

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON TUESDAY, NOVEMBER 13, 2012 AT 10:00AM AT THE DISTRICT OFFICE,
1656 SUTTER ROAD, MCKINLEYVILLE**

The special meeting of the Board of Directors of McKinleyville Community Services District convened at 10:00AM with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President (Arrived at 10:10am)
Helen Edwards, Director
John Corbett, Director
Bill Wennerholm, Director

Greg Orsini, Operations Director
Colleen M.R. Trask, Finance Director
Jason Sehon, Park & Recreation Director
Kathy Wilson, Board Secretary
Russ Gans, District Counsel

AGENDA ITEM A-CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, ADDITIONS TO THE AGENDA:

At 10:00am President Mayo called the meeting to order. Directors Corbett, Edwards, Wennerholm were present and Director Couch was delayed. Director Corbett led the pledge of allegiance. There were no additions to the agenda.

AGENDA ITEM B-APPROVAL OF THE AGENDA

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

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

MOTION SUMMARY: Motion Passed- 4 AYES; 0 NAYS

AGENDA ITEM C-PUBLIC HEARINGS-NONE SCHEDULED

AGENDA ITEM D-CONSENT CALENDAR ITEMS-NONE SCHEDULED

AGENDA ITEM E-NEW BUSINESS

E.1 Direct staff to draft and publish a formal public announcement regarding: the untimely passing of Norman Shopay and statement of MCSD appreciation.

MOTION: It was moved to approve the announcement; Motion by Mayo, second by Wennerholm. Staff asked for clarification regarding coordination of this announcement with Mr. Shopay's wife. Board redirected staff to coordinate approval of public announcement with Mr. Shopay's family and included it in the motion.

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

MOTION SUMMARY: Motion Passed- 4 AYES; 0 NAYS

E.2 Appoint Greg Orsini (or alternative) Interim General Manager

- a. **Field candidate nominations from Board for Interim General Manager Appointment**
- b. **Appoint Interim General Manager**

President Mayo opened the floor for nominations.

MOTION: It was moved to approve the nomination of Greg Orsini as Interim General Manager. Motion by Wennerholm; second by Edwards; no public comment

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

MOTION SUMMARY: Motion Passed- 4 AYES; 0 NAYS

Director Couch joined the meeting.

E.3 Direct Staff to prepare a list of ongoing District projects for presentation to the Board for prioritization at a subsequently noticed special meeting of the Board

Finance Director Trask recommended staff continue preparation of list of projects for presentation at a later date. Input from Board included a request for a timeline of completion and differentiation of operational projects considered normal in the course of business and what would be classified under special projects for Board approval.

MOTION: It was moved to direct the staff to prepare the list. Motion by Couch; Second by Edwards

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

E.4 Discuss and set schedule for a memorial in honor of Norman Shopay

Board discussed the need to set a schedule for a memorial with the potential of joining with Rotary in presentation of service. Discussion of timeline continued emphasizing need to coordinate with family. Mr. Orsini volunteered to make contact and report back to board. Board concurred, no action taken at this time.

President Mayo requested staff fly flag at half mast for the week of Thanksgiving.

E.5 Discuss and set schedule for subsequent Special Meeting(s) of the MCSD Board of Directors

Operations Director Orsini discussed with Board the notification requirements for special meetings and the ability to call special meetings with a 24 hour notification. Board discussed time and dates for subsequent meetings. Board discussed setting meeting time to November 27 at 7:00 p.m.

MOTION: It was moved to set next meeting for November 27, 2012. 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 F-REPORTS-NO REPORTS SCHEDULED

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

Ron Coffman, citizen, expressed condolences and appreciation of Mr. Shopay's approach to business and problem solving; suggested naming new teen center after Mr. Shopay. President Mayo acknowledged the kind words and kind thoughts.

AGENDA ITEM H-CLOSED SESSION DISCUSSION – NONE SCHEDULED

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 10:28 am. Motion by Couch; 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