

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 3, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The meeting was called to order at 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall:

Scott Binder, President	Pat Kaspari, General Manager
James Biteman, Vice President	Joey Blaine, Board Secretary
David Couch, Director	Kirsten Messmer, Parks & Recreation Coordinator
Dennis Mayo, Director	James Henry, Operations Director
Greg Orsini, Director	Benjamin Arroyo, Hybrid Technology Support
Russ Gans, District Legal Counsel	

The Board adjourned to closed session at 6:02 p.m.

A.2 Closed Session Discussion

A.2.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): One Case: Claimant Yurok Indian Housing Authority.

The Board resumed the regular meeting at 6:34 p.m. and General Manager Kaspari reported the following action out of closed session:

Motion: It was moved to reject the claim.

Motion by: Director Orsini; **Second:** Director Mayo

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by Director Orsini.

A.4 Additions to the Agenda: There were no additions or changes to the agenda.

A.5 Approval of the Agenda:

Motion: It was moved to approve the agenda.

Motion by: Director Orsini; **Second:** Director Mayo

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Public Hearing on Proposed Assessment and Formation of Street Light Zone (SLZ) #105 and Consider Adoption of Resolution 2024-08, for Washington Terrace SLZ

General Manager Kaspari presented the item.

The public hearing was opened at 6:38 p.m. and closed at 6:39 p.m.

There was only one eligible ballot and it was cast as a vote in favor.

Motion: It was moved to adopt Resolution 2024-08 by title only.

Motion by: Director Biteman; **Second:** Director Mayo

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

B.2 Public Hearing on Proposed Assessment and Formation of Open Space Maintenance Zone (OSMZ) # 29 and Consider Adoption of Resolution 2024-07, for Washington Terrace OSMZ

General Manager Kaspari overviewed the item.

The public hearing was opened at 6:41 p.m. and closed at 6:42 p.m.

There was only one eligible ballot and it was cast as a vote in favor.

Motion: It was moved to adopt Resolution 2024-07 by title only.

Motion by: Director Orsini; **Second:** Director Mayo

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Richard Maier, Staff Accountant for Big Lagoon Community Services District (BLCSD), gave public comment requesting staff support from McKinleyville Community Services District (MCSD) for BLCSD. President Binder directed staff to add the request as a continued and new business item on the May 1, 2024 agenda.

Lisa Dugan gave public comment in appreciation of the use of MCSD facilities for pickleball.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on March 6, 2024

D.2 Consider Approval of February 2024 Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law

D.4 Approve Conveyance of Water, Sewer, and Street Lights Facilities Related to Washington Terrace Subdivision

D.5 Consider Approval to Declare 1979 Case C Backhoe Surplus

Director Orsini requested item D.2 be pulled from the Consent Calendar for discussion.

Motion: It was moved to approve the Consent Calendar sans item D.2

Motion by: Director Mayo; **Second:** Director Couch

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

Directors Orsini and Biteman asked clarifying questions about the February 2024 Treasurer's Report.

Motion: It was moved to approve item D.2

Motion by: Director Orsini; **Second:** Director Mayo

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Ordinance 2024-01 Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest – Second Reading (Action)

Parks and Recreation Coordinator Messmer overviewed the item.

Public comment was given by Kevin Creed, Mark Schaffner, Grant Doty, Charlie Caldwell, Lyle Johnson, Shawn Fife, Twila Sanchez, and Kevin Dawson.

Board discussion ensued.

Motion: It was moved to approve Ordinance 2024-01, by title only.

Motion by: Director Orsini; **Second:** Director Biteman

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.2 Review Parks and General Fund DRAFT Operating Budget, FY 2024-25 (Information)

Parks and Recreation Coordinator Messmer presented the item.

Board members asked clarifying questions.

This was an informational item. No action was taken.

E.3 Initiate Process for General Manager's Performance Evaluation (Direction)

Board Secretary Blaine overviewed the item.

President Binder asked if any Board member was interested in volunteering to consolidate the evaluations. Director Biteman volunteered and was selected to do so.

The Board agreed on the schedule set forth in the staff note.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing to report further than that in Parks and Recreation Director Frisbee's staff report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report out of the March 27, 2024 meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Director Mayo and Director Orsini gave a brief report out of the March 12, 2024 meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Colleen M.R. Trask):** Interim Finance Director Trask gave a brief update on state reporting and the continued interviews for a new Finance Director for the District.
- b. **Operations Department (James Henry):** No further comments
- c. **Parks & Recreation Department (Lesley Frisbee):** No further comments.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave brief updates on the 4.5 Million Gallon Tank Project and an update on the progress of hiring a new Finance Director for the District.

F.4 PRESIDENT'S REPORT:

President Binder gave a brief update regarding the District being awarded the "Excellence In Community Service" award at the McKinleyville Chamber of Commerce Annual Member's Choice Awards. He and his wife, Kristina Binder, were also chosen as the recipients of this year's Azalea Award. He highlighted attending the ribbon cutting for the McKinleyville Community Forest on March 27, where Directors and District staff, along with representatives from the McKinleyville Chamber of Commerce and Green Diamond, were joined by Senate Pro Tempore Mike McGuire. President Binder will also be attending the California Special Districts Association's (CSDA) Special District's Resilience Summit on April 12.

F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Orsini commented on his upcoming activities related to his position as part of the CSDA Executive Committee.

G. ADJOURNMENT:

Meeting Adjourned at 7:55 p.m.



Joseph Blaine, Board Secretary