

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 2, 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 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall:

Greg Orsini, President	Pat Kaspari, General Manager
Scott Binder, Vice President	Joey Blaine, Board Secretary
James Biteman, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Parks & Recreation Director
Dennis Mayo, Director (Remote via Zoom)	Nicole Alvarado, Finance Director
	Norman Schwenn, IT Technician

Motion: It was moved to allow Director Mayo to participate remotely per the guidance of AB 2449.

Motion by: Director Couch; **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

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 Binder; **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

A.5 Closed Session Discussion

There was no closed session.

AGENDA ITEM B. PUBLIC HEARINGS:

No public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

No public comments were received.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 7, 2023 and Special Meeting on June 12, 2023

- D.2 Consider Approval of June 2023 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 (MCSD) and the McKinleyville Senior Center
- D.5 Consider Approval of Agreement between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School
- D.6 Consider Adoption of Resolution 2023-13 Amending the McKinleyville Community Services District Records Retention Policy
- D.7 Consider Approval of Contract with LACO for Third Party Testing and Observation for 4.5MG Tank Construction
- D.8 Approve FY21-22 Single Audit
- D.9 Consider Approval of MOU to be executed with local school PTO's for the provision of Dances for Humboldt County Middle School Students
- D.10 Consider Approval of Resolution 2023-16 Designating Subrecipient's Authorized Agent for the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Program
- D.11 Consider Director Binder's Attendance of the ACWA Region 1 Program And Tour, August 11, 2023 in Middletown, CA

General Manager Kaspari requested items D.1 and D.10 be pulled from the consent calendar.

Director Binder recused himself from voting on D.4 due to a conflict of interest, and asked that the item be pulled from the agenda so that he could abstain from voting.

Motion: It was moved to approve the Consent Calendar sans items D.1, D.4, and D.10.

Motion by: Director Couch; **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

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 7, 2023 and Special Meeting on June 12, 2023

Board Secretary Blaine noted that a correction to the June 7, 2023 minutes was necessary under item E.7. The minutes read "**Motion Summary:** Motion Did Not Pass." After amendment, the minutes were to read "**Motion Summary:** Motion passed."

Motion: It was moved to approve to approve the minutes of the Board of Directors Regular Meeting on June 7, 2023 as amended and Special Meeting on June 12, 2023

Motion by: Director Binder; **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

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

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 Couch; **Second:** Director Biteman

There were no comments from the Board or public.

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

Motion Summary: Motion Passed.

D.10 Consider Approval of Resolution 2023-16 Designating Subrecipient's Authorized Agent for the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Program

General Manager Kaspari noted the resolution had been amended to reflect the wording required by FEMA and designate General Manager as well as the Finance Director and Board President as authorized agents for the District.

Motion: It was moved to approve Resolution 2023-16, as amended.

Motion by: Director Couch; **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

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

Items below are in the order in which they took place.

E.1 Consider Adoption of Resolution 2023-14 Recognizing, Honoring, and Commending Brad Hayman for Ten (10) Years of Service

Parks and Recreation Director Frisbee gave an overview of the item and read Resolution 2023-14 into the record.

Board members and staff gave their personal thanks for Brad's service to MCSD.

Brad Hayman expressed appreciation for his time of employment at MCSD.

Motion: It was moved to adopt Resolution 2023-14 recognizing and honoring Brad Hayman for his ten years of service to the McKinleyville Community Services District.

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

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

Motion Summary: Motion Passed

E.2 Recognition of Staff Accomplishments from 2022-23 and Introduction of New District Staff Members (Information)

General Manager Kaspari overviewed the item.

The Board welcomed new staff and congratulated those promoted.

Finance Director Alvarado commended promoted and new staff.

Lisa Dugan, McKinleyville resident, commended the Board on the kindness and approachability of staff.

David Baldosser, MCSD Customer Service Supervisor, congratulated promoted staff on their accomplishments and welcomed new staff.

This was an information only item. No action taken.

E.3 Consider Release of Response to Humboldt County Civil Grand Jury Report on Incorporation

General Manager Kaspari reviewed the item.

Legal Counsel Gans explained that he had conferred with County counsel and confirmed that there was minimal concern regarding a violation of confidentiality if the Board continued moving forward with staff recommendation.

Director Mayo commented on the content of the Grand Jury report.

President Orsini and Director Binder highlighted the importance and Board priority of transparency.

Motion: To release the MCSD response to the Humboldt County Civil Grand Jury Report on Incorporation.

Motion by: Director Couch; **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

E.4 Consider Topics for Joint McKinleyville Municipal Advisory Committee (MMAC) and MCSD Board Meeting in October (Action)

General Manager Kaspari overviewed the item.

Director Mayo suggested the discussion topic of traffic circulation on Central Avenue.

Director Biteman suggested the discussion topic of clarity of the role of MMAC and the relationship between MMAC and MCSD in the governance of McKinleyville.

Lisa Dugan, Chair of the MMAC, gave public comment and reviewed the MMAC's mission.

Motion: To bring the topics of potential McKinleyville incorporation, MCSD Measure B Reauthorization to support Parks and Recreation, traffic circulation on Central Ave, bringing McKinleyville's voice to County issues, and the roll of MMAC and the relationship between MMAC and MCSD in Governance of McKinleyville to the Joint MMAC and MCSD Board Meeting in October.

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

E.6 Consider Approval of Naming of a Portion of the Baduwa't Public Access Project in Memory of Former Board Director George Wheeler (Action)

General Manager Kaspari reviewed the item.

The Board reviewed Director Wheeler's legacy and considered the merits of the proposed naming.

Meghan O'Brien, McKinleyville resident, commented on Director Wheeler's legacy and shared a similar message from resident Joyce King.

John Corbett, McKinleyville resident, encouraged the consultation of both the Wiyot and Yurok tribes. He also commented on Director Wheeler's merit.

Jennifer Wheeler, McKinleyville resident and Director Wheeler's wife, spoke about Director Wheeler's lifelong public service.

Lisa Dugan, McKinleyville resident, spoke on the inspiration Director Wheeler was to the community.

President Orsini reflected on his relationship with Director Wheeler during his time as MCSD's General Manager.

Motion: To approve resolution 2023-15, plant native trees and erect a sign in memory of Director George Wheeler on a portion of the Baduwa't Public Access Project.

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

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

Motion Summary: Motion Passed

E.5 Consider the Regular Board Meeting Dates, Time, and Location for the 2024 Calendar Year (Information)

This was an information only item. No action taken.

E.7 Review and Discuss Annual Board Self-Evaluation (Information/Discuss)

President Orsini prompted the Board members to individually describe what excited and prompted them to join the Board. A subsequent discussion took place.

Director Biteman expressed concern the MCSD's role may not be clear to the community and would like to think of how to change that as a Board. President Orsini challenged the Board Members to bring two ideas on how to inform the Public of the District's roll in McKinleyville to the next Strategic Planning meeting.

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

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Did not attend.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief report.
- 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 on the activities of MMAC.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado gave a brief update on the success of transferring funds from CalTrust to California Class.
- 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 noted that the PARC changed their meeting to the 3rd Wednesday of the month.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted that a significant portion of the cost savings reported represent real cash savings. He also gave a brief update on the 4.5 MG Tank project and the Central Ave Mainline Rehabilitation project.

F.4 PRESIDENT'S REPORT:

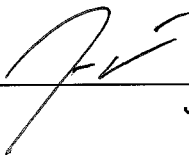
No report.

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

None

G. ADJOURNMENT:

Meeting Adjourned at 8:37 p.m.



Joey Blaine, Board Secretary