



Mission statement of McKinleyville Community Services District:
“McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community.”

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD**

WEDNESDAY, January 10, 2024 AT 6:00pm

**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.

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, January 9, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, January 10, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.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.

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 December 6, 2023

Attachment 1 – Draft Minutes from December 6, 2023

- D.2 Consider Approval of November 2023 Treasurer's Report

- D.3 Compliance with State Double Check Valve (DCV) Law

- D.4 Consider Approval of Contract with GHD Inc to Assist With Completion of State Revolving Fund Clean Water Grant Applications for Various Wastewater Projects

Attachment 1 – GHD Contract with Scope and Fee Estimate

E. CONTINUED AND NEW BUSINESS

- E.1 Presentation of Community Builder Award to Jesse Miles, Executive Director of the McKinleyville Chamber of Commerce (Information)

Attachment 1 – Jesse Miles Interview Responses

- E.2 MCSD Employee of the Year Presentation to Kirsten Messmer

(Information)

- E.3 Consider Approval of Fiscal Year 22-23 Audited Financial Statements (Action)

Attachment 1 – MCSD Basic Financial Statements with the Report of the Independent Auditor for Fiscal Year 22-23
Attachment 2 – MCSD Management Letter for Fiscal Year 22-23
Attachment 3 – Presentation of Fiscal Year 22-23 Audited Financial Statements, C.J. Brown & Company, CPAs

- E.4 Consider Approval of Resolution 2024-01 Approving the Acceptance of the Lands of the Community Forest From Trust for Public Land (Action)

Attachment 1 – Resolution 2024-01

- E.5 Consider Approval of Certificate of Acceptance for Community Forest Property as Conveyed by the Grant Deed from Green Diamond Resource Co. (Action)

Attachment 1 – Certificate of Acceptance

- E.6 Consider Approval of Resolution 2024-02 Approving the MCSD Board President as the Authorized Signatory for All Documents Related to the Acquisition of the Lands of the Community Forest From Trust for Public Land (Action)

Attachment 1 – Resolution 2024-02

- E.7 Consider Approval of Ordinance 2023-02 Amending Regulation 42, Operation of Pierson Park of the MCSD Rules and Regulations – Second Reading (Action)

Attachment 1- Revision of Rule 42 in Track Changes
Attachment 2 – Ordinance 2023-02

- E.8 Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2024 Calendar Year (Action)

Attachment 1 – Appendix A Board Policy Manual – Committee Assignments

- E.9 Consider Approval of Resolution 2024-03 Executing a Certificate of Acceptance for the Quit Claim Deed to Allow Access Across a One Foot Non-Access Easement on APN 509-021-054 (Action)

Attachment 1 – Resolution 2024-03
Attachment 1a – Quitclaim Deed
Attachment 2 – Certificate of Acceptance

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/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- 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 (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Nicole Alvarado)
- 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 January 5, 2024

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 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.