

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, APRIL 3, 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 7:03pm with the following Directors and staff in attendance:

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

Greg Orsini, Interim General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Acting 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 7:03 pm President Mayo called the Regularly Scheduled Meeting to order. Directors Corbett, Couch, Wennerholm and Mayo were present. Director Edwards was absent. President Mayo asked James Henry to lead in the pledge of allegiance.

**AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA:** There were no additions to the agenda.

**AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:**

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

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

**MOTION SUMMARY:** Motion Passed – 4 Ayes; 0 Nays

**AGENDA ITEM B – PUBLIC HEARINGS:** Jason Sehon reported on the Measure B Assessment District ordering the Levy and Collection of Assessments (Fiscal Year 2013/2014) for the purpose of funding the maintenance of public recreation facilities including the McKinleyville Activity Center, Azalea Hall and Hiller Sports Site and for the development of a new Teen & Community Center. In order to levy the assessments each fiscal year, an Engineer's Report must be prepared and filed with the Board regarding the proposed assessments and the Board conduct a noticed public hearing. On February 13, 2013, the Board adopted Resolution 2013-03 which initiated the annual levy process and preparation of the Engineer's Report; and Resolution 2013-04 declared the Board's intention to levy the assessment for Fiscal Year 2013/2014; and set March 6, 2013 as the date for public hearing. Notice for the March 6, 2013 public hearing was not published timely in the newspaper. Therefore the public hearing was continued to April 3, 2013 and notice of that public hearing was published in the newspaper as required. The recommendation was for the Board of Directors to follow the process related to the proposed Annual Levy of Assessments for Fiscal Year 2013/2014 of the Measure B Assessment District, re-open public testimony, consider any public input and written protests, close public hearing and consider adopting Resolution 2013-08. President Mayo opened public input and no public input was offered.

**B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2013/2014) for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities**

**Consider adopting Resolution 2013-08; Ordering The Levy And Collection Of Assessments Within The Measure B Maintenance Assessment District — Renewal For Parks, Open Space, And Recreational Facilities For Fiscal Year 2013-14**

**MOTION:** It was moved to adopt Resolution 2013-08 ordering the levy and collection of assessments within the Measure B Maintenance Assessment District renewal for parks, open space, and recreational facilities for fiscal year 2013/2014. Motion by Corbett; second by Wennerholm

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Wennerholm and Mayo

**MOTION SUMMARY:** Motion Passed – 4 AYES; 0 NAYS

**AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Mayo opened public input and the following people addressed the Board:

1. Resident Ray Christie addressed the Board regarding his February, 2013 water bill in the amount of \$5,573.45. On February 19, 2013 Mr. Christie filed a water leak adjustment request.

Interim General Manager Greg Orsini provided the Board with copies of the water leak adjustment, Mr. Christie's water bill and MCSD policy regarding the water leak adjustment. After discussion with staff and the Board of Directors, President Mayo directed staff to add Mr. Christie's request for a water leak adjustment to the next Regular Scheduled Board Meeting of May 1, 2013 as an action item to be addressed by the Board. The Board of Directors would like to discuss options such as an adjustment, variance or amortization. Director Couch asked staff to report back to the Board the wholesale cost of water paid to Humboldt Bay Municipal Water District. Public comment was closed.

**AGENDA ITEM D – CONSENT CALENDAR:**

**D.1 Consider approval of minutes of the Board of Directors' Special Meeting of February 26, 2013**

**D.2 Consider approval of minutes of the Board of Directors' Regular Board Meeting of March 6, 2013**

**D.3 Consider approval of minutes of the Board of Directors' Special Meeting of March 12, 2013**

**D.4 Consider approval of February 2013 Treasurer's Report**

**D.5 DCV violations this month**

**MOTION:** It was moved to approve the consent calendar. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion Passed – 4 AYES; 0 NAYS

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

**E.1 Parks and Recreation Operating Budget – Draft 1:** Finance Director Colleen Trask presented a revised view of the summary form. In past years the broad summary was followed by a line item budget that was too detailed to allow for adequate strategic review. Going forward, the summary will be presented with a mid-level of detail geared towards policy and strategic management. Ms. Trask handed out a sample summary form and asked for feedback. It is her intention that the new form will also provide the level of detail in a more visual format. She asked for input if the form appeared to be more useful and helpful. Director Mayo asked for public and staff input. Interim General Manager Greg Orsini noted that the form breaks out the revenue and expenditure by category and he found that to be helpful. The form presents the information without searching through the details of the document. The form presented was only for review of the new format and the numbers did not reflect accurate detail. The Board directed staff to go forward and use the new form for presentation.

**INFORMATIONAL ITEM:** No action required

**E.2 Consider District Conference Room Rotating Art Show:** District management is considering showcasing local artists work in the District's conference room. The art would be displayed on a six month rotation. Finance Director Colleen Trask presented the idea after local artist Shelly Mortensen made the suggestion. The proposed theme will be "The beauty of Humboldt". The Board appreciated the idea and encouraged staff to go forward. Director Couch noted we need a waiver from artists for liability purpose.

**INFORMATIONAL ITEM:** No action required

**E.3 Review Regulation 16.RATES specifically Rule 16.01. Rate Schedule and Rule 27.04. Sewer Charges and approve annual increase which is scheduled for July 1, 2013 as per MCSD Rules and Regulations:**

Interim General Manager reviewed for discussion the rate study completed in 2012. The Board adopted Resolution 2012-17 at the June 6, 2012 meeting. Proposition 218 protest process was conducted and the community supported the incremental adjustments for water and sewer rates. The Board has the latitude to adjust the rates as specified in the rules and regulations. McKinleyville Community Services District metered water delivery has decreased steadily in the past years and is impacting revenue adversely. Staff strongly recommends that the Board initiate the recommended adjustments to the water and sewer rates.

Director Mayo opened for discussion from staff and public the decline in water use for McKinleyville. One member from the public spoke. Staff and Directors continued with discussion regarding the decline in water use.

**MOTION:** It was moved to initiate the recommended rate increase for water and sewer as defined in Resolution 2012-17 effective July 1, 2013. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion Passed – 4 AYES; 0 NAYS

**E.4 Consider approval of path forward related to the LAFCo process for expanding sphere of influence to reflect current service:**

**MOTION:** It was moved to direct staff to pursue an out of service agreement with LAFCo; and enter into negotiations with Arcata for an Intergovernmental Service Agreement. Motion Director Corbett; second by Wennerholm

1. Staff is directed to pursue an out of service agreement with LAFCo

2. Staff is directed to enter into negotiations with Arcata for an Intergovernmental Service Agreement

**MOTION VOTE:** Corbett, Wennerholm and Mayo – Director Couch Abstains

**MOTION SUMMARY:** Motion Passed – 3 AYES; 0 NAYS

**AGENDA ITEM F-REPORTS:**

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

Did not meet, nothing to report.

**F.1.b Area Fund (John Kulstad)**

Nothing to report.

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

Nothing to report.

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

Did not meet, nothing to report.

**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))**

Nothing to report.

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

Nothing to report.

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

Did not meet, nothing to report.

A brief discussion followed:

1. Director Corbett indicated that he would attend the McKinleyville Municipal Advisory Committee meeting if Director Edwards was unavailable. Staff to notify Director Corbett by email of said meeting.
2. President Mayo comments on the attendance by Directors at Committee meetings. All Directors are welcome to attend. President Mayo reviewed protocol for meetings when one or more Board members are in attendance. **The Brown Act provides, when a majority of a legislative body attends an open and publicized meeting held by a person or organization, other than the local agency on a matter of local interest, the legislative body is not deemed to be conducting a meeting, so long as the members in attendance do not discuss among themselves, other than as part of the scheduled**

**program, issues of a specific nature related to the subject matter jurisdiction of the body.**

3. Interim General Manager Greg Orsini stated he would attach the MMAC committee meeting agenda to his report.

**F.2.a - SUPPORT SERVICES DEPARTMENT:** Finance Director Colleen Trask reported that she is waiting for information from CalPERS. They have not yet issued guidelines for government and county standards for statement number 67 & 68 that deal with accounting requirements for accounting and posting future pension liabilities. The PG&E loan committee recently requested three small additional items. Colleen indicated those would go out this week and then the loan process should be close to being done for LED Streetlight project.

**F.2.b - OPERATIONS DEPARTMENT:** Nothing to Report

**F.2.c - PARKS & RECREATION DEPARTMENT:** Jason Sehon reported he is beginning to work on the June Newsletter and asked the Board for any input or ideas.

**F.2.d - GENERAL MANAGER:** Nothing further to report.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:** President Mayo reported as to the success of the initial meeting with Assemblyman Chesbro, Supervisor Sundberg and the two representatives from Senator Evans office. The second invitation was extended to Supervisor Fennell who recently met with Director Mayo, Interim General Manager Greg Orsini and Finance Director Colleen Trask. President Mayo stated he would continue to develop relationships with our partners in government.

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

President Mayo asked that Senate Constitutional Amendment 11 and Assembly Constitutional Amendment 8 be added to the May 1, 2013 Agenda for Board discussion.

**AGENDA ITEM G- CLOSED SESSION DISCUSSION:** Nothing scheduled

**AGENDA ITEM H - ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 8:35pm. Motion by Mayo; second by Corbett

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

**MOTION SUMMARY:** Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,  
Board Secretary