

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 1, 2020 AT 6:30/7:00 P.M.
TELECONFERENCE Via ZOOM & TELEPHONE:
ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) and TOLL FREE: 1-888-788-0099

Closed Session Meeting

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The closed session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:32 pm with the following Directors and staff in attendance:

| | |
|-------------------------|---------------------------------|
| Mary Burke, President | Gregory Orsini, General Manager |
| Shel Barsanti, Director | April Sousa, Board Secretary |
| John Corbett, Director | Russel Gans, Legal Counsel |
| David Couch, Director | |
| Dennis Mayo, Director | |

A.2 Public Comment and Written Communications: There was no public present for comment.

A.3 Closed Session Discussion

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)
Agency Negotiators: Greg Orsini, General Manager, Russell Gans, Legal Counsel
Parties with Whom Negotiating: Michael Malin, Cheryl Malin
Property: Malin Manufactured Home Unit: 795 Hiller Road, McKinleyville, Humboldt County, CA
Under Negotiation: Price and terms of payment, manufactured home unit and future site lease terms.

A.4 Report Out of Closed Session

There was nothing to report from Closed Session.

Regular Meeting

Prior to calling the meeting to order, President Burke gave an overview of the flow and process of the electronic/telephonic meeting procedure.

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 7:19 pm with the following Directors and staff in attendance:

| | |
|-------------------------|-------------------------------------|
| Mary Burke, President | Gregory Orsini, General Manager |
| Shel Barsanti, Director | Colleen Trask, Finance Director |
| John Corbett, Director | James Henry, Operations Director |
| David Couch, Director | Lesley Frisbee, Recreation Director |
| Dennis Mayo, Director | April Sousa, Board Secretary |

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Burke

A.3 Additions to the Agenda: There were no additions to the agenda.

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

Motion by: Director Corbett; **Second:** Director Couch

There were no additional comments from the Board or Public.

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

There were no Public Hearings

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 5, 2020

D.2 Consider Approval of January 2020 Treasurer's Report

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

Staff requested item D.3 pulled from the Consent Calendar.

Motion: It was moved to approve Consent Calendar items D.1 and D.2.

Motion by: Director Corbett; **Second:** Director Mayo

There were no comments from the Board or Public.

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

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

General Manager Orsini and Operations Director James Henry gave an overview of the State Double Check Valve Law and the importance for compliance in preventing cross contamination.

Staff suggested the following process with Board consensus: Each person on the list will be contacted to obtain a commitment to get the DCV checked and replaced if needed. Staff will verify the ability of each customer to comply with the law, and staff may be able to assist with checking and replace valves (amortizing the costs to the customer on their bill) in certain circumstances.

Clarifying questions were asked regarding the legality of shutting water off during the current health crisis. General Manager Orsini stated he would look into this.

Direction was given to staff to look into approaching future financial needs of rate payers due to the current health crisis and an agenda item for future discussion was requested.

Motion: It was moved to postpone item D.3 until the next meeting.

Motion by: Director Corbett; **Second:** Director Barsanti

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Resolution No. 2020-05 Declaring a State of Emergency and Temporarily Changing the Locations of Public Meetings

Director Mayo commented on the "Stay-at-Home" and "Shelter-in-Place" orders from the County Health Administrator and the California State Governor.

Motion: Approve Resolution No. 2020-05 Declaring a State of Emergency and Temporarily Changing the Locations of Public Meetings.

Motion by: Director Couch; **Second:** Director Corbett

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

Staff was given appreciation for keeping operations going during this time.

E.2 Declare Mercer-Fraser Company Lowest Responsible and Responsive Bidder for the Hiller Lift Station Upgrades Project and Authorize Board President to Execute Construction Contract with Mercer-Fraser Company

General Manager Orsini gave an overview of the item. Clarification on amounts presented in the bid was discussed.

Motion: Declare Mercer-Fraser Company as the responsible, responsive, and low bidder; award the bid for Hiller Life Station Upgrades Project to Mercer-Fraser company for an amount of \$508,500 with a 10% project contingency of \$50,850 for a total not to exceed \$559,350; Authorize the Board President to execute the necessary documents to allow the award of the contract and declare the General Manager as the Designated Representative of MSD for the Hiller Lift Station Upgrades Project.

Motion by: Director Mayo; Second: Director Corbett

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

E.3 Review Parks & General Fund DRAFT Operating Budget, FY2020-21

Finance Director Trask gave an overview of this item and asked for feedback from the Board. It was noted that this item had not taken in account of the current health crisis on these budgets.

There was no public comment. This was an information item only. No action taken.

E.4 Initiate Process for General Manager's Performance Evaluation

Board Secretary April Sousa reviewed the process of the General Manager's Performance Evaluation with the Board. President Burk asked if there was a volunteer from the Board to consolidate the evaluations. Director Barsanti volunteered. A date of April 17th was decided upon for Board Directors and Department Heads to complete evaluations and return to the Board Secretary. Director Barsanti will pick up the evaluations from the Board Secretary on Monday, April 20th and will have consolidation completed by Thursday, April 30th so that the compilation material can be delivered to the Board with the May Board Packet. The General Manager Performance Evaluation will take place on May 6th.

No action taken on this item.

E.5 Consider Adopting Resolutions 2020-06 & 2020-07 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 2020/2021; Declaring Intention to Levy and Collect the Fiscal Year 2020/2021 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing

General Manager Orsini gave an overview on the Measure B process.

Motion: Adopt Resolution 2020-06 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 2020/2021; Adopt Resolution of intention that declares the Board's intention to levy and collect the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities annual assessments for Fiscal Year 2020/2021, accepts and approves the Engineer's Report regarding the assessments and sets the Public Hearing for May 6, 2020.

Motion by: Director Corbett; Second: Director Couch

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Mayo):** Did Not Meet
- b. **Area Fund (John Kulstad/Barsanti):** Did Not Meet - will review applications via email in May.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Met telephonically and worked on grants for businesses during this time.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did Not Meet
- e. **Audit (Corbett/Barsanti):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Did Not Meet
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Met a month ago, President Burke was unable to be present. General Manager Orsini was present and gave a brief report.
- h. **Local Agency Formation Commission (Couch):** Did Not Meet
- i. **Environmental Matters Committee (Couch/Corbett):** Did Not Meet

F.2 LEGISLATIVE AND REGULATORY REPORTS

A California Special Districts Association (CSDA) priorities Action Brief for March 2020 was provided to the Board in the packet.

It was announced that the CSDA Legislation Days event was cancelled and the ACWA Spring Conference was being postponed.

General Manager Orsini noted an extension from the Water Board for this year's reporting.

The District's ongoing shelter in place orders and activities was reported. Director Mayo suggested looking into financial reimbursements available during this time and the possibility of hazard pay for employees.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask reiterated that the front office was closed to foot traffic and payments were being taken by phone, online, and drop box. She also gave an update on an extension of the Request for Proposals for a new firm to complete the next audit and noted that locking service for non-payment had been suspended.
- b. **Operations Department (James Henry):** Operations Director, James Henry had nothing more to report. Director Mayo commended the District and community for coming together during this time. Director Corbett asked about protective gear being utilized for employees.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee had nothing more to report.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to report.

F.3.2 PRESIDENT'S REPORT: President Burke thanked District staff for pulling together and supporting each other and the community.

General Manager Orsini recognized staff attitude and heroism.

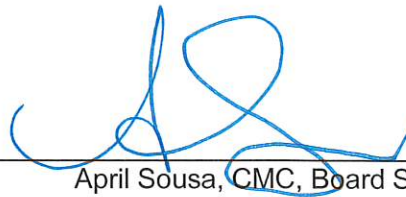
F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Couch wanted to thank staff for their work to make the teleconference meeting a success.

Director Mayo commented on the pandemic and a shared admiration for the community.

G. ADJOURNMENT:

Meeting Adjourned at 9:12 p.m.



April Sousa, CMC, Board Secretary