

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

REGULAR BUSINESS MEETING

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

Date: July 17, 2019

Time: 6:30 P.M.

Posted: July 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 June 19, 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 June 2019 Financial Reports.
- 2a. General Manager's Report: Review June 2019 General Manager's Report.
- 2b. Office Manager's Report: Review of the June 2019 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the June 2019 Operation Manager's Report.
3. Production Report: Review of the June 2019 Production Report.
4. Safety Report: Review of the June 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. Solar Project.
ACTION REQUIRED: Discussion / Report / Action
6. Infrastructure Ad Hoc Committee Report:
 - a. Strategic Planning
 - b. New Connections
 - c. Infrastructure Developments
 ACTION REQUIRED: Discussion / Report / Action
7. Southern Humboldt Community Park; Potable Water Issue
ACTION REQUIRED: Discussion / Report / Action.
8. Adoption of Resolution 2019-2020-01 Authorizing the Addition of Unpaid Utility Bills on the Annual Humboldt County Property Tax Bills Through the Humboldt County Auditor.
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 August 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.

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

June 19, 2019

CALL TO ORDER:

Chairman M^cClure called the June 19, 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 via telephone conference
Glen Gradin, Office Manager

APPROVAL OF AGENDA:

Following review of the June 19, 2019 Agenda, Dian Griffith motioned to approve the June 19, 2019 Agenda as presented. Michael McKaskle seconded the motion. The motion was carried by voice vote of four Yeas and zero Nays.

PUBLIC COMMENT:

1. Linda Sutton informed the Board that she attended two community meetings which discussed fast tracking the Southern Humboldt Community Park potable water issue. Michael McKaskle inquired into whether Steve Dazeys' property will receive potable water.

PREVIOUS MINUTES:

Review and Action on the May 15, 2019 Regular Business Meeting Minutes: Following review of the May 15, 2019 Regular Business Meeting minutes, the following two additions were made.

1. Under Public Comment the minutes read: 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. The addition was the following. The person challenged Michael McKaskle to a fight which Mr. McKaskle declined.
2. Under Correspondence the minutes read: 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. The addition was that the District does not have a recreation program. Michael McKaskle moved to approve the April 17, 2019 Previous Minutes as amended. Scott Kender 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 May 2019 Financial Reports. In the Billing for Sales of Water and Sewer Services the dates were 0/0/1900. This date is incorrect. The dates should have been May 31, 2019.
- 2a. General Manager's Report: The Board reviewed the May 2019 General Manager's Report.
- 2b. Office Manager's Report: The Board reviewed the May 2019 Office Manager's Report.
- 2c. Operation Manager's Report: The Board reviewed the May 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the May 2019 Production Reports.
4. Safety Report: The Board reviewed the May 2019 Safety Report.

Linda Sutton moved to accept the Consent Calendar as amended. 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 McClure expressed his appreciation to the District's operations staff and office staff for keeping the District functioning.

ACTION / DISCUSSION ITEMS:

Terrence Williams submitted Action / Discussion Items Staff Report and Recommendations in the Board Packet for review by the Board before the June 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: Terrence Williams informed the Board that he was unable to contact the District's attorney to inquire into how to create a policy which gives employee bonuses.
3. New Connections: The District will send response letters to two applicants. One applicant is prepared to start construction. The second applicant may not proceed with construction. If the second applicant withdraws his application, the next application is for the construction of fourteen residential units which would use up the District's water and wastewater capacity.
4. Amnesty Letter to Current Customers: The Board reviewed the draft letter which will be sent to the District's customers regarding properties which have multiple units. The Board discussed adding language addressing parcels that have a residence in addition to small business. Terrence Williams will revise the amnesty letter to include parcels that have a residence in addition to a small business.
5. Late Fee Policy: Late Fee Policy will be removed from the agenda until further notice.
6. Solar Project: The Board reviewed the summary of solar PV project options for the Redway Community Services District submitted by the Redwood Coast Energy Authority. Following discussion, Michael McKaskle moved to direct staff to select Option 3, One Large RES-BCT Array at the Wastewater Treatment Plant. Scott Kender seconded the motion. The motion was carried by a voice vote of five Yeas and zero Nays.
7. Infrastructure Ad Hoc Committee Report: Chairman McClure reported that he was unable to attend the Ad Hoc Committee meeting addressing infrastructure issues. Terrence Williams and Michael McKaskle attended the meeting.

- a. Strategic Planning: No discussion or action was taken.
 - b. New Connections: No discussion or action was taken
 - c. Infrastructure Development: Terrence Williams reported that the Districts' property located on Leggett Creek does have percolation. Terrence Williams also reported that permits are required before test wells can be drilled. The sites under consideration are located at the Rusk Lane water tank, the Water Treatment Plant and the Meadows Business Park. Scott Kender moved to approve permitting test wells at the three locations discussed and to drill test wells at the two sites that the District has access to. Linda Sutton seconded the motion. The motion as carried by a voice vote of four Yeas and zero Nays.
8. Review of the 2019 / 2020 Budget: Following the final review of the 2019/2020 draft budget, Dian Griffith moved to approve the 2019/2020 budget as presented. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.
 9. FEMA Major Disaster Declaration: Following discussion, Michael McKaskle moved to adopt Resolution 2018-2019-04 authorizing General Manager Terrence Williams to execute for and on behalf of the Redway Community Services District an application for the purpose of obtaining certain federal financial assistance and/or state financial assistance under the California Disaster Assistance Act. Dian Griffith seconded the motion. Chairman M^cClure called for a roll call vote. Linda Sutton, Yea, Dian Griffith, Yea, Scott Kender, Yea, Michael McKaskle, Yea, Arthur M^cClure, Yea. The motion was carried by a unanimous vote.

BOARD MEMBER / STAFF REPORTS:

1. Director's Report:
 - A. Michael McKaskle.
 1. RREDC: No RREDC Meeting 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. No Correspondence was available for review by the Board.

MEDIA COMMUNICATIONS:

No media communication will be addressed to the local media.

ADVANCED AGENDA:

1. Southern Humboldt Community Park.

ADJOURNMENT:

Linda Sutton moved to adjourn the June 19, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors at 7:34 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