

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

REGULAR BUSINESS MEETING

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

Date: February 19, 2020

Time: 6:30 P.M.

Posted: February 14, 2020

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 January 21, 2020 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 January 2020 Financial Reports.
- 2a. General Manager's Report: Review January 2020 General Manager's Report.
- 2b. Office Manager's Report: Review of the January 2020 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the January 2020 Operation Manager's Report.
3. Production Report: Review of the January 2020 Production Report.
4. Safety Report: Review of the January 2020 Safety Report.

VII. REPORT FROM CHAIRMAN OF THE BOARD:

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

1. Election of Officers.
ACTION REQUIRED: Discussion / Report / Action.
2. Updating Wastewater Ordinance.
ACTION REQUIRED: Discussion / Report / Action
3. District Policies.
ACTION REQUIRED: Discussion / Report / Action
4. New Connections.
ACTION REQUIRED: Discussion / Report / Action
5. Amnesty Letter to Current Customers.
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 DevelopmentsACTION REQUIRED: Discussion / Report / Action
8. Adoption of Local Hazard Mitigation Plan.
ACTION REQUIRED: Discussion / Report / Action.
9. LAFCo Board Nominations.
ACTION REQUIRED: Discussion / Report / Action.
10. Garberville Sanitary District Connection to Southern Humboldt Community Park
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 March 2020 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.

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

January 21, 2020

CALL TO ORDER:

Vice-Chairman Griffith called the January 21, 2020 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:31 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

Directors Present: Dian Griffith Vice-Chm., Michael McKaskle, Linda Sutton, Scott Kender.
Director Absent: Arthur M^cClure, Chm.

Staff Present:

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

APPROVAL OF AGENDA:

Following review of the January 21, 2020 Agenda, Michael McKaskle motioned to move Action / Discussion Items Item 1. Redway Recreational Trail Project before the Consent Calendar. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays. See Action / Discussion Items, Item 1. Redway Recreational Trail Project.

PUBLIC COMMENT:

1. Vice-Chairman Griffith reported that Chairman M^cClure is doing well.

PREVIOUS MINUTES:

1. Review and Action on the December 18, 2019 Regular Business Meeting Minutes: Following review of the December 18, 2019 Regular Business Meeting minutes the following clarification was made. Under Lien Process, the minutes read: Additionally, the District will need to make an assessment about whether or not Mr. Skillman requires our wastewater Ordinances, Mr. Williams intended to say: Additionally, the District will need to make an assessment about whether or not Mr. Skillman meets the requirements in the Wastewater Ordinances. Michael McKaskle moved to accept the December 18, 2019 Regular Business Meeting minutes as clarified. 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 December 2019 Financial Reports.
- 2a. General Manager's Report: The Board reviewed the December 2019 General Manager's Report.
- 2b. Office Manager's Report: The Board reviewed the December 2019 Office Manager's Report.
- 2c. Operation Manager's Report: The Board reviewed the December 2019 Operation Manager's Report.
3. Production Report: The Board reviewed the December 2019 Production Reports.
4. Safety Report: The Board reviewed the December 2019 Safety Report.

Linda Sutton moved to accept the Consent Calendar as presented. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

REPORT FROM CHAIRMAN OF THE BOARD:

Vice-Chairman Griffith reported that Arthur McClure is doing well and that there was no Financial Ad-Hoc Committee meeting.

ACTION / DISCUSSION ITEMS:

Terrence Williams submitted Action / Discussion Items Staff Report and Recommendations in the Board Packet for review by the Board before the January 2020 Regular Business Meeting.

1. Redway Recreational Trail Project: Adona White and David Walsh addressed the Board requesting their support of the development of a recreational trail near Redway. Following discussion, Michael McKaskle moved to draft a letter of support to LAFCo for a recreational trail to be located near Redway with District staff time spent not to exceed five hours. Scott Kender seconded the motion. The motion carried by a voice vote of four Yeas and zero Nays.
2. Election of Officers: Following discussion, Michael McKaskle moved to table Election of Officers until the entire Board can discuss the topic. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.
3. Updating Wastewater Ordinances: Terrence Williams reported that there is no new information on updating the Wastewater Ordinance.
4. District Policies: The Board reviewed the general contract for medium sized projects (>\$25,000 to \$299,999) which was completed by the Districts' attorney, David McMurchie.
5. New Connections: The Board discussed the proposed routing of the water and sewer service lines from the housing development located on Orchard Lane, Redway Drive and Briceland Road to the main water and sewer lines. The District has requested an extension until the end of February 2020 in order to determine the correct route to be undertaken. The developer requires a letter of service from the District which is contingent on what they may propose in the conceptual design.
6. Amnesty Letter to Current Customers: Terrence Williams informed the Board that he may submit a draft of the revised Water Ordinance at the February 2020 Regular Business Meeting.
7. Solar Project: Terrence Williams informed the Board that the Redwood Coast Energy Authority has awarding the District up to \$10,000.00 to help finance one half of the CEQA expenses. GHD Contractors are working on an as needed basis and will not exceed \$20,000.00.
8. Infrastructure Ad Hoc Committee Report: Terrence Williams 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 submitted the Wastewater Infrastructure Planning Project grant agreement which was sent to David McMurchie, Attorney at Law, for review. Mr. McMurchie recommended that the Board approve the Wastewater Infrastructure Planning Project

agreement. Following discussion, Michael McKaskle moved to accept the Wastewater Infrastructure Planning Project Grant Agreement Number SWRCB0000000000D190101400 on Project Number: C-06-8413-110. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.

9. 2018-2019 Financial Statement / Audit: Following review and discussion on the 2018-2019 Financial Statement / Audit, Michael McKaskle moved to accept the 2018-2019 Financial Statement / Audit as presented. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.
10. Adoption of Local Hazard Mitigation Plan: Following discussion, Adoption of the Local Hazard Mitigation Plan was tabled until the February 2020 Regular Business Meeting.

OPEN SESSION DISCLOSURE OF CLOSED SESSION:

Vice-Chairman Griffith recessed the Regular Business Meeting to Closed Session at 7:52 P.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:

Vice-Chairman Griffith adjourned the Closed Session and returned to the Regular Business Meeting at 8:16 P.M. Vice-Chairman Griffith 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: There was no RREDC Meeting report submitted by Michael McKaskle.
 - B. Financial Ad-Hoc Committee Meeting: Vice-Chairman Griffith reported that there was no Financial Ad-Hoc Committee meeting.
 1. The Financial Ad-Hoc Committee reported on the following: The Financial Committee cancelled its January 2020 meeting.

CORRESPONDENCE:

1. Humboldt LAFCo, Colette Metz Santsche, December 27, 2019 Re, Request for Nominations for District Members to Serve on LAFCo.
2. Humboldt County Department of Public Works, January 08, 2020, Kristin Martinique Re, Notice of Meeting, Airport Land Use Compatibility Plan Update.
3. California State Water Resources Control Board, January 16, 2020 Re, Wastewater Infrastructure Planning Project Agreement.

MEDIA COMMUNICATIONS:

Michael McKaskle addressed the drainage issue within the District on KMUD Radio. Vice-Chairman Griffith reported that she was interviewed by KMUD Radio on the Redway Walkability event. Telephone service during the recent storms, backup generators on cell phone towers and land lines was discussed by the Board.

ADVANCED AGENDA:

1. LAFCo Nominations.

ADJOURNMENT:

Linda Sutton moved to adjourn the January 21, 2020 Regular Business Meeting of the Redway Community Services District Board of Directors at 8:25 P.M. Michael McKaskle 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