

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

**REGULAR BUSINESS MEETING**

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

**Date:** June 19, 2019

**Time:** 6:30 P.M.

**Posted:** June 14, 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 May 15, 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 May 2019 Financial Reports.
- 2a. General Manager's Report: Review May 2019 General Manager's Report.
- 2b. Office Manager's Report: Review of the May 2019 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the May 2019 Operation Manager's Report.
3. Production Report: Review of the May 2019 Production Report.
4. Safety Report: Review of the May 2019 Safety Report.

**VII. REPORT FROM CHAIRMAN OF THE BOARD:**

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

1. Updating Wastewater Ordinance.  
ACTION REQUIRED: Discussion / Report / Action

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

**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 July 2019 Regular Business Meeting of the Board of Directors under this item of business. No Action

**XVI. ADJOURNMENT**

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

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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. 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

May 15, 2019

CALL TO ORDER:

Chairman M<sup>c</sup>Clure called the May 15, 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<sup>c</sup>Clure, Chm, Michael McKaskle, Linda Sutton, Dian Griffith, Scott Kender.

Staff Present:

Terrence Williams, General Manager / Operation's Manager  
Glen Gradin, Office Manager

APPROVAL OF AGENDA:

Following review of the May 15, 2019 Agenda, Dian Griffith motioned to approve the May 15, 2019 Agenda as presented. Michael McKaskle seconded the motion. The motion was carried by voice vote of four Yeas and zero Nays. After returning to Approval of the Agenda, Dian Griffith motioned to move Action / Discussion Items, Item 9. Southern Humboldt Community Park's Request for Potable Water from GSD to the top of Action / Discussion Item as amended. Michael McKaskle seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

PUBLIC COMMENT:

1. Michael McKaskle informed the Board that he has been approached by a person that is interested in becoming a Board Member but does not reside in the District.

Michael McKaskle requested the Board return to Approval of the Agenda in order to move Action / Discussion Items 9 Southern Humboldt Community Park's Request for Potable Water from GSD . to the top of Action / Discussion Items. By general consensus the Board returned to Approval of the Agenda.

PREVIOUS MINUTES:

Review and Action on the April 17, 2019 Regular Business Meeting Minutes: Following review of the April 17, 2019 Regular Business Meeting minutes, Dian Griffith moved to approve the April 17, 2019 Previous Minutes as presented. Linda Sutton seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

CONSENT CALENDAR:

1. Financial Report: The Board reviewed the March 2019 Financial Reports. The Board discussed Proposition 68 Per Capita Program which would provide funds for maintenance of the road to the wastewater treatment plant.
- 2a. General Manager's Report: The Board reviewed the March 2019 General Manager's Report. Chairman M<sup>c</sup>Clure informed the Board that he was in error at the April 17, 2019 Regular Business Meeting when he stated that the name in the Local Hazard Mitigation Plan was Evergreen Business Park instead of the Meadows Business Park.
- 2b. Office Manager's Report: The Board reviewed the March 2019 Office Manager's Report.
- 2c. Operation Manager's Report: The Board reviewed the March 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the March 2019 Production Reports.
4. Safety Report: The Board reviewed the March 2019 Safety Report.

Dian Griffith moved to accept the Consent Calendar as presented. Linda Sutton 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<sup>c</sup>Clure expressed his appreciation to the District's operations staff for keeping the District functioning and the office staff for the newsletter that was sent to the Districts' customers.

ACTION / DISCUSSION ITEMS:

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

Dian Griffith motioned to move Item 9. Southern Humboldt Community Park's Request for Potable Water from GSD before Item 1. Updating Wastewater Ordinances. Linda Sutton seconded the motion. The motion was carried by a voice vote of four Yeas and Zero Nays. See Item 9. Southern Humboldt Community Park's Request for Potable Water.

1. Updating Wastewater Ordinances: Terrence Williams reported that there is no new information on Updating the Wastewater Ordinances.
2. District Policies: Terrence Williams informed the Board that the District must create a bonus program ahead of time that identifies metrics and provide those bonuses when those metrics are met. An employee cannot be retroactively compensated for time or effort. Terrence William will submit a draft bonus policy for review by the Board.
3. New Connections: Two applicants have been sent Notice of Capacity letters. The applicants have 20 days to respond.
4. Amnesty Letter to Current Customers: Michael McKaskle will create an outline of an Amnesty Letter to Current Customers.
5. Late Fee Policy: The Board discussed placing the late fees in a reserve account which one half would be placed in the District's general account and one half would be used for customers who qualify for the CARE Program. Terrence Williams informed the Board that the late fees must be divided among all the Districts' customers. Linda Sutton suggested that if the District customers contribute by using a donation box to help low income customers, the District may receive a matching grant from the Humboldt Area Foundation.

6. Solar Project: Terrence Williams reported that the follow up feasibility study will be submitted for review at the June 19, 2019 Regular Business Meeting.
7. Infrastructure Ad Hoc Committee Report: The Infrastructure Ad Hoc Committee reported that they did not meet to discuss Infrastructure issues.
  - a. Strategic Planning: No discussion or action was taken.
  - b. New Connections: No discussion or action was taken
  - c. Infrastructure Development: Terrence Williams requested the Board to compose a motion authorizing staff to sign paperwork to process a Notice of Exemption for the Wastewater Infrastructure Improvement Planning Project. Following discussion, Scott Kender moved to authorize staff to sign paperwork to process a Notice of Exemption for the Wastewater Infrastructure Improvement Planning Project. Linda Sutton seconded the motion. The motion was carried by a voice vote of five Yeas and zero Nays.
8. Review of the 2019 / 2020 Budget: The Board continued to review the draft 2019 / 2020 Budget. The 2019 / 2020 Budget will continue to be reviewed at the June 19, 2019 Regular Business Meeting.
9. Southern Humboldt Community Park's Request for Potable Water from GSD: The Board discussed the Southern Humboldt Community Park's request for potable water from the Garberville Sanitary District. The Board feels that it is not appropriate at this time to make comments on the request.

OPEN SESSION DISCLOSURE OF CLOSED SESSION:

Chairman M<sup>c</sup>Clure recessed the Open Session to Closed Session at 7:40 P.M. for the purpose of Confidential Discussion Regarding Pending Litigation Negotiations.

CLOSED SESSION:

1. Confidential Discussion Regarding Pending Litigation Negotiations: The Board discussed pending litigation negotiations.

RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

Chairman M<sup>c</sup>Clure adjourned the Closed Session at 8:37 P.M. and returned to Open Session. Chairman M<sup>c</sup>Clure announced that Closed Session was informational only and that no action was taken.

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 no meeting was held to discuss the district's financial issues.

CORRESPONDENCE:

1. Email to Chairman McClure, Re, SDRAM Election for Seat on its Board of Directors.
2. Department of Parks and Recreation Office of Grants and Local Services, April 08, 2019 Re, Eligibility for 2018 California Drought, Water Parks, Climate, Coastal Protection and Outdoor Access for All Bonds Act (Prop 68) Per Capita Grant Program. The Redway Community Services District Board of Directors authorizes staff to submit the application to the State of California Parks Office of Grants and Local Services. Michael McKaskle is opposed to using grant funds to maintain the portion of the road to the wastewater treatment plant that is owned by the California State Parks.

3. Southern Humboldt Opportunities Village Proposal Summary, April 2019 Re, Proposal for Local Low Income / Homeless Housing.
4. Emails from Ed Voice, May 13, 2019 and May 14, 2019 Re, Southern Humboldt Community Park Water Use.
5. Kristin Vogel, April 23 2019 and May 14, 2019 Re, Southern Humboldt Community Park Water Meter.

MEDIA COMMUNICATIONS:

No media communication will be addressed to the local media.

ADVANCED AGENDA:

No new items were placed on the Advanced Agenda.

ADJOURNMENT:

Dian Griffith moved to adjourn the May15, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors at 8:49 P.M. Linda Sutton 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