

**MINUTES OF THE SPECIAL/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 5, 2017 AT 6:30 PM/7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A. CALL TO ORDER

President Mayo called the special meeting of the Board of Directors of McKinleyville Community Services District to order at 6:30 pm.

A.1 Introduce March 14, 2017, Election Results, Administer Oath of Office to Newly Elected Director and Adopt Resolution 2017-09, Accepting Election Results and Seating Newly Elected Director. Board Secretary, Emily Abfalter, presented item, administered the Oath of Office and had Mary Burke sign the Certification of Oath for County Elections. Barbara Brimlow of McKinleyville expressed her happiness for Mary Burke.

Motion: Approve Resolution 2017-09, accepting the election results and seating Mary Burke as the newly elected Director.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

A.2 Roll Call: The following Directors and staff in attendance:

Dennis Mayo, President

Gregory Orsini, General Manager

Mary Burke, Director

Emily Abfalter, Board Secretary

David Couch, Director

John Corbett, Director

George Wheeler, Director

At 6:42 pm President Mayo announced that the Board would recess into closed session for discussion of the following item:

A.3 Closed Session Discussion - PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini

A.4 Report out of Closed Session: No reportable action.

AGENDA ITEM A. CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District reconvened at 7:00 pm with the following Directors and staff in attendance:

Dennis Mayo, President

Gregory Orsini, General Manager

Mary Burke, Director

Colleen Trask, Finance Director

David Couch, Director

James Henry, Operations Director

John Corbett, Director

Lesley Frisbee, Recreation Director

George Wheeler, Director

Emily Abfalter, Board Secretary

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Board Secretary, Emily Abfalter.

A.3 Additions to the Agenda: General Manager Orsini requested an addition to the agenda, Consider Support for AB 968 and AB 1654 Urban Water Management Planning and Approve Board President and General Manager to Sign Letter of Support.

F.3 PRESIDENT'S REPORT: At this time, President Mayo shared a video by California Forest Watershed Alliance, a group picture from the 2017 ACWA DC Conference and a picture of himself receiving ACWA's Outreach award on behalf of MCSD.

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda with the requested addition to Consider Support for AB 968 and AB 1654 Urban Water Management Planning and Approve Board President and General Manager to Sign Letter of Support.

Motion By: Director Couch; Second: Director Corbett

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2017/2018) for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities; Consider Adopting Resolution 2017-10; Approving the Annual Engineer's Report; Fiscal Year 2017/2018; 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 2017-11; Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2017/2018. Item presented by General Manager Orsini. President Mayo opened the public hearing, no comments from the public. No additional comments from the Board or staff.

Motion: Adopt Resolutions 2017-10 and 2017-11 per staff recommendation.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened the public comment portion of the meeting. There were no public comments.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting on March 1, 2017

D.2 Consider Approval of February 2017 Treasurer's Report

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

Motion: It was moved to approve the consent calendar.

Motion By: Director Corbett; Second: Director Couch

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Humboldt Bay Municipal Water District's (HBMWD) Contract for Supply of Water. Presented by General Manager Orsini and John Friedenbach of HBMWD. Mr. Friedenbach reviewed the information provided in the staff note and General Manager Orsini gave additional information about the attachments. President Mayo opened for Board questions or comments. Director Corbett asked for clarification in regards to peak rate calculations. Additional discussion between Board and staff. Mr. Friedenbach passed out a video of the history of HBMWD to each Director. Public comment opened, none received, public comment closed.

Motion: Approve and authorize Board President to sign HBMWD's Contract for Supply of Water.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.2 Presentation from American Red Cross Regarding the Emergency Shelter Drill on April 28-29, 2017 at Azalea Hall. Presented by Recreation Director, Lesley Frisbee and Christina Jones-Koczera of the American Red Cross. Christina discussed the timeline for event and participation information. The event will not be open to the general public. Board comments by President Mayo, Director Corbett and Director Burke. Information item only, no action taken.

E.3 Consider Approval of Boys & Girls Club of the Redwoods(BGCR), McKinleyville Teen Club Request to Install a Public Yarn Storm Installation at Pierson Park May 31-June 4, 2017.

Recreation Director, Lesley Frisbee, introduced Jesse and Cynthia from BGCR. Jesse and Cynthia presented a PowerPoint to illustrate yarn art and where they propose to install at Pierson Park. President Mayo provided suggestions for advertising the event. Public comment opened, Charlie Caldwell of McKinleyville thanked the BGCR, public comment closed. Discussion by Board and staff regarding keeping yarn up for a longer term. President Mayo liked the idea of leaving yarn up longer than Pony Express Days.

Motion: Approve BGCR's request to implement a yarn art installation in Pierson Park May 31-June 4, 2017.

Motion By: Director Wheeler; Second: Director Burke

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.4 Humboldt Skate Park Collective (HSPC) Presentation of Plan Proposal for the Development of a Skate Park in McKinleyville. Recreation Director, Lesley Frisbee, reviewed item. Charlie Caldwell of the Humboldt Skate Park Collective presented a PowerPoint to outline the timeline, funding, and additional information related to the proposed McKinleyville Skate Park. Board comments and questions by Director Corbett, Director Burke and President Mayo. Public comment opened, six members of the public spoke in favor of constructing the McKinleyville Skate Park at Pierson Park, public comment closed. The Recreation Advisory Committee will hold a Public Input Meeting April 20th at 6:30pm at the Teen Center for input on the potential skate park development. Informational item only, no action taken.

E.5 Reassessment or Dissolution of Camino Way Open Space Maintenance Zone (OSMZ) #16.

Item presented by General Manager Orsini. Board comments by Director Corbett and President Mayo. Additional discussion by Board and staff regarding County requirements around open space maintenance zones. Director Corbett asked if there is a better process for handling OSMZs in the future and President Mayo asked for staff to get clarification from County.

Motion: It was moved to bring back a resolution to dissolve Camino Way OSMZ and remove the assessment.

Motion By: Director Wheeler; Second: Director Corbett

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.6 Appoint Alternate Members of the Recreation Advisory Committee or Elect to Advertise Vacancies and Accept Applications to Fill the Vacant Regular Member Seats. Presented by Recreation Director, Lesley Frisbee. Public comment opened, none received, public comment closed. Director Burke asked if any applications for the Recreation Advisory Committee had been received, to which Recreation Director Frisbee responded that none have been submitted. Director Wheeler commented that the alternates are deserving to fill the vacant seats.

Motion: It was moved to place alternates in vacant seats on the Recreation Advisory Committee.

Motion By: Director Wheeler; Second: Director Corbett

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.7 Letter to the Board of Directors of the Boys & Girls Club of the Redwoods. Recreation Director, Lesley Frisbee, reviewed the item. Public comment opened, none received, public comment closed. President Mayo commented and commended Recreation Director Frisbee for the well written letter.

Motion: Authorize Board President to sign letter addressed to the Boys and Girls Club of the Redwoods.

Motion By: Director Corbett; Second: Director Burke

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.8 Consider Attendance at the 2017 Special District Legislative Days in Sacramento, May 16-17, 2017. Presented by Board Secretary, Emily Abfalter. Director Wheeler noted his interest in attending the event. President Mayo requested that interested Board members let the Board Secretary know as soon as possible if they wish to attend. Additional Board discussion regarding the importance of attending events such as this.

Motion: Approve interested Board members to attend the 2017 Special District Legislative Days in Sacramento.

Motion By: Director Couch; Second: Director Corbett

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.9 Review Parks & General Fund Draft Operating Budget, FY2017-18. Finance Director, Colleen Trask, reviewed item. Board comments by Director Wheeler, Director Corbett and President Mayo. Director Corbett requested to see side by side comparisons, with previous year, when presenting budget items, as well as the potential impact on reserves that running at a deficit could cause. Additional discussion by Board and staff in regards to increasing income for the Parks and Recreation Department. Informational item only, no action taken.

E.10 Consider Approval or Modification of the Senior Center Management Services and Usage Agreement. Presented by Recreation Director, Lesley Frisbee. General Manager Orsini highlighted that the monthly fee charged has not been increased since 2015 and the true market value of the space should be calculated to determine monthly charge, keeping in mind the value of services provided by the Senior Center. Board comments by Director Wheeler and Director Corbett. Director Corbett recommended delaying a decision and asked that suggested changes to the contract be presented at next month's meeting. No action taken.

E.11 Initiate Process for General Manager's Performance Evaluation. Board Secretary, Emily Abfalter, reviewed the item and advised the Board that the Director and Staff evaluation packets and the unsealed confidential envelopes containing them would be handed out at the end of the meeting. Director Corbett was nominated to consolidate the evaluations by President Mayo and a timeline was set. Evaluations will be due back in the sealed envelopes to the Board Secretary no later than Friday, April 14, 2017. Director Corbett would then compile the results and return them to the Board Secretary by Friday, April 21, 2017. A review of evaluations will be held at closed session at the May 3, 2017 Regular Board Meeting.

E.12 Revisit Committee Assignments and Appointment of Committee Chairs by the Board President for the Remainder of the 2017 Calendar Year. President Mayo reviewed the list of current

committees and assignments. On his authority as President, the following committee assignments were made:

- Recreation Advisory Committee (RAC) – **Couch/Wheeler (alternate)**
- McKinleyville Area Fund – **John Kulstad/Burke (alternate)**
- Redwood Region Economic Development Commission (RREDC) – **Mayo/Corbett (alternate)**
- McKinleyville Senior Center Advisory Committee – **Wheeler/Burke (alternate)**
- Audit – **Corbett/Couch**
- Employee Negotiations – **Couch/Corbett**
- Water Task Force – **Wheeler/Burke (alternate)**
- AdHoc No Drugs & Toxins Down the Drain – **Wheeler/Burke (alternate)**
- McKinleyville Municipal Advisory Committee (MMAC) – **Corbett/Mayo (alternate)**
- Cornerstone Committee – **Couch/Wheeler (alternate)**
- Groundwater Sustainability Committee – **Corbett/Burke**

E.13 Consider Support for AB 968 and AB 1654 Urban Water Management Planning and Approve Board President and General Manager to Sign Letter of Support. President Mayo noted that General Manager Orsini does not need approval to sign, however he has been also been asked to sign the letter which requires Board approval. Board discussion about AB 968 and AB 1654. Director Corbett will abstain due to the complexity of the bills, without sufficient time to read. General Manager Orsini added that both ACWA and CSDA support the bills.

Motion: Approve Board President to sign letter of support for AB 968 and AB 1654.

Motion By: Director Wheeler; Second: Director Couch

Roll Call: Ayes: Couch, Mayo and Wheeler Nays: None Absent: None Abstain: Burke and Corbett

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- Recreation Advisory Committee (Wheeler/Couch):** Director Wheeler reported that they met and the primary focus was the proposed skate park.
- Area Fund (John Kulstad):** Not present.
- Redwood Region Economic Development Commission (Mayo/Wheeler):** President Mayo commented that the last meeting was interesting. There is a new source of funding from the federal government. A representative from EDD presented information about the current housing shortage.
- McKinleyville Senior Center Advisory Committee (Wheeler, Mayo):** Did not meet.
- Audit (Corbett/Couch):** Nothing to report.
- Employee Negotiations (Couch/Corbett):** Nothing to report.
- Water Task Force (Wheeler/Corbett):** Did not meet.
- AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch):** Did not meet.
- McKinleyville Municipal Advisory Committee (Corbett /Wheeler):** Meeting was cancelled.
- Cornerstone Committee (Couch):** Did not meet.
- Groundwater Sustainability Committee (Corbett, Mayo):** Did not meet.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, highlighted the State Revolving Fund requests, noted that the liability insurance renewal was submitted timely and an Emergency Operations tabletop exercise was attended by General Manager and Department Heads on March 16th.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report. Director Corbett expressed concern about smell from the treatment plant. General Manager Orsini responded that the smell is due to the construction process. Director Burke inquired if MCSD has received any communication from residents on Cochran Road related to road conditions. Operations Director Henry responded that MCSD has not received any complaints about wear and tear to the road.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee, had nothing further to add to her written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini mentioned that Board photos will be taken at next month's meeting and briefly discussed issues at the dog park. He also noted the outcome of the Cal/OSHA inspection.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM

REQUESTS: Board discussion regarding PRA for personal email and phone.

G. ADJOURNMENT: 11:52pm

Motion to adjourn made by Director Wheeler; Second: Director Corbett.



Emily Abfalter, Board Secretary