

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, MAY 7, 2014 AT 7:00PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

**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 convened at 7:02pm with the following Directors and staff in attendance:

David Couch, President  
Helen Edwards, Director  
George Wheeler, Director

Gregory Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Lesley Frisbee, Recreation Supervisor  
Becky Schuette, Board Secretary  
Sharon Denison, Ret. Board Secretary

President Couch led the pledge of allegiance.

**AGENDA ITEM A.4 ADDITIONS TO THE AGENDA:** General Manager Greg Orsini made an amendment to Agenda Item A.1 that “Call to Oder” be corrected to “Call to Order.” President Couch asked for public input and no public input was offered.

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

**MOTION:** It was moved to approve the agenda. Motion Edwards; second by Wheeler

**MOTION VOTE:** Ayes: Couch, Edwards and Wheeler  
Nays: None  
Absent: Corbett, Mayo  
Abstain: None

**MOTION SUMMARY:** Motion Passed –3 Ayes; 0 Nays

**AGENDA ITEM B – PUBLIC HEARINGS:**

**B.1 Public Hearing on the proposed assessment and the formation of the Street Light Zone #97 and Consider Adopting Resolution 2014-16 for Street Light Zone #97:** General Manager Greg Orsini reported that Proposition 218 lays out very definitive processes to initiate street lighting in landscaping act. The initiation resolution was previously approved by the board. The owner of the street light zone was provided an engineer report and a ballot and he has accepted the assessment to the street light zone #97. Ballot included in report. This was a public hearing for the opportunity to protest formation of Street Light Zone #97 and staff requested the Board review the ballot packet and discuss the formation of the zone. President Couch opened the public hearing and closed with no comments received.

**MOTION:** It was moved to adopt Resolution 2014-16 for the formation of Street Light Zone #97.

Motion by Edwards, second by Wheeler

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

**MOTION SUMMARY:** Motion Passed – 3 Ayes; 0 Nays

**AGENDA ITEM C - PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Couch opened public input and closed with no comments received.

#### **AGENDA ITEM D – CONSENT CALENDAR:**

- D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of April 2, 2014
  - D.2 Consider approval of March 2014 Treasurer's Report
  - D.3 No DCV Violations this month
  - D.4 Consider approval of Party Program fee increases for the McKinleyville Activity Center
  - D.5 Consider Approval of a Facilities Extension Agreement for Central Estates Subdivision Phase 2C
- There was no Board discussion and no public comment received.

**MOTION:** It was moved to adopt the consent calendar item D.1 through D.5.

Motion by Edwards; second by Wheeler

**MOTION VOTE:** Ayes: Couch, Edwards, and Wheeler  
Nays: None  
Absent: Corbett, Mayo  
Abstain: None

**MOTION SUMMARY:** Motion Passed –3 Ayes; 0 Nays

#### **AGENDA ITEM E – CONTINUED AND NEW BUSINESS:**

**E.1 Consider Adoption of Resolution 2014-17 recognizing, honoring and commending Lesley Frisbee for ten (10) years service:** General Manager Orsini presented and read aloud Resolution 2014-17 in honor of Lesley Frisbee's ten years of faithful service. A plaque and signed resolution were presented to Lesley by President Couch and General Manager Greg Orsini. General Manager Orsini praised her as a valuable member of the staff.

**MOTION:** It was moved to adopt Resolution 2014-17 to honor Lesley Frisbee for ten years of service.

Motion by Edwards; second by Wheeler

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

**MOTION SUMMARY:** Motion Passed – 3 Ayes; 0 Nays

**E.2 Consider participation in household hazardous waste collection event at Pierson Park Saturday, July 26, 2014:** Brent Whitener, programs manager for Humboldt Waste Management Authority, spoke from the podium and extended salutations and greetings from his board and executive director and thanked General Manager Orsini and the Board for a chance to address the Board. Mr. Whitener reported that for the sixth year in a row there will be a "road show" for household hazardous waste and reiterated that McKinleyville always offers strong participation. Mr. Whitener briefly reviewed how the cost share worked. Whitener also reported that for the very first time outside the Eureka transfer station, they will be accepting household appliances that may contain Freon or mercury switches. HWMA requested that the Board approve a 30% cost share not to exceed \$10,000 total. There was no public comment received.

**MOTION:** It was moved to participate in the household hazardous waste collection event to be held at Pierson Park on Saturday July 26, 2014 with a 30% cost share not to exceed \$10,000 total.

Motion by Edwards; second by Wheeler

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

**MOTION SUMMARY:** Motion Passed – 3 Ayes; 0 Nays

At this time it was requested by General Manager Orsini that the Board discuss agenda item E.4 prior to E.3 so that an audience attendee could leave if not needed for questions. Board agreed to hear E.4 first.

**E.4 Approve Professional Services Agreement for California Environmental Act (CEQA) Compliance Related to Wastewater Management Facility (WWMF) Improvement Project:** Greg Orsini, General Manager, presented this item and Pat Kaspari from GHD was present for questions. The General Manager read aloud the discussion points for the action and Board recommendations and reviewed the fiscal analysis. The Board had no questions or comments.

**MOTION:** It was moved to approve the budget amendment of \$43,875 and authorize the General Manager to enter into an agreement with GHD to provide services for California Environmental Act Documents related to Wastewater Management Facility Improvement Project.

Motion by Edwards; second by Wheeler

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

**MOTION SUMMARY:** Motion Passed – 3 Ayes; 0 Nays

The Board then proceeded to discuss agenda Item E.3.

**E.3 Review Water/Sewer/Streetlights DRAFT Operating Budget:** Colleen Trask, Finance Director, reported that the draft Water/Sewer/Streetlights operating budget was not vastly different from previous years. She referred to her attachment on page 58 of the Board packet. She explained that the surplus in water and sewer is part of the new rate structure which was intended to fund the loss in the reserve and the rest is needed to fill the reserves and fund future CIP project. There were no public comments or questions. Director Wheeler was pleased to see positive numbers in the draft budget. Finance Director Trask advised the Board that the final budget would be on the June agenda for review and formal approval. No vote was required.

#### **AGENDA ITEM F-REPORTS:**

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

Director Wheeler reported the committee had met and discussed the Proposed Integrated Pest Management Plan which would be applied district wide, not just with Parks and Rec. Wheeler also reported public comment regarding the restricted and unrestricted memorial benches; the formation of a skate park committee to be comprised of skaters countywide; creation of a solar fund and the possibility of portable hydration station at Pierson Park.

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

Director Edwards had nothing to report other than they will not meet until June.

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

Director Edwards reported that Director Mayo had attended and may have something to report at the next meeting.

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

Director Edwards reported that the committee did not meet

**F.1.e Audit (Corbett/Edwards)**

Director Edwards reported no updates

**F.1.f Employee Negotiations (Couch/Edwards)**

Director Edwards reported that this is completed

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

Director Wheeler reported he had attended the last meeting which included a presentation for new members with an overview of the direction of the task force. He added that the current permit expires in 2022 and the task force would be working on a plan that needs to be in place by 2016 to retain control of local water. General Manager Orsini added that the task force will be reviewing the drought contingency plan to include consideration of level of water in the reservoir and time of year. There was a brief discussion of the Boards role on the task force.

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

Did not meet

**F.1.i McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))**

Director Edwards reported that the committee had not met.

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

Colleen Trask, Finance Director reported that two months of the RRS have been deposited in a trust account and were being separately tracked and that a recovery chart was displayed on the MCSD website to track this recovery. She reported that the final budget will come to the Board June and will include a review of the strategic plan, the Appropriations Limit calculations and final CIP and budget figures for all funds. She referred to the Treasurer's report which highlights the waster/sewer fund surplus and the explanation of the graphic comparisons on pages 28-32 of the Board packet.

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

James Henry, Operations Director provided an update on the Streetlight project which is 99% completed. He briefly reviewed some of the items in his written report.

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

Lesley Frisbee, Recreation Supervisor reported on behalf of Parks and Recreation Director Sehon. Director Edwards praised Lesley on the "nice job" that she did that the Leadership Training for Teens. Lesley discussed the collection of books for exchange as well as a future mural and reviewed the schedule for the Pony Express Days events. Director Couch queried Lesley on any resulting complaints from the cancellation of Candyland by Parks and Rec. She indicated that she was only aware of one phone call.

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

Greg Orsini reported that School Road transfer to underground power would begin soon. He was unsure of any street closures that may result. He also reported that Marvin Peachy, the lessee on the Fischer Ranch property is in the process of trying to get the hay that he processes on that ranch be certified as organic. Greg Orsini also discussed the Covered Picnic Area at Pierson Park was moving forward and that they broke ground yesterday after lengthy reduction of cost and having most of the project be handled in house.

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

President Couch reported that he was excited for the Board attendance at the legislative training and that he would be lobbying for money for infrastructure.

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

Director Edwards had a musical request from James Henry to lead the group in singing happy birthday to new Board Secretary Becky Schuette.  
No other items to report.

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

**AGENDA ITEM H – ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 8:18pm. Motion by Edwards; second by Wheeler

**MOTION VOTE:** Ayes; Couch, Edwards, Wheeler  
Nays; None  
Absent; Corbett, Mayo  
Abstain; None

**MOTION SUMMARY:** Motion Passed-3 AYES; 0 NAYS

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**Sharon Denison, Acting Board Secretary**