

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, MARCH 1, 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 Vice President Couch, Director Corbett and Director Wheeler present. President Mayo was absent to attend ACWA's D.C. Conference.

David Couch, Vice 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 Vice President Couch.

**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, Couch and Wheeler Nays: None Absent: Mayo

**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:** Vice President Couch opened the public comment portion of the meeting and the following members of the public spoke:

Mary Burke of McKinleyville announced that a Candidate's Forum will be held at Azalea Hall on March 8<sup>th</sup> from 6:00p.m. to 7:30p.m. hosted by the McKinleyville Family Resource Center for the candidates running for the McKinleyville Community Services District Board of Directors vacant seat. Mary noted that she is running for the vacant seat and will attend the event.

**AGENDA ITEM D. CONSENT CALENDAR:**

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

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

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

D.4 Consider Approval of Hiller Sports Complex Facility Use Agreement Contract with McKinleyville Little League

D.5 Consider Approval of Hiller Sports Complex Facility Use Agreement Contract with Humboldt Amateur Softball Association (ASA)

D.6 Consider Approval of Hiller Sports Complex Facility Use Agreement Contract with Mad River Youth Soccer League (MRYSL)

Prior to the motion, Board Secretary, Emily Abfalter, requested a modification to item D.1 of the consent calendar. Director Corbett removed item D.1 from the consent calendar for further clarification and a separate motion.

**Motion:** Approve consent calendar items D.2 through D.6.

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

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

**Motion Summary:** Motion Passed

**D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting on February 1, 2017.** Board Secretary, Emily Abfalter, requested to modify page 9 of the Board packet, within the meeting minutes on February 1, 2017, Agenda Item F.1.d, committee report of the McKinleyville Senior Center Advisory Committee, to read:

Did not meet. Recreation Director Lesley Frisbee reported that she attended the last Senior Center Board meeting, seven were in attendance, the Chair has stepped down and the Treasurer would like to retire. The board is thinking about hiring a part-time Executive Director.

No comments from the Board or public.

**Motion:** Approve the February 1, 2017 meeting minutes with requested modification.

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

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

**Motion Summary:** Motion Passed

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

**E.1 Pettlon/Professional Property Management Variance Request Regarding Leak Adjustment Policy.** Presented by Finance Director, Colleen Trask. Henry Hammacher of Professional Property Manager spoke to the Board and explained the leak timeline. Director Corbett asked for clarification as to the main cause for the leak on the property. Mr. Hammacher responded that the main issue was an underground leak. Additional comments from Board and staff.

**Motion:** Grant a \$2,262.40 leak adjustment calculated per MCSD policy as a credit to account PET0070.

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

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

**Motion Summary:** Motion Passed

**E.2 J. Bradley/Thunderbird Mobile Estates Variance Request Regarding Leak Adjustment Policy.** Presented by Finance Director, Colleen Trask. John Bradley, manager of Thunderbird Mobile Estates, spoke to the Board and noted that from the time the leak was found to the time it was repaired, only two days had passed. Board discussion of leak adjustment policy.

**Motion:** Grant a \$1,584.83 leak adjustment calculated per MCSD policy as a credit to account THU0002.

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

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

**Motion Summary:** Motion Passed

**E.3 Adopt Resolutions 2017-04 & 2017-05 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2017/2018; Declaring Intention to Levy and Collect the Fiscal Year 2017/2018 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Draft Engineer's Report and Setting the Public Hearing.** General Manager Orsini reviewed the item. No Board questions or comments. Public comment opened, none received, public comment closed.



**Motion:** Adopt Resolution 2017-04 and Resolution 2017-05 per staff recommendation.

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

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

**Motion Summary:** Motion Passed

**E.4 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY2017-18.** Presented by Finance Director, Colleen Trask. Director Wheeler noted his happiness to see money set aside for alternative energy. Director Corbett asked what project range and scope the sum of money is set aside for, since a project has not been defined. Finance Director Trask responded that while the money is planned for use, projects take careful planning to not negatively affect working capital and cash flow. Director Corbett then clarified that money for solar is in the plan and adjustments can be made to it, if the price goes up for example, but the timing, either for solar or other projects, may have to be adjusted accordingly. Public comment opened, none received, public comment closed. Informational item only, no action taken.

**E.5 Review Information Provided Regarding Intent of the Humboldt Skate Park Collective to Request a Right of Entry Agreement for the Development of a Skate Park in McKinleyville.**

Presented by Recreation Director, Lesley Frisbee. Board and staff discussion regarding the draft Right of Entry Agreement. Charlie Caldwell was invited up to the podium to join the discussion. Mr. Caldwell proposed to bring the item back to the Board for the April meeting and would ideally like to begin construction in Spring of 2018. Director Corbett asked if a Right of Entry Agreement is the correct legal structure or if a Lease to Operate would be better suited. Mr. Caldwell wasn't sure of the answer and General Manager Orsini responded that he will find out the proper legal structure for the next meeting. Public comment opened. Mary Burke of McKinleyville and member of the Recreation Advisory Committee commented support for a McKinleyville skate park along with the proposed site location. Director Corbett stated that the Board unanimously refers to the Recreation Advisory Committee that a skate park site(s) should be selected by the committee in a timely fashion and brought back for board consideration. Informational item only, no action taken.

**E.6 Consider Approval of Professional Services Agreement for GHD to Perform Services Related to Phase 1 of the Water and Sewer Mainline Rehabilitation Master Plan and Authorize General Manager to Execute Contract.** General Manager Orsini reviewed the item. Director Wheeler asked if the plan will incorporate future development in McKinleyville. General Manager Orsini responded that it will include future plans indicated by the Humboldt County Planning department. Director Corbett commented that due to a difference in maintenance versus upgrade, the plans should be separate reports. Public comment opened. Members of the public, Mary Burke and Steven Madrone, gave comment to the Board.

**Motion:** Per staff recommendation, authorize the General Manager to execute Professional Services Agreement for GHD, not to exceed \$125,602 with a 10% (\$12,560) contingency totaling \$138,162.

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

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

**Motion Summary:** Motion Passed

**E.7 Review Information Provided Related to CalPERS Discount Rate Change in Effect Fiscal Year 2018/19.** Finance Director, Colleen Trask, reviewed the item. Director Wheeler asked for additional information about UAL (Unfunded Accrual Liability), at which point Finance Director Trask explained in further detail. Additional comments from Board and staff. Public comment opened, none received, public comment closed. Informational item only, no action taken.

**E.8 Consider Attendance at the Association of California Water Agencies (ACWA) 2017 Spring Conference and Exhibition in Monterey, May 9-12, 2017.** Presented by Board Secretary, Emily



Abfalter. Director Corbett noted his intention to attend the conference. Public comment opened, none received, public comment closed.

**Motion:** Approve interested Board members to attend the Association of California Water Agencies (ACWA) 2017 Spring Conference and Exhibition in Monterey, CA.

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

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

**Motion Summary:** Motion Passed

**E.9 Consider Approval of Resolution 2017-06 Concurring in Nomination of Kathleen J. Tiegs of Cucamonga Valley Water District and/or Resolution 2017-07 Concurring in Nomination of Melody A. McDonald of San Bernardino Valley Water Conservation District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA).** Board Secretary, Emily Abfalter, reviewed item. Director Corbett asked if anyone knew of either candidate. General Manager Orsini responded that he knows Kathleen Tiegs and that President Mayo spoke in support of Kathleen Tiegs. Additional comments from Board and staff. Public comment opened, none received, public comment closed.

**Motion:** Approve Resolution 2017-06 and Resolution 2017-07.

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

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

**Motion Summary:** Motion Passed

**E.10 Review Information Provided by the Special District Risk Management Authority (SDRMA) Pertaining to Nominations for the SDRMA Board of Directors.** Presented by Board Secretary, Emily Abfalter. No questions or comments from the Board. Public comment opened, none received, public comment closed. Informational item only, no action taken.

**E.11 Consider Approval of Resolution 2017-08 to Reschedule Election of Governing Board Members in Compliance with Senate Bill 415 to Consolidate with Statewide Election Dates.**

Presented by General Manager Orsini. Requested a modification to Resolution 2017-08, page 289 of the Board packet, within the ninth 'Whereas,' to strike 'school board' and in its place, add 'the District's' to read as follows:

**WHEREAS**, as a result of these facts, the Board desires to change the date of future board member elections to be consolidated with the California statewide general election in order to save public funds and provide greater voter input into school board the District's elections; and

Public comment opened, none received, public comment closed.

**Motion:** Approve Resolution 2017-08, as modified, per staff recommendation.

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

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

**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 discussed McKinleyville skate park.
- b. **Area Fund (John Kulstad):** Not present.
- c. **Redwood Region Economic Development Commission (Mayo/Wheeler):** Not present.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Mayo):** Did not meet.

- e. **Audit (Corbett/Couch):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Nothing to report.
- 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 there are underlining issues as to the scope of the committee's deliberations. The mission of the committee is ill-defined, especially in its relation to MCSD, as are the current intergovernmental relationships. General Manager Orsini added that the committee sent a letter to the County related to a smoking ordinance in the unincorporated areas of the County. Additional discussion by Board and staff.
- j. **Cornerstone Committee (Couch):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Mayo):** Director Corbett reported that their application for exception is with the Department of Water Resources, who are struggling for the criteria for evaluation.

## F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, noted that the seventh disbursement from the State Revolving Fund was received, disbursement request 8 has been submitted and number 9 is in progress. General Manager Orsini asked for clarification on the Treasurers Report, page 13 of the Board packet, relating to interest expenses for wastewater.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee commented about attending the last Senior Center Board meeting and that Rosemary is still chair but would like to step down when her term ends in June.
- d. **General Manager (Greg Orsini):** General Manager Orsini discussed the damage to the field at Pierson Park caused by a large group of young adults playing in the rain. He noted that the field is temporarily closed until it can be repaired.

**F.3 PRESIDENT'S REPORT:** Vice President Couch commented on an article about the Oroville dam spillway in the most recent ACWA newsletter. Director Corbett commented.

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

No agenda items were requested. No additional Board comments.

## G. ADJOURNMENT: 10:08pm

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



Emily Abfalter, Board Secretary