



**Mission statement of McKinleyville Community Services District:**  
"Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services 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, AUGUST 5, 2020 AT 6:30/7:00pm**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

**Use ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

To participate, please teleconference using 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: [asousa@mckinleyvillecsd.com](mailto:asousa@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, August 4, 2020.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, August 5, 2020 in a supplemental packet information that will also be posted on the website for public viewing.

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**CLOSED SESSION AGENDA**

**6:30 p.m.**

**A. CALL TO ORDER**

A.1 Roll Call

A.3 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.*

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)  
Agency Negotiators: Pat Kaspari, General Manager, Russell Gans, Legal Counsel  
Parties with Whom Negotiating: Michael & Cheryl Malin  
Property: Manufactured home located at 795 Hiller Road, caretaker home located on District property at Hiller Park, McKinleyville, Humboldt County, CA  
Under Negotiation: Purchase Agreement (Price and Terms of Payment) and future site lease terms.

A.4 Report out of Closed Session

# **REGULAR MEETING 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

## **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 July 1, 2020

Attachment 1 – Draft Minutes from July 1, 2020

D.2 Consider Approval of June 2020 Draft Treasurer's Report

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

D.4 Consider Deactivation of Streetlight Located in the Sunset Ridge

Streetlight Zone #14

Attachment 1 – Petition of Residents in Streetlight Zone #14

Attachment 2 – Map of Streetlight Locations

**E. CONTINUED AND NEW BUSINESS**

- E.1 Consider Adoption of Resolution 2020-19 Recognizing, Honoring and Commending Jennifer Olsen for Serving McKinleyville Community Services District for 10 Continuous Years.  
Attachment 1 – Resolution 2020-19
  
- E.2 Biennial Review and Adoption of MCSD Conflict of Interest Code  
Attachment 1 – Conflict of Interest Code  
Attachment 2 – Resolution 2020-20
  
- E.3 Consider the Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year  
Attachment 1 – Proposed 2021 MCSD Regular Board Meeting Schedule
  
- E.4 Review and Discuss Annual Board Self-Evaluation  
Attachment 1 – Summary of Board Self-Evaluation Worksheets
  
- E.5 Initiate Process for General Manager's 3-Month Performance Evaluation  
Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation  
Attachment 2 – Board of Director's Evaluation Form
  
- E.6 Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School  
Attachment 1 – MUSD and MCSD Agreement
  
- E.7 Consider Adoption of Resolution 2020-21 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property located in McKinleyville, CA (APN 514-084-046) the Morgan Subdivision Open Space Zone #24  
Attachment 1 – Resolution 2020-21  
Attachment 2 – Certificate of Acceptance of an Interest in Real Property by the McKinleyville CSD  
Attachment 3 – Resolution 2007-14 Initiation the Morgan Subdivision Open Space Zone #24  
Attachment 4 – Resolution 2007-16 Forming the Morgan Subdivision Open Space Zone #24  
Attachment 5 – April 11, 2011 letter from Dan Morgan to Jason Sehon
  
- E.8 Review and Discuss Operations Reserve Policy

**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. Recreation Advisory Committee (Couch/Mayo)
- b. Area Fund (John Kulstad/Barsanti)
- c. Redwood Region Economic Development Commission (Mayo/Burke)
- d. McKinleyville Senior Center Board Liaison (Barsanti/Burke)
- e. Audit (Corbett/Barsanti)
- f. Employee Negotiations (Couch/Corbett)
- g. McKinleyville Municipal Advisory Committee (Burke/Mayo)
- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Corbett)

#### **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 July 31, 2020**

*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.*