

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, JANUARY 8, 2014 AT 6:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

AGENDA ITEM A.1 CALL TO ORDER:

At 6:01 pm President Mayo called the meeting to order, after brief discussion regarding the order of the agenda General Manager Orsini asked Board Secretary Kathy Wilson to administer the oath of office to newly re-elected Directors Couch and Mayo and newly elected Director Wheeler. Secretary Wilson administered the oath of office and had each Director sign the certification of oath for County Elections.

AGENDA ITEM A.2 ROLL CALL: The following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
David Couch, Vice-President	Jason Sehon, Parks and Recreation Director
Helen Edwards, Director	Kathy Wilson, Board Secretary
George Wheeler, Director	
Russ Gans, Legal Counsel	

- A.1.a** Introduce November 5, 2013, Election Results, Administer Oath of Office to Newly Elected Directors and Adopt Resolution No. 2014-04, Accepting Election Results and Seating Newly Elected Directors: No comments were made in regard to the certified election results.

MOTION: It was moved to adopt Resolution 2014-04 accepting Election Results and Seating Newly Elected Directors. Motion by Edwards; second by Couch

ROLL CALL VOTE: Ayes: Couch, Edwards, Mayo and Wheeler
Nays: None
Absent: Corbett
Abstain: None

MOTION SUMMARY: Motion Passed: 4 Ayes; 0 Nays

At 6:07 pm President Mayo announced that the Board would recess into closed session for discussion of the following item:

- A.3** 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 Government Code § 54956.9(a).

Director Corbett arrived at 6:08 pm

REPORT OUT OF CLOSED SESSION: Nothing to report.

AGENDA ITEM A.1 thru A.3 – CALL TO ORDER, ROLL CALL, And PLEDGE OF ALLEGIANCE: The regular meeting of the Board of Directors of McKinleyville Community Services District reconvened at 7:07 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
David Couch, Vice-President	Colleen M.R. Trask, Finance Director
Helen Edwards, Director	James Henry, Operations Director
John Corbett, Director	Jason Sehon, Parks and Recreation Director
George Wheeler, Director	Kathy Wilson, Board Secretary

Jack Durham led the pledge of allegiance.

AGENDA ITEM A.4 ADDITIONS TO THE AGENDA: There were no additions to the agenda. President Mayo asked for public input and no public input was offered.

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

MOTION: It was moved to adopt the agenda. Motion by Edwards; second by Corbett

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM B – PUBLIC HEARINGS: No public hearings scheduled.

AGENDA ITEM C - PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened public input and no public input was offered.

AGENDA ITEM D – CONSENT CALENDAR:

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of December 4, 2013

D.2 Consider approval of November, 2013 Treasurer's Report

D.3 DCV Violations this month

MOTION: It was moved to adopt the consent calendar item D.1 through D.3 subject to objection by Board members, staff and public. No objections were made. Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 Consider adopting Resolution 2014-02 honoring Bill Wennerholm for twelve (12) years of service: It was agreed that this item would be moved to the end of the agenda.

E.2 MCSD Employee of the year presentation to William McBroome: It was agreed that this item would be moved to the end of the agenda.

E.3 Consider adopting Resolution 2014-03 recognizing, honoring and commending Jason Patton III for ten (10) years of service: Colleen Trask presented Jason Patton III with a trophy and certificate honoring his ten (10) years of service. Director Mayo commended Jason on his accomplishments and opened the floor for public input. David Baldosser, MCSD customer service supervisor expressed his sincere appreciation of Jason and pointed out that he has steadily grown in his abilities in the front office position and is well deserving of this commendation.

MOTION: It was moved to adopt Resolution 2014-03 honoring and commending Jason Patton III for ten (10) years of service. Motion by Corbett; second by Edwards

ROLL CALL VOTE: Ayes: Corbett, Couch, Edwards, Mayo and Wheeler

Nays: None

Absent: None

Abstain: None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.4 Accept the District's annual audit report for the fiscal year ending June 30, 2013: Colleen Trask introduced Donna L. Taylor and Kim Windsor from Hunter, Hunter & Hunt Certified Public Accountants. Kim Windsor gave a detailed synopsis of the McKinleyville Community Services District Management Letter, year ended June 30, 2013 and the McKinleyville Community Services District Basic Financial Statements and Required Supplementary Information, year ended June 30, 2013. The Directors' and General Manager Orsini

commended Hunter, Hunter & Hunt on the very thorough audit that was conducted. President Mayo opened public input and no public input was offered.

MOTION: It was moved to accept the District's annual audit report for the fiscal year ending June 30, 2013.

Motion by Edwards; second by Corbett

ROLL CALL VOTE: Ayes: Corbett, Couch, Edwards, Mayo and Wheeler

Nays: None

Absent: None

Abstain: None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.5 Consider Approving Resolution 2014-05 Water Rate Evaluation and Initiate Proposition 218 process:

General Manager Orsini introduced Chris Fisher with Willdan Financial Services. Mr. Fisher presented pertinent information and an explanation of the deficiency resulting from 2012 Water Rate Adjustment. General Manager Orsini asked the Board to consider Resolution 2014-05 authorizing staff to proceed with Proposition 218 majority protest notice to consider the matter of adjusting water rates in accordance with the Willdan Water Rate Analysis to accurately reflect the cost to provide water and surcharge to recoup revenues not collected for water used. Director Mayo opened public input and no public input was offered.

MOTION: It was moved to adopt Resolution 2014-05 Water Rate Evaluation and Initiate the Proposition 218 Process. Motion by Corbett; second by Edwards

ROLL CALL VOTE: Ayes: Corbett, Couch, Edwards, Mayo and Wheeler

Nays: None

Absent: None

Abstain: None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.6 Election of Board Officers and Committee Appointments for 2014 Calendar Year:

1st MOTION: It was moved to appoint David Couch as President of the Board for year 2014. Motion by Corbett; second by Edwards.

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

2nd MOTION: It was moved to appoint John Corbett as Vice-President for year 2014. Motion by Edwards; second by Mayo.

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

Director Corbett thanked Chairman Mayo for his hard work getting trained and educated to be a good Chair. Director Edwards concurred. New President Couch and Vice-President Corbett assumed their places at the table.

Discussion continued regarding committee assignments. Director Edwards indicated she is willing to continue with her current committee assignments which include; Redwood Region Economic Development Commission; Audit Committee; Employee Negotiations; and McKinleyville Municipal Advisory Committee. Director Mayo indicated that he is interested in the Redwood Region Economic Development Commission Committee and is willing to stay on the Recreation Advisory Committee if needed. He will also continue to be involved in the Humboldt Bay Municipal Water District Strategic Planning Committee. Director Corbett stated he is willing to stay on the Audit Committee for one more year.

It was agreed that the current committee assignments will continue through the month of January and be re-addressed at the February 5, 2014 Board meeting.

E.7 Review California Special District Association (CSDA) training “How to be an Effective Board Member” for interested Board members:

MOTION: It was moved to allow interested Board members to attend the CSDA training “How to be an Effective Board Member”. Motion by Director Mayo; second by Corbett.

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

Director Couch and Wheeler expressed interest in attending the training.

E.8 Consider adopting Resolution 2014-01 accepting the District’s section of the Humboldt Operational Area Hazard Mitigation Plan: General Manager Orsini accounted for the numerous hours James Henry and Jason Patton have on this project making sure McKinleyville Community Services District’s (MCSD’s) section in the plan is accurate. He stressed the importance of adopting the plan so MCSD will be eligible for hazard mitigation funding.

MOTION: It was moved to adopt Resolution 2014-01 accepting the District’s section of the Humboldt Operational Area Hazard Mitigation Plan. Motion by Mayo; second by Corbett.

ROLL CALL VOTE: Ayes: Corbett, Couch, Edwards, Mayo and Wheeler

Nays: None

Absent: None

Abstain: None

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

E.9 4-year rotation schedule for Chair and Vice-Chair: General Manger Orsini opened for discussion the rotation schedule for Chair and Vice-Chair for the next four years.

MOTION: After brief discussion it was moved to:

1. Approve the rotation schedule reflecting Vice-Chair elect becomes the Chair the subsequent year;
2. 2014 Chair is Couch and Vice-Chair is Corbett;
3. 2015 Chair is Corbett and Vice-Chair is Wheeler;
4. 2016 Chair is Wheeler and Vice-Chair is to be determined

Motion by Edwards; second by Mayo

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

It was decided that items E.1 and E.2 be postponed until the February 5, 2014 Board meeting.

AGENDA ITEM F-REPORTS:

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

Director Couch said they talked about the Botanical Garden.

F.1.b Area Fund (John Kulstad)

Nothing to report.

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

Didn’t meet.

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

Didn’t meet.

F.1.e Audit (Corbett/Edwards)

The District’s annual audit report for the fiscal year ending June 30, 2013 was just adopted.

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

Didn’t meet.

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

Didn’t meet.

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

Director Mayo reported that there wasn’t a formal meeting, but he assisted with the disposal of a 55 gallon drum of toxic substance.

F.1.i McKinleyville Municipal Advisory Committee

(Edwards/Corbett (alternate))

Director Edwards reported that there would be a preparatory meeting in preparation for the next MMAC meeting will be held on January 29, 2014 at 5:00 pm.

F.2.a - SUPPORT SERVICES DEPARTMENT: Finance Director Colleen Trask gave an update on the Document Management project, hardware is in and software has been installed by Coastal Business Systems. Training is ongoing for Support Staff, and is being scheduled for other departments. The preparation and scanning of the old easement files is underway.

F.2.b - OPERATIONS DEPARTMENT: Operations Director James Henry gave an update on the Streetlight project stating that 360 of the 387 streetlights are installed bringing the project very close to completion.

F.2.c - PARKS & RECREATION DEPARTMENT: Parks & Recreation Director Jason Sehon reported that they replaced the park lights with brighter ceramic metal halide bulbs which create a cost saving up front and in the future. Each December Azalea Hall and the Senior Center is closed for two weeks so staff can clean, repair and paint. Jason and General Manager Orsini highly praised the park staff on how amazing the facility looks.

F.2.d - GENERAL MANAGER: General Manager Orsini reported on the Letz Pump Station in house upgrade and the 26,000.00 cost savings to the District. The Operations crew salvaged discarded pump parts from Humboldt Community Services District. They were able to retro fit parts to upgrade Letz Pump Station. James will be bringing back a report at next months meeting.

There were technical difficulties with the Zoom audio recorder and no audio is available for the last portion of the meeting.

AGENDA ITEM F.3 PRESIDENT'S REPORT:

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 9:10 pm. Motion by Edwards; second by Mayo

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary