

**MINUTES OF THE CLOSED SESSION AND REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT BOARD OF DIRECTORS
HELD ON TUESDAY, JANUARY 15, 2013 AT 6:00 PM
AZALEA HALL, 1620 Pickett Road, McKinleyville, California**

The closed session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:00pm followed by the regular meeting with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President
Helen Edwards, Director
John Corbett, Director
Bill Wennerholm, Director
Russell Gans, Legal Counsel

Greg Orsini, Interim General Manager
James Henry, Acting Operations Director
Colleen M.R. Trask, Finance Director
Jason Sehon, Parks & Recreation Director
Kathy Wilson, Board Secretary

AGENDA ITEM A.1 thru A.3-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

At 6:00pm President Mayo called the meeting to order. Directors Edwards, Wennerholm, Couch and Mayo were present. Director Couch led the pledge of allegiance.

AGENDA ITEM A.4 - CLOSED SESSION DISCUSSION:

At 6:02pm President Mayo announced that the board would convene into closed session for discussion of the following item:

- A.4 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).

At 7:06pm The Board reconvened out of closed session. Legal Counsel, Russell Gans reported from closed session no reportable action was taken by the board in closed session. President Mayo stated that Director Corbett arrived at 6:08pm to closed session after roll call was taken.

AGENDA ITEM A.5 - ADDITIONS TO THE AGENDA: There were no additions to the agenda.

AGENDA ITEM A.6 - APPROVAL OF THE AGENDA:

MOTION: It was moved to approve the agenda. Motion by Corbett; second by Couch

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM B- PUBLIC HEARINGS: NONE SCHEDULED

AGENDA ITEM C-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: No written communication received or public comments made.

AGENDA ITEM D - CONSENT CALENDAR:

1. Consider approval of minutes of the Board of Directors' Regular Meeting of December 12, 2012

2. No DCV Violations this month

3. Consider approval of November 2012 Treasurer's Report

MOTION: It was moved to approve the consent calendar. Motion by Corbett; second by Wennerholm

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

AGENDA ITEM E - CONTINUED AND NEW BUSINESS:

E.1 Election of Board Officers for 2013 Calendar Year and discuss various committee assignments that will be appointed by the President

MOTION: It was moved to Elect Dennis Mayo as President and David Couch as Vice-President for the 2013 calendar year; Motion by Edwards; second by Corbett.

President Mayo spoke and then opened the floor for public comment. Public comment was given.

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

President Mayo appointed all previous members to the current committees: 1) Recreation Advisory committee (David Couch, alternate Dennis Mayo); 2) McKinleyville Area Fund (John Kulstad); 3) Redwood Region Economic Development Commission (Bill Wennerholm, alternate Helen Edwards); 4) McKinleyville Senior Center Advisory Committee (Bill Wennerholm); 5) Audit (John Corbett, Helen Edwards); 6) Employee Negotiations (Bill Wennerholm, Helen Edwards); 7) Water Task Force (Dennis Mayo, alternate John Corbett); 8) AdHoc No Drugs & Toxics Down the Drain (David Couch, Dennis Mayo); 9) McKinleyville Municipal Advisory Committee (Helen Edwards, alternate John Corbett)

E.2 Present Community Builder Award to Northern Humboldt Employment Services

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

Parks and Recreation Director Jason Sehon commented on the outstanding efforts exhibited by individuals, businesses and organizations for their volunteer service. President Mayo invited the public to speak.

Aaron Debruyne coordinator for Northern Humboldt Employment Services introduced his staff and briefly commented on their contributions to the parks and open spaces. Coordinator Debruyne and staff are honored to receive the Community Builder Award. President Mayo thanked Aaron Debruyne and his staff for a job well done and presented them with their award.

E.3 MCSD Employee of the Year presentation to Lesley Frisbee, Recreation Supervisor

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

Lesley Frisbee was acknowledged for her outstanding service and distinguished as a valuable asset to MCSD. Jason Sehon awarded Ms. Frisbee with a trophy in her tribute.

E.4 Presentation by Marcella Clem of Humboldt County Association of Governments (HCAOG's) then discuss and consider directing staff to produce a letter with talking points regarding HCAOG's Regional Housing Needs Allocation (RHNA) guide lines to be presented at the January 17 HCAOG meeting

INFORMATIONAL ITEM:

MOTION: It was moved that Interim General Manager Greg Orsini and Director John Corbett work together to produce a letter with talking points regarding HCAOG's Regional Housing Needs Allocation (RHNA) guidelines and present at the January 17, 2013 HCAOG meeting. Motion by Edwards; second by Couch

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

E.5 Approve Professional Services Agreement for design for Waste Water Management Facility (WWMF) Improvement Project to Kennedy/ Jenks and authorize interim General Manager to sign agreement

MOTION: It was moved to approve the Professional Services Agreement for design for Waste Water Management Facility (WWMF) Improvement Project to Kennedy/Jenks. Interim General Manager Greg Orsini is authorized to sign the agreement. Motion by Edwards; second by Couch

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

E.6 Draft support letter to the County of Humboldt Board of Supervisors to consider changing the name of the Arcata Eureka Airport (ACV) to the Redwood Coast Regional Airport (ACV)

MOTION: It was moved to approve the letter written by staff to the County of Humboldt Board of Supervisors to consider changing the name of the Arcata Eureka Airport (ACV) to the Redwood Coast Regional Airport (ACV). Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

E.7 Consider approval of Resolution 2013-05 Regular MCSD Board Meeting Dates, Times and Locations for 2013 Calendar Year

MOTION: It was moved to approve Resolution 2013-05 schedule for the Regular MCSD Board Meeting Dates, Times and Locations for the 2013 Calendar Year. Motion by Edwards; second by Couch

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

E.8 Resolution 2013-01 to amend Regulation 5, Rule 5.02 adding additional language requiring co-applicant signature; and revisions to Rule 5.04

MOTION: It was moved to approve Resolution 2013-01 to amend Regulation 5, Rule 5.02 adding additional language requiring co-applicant signature; and revisions to Rule 5.04. Motion by Edwards; second by Corbett

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

E.9 Approve Resolution 2013-02 to consider nomination of Gregory P. Orsini for election to the California Special District Association Board of Directors

MOTION: It was moved to approve Resolution 2013-02 nominating Gregory P. Orsini for election to the California Special District Association Board of Directors. Motion by Corbett; second Edwards

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

AGENDA ITEMS F-REPORTS:

F.1.a - RAC (Recreation Advisory Committee): Next meeting is scheduled for Thursday, January 17, 2013 @ 6:00pm at MCSD conference room.

F.1.b - MCK AREA FUND: Director Edwards reports that the Area Fund has just published their request for proposals. They have a \$5,000 amount available to give to qualifying non-profits. Applications are due by February 20, 2013. Applications will be reviewed and the allocations of funds will be announced in March 2013.

F.1.c - RREDC (Redwood Region Economic Development Commission): Nothing to report.

F.1.d - MCK SENIOR ADVISORY COMMITTEE: Nothing to report.

F.1.e - AUDIT: Nothing to report.

F.1.f - EMPLOYEE NEGOTIATIONS: Nothing to report.

F.1.g - WATER TASK FORCE: Nothing to report.

F.1.h - ADHOC NO DRUGS AND TOXICS DOWN THE DRAIN: President Mayo reports they had a successful pharmaceutical pick up on Saturday.

F.1.i – MCKINLEYVILLE MUNICIPAL ADVISORY COMMITTEE (MMAC): Director Edwards reports that the MMAC meetings have been well attended. The input from the community has created a broad variety of issues being discussed at the meetings.

F.2.a - SUPPORT SERVICES DEPARTMENT: Director Colleen M.R. Trask asked the board to notice the extra page in her report showing the reserve policy and gave an overview to the Board. Fund ratios will be added at a later date. The update for the PG&E LED Streetlight replacement project is with the PG&E loan committee upon approval of our application, funding will be available and the project will launch. Staff has implemented a new procedure that will allow the audio from the Board Meetings to be accessible on YouTube at no cost to the District. Continued work is being done with Pierce regarding rate increase and will be brought back to the Board as soon as there is something to report.

F.2.b - OPERATIONS DEPARTMENT: Nothing to Report

F.2.c - PARKS & RECREATION DEPARTMENT: Jason Sehon reported on the process of how information is obtained for our newsletter. In the search of new ideas he has opened it up to staff at the District Office for their input. Jason said he had good input and feels he received new and innovative ideas from staff.

F.2.d - GENERAL MANAGER: Interim General Manager reported on the personality profile (DISC) that all MCSD employees took in December, 2012. He commented on how the understanding of the process will aid in conflict resolution and will assist with productivity and understanding of each person's strengths and weaknesses.

F.4. BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: Director John Corbett reminded staff that they can at anytime ask a question of the Board during these proceedings.

AGENDA ITEM G-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 9:04pm. Motion by Corbett; Second by Edwards

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson
Board Secretary