

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, FEBRUARY 4, 2015 AT 7:00PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A CALL TO ORDER**

**A.1 Roll Call:** The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with President Corbett, Directors Couch, Edwards and Mayo present. Vice President Wheeler was absent.

John Corbett, President  
David Couch, Director  
Helen Edwards, Director  
Dennis Mayo, Director

Gregory Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Jason Sehon, Parks & Recreation Director  
Becky Schuette, Board Secretary

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by Director Edwards

**A.3 Additions to the Agenda:** There were no additions to the agenda.

**A.4 Approval of Agenda:**

**MOTION:** It was moved to approve the agenda.

Motion: Helen Edwards; Second: Couch

**VOICE VOTE:** Ayes: Couch, Edwards, Mayo, and Corbett;

**MOTION SUMMARY:** Motion Passed

**A.5 Closed Session Discussion:** There was no closed session scheduled.

**AGENDA ITEM B PUBLIC HEARINGS:** There were no public hearings scheduled.

**AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Corbett opened public comment and the following member of the public commented:

Pat Higgins commented on the Parks space near Azalea Park and the Ramey Pump Station.

Jodie Ellis, 1656 Fischer Ave, Mckinleyville- Comments on the Integrated Pest Management Plan was allowed although it was agendized because she said she would not be able to stay at the meeting. President Corbett allowed it but did not want to set a precedent for future public comments.

There were no further comments from the public.

**AGENDA ITEM D CONSENT CALENDAR:**

**D.1** Consider approval of minutes of the Board of Directors' Regular Meeting of January 7, 2015

**D.2** Consider approval of December 2014 Treasurer's Report

**D.3** DCV Violations this month

**D.4** Consider approval of 2015 Spring/Summer Recreation Activity Guide and Recreation Program Fees

**D.5** Consider approval of Senior Center Management Services and Usage Agreement

**MOTION:** It was moved to adopt the consent calendar item D.1, D.2 & D.4. Items D.3 and D.5 were pulled for further discussion.

There were no objections and no comment by the public.

Motion: Helen Edwards; Second: Mayo

**VOICE VOTE:** Ayes: Couch, Edwards, Mayo, and Corbett

**MOTION SUMMARY:** Motion Passed

**D.3 DCV Violations this month** – Director Mayo requested a 30 day postponement for the DCV corrections for 4124 Bush as a hardship for the elderly resident.

**MOTION:** It was moved to approve 17-540-000 and 19-565-000 of the DCV violations

Motion: Helen Edwards; Second: Mayo

**VOICE VOTE:** Ayes: Couch, Edwards, Mayo, and Corbett

**MOTION SUMMARY:** Motion Passed

General Manager Orsini proposed the account be brought back to the next Board meeting as part of the consent calendar, unless repairs have been made, at which time the owner may still be given a 30 day postponement for repairs. There were no objections by the Board.

**D.5 Consider approval of Senior Center Management Services and Usage Agreement** – Director Edwards requested clarifying language of Section 2, subsection 2.01 regarding the term “services to the District”. Edwards would like the “services” to be specified in the language. Parks and Recreation Director Jason Sehon requested an amendment to the language naming specifically “tours” but not limiting the services they may be required to provide. The item will be returned to the next Board Meeting with edits and revisions.

No objections were made and there was no comment by the public.

## **AGENDA ITEM E CONTINUED AND NEW BUSINESS:**

**E.1 Consider adopting Resolutions 2015-02 & 2015-03 initiating proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2015/2016; Declaring Intention to Levy and Collect the Fiscal Year 2015/2016 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and approving the Engineer's Report and setting the Public Hearing:** Parks & Recreation Director Sehon provided a review of the item history and Measure B. There were no questions or comments by the Board and no public comments at this time.

**MOTION:** It was moved to adopt Resolutions 2015-02 and 2015-03.

Motion: Edwards; Second: Mayo

The following member of the public was allowed to speak at this time:

Jodi Ellis - regarding trees beside some of the trails near the treatment plant.

**Roll Call Vote:** Ayes: Couch, Edwards, Mayo, and Corbett; Nays: None

**MOTION SUMMARY:** Motion Passed

**E.2 Hold public workshop and consider approval of Sections 1, 2 & 3 of the Integrated Pest Management Policy:** A workshop was conducted involving public input on sections 1 & 2 of the IPM with the following members of the public participating:

Meighan O'Brien

Patrick Higgins

Jodie Ellis

Jeff Dunk

Collin Fisk

Ken Miller

A lengthy workshop proceeding with both Board, staff and public input regarding the language in sections 1 & 2. Section 3 was never covered and sections 1 & 2 were read aloud with the recommended changes. A “straw vote” was conducted approving sections 1 & 2 with Directors Couch, Edwards, Mayo and President Corbett all affirming approval of the two sections.



A ten minute break was declared at 9:01 p.m.

**E.3 Consider Attendance to the Association of California Water Agencies 2015 Legislative Symposium in Sacramento on March 4, 2015**

**MOTION:** It was moved to adopt recommendation to allow interested Board members to attend the ACWA Legislative Symposium in Sacramento on March 4, 2015.

Motion: Helen Edwards; Second: Mayo

Director Mayo will be attending at part of his Vice Presidency position on the ACWA Board. President Corbett stated that he was considering attending. A brief discussion occurred with input by Director Mayo and President Corbett. There was no public comment. The Directors were reminded that March 4, 2015 is also a regularly scheduled MCSD Board Meeting.

**VOICE VOTE:** Ayes; Couch, Edwards, Mayo, and Corbett

**MOTION SUMMARY:** Motion Passed

**E.4 Consider discussion of the Draft Capital Improvement Plan for the Parks and General Fund, Fiscal Year Ending June 30, 2016:** The item was presented by Finance Director Colleen Trask. This was an informational item; however, there was a discussion about the table reflecting the narrative portion in Parks and Trails Projects section of the CIP. There was no public comment.

**E.5 Approve Draft Water Shortage Contingency Plan:** Operations Director James Henry reviewed the item and pointed out a few specific sections of the plan; he specifically read the three bullet point options at the end of section 7, Analysis of revenue and expenditures impacts.

**MOTION:** It was moved per staff recommendation to accept the Draft Water Shortage Contingency Plan as the MCSD Water Shortage Contingency Plan.

Motion: Helen Edwards; Second: Couch

President Corbett pointed out that in preferred bullet point choice 2 which stated: During the next rate study develop a water shortage surcharge (rate structure) that automatically goes into effect upon declaration of a specific stage of water shortage emergency. General Manager Orsini agreed and requested that this choice be added to the Strategic Plan. There was no public comment.

**VOICE VOTE:** Ayes; Couch, Edwards, Mayo, and Corbett

**MOTION SUMMARY:** Motion Passed

**E.6 Consider Approval of the Strategic Plan 2015-2019:** Prior to the Board Meeting two corrections were made; one to section 4.1 removing a floating "2514" from a paragraph and also adding the McKinleyville Municipal Advisory Committee (MMAC) to the list of groups in section 5.3. These items were pointed out to the Board by General Manager Orsini. Director Edwards is requesting adding an item to the Strategic Plan in relation to an annual review of the Board similar to the General Manager's review process. President Corbett agreed and there were no objections by the Board.

**MOTION:** It was moved to approve the 2015-2019 Strategic Plan as amended.

Motion: Edwards; Second: Couch

The following member of the public spoke:

Meighan O'Brien spoke about the LED street lights in her neighborhood.

**VOICE VOTE:** Ayes; Couch, Edwards, Mayo, and Corbett

**MOTION SUMMARY:** Motion Passed

**E.7 Wastewater Management Facility Improvement Project Open House Report:** Operations Director James Henry reviewed the item and briefly commented on the attachment photos of the new WWMF. There was no public comment. This was an informational item only.

## **AGENDA ITEM F REPORTS:**

### **F1. Active Committee Reports**

**a. Recreation Advisory Committee (Wheeler/Couch (alternate))**

General Manager Orsini spoke on behalf of George Wheeler indicating that he would have a report at the next meeting.

**b. Area Fund (John Kulstad)**

Director Edwards reported that request for proposals have gone out and are expected to be returned by February 26 and review and recommendation should be made around March 4 with presentations to follow.

**c. Redwood Region Economic Development Commission (Mayo/Edwards (alternate))**

Director Mayo reported that the committee met and elected new officers; they had received two offers for a default loan; there is one million plus in reserves fund; and that the subcommittee continues to look into a commuter service for the Humboldt County Airport.

**d. McKinleyville Senior Center Advisory Committee (Edwards)**

Nothing to report, did not meet.

**e. Audit (Corbett/Edwards)**

Nothing to report, did not meet

**f. Employee Negotiations (Couch/Edwards)**

Nothing to report, did not meet

**g. Water Task Force (Wheeler/Corbett (alternate))**

Nothing to report, did not meet.

**h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate))**

Nothing to report, did not meet.

**i. McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))**

Director Edwards reported that the committee submitted a "Do not support" letter to the County in regards to rent stabilization for McKinleyville.

### **F.2 Staff Reports:**

**a. Support Services Department:** Finance Director Colleen Trask reported that the reserves recovery account was in excess of \$200,000; she was going to be publishing a list of the MCSD unclaimed checks as required by law, with customer number information rather than customer names to protect customer privacy.

**b. Operations Department:** Operations Director James Henry had nothing further to report.



- c. **Parks and Recreation Department:** Parks and Recreation Director Jason Sehon had nothing further to report.
- d. **General Manager:** General Manager Orsini reported that he would be activating the employee negotiations committees; he has a meeting with the residents of Anderson Road on Friday regarding street lights on Anderson; he and Operations Director Henry were going to meet with students at HSU for engineering projects that will benefit the District.

**F.3 President's Report:** President Corbett reported that he had officially retired on February 2.

**F.4 Board comments, announcements, reports and agenda item requests:** Director Mayo reported that President Corbett had done a good job at the Boyd Road Annexation hearing; Director Mayo added that he has become Vice President of ACWA and is now an official voting member of their Board and next year he will be the President. Director Mayo also spoke of not knowing how the Urban Water Plan may impact us and how the Salt & Nutrient Management Plan was a scare to the Santa Rosa area last year. He also reported that the Governor's office is considering a statewide water tax that may force larger districts such as ours to consolidate with satellite districts and that ACWA is against the consideration. Director Edwards reported that she had been appointed to the Measure Z Committee for a four year term and that they had met once.

**AGENDA ITEM G ADJOURNMENT:**

The meeting was adjourned at 10:01 by President Corbett.

  
Becky Schuette, Board Secretary