

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD  
ON TUESDAY, FEBRUARY 26, 2013 AT 6:00 PM  
MCSD DISTRICT OFFICE, 1656 SUTTER ROAD, MCKINLEYVILLE, CA.**

The closed session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:04 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President  
David Couch, Vice President  
Helen Edwards, Director  
Bill Wennerholm, Director

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

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

At 6:04 pm President Mayo called the meeting to order. Directors Couch, Edwards, Wennerholm and Mayo were present. Director Dennis Mayo led the pledge of allegiance.

**AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA:** There were no additions to the agenda.

**AGENDA ITEM B – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** No members of the public were present.

**AGENDA ITEM C – CONTINUED AND NEW BUSINESS:**

**C.1 Discussion of the Draft Capital Improvement Plan for the Parks & General Fund, Fiscal Year Ending June 30, 2014**

Finance Director Colleen Trask presented the draft Fiscal Year 2013-2014 Capital Improvement Program (CIP) covering the next ten fiscal years.

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

**C.2 Technical, Managerial and Financial (TMF) tune-up**

The California Department of Public Health sent out a survey titled Technical, Managerial and Financial (TMF) Tune-up for Public Water Systems. McKinleyville Community Services District completed the survey and is expecting a positive Individualized Development Plan (IDP) due to the highly trained and certified staff along with an excellent maintenance program. Acting Operations Director James Henry presented the survey to the Board for review. Director Couch noted that the water system used is surface water and not ground water. The Board received the survey and directed James to follow up and make corrections to the survey as needed. No other action is required by the Board.

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

**C.3 Consider approving update of MCSD Records Retention Policy adding “Claim” information to the policy**

**MOTION:** It was moved to approve the update of MCSD Records Retention Policy adding “Claim” information to the policy

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

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

**AGENDA ITEM D – REPORTS:** Nothing to report

**AGENDA ITEM D.1 – ACTIVE COMMITTEE REPORTS:** Nothing to report

**AGENDA ITEM D.2 – STAFF REPORTS:** Nothing to report

**AGENDA ITEM F – CLOSED SESSION DISCUSSION:**

At 6:32 pm President Mayo announced that the Board would convene into closed session for discussion of the following item:

F.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: Interim General Manager—Greg Orsini.

At 8:10 pm the Board reconvened out of closed session. Director Mayo reported from session no reportable action was taken by the Board in closed session.

**AGENDA ITEM G - ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 8:12 pm. Motion by Edwards; second by Couch

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

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

Respectfully Submitted,

Kathy Wilson,  
Board Secretary