

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

REGULAR BUSINESS MEETING

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

Date: August 21, 2019

Time: 6:30 P.M.

Posted: August 16, 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 July 17, 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 July 2019 Financial Reports.
- 2a. General Manager's Report: Review July 2019 General Manager's Report.
- 2b. Office Manager's Report: Review of the July 2019 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the July 2019 Operation Manager's Report.
3. Production Report: Review of the July 2019 Production Report.
4. Safety Report: Review of the July 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.

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 September 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

July 17, 2019

CALL TO ORDER:

Chairman M^cClure called the July 17, 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 July 17, 2019 Agenda, Dian Griffith motioned to approve the July 17, 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. Michael McKaskle informed the Board that there is a lead issue on a drinking fountain at Redway Elementary School and that the drinking fountain is scheduled to be replaced.

PREVIOUS MINUTES:

Review and Action on the June 19, 2019 Regular Business Meeting Minutes: Following review of the June 17, 2019 Regular Business Meeting minutes, Michael McKaskle moved to accept the June 17, 2019 minutes as presented. Dian Griffith 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 June 2019 Financial Reports. In the Savings Account Activity the date stated was May 31, 2019. The date in the Savings Account Activity should have been June 30, 2019. The Board asked for clarification on the Tax Revenue Transfer total of \$80,000.00.
- 2a. General Manager's Report: The Board reviewed the June 2019 General Manager's Report.

- 2b. Office Manager's Report: The Board reviewed the June 2019 Office Manager's Report.
- 2c. Operation Manager's Report: The Board reviewed the June 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the June 2019 Production Reports.
4. Safety Report: The Board reviewed the June 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^cClure expressed his appreciation to the District's operations staff and office staff for keeping the District functioning. Chairman M^cClure also congratulated General Manager Terrence William on passing his distribution 2 and treatment 2 examinations.

ACTION / DISCUSSION ITEMS:

Terrence Williams submitted Action / Discussion Items Staff Report and Recommendations in the Board Packet for review by the Board before the July 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: Chairman McClure inquired to why the request from Sylvandale Nursery was for potable water instead of unpotable water which would be used for dust control. No action was taken. The Board reviewed a draft of a Temporary Construction Water Meter application which was submitted by Terrence Williams. Following discussion Scott Kender moved to adopt a Temporary Construction Water Meter policy. Michael McKaskle seconded the motion. The motion was carried by a voice vote of five Yeas and zero Nays.
3. New Connections: The applicant continues to delay their decision for services. The District has informed the applicant that a decision must be made by August 1, 2019.
4. Amnesty Letter to Current Customers: The Board continued to review the Amnesty Letter. Following the inclusion of wording which addresses commercial spaces, Scott Kender moved to approve the amnesty letter with the corrections. Michael McKaskle seconded the motion. The motion was carried by a voice vote of five Yeas and zero Nays. Terrence Williams will have the District counsel review the letter.
5. Solar Project: Michael McKaskle will draft a letter to Michael Avcollie requesting an exploration of the ability to switch to stand alone on Red Flag Days. Terrence Williams stated that once the District has passed the CEQA process the project will move quickly.
6. Infrastructure Ad Hoc Committee Report: Chairman McClure reported that no Ad-Hoc Committee meeting was held.
 - a. Strategic Planning: No discussion or action was taken.
 - b. New Connections: No discussion or action was taken
 - c. Infrastructure Development: Terrence Williams reported the District has the permits for the well drilling but has not scheduled an appointment with Fishe Drilling. Mr. Johnson denied the District's request to obtain a permit to drill for a water test at the Meadows Industrial Park. Mr. Williams informed the Board that the installation of fire hydrants is going forward.
7. Southern Humboldt Community Park; Potable Water Issues: The Board continued the discussion regarding the proposal to supply potable water from the Garberville Sanitary District to the Southern Humboldt Community Park and their lack of disclosure. LAFCo is reviewing the proposal. Linda Sutton felt a general statement should be submitted to LAFCo which would address the Garberville Sanitary District providing potable water to the Southern Humboldt Community Park.
8. Adoption of Resolution 2019-2020-01 Authorizing the Addition of Unpaid Utility Bill on the Annual Humboldt County Tax Bills Through The Humboldt County Auditor: Following discussion, Dian Griffith

moved to Adopt Resolution 2019-2020-01 Authorizing the Addition of Unpaid Utility Bill on the Annual Humboldt County Tax Bills Through the Humboldt County Auditor. Michael McKaskle seconded the motion. The motion was carried by a voice vote of five Yeas and zero Nays.

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 on the following: credit card processing such as tier convenience fees, the lien process, return check policy, paying off the Davis Grunsky Loan, and Review of alternate insurance companies that provide liability and workers comp insurance. There was no report on the fire retention policy.

CORRESPONDENCE:

1. Ross Johnson, July 09, 2019 Re, Air Conditioner Replacement Agreement.
2. Evans Mechanical, Estimate for replacement of air conditioning unit.
3. California Special Districts Association, Re, Power Black Outs Due to High Winds.
4. PG&E, June 12, 2019 Re, Preparation for Public Safety Power Outages.
5. State Water Resources Control Board, Karen Mogus, June 17, 2019 Re, Water Quality Orders to Update Permit Monitoring and Reporting Requirements.
6. Statement from G.R. Wilcox Enterprises, Inc. Re, Prep and Pave Road to Water Tank at Meadows Business Park. RCSD 25 % Share is \$15,942.50

MEDIA COMMUNICATIONS:

Michael McKaskle will meet with KMUD Radio to discuss the water leaks on the north end of Redwood Drive.

Terrence Williams will be interviewed by KMUD Radio in the near future.

ADVANCED AGENDA:

No items were placed on the Advanced Agenda.

ADJOURNMENT:

Scott Kender moved to adjourn the July 17, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors at 8:05 P.M. Dian Griffith seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

Respectfully Submitted,

Nancy Jurens,
Secretary to the Board