

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

REGULAR BUSINESS MEETING

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

Date: September 18, 2019

Time: 6:30 P.M.

Posted: September 13, 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 August 21, 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 August 2019 Financial Reports.
- 2a. General Manager's Report: Review August 2019 General Manager's Report.
- 2b. Office Manager's Report: Review of the August 2019 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the August 2019 Operation Manager's Report.
3. Production Report: Review of the August 2019 Production Report.
4. Safety Report: Review of the August 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. Lien Process
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 October 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

August 21, 2019

CALL TO ORDER:

Chairman M^cClure called the August 21, 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 (6:41 arrival), Linda Sutton, Dian Griffith (6:33 P.M. arrival), Scott Kender.

Staff Present:

Terrence Williams, General Manager / Operation's Manager
Glenn Gradin, Business Manager

APPROVAL OF AGENDA:

Following review of the August 21, 2019 Agenda, Linda Sutton moved to approve the August 21, 2019 agenda as presented. Scott Kender seconded the motion. The motion was carried by voice vote of four Yeas and zero Nays.

PUBLIC COMMENT:

1. Ms. Jeana Herbst from the Southern Humboldt Fire Safe Council introduced herself to the Board and was present to observe the meeting.

PREVIOUS MINUTES:

Review and Action on the July 17, 2019 Regular Business Meeting Minutes: Following review of the July 17, 2019 Regular Business Meeting minutes, Scott Kender moved to accept the July 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 July 2019 Financial Reports.
- 2a. General Manager's Report: The Board reviewed the July 2019 General Manager's Report.
- 2b. Office Manager's Report: The Board reviewed the July 2019 Office Manager's Report.

- 2c. Operation Manager's Report: The Board reviewed the July 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the July 2019 Production Reports.
4. Safety Report: The Board reviewed the July 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'Clure 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 August 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: A letter will be sent to the next applicant informing them that water and sewer service may be available. The District will require a reply within twenty days from receipt of the letter.
4. Amnesty Letter to Current Customers: The District sent a copy of the draft amnesty letter to David McMurchie, Attorney at Law, to determine whether the District can charge a capacity fee for Accessory Dwelling Units and whether the District can provide amnesty from the capacity fees. The District has received no response from Mr. McMurchie
5. Solar Project: A proposal may be available for review at the September 18, 2019 Regular Business Meeting.
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: No information was available to present to the Board.
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. Each Board Member, District staff and members of the public expressed their opinion of the proposal. LAFCo has requested a letter from the District requesting comment on the Southern Humboldt Community Parks request for potable water from the Garberville Sanitary District. Terrence Williams will draft a letter to LAFCo informing them of the Boards concern of possible excessive water usage by the Southern Humboldt Community Park in the future.

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 vs processing fee, the lien process, return check policy plus establishing a return check charge of \$45.00, effective July 15, 2019 and paying off the Davis Grunsky Loan.

CORRESPONDENCE:

1. Redway Community Services District to Residential Customer, August 06, 2019 Re, Excessive Water Usage.
2. California Office of Emergency Services Re, Approval of Request for Public Assistance, FEMA-4434-DR-CA, Late February 2019 Storms.
3. Garberville Sanitary District to Southern Humboldt Special Districts Re, Strategic Planning Meeting.
4. Humboldt County Planning and Building Department-Building Division Pre-Site Investigation Form, Pre-Site Application and Preliminary Review Form for Construction of Secondary Dwelling Unit.

MEDIA COMMUNICATIONS:

KMUD radio interviewed Redway Community Service District General Manager Terrence Williams.

ADVANCED AGENDA:

1. Lien Process.

ADJOURNMENT:

Dian Griffith moved to adjourn the August 21, 2019 Regular Business Meeting of the Redway Community Services District Board of Directors at 8:01 P.M. Linda Sutton 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