastructure, Cleanups, and Security Subcommittee, Budget, and Funding Subcommittee.

Rule 46.16.02 APPOINTMENT - the committee members will be appointed as follows:

- (a) The McKinleyville Community Forest Committee will announce each vacancy and will state they are seeking applicants, setting forth the qualifications, if any.
- (b) The McKinleyville Community Forest Committee will review each application and will recommend the most qualified applicants to the Board of Directors. The Board of Directors will subsequently make the final appointments to the subcommittee.

Rule 46.16.03 MEMBER QUALIFICATIONS - all public members will be resident electors of the McKinleyville Community Services District; No members of the Trails, Infrastructure, Cleanups, and Security Subcommittee will be a family member or related to a full-time MCSD employee or member of the Board of Directors

Rule 46.16.04. TERMS OF OFFICE -the Subcommittee members will serve terms as follows:

- (a) Appointment of members from the McKinleyville Community Forest Committee will be for a term of two (2) years.
- (b) Appointment of public members (including alternates) will be for a term of one (1) year.

Rule 46.16.05. REMOVAL - members of the Subcommittee may be removed by a majority vote of the District Board of Directors.

Rule 46.16.06. ABSENCES - if any member of the Subcommittee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, the Parks & Recreation Director will certify that fact to the Board of Directors and the Board of Directors will thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.16.07. ELECTION OF OFFICERS - the Subcommittee will, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers.

Rule 46.16.08. OFFICERS - the Subcommittee will elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The office of Chairperson and Vice-Chairperson will not be held by the same member for more than two (2) consecutive years.

Rule 46.16.09. MEETINGS - the Subcommittee will hold regularly scheduled meetings in a place within the District as designated by the Subcommittee and may hold additional meetings as necessary. All meetings must be noticed in compliance with state and federal laws.

Rule 46.16.10. TIME/LOCATION OF MEETINGS - the time and location of the regular meetings will be established from time to time by the Subcommittee members.

Rule 46.16.11. QUORUM - a majority of the Subcommittee will constitute a quorum for the purpose of transacting business of the Subcommittee.

Rule 46.16.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Subcommittee will be kept, and will be a public record. A copy will be filed with the District Secretary.

Rule 46.16.13. POWERS AND DUTIES - the Trails, Infrastructure, Cleanups, and Security Subcommittee will have the following powers and duties:

- (a) To serve in an advisory capacity to the McKinleyville Community Forest Committee and District Staff in all matters pertaining to the development of a trails plan and system within the McKinleyville Community Forest;
- (b) To make recommendations to the McKinleyville Community Forest Committee and District Staff on the development of various infrastructure improvements in the McKinleyville Community Forest;
- (c) Organize clean-up crews and events with a purpose of eliminating littering.
- (d) To make recommendations to the McKinleyville Forest Committee on projects that would improve the safety and security of the property and users of the McKinleyville Community Forest;
- (e) To recommend to the McKinleyville Community Forest Committee rules and regulations for the use, development, and improvement of the McKinleyville Community Forest;
- (f) To perform such other duties relating to Trails, Infrastructure, Cleanups, and Security matters as may be prescribed by the McKinleyville Community Forest Committee.
- (g) To review requests for Memorandums of Understanding for recommendation by the McKinleyville Community Forest Committee to the McKinleyville Community Services District Board of Directors for approval.

Rule 46.17 Forest Management Plan and Funding/Budget Subcommittee

Rule 46.17.01. MEMBERSHIP - the Forest Management Plan, Budget, and Funding Subcommittee may have up to eleven (11) members and up to two (2) alternate members. The members will not be compensated for their service.

- (a) Of the eleven (11) regular (voting) members, six (6) will be members of the McKinleyville Community Forest Committee and five (5) will be members of the public. The two (2) alternate members will be members of the public.

- (b) The two (2) alternate members will only become voting members if a regular member is absent or upon the resignation of a voting member. If both alternates are present but only one regular member is absent or resigns, they will decide who will fill in or be appointed by a mutually agreed upon method. If the alternates cannot determine a method of decision, the committee chair will choose a method for them.
- (c) All members of the Forest Management Plan, Budget, and Funding Subcommittee will represent, to the extent possible, various recreational and outdoor interests of the community. Recommendations for appointment may be made by the McKinleyville Community Forest Committee.
- (d) Any citizen, residing in the service area of the McKinleyville Community Services District may apply for appointment to fill vacant seats on the Forest Management Plan, Budget, and Funding Subcommittee.

Rule 46.17.02. APPOINTMENT - the committee members will be appointed as follows:

- (a) The McKinleyville Community Forest Committee will announce each vacancy and will state they are seeking applicants, setting forth the qualifications, if any.
- (b) The McKinleyville Community Forest Committee will review each application and will recommend the most qualified applicants to the Board of Directors. The Board of Directors will subsequently make the final appointments to the subcommittee.

Rule 46.17.03. MEMBER QUALIFICATIONS – all public members will be resident electors of the McKinleyville Community Services District; No members of the Forest Management Plan, Funding, and Budget Subcommittee will be a family member or related to a full-time MCSD employee or member of the Board of Directors.

Rule 46.17.04. TERMS OF OFFICE -the Subcommittee members will serve terms as follows:

- (a) Appointment of members from the McKinleyville Community Forest Committee will be for a term of two (2) years.
- (b) Appointment of public members (including alternates) will be for a term of one (1) year.

Rule 46.17.05. REMOVAL - members of the Subcommittee may be removed by a majority vote of the District Board of Directors.

Rule 46.17.06. ABSENCES - if any member of the Subcommittee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, the Parks & Recreation Director will certify that fact to the Board of Directors and the Board of Directors will thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.17.07. ELECTION OF OFFICERS - the Subcommittee will, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers.

Rule 46.17.08. OFFICERS - the Subcommittee will elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The office of Chairperson and Vice-Chairperson will not be held by the same member for more than two (2) consecutive years.

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Rule 46.17.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Subcommittee will be kept and will be a public record. A copy will be filed with the District Secretary.

Rule 46.17.13. POWERS AND DUTIES - the Forest Management Plan, Funding and Budget Subcommittee will have the following powers and duties:

- (a) To serve in an advisory capacity to the McKinleyville Community Forest Committee and District Staff in all matters pertaining to the development of the McKinleyville Community Forest Management Plan;
- (b) To make recommendations to the McKinleyville Community Forest Committee and District Staff on the identification and pursuit of grants and other funding for the McKinleyville Community Forest;
- (c) To recommend to the McKinleyville Community Forest Committee rules and regulations for the use, development, and improvement of the McKinleyville Community Forest;
- (d) To perform such other duties relating to Forest Management Plan, Funding, and Budget matters as may be prescribed by the McKinleyville Community Forest Committee.
- (e) To review requests for Memorandums of Understanding for recommendation by the McKinleyville Community Forest Committee to the McKinleyville Community Services District Board of Directors for approval.

This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.


Introduced at a regular meeting of the Board of Directors held on April 2, 2025 and passed and adopted by the Board of Directors on May 7, 2025 upon the motion of Director Binder and seconded by Director Couch and by the following polled vote:

AYES: Binder, Bitenan, Couch, Orsini

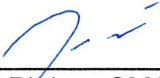
NOES: -

ABSTAIN:-

ABSENT: Mayo


James Biteman, Board President

Attest:


Joseph Blaine, CMC, Board Secretary