

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, MARCH 2, 2016 AT 6:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 Roll Call: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 6:02 pm with President Wheeler, Vice President Edwards, Director Corbett, Director Couch, and Director Mayo present.

George Wheeler, President
Helen Edwards, Vice President
John Corbett, Director
David Couch, Director
Dennis Mayo, Director

Gregory Orsini, General Manager
Becky Schuette, Board Secretary

A.2 Convene to Closed Session: The Director's and the General Manager convened to close session at 6:04 pm for conference with District Labor Negotiators.

- a. CONFERENCE WITH DISTRICT LABOR NEGOTIATORS (California Government Code § 54954.5 and 54957)

Agency designated representative: Board Members Helen Edwards and David Couch
Unrepresented employee to whom negotiations pertain: All MCSD employees

A.3 Report out of Closed Session: At 7:02 the Directors reconvened and had nothing to report.

AGENDA ITEM A CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:02 pm with President Wheeler, Vice President Edwards, Director Corbett, Director Couch, and Director Mayo present.

George Wheeler, President
Helen Edwards, Vice President
John Corbett, Director
David Couch, Director
Dennis Mayo, Director

Gregory Orsini, General Manager
Russ Gans, District Counsel
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
Becky Schuette, Board Secretary

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director Mayo.

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: John Corbett; Second: Dennis Mayo

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

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

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Wheeler opened public comment and Operations Director James Henry provided brief backgrounds and introduced two new District employees. Blake Stewart is working as a Parks Maintenance Worker and Drew Small is a Utility Worker I for Operations.

There were no further comments from the public or the Board.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of the Minutes of the Board of Directors' Regular Meeting of February 3, 2016

D.2 Consider approval of the January 2016 Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law – No Violations

D.4 Consider approval of Hiller Sports Complex Facility Use Agreement Contract with McKinleyville Little League

D.5 Consider approval of Hiller Sports Complex Facility Use Agreement Contract with McKinleyville Babe Ruth

D.6 Consider approval of Hiller Sports Complex Facility Use Agreement Contract with Humboldt Amateur Softball Association (ASA)

D.7 Consider approval of the transition of Mary Burke from alternate member to regular voting member of the Recreation Advisory Committee

Jeff Dunk requested that items D.4 – D.6 be pulled from the consent calendar for discussion.

MOTION: It was moved to adopt the consent calendar items D.1, D.2, D.3 and D.7.

Motion: John Corbett; Second: Dennis Mayo

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

MOTION SUMMARY: Motion Passed

At this time President Wheeler requested Jeff Dunk step to the podium to discuss the pulled items. Mr. Dunk advised that it had been 10 years since the hourly rate for the field had been increased from \$6.50 to \$7.00 an hour. He reminded the board that the District subsidizes approximately \$30,000 to the organizations annually to counteract the lower field costs. He suggested it would have probably been prudent to have been adding moderate increases to the fees over the past ten years and requested the future increases be moderate, but annual. Director Edwards questioned if the money collected will affect the ability of the leagues to be able to form the teams. Recreation Director Lesley Frisbee advised that all costs are rolled into what the leagues charge their players. Her intention had been to bring all of the organizations to a table together in August to discuss their needs. Fees have already been charged to the players for this season, therefore she was not requesting fee increases for this season as it had not been planned for by the leagues. General Manager Orsini advised that with the restructuring of the Parks and Recreation Division and new policies, Operations Director Henry was still working on improving the fields and determining what the true costs of the upkeep of the fields is going to be. The question regarding the comparison costs of our District to others for the hourly field costs was answered with a response that MCSD rates are significantly lower than that of Arcata or Eureka. The rates will be discussed at a later meeting, after Recreation Director Frisbee has met with the organizations but before renewal of the contracts next year.

MOTION: It was moved to adopt the consent calendar items D.4-D.6.

Motion: Helen Edwards; Second: Dennis Mayo

President Wheeler added that we will be revisiting this again before the next agreements come up. and Director Couch stated that if they are going to subsidize something, then doing it for the youth sports is good.

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

Director Corbett requested that item E.3 be called at this time as Attorney Gans was present for this particular item.

E.3 Approve Memorandum of Understanding between City of Arcata and McKinleyville CSD related to the provision of water and annexation of Eureka Ready Mix property on Boyd Road:

Director Couch disqualified himself in accordance with the MCSD Conflict of Interest Code approved April 24, 1980.

General Manager Orsini presented the item to the Board and advised that he is comfortable with the spirit of the MOU. This was followed by a lengthy conversation centered around a question by Director Corbett. He had concerns that by allowing Arcata to annex Eureka Ready Mix, a precedent was being set for them to annex other properties currently served by the MCSD, but not provide these annexed properties services. Attorney Russ Gans provided clarification that future annexation requests will have to go to LAFCo and he believes they will take the service provider under serious consideration before making a recommendation. MCSD has the right to continue the extra-territorial services by law.

MOTION: It was moved to approve staff recommendation and accept the MOU as presented.

Motion: Helen Edwards; Second: Dennis Mayo

There was no public comment.

ROLL CALL: Ayes; Corbett, Edwards, Mayo and Wheeler. Director Couch had disqualified himself.

MOTION SUMMARY: Motion Passed

E.1 2015 California Water Environmental Association (CWEA) Awards: Operations Director James Henry presented the staff note and advised that Bill McBroom is being honored with two awards this year. One is for Electrical/Instrumentation Person of the Year and the other is for Operator of the Year. The awards plaques were presented and photos taken.

This item was informational only.

E.2 Adopt Resolutions 2016-05 & 2016-06 initiating proceedings for the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2016/2017; Declaring Intention to Levy and Collect the Fiscal Year 2016/2017 Annual Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, Accepting and approving the Draft Engineer's Report and setting the Public Hearing: General Manager Orsini briefly reviewed the agenda item and advised the Board that the tax rolls were available for viewing on the MCSD website and will be available upon request at the District Office.

MOTION: It was moved to adopt Resolution 2016-05 and 2016-06 per staff recommendation.

Motion: John Corbett; Second: Helen Edwards

There were no comments from the public or the Board.

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

MOTION SUMMARY: Motion Passed

E.4 Consider Attendance to Association of California Water Agencies (ACWA) 2016 Spring Conference and Exhibition in Monterey, May 2-5, 2016: Board Secretary Schuette reviewed the topic and there was no public comment.

MOTION: It was moved to that all interested Board member's wishing to attend the conference be funded.

Motion: Helen Edwards; Second: Dennis Mayo

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

MOTION SUMMARY: Motion Passed

E.5 Approve Resolution 2016-04 Modifying the Board Policy Manual to add Part 11, Board Self-Evaluation: Board Secretary Schuette reviewed the history of the request for the policy and advised that the track changes version in the packet included the recommended changes from the previous meeting.

MOTION: It was moved to accept staff recommendation.

Motion: Helen Edwards; Second: John Corbett

There was no public comment

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

MOTION SUMMARY: Motion Passed

E.6 Consider approval of Treatment Selection Criteria from the Integrated Pest Management Plan (IPM), Section 6: Operations Director James Henry reviewed the history from the last meeting regarding the ranking of the Treatment Selection Criteria, section 6.C of the IPM. Based on the requests from the Board at the last meeting, staff had reduced the amount of the criteria and re-arranged the order. The final four were being presented at the meeting. Director Edwards stated that cost effectiveness should be second, not third because there is an obligation to consider cost effectiveness before natural controls and Director Mayo agreed with her. Director Wheeler stated he believed cost effectiveness should be considered last. There was a brief discussion about the Districts obligation regarding cost.

MOTION: It was moved to keep the existing order with the exception of moving number 3, cost effectiveness in the short and long term, to number two and moving number 2, least disruptive of natural controls to number 3.

Motion: John Corbett; Second: Helen Edwards

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

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

MOTION SUMMARY: Motion Passed

E.7 Consider discussion of the FY2016-17 Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights: Finance Director Colleen Trask reviewed the agenda item. Director Corbett had a question about the second chart on page 227 of the Board packet, indicating that it appears more like a five-year chart than a 10-year chart. General Manager Orsini agreed and advised that this would be rectified prior to the final budget presentation in June.

This was an informational item only. There was no public comment.

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** President Wheeler advised that he attended and the issue regarding funding brought up earlier in the meeting by Jeff Dunk had been discussed. He advised that Recreation Director Frisbee's notes from the meeting were great.
- b. **Area Fund (John Kulstad/Edwards):** Director Edwards reported that there will be a meeting on March 9th to review the awards and make selections.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo had not been able to attend the meeting, but he had seen the PowerPoint presentation by the Employment Development Department that had been presented. Director Wheeler brought up information regarding a "data center" that is going to be built in northern California and is currently being considered in Trinity County. He wondered if there could be support to bring it to McKinleyville instead.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards had attended the monthly Board meeting and reported that the lease agreement was being taken very seriously and they would likely be making some requests for modifications this year. There were complaints about the items for sale in the room were being broken or going missing when the room was being used by other organizations. Sales of items are now being charged sales tax.
- e. **Audit (Corbett/Edwards):** Nothing to report.
- f. **Employee Negotiations (Couch/Edwards):** Met in closed session earlier this evening.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Director Edwards reported that there had been a meeting that had an update to the Brown Act, an update on the Harbor Commission and an update on Measure Z. General Manager Orsini added that there is going to be a discussion regarding an excise tax on the "grow" of marijuana. President Wheeler asked a question about utilities being buried underground.
- j. **Cornerstone Committee (Couch):** Director Couch reported that there had been a meeting, not the Cornerstone Committee, but the meeting had included two Board members from MCSD, two Board members and two staff members from the Boys & Girls Club of the Redwoods, General Manager Orsini, Recreation Director Lesley Frisbee and consultant Thomas Fumarelli.

- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Director Edwards reported that the committee had not met and that the letter discussed at the last Board meeting not be written as there had been some miscommunication.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reviewed her staff report and updated the Board on the amount in the reserves account, now \$547,944. She then walked the Board through the balance sheet from the Treasurer's report on page 13 of the Board packet.
- b. **Operations Department:** Operations Director James Henry had nothing additional to report, however, Director Edwards requested clarification regarding the fence build topic on page 234 of the Board packet. Operations Director Henry clarified that the move of the service was necessary due to the dogs in the yard and that the move was paid for by the customer.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee pointed out a correction to page 237 regarding the donation of topsoil by Wes Green. The correct amount was 15 yards, not 10 yards. She reported the Hiller Sports Site work day was a huge success with 53 people who came out to help and all of the food had been donated.
- d. **General Manager:** General Manager Orsini had an addition to his report regarding the execution of the funding agreement for the WWMF in the amount of 19.5 million dollars. He also advised that 1.26 million dollars in soft cost dispersals had been processed and that money will be used as liquid monies for the project. Director Edwards commended staff for holding the table top exercise for emergency management advising that her many years at the Red Cross showed her just many agencies were unprepared. General Manager Orsini added that he hoped that the hard work staff had put into the Emergency Management program would allow the system to continue with the District for years to come.

F.3 President's Report: President Wheeler referred back to the "data center" topic and believes it might be being overlooked for our area. If things need be cooled with water, we have a lot of water available to us, unlike water levels in lakes that can actually drop.

F.4 Board comments, announcements, reports and agenda item requests: Director Corbett thanked the Board and staff for the condolence cards for his mother's passing. He then wondered aloud why our area had such champion water conservationists. This was followed by a brief discussion of some reasons why McKinleyville residents are good at saving water. Operations Director Henry added a comment about the new radio read meters. He advised that meters are being read faster and that leaks and leak notifications are happening quicker as a result. Director Mayo reported back regarding his ACWA D.C. trip advising that he had met with numerous agencies such as the Bureau of Reclamation and the Department of the Interior as well as members of the legislature and their staff. Director Mayo brought back a complete bill written by Senator Feinstein which is available for viewing at the District Office. He advised that he will likely be requesting letters of support for the bill at the next Board meeting.

AGENDA ITEM G ADJOURNMENT:

Director Edwards moved to adjourn the meeting and the motion was seconded by Director Mayo. President Wheeler adjourned the meeting at 9:15 pm.

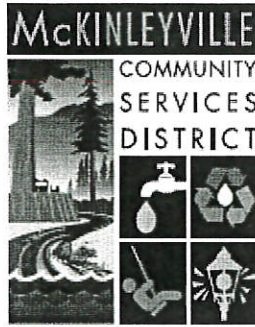

Becky Schuette, Board Secretary

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**CONFLICT OF INTEREST CODE
DISQUALIFICATION STATEMENT**

I HEREBY DISQUALIFY MYSELF FROM PARTICIPATING IN ANY BOARD DISCUSSION
OR ACTION PERTAINING TO:

*Approve memorandum of Understanding
between City of Arcata & McKinleyville
CSD related to the provision of
water and annexation of Eureka Ready
Mix property on Boyd Road*

THIS WRITTEN RECORD IS HEREBY FILED WITH THE SECRETARY OF THE DISTRICT,
TO BECOME A PART OF THE PUBLIC RECORD (MINUTES) IN ACCORDANCE WITH
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST
CODE APPROVED APRIL 24, 1980.

DATE: 3/2/16

SIGNED: David R. Combs