

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, MARCH 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 7:00 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler present.

John Corbett, President  
George Wheeler, Vice 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: David Couch; Second: George Wheeler

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

**MOTION SUMMARY:** Motion Passed

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

**AGENDA ITEM B PUBLIC HEARINGS**

**B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2015/2016) for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities**

Consider adopting Resolution 2015-05; Approving the Annual Engineer's Report; Fiscal Year 2015/2016; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), including the assessment diagram connected therewith

Consider adopting Resolution 2015-06; Ordering the levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for Fiscal Year 2015/2016: President Corbett opened this item for public discussion. No members of the public commented. No additional comments were made.

**MOTION:** It was moved to adopt Resolutions 2015-05 and 2015-06 per staff recommendation.

Motion: Helen Edwards; Second: George Wheeler

**ROLL CALL VOTE:** Ayes; Couch, Edwards, Mayo, Wheeler and Corbett;

**MOTION SUMMARY:** Motion Passed

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

Daniel Pierce commented on his property at First/B Streets, the detention ponds nearby and earthquakes.

There was no further public comment.

**AGENDA ITEM D CONSENT CALENDAR:**

**D.1** Consider approval of minutes of the Board of Directors' Regular Meeting of February 4, 2015

**D.2** Consider approval of January 2015 Treasurer's Report

**D.3** DCV Violations this month

**D.4** Consider approval of update of the fee schedule for Hiller Sports Complex

**MOTION:** It was moved to adopt the consent calendar item D.1 - D.4.

There were no objections and no comment by the public.

Motion: Helen Edwards; Second: David Couch

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

**MOTION SUMMARY:** Motion Passed

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

**E.1 Consider Adoption of Resolution 2015-04 Recognizing, honoring and commending Diane Sloane for twenty (20) years of service:** Diane Sloane was presented with a resolution and gift by Support Services Director Colleen Trask. Several Directors and General Manager Orsini commended Diane for her exemplary employment.

**MOTION:** It was moved to adopt Resolutions 2015-04 honoring and commending Diane Sloane for twenty (20) years of service.

Motion: Helen Edwards; Second: Dennis Mayo

**ROLL CALL VOTE:** Ayes; Couch, Edwards, Mayo, Wheeler and Corbett;

**MOTION SUMMARY:** Motion Passed

**E.2 Approve Resolution 2015-07 amending the Rules and Regulations, Rules 40.01.c & 40.01.d MEMBERSHIP and Rule 40.04.c. TERMS OF OFFICE:** This item was removed from the agenda at the request of staff.

**E.3 Consider appointments for vacant positions on the Recreation Advisory Committee between four (4) applicants (Bill Prescott, Addison O'Hanen Jenny Bowen and Mary Burke):** This item was removed from the agenda at the request of staff.

**E.4 Consider participation in Household Hazardous Waste Collection Event at Pierson Park on July 18, 2015:** The Board Secretary pointed out that a correction needed to be made in the staff recommendation in that last year's date was used instead of the upcoming date of July 18, 2015. This item was briefly discussed by the Board. There was no public comment and no additional comments from the Board.



**MOTION: It was moved to adopt staff recommendation.**

Motion: Helen Edwards; Second: Dennis Mayo

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

**MOTION SUMMARY:** Motion Passed

**E.5 Consider authorization for the General Manager to enter into a contract agreement with Rural Community Assistance Corporation for a median income survey for the McKinleyville Community Services District sewer service area:** General Manager Orsini reviewed the item requesting authorization to enter into the contract; however, he also indicated that it was appearing as if it would not be necessary. Director Mayo requested that if we did follow through with the survey, that Assemblymen Lavine and Bigelow be noticed. There were no comments by the public.

**MOTION: It was moved to adopt the recommendation of the General Manager.**

Motion: Helen Edwards; Second: George Wheeler

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

**MOTION SUMMARY:** Motion Passed

**E.6 Consider approval of Senior Center Management Services and Usage Agreement:** The item was reviewed by Parks & Recreation Director Jason Sehon who reported that after the item was pulled from the February meeting the requested changes had been made to the agreement. Sections 15.01 and 15.02 were added to the document, language changes were made to section 22.01.a. and changes in section 6 of the Schedule of Use. Discussion continued among the Board about the language that still needed to be clarified in section 2.01 regarding "services" that the seniors may need to provide. It was agreed that the language should once again be changed with the following language specific to section 2.01 be added: *"Tours of the facility for prospective renters are required by the district. Such other task as agreed upon in writing by both parties."* There was no public comment.

**MOTION: It was moved to approve the Senior Center Management Services and Usage Agreement as corrected.**

Motion: Helen Edwards; Second: David Couch

Following the Motion, the Board Secretary questioned if the "term" should be included in the motion as part of the agreement. Unable to immediately find the term listed in the agreement, President Corbett requested that the item be carried over to the next meeting. No vote was taken.

**E.7 Consider authorizing the Board Secretary to apply for the Recognition in Special District Governance on behalf of the three eligible Directors:** A brief discussion among the Board members regarding the importance of this recognition and that Director Mayo and General Manager already have the lifetime certificate. There was no public comment.

**MOTION: It was moved authorize the Board Secretary to apply for the Recognition in Special District Governance on behalf of the three eligible Directors**

Motion: Dennis Mayo; Second: Helen Edwards

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

**MOTION SUMMARY:** Motion Passed



**E.8 Consider authorization to attend the 2015 Special District Legislative Days (SDLD) on May 19 & 20, 2015 in Sacramento, CA:** There was no comment by the public and no discussion by the Board.

**MOTION:** It was moved authorize interested Board members to attend the SDLD in May.

Motion: Dennis Mayo; Second: Helen Edwards

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

**MOTION SUMMARY:** Motion Passed

At this time, President Corbett commented that the previous two items could have been placed on the Consent Calendar.

**E.9 Consider travel and attendance for the Association of California Water Agencies (ACWA) 2015 Spring Conference and Exhibitor Showcase in Sacramento, May 5-8, 2015:** Reported by the Board Secretary, however, Director Mayo spoke of this involvement with the conference. Mayo advised that he had developed one of the topics being presented at the conference involving the marijuana issue in our County and strongly encouraged as many of the Board members to attend as possible. A motion was made by Director Mayo, however before the second was made, Director Wheeler pointed out that the May Board Meeting was going to be on the 6<sup>th</sup> and was concerned about interference since Director Mayo would definitely be attending and that President Corbett and Vice President Wheeler would like to attend. There was brief discussion about postponing or calling a special meeting for May if necessary. There was no public comment.

**MOTION:** It was moved per staff recommendation.

Motion: Helen Edwards; Second: George Wheeler

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

**MOTION SUMMARY:** Motion Passed

**E.10 Consider discussion of the FY2015-16 Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights:** This was an informational item only presented by Finance Director Colleen Trask. Director Edwards voiced concern that the money for property purchases not expended hadn't been moved into the next fiscal year. General Manager Orsini confirmed that the monies will be moved into the correct column in the CIP for 2016 as it was unlikely that they would be spent before the end of this fiscal year. President queried Trask regarding the placement, if any, of the solar project in the CIP. A brief discussion followed about the necessity of the project in the CIP. There was no public comments and no further comments from the Board.

**E.11 Consider approval of Hiller Sports Complex Facility Use Agreement Contracts:** Park and Recreations Director Sehon presented this item and advised that the agreements had also been reviewed by Counsel. Sehon pointed out that since the Board packet had been completed, there were changes necessary in section 8.2 with the deletion of the word "partially" and the change of the word "reimbursed" to "remitted." There was no public comment and no discussion by the Board.

**MOTION:** It was moved to approve the 2015 Facility Use Agreement Contracts as recommended and authorize the Board President to sign those contracts.

Motion: Helen Edwards; Second: Dennis Mayo

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

**MOTION SUMMARY:** Motion Passed

## **AGENDA ITEM F REPORTS:**

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

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

Director Wheeler reported that there was not a quorum at the last meeting so it was informational only. There were two topics discussed; consideration of the formation of a Garden Club and the expansion of the Recreation Advisory Committee (RAC). No action was taken and the RAC expansion had been pulled from the current Board agenda.

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

John Kulstad, Chair of the Area Fund Committee was present and provided the Board with a report on the grant awards that had been discussed earlier in the day. He advised there was a total of \$7503.81 awarded and provided the name and amounts for each of the organizations. The grants will be distributed at 10AM on Wednesday, April 15<sup>th</sup> in the MCSD Conference Room.

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

Director Mayo reported that the committee continues to work in the private charter consideration for the McKinleyville 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)**

Director Edwards reported that there had been one meeting with the General Manager and that they would be meeting with staff this coming Friday.

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

Director Corbett had attended as alternate and Colleen Trask has attended on behalf of the General Manager who was ill. Trask reported that there were presentations from state and regional water board with regulatory orders being developed regarding cannabis grows and their impact on the watershed. There was discussion about water rights purchases and a brief conversation regarding the effects of the marijuana industry locally.

#### **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))**

President Corbett reported that he had attended after being briefed by General Manager Orsini who was ill. There was discussion about the county holding a general plan mapping meeting that may be concurrent with the MMAC meeting and that MCSD and the Board need to be involved in the meeting that may need be noticed. General Manager Orsini encourages the Board Directors to speak with Supervisor Sundberg regarding the issue.

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

- a. Support Services Department:** Finance Director Colleen Trask reported that the streetlights fund had finally been reimbursed and the payment would be reflected in the February Treasurer's report.



- 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 pointed out that the January cost savings included the Prop 50 Grant Funding for the Intertie project, bringing the cost savings amount to nearly 1 million dollars for the year. He also advised that the Teen Center may have a bid by mid month next month and also provided clarification to Director Edwards regarding the Open Space MOU.

**F.3 President's Report:** President Corbett had nothing to report.

**F.4 Board comments, announcements, reports and agenda item requests:** Director Mayo provided a very brief report on his attendance at ACWA DC. He requested the "blessing" of the Board for him to work directly with President Corbett on the solar project grant funding and also advised that he would be bringing back a bill sponsored by Assemblyman Wood and requested a signed letter of support from all of the Board members.

**AGENDA ITEM G ADJOURNMENT:**

President Corbett adjourned the meeting at 8:50 PM



Becky Schuette, Board Secretary