

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, DECEMBER 2, 2015 AT 7:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with Vice President Wheeler, Director Couch and Director Edwards present. President Corbett and Director Mayo were absent.

George Wheeler, Vice President
David Couch, Director
Helen Edwards, Director

Gregory Orsini, General Manager
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
Becky Schuette, Board Secretary

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

A.3 Additions to the Agenda: There were no additions to the agenda.

A.4 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Helen Edwards; Second: David Couch

ROLL CALL: Ayes; Couch, Edwards, and Wheeler. Absent; Corbett and 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 Wheeler opened public comment and no members of the public spoke.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of November 4, 2015

D.2 Consider approval of October 2015 Treasurer's Report

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

MOTION: It was moved to adopt the consent calendar items D.1 – D.3.

Motion: Helen Edwards; Second: David Couch

There were no objections and no comments by the public.

ROLL CALL: Ayes; Couch, Edwards, and Wheeler. Absent; Corbett and Mayo

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Community Forest Presentation presented by Green Diamond: General Manager Orsini introduced Craig Compton from Green Diamond who provided a PowerPoint presentation of the potential community forest project. Mr. Compton provided an overview which included the three options under consideration, each of which contains housing development potential, community forest and conservation easements. Other items included were trails, partnerships and potential funding options. Vice President Wheeler asked if the Board could receive a tour of the property and he was referred to the Trust for Public Land for that option. Director Couch asked if the property included any way to make money by logging some of the property and Mr. Compton advised that it could potentially be managed in that manner.

The following member of the public commented:

Charles Wilson commented on the environmental impacts of the community forest location, the County's prohibition of pedestrians and that this may be an opportunity to mitigate the Central Avenue freeway problem by diversion and putting a major highway on the easterly side to create a boundary.

Vice President Wheeler commented that most people who he has spoken to about this project are in favor of it.

This item was information only, no action taken.

E.2 Summary Information Related to the Partnership between the Boys & Girls Club of the Redwoods and McKinleyville Community Services District in regards to the Teen Center:

Recreation Director Lesley Frisbee introduced the topic and reviewed the agenda item before bringing Executive Director of the Boys & Girls Club of the Redwoods, Liz Smith to the podium to answer questions. Each of the Directors present had questions for Ms. Smith which were answered prior to General Manager Orsini commenting about the presented budget. He advised this was a good start but that more effort will be required.

The topic was opened for public comment and there were none.

This item was information only, no action taken.

E.3 Approve Budget Modification for Measure B Fund: Finance Director Colleen Trask reviewed the agenda item and explained the need for her recommendation.

MOTION: It was moved to approve the budget modification.

Motion: Helen Edwards; Second: David Couch

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, and Wheeler. Absent; Corbett and Mayo

MOTION SUMMARY: Motion Passed

E.4 Review the McKinleyville Community Services District Conflict of Interest Code and Adopt Resolution 2015-31 Approving Suggested Updates and Changes: Board Secretary, Becky Schuette advised that the item began with minor changes due to the restructuring of the Parks & Recreation Department and who was required to file the Form 700. However, after being submitted to District Counsel, many other changes had been added.

MOTION: It was moved to accept staff recommendation and adopt Resolution 2015-31.

Motion: Helen Edwards; Second: David Couch

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, and Wheeler. Absent; Corbett and Mayo

MOTION SUMMARY: Motion Passed

E.5 Approve Change Order Request and Budget Modification for Teen Center Construction

Project: General Manager Orsini reviewed the agenda item and explained the need for the construction change orders to the McKinleyville Teen Center and believes these are the total of what will be needed through the completion of the project.

MOTION: It was moved to approve the change order request and fund the budget change for \$41,000.

Motion: Helen Edwards; Second: David Couch

There was no public comment.

ROLL CALL: Ayes; Couch, Edwards, and Wheeler. Absent; Corbett and Mayo

MOTION SUMMARY: Motion Passed

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** Director Wheeler was very impressed with the meeting and encouraged Recreation Director Frisbee to provide the report later with her Staff Report.
- b. **Area Fund (John Kulstad/Edwards):** No report.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo was not present for a report and the alternate had not attended the meeting.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards had not been present for the meeting, however Recreation Director Frisbee advised that the Board had eliminated the Executive Director position and that the positions tasks were being divvied up among the Senior Center Board. Their next meeting will be held on December 18, 2015 at 10:00am.
- e. **Audit (Corbett/Edwards):** Meeting scheduled for December 8, 2015 at 11:30am.
- f. **Employee Negotiations (Couch/Edwards):** Meeting scheduled for December 8 at 11:00am.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** General Manager Orsini had attended the meeting and advised that Green Diamond had provided the same PowerPoint presentation as ours tonight and that the meeting had been very well attended. There had been questions about zone changes and he advised that most people in attendance were supportive of the community forest.

- j. **Cornerstone Committee (Couch):** Director Couch reported that they had met and discussed the budget that had been in this week's board packet. Director Edwards had asked about the naming and she was advised that the topic is currently scheduled for the January and February Board meetings.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Did not meet.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reported that the reserves account was approximately 46% funded. She also reported that there was \$60,000 in the reserve account for the next bio-solids removal project. She then added that the drought had not yet impacted the rate study estimate of budgeted water sales for the next fiscal year, however, more time needs to pass to provide a more realistic view.
- b. **Operations Department:** Operations Director James Henry had nothing further to add at this time. Director Edwards asked for clarification of what an altitude pit was and was provided and answer by Operations Director Henry. Vice President Wheeler had asked for an explanation of RGPD (residential gallons per capita day) and was given the explanation as well as the formula from which it is derived.
- c. **Parks and Recreation Department:** At the request of Vice President Wheeler, Recreation Director Lesley Frisbee reported on the Recreation Advisory Committee (RAC) and advised that the Master Plan update continues. Chapters 1 and 2 were reviewed and chapter 3 discussed. The RAC is recommending a more current community survey in order to better understand what the community really wants in the Master Plan. The RAC had also reviewed the MCSD Strategic Plan at their meeting. A public meeting for the Community Garden will be held on December 7, 2015 at 5:30pm to discuss the future of the gardens. The property near Washington Street and its future was also a topic at the RAC meeting.
- d. **General Manager:** General Manager Orsini briefed the Board about the Bid Protest being held at the Special Board Meeting next Wednesday, December 9, 2015. He reported that the cutoff date for final comments from the involved parties had been earlier that day. GM Orsini had reported that Wahlund's attorney had made a request to postpone the protest hearing as he had a trial to prepare for next week. Progress is being made with the Integrated Pest Management Plan (IPM). Seventy comments had been vetted and reviewed, but there are at least that many more that still need to be reviewed. GM Orsini advised that the District is still about a year out from completion of the IPM. A question and answer period about the bid protest procedure followed.

F.3 President's Report: President Corbett was not present and Vice President Wheeler had nothing further to add.

F.4 Board comments, announcements, reports and agenda item requests: The other Directors present had nothing further to add.

AGENDA ITEM G ADJOURNMENT:

Vice President Wheeler adjourned the meeting at 8:27 pm


Becky Schuette, Board Secretary