

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, DECEMBER 4, 2013 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, and PLEDGE OF ALLEGIANCE: At 7:05 pm
Vice President Couch called the meeting to order with the following Directors and staff in attendance:

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

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

President Mayo was absent.

Vice President Couch led the pledge of allegiance.

AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA: General Manager Orsini explained that an old Agenda template was used which only allowed for PUBLIC COMMENT at the end of the meeting; he asked that the Board allow for public comment at the beginning of tonight's meeting as well as at the end.

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

MOTION: It was moved to adopt the agenda with the addition of adding public comment to the beginning of the Agenda. Motion by Corbett; second by Wennerholm

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

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

PUBLIC COMMENT: Vice President Couch opened public input and no public input was offered.

AGENDA ITEM B – PUBLIC HEARINGS: No public hearings scheduled

AGENDA ITEM D – CONSENT CALENDAR:

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of November 6, 2013

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

D.3 No DCV Violations this month

D.4 Approve conveyance for developments related to water and sewer facilities in referenced projects

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

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 MCSD Election results (Final Election Night Unofficial Results): Board Secretary Kathy Wilson presented the Certificate of Results of Final Canvass of total votes received from the Humboldt County Elections Department and congratulated Director Couch, Mayo and Director Elect Wheeler on their successful election to the Board of Directors of McKinleyville Community Services District (MCSD). Director Corbett thanked Director Wennerholm for his twelve (12) years of service.

INFORMATIONAL ITEM: No action required or taken by the Board

E.2 Presentation of CWEA nominations and awards: Operations Director James Henry gave an overview of the awards received at the annual California Water Environment Association (CWEA) Awards Banquet. MCSD and staff received two awards; Safety Plant of the Year awarded to MCSD and Electrical/Instrumentation Person of the Year awarded to Bill McBroome.

INFORMATONAL ITEM: No action required or taken by the Board

E.3 Consider approval of the FY 2015 STRATEGIC PLAN after annual workshop for update to reflect current and future conditions and improved format: General Manger Orsini presented the revised Strategic Plan for Fiscal Years 2014/15-2019/20 specifically the new improved matrix format. Brief discussion took place between the Board and staff regarding items to explore for future years. General Manager Orsini noted that the Strategic Plan will be brought back for annual review as a predecessor to the acceptance of the budget. Director Edwards commended staff for an outstanding job. Vice President Couch opened for public input and no public input was offered.

MOTION: It was moved to approve the FY2014/15-2019/20 Strategic Plan. Motion by Wennerholm; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards and Wennerholm

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.4 Accept revisions to Board Policy Manual: General Manger Orsini presented for review and acceptance the revisions to the Board Policy Manual that were made at the November 6, 2013 Board Meeting/Workshop. All revisions were reviewed and accepted with one additional change to Rule 4-5: Constituent Requests will now read;

RULE 4-5: CONSTITUENT REQUESTS -- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the GM. The GM will then date stamp, log in the request, delegate to staff for the appropriate response as needed and upon resolution follow up with the Board within fourteen days.

Vice President Couch opened for public input and no public input was offered.

MOTION: It was moved to approve revisions made to the Board Policy Manual including the additional revision made to Rule 4-5: CONSTITUENT REQUESTS. Motion by Wennerholm; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards and Wennerholm

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.5 Accept New Board Member Orientation Process: General Manger Orsini presented the newly created Board Member Orientation Process for the Board's review and acceptance. Director Corbett thanked staff for making the suggested changes addressed at the November 6, 2013 Board Meeting. Vice President Couch opened for public input. One member of the public spoke;

1. Jeff Dunk thought the New Board Member Orientation was a really good idea. He suggested the New Board Member, GM and Current Board President meet with the lawyer to ask questions he/she may have.

Brief discussion took place. General Manager Orsini indicated he had already planned for such a meeting to occur.

MOTION: It was moved to accept the New Board Member Orientation Process. Motion by Corbett; second by Edwards

MOTION VOTE: Corbett, Couch, Edwards and Wennerholm

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM F-REPORTS:

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

Jason Sehon will give the update during his Staff Report

F.1.b Area Fund (John Kulstad)

Nothing to report.

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

Director Edwards reported they met on November 25, 2013. She brought with her an entire packet for Director Elect Wheeler to review what they do and what they cover. Basically they make loans. They have acquisitioned a new air carrier at the airport. They recently approved a \$1,400.00 mini grant for a consultant to look at the feasibility of a charter airline service.

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

Didn't meet.

F.1.e Audit (Corbett/Edwards)

The Audit Committee Meeting is scheduled for December 23, 2013 @ 9:00 am.

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))

Director Corbett reported that Sheriff Downey made a presentation and spoke to the severe cuts Humboldt County Law Enforcement suffered in 2010. The Sheriff wanted to make sure that the public is getting proper service by the Sheriff's Department and welcomed feedback. Also discussed was the design for Central Avenue by the County and on-going discussion of security and what the options are for McKinleyville on police security. The next scheduled meeting will be January 29, 2014.

F.2.a - SUPPORT SERVICES DEPARTMENT: Finance Director Colleen Trask thanked the Board for adoption of the final Strategic Plan stating now the budget can be finalized and the draft watermark removed. The FY2012-13 audit is expected to be presented to the Audit Committee this month. As Director Corbett noted the meeting has been set for December 23, 2013. The submission of the final report will be in January of 2014. The Document Management project hardware and software has been installed and implemented. Accounts payable is already seeing good results. Training is scheduled to begin for support staff and other departments.

F.2.b - OPERATIONS DEPARTMENT: Operations Director James Henry reported the Light-Emitting Diode (LED) Street Light project is 70% completed. General Manager Orsini asked James to give an update on the outcome of the Humboldt Bay Municipal Water District major water valves replacement of their system that prevented MCSD from taking water for 25 hour duration. MCSD was able to provide its customers with normal water use during this outage. No water quality complaints were reported during the shut-down. Director Corbett commended Operations Director Henry on a job well done.

F.2.c - PARKS & RECREATION DEPARTMENT: Parks & Recreation Director Jason Sehon gave an update on the botanical garden at Hiller Park. Progress is being made with flower beds underway and pathways identified. The first grant has been received for the Teen and Community Center from the Humboldt Area Foundation in the amount of \$9,000.00 for the Audio Visual System. Pierson Park has a new playground because of the \$10,000.00 grant from Coast Central Credit Union. The ribbon cutting ceremony is scheduled for December 5, 2013 at 2:00 pm to show our appreciation for the new playground equipment. This is the second grant received from Coast Central Credit Union; five years ago we received a grant for new playground equipment for Hiller Park. Brief discussion took place regarding property along the North Bank River and progress being made.

F.2.d - GENERAL MANAGER: General Manager invited everyone to attend the "Thank You" party for Dr. Bill Wennerholm on December 19, 2013 from 12:00 pm to 1:30 pm to be held at the District's conference room. California Special District Association (CSDA) and California Forward (CAFwd) partnered and created a Special

District Transparency Portal which launched in November creating a transparency website. This special district tool allows you to view any city or special district's budget, reserves, revenues and expenses in California. GM Orsini reported that the rate analysis is complete and will be brought back to the Board at the January 8, 2014 Meeting. Finance Director Trask and GM Orsini have spent numerous hours scrutinizing the rate analysis. The new 218 process will be initiated at the same time and will also be given the same thorough examination. A brief discussion took place regarding an update on the Fischer Ranch Property.

AGENDA ITEM F.3 PRESIDENT'S REPORT: Nothing to report.

AGENDA ITEM F.4. BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: Nothing to report.

AGENDA ITEM G – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: Vice President Couch opened public input and no public input was offered.

AGENDA ITEM H – CLOSED SESSION DISCUSSION: NO CLOSED SESSION SCHEDULED

AGENDA ITEM I – ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 8:07 pm. Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary