

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, NOVEMBER 6, 2013 AT 6:30 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

**AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:** At 6:32 pm  
President Mayo called the meeting to order with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
Bill Wennerholm, Director  
John Corbett, Director (arrived at 6:33 pm)  
Russ Gans, Counsel

Gregory P. Orsini, General Manager  
Jason Sehon, Parks and Recreation Director  
Kathy Wilson, Board Secretary

Chair Mayo led 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 Corbett

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

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

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

**A.6.a** 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).

**Recessed to closed session at 6:35 pm**

**Reconvened out of closed session at 7:05 pm**

**AGEND ITEM - A.7 REPORT OUT OF CLOSED SESSION: NO ACTION TO REPORT.**

The regular meeting of the Board of Directors of McKinleyville Community Services District reconvened at 7:05 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
John Corbett, 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

Director Edwards was absent.

**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 October 2, 2013

D.2 Consider approval of September, 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. Motion by Corbett; second by Couch

**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 Consider approving Resolution 2013-22; and Resolution 2013-23 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special Districts Leadership Foundation:** General Manager Orsini acknowledged the support of Carol Rische and Ryan Sundberg for completing their review and check list in support of MCSD's quest. Carol Rische and Ryan Sundberg addressed the Board and staff commending MCSD on their efforts in transparency and openness to the community. The Board thanked both recipients for making the special appearance this evening.

**MOTION:** It was moved to adopt Resolution 2013-22 and Resolution 2013-23 offering our sincere appreciation to Carol Rische and Ryan Sundberg who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special Districts Leadership Foundation. Motion by Corbett; second by Couch

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo  
NAYS; NONE  
ABSENT; EDWARDS  
ABSTAIN; NONE

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

Carol Rische, General Manager Humboldt Bay Municipal Water District spoke briefly to the replacement of two fifty year old critical isolation valves. GM Rische commented on the support and coordination from the community in preparation of the replacement project which will take place on November 20, 2013. The replacement of the critical isolation valves will improve water supply reliability in the future.

**E.2 Consider adoption of the following resolutions recognizing, honoring and commending William McBroome for ten (10) years of service; Jason Sehon for ten (10) years of service; James Henry for fifteen (15) years of service; and Erik Jones for ten (10) years of service:** General Manager Orsini and Operations Director James Henry commended their staff for their dedicated service at the McKinleyville Community Services District (MCSD). Staff was honored for their individual accomplishments and commitment to serve MCSD. The Board praised the staff being honored this evening.

**MOTION:** It was moved to adopt Resolution 2013-26 honoring William McBroome; Resolution 2013-27 honoring Jason Sehon; Resolution 2013-28 honoring James Henry and Resolution 2013-29 honoring Erik Jones. Motion by Couch; second by Corbett

**MOTION VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo  
NAYES; NONE  
ABSENT; EDWARDS  
ABSTAIN; NONE

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

**E.3 Presentation by staff and LDA Partners, architectural firm regarding the updated draft design of the Teen & Community Center:** Jason Sehon opened the discussion by summarizing events over the past 12 months leading up to the design of the Teen and Community Center. Several community meetings have been held to contract ideas for the design and functionality of the Teen Center. Eric Wohle and Carolyn Natividad with LDA Partners were present this evening. Eric presented an overview of the proposed draft design of the Teen and Community Center. He focused on the importance of the feedback obtained from the teens regarding amenities the center will offer. Brief discussion took place regarding purchasing of local organic staples and incorporating native décor in the design of the center. A community meeting is scheduled for November 7, 2013 6:00 pm at Azalea Hall for additional input from the community and teens of McKinleyville. President Mayo opened for public input and no public input was offered.

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

**E.4 Consider travel to the 2013 Special District Leadership Academy (SDLA) Conference scheduled in Napa, CA:** The Board discussed the importance of training for newly elected Board Members. If the November SDLA conference isn't feasible for the newly elected board member to attend, the Board suggests other training be scheduled. President Mayo opened for public input and no public input was offered.

**MOTION:** It was moved to approve interested Board Members to travel to the 2013 Special District Leadership Academy Conference scheduled in Napa, CA. Motion by Corbett; second by Wennerholm

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

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

General Manager Orsini requested that item E.6 be taken out of order and be presented before item E.5. The Board agreed to address item E.6 first.

**E.6 Consider Accepting Rosenberg's Rules of Order as general guidelines for conducting public meetings:** Discussion took place between Board members regarding parliamentary procedure. President Mayo opened for public input and no public input was offered.

**MOTION:** It was moved to accept Rosenberg's Rules of Order as general guidelines for conducting public meetings. Motion by Corbett; second by Couch

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

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

**E.5 Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual:** General Manager Orsini presented information for Board review regarding long term best practices creating good sound practices based on open and trustful communication. Discussion took place between staff and the Directors on the workshop support document as outlined below. GM Orsini will bring the revised Board Policy Manual back as an agenda item at the December 4, 2013 meeting to be approved by the Board. President Mayo opened for public input and no public input was offered throughout the discussion.

**PART 3-BOARD STRUCTURE**

Rule 3-1: OFFICERS

**Revision:** add the Board "*shall give strong preference for rotation of board chairs and a schedule established*"

Rule 3-2: BOARD STRUCTURE

**Revision:** add "*The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.*"

**PART 4-CODE OF ETHICS**

Rule 4-2: INFORMATION

**Revision:** add approach the General Manager "*only*" to obtain...

Rule 4-5: CONSTITUENT REQUESTS

**Revision:** add "routing their questions to the appropriate channel, *the GM*"

**PART 5-BOARD MEETING PROCEDURES**

Rule 5-6: ORDER OF AGENDA

**Revision:** change the number of days from seventeen to "*fourteen days*" prior to the Board meeting.

**PART 6-BOARD MEETING CONDUCT**

**Rule 6-1: CONDUCTED GUIDELINES** - already addressed in item E.6 – Rosenberg's Rules of Order is adopted as general guidelines for conducting public meetings.

Rule 6-7: DIRECTIONS

Revision: "A formal motion may be made to *resolve* a disputed directive, ~~on a future agenda for Board consideration~~ or to take some other action."

#### **PART 7-PARLIAMENTARY PROCEDURE**

Rule 7-10: ORDER OF DEBATE

Revision: add "*through the GM*, the Board may ask...."

**MOTION:** It was moved to adopt the proposals per staff except as amended by staff and the Board. Motion by Corbett; second by Couch

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

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

**E.7 Consider Accepting General guidelines for new Board Member Orientation Process:** Discussion took place between staff and the Directors regarding the importance of an orientation process for new board members as well as ongoing training for current members. In addition to the elements commissioned by GM Orsini, Director Corbett asked that we also include information related to Conflict of Interest; Brown Act; Prejudicial Statements; CEQA and Bidding Process. Director Wennerholm commented on the importance of an expanded facilities tour. President Mayo opened for public input and no public input was offered.

**MOTION:** It was moved to adopt General Guidelines for New Board Member Orientation pursuant per staff and Board as amended. Motion by Corbett; second by Wennerholm

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

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

**E.8 Provide Direction to staff on proceeding with investigation of MCSD Boundaries and return with proposal on annexation of specific areas:** General Manager Orsini introduced Rosalind Litzky, Environmental Planner, SHN Consulting Engineers. Ms Litzky, the Board and staff discussed the proposal on annexation of specific areas. If the Board directs staff to move forward the next step will be to define the entire process and associated estimated costs.

The Board approved staff to continue to review the potential annexation of the areas that are currently provided water or are within a natural boundary north of the Mad River and return to the Board a proposal for the next phase of work. GM Orsini will direct a letter to Patrick's Creek Community Services District proposing the annexation.

President Mayo opened for public input and no public input was offered.

#### **E.9 Consider Resolution 2013-30 approving Regular Board Meeting Dates, Time and Location for 2014**

**Calendar Year:** The board secretary recited the 2014 proposed Regular Board Meeting Dates, Time and Location for the 2014 Calendar Year. Director Mayo opened for public input and no public input was offered.

**MOTON:** It was moved to adopt Resolution 2013-30 Regular Board Meeting Dates, Times and Location for 2014 Calendar Year. Motion by Corbett; second by Couch

**MOTON VOTE: ROLL CALL VOTE:** AYES; Corbett, Couch, Wennerholm and Mayo

NAYES; NONE

ABSENT; EDWARDS

ABSTAIN; NONE

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

#### **E.10 Announcement for the 2014-2015 Association of California Water Agencies (ACWA) elected board representatives for Region 1 and consider travel to ACWA 2013 Fall Conference in Los Angeles, CA:**

Director Mayo commented on California Environmental Quality Act (CEQA) mitigation that ACWA is proposing. He will bring back more information for Board to review at the next Board Meeting. President Mayo opened for public input and no public input was offered.

**MOTION:** It was moved to approve interested Board Members to attend the 2013 ACWA Fall Conference in Los Angeles, CA. Motion by 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))**

Didn't meet.

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

Nothing to report.

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

Director Wennerholm attended the meeting and reported on the special presentation from "Taste at Humboldt Bay Tourism Center". The idea is to take the best of the area with a restaurant that features it all. The Tourism Center has received outstanding recommendations. No additional information is available on the Airport at this time.

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

Didn't meet.

**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))**

Director Corbett stated that the meeting was well attended. GM Orsini, Director Mayo, Director Wennerholm all were in attendance. The next agenda item to be addressed is security in McKinleyville.

**F.2.a - SUPPORT SERVICES DEPARTMENT:** Colleen Trask reported that the FY2012-2013 final financials are ready to be presented to the Audit Committee this month. The District's financial statement information was uploaded to the State Controller's website by deadline. The document management system is moving forward. A review of the phone services is being done due to the contract ending with AT&T. Additional information will be brought back to the Board at a later date. Colleen reviewed the attached graphs to her report revealing the power costs for water pumping and water usage.

**F.2.b - OPERATIONS DEPARTMENT:** James Henry reported the LED retrofit project is 50 percent complete.

**F.2.c - PARKS & RECREATION DEPARTMENT:** Jason Sehon gave an update on the exterior lighting retrofit at Pierson Park reporting the estimated cost savings each year would be approximately \$1,200.00. The playground is being replaced and should be completed by Monday. The Family Fall Fest & Kids' Health Fair is scheduled for this Saturday, November 9, 2013. Lastly, this Friday the irrigation system is scheduled to be installed for the Botanical Gardens. The public seems very excited about the project.

**F.2.d - GENERAL MANAGER:** Gregory Orsini asked the Board for their input regarding the attachments listed on the Agenda. The Directors agreed to keep it and give it a try for awhile.

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

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

Director Couch reported that the McKinleyville Organizing Committee is conducting a meeting scheduled for November 13, 2013 to address bicycle paths and pedestrian safety.

**AGENDA ITEM G – ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 9:12 pm. Motion by Corbett; second by Couch

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

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

Respectfully Submitted,

Kathy Wilson,  
Board Secretary