

**MINUTES OF THE CLOSED SESSION AND REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, FEBRUARY 13, 2013 AT 6:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The closed session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:00 pm 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  
Colleen M.R. Trask, Finance Director  
James Henry, Acting Operations Director  
Jason Sehon, Parks & Recreation Director  
Kathy Wilson, Board Secretary

**SPECIAL MEETING**

**AGENDA ITEM A.1 thru A.2 -CALL TO ORDER, ROLL CALL:**

At 6:00 pm President Mayo called the meeting to order. Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present.

**AGENDA ITEM A.3 – CLOSED SESSION DISCUSSION:**

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

- A.3.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)

**AGENDA ITEM A.4 - REPORT OUT OF CLOSED SESSION:**

At 6:55 pm The Board reconvened out of closed session. Interim General Manager Greg Orsini reported during closed session the Board appointed Directors John Corbett and Helen Edwards to participate in future communications with County of Humboldt representatives regarding future settlement negotiations relating to the case, along with Russell Gans, District Legal Counsel and Tiffany Wright, Attorney of Record in the litigation. The appointment was made on the motion of Director Couch, seconded by Director Wennerholm and approved by Directors Couch, Wennerholm, Corbett, Edwards and Mayo.

**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, Edwards and Wennerholm were present. President Mayo asked Jack Durham of the McKinleyville Press to lead in 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 Corbett; second by Couch

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

**MOTION SUMMARY:** Motion Passes – 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:**

**D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of January 15, 2013**

**D.2 Consider approval of December 2012 Treasurer's Report**

**D.3 DCV violations this month**

**D.4 Consider approval of proposed Hiller Sports Complex youth sports organizations Facility Use Agreement Contracts**

**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 Presentation of Community Builder Award for Norman Shopay**

Parks and Recreation Director Jason Sehon reported that staff would like to posthumously present the Community Builder Award to Norman Shopay, former General Manager of McKinleyville Community Services District (MCSD). Norman worked as General Manager for MCSD from 2010 until his untimely passing in November 2012. Under the direction of Norman as General Manager, District staff had many successes and accomplishments over the course of the last three (3) years. Norman is certainly a worthy recipient of this prestigious award. It is staffs hope that Norman's legacy will continue to live on for years to come and perhaps by presenting this Community Builder Award to him will serve as a reminder of how much Norman contributed to our community in the short time he was with us. Nancy Shopay received the award for Norman on February 1, 2013 while she was visiting McKinleyville.

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

**E.2 Workshop to Develop a Vision and Mission Statement as Components for the Strategic Plan**

Brent Ives, BHI Management Consulting held a Strategic Planning workshop for the McKinleyville Community Services District Board of Directors. The workshop focused on developing a Vision and Mission Statement as Components for the Strategic Plan. President Mayo opened the floor for public comment. Members of the public spoke.

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

**E.3 Consider adopting Resolutions 2013-03 & 2013-04 initiating proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for fiscal year 2013/2014; Declaring Intention to Levy and Collect the Fiscal Year 2013/2014 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, accepting and approving the Engineer's Report and setting the Public Hearing**

The Board adopted Resolution 2013-03 which initiated the annual levy process and preparation of the Engineer's report; and Resolution 2013-04 which declared the Board's intention to levy the assessments for Fiscal Year 2013/2014 and set March 6, 2013 as the date for the public hearing.

**MOTION:** It was moved to adopt **Resolution 2013-03** initiating proceedings for the Measure B Maintenance Assessment District. Motion by Edwards; second by Corbett

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

**MOTION SUMMARY:** Motion passed – 5 AYES; 0 NAYS

**MOTION:** It was moved to adopt **Resolution 2013-04** declaring Intention to Levy and Collect the Fiscal Year 2013/2014 Annual Assessments for the Measure B Maintenance District. 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.4 Consider Resolution 2013-06 to change the Public Employees Retirement Benefit pre-tax contributions for new employees**

**MOTION:** It was moved to adopt Resolution 2013-06 to change the Public Employees Retirement Benefit pre-tax contributions for new employees. Motion by Corbett; second by Wennerholm

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

**MOTION SUMMARY:** Motion passed – 5 AYES; 0 NAYS

**AGENDA ITEM E.5 thru E.7 – The Board moved to continue Item E.5 thru E.7 to the next regularly scheduled meeting.**

**E.8 Approve a possible budget modification for the Prop.50 Intertie Project with Humboldt Bay Municipal Water District**

**MOTION:** It was moved to approve possible budget modification for the Prop.50 Intertie Project with Humboldt Bay Municipal Water District. Motion by Edwards; second by Corbett

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

**MOTION SUMMARY:** Motion passed – 4 AYES; 0 NAYS – Director Couch Abstained

**AGENDA ITEM F-REPORTS:**

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

Nothing reported.

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

Nothing reported.

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

Nothing reported.

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

Nothing reported.

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

Nothing reported.

**F.1.f Employee Negotiations (Wennerholm, Edwards)**

Nothing reported.

**F.1.g Water Task Force ((Mayo, Corbett (alternate))**

Nothing reported.

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

Nothing reported.

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

Nothing reported.

**F.2.a - SUPPORT SERVICES DEPARTMENT:** Director Colleen M.R. Trask reported an adjustment that will appear on the treasurer's report regarding the Quimby Funds belonging to the District. After doing some research it was decided that the funds should be reflected on the balance sheet as restricted funds. Regarding the Streetlights LED project, PG&E recently experienced some staff turnover. We are working with the new staff members to complete the financing proposal so the project can advance.

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

**F.2.c - PARKS & RECREATION DEPARTMENT:** Jason Sehon commended MCSD employee Bill McBroome for his work on repairing the heating system at Azalea Hall. Because of his talent as an electrician we were able to conduct the meeting in a heated building. MCSD is fortunate to have him on staff.

**F.2.d - GENERAL MANAGER:** Interim General Manager reported that we have had some difficulties passing the Acute Toxicity test again. MCSD had some difficulties in December with the ammonia levels. Interim General Manager noted that these issues will be removed when the upgrade is complete.

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

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

Director John Corbett commented on attending and testifying, along with Interim General Manager Greg Orsini at the Humboldt County Association of Government (HCAOG) meeting. While they were not successful in changing the allocation, he reported that they were received well.

**AGENDA ITEM G-ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 9:55 pm. Motion by Mayo; second by Corbett

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

**MOTION SUMMARY:** Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,  
Board Secretary