

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUG. 4, 2021 - 7:00 P.M.  
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA  
and

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 858 4010 5980 (<https://us02web.zoom.us/j/85840105980>) and TOLL FREE: 1-888-788-0099

**AGENDA ITEM A. CALL TO ORDER:**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with the following Directors and staff in attendance in person at Azalea Hall:

Dennis Mayo, President	Pat Kaspari, General Manager
David Couch, Vice President (Via Zoom)	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Colleen Trask, Finance Director
	Lesley Frisbee, Parks & Recreation Director
	James Henry, Operations Director

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by President Mayo.

**A.3 Additions to the Agenda:** There were no Additions to the Agenda.

**A.4 Approval of the Agenda:**

**Motion:** It was moved to approve the agenda as delivered.

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

There were no comments from the Board or public.

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

**AGENDA ITEM B. PUBLIC HEARINGS:**

**B.1 Take Public Comment on the 2020 Urban Water Management Plan and Adopt Resolution 2021-19 Approving the Plan for Submittal**

President Mayo opened the public hearing at 7:05 p.m. Operations Director Henry reviewed the staff report with the Board. There were no comments from the Board or Public. The public hearing was closed at 7:09 p.m. Operations Director Henry thanked staff member Brian Anspach for his hard work on the document.

**Motion:** It was moved to approve Resolution 2021-19 approving the 2020 Urban Water Management Plan and authorize its submission to the Department of Water Resources.

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

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

There was no public comment.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors**

**D.2 Consider Approval of June DRAFT 2021 Treasurer's Report**

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

- D.4 Consider Approval of Resolution No. 2021-20 Providing Support to Orange County Water District (OCWD) First Vice President Cathy Green as a Candidate for the Office of ACWA Vice President**
- D.5 Consider Approval to Declare 2006 Ford F-250 Truck Surplus**

**Motion:** It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

Cathy Green was present at the meeting and thanked the Board for their support.

**AGENDA ITEM E. CONTINUED AND NEW BUSINESS:**

**E.1 Recognition of Staff Accomplishments from 2020-21 and Introduction of New District Staff Members**

General Manager Kaspari reviewed this item and recognized employees as well as introduced new employees to the Board. The Board, staff, and public were given an opportunity to speak. The Board celebrated with cupcakes and photos. This was an informational only item; no action taken.

**E.2 Consider Second Reading and Adoption of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof**

Operations Director James Henry gave an overview of the item. There were no comments from the Board or the public.

**Motion:** Approve the second reading and adoption of Ordinance 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof, by title only.

**Motion by:** Director Binder **Second:** Director Orsini

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

**E.3 Consider Approval of Resolution 2021- 21 Initiating the Formation of Avelar/Imeson Subdivision Open Space Maintenance Zone (OSMZ) #28**

General Manager Kaspari reviewed this item for the Board. The Board asked clarifying questions regarding the logistics of the assessment and when it would start. Phil Lazzar was present and answered questions and made comments to the Board.

**Motion:** Approve Resolution 2021-21 initiating the formation of the Avelar/Imeson Subdivision Open Space Maintenance Zone #28.

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

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

**E.4 Consider Changes to Board of Directors Future Meetings: Continuation of Hybrid versus In-Person Meetings, September 2021 Board Meeting Date Change, and Review Board Meeting Dates, Times, and Location for 2022 Calendar Year**

Board Secretary Sousa reviewed each part of this item separately. The Board discussed the question regarding continuing hybrid meetings in the future. Consensus and direction from the Board was that the Hybrid option was important and to keep this open for future meetings.

Regarding the September meeting, the Board discussed the logistics of moving the meeting from September 1 to September 8.

**Motion:** Move the date of the Regular September Board Meeting from September 1, 2021, to September 8, 2021.

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

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

The Board also considered the upcoming schedule for 2022. Board Secretary asked members to review their personal schedules to see if there are conflicts with the 2022 Board Meeting schedule. This portion of the item was for information only and will be brought back in October for final approval.

#### **E.5 Review and Discuss Annual Board Self-Evaluation**

Since all Board members were not present, it was suggested to save this item for the September Board Meeting.

**Motion:** Table the item to the September Board Meeting.

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

**Roll Call:** Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

**Motion Summary:** Motion Passed

### **AGENDA ITEM F. REPORTS**

#### **F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Director Binder had nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Director Clark-Peterson not available to give a report.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson was not available to give a report.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Director Binder gave a short report regarding the most recent meeting.
- e. **Audit (Orsini/Couch):** Did not meet; has a meeting schedule for Thursday, August 5, 2021.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report on the most recent meeting.
- h. **Local Agency Formation Commission (Couch):** Director Couch reported on the most recent meeting.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Recreation Director Frisbee gave the report on this meeting.

k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

There were no Legislative and regulatory reports.

## F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, highlighted the most up to date eligible lock list customers.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee added information regarding a groundbreaking ceremony for the Skate Park.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari added a brief report about chlorine shortages and how that will affect the district. He also mentioned that he has asked the Audit Committee to assist on some financing options.

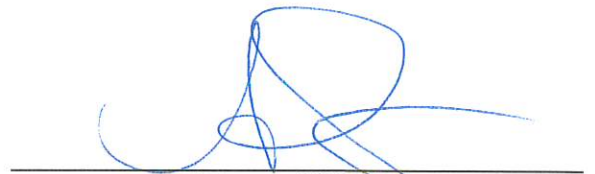
**F.3.2 PRESIDENT'S REPORT:** Nothing to report.

## F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Orsini asked to have a groundbreaking ceremony for the solar project, once the site was cleared.

## G. ADJOURNMENT:

**Meeting Adjourned at 8:23 P.M.**



April Sousa, MMC, Board Secretary