

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, SEPTEMBER 4, 2013 AT 6:30 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 6:31 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President
John Corbett, Director
Helen Edwards, Director
Bill Wennerholm, Director
Russ Gans, Counsel

Greg Orsini, General Manager
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Jason Sehon, Parks and Recreation Director
Kathy Wilson, Board Secretary

REGULAR MEETING

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

At 6:31 pm President Mayo called the regularly scheduled meeting to order; Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present.

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 Motion by Edwards; second by Couch

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

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

CLOSED SESSION

AGENDA ITEM A.6 – CLOSED SESSION DISCUSSION

A.6.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).

Recessed to closed session at 6:33 pm

Reconvened out of closed session at 7:05 pm

AGENDA ITEM A.7 – REPORT OUT OF CLOSED SESSION – President Mayo reported that no action was taken.

President Mayo led in the pledge of allegiance

AGENDA ITEM B – PUBLIC HEARINGS:

B.1 First reading of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee:

Parks and Recreation Director Jason Sehon reported that last year MCSD Board of Directors increased fees for recreation programs and facility rentals. During the process changes were made to park rentals in the Rules and Regulations. Staff would like to make a few minor changes to the titles of the park rentals clarifying specific usage. Jason explained the situation leading to the request to change the qualifications to be a Recreation Advisory Committee (RAC) member and to change the language in Article IV of the MCSD Rules and Regulations so that no member of the RAC committee shall be a family member or related to any full time MCSD employee. A brief discussion took place between the Board and staff regarding clarification of a student who lives in McKinleyville to be eligible to apply to be a member of the RAC. The student member shall be a resident of

McKinleyville. Staff recommended the use of the proposed new language as written. President Mayo opened public input and no input was offered.

MOTION: It was moved to adopt the first reading of Ordinance 2013-01 and come back on October 2, 2013 with the second reading and adoption of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee.

Motion by Corbett; second by Edwards

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, Wennerholm and Mayo

NAYS; NONE

ABSENT; NONE

ABSTAIN; NONE

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened public input.

1. Resident George Wheeler introduced himself and confirmed he is running for a board seat in this election cycle.

AGENDA ITEM D – CONSENT CALENDAR:

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of August 7, 2013

D.2 Consider approval of July, 2013 Treasurer's Report

D.3 No DCV Violations this month

D.4 Consider Approval to declare certain equipment assets surplus

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 Consider appointing member(s) to the Recreation Advisory Committee:

Staff recommends the Board consider appointing Chad Cefcik as a member of the Recreation Advisory Committee (RAC), and appointing Haleigh Dunk and Addison O'Hanen as student members. Parks and Recreation Director Jason Sehon received three (3) letters of interest from McKinleyville residents. Members of the Board and General Manager Orsini acknowledged Jason's hard work to find people who are the right fit for McKinleyville community Services District. President Mayo opened public input. Chad Cefcik was present and introduced himself to the Board.

MOTION: It was moved to adopt staff recommendation appointing Chad Cefcik as a member of the Recreation Advisory Committee (RAC), and appointing Haleigh Dunk and Addison O'Hanen as student members. Motion by Edwards; second by Corbett

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

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.2 Information on results of Hazardous Waste Collection Day:

General Manager Orsini introduced Brent Whitener from the Humboldt Waste Management Authority (HWMA) who was present to give a recap of the HWMA Hazardous Waste Collection Day. Mr. Whitener reported on the very successful hazardous waste collection day that took place on July 20, 2013 at Pierson Park. This marked the fifth year for the event. He reported that 76% of the participants were McKinleyville residents mirroring that of last year. Residents have an opportunity to dispose of toxic waste that might otherwise adversely affect the environment. Mr. Whitener added that this was the first year that they did not use a contractor from the Bay area. Everything was done in house which significantly reduced the cost share to MCSD. The Board thanked Mr. Whitener and HWMA again for the opportunity to participate in the event.

INFORMATIONAL ITEM: No action required or taken by the Board

E.3 Committee recommendations for Strategic Plan:

A committee was assigned to review the proposed strategic plan. The committee reviewed the strategic plan and suggested revisions were noted. Staff recommended to the Board modification over complete overhaul allowing staff to maintain the existing document and keep the basic structure, but modify the "At a Glance" table to distinguish "Board Policy Directives" with detailed benchmarks. Director Edwards elaborated on the need for an executive summary chart with elements for timelines and measurements. President Mayo opened public input and no input was offered. President Mayo directed staff to proceed with recommended modifications.

INFORMATIONAL ITEM: No action required or taken by the Board

E.4 Association of California Water Agencies (ACWA) committee appointment nominations:

New officers will be elected at the fall conference by the general membership so it is time to submit ACWA committee appointment nominations for the 2014-2015 terms. Any Board Member interested will need to complete a committee consideration form and return to General Manager Orsini prior to the deadline of September 30, 2013. President Mayo opened public input and no input was offered.

MOTION: It was moved to accept staff recommendation for Board Members to select appropriate committees and complete the committee consideration form and authorize Board President Mayo to sign. Motion by Edwards; second by Corbett

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

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.5 Consider Association of California Water Agency (ACWA) Selection for Candidacy for the 2014-2015 Region 1 Board Term:

Staff reported that Region 1 Nominating Committee announced their recommended slate nominating Dennis Mayo for board member. The Board may either vote for the slate recommended by the Region 1 Nominating Committee or vote for individual region board members. The Official Ballot is due by September 30, 2013. The newly elected Region 1 Board will begin their two-year term of service on January 1, 2014. President Mayo opened public input and no input was offered.

MOTION: It was moved to accept staff recommendation voting for the recommended slate by the Region 1 nominating committee. Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.6 Consider approval of travel to the 2013 California Special District Association (CSDA) Annual conference in Monterey, CA:

General Manager Orsini requested approval for Director Mayo to attend the 2013 California Special District Association annual conference in Monterey, CA. Discussion took place regarding supplying a District vehicle as means of transportation to the event. Being represented at these events is invaluable to our leadership and staff. President Mayo opened public input and no input was offered.

MOTION: It was moved to accept staff recommendation to approve Director Mayo's request for travel to the 2013 CSDA annual conference in Monterey CA. Motion by Corbett; second by Wennerholm

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

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.7 Announcement of General Manager Gregory Orsini's election for another 3-year term on the California Special District Association (CSDA) Board:

Staff would like to announce the election results for CSDA's Region 1 Board of Directors congratulating Gregory Orsini on being elected for another 3-year term on CSDA's Board representing Region 1 (Seat B). The Board congratulated Greg on his achievement. President Mayo opened public input and no input was offered.

INFORMATIONAL ITEM: No action required or taken by the Board

E.8 Review draft “Thank you” letter to Congressman Jared Huffman:

Staff asked the Board of Directors to review the proposed letter and direct staff to finalize for signature by all Board Members and the General Manager. President Mayo gave thanks to Jack Durham for his service to the community and wished him success with his new endeavor. President Mayo opened public input and no input was offered.

MOTION: It was moved to accept staff recommendation to approve the letter as written and direct staff to finalize for signature by all Board Members and the General Manager. Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.9 Sewer Main Pipe Patch Repair Information:

Operations Director Henry presented information on the pipe patch repair kit purchased last year to fix defects in the sewer main which allows groundwater infiltration into the sewer collection system. This allows for trenchless repairs resulting in a substantial cost savings on labor, material and equipment. President Mayo opened public input and Paul Gregson engineer with LACO Associates commended the Operations Department on the impressiveness of this type of repair. The Board acknowledged their appreciation of MCSD's talented staff.

INFORMATIONAL ITEM: No action required or taken by the Board

AGENDA ITEM F-REPORTS:**F.1.a Recreation Advisory Committee (Couch/Mayo (alternate))**

Didn't meet.

F.1.b Area Fund (John Kulstad)

Next meeting is in November

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

Cancelled for lack of a quorum.

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

Didn't meet.

F.1.e Audit (Corbett/Edwards)

Didn't meet.

F.1.f Employee Negotiations (Wennerholm/Edwards)

Didn't meet.

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

Director Mayo stated that they met and will have more information from Humboldt Bay Municipal Water District for ways to sell water and possible reduction of water rates.

F.1.h AdHoc No Drugs & Toxics Down the Drain (Couch/Mayo (alternate))

Didn't meet.

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

Didn't meet.

F.2.a - SUPPORT SERVICES DEPARTMENT:

Colleen reported that the FY2012-13 audit preliminary financial statement for 06/30/2013 is complete. Year-end adjustments are being calculated and supporting documentation is being collected for the auditor's review. There have been some delays in the fixed assets and OPEB liability calculations, but these are now complete and the resulting trial balance is being reviewed by Jackson & Eklund prior to submission to the auditor. Another Emergency Operations planning session has been scheduled to work through the remaining logistics for a full-scale table-top exercise.

F.2.b - OPERATIONS DEPARTMENT:

Nothing to report at this time.

F.2.c - PARKS & RECREATION DEPARTMENT:

Jason gave a brief update on the SH Cowell Foundation grant. They are showing an interest in our Teen & Community Center, our partnership with the Boys & Girls Club and in the McKinleyville Family Resource Center. Staff from the SH Cowell Foundation are coming from San Francisco to speak with

Jason and his staff. Jason will keep the Board updated and hopes to have more solid information to report at the next board meeting.

F.2.d - GENERAL MANAGER:

General Manager Orsini reported on the Prop 50 Grant with Mercer Fraser being the low-bidder coming in at \$2,291, 908 and will most likely be awarded the contract. The engineer's cost estimate for construction was \$2.3 million, so the project cost should come in under the grant amount. Greg praised Carol Rische, General Manager of Humboldt Bay Municipal Water District, GHD and MCSD staff for their effectiveness on this project. He also reported on the progress made with the District Transparency Certificate of Excellence sponsored by the Special District Leadership Foundation (SDLF). The material has been compiled and the final step is to have peer agencies review the material for completeness. We asked Jack Durham the Editor/Publisher of the Mad River Union (Formerly the McKinleyville Press), Carol Rische, General Manager Humboldt Bay Municipal Water District and Ryan Sundberg, Supervisor Humboldt County Board of Supervisors to assist. They have all graciously committed the time to review the material.

AGENDA ITEM F.3 PRESIDENT'S REPORT:

President Mayo expressed the importance of being on committees and the commitment of time to keep us informed on upcoming issues. He commented on the California Water Bond issue which is still up for negotiations. Session starts in 2014 and he will keep us informed of the issues.

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

AGENDA ITEM G - ADJOURNMENT

MOTION: It was moved to adjourn the meeting at 8:31 pm. Motion by Corbett; 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