



**Mission statement of McKinleyville Community Services District:**  
“Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, library services, and other appropriate services for an urban community in an environmentally and fiscally responsible manner.”

**NOTICE IS HEREBY GIVEN THAT A *REGULAR* MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, NOVEMBER 3, 2021 AT 7:00pm**

**LOCATION: AZALEA HALL  
1620 Pickett Road  
McKinleyville, California**

**Or**

**TELECONFERENCE Via ZOOM & 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 in person, please come to Azalea Hall. Masks will be 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](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, November 2, 2021.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, November 3, 2021 in a supplemental packet information that will also be posted on the website for public viewing.

Please note that, due to potential technical difficulties, the connectivity and/or quality of the Zoom meeting cannot be guaranteed. **If you have public input to provide on an agenda item, it is recommended you attend in person at Azalea Hall or submit written comments as outlined above.**

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**AGENDA**  
**7:00 p.m.**

**A. CALL TO ORDER**

- A.1 Roll Call
- A.2 Pledge of Allegiance
- A.3 Additions 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.*

#### A.4 Approval of the Agenda

#### A.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.*

### **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.*

### **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.*

#### D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 6, 2021

Attachment 1 – Draft Minutes from October 6, 2021

#### D.2 Consider Approval of September 2021 Treasurer's Report

#### D.3 Consider Approval of Resolution 2021-30 amending the Board Policy Manual adding Part 13: Directors' Expense Reimbursement

Attachment 1 – Resolution 2021-30

Attachment 2 – Exhibit 1 to Resolution 2021-30 – Draft Rule 13

Attachment 3 – Rule 8 of Board Policy Manual

Attachment 4 – Travel Reimbursement Policy from the District Expenditure Control Guidelines

Attachment 5 – Appendix B for Board Policy Manual – Travel Forms

#### D.4 Review 2020 Annual Water Loss Audit Report

Attachment 1 – 2020 Annual Water Loss Audit Reporting Worksheet

- D.5 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings  
Attachment 1 – Adopted Resolution 2021-27

**E. CONTINUED AND NEW BUSINESS**

- E.1 Consider Adoption of Resolution 2021-29 Recognizing, Honoring and Commending Kyle Stone for Fifteen (15) Years of Service  
Attachment 1 – Resolution 2021-29
- E.2 Consideration of Fulton Water Loss Appeal  
Attachment 1 – MCSD Water Leak Adjustment Policy  
Attachment 2 – Water Leak Adjustment Calculations  
Attachment 3 – Original Leak Adjustment Request and Appeal
- E.3 Consider Acceptance of BBW & Associates' McKinleyville Community Forest Framework Plan  
Attachment 1 – McKinleyville Community Forest Framework Plan, October 14, 2021, BBW & Associates  
Attachment 2 – Community Forest Framework Plan Presentation Slides
- E.4 Consider Second Reading and Adoption of Ordinance 2021-08 Adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, Addressing Community Forest Powers and Authority of the MCSD Rules and Regulations (Action)  
Attachment 1 – Ordinance 2021-08
- E.5 Consider Adoption of Resolution 2021-31 Naming the Microrgrid Project at the Wastewater Management Facility as Da Ledik Microgrid  
Attachment 1 – Resolution 2021-31  
Attachment 2 – QR Code for Pronunciation
- E.6 Consider Award of Contract to Willdan Financial Services for Water & Sewer and Connection Fee Rate Study  
Attachment 1 – Professional Services Agreement
- E.7 Consider Approval of LAFCo 2021 Municipal Service Review  
Attachment 1 – October 2021, LAFCo Administrative Draft, MCSD, Municipal Services Review and Sphere of Influence Update, as updated from the August 2021 Draft
- E.8 Consider Acceptance of Mutual Aid Agreement developed by Humboldt Chapter of California Special District Association (CSDA) and Authorize Execution with Interested Agencies  
Attachment 1 – Mutual Aid and Assistance Agreement template

## **F. REPORTS**

*No specific action is required on these items, but the Board may discuss any particular item as required.*

### **F.1 ACTIVE COMMITTEE REPORTS**

- a. Parks and Recreation Committee (Binder/Clark-Peterson)
- b. Area Fund (John Kulstad/Clark-Peterson)
- c. Redwood Region Economic Development Commission (Clark-Peterson/Binder)
- d. McKinleyville Senior Center Board Liaison (Clark-Peterson/Binder)
- e. Audit (Orsini/Couch)
- f. Employee Negotiations (Couch)
- g. McKinleyville Municipal Advisory Committee (Orsini)
- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Clark-Peterson)
- j. AdHoc Committee – Community Forest (Mayo/Orsini)
- k. AdHoc Committee – Latent Powers (Couch/Orsini)

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

### **F.3 STAFF REPORTS**

- a. Support Services Department (Colleen M.R. Trask)
- b. Operations Department (James Henry)
- c. Parks & Recreation Department (Lesley Frisbee)
- d. General Manager (Pat Kaspari)  
Attachment 1 – WWMF Monthly Self-Monitoring Report

### **F.4 PRESIDENT'S REPORT**

### **F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS**

## **G. ADJOURNMENT**

**Posted 5:00 pm on October 29, 2021**

*Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at [McKinleyvillecsd.com/minutes](http://McKinleyvillecsd.com/minutes) or 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.*