

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, OCTOBER 5, 2016 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 by Vice-President Mayo. Roll Call showed Director Corbett, Director Couch and Vice-President Mayo were present. President Wheeler was absent.

Dennis Mayo, Vice-President
John Corbett, Director
David Couch, Director

Gregory Orsini, General Manager
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
Emily Abfalter, Board Secretary
David A. Baldosser, Acting Board Secretary

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Vice-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 was no comment from the Board or Public

ROLL CALL: Ayes: Corbett, Couch, Mayo. Nays: None Absent: Wheeler

MOTION SUMMARY: Motion Passed

A.5 Closed Session Discussion: There was no closed session

AGENDA ITEM B. PUBLIC HEARINGS: There were no public hearings scheduled

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

General Manager Orsini introduced Emily Abfalter as the new Board Secretary to the Public and Board Members

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting of September 7, 2016

Attachment 1 – Draft Minutes from September 7, 2016

D.2 Consider Approval of August 2016 Treasurer's Report

D.3 DCV Violations this Month – No Violations

D.4 Consider Approval of a Facilities Extension Agreement for Grocery Outlet

Attachment 1 – Application for Extension of Water Sewer, Streetlights Trails and Open Space

D.5 Approve the Regular Board Meeting Dates, Time and Location for the 2017 Calendar Year

Attachment 1 – 2017 Proposed MCSD Regular Board Meeting

MOTION: It was moved to approve the consent calendar

Motion by: Director Corbett; Second: Director Couch

ROLL CALL: Ayes: Corbett, Couch, Mayo. Nays: None Absent: Wheeler

MOTION SUMMARY: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Approve Resolution 2016-16 to Initiate the Reformation of the Central Ave Open Space Maintenance Zone #6 (OSMZ)

Motion: Approve Resolution 2016-16 to initiate the Reformation of the Central Avenue Open Space Maintenance zone #6 (OSMZ)

Motion by: Director Couch Second: Director Corbett

Roll Call Vote: Ayes: Corbett, Couch, Mayo Noes: none Absent: Wheeler

Motion Summary: Motion Passed

E.2 Review information pertaining to Mad River Rotary's request to adopt and maintain the McKinleyville Community Services District Botanical Garden at Hiller Park

Informational item only. Cindy Sutcliffe of Mad River Rotary presented the Board of Directors with the offer of the Mad River Rotary (MRR) to adopt the botanical garden at Hiller Park. The MRR was hoping to have it named "Hiller Park Botanical Peace Garden maintained by the Mad River Rotary" Board members were receptive and pleased with the offer and deferred to Recreation Director Lesley Frisbee to work on this item to bring it back to the Board at a future meeting. No action taken.

E.3 Review information pertaining to the Draft Integrated Pest Management Plan (IPM) Guide to Reduced Toxicity Pesticide (RTP) List

Informational item only. Operations Director James Henry presented this item and updated the Board on the status of the Plan. No action taken.

E.4 Consider Approval of Professional Services Agreement for SCADA Support Group to perform services related to Supervisory Control and Data Acquisition (SCADA) regarding Wastewater Management Facility (WWMF) Improvement Project and authorize General Manager to execute contract

Item was presented by General Manager Orsini.

Motion: Per Staff recommendation, authorize the General Manager to execute the Professional Services Agreement for SCADA Support Group, not to exceed \$46,458 with a 10% (\$4,645) contingency totaling \$51,103.

Motion by: Director Corbett Second: Director Couch

No comment from public or Board.

Roll Call: Ayes: Corbett, Couch, Mayo Noes: none Absent: Wheeler

Motion Summary: Motion Passed

E.5 Consider attendance to the Association of California Water Agencies (ACWA) 2016 Fall Conference & Exhibition in Anaheim, CA November 29th – December 2nd, 2016

Item presented by Board Secretary Abfalter. The conference information was presented and the Board Members that were interested in attending were requested to confirm by October 14th to ensure reservations could be made in a timely manner to get the least expensive airfare and accommodations.

Motion: Authorize conference attendance by Vice-President Mayo and any other interested Board Members.

Motion by: Director Corbett Second: Director Couch

Discussion: Vice-President Mayo stated that with his position with ACWA, he is required to attend all such events and said that the District can book his travel arrangements at the earliest possible time to take advantage of possible price savings.
Roll Call: Ayes: Corbett, Couch, Mayo Noes: none Absent: Wheeler
Motion Summary: Motion Passed

E.6 Review MCSD Reserve Calculations for Fiscal Year 2015-16

Informational item only presented by Finance Director Trask. A thorough explanation of the Board mandated reserve policy and status of said reserves was presented. Various charts and graphs that are included in the normal Treasurer's Report were covered in detail. Director Corbett commented regarding the legal requirements on reserve funds. No action taken.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. Recreation Advisory Committee (Wheeler/Couch): Deferred to Recreation Director Frisbee
- b. Area Fund (John Kulstad): Nothing to report
- c. Redwood Region Economic Development Commission (Mayo/Wheeler): Did not meet
- d. McKinleyville Senior Center Advisory Committee (Wheeler, Mayo): Did not meet
- e. Audit (Corbett/Couch): Directors Corbett and Couch attended a meeting on September 26, 2016. Director Couch said it was very educational
- f. Employee Negotiations (Couch/Corbett) Did not meet
- g. Water Task Force (Wheeler/Corbett): Did not meet. Per Vice-President Mayo, the name should be Water Advisory Committee
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch): Did not meet
- i. McKinleyville Municipal Advisory Committee (Corbett /Wheeler):
Director Corbett attended the meeting on September 28, 2016 and reported that tax measures were a major item that was discussed.
- j. Cornerstone Committee (Couch): Did not meet
- k. Groundwater Sustainability Committee (Corbett, Mayo): Did not meet.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Trask reviewed her report.
- b. **Operations Department (James Henry):** Operations Director Henry provided information concerning the tank painting project on Cochran.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Frisbee had nothing further to add to the written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini reported that he was nominated for the Vice-President with California Special Districts Association. He also reported that the Occupation Safety and Health Administration made a site visit to the Wastewater Management Facility.

F.3 PRESIDENT'S REPORT: President Wheeler was absent.

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

REQUESTS: Director Couch commented on a trail dedication. Vice-President Mayo discussed the Urban Water Management Plan. No agenda items were requested.

G. ADJOURNMENT: 9:07 p.m.

Motion to adjourn made by Director Corbett; Second: Director Couch.
All were in favor of adjournment!



David A. Baldosser, Acting Board Secretary