



May 7, 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, May 6, 2025.

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, May 7, 2025 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

B. Public Hearings

These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.

1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2025/2026) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities.

Consider Adopting Resolution 2025-11 Amending and/or Approving the Final Engineer’s Annual Levy Report for the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2025/2026

Consider Adopting Resolution 2025-12 Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2025/2026

Attachment 1 – Resolution 2025-11

Attachment 2 – Resolution 2025-12

Attachment 3 – Annual Engineer’s Report Fiscal Year 2025/2026

Attachment 4 – PSA for Notice of Hearing

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 April 2, 2025 and Special Meeting on April, 19, 2025

Attachment 1 – Draft Minutes from April 2, 2025

Attachment 2 – Draft Minutes from April 19, 2025

2 Consider Adoption of Proclamation: May 4 through May 10, 2025 Professional Municipal Clerks Week

Attachment 1 – Proclamation

3 Consider Approval of 2024 Consumer Confidence Report (CCR)

Attachment 1 – 2024 Consumer Confidence Report

4 Discuss and Consider Approval of Resolution 2025-10 Stating the Intent of the District to Reimburse the State Water Resources Control Board for any Loan Funds for the Recycled Water Project Grant/Loan Application

Attachment 1 – Resolution 2025-10

5 Discuss and Consider Approval of Professional Services Contract with Infinite Consulting Services (ICS) for the Implementation of the CalOES Cyber Security Grant

Attachment 1 – Draft Professional Services Agreement

6 Consider Approval of Professional Services Agreement for GHD Inc. for Design, Permitting and Construction Management for the Highway 101 Sewer Crossings Retrofit Project

Attachment 1 – Professional Services Agreement with Exhibit A – Highway 101 Sewer Crossing Scope of Work

7 Consider Approval of Proposal of C.J. Brown & Co. to Provide Audit Services for FY2024-25, FY2025-26, and FY2026-27 with the Option to Extend for Two Additional Years

Attachment 1 – C.J. Brown & Co. Audit Proposal

8 Consider Approval of March Treasurer’s Report

9 Compliance With State Double Check Valve (DCV) Law

10 Consider Approval of the Shared Use Agreement Between McKinleyville Union School District and the McKinleyville Community Services District

Attachment 1 – MUSD Shared Use Agreement 2025-26

E. Continued and New Business

1 Adoption of Resolution 2025-13 Supporting Assembly Concurrent Resolution (ACR) No. 36 and Proclaiming May 18 - May 24, 2025 Special Districts Week

Attachment 1 – Resolution 2025-13

Attachment 2 – Bill Text ACR 36

2 Presentation, Review and Consideration of the Establishment of an MCF Fund at Humboldt Area Foundation

Attachment 1 – McKinleyville Community Forest Fund Agreement

Attachment 2 – Mission Aligned Gifts and Grants Policy

Attachment 3 – Fundraising Procedures

3 Consider Potential Partnership with Humboldt Trails Council

Attachment 1 – Humboldt Trails Council Draft MOU

4 Consider First Reading of Ordinance 2025-03 Amending Rule 47.02 of MCSD Rules & Regulations Concerning Use of Electric Bicycles in Community Forest

Attachment 1 – Rule 47.02 Recommended Language

Attachment 2 – Public Comment from Sandy Haux

Attachment 3 – Ordinance 2025-03

5 Review Operations Draft Budget for Water, Wastewater, and Streetlight Funds, FY2025-26

Attachment 1 – FY2025-26 Draft Operating Budget for Water

Attachment 2 – FY2025-26 Draft Operating Budget for Wastewater

Attachment 3 – FY2025-26 Draft Operating Budget for Streetlights

6 Consider Second Reading of Ordinance 2025-02 Revising Article IV, Regulation 46 of the MCSD Rules and Regulations to Add Descriptions of McKinleyville Community Forest Subcommittees

Attachment 1 – Ordinance 2025-02

7 Consider Submittal of Comment Letter on the McKinleyville Town Center Draft Environmental Impact Report

Attachment 1 – Notice of Availability of DEIR Letter

Attachment 2 – Draft Comment Letter

8 Consider Approval of 2024-25 Budget Revision for Parks & Recreation Department

Attachment 1 – Parks/General Fund REVISED Operating Budget FY2024-25

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. **Parks and Recreation Committee (Binder/Biteman)**
- b. **Area Fund (John Kulstad/Binder)**
- c. **Redwood Region Economic Development Commission (Mayo/Biteman)**
- 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 (Binder/Orsini)**
- h. **McKinleyville Community Forest Committee (Orsini/Biteman)**
- i. **HBMWD Muni Water Task Force (Couch/Mayo)**

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)**

Attachment 1 – Parks and Recreation Committee Approved Meeting Minutes from March 19, 2025

Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from March 18, 2025

- 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. 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.

1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Patrick Kaspari

H. Adjournment

Posted 5:00 p.m. on May 2, 2025

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.