

**MINUTES OF THE SPECIAL/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, MAY 3, 2017 AT 6:00 PM/7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 Roll Call: The special session of the Board of Directors of McKinleyville Community Services District convened at 6:18 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
David Couch, Director	Emily Abfalter, Board Secretary
John Corbett, Director	
George Wheeler, Director	

Director Mary Burke arrived after roll call at 6:26 pm.

A.2 Closed Session Discussion: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini.

The meeting was adjourned to closed session at 6:32 pm.

A.3 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 7:01 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 General Manager, Gregory Orsini.

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 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: 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:

Dane Wadle, CSDA, introduced himself to the Board and spoke briefly about CSDA.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting on April 5, 2017

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

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

Director Corbett requested to remove D.2 from the consent calendar.

Motion: It was moved to approve consent calendar items D.1 and D.3.

Motion By: Director Corbett; Second: Director Couch

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

Motion Summary: Motion Passed

D.2 Consider Approval of March 2017 Treasurer's Report. Director Corbett asked Finance Director, Colleen Trask, about cash flow and operating expenses versus predicted.

Motion: It was moved to approve consent calendar item D.2.

Motion By: Director Corbett; Second: Director Burke

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 Authorization for Participation in and Approval of a 30% Cost Share for the Household Hazardous Waste (HHW) Collection Event at Pierson Park on July 15, 2017.

Presented by General Manager Orsini and Loral Uber of HWMA. Board comments by Directors Wheeler, Corbett and Burke. Public comment opened, none received, public comment closed.

Motion: Approve and authorize participation in the household hazardous waste collection event and a 30% cost share, not to exceed \$10,000.

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 Review Redwood Coast Energy Authority's (RCEA) Humboldt County Community Choice Energy Program. General Manager Orsini introduced Richard Engel and Patrick Owen of RCEA. Mr. Engel and Mr. Owen presented a PowerPoint and answered various questions asked by the Board. Public comment opened, Steven Madrone of Trinidad offered comment, public comment closed. Information item only, no action taken.

E.3 Consider Adopting Resolution 2017-13 Dissolving the Camino Way Open Space Maintenance Zone (OSMZ #16). General Manager Orsini reviewed the staff report and noted that the residents on Camino Way will receive notice of the action taken at tonight's meeting.

Motion: Adopt Resolution 2017-13 to dissolve the OSMZ #16.

Motion By: Director Corbett; Second: Director Wheeler

Public comment opened, none received, public comment closed.

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

Motion Summary: Motion Passed

E.4 Review Information Related to the Facility Use Fee for the McKinleyville Senior Center's use of the Azalea Hall Meeting Room, Office Space and Storage Spaces and MCSD Board Assignee's Responsibilities to Chair the Senior Center Advisory Committee. Recreation Director, Lesley Frisbee, reviewed the item and commented that the Senior Center Board is understanding of a facility fee increase. Board and staff discussion regarding level of involvement in Senior Center

Advisory Committee, Regular and Executive Senior Center meetings. Informational item only, no action taken.

E.5 Consider Approval of REVISED Operating Budget FY2016-17. Item presented by Finance Director, Colleen Trask. Director Corbett asked for clarification regarding paying interest early. Director Couch commented on Board travel. President Mayo was not present for discussion.

Motion: Approve revised operating budget FY2016-17 to increase Board travel expenditure 52% to \$18,200 and interest expense 72% to \$251,058, per staff recommendation.

Motion By: Director Wheeler; Second: Director Corbett

Public comment opened, none received, public comment closed.

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

Motion Summary: Motion Passed

E.6 Consider Adopting Resolution 2017-12 Approving the Application for Grant Funds for California Climate Investments Urban Greening Program. General Manager Orsini reviewed the staff note and discussed the status of the application. President Mayo thanked staff for their effort. Director Corbett noted a couple questions that arose while reading through the application. Additional Board and staff discussion. Public comment opened, none received, public comment closed.

Motion: Adopt Resolution 2017-12 to approve the application for grant funds for the California Investments Urban Greening Program.

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.7 Consider Approval of Professional Services Agreement for GHD to Provide Construction Management Service for MCSD Digital Control Upgrade and Authorize General Manager to Execute Contract. Item presented by General Manager Orsini. Board comments and questions from Directors Corbett, Couch and Burke.

Motion: Authorize General Manager to execute Professional Services Agreement with GHD, not to exceed \$40,000 with a 10% contingency totaling \$44,000.

Motion By: Director Couch; Second: Director Wheeler

Public comment opened, none received, public comment closed.

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

Motion Summary: Motion Passed

E.8 Review Leak Adjustment Policy, Impacts, and Policy Comparison Matrix. Finance Director, Colleen Trask reviewed the item and provided further explanation of the attachments. General Manager Orsini asked for the Board to consider if the current policy is adequate or if it needs revision. Additional Board discussion about the Leak Adjust Policies Matrix. Informational item only, no action taken.

E.9 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2017-18. Item presented by Finance Director, Colleen Trask. Director Wheeler asked for larger pie charts. Public comment opened, none received, public comment closed. Informational item only, no action taken.

E.10 Discussion of 2016 Wastewater Management Facility Annual Report to the Regional Water Quality Control Board (RWQCB). Item presented by Operations Director, James Henry. No comments from the Board or public. Informational item only, no action taken.

E.11 Review Parks & General Fund DRAFT Operating Budget FY2017-18. Presented by Finance Director, Colleen Trask. Director Wheeler asked for clarification regarding Quimby Funds. Director Burke asked about the FY2013-14 deficit. Director Corbett commented on a developing a plan for success.

E.12 Discuss and Update Board Officer Rotation Schedule. Presented by Board Secretary, Emily Abfalter. President Mayo suggested to stay with the pattern established in the Past Officer Rotation Schedule and place Director Burke where past Director Edwards was located in the table. No further comments from the Board or public.

Motion: Approve update to Board Officer Rotation Schedule as reflected below.

	2017	2018	2019	2020	2021	2022	2023	2024
Term Expiration								
Corbett			VC	C				VC
Burke				VC	C			
Mayo	C				VC	C		
Couch	VC	C				VC	C	
Wheeler		VC	C				VC	C

C = Chair VC = Vice Chair

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.13 Consider Approval of Resolution 2017-14 Adopting MCSD's Debt Management and Capital Financing Policy. Presented by Finance Director, Colleen Trask. General Manager Orsini briefly discussed the purpose of this item. Additional comments from Directors Corbett and Burke. Public comment opened, none received, public comment closed.

Motion: Adopt Resolution 2017-14 to accept the MCSD Debit Management and Capital Financing Policy.

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.14 Consider Extension of General Manager's (GM) Contract through January 1, 2021.

Presented by General Manager Orsini. No comments from the Board or public.

Motion: Approve extension of the Employment Contract with Gregory Orsini and authorize Board President to execute Amendment 2 of the GM's Employment Contract.

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 F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- Recreation Advisory Committee (Couch/Wheeler):** Director Wheeler reported that the skate park input meeting was successful and very well attended.
- Area Fund (John Kulstad/Burke):** Nothing to report.

- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo commented that the last meeting was at the airport and a tour was given of the restaurant/bar.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Nothing further to add.
- e. **Audit (Corbett/Couch):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Nothing to report.
- g. **Water Task Force (Wheeler/Burke):** Nothing to report.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Directors Wheeler and Burke plan to meet with Steve Gieder from Northcoast Horticulture Supply.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** No meetings scheduled.
- 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, had nothing further to add to her written report.
- 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, noted that Six Rivers Brewery will host a Pints for Non-Profits to benefit the Boys and Girls Club of the Redwoods, Thursday May 11th and that community surveys were mailed out to 500 randomly selected McKinleyville households.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to add to his written report.

F.3 PRESIDENT'S REPORT: President Mayo was saddened by the news that Shirley Green had passed. President Mayo attended the last Chamber mixer at Hooven & Co and the American Red Cross drill.

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

REQUESTS: Director Corbett and President Mayo shared that they both plan to attend a Marine Life Protection Act update seminar this Friday.

G. ADJOURNMENT: 11:31pm

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


 Emily Abfalter, Board Secretary