

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JANUARY 4, 2023 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 6:01 p.m. with following Directors and staff in attendance in person at Azalea Hall:

Greg Orsini, President  
Scott Binder, Vice President  
James Biteman, Director  
David Couch, Director  
Dennis Mayo, Director

Pat Kaspari, General Manager  
April Sousa, Board Secretary (via zoom)  
Joseph Blaine, IT Specialist  
James Henry, Operations Director  
Lesley Frisbee, Parks & Recreation Director  
Nicole Alvarado, Finance Director  
Russell Gans, Legal Counsel (via zoom)

**A.2 Closed Session**

The Board entered into Closed Session at 6:03 p.m. to discuss CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2), (e)(3)): One Claim: Heather Ponsano, liability claim. Close session ended at 6:15 p.m.

**Report out of Closed Session:**

Legal Counsel gave the following report out of closed session: A motion by Director Couch, a second by Director Mayo was made to reject the claim with all members of the Board (Binder, Biteman, Couch, Mayo and Orsini) in favor.

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

**A.4 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 Mayo; **Second:** Director Binder

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:**

None

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

There was one item of public comment/written communication that was included in the agenda from Steve Breitenstein regarding the BMX park. President Orsini asked for the letter to be placed in the file for when public input on the BMX park is needed.

Finance Director Alvarado introduced Norman Schwenn to the Board as a new staff member. David Baldosser gave public comment on this introduction as well. Director Mayo gave supportive comments on Norman's exemplary customer service and noted this was a testament to the District. The other Directors welcomed Norman.

#### **AGENDA ITEM D. CONSENT CALENDAR:**

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on December 7, 2022**
- D.2 Consider Approval of November 2022 Treasurer's Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.4 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings**
- D.5 Approve Budget Modification for Bay Area Coating Consultants Tank Painting Inspections.**
- D.6 Review of 2022 Integrated Pest Management Plan Annual Report**
- D.7 Approve Resolution 2023-01 Adopting the North Coast Resource Partnership Integrated Regional water Management Plan**

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

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

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

##### **E.1 MCSD Employee of the Year Presentation to Seth Meynell**

General Manager Kaspari reviewed the agenda item. The Board, staff, and public were given an opportunity to comment and commend Seth Meynell on this award.

This was an informational item. No action taken.

##### **E.2 Consider Appointment of Applicant, Julie Giannini-Previde to Vacant Seat on the Park and Recreation Committee (PARC)**

Parks and Recreation Director Frisbee reviewed the staff note for this item. Board Directors commented on the applicant's qualifications and expressed their support of the applicant.

**Motion:** To appoint Julie Giannini-Previde to the Vacant Seat on the Park and Recreation Committee (PARC)

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

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

**Motion Summary:** Motion Passed

##### **E.3 Approve FY 21-22 Audited Financial Statements**

Finance Director Alvarado introduced the auditor, Chris Brown, who joined the meeting via zoom. Mr. Brown gave a presentation on the audit for fiscal year 2021-22. The Board gave supportive comments regarding the presentation. President Orsini asked the Board if there were any questions or other comments. General Manager Kaspari made comments regarding balancing the budget and keeping an eye on certain governmental activities, specifically with Parks and Recreation and mentioned the consideration of increasing measure B in the future.

**Motion:** To approve the FY21-22 Audited Financial Statements.

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

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

**Motion Summary:** Motion Passed

#### **E.4 Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2023 Calendar Year**

Board Secretary Sousa gave the overview of this item. President Orsini made the following Appointments:

- a. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- d. McKinleyville Senior Center Board Liaison (Binder/Couch)
- e. Audit and Finance Committee (Orsini/Biteman)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)

The following changes to the committee structure was also discussed: withdraw the Environmental Matters Committee and remove the information within the Board Policy Manual at a future meeting. Staff mentioned that this could be done in combination with moving the AdHoc Community Forest Committee to a standing committee.

Director Mayo asked Director Couch if there was anything that could be done proactively to support Director Couch in a future LAFCo election.

#### **E.5 Review Five Year Strategic Plan Update Process and Timeline**

Recreation Director Frisbee gave an overview of the Strategic Plan update process and timeline. Director Biteman asked clarifying questions of those involved in the process and the time commitment. Director Mayo asked questions regarding who the facilitator would be. President Orsini recommends the District look for an outside facilitator and would also like to see some form of finality to the existing plan.

A date for the initial workshop was discussed, and consensus was made to plan for a workshop during the second or third week of February and use the next month to find a facilitator.

This was an informational only item; no action was taken.

#### **E.6 Discussion and Direction regarding Assembly Bill (AB) 2449 – Enhanced Teleconferencing and Recent Developments to Assembly Bill 361 of 2021**

General Manager Kaspari gave an overview of the Assembly Bill 2449 and asked the Board to give direction on future Board Meetings. The Board gave support to continue hybrid meetings. Clarifying questions regarding the options available were discussed. President Orsini noted that the set up for hybrid meetings is intensive and continuing meetings in this manner adds another layer through AB 2449. Director Mayo gave support for hybrid meetings and AB 2449. Staff reiterated that internet interruptions could cause meetings to be postponed. Reasons considered for "just cause" was discussed. It was noted that the Board Policy Manual will need to come back with changes stating the Boards use of AB 2449.

**Motion:** To comply with AB 2449 to continue hybrid meetings.

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

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

**Motion Summary:** Motion Passed

## AGENDA ITEM F. REPORTS

### F.1 ACTIVE COMMITTEE REPORTS

- i. **Parks and Recreation Committee (Binder):** Nothing further to report from Director Frisbee's report.
- j. **Area Fund (John Kulstad):** No Report.
- k. **Redwood Region Economic Development Commission (Binder):** Did not meet.
- l. **McKinleyville Senior Center Advisory Council (Binder):** Director Binder gave a brief report on the activities of the Senior Center, including the launch of the new meals program.
- m. **Audit and Finance (Orsini/Couch):** Met on December 12 and 21, 2022 regarding the Audit review and Section 115 trust, which will come back to the Board at a future date.
- n. **Employee Negotiations (Couch/Mayo):** Did not meet.
- o. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report.
- p. **Environmental Matters Committee (Couch):** Did not meet.
- q. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet. There will be a meeting this coming week.

### F.2 LEGISLATIVE AND REGULATORY REPORTS

None

### F.3 STAFF REPORTS

- a. **Support Services Department (Nicole Alvarado):** Finance Director Alvarado had nothing further to add to her written report.
- 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 had nothing further to add to her written report
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari noted a transition of the Board Secretary position.

### F.4 PRESIDENT'S REPORT:

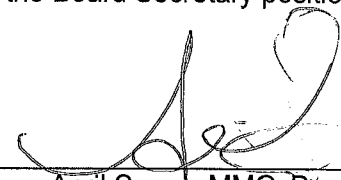
Nothing further to add.

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

Director Biteman gave appreciation for a smooth transition regarding the Board Secretary position. Director Mayo made comments regarding current events in the news.

### G. ADJOURNMENT:

Meeting Adjourned at 8:02 p.m.



April Sousa, MMC, Board Secretary