

**AGENDA
REDWAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

REGULAR BUSINESS MEETING

Location: RCSD Business Office; 1150 Evergreen Rd. #2

Date: April 17, 2019

Time: 6:30 P.M.

Posted: April 12, 2019

I. CALL TO ORDER:

II. ROLL CALL:

____ Arthur McClure, Chm.

____ Dian Griffith, Vice-Chm.

____ Michael McKaskle, Director

____ Scott Kender, Director

____ Linda Sutton, Director

III. APPROVAL OF THE AGENDA:

IV. PUBLIC COMMENT:

An opportunity for any member of the public to address the Board of Directors on any matter not on the Agenda but which is within the jurisdiction of the Board. The Board may limit time allowed for each speaker. An item may be discussed by the Board but no action will take place during this portion of the agenda as this would constitute an illegal act of the Board.

V. PREVIOUS MINUTES:

1. Review and Action on the March 20, 2019 Regular Business Meeting Minutes.

VI. CONSENT CALENDAR:

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar will be enacted by one motion.

1. Financial Report: Review of the March 2019 Financial Reports.
- 2a. General Manager's Report: Review March 2019 General Manager's Report.
- 2b. Office Manager's Report: Review of the March 2019 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the March 2019 Operation Manager's Report.
3. Production Report: Review of the March 2019 Production Report.
4. Safety Report: Review of the March 2019 Safety Report.

VII. REPORT FROM CHAIRMAN OF THE BOARD:

VIII. ACTION / DISCUSSION ITEMS; CONTINUED AND NEW ITEM:

1. Local Hazard Mitigation Planning
ACTION REQUIRED: Discussion / Report / Action

2. Updating Wastewater Ordinance.
ACTION REQUIRED: Discussion / Report / Action
3. District Policies.
ACTION REQUIRED: Discussion / Report / Action
4. New Connections.
ACTION REQUIRED: Discussion / Report / Action
5. Amnesty Letter to Current Customers.
ACTION REQUIRED: Discussion / Report / Action
6. Late Fee Policy
ACTION REQUIRED: Discussion / Report / Action
7. Solar Project.
ACTION REQUIRED: Discussion / Report / Action
8. Infrastructure Ad Hoc Committee Report.
 - a. Strategic Planning
 - b. New Connections
 - c. Infrastructure Developments
 ACTION REQUIRED: Discussion / Report / Action
9. Review of 2019 / 2020 Budget.
ACTION REQUIRED: Discussion / Report / Action
10. ACTION REQUIRED: Discussion / Report / Action.
11. ACTION REQUIRED: Discussion / Report / Action.

IX. OPEN SESSION DISCLOSURE OF CLOSED SESSION

X. CLOSED SESSION:

1. Confidential Discussion Regarding Pending Litigation Negotiations

XI. RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

IX. CORRESPONDENCE:

X. BOARD MEMBER / STAFF / COMMITTEE REPORTS:

1. DIRECTORS' REPORT
 1. RREDC
2. AD-HOC COMMITTEE REPORT
 1. FINANCIAL

XI. MEDIA COMMUNICATION:

XII. ADVANCED AGENDA:

Further items may be placed by the Board Members for the May 2019 Regular Business Meeting of the Board of Directors under this item of business. No Action

XIII. ADJOURNMENT

Location of related writings is available for public review: Redway CSD Office, 1150 Evergreen Road #2 Redway, Ca.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the RCSD at [\(707\)923-3101](tel:7079233101). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

REDWAY COMMUNITY SERVICES DISTRICT
MINUTES OF THE REGULAR BUSINESS MEETING

March 20, 2019

CALL TO ORDER:

Chairman M^cClure called the March 20, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:30 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

Directors Present: Arthur M^cClure, Chm, Michael McKaskle, Linda Sutton, Dian Griffith, Scott Kender.

Staff Present:

Terrence Williams, General Manager / Operation's Manager

APPROVAL OF AGENDA:

Following review of the March 20, 2019 Agenda, Michael McKaskle motioned to approve the March 20, 2019 Agenda as presented. Linda Sutton seconded the motion. The motion was carried by voice vote of four Yeas and zero Nays.

PUBLIC COMMENT:

1. Terrence Williams informed the Board that a bi weekly BBQ will take place at the water treatment plant. The BBQ will begin at 12:00 P.M.
2. Chairman M^cClure informed the Board that the Fire Chief of the Redway Fire Department has given notice that they will be flushing the fire hydrants in the District. Mr. Williams will coordinate with the Redway Fire Department in order to monitor the procedure.
3. Chairman M^cClure informed the Board that Cody Cox, the District's former Operation's Manager, told him that the dumping fee from the North Coast Water Quality Control Board has been forgiven.
4. Linda Sutton recommended that the District do something special for staff to show its appreciation for their commitment during the current storms.

PREVIOUS MINUTES:

Review and Action on the February 20, 2019 Regular Business Meeting Minutes: Following review of the February 20, 2019 Regular Business Meeting minutes, the following correction was made. The spelling of Redwoods Rural Health Center was Redwood Rural Health Center. The spelling in the February 20, 2019

minutes will be corrected. Dian Griffith moved to accept the February 20, 2018 Regular Business Meeting Minutes as amended. Linda Sutton seconded the motion. The motion was carried by a voice vote of four Yeas, zero Nays.

CONSENT CALENDAR:

1. Financial Report: The Board reviewed the February 2019 Financial Reports. Following discussion on the creation of a Redway Community Services District website, the Board agreed by general consensus that a website be launched which will give the public access to the Redway Community Services District.
- 2a. General Manager's Report: The Board reviewed the February 2019 General Manager's Report.
- 2b. Office Manager's Report: The Board reviewed the February 2019 Office Manager's Report.
- 2c. Operation Manager's Report: The Board reviewed the February 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the February 2019 Production Reports.
4. Safety Report: The Board reviewed the February 2019 Safety Report.

Linda Sutton moved to accept the Consent Calendar as presented. Dian Griffith seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

REPORT FROM CHAIRMAN OF THE BOARD:

Chairman M^cClure had nothing to report to the Board.

ACTION / DISCUSSION ITEMS:

Terrence Williams submitted Action / Discussion Items Staff Report and Recommendations in the Board Packet for review by the Board before the March 2019 Regular Business Meeting.

1. Updating Wastewater Ordinances: Terrence Williams reported that there is no new information on Updating the Wastewater Ordinances.
2. District Policies: The Board discussed the legal responsibility of property owners for the payment of their tenant's water and sewer bills.
3. New Connections: The Board discussed modification of existing connections by proposed cannabis processing facilities. The District will implement a wastewater monitoring point and will require a new Service Agreement. The Board reviewed and edited a letter from the District that is a standard response for inquiries regarding cannabis operations.
4. Amnesty Letter to Current Customers: Terrence Williams informed the Board that he is working on an Amnesty letter for Accessory Dwelling Units which will address permitted and unpermitted units.
5. Late Fee Policy: Terrence Williams informed the Board that approximately 20 % of the Districts' customers pay late fees.
6. Solar Project: Terrence Williams reported that the District is moving forward with the Rule 21 Application.
7. Infrastructure Ad Hoc Committee Report:
 - a. Strategic Planning: No discussion or action was taken.
 - b. New Connections: No discussion or action was taken
 - c. Infrastructure Development: Terrence Williams informed the Board that he will meet with Humboldt County Supervisor Estelle Fennell in order to discuss the lack of maintenance of the roads and culverts within the District and the Inflow and Infiltration issues which the District experiences during wet weather. The Board discussed different funding in order to raise funds for road maintenance.

Terrence Williams will attend a Firewise Council meeting which will address fire prevention. Mr. Williams asked the board whether they would agree to become a Redway Fire Safe Council. Funding is available to help with fire prevention. The District could get funding for a water tank at the Meadows Industrial Park.

Dian Griffith informed the Board that a meeting has been scheduled for May 19, 2019 by the Institute for Sustainable Forestry. A Meeting of the Beautification of Garberville and Redway has been scheduled for March 27, 2019.

BOARD MEMBER / STAFF REPORTS:

1. Director's Report:
 - A. Michael McKaskle.
 1. RREDC: A written RREDC Report was submitted by Michael McKaskle.
 - B. Financial Ad-Hoc Committee Meeting: The Financial Ad-Hoc Committee reported that it addressed the Districts' credit card, website, projected budget and the lien process.

CORRESPONDENCE:

1. State Water Resources Control Board, Eloise Berryman, February 15, 2019 Re, 2018 Annual Water Use Reporting.
2. Redway Community Services District, Terrence Williams email to Humboldt County Public Works, February 25, 2019 Re, Storm Water Inundating the Redway Community Services District Wastewater Collection System.
3. Redway Community Services District, Terrence Williams email to Michelle Nielsen, March 13, 2019 Re, Assistance in Upgrading the Redway Community Services District's Water and Wastewater Facilities.
4. California Special Districts Association Re, Special District Board Member Handbook.

MEDIA COMMUNICATIONS:

No media communication will be addressed to the local media.

ADVANCED AGENDA:

1. Review of the 2019 / 2020 Budget.

ADJOURNMENT:

Scott Kender moved to adjourn the March 20, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors at 7:40 P.M. Dian Griffith seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurrens,
Secretary to the Board