

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 7, 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 (Director Greg Orsini was absent):

Scott Binder, President	Pat Kaspari, General Manager
James Biteman, Vice President	Joey Blaine, Board Secretary
David Couch, Director	Kirsten Messmer, Parks & Recreation Director
Dennis Mayo, Director	James Henry, Operations Director
	Samantha Howard, Finance Director
	Colleen Trask, Interim Finance Director

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director Couch.

A.3 Additions to the Agenda: There were no additions or changes to the agenda.

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

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 Regular Meeting on June 5, 2024

D.2 Consider Approval of June Treasurer's Report

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

- D.4 Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center
- D.5 Consider Approval of Resolution 2024-20 Reviewing and Approving Proposed Amendments to the MCSD Board Policy Manual
- D.6 Biennial Review of MCSD Conflict of Interest Code
- D.7 Consider Approval of the Memorandum of Understanding between McKinleyville Community Services District and Local School Parent Teacher Organizations for the Collaborative Provision of Dances for Middle School Youth
- D.8 Update of Authorized Signers at Umpqua Bank and/or Other Agencies, Banks or Credit Card Companies As May Be Required

President Binder requested to pull item D.4 so that he may abstain from the vote in light of his position as Executive Director of the McKinleyville Senior Center.

Motion: It was moved to approve the Consent Calendar sans item D.4

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

- D.4 Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center

Parks and Recreation Director Messmer presented the item.

Motion: It was moved to approve the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Introduction and Welcome to Kirsten Messmer as the New Parks and Recreation Director and Wiley Robles as the new Utility Maintenance Worker (Information)

General Manager Kaspari presented the item.

Board members commended Kirsten & Wiley on their new roles at the District.

There was no public comment.

This was an information only item. No action was taken.

E.2 Presentation by County of Humboldt Staff: Prioritizing Essential Services In an Era of Natural Disasters (Information)

General Manager Kaspari presented the item.

Tom Mattson, Director of Public Works, and Sean Quincey, Deputy County Administrative Officer, from the County of Humboldt provided the Board with their presentation and noted that a one cent sales tax measure for roads & bus service will be placed on the November 5, 2024 ballot. Supervisor Madrone provided supporting information.

Board members asked clarifying questions.

There was no public comment.

This was an information only item. No action was taken.

E.3 Consider Approval of Resolution 2024-18 Granting Pacific Gas & Electric a Utility Easement at the 4.5MG Tank Project Site (Action)

General Manager Kaspari presented the item.

Motion: It was moved to adopt Resolution 2024-18.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Consider the Regular Board Meeting Dates, Time, and Location for the 2025 Calendar Year (Information)

Board Secretary Blaine presented the item.

There was no public comment.

This was an information only item. No action was taken.

E.5 Consider Topics for Joint McKinleyville Municipal Advisory Committee and MCSD Board Meeting in October (Action)

General Manager Kaspari presented the item.

Board discussion ensued.

Public comment was given by Tom Boyer, McKinleyville Resident.

Motion: To approve the date and time of October 23, 2024 at 6:00 p.m. for the MMAC and MCSD Board joint meeting.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.6 First Reading of Ordinance 2024-02 Amending Regulation 24-Use of the Public Sewers to Address Mobile Food Trucks (Action)

General Manager Kaspari Presented the item.

Board members asked clarifying questions.

Board discussion ensued.

Motion: To approve the first reading of Ordinance 2024-02 by title only.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.7 First Reading of Ordinance 2024-03 Amending Regulation 21-Connection Charges to Address Accessory Dwelling Units (ADU) Sewer Connection Fees (Action)

Board Secretary Blaine presented the item.

Motion: To approve the first reading of Ordinance 2024-03 by title only.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.8 First Reading of Ordinance 2024-04 Amending Regulation 5-Application for Regular Water Service to Address Accessory Dwelling Units (ADU) Water Connection Fees (Action)

General Manager Kaspari presented the item.

Motion: To approve the first reading of Ordinance 2024-04 by title only.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.9 Consider Approval of Resolution 2024-17 to Pursue Grant Funding from the California Water State Revolving Fund for the Sewer Force Main Rehabilitation Project (Action)

General Manager Kaspari presented the item.

Board members held a brief discussion.

Motion: To adopt Resolution 2024-17.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief update from the last two meetings of RREDC.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the ongoing activities of the McKinleyville 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):** Nothing to report as both Directors Orsini and Binder were unable to attend the June meeting and the July meeting was cancelled.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Biteman gave a brief report of the first meeting of the McKinleyville Community Forest Committee.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Humboldt County Fifth District Supervisor Madrone gave a brief commentary on the night's meeting and a brief update on the activities of the County.

F.3 STAFF REPORTS

a. **Finance and Administration Department (Samantha Howard/Colleen M.R. Trask):**

Finance Director Howard gave a brief update on increased interest earnings from the District's money market accounts with Umpqua Bank and the status of the Single Audit.

b. **Operations Department (James Henry):**

Operations Director Henry had nothing further to add to his written report.

c. **Parks & Recreation Department (Kirsten Messmer):**

Parks and Recreation Messmer gave an update on the staffing of the Parks and Recreation Department and informed Directors that work will be starting on or around August 19, 2024 at the School and Washington property (the future home of the District's BMX park.)

d. **General Manager (Patrick Kaspari):**

General Manager Kaspari reported to the Board that during fiscal year 2024, District staff accrued \$400,000 in cost savings. He continued with an update of the ongoing construction of the 4.5MG water tank project.

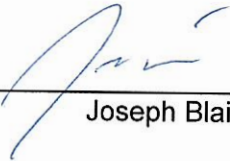
F.4 PRESIDENT'S REPORT:

President Binder had nothing further to add.

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

G. ADJOURNMENT:

Meeting Adjourned at 8:29 p.m.



Joseph Blaine, Board Secretary