

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, NOVEMBER 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 7:03 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
George Wheeler, Director	Lesley Frisbee, Recreation Director
	Emily Abfalter, Board Secretary

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director Wheeler.

President Mayo asked for a moment of silence to reflect on the tragedy in New York.

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 Wheeler

There were no comments from the Board or Public.

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

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 was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of October 4, 2017

D.2 Consider Approval of September 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 Lake Subdivision and the Bo Day/Griffith Road Subdivision

D.5 Consider Approval of a Conflict Waiver Consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and American Hospital Management Corp. in Connection with a Real Property Transaction Involving Potential Water Tank Relocation

Motion: It was moved to approve the consent calendar.

Motion By: Director Burke; Second: Director Wheeler

There were no comments from the Board or Public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Presentation on the Current Status of the General Plan Update (GPU) as it Pertains to McKinleyville, Specifically Related to Water, Sewer, Street Lights, Parks and Recreation.

Presented by Humboldt County Planning and Building Director, John Ford. General Manager Orsini asked Mr. Ford a list of questions compiled from the Board. Additional questions by members of the Board. President Mayo thanked Mr. Ford for his time and responses to questions. Public comment opened, no comments, public comment closed. Information only, no action taken.

E.2 Review the Strategic Plan (Plan) for FY 2017-18. General Manager Orsini reviewed the item. Director Burke asked General Manager Orsini to explain the strategic planning process for the public present. No additional Board comments. Public comment opened, no comments, public comment closed. Information only, no action taken.

E.3 Consider Approval of Resolution 2017-25 Modifying “Attachment B” of the Board Policy Manual Making the Requested Revisions to the Annual Board Self Evaluation Worksheet. Item presented by Board Secretary, Emily Abfalter. Public comment opened, no comments, public comment closed.

Motion: Approve Resolution 2017-25 modifying “Attachment B” of the Board Policy Manual per staff recommendation.

Motion By: Director Couch; Second: Director Wheeler

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

Motion Summary: Motion Passed

E.4 Review and Discuss the Draft Board Committee Policy. Board Secretary, Emily Abfalter, reviewed the item. Board and staff discussion. Director Burke recommended adding an introduction section and any relevant dates, along with a brief history of the committees. Public comment opened, none received, public comment closed. A final version will return in December for Board approval. Information only, no action taken.

Director Corbett arrived at 8:31pm.

E.5 Consider Approval of Recommended Changes to the McKinleyville Community Services District Rules and Regulations Rules 41.05a, 42.05 and 43.04. Item presented by Recreation Director, Lesley Frisbee. Brief discussion between Board and staff. Public comment opened, none received, public comment closed.

Motion: Approve the recommended changes to the MCSD Rules and Regulations rules 41.05a, 42.05 and 43.04 per staff recommendation.

Motion By: Director Burke; Second: Director Corbett

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

Motion Summary: Motion Passed

E.6 Consider Approval of McKinleyville Community Services District (MCSD) and Kennedy/Jenks (K/J) Consultants Contract Amendment #10 for Construction Management (CM) Services for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Approve the Extension. Item presented by General Manager Orsini. The Board asked clarifying questions to which General Manager Orsini responded. Public comment opened, none received, public comment closed. No additional Board comments.

Motion: Approve contract amendment #10 between MCSD and K/J and authorize General Manager to approve the extension per staff recommendation.

Motion By: Director Couch; Second: Director Corbett

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

- a. **Recreation Advisory Committee (Couch/Wheeler):** Director Couch reported that they met and discussed the recommended changes to the Rules and Regulations, rules 41.05a, 42.05 and 43.04. Director Couch also noted that a BMX representative was present.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo reported that they met and Rob Holmlund from City of Eureka spoke.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** The Advisory Committee did not meet. Director Burke attended both the regular McKinleyville Senior Center Board meeting and the Executive Committee meeting. The Senior Center has applied for two Humboldt Area Foundation grants.
- e. **Audit (Corbett/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- 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 Mayo noted that they met and The Center, along with ordinances around cannabis were discussed.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Did not meet.
- l. **Miscellaneous Advisory Committee (Mayo, Burke):** Director Burke reported that they met with Monica Rose of the Boys & Girls Club and discussed policy, practice and follow through on current acts of discrimination.

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, had nothing further to add to her written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini added that Anne Pierson left a voice message asking if MCSD was interested in the gazebo. Board and staff discussion about gazebo. General Manager Orsini also gave an update on the status of the Wastewater Management Facility. Director Burke thanked staff for their efforts executing the commissioning ceremony.

F.3 PRESIDENT'S REPORT: President Mayo shared the news of Robert Roscoe's (Sacramento Suburban Water District) passing.

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

REQUESTS: No additional comments, announcements, reports or agenda item requests.

G. ADJOURNMENT: 9:46pm

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



Emily Abfalter, Board Secretary