

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, JANUARY 4, 2017 AT 7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A. CALL TO ORDER**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with President Mayo, Director Corbett and Director Wheeler present. Director Couch was absent.

Dennis Mayo, President  
John Corbett, Director  
George Wheeler, Director

Gregory Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Lesley Frisbee, Recreation Director  
Emily Abfalter, Board Secretary

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by President Mayo.

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

**A.4 Approval of the Agenda:**

**Motion:** It was moved to adopt the agenda.

**Motion By:** Director Corbett; Second: Director Wheeler

There were no comments from the Board or Public.

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

**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 Mayo opened the public comment portion of the meeting and the following members of the public spoke:

Mary Burke of McKinleyville announced that she is running to fill the vacant board seat and gave reasons why she makes a good candidate.

David Coelho of McKinleyville announced that he is also running to fill the vacant board seat and gave reasons why he makes a good candidate.

Chad Sefcik of McKinleyville shared his concern that there is not an ordinance prohibiting smoking in McKinleyville parks and asked for the Board's support in drafting a letter to the County.

**AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting on December 7, 2016

D.2 Consider approval of November 2016 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 Wheeler

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

**Motion Summary:** Motion Passed

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

**E.1 Presentation of the Community Builder Award to Aaron Ostrom, Founder of McKinleyville Community Watch (MCW).** President Mayo introduced Aaron Ostrom as the recipient of the Community Builder Award and shared his support of McKinleyville Community Watch. Aaron spoke about the success of the group and that it is a direct result of membership. Board comments by Wheeler, Corbett and Mayo. Aaron was presented with a plaque and photos were taken with the Board and General Manager. Public comment opened with comments from Mary Burke and Brandi Easter, both in support of Aaron receiving this award. No action taken.

**E.2 Presentation of the McKinleyville Community Services District Employee of the Year Award to Chris Jones.** General Manager Orsini reviewed the staff note with the qualifications for Employee of the Year, the past recipients and announced this year's winner, Chris Jones. President Mayo asked Chris Jones if he would like to say a few words at which point Chris thanked his peers for voting for him. The award was presented and photos were taken with the Board and General Manager. No action taken.

**E.3 Accept FY2015-16 Audited Financial Statements.** Presented by Jeff Trump and Donna Taylor from Hunter, Hunter and Hunt, LLP Certified Public Accountants. Jeff and Donna addressed and discussed key points of the audit. President Mayo opened up for Board questions or comments. Director Corbett noted that MCSD hires outside accountants to appraise throughout the year and asked Jeff and Donna if they think it beneficial. Jeff and Donna both agreed that it is a good idea because of the complexity and size of the District. President Mayo commented and asked about CalPERS rate increase. Director Corbett commented on CalPERS, District cash flow and restricted funds. Comments by Finance Director Colleen Trask and General Manager Orsini. Public comment opened, no comments, public comment closed.

**Motion:** Moved to approve the District's audited financial statements for Fiscal Year 2015-16.

**Motion By:** Director Corbett; Second: Director Wheeler

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

**Motion Summary:** Motion Passed

**E.4 Consider Approval of the Strategic Plan 2017-2021.** Board Secretary Emily Abfalter reviewed the agenda item. Revision of section 7.1, second paragraph regarding employee health benefits, recommendations by Wheeler, Corbett and Mayo. Director Corbett recommended new verbiage for section 7.9 regarding solar. President Mayo opened for public comment. Brandi Easter asked about the availability of the Strategic Plan and General Manager Orsini responded that it is published on MCSD's website. Director Wheeler gave Brandi his copy of the Strategic Plan from his board packet. Public comment closed. This item will be brought back to the February agenda for approval after review of the changes and recommendations made during tonight's meeting. No action taken.

**E.5 Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2017 Calendar Year.** President Mayo reviewed the list of current committees and assignments. On his authority as President, the current 2016 list of assignments will remain in effect for the 2017 calendar year. Public comment opened, no comments, public comment closed.

**E.6 Approve Resolution 2017-01 to Approve, Without Amendments, the MCSD Policies and Procedures Related to Governance, Ethics, Board Conduct, Reimbursement/Compensation, District Finances, and Reserves as Related to District of Distinction Reaccreditation Process.** Presented by Board Secretary Emily Abfalter. General Manager Orsini added that the District is almost in its fourth year of holding this accreditation. President Mayo commented the importance of maintaining this distinction. Public comment opened, no comments, public comment closed.



**Motion:** Approve Resolution 2017-01 to approve, without amendments, the MCSD policies and procedures related to governance, ethics, board conduct, reimbursement/compensation, District finances, and reserves as related to District of Distinction reaccreditation process.

**Motion By:** Director Wheeler; Second: Director Corbett

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

**Motion Summary:** Motion Passed

**E.7 Review Information Pertaining to the Agreement with the American Red Cross for the Provision of an Emergency Disaster Shelter at the McKinleyville Activity Center.** Presented by Recreation Director Lesley Frisbee. Directors Corbett and Wheeler commented their approval. Director Wheeler added that he would like to volunteer during the practice scenario. President Mayo commented his support. Public comment opened, no comments, public comment closed. No action taken.

**E.8 Advise Staff on Policy Considerations to Authorize the Placement of Decorations within the County of Humboldt's Right of Way within the Central Avenue Open Space Maintenance Zone (OSMZ).** Presented by General Manager Orsini. Director Wheeler asked for clarification on third party reference and General Manager Orsini responded that it refers to the Chamber. President Mayo questioned why MCSD has anything to do with this matter and why the Chamber is not working directly with the County. General Manager Orsini responded that the main reason is due to the Chamber's intention to hang flower baskets on MCSD light polls. Director Corbett commented that MCSD does have an interest in this matter and as long as all parties are working well together, then we should let the events play out. Public comment opened, no comments, public comment closed.

**Motion:** Approve staff to communicate to the parties involved that McKinleyville Community Services District (MCSD) will not solely grant or authorize permission to modify, including the placement of decorations, within any right of way owned by the County of Humboldt.

**Motion By:** Director Corbett; Second: Director Wheeler

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

**Motion Summary:** Motion Passed

**E.9 Approve Resolution 2017-02 Authorizing the Acceptance and Recordation of a Quitclaim Deed for Real Property Located in McKinleyville, CA (APN 507-141-021).** Presented by General Manager Orsini. President Mayo asked for any Board comments, none. Public comment opened. Mary Burke expressed her excitement about opening up river access at this location. President Mayo thanked management for the effort involved. Director Corbett commented and thanked management for work in obtaining property which have potential for the future. Mary Burke addressed the Board and commented that grant funding options are available through Fish and Wildlife Prop 1. Property development discussion by Board and General Manager Orsini.

**Motion:** Approve Resolution 2017-02 to authorize the acceptance and recordation of the Quitclaim Deed for the transfer of APN 507-141-021 for access to the River Property APN 507-141-017.

**Motion By:** Director Wheeler; Second: Director Corbett

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

**Motion Summary:** Motion Passed

## **AGENDA ITEM F. REPORTS**

### **F.1 ACTIVE COMMITTEE REPORTS**

- a. **Recreation Advisory Committee (Wheeler/Couch):** Director Wheeler reported that they did meet and to refer to the meeting minutes written by Recreation Director Lesley Frisbee. He also noted that of the four who filed to fill the vacant Board seat, two of them are RAC members.

- b. **Area Fund (John Kulstad):** Not present.
- c. **Redwood Region Economic Development Commission (Mayo/Wheeler):** Did not meet.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Mayo):** Meeting January 18th.
- e. **Audit (Corbett/Couch):** Refer to item E.3.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **Water Task Force (Wheeler/Corbett):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Corbett /Wheeler):** Director Corbett reported that he we unable to attend the meeting but is looking forward to the next one which will discuss agenda access and broadening the agenda. President Mayo requested to have the McKinleyville Area Plan brought up at the next meeting and if it goes nowhere, suggested that the topic come back to the Board as an item to discuss drafting a letter to the MMAC. Director Corbett and Wheeler agreed.
- j. **Cornerstone Committee (Couch):** Not present.
- k. **Groundwater Sustainability Committee (Corbett, Mayo):** Director Corbett attended a Board of Supervisors meeting and met with committee to discuss attendance. Committee approved text to go to the State for an exception.

## F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask reviewed her report.
- b. **Operations Department (James Henry):** Operations Director James Henry shared that MCSD facilities were recently closed for deep cleaning, noting the spotless condition of Azalea Hall.
- 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 had nothing further to add to his written report.

**F.3 PRESIDENT'S REPORT:** President Mayo had nothing to report.

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

**REQUESTS:** No agenda items were requested. Director Wheeler thanked both Mary Burke and Brandi Easter for sitting through the entire meeting.

## G. ADJOURNMENT: 9:21pm

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

  
 Emily Abfalter, Board Secretary