

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

**REGULAR BUSINESS MEETING**

**Location:** RCSD Business Office; 1150 Evergreen Rd. #2  
**Date:** November 20, 2019  
**Time:** Immediately After the 6:30 P.M. Public Hearing  
**Posted:** November 15, 2019

**I. CALL TO ORDER:**

**II. ROLL CALL:**

____ Arthur McClure, Chm.	____ Scott Kender, Director
____ Dian Griffith, Vice-Chm.	____ Linda Sutton, Director
____ Michael McKaskle, 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 October 18, 2019 Regular Business Meeting Minutes.
2. Review and Action on the November 01, 2019 Special 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 October 2019 Financial Reports.
- 2a. General Manager's Report: Review October 2019 General Manager's Report.
- 2b. Office Manager's Report: Review of the October 2019 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the October 2019 Operation Manager's Report.
3. Production Report: Review of the October 2019 Production Report.
4. Safety Report: Review of the October 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 DevelopmentsACTION REQUIRED: Discussion / Report / Action
7. Lien Process  
ACTION REQUIRED: Discussion / Report / Action.
8. GSD Connection to SHCP  
ACTION REQUIRED: Discussion / Report / Action.
9. Letter to Public Utilities Commission Regarding Public Safety Power Shutoffs  
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 December 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.

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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

October 16, 2019

CALL TO ORDER:

Chairman M<sup>c</sup>Clure called the October 16, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:33 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  
Glenn Gradin, Business Manager

APPROVAL OF AGENDA:

Following review of the October 16, 2019 Agenda, Michael McKaskle motioned to move Action / Discussion Items, Action / Discussion Items Item 8. Lien Process and Item 13., Board Member / Staff Reports Item B, Financial Ad Hoc Committee Report, to the beginning of Action / Discussion. Dian Griffith seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays. See Action / Discussion Item 7., Lien Process and Board Members / Staff Reports, Financial Ad Hoc Committee Report Item B.

PUBLIC COMMENT:

1. Scott Kender thanked God for the rain.
2. Terrence Williams informed the Board that he attended a debriefing which addressed acquiring access to more fuel for backup generation during an emergency. At this time Humboldt County has access to approximately four day of fuel for use during an emergency. Representatives from county and state agencies, indian tribes and gas companies were in attendance.

PREVIOUS MINUTES:

Review and Action on the Septembe18, 2019 Regular Business Meeting Minutes: Following review of the September 18, 2019 Regular Business Meeting minutes the following clarification was made. Under Public Comment the minutes read: Ms. Gina Williams, Chairman of the Southern Humboldt Fire Safe Council, commented on how well Chairman M<sup>c</sup>Clure conducts the Districts' Regular Business Meetings. The minutes should have read: Ms. Jeana Herbst, Chairman of the Southern Humboldt Fire Safe Council, commented on how well Chairman M<sup>c</sup>Clure conducts the Districts' Regular Business Meetings.

- . Dian Griffith moved to accept the September 21, 2019 Regular Business Meeting minutes as presented. 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 September 2019 Financial Reports.
- 2a. General Manager's Report: The Board reviewed the September 2019 General Manager's Report.
- 2b. Office Manager's Report: The Board reviewed the September 2019 Office Manager's Report.
- 2c. Operation Manager's Report: The Board reviewed the September 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the September 2019 Production Reports.
4. Safety Report: The Board reviewed the September 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<sup>c</sup>Clure expressed his appreciation to the staff for their commitment during the power outage. Chairman M<sup>c</sup>Clure also stated that he received letters from SDRMA stating that the District has had no paid workers compensation claims and no paid property liability claims for 2018 and 2019.

#### ACTION / DISCUSSION ITEMS:

Terrence Williams submitted Action / Discussion Items Staff Report and Recommendations in the Board Packet for review by the Board before the October 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 reported that there is no new information on District Policies.
3. New Connections: The Board reviewed the following new connections.
  1. A new connection agreement is being drafted for the project on Briceland Road. The applicant is remaining on the list and may apply for two more connections.
  2. The connection on Empire Ave. is a single-family residence.
4. Amnesty Letter to Current Customers: Terrence Williams reported that the Districts' counsel asked him to develop a policy regarding ADU's that works in the language of the new law. The Board discussed whether the unpermitted multi-units will be included in the new ADU law.
5. Solar Project: Terrence Williams informed the Board that the District has submitted an application for a Technical Support Grant from RCEA in order to help pay for part of the CEQA Process.
6. Infrastructure Ad Hoc Committee Report: Chairman McClure reported that the Ad-Hoc Committee met in order to discuss the Solar Project, and the Infrastructure Development.
  - a. Strategic Planning: No discussion or action was taken.
  - b. New Connections: No discussion or action was taken
  - c. Infrastructure Development: The Ad-Hoc Committee reviewed bids for the repairs/rehabilitation to the Wastewater Plant Access Road and replacement of a generator at the wastewater treatment plant. Before the bids can be awarded the District will try to secure additional funding from FEMA. At this time, the funding from FEMA does not cover the entire amount of the project. The District is trying to secure additional FEMA funding.
7. Lien Process: Glenn Gradin informed the Board that there were four large accounts that were sent certified letters requesting payment. Two customers have signed for and received their certified letters. One of the customers feels that as they acquired the debt after purchasing the property, the District should not require

them to pay the past due fee. The customer can contest the bill at the Public Hearing which is scheduled before the November 20, 2019 Regular Business Meeting.

OPEN SESSION DISCLOSURE OF CLOSED SESSION:

Chairman M<sup>c</sup>Clure recessed the Regular Business Meeting of the Redway Community Services District Board of Directors to Closed Session at 7:40 P.M. for the purpose of Personnel.

CLOSED SESSION:

1. Personnel: The Board discussed an issue regarding personnel.

RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

Chairman M<sup>c</sup>Clure adjourned the Closed Session at 7:45 P.M. and returned to the Regular Business Meeting. Chairman M<sup>c</sup>Clure disclosed 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: The Board reviewed the RREDC Meeting report that was submitted by Michael McKaskle.
  - B. Financial Ad-Hoc Committee Meeting: The Financial Ad-Hoc Committee reported on the following: The Lien Process, finding a solution for credit card processing fees and paying off the Davis Grunsky loan.

CORRESPONDENCE:

1. California Department of Forestry and Fire Protection, September 26, 2019 Re, Availability of Funding for Projects that Proactively Address Fire Prevention and Forest Health.
2. Humboldt County Planning and Building Department, Zoning Administrator Agenda, John Ford Re, Emerald Triangle Group, LLC Co., Special Permit.
3. Financial Information System for California Re, Government Agency Taxpayer ID Form,

MEDIA COMMUNICATIONS:

No media communication will be addressed to the local media.

ADVANCED AGENDA:

No new items were placed on Advanced Agenda.

ADJOURNMENT:

Scott Kender moved to adjourn the October 16, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors at 8:11 P.M. Linda Sutton seconded the motion. The motion was carried by a voice vote of five Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurrens,  
Secretary to the Board

REDWAY COMMUNITY SERVICES DISTRICT  
MINUTES OF THE SPECIAL BUSINESS MEETING

November 01,2019

CALL TO ORDER

Vice-Chairman Griffith called the November 01, 2019 Special Business Meeting of the Redway Community Services District Board of Directors, to order at 10:37 A.M. in the Redway Community Services District Business Office.

ROLL CALL:

Directors Present: Dian Griffith, Vice-Chm, Linda Sutton, Michael McKaskle, Scott Kender.  
Director Absent: Arthur M<sup>c</sup>Clure

Staff Present:

Terrence Williams, General Manager / Operations Manager

APPROVAL OF AGENDA:

Following review of the November 01, 2019 Special Business Meeting Agenda, Scott Kender moved to accept the November 01, 2019 Special Business Meeting agenda as presented. Michael McKaskle seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

PUBLIC COMMENT:

Michael McKaskle expressed appreciation to the Districts' staff for their commitment during the public safety power shutoff.

OPEN SESSION DISCLOSURE OF CLOSED SESSION:

Vice-Chairman Griffith recessed the Regular Business Meeting of the Redway Community Services District Board of Directors to Closed Session at 10:39 A.M. for the purpose of Personnel.

CLOSED SESSION:

1. Personnel: The Board discussed the issue of Personnel.

RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION:

1. Vice-Chairman Griffith adjourned the Closed Session at 11:03 A.M. and returned to the Regular Business Meeting.

Vice-Chairman Griffith announced that Closed Session was discussion only and that no action was taken.

CORRESPONDENCE:

No correspondence was reviewed by the Board.

ADVANCED AGENDA:

No items were placed on the Advanced Agenda.

ADJOURNMENT

Linda Sutton moved to adjourn the Special Business Meeting at 11:05 A.M. Michael McKaskle 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