

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, OCTOBER 2, 2013 AT 7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
John Corbett, Director  
Bill Wennerholm, Director  
Russ Gans, 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 7:01 pm President Mayo called the regularly scheduled meeting to order; Directors Corbett, Couch and Wennerholm were present. Director Edwards was absent.

**AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA:**

General Manager Orsini will only be addressing Resolution 2013-24 in item E.2 this evening. The recipients of Resolution 2013-22 and Resolution 2013-23 were unavailable for tonight's meeting. This item will be brought back at the November 6, 2013 Board Meeting when the remaining recipients will be available to attend.

Director Corbett arrived at 7:03 pm.

**AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:**

**MOTION:** It was moved to approve the agenda with the exception of Item E.2. Resolution 2013-22 and Resolution 2013-23 will be continued to the November 6, 2013 Board Meeting. Motion by Wennerholm; second by Corbett

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

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

Jason Sehon led the pledge of allegiance.

**AGENDA ITEM B – PUBLIC HEARINGS:**

**B.1 Public Hearing Central Estates OSMZ # 26:**

Parks and Recreation Director, Jason Sehon reported that at the August 7, 2013 meeting, the MCSD Board of Directors approved staff's recommendation to approve the formation of the Central Estates Open Space Maintenance Zone #26. Jason gave some background information regarding JLF Construction and the development of the 162 lot Central Estates Subdivision on McKinleyville Ave and Heartwood Drive. JLF is proposing to dedicate to the District a wetland parcel containing a detention basin, an open space area and trail system. Jason asked the Board to adopt Resolution 2013-19 approving the formation of the Central Estates Open Maintenance Zone #26. Director Corbett thanked staff for including the inflation adjustments. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt Resolution 2013-19 approving the formation of the Central Estates Open Maintenance Zone #26. 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

**B.2 Second reading of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee:**

At the September 4, 2013 Board meeting the MCSD Board of Directors opened a public hearing for the first reading of Ordinance 2013-01 and set a public hearing for the second reading and adoption of the Ordinance. The proposed revisions have not changed from the first reading on September 4, 2013. Parks and Recreation Director, Jason Sehon asked the Board to open the public hearing for the second reading and adoption of Ordinance 2013-01. President Mayo opened for public input and no input was offered.

**MOTION:** It was moved to adopt Resolution 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee.

Motion by Couch; second by Corbett

**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**

**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' Special Meeting of August 26, 2013
- D.2 Consider approval of the minutes of the Board of Directors' Regular Meeting of September 4, 2013
- D.3 Consider approval of July, 2013 Treasurer's Report
- D.4 DCV Violations this month

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

**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 Informational item regarding Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence**

General Manager Orsini gave an overview of the recent completion of the SDLF District Transparency Certificate of Excellence application. Greg commended staff for collectively working together to complete the project. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of the District's activities. It is also a requirement for earning the SDLF District of Distinction award which is a benchmark in MCSD's Strategic Plan under Achieve Best Practices Awards. President Mayo commended staff on a job well done and spoke to the opportunities this will open for grant funding. President Mayo opened for public input and one member of the public spoke.

1. Jeff Dunk remarked on the positive nature this sort of thing brings when things are not acrimonious. He thought it was a very good idea and he applauded staff for going for it.

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

**E.2 Consider approving Resolution 2013-22, 2013-23, 2013-24 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 District Leadership Foundation:**

General Manager Orsini thanked Jack Durham for his participation and support in the District's quest for the SDLF District Transparency Certificate of Excellence. He asked the Directors, staff and community to join him in

acknowledging and thanking Mr. Durham for his efforts in completing the overview check list. President Mayo opened for public input and recipient Jack Durham spoke.

1. Jack Durham thanked the District for the award and commended the District on their efforts in transparency. In his dealings with the District he hadn't experienced any problems when requesting public records.

**MOTION:** It was moved to adopt Resolution 2013-24 offering our sincere appreciation to Jack Durham who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation. Motion by Corbett; second by Wennerholm

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

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

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

**E.3 Consider approving Resolution 2013-20 to amend Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees:**

Finance Director Colleen Trask proposed that the Board adopt Resolution 2013-20 to amend Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees. "The District shall charge the full returned payment fee or \$20 (twenty dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution." President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt Resolution 2013-20 amending Regulation 10, Rule 10.09 changing language to accommodate greater returned payment fees. Motion by Corbett; second by Wennerholm

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

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

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

**E.4 Consider California Special District Association (CSDA) committee seats and responsibilities for 2014:**

General Manager Greg Orsini asked the Board to consider selection for the California Special District Association (CSDA) committee seats and expert teams for 2014. Discussion took place between staff and the Board regarding the various seats, commitment of time, cost to the District and interest. Forms are due to CSDA no later than October 18, 2013. President Mayo spoke to the importance of participation on the committee seats and encouraged General Manager Orsini to apply. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to authorize General Manager Orsini and any interested Board Member to select and serve on the CSDA committee seats for 2014. Motion by Corbett; second by Wennerholm

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

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

**E.5 Consider approving Resolution 2013-21 for Public Utility Easement Deed – APN 507-261-12 & 21 and Resolution 2013-25 for Public Utility Easement Deed – APN 507-261-19:**

General Manager Orsini presented Resolution 2013-21 Public Utility Easement Deed APN 507-261-12 & 21 and Resolution 2013-25 Public Utility Easement Deed APN 507-261-19 for adoption by the Board. President Mayo opened public input and no input was offered.

**MOTION:** It was moved to adopt both Resolution 2013-21 for Public Utility Easement Deed APN 507-261-12 & 21 and Resolution 2013-25 for Public Utility Easement Deed APN 507-261-19. Motion by Corbett; second by Wennerholm

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

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

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

7:38pm Recess

7:45pm Reconvene

**E.6 Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual:**

General Manager Orsini opened discussion with the Board regarding Board/GM communications and direction for making appropriate changes to the Board Policy Manual. Discussion took place between staff and the Board. The Board agreed that the information presented this evening looked good, but asked for additional time before making recommendations on policy and procedure. It was agreed to bring these items back to the Board at the November 6, 2013 Board Meeting. President Mayo asked that the items be divided for separate motions at the next meeting. Separate rules and procedures versus implementing training. President Mayo opened public input and two members of the public spoke.

1. Jeff Dunk commended staff and Directors for problem solving now and not when in crisis. He suggested the Board Members read the policy manual as it is now and send recommendations to the General Manager.
2. George Wheeler applauded staff and the Board for making good changes. He appreciated moving the public comment to the beginning of the agenda. He also suggested engaging the public on how the process works.

**No action was taken by the Board**

**AGENDA ITEM F-REPORTS:**

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

They met and welcomed their new members. The next meeting will be in November.

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

Nothing to report.

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

Director Wennerholm reported for Director Edwards that they reviewed their loan portfolio.

**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))**

President Mayo reported that they just received the report back from HBMWD regarding the possibility to start an advisory committee.

**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))**

General Manager Orsini attended and gave an update on the Central Avenue safety grant and the general plan update. President Mayo suggested using the safety grant money to update fire hydrants. General Manager Orsini will look into it.

**F.2.a - SUPPORT SERVICES DEPARTMENT:**

Finance Director Trask reported that we have completed a 3-year actuarial review of the District to calculate the required retiree health insurance contribution. The Auditors are still working on the audit. The reserve calculations have been completed as part of the year-end process. We have chosen DocStar and are moving forward with the Document Management project.

**F.2.b - OPERATIONS DEPARTMENT:**

Operations Director Henry gave an update on the LED streetlight project. The project is halfway done and is moving forward more quickly than expected.

**F.2.c - PARKS & RECREATION DEPARTMENT:**

Parks and Recreation Director Sehon reported that he met with the McKinleyville Organizing Committee. The committee had met with several members of the community and after careful consideration they have chosen safer sidewalks and trails for their project. The bocce ball courts are continuing to be utilized by the community. He also met with some community members and Don Wallace, owner of Singing Tree Gardens. They are working on the irrigation plan for the Botanical Gardens and will be planting in the near future.

**F.2.d - GENERAL MANAGER:**

General Manager Orsini reported that the purchase of the Washington Avenue property is final. He will be attending the Technical Advisory Committee (TAC) meeting and proposing to the TAC that they support our request to Humboldt County Association of Governments (HCAOG) Board for a seat on the TAC.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:**

President Mayo reported on the California Special District Association 2013 conference that he and General Manager Orsini attended. The opportunity to gain knowledge and inspiration is invaluable to the leadership and staff of special districts. There were several legislators who made themselves available to speak with conference attendees regarding the needs rural districts.

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

Director Corbett commented on the redevelopment proposals and his concerns. President Mayo commandeered information on the forum to be sponsored by the League of Women Voters. Director Couch said that he had initiated the interest in having a forum. Brief discussion took place between staff and the Directors.

**AGENDA ITEM G – CLOSED SESSION DISCUSSION – NO CLOSED SESSION SCHEDULED**

**AGENDA ITEM H - ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting at 8:45 pm. Motion by Corbett; second by Wennerholm

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

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

Respectfully Submitted,

Kathy Wilson,  
Board Secretary