

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, OCTOBER 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 the following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
Mary Burke, Director	Colleen Trask, Finance Director
John Corbett, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Recreation Director
George Wheeler, Director	Emily Abfalter, Board Secretary

President Mayo asked for a moment of silence to reflect on the recent tragedy in Las Vegas.

**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 Couch

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

**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:

Daniel Ferguson of Redwood Empire BMX asked for process to get an item on the agenda to potentially build a BMX track in McKinleyville.

Charlie Caldwell of McKinleyville and the Recreation Advisory Committee responded to Daniel Ferguson and offered his contact information.

General Manager Orsini showed a photo from CSDA's Annual Conference of MCSD receiving the District of Distinction and Transparency Certificate, in addition to playing the newly created CSDA Districts Make a Difference video spotlighting MCSD.

President Mayo commented that General Manager Orsini has been elected to serve as President of CSDA for the 2018 term.

**AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of September 6, 2017

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

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

**Motion:** It was moved to approve the consent calendar.

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

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 E. CONTINUED AND NEW BUSINESS:**

**E.1 Consider Approval of the Right of Entry and Design Agreement Between the Humboldt Skate Park Collective and McKinleyville Community Services District.** Presented by Recreation Director, Lesley Frisbee. After asking for any Board comments, President Mayo opened for public comment. Charlie Caldwell of McKinleyville thanked the Board and staff for their time spent on this project. Board comments from Director's Wheeler and Burke. Director Couch asked Charlie to give a brief update on the financials for the skate park. Both General Manager Orsini and President Mayo thanked Charlie for his efforts.

**Motion:** Approve the Right of Entry and Design Agreement between the Humboldt Skate Park Collective and the McKinleyville Community Services District 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.2 Presentation for the 65% Engineering Design Review of the Mad River Estuary Floodplain Project for Off-Channel Habitat.** Director Burke recused herself from this item due to working on the project. Rose Patenaude of Northern Hydrology & Engineering presented item with a PowerPoint and concluded by asking for questions. Director Corbett asked a question to which Rose responded. No additional Board comments. Public comment opened, no comments, public comment closed. President Mayo thanked Rose for her work on the project. Director Couch offered comment.

Director Burke returned to session at the conclusion of item E.2.

**E.3 Review the National Recreation and Park Association (NRPA) Online Metrics Tool and Data Available for Parks & Recreation Services Assessment and Planning.** Item presented by Recreation Director, Lesley Frisbee. The various uses and functions of the NRPA Metrics Tool were demonstrated. Board and staff discussion regarding the metrics tool. President Mayo opened for public comment. Kate McClain of McKinleyville spoke about the possibility of using volunteers to help maintain trails and parks. Public comment closed. No additional Board comments.

**E.4 Review Instructions for the "Reflection on Core Values" Worksheets to be Completed by Board of Directors in Preparation for the Board Retreat on November 3, 2017.** Recreation Director, Lesley Frisbee, reviewed the item. Director Burke asked a question to which Recreation Director, Lesley Frisbee replied. Additional comment offered by Director Corbett. Public comment opened, none received, public comment closed.

**E.5 Review and Discuss Annual Board Self-Evaluation Policy, Procedure and Evaluation Form.** Item presented by General Manager Orsini. Thorough Board discussion regarding changes to update evaluation form. A revised evaluation form based on recommendations will be brought back in November for Board review.

**E.6 Approve the Regular Board Meeting Dates, Time and Location for the 2018 Calendar Year.** Item presented by Board Secretary, Emily Abfalter. Public comment opened, none received, public comment closed. No additional Board comments.

**Motion:** Approve the 2018 Regular Board Meeting Calendar 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



**E.7 Consider Attendance to the Association of California Water Agencies (ACWA) 2017 Fall Conference & Exhibition in Anaheim, CA November 28th – December 1st, 2017.** Item presented by Board Secretary, Emily Abfalter. Public comment opened, none received, public comment closed. No additional Board comments. Comment offered by General Manager Orsini.

**Motion:** Authorize interested Board Members to attend ACWA's 2017 Fall Conference & Exhibition in Anaheim per staff recommendation.

**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.8 Authorize the General Manager to Enter into an Agreement with Kennedy Jenks to Complete a Title 22 Engineer Report (Report).** Director Corbett recused himself from this item due to participation on the Regional Water Quality Control Board. General Manager Orsini reviewed the item. Board and staff comments by President Mayo, Director Burke and General Manager Orsini. Public comment opened, none received, public comment closed.

**Motion:** Authorize General Manager to enter into an agreement with Kennedy Jenks for the services to complete a Title 22 Engineer's Report per staff recommendation.

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

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

**Motion Summary:** Motion Passed

General Manager Orsini requested a second motion as the first motion did not include approval of a budget modification.

**Motion:** Approve a budget modification of \$39,671 per staff recommendation.

**Motion By:** Director Burke; Second: Director Couch

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

**Motion Summary:** Motion Passed

Director Corbett returned to session at the conclusion of item E.8.

**E.9 Consider Adoption of Resolution 2017-24 Approving Membership in the Humboldt Area Chapter of the California Special Districts Association (CSDA).** Item presented by General Manager Orsini. No comments from the Board.

**Motion:** Approve Resolution 2017-24, approving membership in the Humboldt Area Chapter of the CSDA per staff recommendation.

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

Following the motion, Director Burke commented and asked question regarding LAFCO. General Manager Orsini responded.

**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 noted that they met and to refer to Recreation Director, Lesley Frisbee's notes.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo noted that they did meet, however both he and Director Corbett were unable to attend meeting.

- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Director Burke attended both the regular McKinleyville Senior Center Board meeting and the Executive Committee. The Executive Committee approved to seek funds from Humboldt Area Foundation for strategic planning. The Senior Center received a donation of a used electric wheelchair and are currently looking to rehome the chair.
- e. **Audit (Corbett/Couch):** Did not meet. Director Corbett noted that he did meet informally with Finance Director, Colleen Trask, and General Manager Gregory Orsini, and has nothing to report.
- 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 Corbett noted that they met, however both he and President Mayo were unable to attend meeting.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Nothing to report.

## F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, noted that the auditors are currently onsite doing field work.
- 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 had nothing further to add to his written report.

**F.3 PRESIDENT'S REPORT:** President Mayo updated the Board on the status of the Miscellaneous Advisory Committee, noting that they are reviewing policy and procedures as they pertain to discrimination. Board comments from Directors Corbett and Couch.

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

**REQUESTS:** Director Wheeler commented about attending the CSDA conference, noting that this year was the best yet. Director Wheeler also mentioned he enjoyed attending ACWA's Board meeting with President Mayo. Director Couch announced that October 7-15, 2017 is Water Professionals Appreciation Week. Director Corbett will be making a presentation to the State Water Board at the end of the month.

## G. ADJOURNMENT: 9:22pm

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



Emily Abfalter, Board Secretary