

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, FEBRUARY 3, 2016 AT 7:00PM  
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 7:00 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  
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 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

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

**MOTION SUMMARY:** Motion Passed

**A.5 Closed Session Discussion:** No Closed Session

**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 the following members of the public spoke:

Sherry Skillwoman, Dows Prairie, commented on the Integrated Pest Management Plan, provided a discussion on the use of corn cob as a possible inclusion into the plan.

**AGENDA ITEM D CONSENT CALENDAR:**

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

**D.2** Consider approval of the December 2015 Treasurer's Report

**D.3** Compliance with State Double Check Valve (DCV) Law – Violations

**D.4** Consider approval of 2016 Spring/Summer Recreation Activity Guide and Recreation Program Fees

**MOTION: It was moved to adopt the consent calendar items D.1 – D.4.**

Motion: Helen Edwards; Second: Dennis Mayo

There were no objections and no comments by the public.

**ROLL CALL:** Ayes; Corbett, Couch, Edwards, Mayo and Wheeler.  
**MOTION SUMMARY:** Motion Passed

**AGENDA ITEM E CONTINUED AND NEW BUSINESS:**

**E.1 Accept FY2014-15 Audited Financial Statements:** Finance Director Trask made her recommendation and advised that the audit has been presented and the auditor provided an unqualified opinion. Kim Windsor, Principal for Hunter, Hunter & Hunt, LLP Certified Public Accountants, provided a brief PowerPoint touching on the opinion, auditing standards, audit requirements and reporting guidelines as well as the requirements for the District and the auditor in the audit process. She also reported on the items that were new standards during this year's processes. Director Mayo asked a question regarding standards for rotating auditors and was advised by Ms. Windsor that there were none; however, Finance Director Trask advised that the District does have standards and they are to go out to bid every three years.

**MOTION:** It was moved to accept the 2014-15 audited financial statements.  
Motion: Helen Edwards; Second: John Corbett

There were no objections and no comments by the public.

**ROLL CALL:** Ayes; Corbett, Couch, Edwards, Mayo and Wheeler.  
**MOTION SUMMARY:** Motion Passed

**E.2 Consider Approval of Resolution 2016-02 Naming the New Facility at 1705 Gwin Road "The McKinleyville Teen & Community Center":** Recreation Director Lesley Frisbee reviewed the staff note and made her recommendation.

**MOTION:** It was moved to adopt Resolution 2016-02 Naming the New Facility at 1705 Gwin Road "The McKinleyville Teen & Community Center."  
Motion: Dennis Mayo; 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.3 Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2016-17:** Finance Director Colleen Trask made her recommendation and advised that this item was information only and in Draft form.

There were no comments from the public or the Board

President Wheeler asked about the land acquisition item for \$120 thousand that was earmarked in 2019. It was clarified that there were no other set plans for that money at this time.

This item was informational only.

**E.4 Consider Attendance to Association of California Water Agencies (ACWA) 2016 Legislative Symposium in Sacramento, CA on March 9, 2016:** Presented by the Board Secretary, Becky



Schuette who reviewed the staff note and advised that Director Mayo will be attending and provided the fiscal impact for other attendees. Director Corbett would like to attend and Director Mayo suggested that they go down and come back in the same day if that was possible.

There was no public comment.

**MOTION: It was moved to authorize travel for any interested Board Members to attend the ACWA 2016 Legislative Symposium.**

Motion: Helen Edwards; Second: Dennis Mayo

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

**MOTION SUMMARY:** Motion Passed

**E.5 Approve Resolution 2016-03 to endorse a plan Achieving Full Funding of McKinleyville Community Services District's Unfunded Pension Obligations:** The agenda item was reviewed by Finance Director Trask who made her recommendation and advised that the GASB 68 had been implemented this year and unfunded pension obligations could be clearly stated on the financial statements. CalPERS is also now amortizing and invoicing over 15 years and the Annual Required Contribution (ARC) has already been paid by the District for the year. The set-asides chart included in the Resolution and Fiscal analysis was reviewed. General Manager Orsini requested that the recommendation be modified to state "approve Resolution 2016-03 to endorse the plan to achieve full funding of McKinleyville Community Services District's Unfunded Pension Obligations." There was a period of questions and answers from the Board to Finance Director Trask which were all answered or clarified.

**MOTION: It was moved to approve Resolution 2016-03 to endorse the plan to achieve full funding of McKinleyville Community Services District's Unfunded Pension Obligations.**

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 a Nomination for Special District Member Candidate for Humboldt Local Agency Formation Commission (LAFCo):** Board Secretary Schuette reported on the agenda item and advised that one of the candidates, Bruce Rupp, had submitted a letter to the Board prior to the meeting and was in front of the Directors at the beginning of the meeting.

There was no public comment

**MOTION: It was moved to nominate Bruce Rupp.**

Motion: Helen Edwards; Second: Dennis Mayo

Director Mayo added positive comments about Bruce Rupp at this time. No further Board comments.

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

**MOTION SUMMARY:** Motion Passed

## AGENDA ITEM F REPORTS:

### F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** President Wheeler referred everyone to Recreation Director Frisbee's notes from the Board packet. No further report given.
- b. **Area Fund (John Kulstad/Edwards):** Director Edwards reported that requests for applications have gone out and will come back at the end of March.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo had attended and the officers were elected.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards had been unable to attend, however General Manager Orsini reported that the committee had not met in many years. The Senior Center no longer has an Executive Director, and that the President of the Board now has the authority. The Board was seeking some specific type professions to be represented on their Board, one example being an attorney. There will now be quarterly meetings and it appears that the Seniors are very motivated and seem engaged.
- e. **Audit (Corbett/Edwards):** The audit had been accepted earlier in the evening, nothing further was reported.
- f. **Employee Negotiations (Couch/Edwards):** Did not meet.
- 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, an election of officers held and all of the Board officers remained the same except for the Secretary. The next meeting is scheduled for February 17<sup>th</sup> to discuss housing for the homeless. The Board of Supervisors would like McKinleyville's input on the topic.
- j. **Cornerstone Committee (Couch):** Did not meet. General Manager Orsini updated the Board that the consultant helping with the business plan and MOU has suggested they hear from the elected members regarding their emotional connection to the Teen Center. He continued advising that he would like Director Edwards be included in the negotiations with SH Cowell and it would require maybe a two meeting commitment. Director Edwards was happy to volunteer. Clarification was requested regarding "emotional connection" and both the General Manager and Recreation Director Frisbee offered direction in that they were looking for our District to be fully committed to the project.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Director Mayo reported that he had sat in on the Cal Water 2.0 webinar and that there had been 1800 on-line attendees and 700 people present at the forum in Sacramento. He advised that the Governor, among others, had spoken. Director Edwards reported she had attended a meeting with The Buckeye and spoken with Supervisor Fennell about the committee. There was discussion about MCSD not being allowed to be involved officially with the committee and it was suggested that



President Wheeler might request the General Manager to send a letter to Supervisor Sundberg (carbon copy the other Supervisors) regarding the issue of exclusion.

## **F.2 Staff Reports:**

- a. Support Services Department:** Finance Director Colleen Trask reported that the reserves account was up to \$523,824.69 as of the end of December; there was \$80,000 reserved in the trust account for the next Biosolids project and then also reviewed the Investment & Cash Flow report.
- b. Operations Department:** Operations Director James Henry reported on the methods being used to solve the continued problems with the gophers and holes they are creating at Hiller Sports Complex. They have been setting about 70 traps a day and it is killing labor. A new approach has been to dig a one-thousand-foot trench along the barrier of the storm water marsh where they put gopher cloth in three feet deep in an "L" shape. There is also a new tool being used to collapse the tunnels that the gophers are creating. He provided video of how the new "verminator" works.
- c. Parks and Recreation Department:** Recreation Director Lesley Frisbee reported that Parks & Recreation had received a grant for \$50,200 for rubber fill in the parks.
- d. General Manager:** General Manager Orsini had nothing further to add.

**F.3 President's Report:** President Wheeler commented that if we found a little extra money we could do a small solar project in-house. Director Edwards asked about the topic of the new solar powered battery and President Wheeler clarified what it was as he had researched it for himself and it is called a power wall. Director Edwards thought maybe we could be a test site. General Manager Orsini advised that we are looking for grants related to solar projects that would include storage. We received news that a grant Notice of Intent was accepted for one of our generator replacement projects and they are trying to tie solar into that project and we can now proceed to the application phase.

**F.4 Board comments, announcements, reports and agenda item requests:** Director Mayo will be contacting our Legislators when he goes to DC later this month about targeting a specific procurement just for MCSD. One of the interesting points of the Water 2.0 webinar was the sources of money coming out of Prop 1, two Irwin grants specifically for cap and trade, through DWR.

## **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 8:51pm.

  
Becky Schuette, Board Secretary