

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, JUNE 12, 2013 AT 6:00 P.M.  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 6:02 p.m. with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
John Corbett, Director  
Bill Wennerholm, Director  
Russ Gans, Legal Counsel

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 6:02 p.m. President Mayo called the regularly scheduled meeting to order; Directors Couch, Wennerholm and Mayo were present. Director Corbett and Edwards were absent. President Mayo asked Jason Sehon 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 Couch; second by Wennerholm

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

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

**CLOSED SESSION**

**AGENDA ITEM A.6 – CLOSED SESSION DISCUSSION**

**A.6.a CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION.** *Consider initiation of litigation pursuant to subdivision (c) of Section 54956.9: 1 potential case (facts and circumstances not yet known to adverse party).*

Recess to closed session at 6:04 p.m.

Director Corbett arrives at 6:12 p.m.

Reconvened out of closed session at 6:41 p.m.

**AGENDA ITEM A.7 – REPORT OUT OF CLOSED SESSION –** President Mayo reported out of closed session that there was no action taken.

**AGENDA ITEM B – PUBLIC HEARINGS:** Staff recommended the Board open public hearing, receive comment on the 2010 Urban Water Management Plan (UWMP); close public hearing and adopt Resolution No. 2013-14 approving the 2010 UWMP with changes as necessary; and authorize resubmission to the Department of Water Resources. President Mayo opened public input and no input was offered.

**B.1 Take Public Comment on Urban Water Management Plan and  
Approve Plan for Submittal**

**MOTION:** It was moved to adopt Resolution 2013-14 approving the 2010 Urban Water Management Plan for submittal to The Department of Water Resources. 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. Jeff Dunk addressed the Board regarding the draft minutes from closed session held on April 27, 2013 to conduct interviews for McKinleyville Community Services District General Manager position. He noted that the closed session minutes were lacking detail. He suggested the Board consider going back to the more extensive minutes instead of action minutes for general meetings. The extensive minutes preserve the record which will serve the District better. In ten years when the Board looks back they can see the deliberation and thought that went into the decisions being made. Mr. Dunk asked that this topic be brought back for further discussion in the near future. No further comments were offered.

President Mayo closed public comment with no additional comments received.

**AGENDA ITEM D – CONSENT CALENDAR:** Director Corbett made a motion to adopt Agenda Item D.1 through D.5 subject to public and Board objection. Director Couch asked that item D.5 be pulled to be handled separately. Director Corbett Amended the motion to approve item D.1 through D.4.

- D.1 Consider approval of minutes of the Board of Directors' Special Meeting of April 27, 2013**
- D.2.a Consider approval of minutes of the Board of Directors' Regular Meeting of May 1, 2013**
- D.2.b Consider approval of minutes of the Board of Directors' Special Meeting of May 20, 2013**
- D.3 Consider approval of April, 2013 Treasurer's Report**
- D.4 DCV Violations this month**
- D.5 Approve conveyance for developments related to water and sewer facilities in referenced projects**

**MOTION:** It was moved to approve the consent calendar item **D.1 thru D.4**. Motion by Corbett; second by Couch

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

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

- D.5 Approve conveyance for developments related to water and sewer facilities in referenced projects**

Director Couch identified he has a conflict of interest with two (2) of the projects; Eureka Sand & Gravel and Almquist Lumber.

**MOTION:** It was moved to adopt item **D.5** from the consent calendar subject to Board members recusing themselves for potential conflict of interest. Director Couch identified he has a conflict of interest with this item. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion Passed – 3 AYES; 0 NAYS; 1 ABSTENTION - Director Couch

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

**E.1 Consider Participation in Household Hazardous Waste collection Event to be Held at Pierson Park on Saturday July 22, 2013:** Greg Orsini introduces Brent Whitener, Programs Manager for Humboldt Waste Management Authority (HWMA) and notes a correction as to the date of the event. The correct date is Saturday, July 20, 2013. Mr. Whitener noted this is the fifth annual Household Hazardous Waste event with the McKinleyville community being the largest mobile event contributor. He thanked MCSD for being gracious hosts and for the thirty percent cost share allocation. To help control costs this year HWMA will do all of the handling, packaging and characterizing of items in house using their hazardous material qualified staff. Following board discussion and input from staff a motion was made:

**MOTION:** It was moved to approve participation in the household hazardous waste collection event by approving a 30% cost share not to exceed \$10,000 with one amendment to correct the date of the event from July 22, 2013 to **Saturday, July 20, 2013**. Motion by Corbett; second by Wennerholm

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

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

**E.2 Final Budget Approval:** Colleen Trask presented the FY2013-14 budget for adoption and asked the Board to adopt Resolution 2013-13 establishing appropriations limits for FY2013/14. Director Corbett asked for clarification regarding fund balance. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt the FY2013-14 Budget. Motion by Corbett; second by Couch

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

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

**MOTION:** It was moved to adopt Resolution 2013-13 Establishing Appropriations Limit for Fiscal Year 2013/2014. Motion by Corbett; second by Couch

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

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

**E.3 Consider STRATEGIC PLAN (Board to approve prior to July 1, 2013) further reviews will be done annually:** The Board met in workshop session on February 13, 2013 with Brent Ives, the public and staff to develop an implementation plan. This evening Brent Ives with BHI Management Consulting presented to the Board the proposed draft Strategic Plan for review and discussion. President Mayo opened public input and a member of the public spoke. Further discussion continued with the Board and staff. The Strategic Plan in finished form will be brought back at the July 10, 2013 Board Meeting for approval of the implementation plan.

**INFORMATIONAL ITEM:** No action required or taken by the Board

**E.4 Decide Parameters for November Board of Directors Election:**

**MOTION:** It was moved to approve staff recommendation that each candidate would pay all publishing costs for their candidate statements and the statements would be limited to 200 words. Motion by Director Corbett; second by Couch

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

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

**E.5 Consider Association of California Water Agency (ACWA) Nomination for the 2014-2015 Region 1 Board Term:**

**MOTION:** Motion to nominate Dennis Mayo as a candidate for the ACWA Region 1 Board for 2014-2015 terms by adopting Resolution 2013-12. Motion by Director Corbett; second by Wennerholm

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

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

**E.6 Consider Local Agency Formation Commission (LAFCo) Election for District Representative:**

**MOTION:** It was moved to vote for candidate Director Bill Wennerholm to serve as a regular “voting” member on the Humboldt LAFCo. Motion by Director Corbett; second by Couch

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

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

**E.7 Consider Employee Negotiations Regarding Proposed three (3) Year Compensation Contract with District Employees:** Colleen Trask presented the proposal from the members of the Employee Negotiation Committee. The Board asked for clarification on the agreed upon COLA. The COLA is 2.3 percent. President Mayo opened public input and a member of the public spoke. Further discussion continued with the Board and staff.

**MOTION:** It was moved to adopt staff’s proposal as presented with the understanding there will be an amendment to the proposal to approve a one (1) year contract with the employees. Motion made by Director Corbett; second by Wennerholm

1. The District will maintain the current employee benefits package for a one (1) year period including COLAs based on the agreed-upon indices from the last round of negotiations.
2. The District may change the Dental Insurance carrier from Guardian to Delta, which can save the District up to \$21,822 for FY2013-14.
3. The District may change the Life Insurance carrier, from Hartford to ACWA which can save the District up to \$7,530 for FY2013-14.

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

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

**E.8 Consider Approval of General Manager Contract:** Greg Orsini presented the negotiated General Manager Contract for review and approval by the Board. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to approve the General Manager Contract retro-active to May 1, 2013 authorizing President Mayo to sign. Motion by Director Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion Passed – 4 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)**

Jason Sehon reported that the Area Fund awarded MCSD Parks and Recreation Department a grant to purchase an interactive game for the teen center.

##### **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)**

A meeting has been scheduled for July 1, 2013 @ 10:00am.

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

The committee met and the negotiated proposal was presented at tonight's meeting. See item E.7 as to motion and vote.

##### **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))**

Director Mayo reported that on July 20, 2013 the Household Hazardous Waste collection event will be held at Pierson Park.

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

Director Corbett attended. He noted the meeting was well attended with good discussion. The committee is planning a general community state of McKinleyville union.

**F.2.a SUPPORT SERVICES DEPARTMENT:** Colleen Trask reported the budget is now adopted and once the strategic plan is adopted it will be incorporated into the budget. The auditors have scheduled their on-site testing in mid-June and the Board Audit Committee is in the process of scheduling a meeting with the auditors.

**F.2.b OPERATIONS DEPARTMENT:** James Henry reported that Bill McBroome has retrofitted all of the streetlights down Central Avenue with Light Emitting Diodes (LED). Phase one the Central Avenue portion is now complete. Operations Director Henry will bring the streetlight project back to the Board in July for approval to move forward on phase 2.

**F.2.c PARKS & RECREATION DEPARTMENT:** Jason Sehon gave thanks to the operations department for their assistance with Pony Express days. Central Avenue looked great for the parade and Pierson Park looked great as well. Everyone had a good time. The irrigation issue has been fixed and the turf area should start greening up in the next couple weeks. Community volunteers are working to retrofit the bocce ball courts from crushed oyster shell to decomposed granite. One court is completed and the other court is close to being finished. We should

see a lot more use from the bocce ball community now that surfaces have been upgraded and an interest in forming a league.

**F.2.d GENERAL MANAGER:** Greg Orsini gives acknowledgement and praise to James Henry for his recent promotion to Operations Director. He also reported on the California Special District Association (CSDA) legislative days that he attended with Director Mayo in Sacramento. They listened to several of the legislators and lobbyist and gained insight on legislation that has come and gone. Greg was impressed with the State Capital and commented on the access to legislators and their staff. They seemed generally very interested in what he and Dennis had to say. This was Greg's first visit to the State Capital and he noted that he left with a positive opinion of our state elected officials.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:** Director Mayo also commented on the positive visit to Sacramento for the CSDA legislative days. While it is important to continue the old relationships it is important to build new relationships. He met several of the new committee chair members and their staff. Director Mayo commented on Greg being a positive part of the lobbying effort. He commented on the recent visit with Supervisor Virginia Bass and stated our mission of developing closer relationships with the supervisors has been successful. The meetings have been informational for both sides. Congressman Huffman recently visited Humboldt County and Director Mayo had an opportunity to speak with him.

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

**AGENDA ITEM G ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 8:33pm. 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