



December 3, 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, December 2.

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, December 3, 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 Special Meeting on October 24, 2025, Special Meeting on October 29, 2025, Regular Meeting on November 5, 2025, and Special Meeting on November 10, 2025

Attachment 1 – Draft Minutes from October 22, 2025

Attachment 2 – Draft Minutes from October 29, 2025

Attachment 3 – Draft Minutes from November 5, 2025

Attachment 4 – Draft Minutes from November 10, 2025

2 Consider Approval of Draft October 31, 2025 Treasurer’s Report

Attachment 1 – DRAFT October 31, 2025 Treasurer’s Report

3 Compliance With State Double Check Valve (DCV) Law

E. Continued and New Business

1 Consider Approval of the California Forest Improvement Program (CFIP) Forest Management Plan (FMP)

Attachment 1 – Final Draft CFIP FMP v. 2025_11_07 available on MCSD website at link here:

https://www.mckinleyvillecsd.ca.gov/files/0be2658e9/MCF_CFIP_FMP_Final+DraftV2_11_07+25.pdf

Attachment 2 – Final Draft CFIP FMP Table of Contents

2 Discuss and Consider Approval of Resolution 2025-20 Adopting the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Highway Sewer Crossing Project

Attachment 1 – A portion of Highway 101 Sewer Crossing Project Initial Study and Mitigated Negative Declaration, see the District’s website or State Clearinghouse Link to see full document

Attachment 2 – Proof of Publication

Attachment 3 – Notice of Intent

Attachment 4 – Notice of Completion

Attachment 5 – Resolution 2025-20

Attachment 6 – Mitigation Monitoring & Reporting Program

Attachment 7 – Notice of Determination

3 Consider Approval of Professional Services Agreement for Kennedy-Jenks for Design, Permitting and Construction Management for the Watermain Mad River Crossing Retrofit Project

Attachment 1 – Professional Services Agreement with Exhibit A – Watermain Mad River Crossing Scope of Work

4 Consider Approve of Contract with Tyler Technologies and Britt Global Industries LLC

Attachment 1 – Tyler Technologies Software as a Service Agreement

Attachment 2 – Britt Global Industries, LLC Database Extract Estimate

5 Consider Appointment of Areea Yassan to the Vacant Voting Seat on the Park And Recreation Committee (PARC)

Attachment 1 – PARC Application – Areea Yassan (Redacted)

6 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee

Attachment 1 – Nancy Morelli TICS Subcommittee Application

Attachment 2 – Kenneth Burton TICS Subcommittee Application

Attachment 3 – Charlie Caldwell TICS Subcommittee Application

Attachment 4 – Justin Brown TICS Subcommittee Application

Attachment 5 – Phil Hedrick TICS Subcommittee Application

Attachment 6 – Shaun Fyfe TICS Subcommittee Application

Attachment 7 – Patrick Courtney Subcommittee Application

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. **McKinleyville 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 October 15, 2025

Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from October 21, 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 November 26, 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.