

**MINUTES OF THE REGULAR MEETING OF
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, October 3, 2012 AT 6:00PM AT AZALEA HALL,
1620 PICKETT ROAD, MCKINLEYVILLE**

AGENDA ITEM A1-CALL TO ORDER, ROLL CALL- CLOSED SESSION: H1, H2

President Mayo called the meeting to order at 6:00pm with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice-President
Bill Wennerholm, Director

Norman Shopay, General Manager
Kathy Wilson, Board Secretary
David Baldosser, Acting Secretary

President Mayo announced that the board would adjourn into closed session for discussion of the following items:

(a) H.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF HUMBOLDT, BOARD OF
SUPERVISORS OF THE COUNTY OF HUMBOLDT, CASE NO. CV110632 LITIGATION,
pursuant to subdivision (a) of Section 54956.9.

(b) H.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California
Government Code § 54954.5 and 54957) Title: General Manager.

President Mayo requested public comment on the closed session items. None was made and he closed the public comment.

At 6:01pm the Board adjourned to closed session.

Helen Edwards, Director (arrived at 6:05pm)

John Corbett, Director (arrived at 6:12pm)

At 7:05pm the Board adjourned out of closed session.

On Item H.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION-MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT v COUNTY OF HUMBOLDT, BOARD OF SUPERVISORS OF THE
COUNTY OF HUMBOLDT, CASE NO. CV110632 LITIGATION, pursuant to subdivision (a) of
Section 54956.9.

NO ACTION TO REPORT.

On item H.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager

ACTION IN CLOSED SESSION- Item H.2 will be put on the November 7, 2012 Agenda for Board discussion.

The regular meeting of the Board of Directors of McKinleyville Community Services District reconvened at 7:07pm 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

Norman Shopay, General Manager
Gregory Orsini, Operations Director
Colleen M.R. Trask, Finance Director
David Baldosser, Acting Board Secretary
Kathy Wilson, Board Secretary
Jason Sehon, Park & Recreation Director

AGENDA ITEM A-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE AND ADDITIONS TO THE AGENDA: At 7:07pm President Mayo called the regular meeting to order; roll call had been taken at start of closed session and was not taken again. Director David Couch led the pledge of allegiance and there were no additions to the agenda.

AGENDA ITEM B-APPROVAL OF THE AGENDA:

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

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

AGENDA ITEM C- PUBLIC HEARING: NO PUBLIC HEARING SCHEDULED

AGENDA ITEM D-CONSENT CALENDAR:

1. Consider approval of draft minutes of the Board of Directors' Regular Meeting of September 5, 2012.
2. Consider approval of August 2012 Treasurer's Report
3. No DCV Violations this month

MOTION: It was moved to approve Consent Calendar. Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E.1 RESULTS OF REQUEST FOR QUALIFICATIONS REGARDING DESIGN CONSULTANTS SELECTION PROCESS FOR THE WASTE WATER MANAGEMENT FACILITY UPGRADE PROJECT AND DIRECTION TO PROCEED WITH SCOPE AND EFFORT NEGOTIATIONS:

Staff recommends 1) MCSD enter into price and terms contract negotiations with Kennedy/Jenks to be completed by October 31, 2012, for professional services at price and scope which MCSD determines to be fair and reasonable. 2) If MCSD is not able to successfully negotiate reasonable price and terms by October 31, 2012 we will then immediately proceed to begin negotiating with the second ranked firm, Stantec Consulting Engineers. 3) Once MCSD has reached successful price and terms negotiations, we will then bring a negotiated scope of work and level of effort back to the Board as a recommendation for review and approval.

MOTION: It was moved to accept staff recommendation, numbers 1 thru 3. Motion by Edwards; second by Corbett

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

MOTION SUMMARY: Motion Passed- 5 Ayes; 0 Nays

AGENDA ITEM E.2 STAFF PRESENTATION ON RECENT GRANITE PROPERTY ACQUISITION OF APPROXIMATELY THIRTY-THREE (33) ACRES ALONG NORTH BANK ROAD NEAR AZALEA AVE:

The MCSD Board of Directors approved the purchase of approximately thirty three (33) Acres of property along North Bank Road near Azalea Ave.

Park and Recreation Director Jason Sehon did a presentation regarding the referenced property and discussed various options and visions for the property. Staff would like to hold a ribbon cutting ceremony in mid to late October 2012. Staff will keep the Board members and public informed.

Board Member Helen Edwards stated her approval and Charles Caldwell commented that it was a nice piece of property.

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

AGENDA ITEM E.3 RESOLUTION 2012-24 TO PARTICIPATE IN HUMBOLDT COUNTY TAX ASSESSOR COLLECTION PROGRAM FOR BAD DEBT DEFAULTS:

Director Corbett asked for clarification regarding if a renter's bad debts could also be tacked on to the owner's property tax statement. Finance Director Trask confirmed that this would only apply to property owners delinquent bills and that renters that have incurred bad debts will continue to be pursued through normal collection efforts.

MOTION: It was moved to proceed with Resolution 2012-24 to participate in Humboldt County Tax Assessor Collection program for bad debt defaults. Motion by Edwards; second by Corbett.

ROLL CALL VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm, Mayo

MOTION SUMMARY: Motion Passed-5 Ayes; 0 Nays

AGENDA ITEM E.4 ACCEPT PROPOSAL FROM OSCAR LARSON AND ASSOCIATES FOR DESIGN OF THE NORTHERN INTERTIE OF THE MAD RIVER BRIDGE.

Staff Recommendation:

- 1) After reviewing two proposals, and with cost a consideration, staff recommends that Oscar Larson & Associates be awarded the Services Agreement for design, plans and specifications for the northern section of the Mad River Bridge Intertie.
- 2) Approve a total expenditure and budget modification not to exceed \$91,300.00.
- 3) Authorize General Manager to enter into an agreement with Oscar Larson and Associates for the services described in Attachment A.

MOTION: It was moved to accept staff recommendations 1, 2 and 3. Motion by Corbett; second by Edwards.

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

MOTION SUMMARY: Motion Passed-5 Ayes; 0 Nays

AGENDA ITEMS F-REPORTS:

F.1.a - RAC (Recreation Advisory Committee): Nothing to report.

F.1.b - MCK AREA FUND: Director Edwards reported that they would meet later this month.

F.1.c - RREDC (Redwood Region Economic Development Commission): Directors' Wennerholm and Edwards did not attend meeting. Nothing to report.

F.1.d - MCK SENIOR ADVISORY COMMITTEE: Nothing to report.

F.1.e - AUDIT: Nothing to report.

F.1.f - EMPLOYEE NEGOTIATIONS: Nothing to report.

F.1.g - WATER TASK FORCE: Nothing to report.

F.1.h - ADHOC NO DRUGS AND TOXICS DOWN THE DRAIN: Nothing to report.

F.1.i - LOCAL AND STATE ADVISORY COMMITTEE: Director Edwards reported that the committee is formed and the Name is MCAC. The committee will meet on October 23, 2012 at MCSD office, 1656 Sutter Road, McKinleyville, CA. Director Edwards requested changing the title to McKinleyville Community Advisory Committee (MCAC)

F.2.a - SUPPORT SERVICES DEPARTMENT: Finance Director Trask reviewed items in her staff report. Director Edwards commends Finance Director Trask for her efforts and amazing work on the financials.

F.2.b - OPERATIONS DEPARTMENT: Operations Director Orsini mentioned the positive comments from the public regarding the disposal of pharmaceutical waste. He said that the flyers are available at the front counter.

F.2.c - PARKS & RECREATION DEPARTMENT: Parks and Recreation Director Sehon has received support from the Members of the RAC (Recreation Advisory Committee) and voted unanimously to add a BMX track to the Parks and Recreation Master Plan so staff can pursue the potential development of a BMX Bike Track. Worldwide day of play held on September 22, 2012 was a success. Well over 100 families attended. Bid walk thru for the construction of a new picnic pavilion at Pierson Park will be held on Friday October 19, 2012.

F.2.d - GENERAL MANAGER: General Manager Shopay had nothing to add to his written report.

F.3. - PRESIDENT'S REPORT: Nothing to report.

F.4. - BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM

REQUESTS: Director Couch reported the Strategic Planning Seminar was very impressive. No additional comments were made.

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened and received public input. President Mayo closed public input.

AGENDA ITEM H-CLOSED SESSION DISCUSSION: - *CLOSED SESSION DISCUSSED EARLIER TONIGHT*

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 8:10pm. Motion by Corbett; second by Wennerholm.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted

David Baldosser,
Acting Board Secretary