

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD
ON WEDNESDAY, DECEMBER 3, 2014 AT 6:30PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

A.1 thru A.2 CALL TO ORDER and ROLL CALL: The special meeting of the Board of Directors of McKinleyville Community Services District convened at 6:38pm with President Couch, Directors Corbett, Edwards, and Wheeler present.

David Couch, President
John Corbett, Vice President
Helen Edwards, Director
George Wheeler, Director

Gregory Orsini, General Manager
Russ Gans, Attorney at Law
Colleen M.R. Trask, Finance Director
Jason Sehon, Parks & Recreation Director
Becky Schuette, Board Secretary

A.3 MEET WITH REAL PROPERTY NEGOTIATORS: HEWITT TANK SITE PROPERTY ACQUISITION. There was no public comment.

A.4 CONFERENCE WITH LEGAL COUNSEL. There was no comment or discussion

At 6:39 p.m. President Couch announced that the Board would adjourn into closed session for discussion.

A.5 CLOSED SESSION DISCUSSION: General Manager Orsini requested the record reflect that Director Mayo phoned into the closed session at 6:39 p.m.

a. Conference with Real Property Negotiator

Property: Proposed Hewitt Tank Site: Assessor's Parcel Number 509-021-045

Agency Negotiators: MCSD Proposed Negotiators: Greg Orsini, General Manager, and Russell Gans (MCSD General Counsel)

Negotiating Parties: For MCSD: Greg Orsini, General Manager, and Russell Gans (MCSD General Counsel)

For LACO Associates: Michael D. Nelson (LACO Associates) and American Hospital Management Corporation

Under negotiation: Price, terms of payment, and subdivision for proposed site

b. Conference with Legal Counsel. Existing litigation-McKinleyville Community Services District v County of Humboldt, Board of Supervisors of the County of Humboldt, Case No. CV110632, Litigation pursuant to Government Code § 54956.9(a).

A.6 REPORT OUT OF CLOSED SESSION: Attorney Russ Gans advised that for item A.5.a. there was no action to report; as to item A.5.b. the following occurred:

MOTION: It was moved to direct the Counsel of Record to dismiss the lawsuit now that the settlement agreement with the County of Humboldt has been fully implemented.

Motion by Corbett; second by Edwards

ROLL CALL VOTE: Ayes: Corbett, Edwards, Mayo, Wheeler and Couch
Nays: None
Absent: None
Abstain: None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

A.1 thru A.2 CALL TO ORDER and ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:27 pm with President Couch, Directors Corbett, Edwards, and Wheeler present. Director Mayo's attendance was teleconferenced from the Manchester Grand Hyatt San Diego, Conference Room One, 1 Market Place, San Diego, California.

David Couch, President
John Corbett, Vice President
Helen Edwards, Director
Dennis Mayo, Director
George Wheeler, 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.3 PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by President Couch

A.4 ADDITIONS TO THE AGENDA: There were no additions to the agenda.

A.5 APPROVAL OF THE AGENDA:

MOTION: It was moved to approve the agenda.

Motion: Corbett; Second: Edwards

ROLL CALL VOTE: Ayes; Corbett, Edwards, Mayo, Wheeler and Couch
Nays; None
Absent; None
Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

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

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Couch opened public input and no members of the public spoke.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of November 5, 2014

D.2 Consider approval of October 2014 Treasurer's Report

D.3 No DCV Violations this month

MOTION: It was moved to adopt the consent calendar item D.1 through D.3 No objections were made and there was no comment by the public.

Motion: Corbett; Second: Edwards

ROLL CALL VOTE: Ayes; Corbett, Edwards, Mayo, Wheeler and Couch
Nays; None
Absent; None
Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Presentation of Community Builder Award to Humboldt Area. On behalf of the Humboldt Area Foundation, Patrick Cleary accepted the award and briefly spoke, thanking Jason Sehon and the Board. This was followed by a photo of President Couch, Patrick Cleary and General Manager Orsini being taken. This was an informational item only. There was no public comment and no action taken.

E.2 Consider Variance for 2250 Mather Road Review Related to Water Leak Adjustment. General Manager Orsini presented a brief history of the situation for review and presented the Board with the fiscal analysis as determined by the water leak adjustment calculations and worksheet. The following member of the public spoke:

Kyra O'Rourke, the owner of the property at 2250 Mather Road, confirmed that she had been notified of the leak, had located it with the assistance of a plumber and that the leak had been repaired. She also advised that there would need to be future pipe work done as the weight and pressure of the road above it was causing the problem. She was requesting the Board grant her a variance of Board policy for the an amount greater than the \$500 maximum allowed in the Water Leak Adjustment Policy.

There was discussion among staff and the Board regarding actual water and delivery costs.

MOTION: It was moved to charge \$1447.24 and that the bill amount is amortized over 12 months. No objections were made. It was later pointed out by Jeff Dunk that public comment was not asked for.

Motion: Edwards; Second: Corbett

ROLL CALL VOTE: Ayes; Corbett, Edwards, Mayo, Wheeler and Couch
Nays; None
Absent; None
Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.3 Consider appointing Stephanie Hartley as a student member of the Recreation Advisory Committee (RAC). Parks and Recreation Director Jason Sehon explained that the opening for the student member position had occurred back in July when the representative resigned to attend college. Sehon praised Dunk's involvement in the RAC and then introduced Stephanie Hartley who had submitted a letter of interest to serve as the student member on the RAC.

MOTION: It was moved to appoint Stephanie Hartley as the student member of the Recreation Advisory Committee. No objections were made and there was no comment by the public.

Motion: Edwards; Second: Corbett

ROLL CALL VOTE: Ayes; Corbett, Edwards, Mayo, Wheeler and Couch
Nays; None
Absent; None
Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.4 Accept FY2013-14 Audit. General Manager Orsini advised that this item would be postponed until the January meeting.

E.5 Review Board Rotation and Schedule, Board Officer and Committee Appointments for the 2015 Calendar Year. Board Secretary Becky Schuette presented the 2014 Board Rotation Schedule and list of Committee appointments and reported that the item was for information only and would be returned to the January meeting for action. There was a lengthy discussion among the Board Members regarding the some of the committees that either were not meeting at all or not meeting enough, whether they met the definition of standing committee and whether or not it was still appropriate to have them. The following member of the public spoke:

Jeff Dunk suggested that there be a policy which included a specific requirement for the number of meetings each year that a standing committee should have.

This item was for information only. No action was taken.

E. 6 Consider travel to the CSDA's Special District Leadership Academy Conference in Napa, CA January 25-28, 2015. Board Secretary Becky Schuette advised the Board that in order to meet the strategic plan requirements, it was necessary to send Director Edwards to the conference because her certificate was expiring in January. Director Mayo pointed out the significance and importance of these trainings in the representation of the District when applying for grants or improving insurance rates. President Couch and Director Wheeler also requested to attend.

MOTION: It was moved to allow interested Board Members to attend the CSDA Special District Leadership Academy in January. No objections were made and there was no comment by the public.

Motion: Mayo; Second: Edwards

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

Nays; None

Absent; None

Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.7 Draft #1 Integrated Pest Management Plan Workshop. A workshop was conducted involving public input on the first draft of the IPM with the following members of the public providing praise for the first draft and input for the next draft:

Emelia Berol

Ken Miller

Collin Fisk

Jeff Dunk

Meighan O'Brien

A 45 minute workshop occurred with suggestions such as adding a matrix, appendices, a more “local” specific definition of pest, mapping and monitoring, annual review of the IPM and compliance tracking. Members of the public were advised to provide their requests/suggestions in writing via the IPM email or on the 3x5 cards provided at the meeting. There was no action taken.

After completion of the workshop there was a short recess and the meeting reconvened at 9:39 p.m.

E.8 Award Professional Services Agreement for Construction Management and Inspection for the Wastewater Management Facility (WWMF) Improvement Project to Kennedy Jenks as Contract Amendment 7 of the WEMF Design Agreement. General Manager Orsini presented the item discussing the original agreement with Kennedy Jenks. This draft as Contract Amendment 7 includes the construction and post construction phases of the WWMP Improvement Project. Director Edwards requested clarification regarding missing bullet points under “Deliverables” on page 7 of the Amendment. She also questioned if Task 1240 in Exhibit A needed to be eliminated since there actually is a full time construction manager. General Manager Orsini provided clarification that Stover Engineers was actually providing 1.5 full time people to perform the construction management; therefore we would not be billed by Kennedy Jenks for the task.

MOTION: It was moved to adopt all three staff recommendations for this item (1. That the Board of Directors review Draft Contract Amendment No. 7 Construction Management and Inspection Services for WWMF Improvement Project, take public comment, 2. Approve a total expenditure not to exceed \$1,279,855 plus a 10% contingency of \$127,986 for a total of \$1,407,841 and 3. Authorize the General Manager to execute Contract Amendment 7 with Kennedy/ Jenks Consultants for the services described in Attachment 1) with the two corrections/clarifications pointed out in the contract by Director Edwards. No objections were made and there was no comment by the public.

Motion: Edwards; Second: Corbett

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

Nays; None

Absent; None

Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM F REPORTS:

F1. ACTIVE COMMITTEE REPORTS

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

Director Wheeler reported the committee had met; they agreed not to meet in December.

b. Area Fund (John Kulstad)

Director Edwards reported that there will be a press release in February requesting projects to be approved for fund and that there will be decisions about the funding in March.

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

Director Mayo wanted to confirm that everyone got their Fly Humboldt donation form and encouraged everyone to donate. He advised that the county and or RREDC are considering providing their own flight services and that a subcommittee is being formed for further consideration. Director Edwards requested that she be included on the subcommittee.

d. McKinleyville Senior Center Advisory Committee (Edwards)

Nothing to report, did not meet.

e. Audit (Corbett/Edwards)

Director Corbett reported that the committee had met prior to the Board Meeting to review the audit, but that it is not completed or ready for approval.

f. Employee Negotiations (Couch/Edwards)

Committee will meet in January.

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))

Nothing to report, did not meet. Next meeting scheduled for December 17th.

F.2 STAFF REPORTS:

a. Support Services Department: Finance Director Colleen Trask reported that another deposit had been made to the reserve account for a total of \$189,000; the audit is not complete; Biosolids funds are being drawn from the reserves as planned.

b. Operations Department: Operations Director James Henry wanted to add regarding the "No toxins down the drain" discussion earlier that the newsletter often reports on those types of items. He will be providing newsletter examples to Director Corbett.

c. Parks and Recreation Department: Parks and Recreation Director Jason Sehon reported that he received information that the California Conservation Corp is moving back to Arcata and that would be reducing their donation time to two weeks instead of five which will have a huge impact on maintenance.

d. General Manager: General Manager Orsini reminder that the Open House for the Waste Water Management Facility Improvement Project was December 9th and encouraged the Directors to attend. He also reported that the architect's estimate for the teen and community center was way over budget and that is why it was not an agenda item tonight; he added that he and staff were looking for ways to lower the bid.

AGENDA ITEM F.3 PRESIDENT'S REPORT: President Couch reported that he had attended the McKinleyville Land Trust meeting and was given the opportunity to discuss the intertie project.

AGENDA ITEM F.4 BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Mayo reported from the ACWA Conference in San Diego. He is requesting approval for attendance at the ACWA DC Conference February 24-26 to be agendaized in January. He is requesting the District pay for the conference and he would pay for his travel and housing.

AGENDA ITEM G ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 10:14pm

Motion: Corbett; Second:

VOICE VOTE: Ayes: Corbett, Edwards, Mayo, Wheeler and Couch
Nays; None
Absent; None
Abstain; None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

Becky Schuette, Board Secretary