

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON TUESDAY, NOVEMBER 27, 2012 AT 7:00 PM AT THE DISTRICT OFFICE,
1656 SUTTER ROAD, MCKINLEYVILLE**

The special meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 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

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

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

At 7:01 pm President Mayo called the meeting to order. Directors Corbett, Couch, Edwards and Wennerholm were present. Director Edwards 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 Couch; second by Edwards

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

MOTION SUMMARY: Motion Passed- 5 AYES; 0 NAYS

President Mayo requested public comment on the closed session items. None was made and he closed the public comment.

AGENDA ITEM C-CLOSED SESSION DISCUSSION:

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

- C.1 PUBLIC EMPLOYEE APPOINTMENT, EMPLOYEE TERMS
AND PERFORMANCE EVALUATION – Interim/Acting General Manager Greg Orsini

At 7:03 pm the Board convened to closed session.

At 7:21 pm the Board reconvened out of closed session.

**On Item C.1 PUBLIC EMPLOYEE APPOINTMENT, EMPLOYEE TERMS
AND PERFORMANCE EVALUATION – Interim/Acting General Manager Greg Orsini**

1. Compensation plus 20% of the Operations Director wage effective November 16, 2012 and receive one additional administrative leave day per month.
2. Timeline for interim period will be until the March, 2013 Regularly Scheduled Board Meeting pending the decision for permanent hire. This will allow staff time to compile a transition plan, have it reviewed by local Attorney and return to the Board by the March, 2013 Board Meeting.
3. Schedule a performance evaluation which will be due at the end of the 120 day term.
4. Understanding of employment states if Greg Orsini is not hired permanently as General Manager for McKinleyville Community Services District, he will be reinstated as District's Operations Director.

MOTION: It was moved to accept staff recommendation, numbers 1 thru 4. Motion by Mayo; second by Edwards

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

MOTION SUMMARY: Motion Passed- 5 Ayes; 0 Nays

AGENDA ITEM D-CONSENT CALENDAR:

D.1 Consider approval of draft minutes of the Board of Directors' Special Meeting of November 13, 2012

MOTION: It was moved to approve Consent Calendar. Motion by Couch; second by Edwards

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

MOTION SUMMARY: Motion passed-5 AYES; 0 NAYS

AGENDA ITEM E-NEW BUSINESS:

E.1 Review and consider authorizing approval and execution of Special Facilities Agreement with Humboldt Bay Municipal water District and City of Arcata

MOTION: It was moved to proceed with the execution of the Special Facilities Agreement with Humboldt Bay Municipal Water District and the City of Arcata; motion by Edwards, seconded by Wennerholm.

MOTION VOTE: Ayes: Corbett, Edwards, Wennerholm, and Mayo – Director Couch identified he had a conflict of interest and disqualified himself

MOTION SUMMARY: Motion Passed- 4 AYES; 0 NAYS

E.2 Approve compensation and terms for Interim General Manager Gregory Orsini

ADDRESSED AFTER CLOSED SESSION RECONVENED

E.3 Informational item regarding Public Service Announcements and Memorial for Norman Shopay

Parks & Recreation Director Jason Sehon updated the Board on the progress made for the public service announcements and memorial for Norman Shopay. MCSD published a more formal public service announcement and scheduled a memorial service in honor of Norman Shopay for November 27, 2012 from 1:00pm to 3:00pm at Azalea Hall. Jason Sehon said the Mad River Rotary Club agreed to share the cost of the memorial, which has received good media coverage. A collection of photos and quotes were assembled to be viewed during the memorial service. The Board and staff discussed in more detail the agenda for the memorial. The Board directed staff to respond to all letters and cards received by sending a personal thank you note from MCSD. Interim General Manager Greg Orsini commended and thanked Jason for taking the lead and doing an outstanding job with the coordination of the memorial service.

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

E.4 Informational item regarding list of District Projects

Finance Director Colleen M.R. Trask reviewed the list of District Projects and prioritization of projects. Attachment A of the MCSD Project Schedule – 2012 outlined the original timeline, adjusted timeline, approved budget and expected funding source for each pending project.

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

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

Board discussed time and dates for subsequent meetings. The next scheduled Regular Board Meeting is scheduled for December 12, 2012 at 7:00pm at Azalea Hall. The Board then discussed and confirmed the setting of the Regular Board Meeting in January 2013 for Tuesday, January 15, 2013 at 7:00pm at Azalea Hall.

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

AGENDA ITEM F-REPORTS: NONE SCHEDULED–NOTHING TO REPORT

AGENDA ITEM G-PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: NONE SCHEDULED

Director Corbett suggested rewording the agenda to reflect something differently such as "NONE CURRENTLY SCHEDULED" which would allow comment if needed. Interim General Manager Greg Orsini indicated the agenda would be corrected to allow comment if nothing was scheduled.

AGENDA ITEM H-PUBLIC HEARINGS: NONE SCHEDULED-NOTHING TO REPORT

AGENDA ITEM I-ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 8:10pm. Motion by Corbett; second by Couch.

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

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary