

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, DECEMBER 9, 2015 AT 7:00PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A CALL TO ORDER:** The special meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance.

John Corbett, President  
George Wheeler, Vice President  
David Couch, Director  
Helen Edwards, Director  
Dennis Mayo, Director

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

President Corbett called for the Pledge of Allegiance prior to item A.1

**A.3 Pledge of Allegiance:** The Pledge of Allegiance was led by Director Edwards.

**A.1 Introduce November 3, 2015 Election Results, Administer Oath of Office to Re-elected Directors and Adopt Resolution 2015-32 Accepting Certificate of Appointment in Lieu of Election by the Humboldt County Board of**

**Supervisors:** The Board Secretary reviewed the item and recommended adoption of the resolution and the following motion was made:

**MOTION: It was moved to adopt Resolution 2015-32.**

Motion: David Couch; Second: George Wheeler

There was no public comment.

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

**MOTION SUMMARY:** Motion Passed

The Board Secretary asked Directors Corbett and Edwards to stand and raise their right hand for administration of the Oath of Office.

**A.2 Roll Call:** President Corbett advised that the Roll Call for the resolution would also serve as the roll call for all Directors in attendance for the meeting.

**A.4 Additions to the Agenda:** Director Mayo advised that he had accepted an award at the ACWA Conference on behalf of the District and wanted to present it at this time. The five Directors and General Manager Orsini posed for photos with the new award for Outstanding Outreach Participation for Region 1 from the Association of California Water Agencies.

Board Secretary Schuette requested notation of a correction to the agenda. On item A.1, the Resolution was listed with two different numbers. The correct one, which was listed correctly on the actual resolution, was 2015-32. President Corbett, as Chair, accepted the correction as immaterial.

**A.5 Approval of Agenda:**

**MOTION: It was moved to approve the agenda.**

Motion: Helen Edwards; Second: George Wheeler

**ROLL CALL:** Ayes; Couch, Edwards, Mayo, Wheeler and Corbett  
**MOTION SUMMARY:** Motion Passed

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

**AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Corbett opened public comment and the following person spoke:

John Damon, a civil engineer with 40 years in construction. He advises he has been attempting to work with the County regarding wells and groundwater in the Dows Prairie area. Mr. Damon would like to offer assistance for any monitoring program that the District may consider undertaking.

President Corbett requested a letter from Mr. Damon regarding the topic and his services.

**AGENDA ITEM D CONSENT CALENDAR:** There were no consent calendar items scheduled.

**AGENDA ITEM E CONTINUED AND NEW BUSINESS:**

**E.1 Consistent with MCSD Wastewater Management Facility Improvements bid documents, conduct Bid Protest hearing Requested by Wahlund:** General Manager Orsini advised that although the hearing had been scheduled for this special meeting, on December 7, 2015 an email had been received from Ken Wahlund withdrawing his protest. A formal letter had been received in the office December 9, 2015 at 4:50 pm. General Manager Orsini reported that having received the withdrawal, Auburn Constructors, their legal counsel and the MCSD legal counsel were informed they would not be required to attend the meeting. President Corbett requested confirmation that Ken Wahlund and his attorney were not told that they did not need to attend the bid protest. It was clarified that by withdrawal and choice, Ken Wahlund and his attorney voluntarily did not attend.

**MOTION:** It was moved to uphold the General Managers findings and (item was read verbatim for the record) Find, based on all information and documentation submitted, that Auburn's bid is responsive; and find, based on all information and documentation submitted, that any deviation in Auburn's bid is immaterial and inconsequential and therefore waived; enter Wahlund's Bid Protest Withdrawal dated December 8, 2015 into the record; Wahlund by not being present defaults the protest; and Authorize the Board President to Award the contract for the Wastewater Management Facility Improvements to Auburn Constructors, Inc., MCSD Contract no. 2015-01.

Motion: George Wheeler; Second: Dennis Mayo

There was no public comment and no Board discussion.

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

**MOTION SUMMARY:** Motion Passed

**E.2 Review Board Rotation Schedule, Board Officers and Committee Appointments for the 2016 Calendar Year:** Director Mayo advised that he would like to stay with the same committees he is currently on, but not add any more. Director Edwards advised that she would be absent from the January meeting, but requested she also remain on the same committees. Director Couch added that he too would also like the same committee assignments. Director Wheeler advised that he would take



everyone's requests under consideration when he, as President, appoints committee assignments next month.

This item was informational only, no action was taken.

### **E.3 Proposed Modification of the Board Policy Manual to add Part 11 Draft Board Self-Evaluation:**

General Manager Orsini reviewed his staff note indicating that the Self-Evaluation was a request by the Board during the review of the Strategic Plan last year. There was a lengthy conversation among the Board and the General Manager as to some of the language points in the written portion Rule 11.1 Policy and the word "its or it" being used. The language will be changed to replace "its" and "it" with "the board" and will now read:

*Rule 11-1: Policy – The Board is committed to assessing its own performance as a board in order to identify ~~its~~ the board's strengths and areas in which ~~it~~ the board may improve its functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.*

Additional discussion continued regarding who was actually being evaluated and what would be presented publicly as the procedure indicated. It was requested that clarifying language be added to the procedure indicating the manner in which the assessment form would be presented in order to allow the Directors to evaluate themselves, but still keep some anonymity about their personal rating when it was presented to the public. Additional wordsmithing and bullet points will be added to the procedure before it will be approved by the Board at a later meeting. Finally, the Directors requested the assessment form have the following modifications as well:

Item number 4: Have a good working relationship with ~~MCSD staff~~ the General Manager

Item number 8: Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies (adding) in consideration of the District as a whole.

Item number 9: Focus your attention on long-term and significant policy issues rather than short-term administrative matters. Changed to: While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?

President Corbett also requested another rating item be added: Act respectfully to all while conducting District business.

A "comments" section will also be added at the end of the survey.

This item was for discussion and information only. It will be returned as an agenda item at a later date.

### **AGENDA ITEM F REPORTS:**

**F.1 President's Report:** President Corbett added a few words about the legal issues with the bid process. General Manager Orsini clarified for President Corbett that our normal District Counsel had had to disqualify himself from the Protest as he had represented Mr. Wahlund in the past. He reported that our attorney for this matter was Treven Tilbury with DowneyBrand LLP. President Corbett added that he was pleased that the Governor had again nominated him for the State Water Board.

**F.2 Board comments, announcements, reports and agenda item requests:** Director Mayo had several things to add at this point. He advised that he had returned from the ACWA Conference with one version of a very good document called "California's Most Significant Droughts – Comparing

Historical and Recent Conditions.” He would like the book left in the District office and requested the other Directors take a look at it as it is very good. Director Mayo also reported that he and President Corbett had attended a webinar workshop hosted by the State Water Board regarding Urban Conservation Regulations. He advised that Paul Helliker from Humboldt Bay Municipal Water District had submitted a letter to the Board for the meeting regarding the drought situation, or lack thereof, here in Humboldt County. President Corbett and Director Mayo had supported the letter and wanted to make sure the committee was aware of that fact. Director Mayo also advised that this same meeting had resulted in a commitment from the Board regarding water for salmon here on the north coast. Finally, Director Mayo presented his schedule for the ACWA Board of Directors for the 2016 year and requested a change to the May Board Meeting date be agendized.

Director Wheeler had questions regarding the earlier comments on the Dows Prairie area having too many wells and if a committee should be formed for researching this problem. President Corbett advised that he would first like to see a letter from John Damon (who had brought up the subject earlier in the meeting).

General Manager Orsini reminded the Directors about the meeting opportunity with Senator McGuire on December 21<sup>st</sup>. If a quorum will be attending, then it will need to be noticed as a special meeting.

**AGENDA ITEM G ADJOURNMENT:**

President Corbett adjourned the meeting at 7:58 pm



Becky Schuette, Board Secretary