

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

**REGULAR BUSINESS MEETING**

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

**Date:** March 18, 2020

**Time:** 6:30 P.M.

**Posted:** March 13, 2020

**I. CALL TO ORDER:**

**II. ROLL CALL:**

\_\_\_ Arthur M<sup>c</sup>Clure, Chm.

\_\_\_ Dian Griffith, Vice-Chairwoman.

\_\_\_ 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 February 18, 2020 Regular Business Meeting Minutes.
2. Review and Action on the March 12, 2020 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 February 2020 Financial Reports.
- 2a. General Manager's Report: Review February 2020 General Manager's Report.
- 2b. Office Manager's Report: Review of the February 2020 Office Manager's Report.
- 2c. Operation Manager's Report: Review of the February 2020 Operation Manager's Report.
3. Production Report: Review of the February 2020 Production Report.
4. Safety Report: Review of the February 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 Developments
 ACTION REQUIRED: Discussion / Report / Action
8. Garberville Sanitary District Connection to Southern Humboldt Community Park.  
ACTION REQUIRED: Discussion / Report / Action.
9.  
ACTION REQUIRED: Discussion / Report / Action.
10.  
ACTION REQUIRED: Discussion / Report / Action.

**IX. OPEN SESSION DISCLOSURE OF CLOSED SESSION**

**X. CLOSED SESSION**

1. Personnel

**XI. RETURN TO OPEN SESSION; DISCLOSURE OF CLOSED SESSION**

**XII. CORRESPONDENCE:**

**XIII. BOARD MEMBER / STAFF / COMMITTEE REPORTS:**

1. DIRECTORS' REPORT
  1. RREDC
2. AD-HOC COMMITTEE REPORT
  1. FINANCIAL

**XIV. MEDIA COMMUNICATION:**

**XV. ADVANCED AGENDA:**

Further items may be placed by the Board Members for the April 2020 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.

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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

February 19, 2020

CALL TO ORDER:

Vice-Chairwoman Griffith called the February 19, 2020 Regular Business Meeting of the Redway Community Services District Board of Directors, to order at 6:34 P.M. in the Redway Community Services District Business Office.

ROLL CALL:

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

Staff Present:

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

APPROVAL OF AGENDA:

Following review of the February 19, 2020 Agenda, Michael McKaskle motioned to move Action / Discussion Items Item 10. Garberville Sanitary District Connection to Southern Humboldt Community Park before Action / Discussion Item 1. Election of Officers. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.  
See Action / Discussion Items, Item 10. Garberville Sanitary District Connection to Southern Humboldt Community Park.

PUBLIC COMMENT:

1. Vice-Chairwoman Griffith reported that Chairman M<sup>c</sup>Clure is doing well.

PREVIOUS MINUTES:

1. Review and Action on the January 21, 2020 Regular Business Meeting Minutes: Following review of the January 21, 2020 Regular Business Meeting minutes, Michael McKaskle moved to accept the January 21, 2020 Regular Business Minutes as presented. 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 January 2020 Financial Reports.
- 2a. General Manager's Report: The Board reviewed the January 2020 General Manager's Report.
- 2b. Office Manager's Report: The Board reviewed the January 2020 Office Manager's Report.

- 2c. Operation Manager's Report: The Board reviewed the January 2020 Operation Manager's Report.
3. Production Report: The Board reviewed the January 2020 Production Reports.
4. Safety Report: The Board reviewed the January 2020 Safety Report.

Michael McKaskle moved to accept the February 19, 2020 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:

Vice-Chairman Griffith stated that she would like to be addressed as Chairwoman instead of Chairman.

ACTION / DISCUSSION ITEMS:

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

1. Election of Officers: Following the Board's discussion on whether to postpone the election of officers because of Chairman McClure's illness, Vice-Chairwoman Griffith offered to act as interim chairperson until the elections are held. Michael McKaskle moved to table Election of Officers until the March 18, 2020 Regular Business Meeting. Scott Kender seconded the motion. The motion was carried by a voice vote of three Yeas and one Nay from Linda Sutton.
2. Updating Wastewater Ordinances: Terrence Williams reported that there is no new information on updating the Wastewater Ordinance.
3. District Policies: Terrence Williams submitted the updated Water Ordinance for review by the Board. Scott Kender moved to table District Policies. Michael McKaskle seconded the motion. Following discussion, Scott Kender withdrew his motion.
4. New Connections: No new information on New Connections was submitted for review by the Board.
5. Amnesty Letter to Current Customers: No new information on the Amnesty Letter to Current Customers was submitted for review by the Board.
6. Solar Project: Terrence Williams submitted a map of the Wastewater Treatment Project for review by the Board.
7. 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 informed the Board that the District is required to undertake a freshwater mussel study which must be performed by a qualified contractor. Following discussion, Michael McKaskle moved to select Stillwater Science to perform the freshwater mussel study. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.
8. Adoption of Local Hazard Mitigation Plan: Following discussion, Michael McKaskle moved to adopt Resolution 2019-2020-02 adopting the Local Hazard Mitigation Plan. Scott Kender seconded the motion. The motion was carried by a voice vote of four Yeas and zero Nays.
9. LAFCo Board Nominations: following discussion, Scott Kender moved to vote for Debra Lake to serve on LAFCo's Board of Directors. Michael McKaskle seconded the motion. The motion carried with a voice vote of three Yeas zero Nays and one opposition by Linda Sutton.
10. Garberville Sanitary District Connection to Southern Humboldt Community Park: The District received a letter from the State Water Resources Control Board. The District was asked to review Garberville Sanitary District's response to its protest of petitions for change of water right license 3404 and Permit 20789. The District was informed that if there are outstanding protest issues they are to provide protest dismissal conditions for each remaining issue. The Board reviewed the letter and discussed the issues

about increased water usage during a possible low flow in the South Fork of the Eel River. Terrence Williams will draft a letter to the State Water Resources Control Board addressing the Boards continued concerns on over use of water from the Eel River.

#### BOARD MEMBER / STAFF REPORTS:

##### 1. Director's Reports:

###### A. Michael McKaskle.

1. RREDC: Michael McKaskle submitted the RREDC Report for review by the Board.

###### B. Financial Ad-Hoc Committee Meeting:

1. The Financial Ad-Hoc Committee did not meet to review the Districts' financial issues.

#### CORRESPONDENCE:

1. Redway Community Services District to State Water Resources Control Board, November 25, 2019 Re, Protest Application for Petition for Change for Water Right License 3404 and permit 20789 of Garberville Sanitary District.
2. LAFCo, Colette Metz Santsche, December 27, 2019 Re, Request for Nominations for District Members to serve on LAFCo.
3. Debra Lake, January 01, 2020 Re, Candidate for LAFCo Board of Director Seat.
4. Anderson, Lucas Somerville & Borges, LLP, January 10, 2020 Re, 2018 – 2019 Audit.
5. Humboldt County Office of Elections & Voter Registration, Teddy Wilwerding, January 24, 2020 Re, Statement of Economic Interest (Form 700).
6. Stokes, Hamer Kirk & Eads, LLP, Eric V. Kirk January 31, 2020 Re, Transfer of Legal Files from Doug Ingold, Attorney at Law.
7. Cal OES, February 03, 2020 Re, Notification of Payment for Reimbursement of Small Project.
8. Garberville Sanitary District, February 10, 2020 Re, Response to Protest for Petitions of License 3404 and Permit 20789.
9. State Water Resources Control Board, Scott McFarland, February 19, 2020 Re, Protest of Petitions for Change for Water Rights License 3404 and Permit 20789 of Garberville Sanitary District, South Fork Eel River in Humboldt County.

#### MEDIA COMMUNICATIONS:

1. Michael McKaskle may do a presentation on the Districts' solar project.

#### ADVANCED AGENDA:

1. No items were placed on the Advanced Agenda.

#### ADJOURNMENT:

Scott Kender moved to adjourn the February 19, 2020 Regular Business Meeting of the Redway Community Services District Board of Directors at 8:55 P.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