

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

AGENDA ITEM A CALL TO ORDER

A.1 CALL TO ORDER and ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:03 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance.

John Corbett, President	Gregory Orsini, General Manager
George Wheeler, Vice President	Colleen M.R. Trask, Finance Director
David Couch, Director	James Henry, Operations Director
Helen Edwards, Director	Lesley Frisbee, Recreation Director
Dennis Mayo, Director	Becky Schuette, Board Secretary

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

A.3 Additions to the Agenda: At this time, President Corbett announced that General Manager Orsini was celebrating his 25th year with the District. Cupcakes, balloons and gifts were part of the celebration and members of the public were encouraged to enjoy.

A.4 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: David Couch; Second: Helen Edwards

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

MOTION SUMMARY: Motion Passed

A.5 Closed Session Discussion: No Closed Session

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 spoke:

Pat Higgins came forward to thank Directors Edwards and Corbett for running for the Board again and serving for another four years.

AGENDA ITEM D CONSENT CALENDAR:

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

D.2 Consider approval of September 2015 Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law – No Violations

MOTION: It was moved to adopt the consent calendar items D.1 – D.3.

Motion: Helen Edwards; Second: George Wheeler

There were no objections and no comments by the public.

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett
MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Announce the Kickoff for the Mad River Flood Plain Enhancement Project, Coho Rearing Ponds and Interpretive Trail: Mary Burke from CalTrout provided a review and update of the project using a PowerPoint presentation. She advised that there had been a kickoff meeting in which the development of recreation areas, public access and restoration design were all discussed. President Corbett requested that a pamphlet be put together to provide information to promote information about the project and also possibly use for lobbying purposes for funding opportunities.

The following member of the public commented:

Pat Higgins thinks this is a really good idea for the Coho habitat.

This item was information only, no action taken.

E.2 Sea Level Rise Presentation by Aldaron Laird: Aldaron Laird provided the public and the Board with a PowerPoint presentation regarding the Humboldt Bay Sea Level Rise Adaptation Planning Project, its phases and the current working group or stakeholders for the project. McKinleyville area specific impacts included shoreline erosion, saltwater intrusion, tidal inundation and backwater flooding. A lengthy question and answer period followed.

The following member of the public commented:

Pat Higgins from the Harbor District stated they really valued Aldaron's knowledge base and advised this was a challenge for cooperation that they intend to rise to.

This item was information only, no action taken.

At this time, President Corbett requested that item E.8 be called out of order.

E.8 Review, Consider and, If Approved, Authorize MCSD Board President to Issue Letter to the Humboldt County Board of Supervisors Supporting Community Forest Development in MCSD Service Boundaries and Approve Resolution 2015-30 Directing Staff to Seek and/or Solicit Acquisition Grant Funding: General Manager Orsini presented his staff report regarding the availability of approximately 600 acres of land in the Green Diamond owned McKinleyville Tract that could be purchased for a Community Forest. Both the Humboldt County Board of Supervisors and Green Diamond are in support of MCSD developing this property as it is within the MCSD service boundaries. Supervisor Ryan Sundberg spoke to the Board and advised that earlier in the week, the Humboldt County Board of Supervisors had unanimously voted to support the project and have MCSD take the lead.

The following members of the public commented:

Ben Shepherd, McKinleyville, advised that the MMAC would have this topic on their agenda on November 18th and that they were hoping to gauge the public support of the project at that time.

Meighan O'Brien, McKinleyville, had a question about Community Forests and the property above the Beau Pre Subdivision that is currently being used for biking and hiking.

Greg Jaso of the McKinleyville Land Trust wanted to thank the Board for embracing this idea.

Pat Higgins, Dows Prairie, stated this was an opportunity to enhance quality of life in McKinleyville and the property values adjacent and brand McKinleyville as something even more special.

President Corbett advised that this was just the beginning of a very long process and that it would all take several years before anything really happened with the project and that it would be driven by grants funding. Director Edwards advised that her concerns for the project were going to be financial and related to future maintenance of the project area.

MOTION: It was moved to adopt the Resolution per staff recommendation.

Motion: Helen Edwards; Second: Dennis Mayo

General Manager Orsini wanted to make it clear that this resolution was strictly for authorization to begin searching for funds and in no way would authorize the procurement of property.

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

MOTION SUMMARY: Motion Passed

President Corbett called for a five minute recess at 8:54 pm

The meeting reconvened at 9:05 and General Manager Orsini requested that agenda item E.5 be called next as the President of Auburn Constructors was here from out of town.

E.5 Declare Auburn Constructors, Inc. Lowest Responsible and Responsive bidder for the Wastewater Management Facility Improvement Project and authorize Board President to execute construction contract with Auburn Constructors, Inc. contingent on State Water Board Determination of the bid Packet with an approved Funding Agreement: General Manager Orsini reviewed the item and indicated that there is the potential for a bid protest and that the formal protest needed to be received by Friday afternoon. He then introduced Dean Bailey of Auburn Constructors, Inc., who offered himself to the Board for any questions.

MOTION: It was moved to accept staff recommendation contingent on approval of the funding agreement with the State Water Board and the State Revolving Fund.

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

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

MOTION SUMMARY: Motion Passed

E.3 Select a Candidate for the California Special Districts Association (CSDA) Board of Directors for the 2015 Election for the Northern Network, Region 1, Seat A position: The item was briefly explained by Board Secretary Becky Schuette. General Manager Orsini advised that both candidates have vast experience with different backgrounds. He indicated that he was the person who had encouraged Ralph Emerson to run for the position, but believes that both candidates would be great Board members. Directors Edwards and Wheeler wanted Ralph Emerson; however there were concerns about how busy he appeared to be from his bio. Director Mayo knows Mark Peterson, however he normally pushes for regional connections here locally, therefore he would support Mr. Emerson.

MOTION: It was moved to nominate Ralph Emerson.

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

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

MOTION SUMMARY: Motion Passed

E.4 Review the Strategic Plan for FY2016-17: Board Secretary, Becky Schuette advised that the item was strictly for information to the Directors as the item would be returning to the agenda in January in workshop format for updates and modifications. Director Edwards advised that she would not be present at the January meeting but that the topic in item 7.12 regarding evaluations needs to be a focus. There was a lengthy discussion regarding the evaluation process.

There was no public comment.

This item was informational only.

E.6 Consider and Adopt Resolution 2015-28 Approving the Application for Grant Funds from the CalRecycle Tire Derived Product Grant Program: Recreation Director Lesley Frisbee reviewed the item which led into a lengthy discussion among the Board and Staff regarding the safety of the Tire Derived Products. Director Mayo is concerned that the chemicals in tires that are released from the rubber is dangerous and studies show it may lead to cancer in children. The other argument was that without them, there is a higher risk of traumatic head injuries in children.

There was no public comment.

MOTION: It was moved to accept the recommendation of staff to adopt Resolution 2015-28

Motion: Helen Edwards; Second: Dennis Mayo

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

MOTION SUMMARY: Motion Passed

E.7 Adopt Resolution 2015-18 Approving Modifications to the Reserves Policy: General Manager Orsini reviewed the agenda item and deferred to Finance Director Colleen Trask for report of her findings related to the GASB 68 report. She had been assisted by Larry Wood and Scott Gordon of Jackson & Eklund Accounting to translate the report and put together journal entries. The changes resulting from the GASB 68 report and new requirements require a change to the policy, of which were noted in track changes in the Board packet.

MOTION: It was moved per staff recommendation to approve the modifications to the Reserves Policy

Motion: Dennis Mayo; Second: Helen Edwards

Director Wheeler asked for clarification regarding the “will” and “may” language in the policy and it was explained by Finance Director Trask.

There was no public comment.

ROLL CALL: 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 advised that the committee had reviewed Chapter 4 of the Master Plan and discovered that it was a

problem. Recreation Director Lesley Frisbee will be working on re-writing that chapter. The pickleball tournament had brought in \$700 and had generated a great deal of interest in the community. Plans are in the works to create court time for the public beginning in January. A report was given by Charlie Caldwell who is on the skate park committee advising that they are still looking for property for a skate park.

- b. **Area Fund (John Kulstad/Edwards):** Director Edwards advised that Ann and Cal Cheney have had to leave the committee and two new members will be joining in January.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo reported that Humboldt County Treasurer/Tax Collector John Bartholomew was present to discuss the transient occupancy tax in relation to the Air Hub and similar entities. No update on the airport.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** President Corbett had attended the meeting, but no report was provided.
- e. **Audit (Corbett/Edwards):** Did not meet.
- f. **Employee Negotiations (Couch/Edwards):** Did not meet.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Director Edwards reported that they had met, but that there were very few agenda items. A handout was provided and a brief discussion about unmet transit needs funding through HCOG. November 18th the agenda will include the community forest topic as well as a status update of the marijuana ordinance in the County.
- j. **Cornerstone Committee (Couch):** Director Couch reported that there had been several meetings and there will be another one next week..
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Director Corbett had attended the county meeting. He advised that the Farm Bureau was requesting that an option be kept to opt out of the program. Monitoring and data had been covered.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reported that the reserves account was nearly at the halfway point. The audit process continues and the draft finance report will be coming soon for the committee. She also reported that there will be a small budget modification in the title of the line item designation for Measure B.
- b. **Operations Department:** Operations Director James Henry had nothing further to add at this time.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee had nothing further to add.

d. **General Manager:** General Manager Orsini had nothing further to add.

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

F.4 Board comments, announcements, reports and agenda item requests: Directors Edwards reported that she will be out of the country most of November. Director Mayo reported that he had been re-elected to his position with ACWA. General Manager Orsini provided clarification to Director Wheeler about the lengthy agenda packet and the attorney's recommendation to include the engineering report.

AGENDA ITEM G ADJOURNMENT:

President Corbett adjourned the meeting at 10:15 pm



Becky Schuette, Board Secretary