

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, MAY 4, 2016 AT 6:30PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

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 6:30 pm with President Wheeler, Vice President Edwards, Director Corbett and Director Couch present. Director Mayo was absent attending the ACWA Conference.

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

The meeting was adjourned to closed session at 6:31 pm.

A.3 Report out of Closed Session: President Wheeler advised that 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 7:06 pm with President Wheeler, Vice President Edwards, Director Corbett and Director Couch present. Director Mayo was absent.

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

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: Helen Edwards

There was no comment from the Board or the public.

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

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 there was none.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of the Minutes of the Board of Directors' Regular Meeting of April 6, 2016

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

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

D.4 Approve and authorize Board President to sign and execute the Hiller Sports Complex Facility Use Agreement Contract for Mad River Youth Soccer League

D.5 Approve and authorize Board President to sign and execute the approval of Hiller Park Caretaker Agreement

MOTION: It was moved to approve the consent calendar.

Motion: Helen Edwards; Second: John Corbett

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Consider authorization for participation in and approval of a 30% cost share for the Household Hazardous Waste (HHW) Collection Event at Pierson Park on July 16, 2016: General Manager Orsini presented the item and asked Brent Whitener from HHW to come forward to speak with the Board. Mr. Whitener advised the Board about the event that has been occurring for the past eight years with strong participation from the McKinleyville community. He advised the event is free to MCSD customers and \$5 for non MCSD customers. Director Corbett complemented the program.

There were no comments from the public.

Prior to the vote, General Manager Orsini requested a minor modification to the staff recommendation. The date in the staff note was incorrect and should read that the event is being held on July 16, 2016.

MOTION: It was moved to accept staff recommendation as modified.

Motion: Helen Edwards; Second: John Corbett

There was no comment from the Board or the public.

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

MOTION SUMMARY: Motion Passed

E.2 Consider Authorization for the McKinleyville Chamber of Commerce to Utilize McKinleyville Community Services District streetlight poles down Central Avenue from School Road to Railroad Avenue and Lighting to Trees: General Manager Orsini advised that the Chamber had previously met with the MCSD and the County regarding this topic and then requested that Chamber President, Heather Vina, come to the podium to address the topic with the Board. The Chamber is requesting a "test run" for the Central Avenue area between School Road and Railroad Avenue which could have the trees lit with solar lights and hanging baskets placed on streetlight poles. This test run would take place this season in order to work out any problems or issues that may arise. The hope is that by next season everything will be worked out. There were no comments from the Board. General Manager Orsini advised that this was intended to be a six-month verbal agreement with the Chamber and a more permanent Memorandum of Understanding (MOU) would follow for the future.

MOTION: It was moved to accept staff recommendation.

Motion: John Corbett; Second: Helen Edwards

There was no comment from the public.

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

MOTION SUMMARY: Motion Passed

E.3 Update on the Memorandum of Understanding (MOU) for Central Avenue Right of Way Maintenance with Humboldt County Public Works Department: General Manager Orsini reported on the history of the need for the MOU and then requested Tom Mattson, Humboldt County Public Works Director to come forward and speak to the Board. Director Mattson advised the Board that the guarantee of the use of SWAP crews could not be made and that General Manager Orsini had been waiting on him to finish up the MOU. Director Edwards had a question about the previous conversations regarding the tree replacement on Central Avenue and if that problem had been reconciled. Director Matson assured her that the types of trees were specified in the MOU and they are much better choices for our area than the ones currently planted.

There was no further Board comment and no comments from the public. This item was information only.

E.4 Consider Authorization for the General Manager to sign letters of support for Humboldt County Public Works regarding the McKinleyville Avenue Safe Routes for Schools and Hammond Trail Bridge Projects: Humboldt County Public Works Director Tom Mattson was already at the podium for the previous agenda item; at this time he advised the Board that the County had two active transportation programs that involved the MCSD service area. One was the McKinleyville Avenue Safe Routes for Schools, which would be widening shoulder areas on McKinleyville Avenue, adding crosswalks and installing flashing beacons. The second project was the demolition and replacement of the Hammond Trail Bridge. General Manager Orsini recommended that the Board allow him to sign the support letters for the projects that were addressed to Caltrans. GM Orsini reminded the Board that the safe routes will be a great improvement to the safety of school children and also that we have infrastructure on the Hammond Trail Bridge. There were no comments from the Board or the public.

MOTION: It was moved to accept staff recommendation.

Motion: John Corbett; Second: David Couch

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

MOTION SUMMARY: Motion Passed

E.5 Mad River Floodplain Restoration Update Presentation: General Manager Orsini provided history of the property related to the project, then introduced Mary Burke, Cal Trout Project Manager. Mary Burke introduced all of the present team members for the project before she and Rose Patenaude, Design Engineer, provided a presentation to the Board and public. The PowerPoint included the timeline, objectives, history, existing conditions, constraints and opportunities, data collected and synthesized, and finally, concept designs for the restoration. President Wheeler had a few questions and comments. There were no further comments from the Board and the following member of the public commented:

Mitch Farrow who is a property owner near the site.

The presentation group and members of the public moved to the Senior Room for a planned public input and discussion session. The item was informational only.

President Wheeler called for a five-minute recess at 8:25 pm and the meeting reconvened at 8:31 pm.

E.6 Review and Discuss the 2016 Report Card for Humboldt County's Water Infrastructure:

Operations Director James Henry introduced Cameron Muir from the American Society of Civil Engineers (ASCE), North Coast Branch. Muir then introduced his assistants for the project, Michael Layton and Nick Cordtz and this was followed by a PowerPoint presentation breaking down the report. The information included criteria of the report card grades, the report card committees, evaluation criteria categories and associated percentages, existing conditions, a summary of the report card grade for MCSD (B-Good: Adequate for now), deferred maintenance and future need/funding and recommendations. Operations Director Henry advised the Board that the recommendations being specified were already on the District's radar and in the Capital Improvement Plan. General Manager Orsini added that the report card is a document that can be utilized in the future to help obtain grant funding. He advised that there was a great deal of data which was compiled in a very scientific process and that he was very happy with the outcome. Directors Edwards, Corbett and Wheeler had a few comments about the report as well.

This item was information only.

E.7 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2016/17:

General Manager Orsini requested that Finance Director Trask review portions of the water, sewer and streetlights budget with the Directors. Finance Director Trask reported that this draft budget are the best estimates at this point and highlighted a few of the new items added to the expenses portion this year.

This item was information only.

E.8 Provide feedback to the General Manager regarding his participation in the Last Chance Upgrade public outreach program:

General Manager Orsini reported that he had been contacted by Brian Papstein of KINS radio whose listeners were being encouraged to contact Barbara Boxer regarding the project. GM Orsini is requesting input from the Board regarding his participation and assistance with radio spots that are forthcoming. Director Corbett had a great deal to say about this topic which included his support for the General Manager to participate. The Directors are all encouraging General Manager Orsini to contribute through his participation.

Director Wheeler pointed out, for the record, that the public had left after item E.5 and questions or comment were not offered to the public as there were no members of the public present.

Information only, no action taken.

AGENDA ITEM F REPORTS:**F1. Active Committee Reports**

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** President Wheeler reported that rate increases were again discussed at the meeting. John Calkins was present at the last meeting and expressed interest in applying for an opening, however no formal letter of request had been submitted to date. Charlie Caldwell is broaching the skate park topic again and intends to ask for a right of entry soon. Director Edwards referred back to the community survey from 2010 that indicated that there was little interest in a skate park and she requested Mr. Caldwell be reminded of that information and that any information be brought to the RAC first. The RAC will then bring their recommendation to the Board. President Wheeler added that the new swing sets were up, the botanical garden had been weeded and bark spread and the community garden had been weeded and raised beds for the disabled had been built.

- b. **Area Fund (John Kulstad/Edwards):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo had attended the meeting but he was not present for a report.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards had not attended, however General Manager Orsini did attend. He reports that they are working on creating a Board from the community members and are currently operating strongly on volunteers with no Executive Director. He added that the Advisory Committee is searching for an attorney to be part of the Board.
- e. **Audit (Corbett/Edwards):** Nothing to report.
- f. **Employee Negotiations (Couch/Edwards):** Nothing to report.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Nothing to report.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet. General Manager Orsini advised that the National Pollutants Discharge Elimination System (NPDES) permit requires a commercial survey every five years and that it was getting close to being time to do it again.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Did not meet.
- j. **Cornerstone Committee (Couch):** Did not meet.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Director Corbett reported that the committee did meet and he was on the committee. He advised that the big issue for discussion is whether, after the initial fact finding, an alternative on the exemption from the process will be warranted. There is plenty of water and a lot of history on the wells. The only issue may be the salt water intrusion and there should be some data on that. The county stated that they were hoping to use their approach county wide. The farm bureau was adamant that they did not want the program expanded and timber was against it as well.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reviewed her staff report and updated the Board on the amount in Reserves Recovery and in the Biosolids account. She also verbally reported on several sections of her written staff report.
- b. **Operations Department:** Operations Director James Henry had nothing further to add.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee thanked the members of the Board that were able to attend the Ribbon Cutting Ceremony for the Teen & Community Center. She added that at the ceremony Lube Central had donated the drum set for the music room; the Bi-lingual Eco Club had donated \$1000 and the McKinleyville Area Fund had donated an additional \$1500. She reminded the Board of the Pints for non-profits being held at Six Rivers Brewery on Thursday, May 12.
- d. **General Manager:** General Manager Orsini reported to the Board on the Active Shooter Training that the entire District staff had attended.

F.3 President's Report: President Wheeler wanted to wait to make an announcement but wanted Director Mayo to be present. He had nothing further to add.

F.4 Board comments, announcements, reports and agenda item requests: Director Corbett advised he is going to be working with the General Manager, and possibly the McKinleyville Municipal Advisory Committee, for the number for the past twenty years of county building permits for MCSD and the number of low income houses built for that same twenty-year time period. We will then obtain that same data from the Cities of Eureka, Arcata and Fortuna and some of the surrounding areas and the county as a whole. This will then be a checklist for whether the general plan is working or not working. It may take another ten years to solve the problems. He believes that other areas of the county have recovered more quickly than others from the building recession.

AGENDA ITEM G ADJOURNMENT:

Director Corbett moved to adjourn the meeting and the motion was seconded by Director Edwards. President Wheeler adjourned the meeting at 9:51 pm.



Becky Schuette, Board Secretary