



April 2, 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, April 1, 2025.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 2, 2025 in a supplemental packet information 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.

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

1 Consider Approval of Minutes of the Board of Directors Regular Meeting on March 5, 2025 and Special Meeting on March 18, 2025

Attachment 1 – Draft Minutes from March 5, 2025

Attachment 2 – Draft Minutes from March 18, 2025

2 Consider Approval of February Treasurer’s Report

3 Compliance With State Double Check Valve (DCV) Law

4 Consider Designation of Director Dennis Mayo Authorized Voting Representative for the 2025 Association of California Water Agencies (ACWA) Election for President, Vice-President, and Region Board Members

Attachment 1 – March 12, 2025 ACWA Correspondence

Attachment 2 – Authorized Voting Representative Form

5 Consider Approval of Professional Services Agreement with GHD Inc. to Perform the Feasibility Analysis for the Letz Avenue Sewer Force Main Rehabilitation Project

Attachment 1 – Professional Services Agreement

6 Consider Adoption of Resolution 2025-09 Granting Continuous Authorization to the Finance Director and General Manager to Transfer Funds from the Humboldt County Treasury to Other Accounts Held by the District

Attachment 1 – Resolution 2025-09

E. Continued and New Business

1 Consider Adoption of Resolution 2025-08 Recognizing, Honoring and Commending Jens Andersen for Twenty (20) Years of Service

Attachment 1 – Resolution 2025-08

2 Consider Appointments of Alternate Seat Applicants, Patti Stuart & Evan Swartz to Voting Seats on the Park and Recreation Committee (PARC)

3 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)

- 4 Consider Adopting Resolutions 2025-06 & 2025-07 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 2025/2026; Declaring Intention to Levy and Collect the Fiscal Year 2025/2026 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 2025-06

Attachment 2 – Resolution 2025-07

Attachment 3 – Draft Annual Engineer's Report for Fiscal Year 2025/2026

- 5 Review Parks & General Fund DRAFT Operating Budget, FY2025-26**

Attachment 1 – FY2025-26 DRAFT Parks/General Fund and Measure B Operating Budgets

- 6 Consider First Reading of Ordinance 2025-02 Revising Article IV, Regulation 46 of the MCSD Rules and Regulations to add Description of McKinleyville Community Forest Subcommittees**

Attachment 1 – Ordinance 2025-02

- 7 Consider Purchase Offer for 899 Murray Road (Assessor's Parcel Number 511-401-039-000)**

Attachment 1 – Letter from Laurel Tree Charter School

Attachment 2 – Map of the Subject Parcel

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 February 19, 2025

Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from February 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. Adjournment

Posted 5:00 p.m. on March 28, 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.