



April 1, 2026 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, March 31.

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, April 1, 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.

There is 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.

1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on February 4, 2026

Attachment 1 – Draft Minutes from February 4, 2026

2 Consider Approval of February 28, 2026 Treasurer’s Report

Attachment 1 – February 28, 2026 Treasurer's Report

3 Compliance With State Double Check Valve (DCV) Law

4 Consider Adoption of Resolution 2026-10 Authorizing the General Manager to Sign and File on behalf of MCSD a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Planning, Design, and Construction of Fischer, B Street, Kelly, and Letz Lift Station Upgrades including associated Force Mains, an Alternative Disinfection Study and the Office Seismic Retrofit

Attachment 1 – Resolution 2026-10

Attachment 2 – Plan of Study

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 Appointment of Christopher Collier for a Voting Member Seat on McKinleyville Community Forest Committee (MCFC)

Attachment 1 – MCFC Application Received

3 Consider First Reading of Ordinance 2026-01 Amending Regulation 46 Community Forest Committee of the McKinleyville Community Services District Rules and Regulations

Attachment 1 – 2026-03-17 Regulation 46 in Track Changes

Attachment 1 – Ordinance 2026-01

4 Consider Adoption of Resolution 2026-14 Supporting Assembly Concurrent Resolution (ACR) No. 161 and Proclaiming April 5-11, 2026 Special Districts Week

Attachment 1 – Resolution 2026-14

Attachment 2 – Bill Text ACR 161

5 Consider Adopting Resolutions 2026-11 & 2026-12 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2026/2027; Declaring Intention to Levy and Collect the Fiscal Year 2026/2027 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing

Attachment 1 – Resolution 2026-11

Attachment 2 – Resolution 2026-12

Attachment 3 – Draft Annual Engineer's Report for Fiscal Year 2026/2027

6 Review Operational Data and Cost Savings for the Microgrid System Installed at the Wastewater Management Facility

Attachment 1 – MCSD Microgrid Operation Report Power Point Presentation

7 Initiate Process for General Manager's Annual Performance Evaluation

Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation

Attachment 2 – Board of Director's Evaluation Form GM (Blank)

Attachment 3 – Department Head 360 Performance Evaluation of GM (Blank)

8 Review Parks & General Fund DRAFT Operating Budget, FY2026-27

Attachment 1 – FY2026-27 DRAFT Parks/General Fund and Measure B Operating Budgets

9 Consider Adoption of Ordinance 2026-02 Amending the District's Rules and Regulations Regarding Collection of Delinquent Water and Sewer Charges

Attachment 1 – Ordinance 2026-02

Attachment 2 – Regulation 1 Draft Changes

Attachment 3 – California Government Code Section 61115-Collection and Enforcement of Rates and Charges

10 Consider Adoption of Resolution 2026-13, Adopting the Restated Budgeted FY2025-2026 Appropriation Limits Based On Recalculations Beginning with FY2009-2010

Attachment 1 – Resolution 2026-13

Attachment 2 – MCSD Appropriations Limit Recalculation Sheet FY2010-FY2026

Attachment 3 – The California Municipal Revenue Sources Handbook

11 Consider Call for Nominations for District Board Members to Serve on Humboldt Local Agency Formation Commission (LAFCo) for the 2026-2030 Term

Attachment 1 – LAFCo Request for Nominations Letter

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)

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 – McKinleyville Community Forest Committee Approved Meeting Minutes from xxxxxxxxxxxx

- 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 March 27, 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.