



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 SPECIAL MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, DECEMBER 9, 2020 AT 5:30 p.m.**

TELECONFERENCE Via ZOOM & TELEPHONE**

**Use ZOOM MEETING ID: 816 4086 3003 (<https://us02web.zoom.us/j/81640863003>) or DIAL
IN TOLL FREE: 1-888-788-0099**

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: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, December 8, 2020.

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

To participate during the meeting itself, the public will be admitted as attendees. Each member of the public will need to raise their hands to be recognized to speak.

AGENDA

A. CALL TO ORDER

- A.1 Introduce November 3, 2020 Election Results, Administer Oath of Office to Elected Directors and Adopt Resolution 2020-26 Accepting Election Results and Seating Elected Directors Attachment 1 – Resolution 2020-26 and Exhibit A **Pg.3**
Pg. 5
- A.2 Roll Call
- A.3 Pledge of Allegiance
- A.4 Discuss and Update Board Officer Rotation Schedule for 2021 Calendar Year **Pg. 12**
- A.5 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.6 Approval of the Agenda

B. 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.

- Zoom Public Comment: When the MCSD Board President announces the agenda item that you wish to comment on, you must use the “raise your hand” feature that is present at the bottom of your screen. If you are on the phone, you will need to press star (*) 9 on your phone, which will raise your hand. When it is time for public comment on the item you wish to speak on, you will be recognized by the Board President and you will be allowed to unmute (please note, your unmute and video are disabled throughout the meeting, and your audio only will be enabled when called upon, and you will be able to unmute at that time). You will have 3 minutes to comment.

C. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|---------------|
| C.1 | Review Board Committee Appointments for 2021 Calendar Year | Pg. 14 |
| | Attachment 1 – Board Policy Manual Appendix A – Committee Assignments | Pg. 16 |

G. ADJOURNMENT

Posted 5:00 pm on December 7, 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 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.

McKinleyville Community Services District

BOARD OF DIRECTORS

December 9, 2020

TYPE OF ITEM: **ACTION**

ITEM: A.1 **Introduce November 3, 2020 Election Results, Administer Oath of Office to Appointed Directors and Adopt Resolution 2020-26, Accepting Election Results and Seating Elected Directors**

PRESENTED BY: **April Sousa, Board Secretary**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors review and consider the attached Resolution 2020-26 and Exhibit A for the November 3, 2020 Election Results, Administer Oath of Office to Appointed Directors and Adopt Resolution 2020-26, Accepting Election Results and Seating Elected Directors.

Discussion:

On November 3, 2020, the General Election took place with three (3) candidates for two (2) 4-year seats and three (3) candidates for a 2-year seat. The canvas of elections has been certified, and the following candidates have won these elections:

<u>Term (in years)</u>	<u>Board Member</u>
4	Scott Binder
4	Gregory Orsini
2	Joellen Clark-Peterson

Board members will assume office on December 4, 2020. Signed Oath of Office and a Roster of Public Officials must be returned to the Office of Elections by December 31, 2020.

Staff would like to congratulate Scott Binder, Gregory Orsini, and Joellen Clark-Peterson as they embark on their service to the Board of Directors of MCSD and representation of the McKinleyville Community.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2020-26 with Exhibit A, Canvas of Election

RESOLUTION 2020-26

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ACCEPTING THE CERTIFICATION FROM THE HUMBOLDT COUNTY CLERK/REGISTRAR
OF VOTERS OF RESULTS OF VOTES CAST FOR THE NOVEMBER 3, 2020 GENERAL
ELECTION**

WHEREAS, on November 3, 2020, a Consolidated District Election was held, and three Directors were elected to serve on the McKinleyville Community Services District (MCSD) Board of Directors; and

WHEREAS, pursuant to California Elections Code § 15301, et. seq., the Humboldt County Registrar of Voters did canvass the returns of the votes cast at the November 3, 2020 election; and

WHEREAS, the Humboldt County Registrar of Voters did certify the whole number of votes cast in said election; and

WHEREAS, the Certificate of Results of Canvass and Statement of Votes Cast is attached as Exhibit "A" and incorporated herein; and

WHEREAS, the two candidates with the highest number of votes for the 4-year race were Scott Binder and Gregory Orsini; and

WHEREAS, the candidate with the highest number of votes for the 2-year race was Joellen Clark-Peterson.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby accept the certified election results. Scott Binder and Gregory Orsini shall serve a four-year term and Joellen Clark-Peterson shall serve a two-year term as Directors on the Board of Directors of the McKinleyville Community Services District. The Board Secretary shall sign and deliver to each person elected, a Certificate of Election, as well as administer the Oath of Office and return both originals of the Certificate of Election and Oath of Office to the Humboldt County Elections Office.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 9, 2020 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dennis Mayo, Board President

Attest:

April Sousa, CMC, Board Secretary

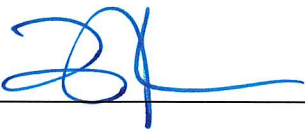
**Certificate of Results of Canvass
November 3, 2020
Presidential General Election
McKinleyville Community Services District
Director, 4-Year**

STATE OF CALIFORNIA }
 }
COUNTY OF HUMBOLDT } SS

I, Kelly E. Sanders, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the November 3, 2020, Presidential General Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 15th Day of December, 2020.

KELLY E. SANDERS
REGISTRAR OF VOTERS

Signed: 
Deputy

FINAL REPORT

Humboldt County

Official Results

Official Election

PRESIDENTIAL GENERAL ELECTION

Registered Voters
69932 of 85317 = 81.97%

Run Time 10:11 AM
Run Date 12/01/2020

11/3/2020

Precincts Reporting
66 of 66 = 100.00%

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TRINIDAD CITY COUNCILMEMBER, 4-YR - Vote for no more than TWO (2)

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
STEVEN MARK LADWIG		168	47.59%	1	25.00%	2	50.00%	171	47.37%
JACK WEST		185	52.41%	3	75.00%	2	50.00%	190	52.63%
Cast Votes:		353	100.00%	4	100.00%	4	100.00%	361	100.00%
Undervotes:		154		10		0		164	
Overvotes:		0		0		0		0	
Unresolved write-in votes:		11		0		0		11	

HUMBOLDT COMMUNITY SERVICES DISTRICT DIRECTOR - Vote for no more than THREE (3)

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
HEIDI BENZONELLI		4,215	24.15%	201	22.76%	76	17.19%	4,492	23.92%
MICHAEL P. HANSEN		3,335	19.11%	140	15.86%	77	17.42%	3,552	18.92%
DAVID HAYNIE		1,622	9.29%	107	12.12%	48	10.86%	1,777	9.46%
DAVID SAUNDERSON		3,165	18.14%	109	12.34%	89	20.14%	3,363	17.91%
JOSH SEHON		1,525	8.74%	94	10.65%	41	9.28%	1,660	8.84%
JOE MATTEOLI		3,590	20.57%	232	26.27%	111	25.11%	3,933	20.95%
Cast Votes:		17,452	100.00%	883	100.00%	442	100.00%	18,777	100.00%
Undervotes:		12,125		1,054		460		13,639	
Overvotes:		4		1		0		5	
Unresolved write-in votes:		81		4		4		89	

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DIRECTOR, 4-YR - Vote for no more than TWO (2)

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
SCOTT BINDER		3,641	33.85%	251	33.42%	163	36.06%	4,055	33.91%
GREG ORSINI		3,929	36.53%	247	32.89%	139	30.75%	4,315	36.08%
WILLIAM MCBROOME		3,186	29.62%	253	33.69%	150	33.19%	3,589	30.01%
Cast Votes:		10,756	100.00%	751	100.00%	452	100.00%	11,959	100.00%
Undervotes:		5,305		606		241		6,152	
Overvotes:		1		0		0		1	
Unresolved write-in votes:		45		5		3		53	

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DIRECTOR, 4-YR

Cumulative Totals						
Precinct	Registration	Ballots Cast	Turnout (%)	SCOTT BINDER	GREG ORSINI	WILLIAM MCBROOME
5MK-5	5,982	4,938	82.5	2,198	2,305	1,960
5MK-7	4,792	4,054	84.6	1,809	1,960	1,598
5PAS	100	91	91.0	48	50	31
Vote By Mail Totals	10,874	8,054	74.1	3,641	3,929	3,186
Election Day Voting Totals	10,874	681	6.3	251	247	253
Early Voting Totals	10,874	348	3.2	163	139	150
Grand Totals	10,874	9,083	83.5	4,055	4,315	3,589

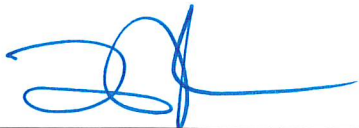
**Certificate of Results of Canvass
November 3, 2020
Presidential General Election
McKinleyville Community Services District
Director, 2-Year**

STATE OF CALIFORNIA }
 }
COUNTY OF HUMBOLDT } SS

I, Kelly E. Sanders, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the November 3, 2020, Presidential General Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 18 Day of December, 2020.

KELLY E. SANDERS
REGISTRAR OF VOTERS

Signed:  _____
Deputy

FINAL REPORT

Humboldt County

Official Results

Official Election

PRESIDENTIAL GENERAL ELECTION

Registered Voters
69932 of 85317 = 81.97%
Precincts Reporting
66 of 66 = 100.00%

Run Time 10:11 AM
Run Date 12/01/2020

11/3/2020

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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DIRECTOR, 2-YR - Vote for no more than ONE (1)

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
WESLEY MARTIN		1,546	24.78%	194	38.19%	129	45.91%	1,869	26.59%
JOELLEN CLARK-PETERSON		4,082	65.42%	220	43.31%	106	37.72%	4,408	62.71%
JIMMY VANCE		612	9.81%	94	18.50%	46	16.37%	752	10.70%
Cast Votes:		6,240	100.00%	508	100.00%	281	100.00%	7,029	100.00%
Undervotes:		1,688		169		62		1,919	
Overvotes:		91		1		3		95	
Unresolved write-in votes:		35		3		2		40	

WILLOW CREEK COMMUNITY SERVICES DISTRICT DIRECTOR - Vote for no more than THREE (3)

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
JUDY M. GOWER		299	23.16%	68	26.05%	0	0.00%	367	23.56%
RICHARD E. HOLLOWAY		124	9.60%	19	7.28%	0	0.00%	143	9.18%
TYLER L. HOLMES		222	17.20%	36	13.79%	1	16.67%	259	16.62%
SHANNON HUGHES		266	20.60%	57	21.84%	1	16.67%	324	20.80%
RILEY MORRISON		225	17.43%	48	18.39%	2	33.33%	275	17.65%
BOB KENNEDY		155	12.01%	33	12.64%	2	33.33%	190	12.20%
Cast Votes:		1,291	100.00%	261	100.00%	6	100.00%	1,558	100.00%
Undervotes:		516		181		0		697	
Overvotes:		0		0		0		0	
Unresolved write-in votes:		2		2		0		4	

RESORT IMPROVEMENT DISTRICT #1 DIRECTOR - Vote for no more than THREE (3)

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
SETH PLANK		141	13.44%	3	15.79%	0	0.00%	144	13.45%
EVAN PIERCEY		137	13.06%	2	10.53%	1	33.33%	140	13.07%
TRISTIN OATES		109	10.39%	2	10.53%	1	33.33%	112	10.46%
DAVID J. SOMMER		165	15.73%	2	10.53%	0	0.00%	167	15.59%
LINDSEY SWANSON		82	7.82%	1	5.26%	0	0.00%	83	7.75%
CELESTE MYERS		182	17.35%	5	26.32%	1	33.33%	188	17.55%
SUSAN L. FOX		233	22.21%	4	21.05%	0	0.00%	237	22.13%
Cast Votes:		1,049	100.00%	19	100.00%	3	100.00%	1,071	100.00%
Undervotes:		205		29		0		234	
Overvotes:		0		1		0		1	
Unresolved write-in votes:		12		0		0		12	

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DIRECTOR, 2-YR

Cumulative Totals						
Precinct	Registration	Ballots Cast	Turnout (%)	WESLEY MARTIN	JOELLEN CLARK-PETERSON	JIMMY VANCE
5MK-5	5,982	4,938	82.5	998	2,412	408
5MK-7	4,792	4,054	84.6	857	1,941	339
SPAS	100	91	91.0	14	55	5
Vote By Mail Totals	10,874	8,054	74.1	1,546	4,082	612
Election Day Voting Totals	10,874	681	6.3	194	220	94
Early Voting Totals	10,874	348	3.2	129	106	46
Grand Totals	10,874	9,083	83.5	1,869	4,408	752

A couple potential updates to the schedule are as follows:

A.

	2021	2022	2023	2024	2025	2026	2027	2028
Term Expiration								
Mayo	C				VC	C		
Couch	VC	C				VC	C	
Clark-Peterson		VC	C				VC	C
Binder			VC	C				VC
Orsini				VC	C			
C = Chair VC = Vice Chair								

B.

	2021	2022	2023	2024	2025	2026	2027	2028
Term Expiration								
Mayo	C				VC	C		
Couch	VC	C				VC	C	
Clark-Peterson		VC	C				VC	C
Orsini			VC	C				VC
Binder				VC	C			
C = Chair VC = Vice Chair								

Alternatives:

Staff analysis consists of the following potential alternative

- Elect Director Mayo as President and Director Couch as Vice President for 2021 as noted in the current Board Rotation and Take No Action on setting a new rotation until the January Meeting as per Rule 3.1

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

December 9, 2020

TYPE OF ITEM: **Action**

ITEM: C.1 **Review and Update Board Committee Appointments for 2021 Calendar Year**

PRESENTED BY: **April Sousa, Board Secretary**

TYPE OF ACTION: **President Appointment**

Recommendation:

Staff recommends that the Board review and discuss Appendix A of the Board Policy Manual (Attachment 1) regarding Board Direction for Committee Assignments, take public comment and the President shall appoint committee assignments for the 2021 Calendar Year.

Discussion:

Following the update of the officers the Board President shall appoint committee assignments for the 2021 Calendar Year as stated in the Board Policy Manual.

RULE 3-2: PRESIDENT -- The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

Appendix A from the Board Policy Manual (Attachment 1) gives greater understanding and descriptions of the standing committees of the board. There are two ad-hoc committees not listed in Appendix A (Community Forest Committee and Latent Powers Committee). Additionally, the Local Agency Formation Commission (LAFCo) is not listed in Appendix A as this is not a Board President appointed committee, but is an elected position by LAFCO members. The full list of committees (with 2020's appointments) are as follows:

- a. Parks and 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)
- j. Ad Hoc Community Forest Committee (Mayo/Corbett)
- k. Ad Hoc Latent Powers Committee (Corbett/Couch)

Alternatives:

- Take no Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Appendix A Board Policy Manual – Committee Assignments

Appendix A

Board Direction for Committee Assignments

The Board of Directors of the McKinleyville Community Services District (MCSD; District) currently (2020) has eleven (11) committees, nine of which are standing committees and two ad-hoc committees. A standing committee is a permanent committee established for the purpose of specializing in the consideration of a particular subject area. MCSD's standing committees include Parks and Recreation Committee, Area Fund, Redwood Region Economic Development Committee, Audit Committee, Employee Negotiations Committee, McKinleyville Municipal Advisory Committee, and Environmental Matters committee. An Ad-Hoc Committee is a committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective. The McKinleyville Senior Center Advisory Committee dissolved in March 2019, however the continued collaboration and agreement with the McKinleyville Senior Center still requires an MCSD Board Liaison.

Parks and Recreation Committee: The primary purpose of the Parks and Recreation Committee (PARC) is to make recommendations to the McKinleyville Community Services District (MCSD) Board of Directors regarding plans, policies, programs, and projects relating to McKinleyville's parks, facilities, open space maintenance zones, and recreation activities.

The PARC is appointed by the Board and should include one Director who will be appointed by the Board President. An alternate Director will be selected in the event the primary Director is unable to attend a PARC meeting. Members should represent, to the extent possible, various recreational interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. The Parks and Recreation Committee meet once a month on the 3rd Thursday at 6:30pm at District's Conference Room, 1656 Sutter Road, McKinleyville. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

Area Fund: The primary purpose of the McKinleyville Area Fund is to help in the decision-making process to grant funds to deserving organizations and projects in the McKinleyville area.

The MCSD Board President will appoint a Director to serve as a member for the McKinleyville Area Fund annually. The committee meets on an "as needed" basis. The designated Board Member should report to the Board during the regular monthly Board of Directors meetings as applicable.

Redwood Region Economic Development Commission: The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading

projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

RREDC has nineteen members and is governed by a Board of Directors of elected officials appointed by member agencies. The MCSD Board President will appoint a Director to serve as a member for RREDC annually. An alternate Director will be selected in the event the primary Director is unable to attend a RREDC meeting. The RREDC Board of Directors meet once a month on the 4th Monday at 6:30pm at the Prosperity Center, 520 E Street, Eureka. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

McKinleyville Senior Center Board Liaison: The primary purpose of the McKinleyville Senior Center Board Liaison is to provide a line of communication to the McKinleyville Senior Center (MSC) regarding Azalea Hall and any other topics pertinent to active agreements.

The MCSD Board President will appoint a Director to serve as the Board Liaison for the McKinleyville Senior Center annually. The appointed member should attend all MSC executive and regular board meetings. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings to facilitate communications between MCSD and MSC. The MSC Board of Directors meet once a month on the third Wednesday from 11:00am – 12:30pm at the Senior Center.

Audit Committee: The primary purpose of the Audit Committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls and compliance with laws and regulations. The Audit Committee will consider internal controls and review their effectiveness. The Committee assists the Board of Directors to fulfill public governance and overseeing.

The Audit Committee will be appointed by the Board President and include two Directors. The Committee should have one “financial expert” member who is knowledgeable and experienced in government accounting and auditing; Generally Accepted Accounting Principles for estimates, accruals, and reserves; and internal controls. If no member is qualified, the committee is permitted to engage an outside party for this purpose. To maintain the Committee’s independence and effectiveness, those with managerial responsibilities that fall within the scope of the audit should NOT serve as a member of the audit committee.

Specific Responsibilities of the Audit Committee include, but are not limited to:

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract
- Review all significant GAAP or FASB rule changes and have a clear understanding of the effect of such changes on the financial condition of the district and needed changes in financial procedures
- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review

shall encompass the overall condition of the MCSD finances, all audit recommendations for changes. and management letters

- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost set asides to insure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and insure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

The Audit Committee should meet on a regular basis and report to the Board during the regular monthly Board of Directors meetings. The report should address or include at a minimum, the activities of the Committee, significant findings brought to the attention of the Committee, any indications of suspected fraud, waste or abuse, significant internal control findings and activities of the internal audit function.

Employee Negotiations Committee: The primary purpose of the Employee Negotiations Committee is to allow open communication between staff and the Board of Directors regarding staff's benefit package.

The committee is comprised of two Directors and a staff nominated representative from each department. The MCSD Board President will appoint the Directors to serve for the Employee Negotiations Committee annually. The designated Board Members should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an "as needed" basis when the term of the previous negotiation is close to expiration. The committee members will be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package. Committee members should as background be familiar with wage comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.

McKinleyville Municipal Advisory Committee: The primary purpose of the McKinleyville Municipal Advisory Committee (MMAC) is to provide a consistent forum for the public to hear about and advise the Planning Commission and Board of Supervisors on local community issues.

The MMAC is tasked with gathering input from the community and commenting on matters of concern which relate to county services provided to the greater McKinleyville area. including but not limited to public works, health, safety, welfare and public financing. The MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and general plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

The MMAC is comprised of seven appointees who reside, own property or conduct a business in the greater McKinleyville area. Five of the MMAC committee members are appointed by the County Board of Supervisors and two are representatives of MCSD. The MCSD Board President will appoint a Director to serve as a member for the MMAC annually and the General Manager serves on the committee as well. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the Azalea Conference Center, 2275 Central Ave, McKinleyville.

Environmental Matters Committee: The primary purpose of the Environmental Matters Committee is to meet the needs of all environmental matters, from water to wastewater to land use. This committee will review local limits, groundwater sustainability and participate in the HBMWD Water Task Force as needed as well as any other task force, Ad Hoc committee, or review regarding any environmental matters. This committee meets on an “as needed” basis.