

**MINUTES OF THE *SPECIAL* MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, MAY 13, 2015 AT 6:30PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 Roll Call: The special meeting of the Board of Directors of McKinleyville Community Services District convened at 6:33 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler present.

John Corbett, President

George Wheeler, Vice President

David Couch, Director

Helen Edwards, Director

Dennis Mayo, Director

Gregory Orsini, General Manager

Becky Schuette, Board Secretary

A.2 Closed Session Discussion: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini. There was no public comment.

The meeting was adjourned to closed session at 6:35 pm.

A.3 Report out of Closed Session: There was no report.

A.1 CALL TO ORDER and ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance.

John Corbett, President

George Wheeler, Vice President

David Couch, Director

Helen Edwards, Director

Dennis Mayo, Director

Gregory Orsini, General Manager

Colleen M.R. Trask, Finance Director

James Henry, Operations Director

Lesley Frisbee, Recreation Supervisor

Becky Schuette, Board Secretary

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Corbett.

A.3 Additions to the Agenda: There were no additions to the agenda.

A.4 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Helen Edwards; Second: Dennis Mayo

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett;

MOTION SUMMARY: Motion Passed

AGENDA ITEM B PUBLIC HEARINGS: There were no public hearings scheduled.

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Corbett opened public comment and the following members of the public commented:

Katrina Ehrnman, Branch Manager of the McKinleyville Public Library, requesting the Board to waive the facility fee of the Hewitt Room for the Humboldt Folk Dancers workshops. President Corbett asked if the staff has discretion to waive this without a proposal to the Board. General Manager Orsini advised he did have discretion; however it was several events and ongoing, he believed it should be presented to the Board. Corbett referred the matter back to staff and they would come back with a recommendation or it will be placed on the Board agenda. These events begin June 19. Director Dennis Mayo offered to pay for the first event, \$99, so that the first event could proceed. The rest of the costs would need to be worked out. Director Edwards inquired of staff that this may be setting an unwarranted precedent for waiver of fees. General Manager Orsini advised that historically, waiver of fee requests went before the Board.

Diana Fraga, 3117 E Street, Eureka. She spoke with the Board regarding the removal of an MCSD deed restriction on a home that is outside the jurisdiction and annexation by Arcata in the Boyd Road area. President Corbett Directed the General Manager to speak with LAFCo and the City of Arcata regarding the matter.

There was no further public comment.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of April 1, 2015

D.2 Consider approval of March 2015 Treasurer's Report

D.3 No DCV Violations this month

D.4 Consider Approval of a Facilities Extension Agreement for Ocean West Mobile Home Park Sewer Mainline Realignment

MOTION: It was moved to accept the consent calendar item D.1 – D.4.

There were no objections and no comments by the public.

Motion: Helen Edwards; Second: David Couch

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Approve Resolution 2015-11 to Grant Access Easement to increase width for access to Arcata Fire Protection District Property: General Manager Greg Orsini presented the report regarding the improvements to the McKinleyville Fire Station. The easement on the property causes a jog in the property line on the west side of the station. The future improvement plans will allow the fire apparatus to enter their station from the west side; however, it is currently not wide enough. Chief Desmond Cowan spoke to the Board regarding the modernization improvements to the station and the importance of the improvements to the McKinleyville Community. There were no questions from the Board and no public comment.

MOTION: It was moved to approve Resolution 2015-11 to Grant Access Easement to increase width for access to Arcata Fire Protection District Property.

Motion: Helen Edwards; Second: Dennis Mayo

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.2 Humboldt State University Engineering Department Capstone Project: Operations Director James Henry introduced the item regarding the Capstone Group which is a part of the Environmental Resources Engineering (ERE) program from the Humboldt State University Engineering Department. The group was interested in working on some of the Districts upcoming projects. Three groups were provided separate tasks which are all significant to and in the planning process by the District. PowerPoint presentations were presented by each of the groups.

Renewable Energy Consultants (REC) consisted of students Matthew Bruder, Peter Seidel, Rachel Barry and Ryan Kaplan and they presented on the topic of the McKinleyville Wastewater Treatment Facility Renewable Energy Project.

A Brief recess was called at 8:00 pm

At 8:12 pm the session was returned to order and Professor Andrea Achilli, Assistant Professor and the groups' advisor, spoke briefly about the Capstone Project.

Blue Heron Consulting, consisting of students Lauren Adabie, Steve Hemstreet, Nicholas Reny and Michael Collins, presented on the Constructed Wetland Rehabilitation and Coho Rearing Habitat Design.

Group three, WaterWorks Industries was made up of students Logan Baumgartner, Nicholas Campbell, Austin Corbett and Jacob Lodeen. This group presented on the MCSD Capital Improvement Plan Infrastructure Upgrades.

Each of the presentations had questions and answer periods for the Board to query the students if needed.

All of the students in this semester's Capstone design class are graduating this spring from the ERE program, which means that they have completed all of their coursework and are eligible to work as engineers.

The following members of the public spoke:

Meighan O'Brien inquired about the holding tank size.

Ken Miller had a question about the solar project and net metering.

Staff and the Board praised the presentations and provided a great deal of verbal appreciation. This was an informational item only.

E.3 Consider Approval to Authorize the Board President to Execute the Design and Consulting Contract with Villara Corporation and Approve Resolution 2015-12: General Manager Orsini introduced the topic and advised the Board that Beutler Solar had changed its name to Villara Corporation and that it was a name change only. He referred the Board to Attachment 1 for further explanation. He then explained that after speaking with counsel he was requesting that the Board hold off on the second bullet point in his recommendation. President Corbett reiterated that second bullet,

approve Resolution 2015-12, is being stricken if they say “per staff” in the Motion. The General Manager then introduced Curt Wylie of Villara Corporation who spoke briefly.

MOTION: It was moved to authorize the Board President to execute the Design and Consulting Contract subject to Board approval and public comments.

Motion: Dennis Mayo; Second: George Wheeler

At this time, Director Edwards pointed out several errors and typos throughout the contract and stated her disappointment in the contract and lacking or contradictory recommendations. A lengthy discussion continued among the Board and staff.

The following members of the public commented:

Meighan O’Brien inquired if any other companies had been considered during the process.

Jeff Dunk commented and advised that he liked staff’s recommendation.

Discussion continued after the public comment and Director Mayo requested his motion be amended to include some minor corrections.

MOTION: It was moved to authorize the Board President to execute the Design and Consulting Contract with the correction in Article 8, section 8.3 to read “...satisfaction of the Owner” rather than Contractor and that article 11.3 have the correction to the end of the paragraph changing 12.2 to 11.2.

ROLL CALL: Ayes; Couch, Edwards, Mayo, and Wheeler

Nays; Corbett

MOTION SUMMARY: Motion Passed

Another brief discussion occurred before moving on.

E.4 Consider Adoption of a Policy to Guide Staff in the Drafting of an Integrated Pest

Management Plan (IPMP): General Manager Orsini presented the agenda item and read aloud the proposed IPMP policy. Director Wheeler requested that “reduced” be removed from the policy and added that he would like the policy to be reviewed annually and wanted that included in the policy language.

The following members of the public made comments:

Colin Fiske had a concern about “reduced risk chemical controls.”

Ken Miller advised he was expecting the workshop format again and also wants further discussion about “reduced risk”.

There was further discussion among the Board and staff regarding the specificity of certain language in the policy. No further comment by the public.

MOTION: It was moved to adopt the Policy as amended by removing “or reduced” and adding “and public health” to the first sentence of the second paragraph.

The original policy read:

McKinleyville Community Services District will utilize the most environmentally sound approaches to pest management, eliminate or reduce where feasible the use of pesticides to minimize environmental and health impacts of pest and vegetation management in all cases. To accomplish this, staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls.

Pests will be controlled to preserve the integrity of facilities, and infrastructure. Reduced risk chemical controls will be used when necessary after primary control solutions have been exhausted. In the event reduced-risk chemical controls are not effective Board action will be required before further treatment. Pesticides will not be used to control pests for aesthetic reasons alone.

Motion: Helen Edwards; Second: Dennis Mayo

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

The adopted motion amended the policy to read:

McKinleyville Community Services District will utilize the most environmentally sound approaches to pest management, eliminate ~~or reduce~~ where feasible the use of pesticides to minimize environmental and health impacts of pest and vegetation management in all cases. To accomplish this, staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls.

Pests will be controlled to preserve the integrity of facilities, ~~and~~ infrastructure, and public health. Reduced risk chemical controls will be used when necessary after primary control solutions have been exhausted. In the event reduced-risk chemical controls are not effective Board action will be required before further treatment. Pesticides will not be used to control pests for aesthetic reasons alone.

E.5 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2015-16:

Finance Director Colleen Trask advised the Board that this was a similar presentation to the other department budgets presented in previous months. Director Edwards asked about the reserves portion of the budget. President Corbett queried if the replacement pipe policy would be added to the budget for financial planning purposes. It was also proposed that we write a thank you letter to the Capstone students for their presentations.

There was no further comment from the Board and no public comments.

This item was informational only.

E.6 Approve Resolution 2015-10 for Public Utility Easement Deed – APN 510-171-040 Ocean

West Mobile Home Park: General Manager Orsini reported on the requested new easement necessary for the completion of the Ocean West Sewer Mainline Realignment project. This would allow for the repair and realignment of portions of the sewer main. There was no public comment and no Board comments.

MOTION: It was moved adopt staff recommendation to approve Resolution 2015-10.

Motion: Helen Edwards; Second: Dennis Mayo

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

E.7 Review and set Parameters for the November 2015 General Election for the McKinleyville Community Services District Board of Directors expiring positions:

Board Secretary, Becky Schuette reviewed the information for this item and explained that historically, election candidates paid their own publishing costs and that the length of the statements was limited to 200 words. There was also a brief discussion about the cost of a contested versus uncontested election for the District to incur. An approximate cost for a contested election is \$23,000; whereas there is no cost to the District

if the election is uncontested. The last election, which had four candidates for three positions, cost the District \$43,000.

MOTION: It was moved adopt staff recommendation to have the candidates pay all publishing costs for the candidate's statements and that statements be limited to 200 words.

Motion: Dennis Mayo; Second: Helen Edwards

ROLL CALL: Ayes; Couch, Edwards, Mayo, Wheeler and Corbett

MOTION SUMMARY: Motion Passed

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

a. Recreation Advisory Committee (Wheeler/Couch (alternate))

Director Wheeler reported that the General Manager had come to the last meeting and spoke with the committee about the Teen Center. He added all of the members were present, they had a discussion about rules and that Recreation Supervisor Lesley Frisbee had done a great job; it was a very well run meeting.

b. Area Fund (John Kulstad)

Director Edwards reported that the committee had met and given out the annual awards.

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

Director Mayo reported that the last meeting was primarily informational. The Open door Clinic, being run by Herman Spitzer is opening in Fortuna. He also added that Spitzer was in negotiations to get the nursing program back at HSU. Mayo advised there was a solid real money offer for the ranch at the end of Baird Road and that it is in escrow.

d. McKinleyville Senior Center Advisory Committee (Edwards)

Director Edwards had nothing to report; did not meet. However, the General Manager and Recreation Supervisor Lesley Frisbee did sit in on their last Board meeting. It was indicated by the Seniors that they have no need for the Advisory Committee to meet, therefore, they have not called a meeting. Director Edwards will be seeking a list of all of the Advisory Committee members.

e. Audit (Corbett/Edwards)

Nothing to report; did not meet

f. Employee Negotiations (Couch/Edwards)

Nothing to report; did not meet.

g. Water Task Force (Wheeler/Corbett (alternate))

Nothing to report; did not meet.

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

Nothing to report; did not meet.

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

Director Edwards reported on an update from HCSO and there are eight new deputies. County Public works was present to discuss the Central Avenue upgrades; however, they failed to bring

the requested alternatives so they have been asked to return to the next meeting with alternatives. There was a lengthy discussion regarding zoning and the county compliance with the lawsuit. President Corbett requested the rezoning topic be an agenda item sometime in the future. .

j. Cornerstone Committee (Couch)

Nothing to report; have not yet met.

F.2 Staff Reports:

- a. Support Services Department:** Finance Director Colleen Trask reported that the draft budget did include revenue adjustment related to the water consumption reduction numbers. It appears that it will be 4% and that she is hoping for a final number before the final budget. She also discussed the completion of the Mad River Intertie project funded through Humboldt Bay Municipal Water District by a Prop 50 grant.
- b. Operations Department:** Operations Director James Henry had nothing further to add at this time.
- c. Parks and Recreation Department:** Recreation Supervisor Lesley Frisbee had nothing further to add at this time.
- d. General Manager:** General Manager Orsini reminded the Board members attending CSDA Legislative Days that the Governance Awards and District of Distinction would be awarded during lunch on Wednesday. He briefly talked about the water reduction and that McKinleyville is averaging 12% already. Central Avenue tree replacement and the contract with County public works were also discussed. He indicated that the SWAP crews being provided to MCSD would be locked into the new contract. The final topic was regarding the transportation arrangements for the Legislative Days attendees.

F.3 President's Report: President Corbett had nothing to report.

F.4 Board comments, announcements, reports and agenda item requests: Director Mayo provided the General Manager with flyers for the annual "Save our Water" publication campaign. He asked that an item be placed on the next agenda as an informational discussion item. Director Wheeler reported that he had listened to a speech by Felicia Marcus that was delivered on May 7, 2015 to MIT Club of Northern California regarding urban water usage and where the state is going and encouraged everyone else to see it as well. Director Corbett added that the Governor stated that he wanted to have water for commerce, rather than for lawns.

AGENDA ITEM G ADJOURNMENT:

President Corbett adjourned the meeting at 11:04 PM


Becky Schuette, Board Secretary