

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, APRIL 6, 2016 AT 6:00PM
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 President Wheeler, Vice President Edwards, and Director Couch present. There was a quorum. Director Corbett and Mayo were absent at the time of roll call.

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

Gregory Orsini, General Manager
Russ Gans, District Counsel
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 President Wheeler.

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

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

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

AGENDA ITEM B PUBLIC HEARINGS:

B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2016/2017) for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities.

Consider adopting Resolution 2016-09; Approving the Annual Engineer's Report; Fiscal Year 2016/2017; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), including the assessment diagram connected therewith.

Consider adopting Resolution 2016-10; Ordering the levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2016/2017

Director Mayo arrived at 7:08 pm while General Manager Orsini was reviewing this agenda item.

President Wheeler opened the public hearing at 7:09 pm.

There were no comments or protests from the public or the Board.

The public hearing was closed at 7:09 pm.

MOTION: It was moved to adopt Resolutions 2016-09 and 2016-10.

Motion: David Couch; Second: Helen Edwards

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Wheeler opened public comment and there was none.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of the Minutes of the Board of Directors' Regular Meeting of March 2, 2016

D.2 Consider approval of the February 2016 Treasurer's Report

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

D.4 Approve and authorize Board President to sign and execute the Hiller Sports Complex Facility Use Agreement Contract for Mad River Youth Soccer League

D.5 Approve and authorize Board President to sign and execute the Senior Center Management Services and Usage Agreement

D.6 Approve and authorize Board President to sign and execute the Lease Extension Agreement for Fischer Ranch

D.7 Approve and authorize Board President to sign and execute the Library Lease Agreement

MOTION: It was moved to adopt the consent calendar.

Motion: Helen Edwards; Second: Dennis Mayo

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Employee negotiations regarding proposed three (3) year compensation contract with

District employees: Director Couch reported they had met and agreed to the very easy negotiations. There was no further discussion from the Board. District employee David Baldosser stepped forward to thank the Board and the staff for this year's negotiations. General Manager Orsini commended staff on being willing to engage in the negotiations process with the Board of Directors, as it gives the employees a better understanding of the processes and allows them the chance to interact with the Directors in a smaller setting. He believed these to be well thought out negotiations. Director Mayo commented, agreeing to what General Manager had said.

MOTION: It was moved to accept staff recommendation for the approval of the 3-year term agreement with the employees with the five issues that are listed.

Motion: Helen Edwards; Second: Dennis Mayo

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

E.2 Review Draft Urban Water Management Plan: Operations Director James Henry reviewed the staff note and then introduced GIS Technician Brian Anspach and Customer Service Representative (CSR) II, Jason Patton, who have been the primary composers of the document. Anspach advised the Board that this document is for long term planning, resource conservation and water usage reduction and is being brought to the Board at this time for input. He continued with the timeline for completion of the document process and advised that there will be another opportunity for the Directors to see the updates in May, public notice and final approval vote in June. This item was for information only, therefore no action was taken.

E.3 Consider Local Agency Formation Commission (LAFCo) Election for Special District

Representative: The item was briefly reviewed by Board Secretary, Becky Schuette.

MOTION: It was moved, subject to Board comment and public discussion, to place Mr. Rupp's name forward.

Motion: Dennis Mayo; Second: Helen Edwards

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

E.4 Initiate process for General Manager Performance Evaluation : Board Secretary Schuette reviewed the item and advised the Board that the Director and Staff evaluation packet and the unsealed confidential envelopes containing them would be handed out at the end of the meeting. Director Corbett was nominated to be the tally keeper by Director Edwards. President Wheeler made the appointment of tally keeper to Director Corbett and a time line was set. Evaluations will be due back in the sealed envelopes to the Board Secretary no later than Friday, April 15, 2016. Director Corbett would then compile the results and return them to the Board Secretary by April 25, 2016 and review of employee evaluations will be a closed session item at the May 4, 2015 Regular Board Meeting.

E.5 Consider authorization to attend the 2016 Special District Legislative Days on May 17 & 18, 2016 in Sacramento, CA: Board Secretary Schuette advised the Board the General Manager Orsini was scheduled to attend the Legislative Days. Director Mayo would like to attend and President Wheeler believes that as President, he should and will attend. Director Couch was not sure if he would be attending.

There was no public comment

MOTION: It was moved to accept the staff recommendation to authorize interested Board members to attend the Special District Legislative Days in Sacramento on May 17th and 18th.

Motion: Helen Edwards; Second: Dennis Mayo

A correction was made to the type of action necessary for the item, as Voice Vote was listed on the staff note, but the item requires a Roll Call Vote.

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

MOTION SUMMARY: Motion Passed

E.6 Consider approval of Resolution 2016-08 authorizing the General Manager to sign and file an application for grant funding from the State Water Resources Control Board (SWRCB) for the planning, design, and construction of the McKinleyville Community Services District (MCSD) Wastewater System Energy Efficiency and Renewable Energy Project: Operations Director James Henry briefly reviewed the staff note, pointing out the areas in which funding is being sought. He responded to a question and advised that some of the projects for which funding is being sought through the grant are already listed in the CIP.

MOTION: It was moved to accept the staff recommendation and approve Resolution 2016-08.

Motion: Helen Edwards; Second: Dennis Mayo

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

E.7 Approve Resolution 2016-07 nominating Gregory Orsini for election to the California Special Districts Association (CSDA) Board of Directors Seat B:

MOTION: It was moved to nominate General Manager Orsini and approved the resolution, subject to Board and public comment

Motion: Dennis Mayo; Second: Helen Edwards

General Manager Orsini thanked the Board for their support with his current seats on the CSDA Executive Committee and as Treasurer. There was no public comment

Board Secretary confirmed the motion by stating the complete staff recommendation which included the nomination and approval of the Resolution.

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

MOTION SUMMARY: Motion Passed

E.8 Discussion of 2015 Wastewater Management Facility Annual Report to the Regional Water Quality Control Board (RWQCB): Operations Director Henry summarized his staff note and called out the portion that reported the continual problem with the Chronic toxicity testing. This issue will be corrected with the treatment plant upgrade. The complete report is available on the MCSD website. There was no public or Board comment, however General Manager Orsini commended Operations Director Henry for the very complex and time consuming report.

Information only, no action taken.

E.9 Review Parks & General Fund Draft Operating Budget, FY2016-17: Finance Director Colleen Trask reminded the Board that this item is a draft item, and that all budgets are based on best estimates. She also reviewed the attachment columns and the graphs.

There was no Board discussion.

General Manager Orsini advised the Directors that this portion of the budget is a collaborative effort involving the Recreation Director, Operations Director and Finance Director who are all working hard on getting a much more accurate picture of the parks and open space revenues and expenditures.

Information only, no action taken.

E.10 Approve and authorize Board President to sign and execute the Facility Use Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods for the shared use of the McKinleyville Teen & Community Center: Recreation Director Lesley Frisbee reviewed her staff note and recommended that the Board authorize President Wheeler to sign the agreement.

MOTION: It was moved to accept the staff recommendation to allow the signing of the agreement.

Motion: Helen Edwards; Second: Dennis Mayo

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

President Wheeler called item b., Area Fund, first in order to allow the waiting John Kulstad an opportunity make his report.

- b. Area Fund (John Kulstad/Edwards):** John Kulstad stepped to the podium to make his report. He advised the names of all of the Area Fund Board members and explained the process for receiving and accepting proposals. A handout was presented to each of the Directors and the General Manager that contained a list of all of the award recipients and the associated funding amount for each of the awards. He also advised that there were two \$1000 John Hewitt scholarship to 2 students whose major is in agriculture.
- a. Recreation Advisory Committee (Wheeler/Couch (alternate)):** President Wheeler reported that Recreation Director Frisbee had provided exhaustive notes from the last meeting. He advised that Jim Fritz had resigned for health reasons and now there is an open seat. President Wheeler then communicated that some members of the committee had expressed a desire to play a more active advisory role to the MCSD Board before decision making occurred. Recreation Director Frisbee read aloud the Rules and Regulations Rule 40.13 that specifically stated the duties and powers that the RAC should have as a committee. John Kulstad, chair of the committee, again came forward and reiterated what President Wheeler had stated about the committee's participation. General Manager Orsini believed that this topic was specifically related to the fees and budget input.
- c. Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo reported that Coast Dependent Industrial sites were being reviewed by the committee. He also advised that the new airline at the Airport, PenAir, would be having a ceremony for the "first flight" on April 21, 2016 at 10:00am.
- d. McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards advised that there will be a meeting on April 14th at 7 am.
- e. Audit (Corbett/Edwards):** Nothing to report.
- f. Employee Negotiations (Couch/Edwards):** Negotiations concluded tonight, nothing more to report.
- g. Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet. Director Mayo advised that all local pharmacies are now operating on the "drop your drugs here" program.
- i. McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Director Edwards reported that there had been an extensive meeting with several topics. MIST, a program currently being utilized in Eureka that is primarily intended to build relationships with homeless with mental health issues and connect them to services, is being considered by the County. The MMAC is considering a letter of support for the concept, but no recommendation was made. The committee also discussed the marijuana excise tax and the airport master plan which is currently being drafted.

j. **Cornerstone Committee (Couch):** Nothing to report.

k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Nothing to report

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reviewed her staff report and updated the Board on the amount in Reserves Recovery and in the Biosolids account. She reported to the Board that during the Wastewater Management Facility improvement project they would be seeing approximately \$1-2 million in the checking account so there was money available to make the invoiced payments for the project as they came in.
- b. **Operations Department:** Operations Director James Henry updated the Board on the current status of the WWMF project. He also advised that he was been communicating with an Eagle Scout who would be building bat boxes and perches for Hiller Park in the hopes of assisting with the continual gopher problem. President Wheeler asked about the smell from the treatment plant for residences in the surrounding areas. Henry responded with his awareness of the problem and that possible explanations could be related to either or both the unusual winter/spring weather and the fact that one of the treatment ponds needed to be empty during the improvement project build.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee had nothing further to add.
- d. **General Manager:** General Manager Orsini advised that he had been introduced to three HSU forestry students who will be doing their Capstone project with the involvement of MCSD. They will be conducting a survey with McKinleyville residents regarding what they would expect from a community forest in the area.

F.3 President's Report: President Wheeler had nothing further to add.

F.4 Board comments, announcements, reports and agenda item requests: Director Mayo reported that he and Director Corbett had attended the UC Davis Law School graduating class discussion on sea level rise. The two had also attended the formal signing of the documents for the removal of the dams in the Klamath area earlier in the day. Additionally, he advised that there was talk about an amendment for the ballot regarding Article 10 of the Constitution regarding the 218 process restriction for low incomes.

AGENDA ITEM G ADJOURNMENT:

Director Edwards moved to adjourn the meeting and the motion was seconded by Director Mayo. President Wheeler adjourned the meeting at 9:02 pm.


Becky Schuette, Board Secretary