

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, JUNE 7, 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 Burke, Director Corbett and Director Wheeler present. Director Couch was absent.

Dennis Mayo, President	Gregory Orsini, General Manager
Mary Burke, Director	Colleen M.R. Trask, Finance 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 Recreation Advisory Committee Member, Kevin Collins.

A.3 Additions to the Agenda: Director Corbett presented General Manager Orsini with a cake for his job performance.

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

Motion By: Director Corbett; Second: Director Burke

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Corbett, Mayo and Wheeler 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. There were no public comments.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors' Special Meeting on April 26, 2017 and Regular Meeting on May 3, 2017

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

D.3 Compliance with State Double Check Valve (DCV) Law – Violations

D.4 Consider Approval of a Facilities Extension Agreement for the Furber Subdivision and the Schirmann Sewer Mainline Extension

D.5 Consider Adoption of Resolution 2017-15 Amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees

D.6 Consider Approval of Proposed Fees for Middle School Dances in the 2017-18 School Year

D.7 Consider Approval of the 2016 Consumer Confidence Report (CCR)

Motion: It was moved to approve the consent calendar.

Motion By: Director Corbett; Second: Director Wheeler

There were no comments from the Board or Public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of FY2017-18 Proposed Budget and Appropriations Limit. Presented by Finance Director, Colleen Trask. Comment and question offered by Director Corbett. General Manager Orsini requested to make the below correction to page 66, within the first paragraph:

“A five member Board of Directors elected to four-year rotating terms in ~~odd-numbered~~ even-numbered years governs the District.”

Additional comments from Board and staff. Public comment opened, none received, public comment closed.

Motion: Approve the FY2017-18 budget and Resolution 2017-16 per staff recommendation.

Motion By: Director Corbett; Second: Director Burke

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

Motion Summary: Motion Passed

E.2 Consider Approval of Site Recommendation for Skate Park Development and Term Length for Right of Entry Agreement Between Humboldt Skate Park Collective and McKinleyville Community Services District. Presented by Recreation Director, Lesley Frisbee. General Manager Orsini commented and strongly recommends the staff recommendation. Board comments by Directors Burke, Wheeler and Corbett. President Mayo opened for public comment. Charlie Caldwell, Humboldt Skate Park Collective, provided comment and stayed to answer any questions. Public comment closed.

Motion: Approve the site for skate park development and term length of 3 years for a Right of Entry Agreement per staff recommendation.

Motion By: Director Wheeler; Second: Director Corbett

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

Motion Summary: Motion Passed

E.3 Consider Nomination of Director Dennis Mayo to the Association of California Water Agencies (ACWA) Region One (1) Committee Vice Chair Position and Approve Resolution 2017-17. President Mayo explained his reasoning for stepping down to Vice Chair. Brief discussion by the Board.

Motion: Approve Resolution 2017-17 nominating President Mayo to the ACWA Region 1, Vice Chair Position for the 2018-19 term.

Motion By: Director Corbett; Second: Director Wheeler

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

Motion Summary: Motion Passed

E.4 Consider Attendance at the CSDA Special District Leadership Academy (SDLA) in Napa, July 9-12, 2017. Presented by Board Secretary, Emily Abfalter. Board comments from Directors Corbett, Wheeler and President Mayo. General Manager Orsini offered comment about District requirements to participate in training for CSDA recognition programs. Public comment opened, none received, public comment closed.

Motion: Authorize interested Board Members to attend

Motion By: Director Corbett; Second: Director Burke

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

Motion Summary: Motion Passed

E.5 Discuss and Consider Authorization for Board President to Sign a Letter of Support for the Lindsay Creek Conservation Easement Acquisition Project. Presented by General Manager Orsini.

Board and staff discussion regarding maintenance of the property, as well as, the property's boundary. Public comment opened, none received, public comment closed.

Motion: Authorize Board President to sign letter of support for the Lindsay Creek Conservation Easement Acquisition Project per staff recommendation.

Motion By: Director Corbett; Second: Director Wheeler

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

Motion Summary: Motion Passed

E.6 Consider Approval of Proposal by Fedak & Brown LLP to Provide Audit Services for FY2017-18, FY2018-19 and FY2019-20. Finance Director, Colleen Trask, reviewed the item. Director Corbett noted that the Audit Committee did meet to discuss the proposal and that the committee strongly supports staff's recommendation. Director Burke commented. Public comment opened, none received, public comment closed.

Motion: Authorize General Manager to execute Professional Services Agreement based on the proposal submitted by Fedak & Brown LLP not to exceed \$68,720 with a 10% (\$6,872) contingency totaling \$75,592 per staff recommendation.

Motion By: Director Corbett; Second: Director Burke

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

Motion Summary: Motion Passed

E.7 Discuss and Consider Reappointment for the Senior Center Advisory Committee

Assignment. Presented by Board Secretary, Emily Abfalter. President Mayo communicated his reasoning to reappoint the Senior Center Advisory Committee assignment and on his authority as President, assigned Director Burke as Chair and Director Wheeler as alternate. Board comments by Directors Burke, Wheeler and Corbett.

E.8 Consider Approval or Discuss Modifications of the Senior Center Management Services and Usage Agreement. Presented by Recreation Director, Lesley Frisbee. Board and staff discussion regarding the pros and cons of MCSD Board involvement with the Senior Center. Public comment opened, none received, public comment closed.

Motion: Approve the Senior Center Management Services and Usage Agreement as is, for a term of one (1) year and authorize Board President to execute per staff recommendation.

Motion By: Director Wheeler; Second: Director Burke

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

Motion Summary: Motion Passed

E.9 Select Candidates for Special District Risk Management Authority (SDRMA) Board of Directors and Approve Resolution 2017-18. Board Secretary, Emily Abfalter, reviewed item. President Mayo asked General Manager Orsini for his opinion. Additional discussion from Board and staff, after which they arrived at a consensus. Public comment opened, none received, public comment closed.

Motion: Approve Resolution 2017-18, selecting David Aranda, Michael Karen, Mike Scheafer and Jean Bracy on the ballot for the SDRMA Board of Directors.

Motion By: Director Corbett; Second: Director Burke

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

Motion Summary: Motion Passed

E.10 Approve Resolution 2017-19 Awarding Contract to Lighthouse Electrical, Inc./ ICAD Automation as the Successful Bidder Related to Bids Received for the Digital Control System Upgrade Design/Build Project. Presented by General Manager Orsini. Director Wheeler commented

and questioned the level of accessibility. Additional Board and staff discussion. Public comment opened, none received, public comment closed.

Motion: Approve Resolution 2017-19, awarding the contract to Lighthouse Electrical, Inc. as the successful bidder for the Digital Control System Upgrade Design/Build Project per staff recommendation.

Motion By: Director Wheeler; Second: Director Corbett

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Wheeler):** Recreation Director, Lesley Frisbee, noted that the topics discussed were related to the skate park and dog park.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo commented that a draft fiber optic cable contract was reviewed.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Nothing further to add.
- e. **Audit (Corbett/Couch):** Director Corbett commented that they met and made recommendation to the Board.
- f. **Employee Negotiations (Couch/Corbett):** Director Corbett reported that they met to discuss the most recent wage survey.
- g. **Water Task Force (Wheeler/Burke):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** Director Corbett reported that they met and primarily discussed the town center and the plan to draft a letter to the Board of Supervisors, requesting to make the McKinleyville Plan a priority.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Director Corbett commented that the application of exemption is still pending.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, reviewed her report and noted that disbursement request number nine was received for construction of the new Wastewater facility.
- b. **Operations Department (James Henry):** Not present.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee announced that the McKinleyville Middle School art class created the Giving Tree for the Teen Center, which should be installed next week.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to add to his written report. Director Burke asked about the CSDA Chapter Planning meeting.

F.3 PRESIDENT'S REPORT: President Mayo commented that the Welcome to McKinleyville sign has been restored and is back up, with the plan to add a solar light.

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

REQUESTS: Recreation Director, Lesley Frisbee, introduced her mother, Karen Sutton, to the Board. No agenda items were requested. No additional Board comments.

G. ADJOURNMENT: 9:44pm

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



Emily Abfalter, Board Secretary