

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, AUGUST 7, 2013 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:02 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President
John Corbett, Director
Helen Edwards, Director
Bill Wennerholm, Director

Greg Orsini, General Manager
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Jason Sehon, Parks and Recreation Director
Kathy Wilson, Board Secretary

REGULAR MEETING

AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

At 7:02 pm President Mayo called the regularly scheduled meeting to order; Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present. President Mayo led in the pledge of allegiance.

AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA: General Manager Orsini notified the board that Item E.3 of their packets is missing Appendix 1 – Detailed Budget pages 71-77. He corrected the deficiency by providing copies of the information to each board member and made copies available to the public for review. He stated that the packet posted on the McKinleyville Community Services Website was a complete packet with no deficiencies.

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

MOTION: It was moved to approve the agenda. Motion by Corbett; second by Couch

MOTION VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM B – PUBLIC HEARINGS: President Mayo opened public input and no input was offered.

B.1 Approve Formation of the Central Estates Open Space Maintenance Zone #26

MOTION: It was moved to accept staff's recommendation and approve formation of the Central Estates Open Space Maintenance Zone #26. Motion by Edwards; second by Corbett

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, Wennerholm and Mayo
NAYES; NONE
ABSENT; NONE
ABSTAIN; NONE

MOTION SUMMARY: Motion Passed - 5 AYES; 0 NAYS

AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened public input and no public input was offered. No written communications were presented. General Manager Orsini asked the Board if he could use this time to announce the new hires for McKinleyville Community Services District (MCSD). Parks and Recreation Director Jason Sehon introduced the two new hires for this department; Brad Hayman filling the Maintenance Supervisor position and Eric Martin filling the Maintenance Worker I position. Jason commended both Brad and Eric on how quickly they were learning. He also mentioned how good the parks and facilities look. This isn't an easy task with 25 and possibly 26 open spaces to maintain. Operations Director James Henry introduced the promotion of Erik Jones from Utility Worker II to Lead Person for his department. Erik has been with MCSD for 11 years and has done a very good job and has proven himself a worthy candidate for Lead Person. General Manager Orsini commented on the process for hiring the positions for the Parks and Recreation Department. He said the positions were well applied for and the process to single out the candidates was intense. He believes that Brad and Eric have the experience and quality required to fill the positions. Erik Jones has been a dedicated employee for 11 years. After careful consideration Greg and James

decided that Erik had proven himself more than qualified and worthy for the position of Lead Person. General Manager Orsini welcomed all three to the District or to their new position.

AGENDA ITEM D – CONSENT CALENDAR:

- D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of July 10, 2013
- D.2 Consider approval of June, 2013 Treasurer's Report
- D.3 No DCV Violations this month
- D.4 Consider Memorandum of Understanding with McKinleyville Union School District for the KidsClub Afterschool Program

President Mayo opened public input and no input was offered.

MOTION: It was moved to approve the consent calendar items D.1 through D.4. Motion by Edwards; second by Corbett

MOTION VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 Consider participation on the Technical Advisory Committee (TAC) of Humboldt County Association of Governments (HCAOG): President Mayo opened public input and no input was offered. Director Corbett asked staff to add a paragraph that distinguishes us from the many special districts. We need to communicate that there is no comparable district to the same size and scope of services. General Manager Orsini indicated that we would incorporate another paragraph with this information. President Mayo will have the final review.

MOTION: It was moved to adopt the proposed letter to the TAC of the HCOAG. Motion by Corbett; second by Edwards

MOTION VOTE: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.2 Consider the Association of California Water Agencies (ACWA) Statewide positions of President and Vice President call for Candidates Nominations for the for 2014-2015 term: President Mayo opened public input and no input was offered. A brief conversation took place between the board and staff regarding Kathleen Tiegs' position on water issues for northern California.

MOTION: It was moved to adopt Resolution 2013-18 supporting the nomination of Kathleen Tiegs as the Association of California Water Agencies Vice-President. Motion by Corbett; Second by Edwards

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, Wennerholm and Mayo

NAYES; NONE

ABSENT; NONE

ABSTAIN; NONE

MOTION SUMMARY: Motion Passed - 5 AYES; 0 NAYS

E.3 Consider Approval of Professional Services Agreement to enlist the services of Robinson, Stafford & Rude, Inc. (RSRI) to conduct Value Engineering Review of the WWMF Improvement Project: President Mayo opened public input and no input was offered.

MOTION: It was moved to accept the staff recommendation authorizing the General Manager to enter into an agreement with RSRI for the services described in the agreement as Attachment 1 at a cost of \$93,671 and authorize a budget modification not to exceed \$103,038 with a 10% contingency included. Motion by Edwards; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.4 Consider TARGETSOLUTIONS Courses for members of MCSD Board of Directors through Special District Risk Management Authority: Director Mayo asked the board secretary to include this information in their Friday mailing. President Mayo opened public input and no input was offered.

INFORMATIONAL ITEM: No action required or taken by the Board

E.5 Reconsider Selection of Candidates for Special District Risk Management Authority (SDRMA) Board of Directors: President Mayo opened public input and no input was offered.

MOTION: It was moved to nominate the three (3) incumbents; Muril Clift, Jean Bracy, David Aranda and candidate Mike Schaefer. Motion by Edwards; second by Corbett

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, and Mayo
NAYES; Wennerholm
ABSENT; NONE
ABSTAIN; NONE

MOTION SUMMARY: Motion Passed - 4 AYES; 1 NAYS

E.6 Consider Approving Washington Ave. Property "Site Improvement Indemnity Agreement" between MCSD and McKinleyville Union School District: President Mayo opened public input and no input was offered

MOTION: It was moved to adopt staff's recommendation to allow MCSD management to make minor modifications if necessary with MCSD legal counsel approval and authorize Board President to enter into an agreement with McKinleyville Union School District. Motion by Edwards; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

AGENDA ITEM F-REPORTS:

F.1.a Recreation Advisory Committee (Couch/Mayo (alternate))

Director Couch reported that the committee met, but did not have a quorum. The next scheduled meeting is set for Thursday, August 15, 2013.

F.1.b Area Fund (John Kulstad)

The next meeting is scheduled for November, 2013.

**F.1.c Redwood Region Economic Development Commission
(Wennerholm/Edwards (alternate))**

Director Wennerholm reported on the interest of the Arcata Eureka ACV Airport to bring in a Los Angeles route. They are working with United Airlines and Sky West. Discussions are ongoing.

F.1.d McKinleyville Senior Center Advisory Committee (Wennerholm)

Did not meet.

F.1.e Audit (Corbett/Edwards)

Nothing to report.

F.1.f Employee Negotiations (Wennerholm/Edwards)

Nothing to report.

F.1.g Water Task Force (Mayo/Corbett (alternate))

Director Mayo reported that the Strategic Planning Committee for Humboldt Bay Municipal Water District will reassemble to address some water sales idea. They will meet on August 28th at 9:00am at the GHD Engineering, located at 718 3rd Street.

F.1.h AdHoc No Drugs & Toxics Down the Drain (Couch/Mayo (alternate))

Director Mayo reported that the hazardous waste collection event sponsored through Humboldt Waste Management Authority was a huge success. Staff will be adding an informational item to report on the hazardous waste collection day and invite Mr. Brent Whitener to speak.

**F.1.i McKinleyville Municipal Advisory Committee
(Edwards/Corbett (alternate))**

Did not meet.

F.2.a - SUPPORT SERVICES DEPARTMENT: Colleen Trask pointed out that the FY2012-13 audit financial statement for 06/30/13 is in draft form. The pages say preliminary and draft, once the audit adjustments are done

we will have a final which should be on the schedule this year. The loan funding for the LED streetlight conversion project through PG&E will not be given until after the project is complete. PG&E has informed the District that all credits for the LED Streetlight conversion will be calculated back to the installation date according to District Operations. When the project is complete, credits and rebates will be verifiable.

F.2.b - OPERATIONS DEPARTMENT: Nothing further to report.

F.2.c - PARKS & RECREATION DEPARTMENT: Jason Sehon commented on the Teen and Community Center and the hang up with the commercial kitchen. There was an issue with the architects which has now been resolved. The School District's culinary arts students will be able to use the commercial kitchen for their class. With this issue now resolved the project can move forward. Director Edwards asked about the SH Cowell Foundation. Jason explained how the foundation works and the benefit it would bring to the Boys and Girls Club and our Teen and Community Center. Jason will be attending a Boys and Girls Club conference next week and will continue to gather information about the SH Cowell Foundation programs.

F.2.d - GENERAL MANAGER: General Manager Orsini announced that US Congressman Jared Huffman will be at the District office on Monday, August 26, 2013 from 1:30pm – 2:00pm. All board members are invited to attend. The Prop 50 grant for the McKinleyville Community Services District and the City of Arcata intertie is well on its way. Bid opening is slated for August 26, 2013. Greg attended the mandatory pre bid meeting which was well attended. There were seven (7) qualified construction companies present. The project is on course.

AGENDA ITEM F.3 PRESIDENT'S REPORT: Chairman Mayo confirmed the date and time for the Webinars currently scheduled for: August 13, 2013 at 10:00am - Understanding Board Member & District Liability Issues and August 22, 2013 at 10:00am - Understanding the Brown Act: Core components, Updates, & Ensuring Compliance. All board members are welcome to attend. Director Mayo recently attended the Region 1 meeting in Santa Rosa, CA titled Drinking from the Tap. Discussion took place between the board and staff regarding Hydration Stations. MCSD's Parks and Recreation Department is active in water education by providing information to the children who attend the kid's club after school programs and break-out sessions. This community outreach keeps us in compliance with the Urban Water Management Plan.

AGENDA ITEM F.4. BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Wennerholm commented on the ongoing topic surrounding the Central Avenue Median. He suggested that our attendance at the McKinleyville Municipal Advisory Committee meetings is significant. Director Couch suggested that we sponsor a candidate forum in October. The League of Women Voters would coordinate the event and the District would provide the site. Director Couch provided information about the California Rural Water Association. He recently attended a class and will provide each Board Member with a magazine. While at the training Director Couch met a man who is a specialist in helping special districts get money from the state revolving fund. This gentleman recently moved to McKinleyville, CA. Director Couch would like to invite him to speak at a board meeting.

AGENDA ITEM G - ADJOURNMENT

MOTION: It was moved to adjourn the meeting at 9:14 pm. Motion by Corbett; second by Edwards

MOTION VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary