

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT HELD ON WEDNESDAY, MAY 3, 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	April Sousa, Board Secretary
James Biteman, Director	Joey Blaine, Board Secretary
David Couch, Director	James Henry, Operations Director
Dennis Mayo, Director	Lesley Frisbee, Parks & Recreation Director
	Nicole Alvarado, Finance Director
	Norman Schwenn, IT Trainee

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

**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 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

**AGENDA ITEM B. PUBLIC HEARINGS: (Time Set Item for 7:00 p.m.)**

**Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2023/2024) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities.**

**Consider Adopting Resolution 2023-06 Amending and/or Approving the Final Engineer’s Annual Levy Report for the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2023/2024**

**Consider Adopting Resolution 2023-07 Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2023/2024**

The public hearing opened at 7:01 p.m.

Parks and Recreation Director Lesley Frisbee gave an overview of the item.

There was no public comment.

The public hearing closed at 7:08 p.m.

**Motion:** It was moved to adopt Resolutions 2023-06 and 2023-07

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

**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:**

Chad Sefcik commented about donating a basketball hoop and volunteer hours.

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

General Manger Kaspari pulled Item D.7

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

**D.2 Consider Approval of March 2023 Treasurer's Report**

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

**D.4 Adopt Proclamation: April 30-May 6, 2023 Professional Municipal Clerk's Week**

**D.5 Consider Approval of 2022 Consumer Confidence Report (CCR)**

**D.6 Consider Adoption of Resolution 2023-08 Supporting Senate Concurrent Resolution No. 52 and Proclaiming May 14-20, 2023 Special Districts Week**

**Motion:** It was moved to approve the Consent Calendar Items D.1-D.6.

**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

**D.7 Review and Approve the Amendment to County Lease for Library Facilities**

General Manager Kaspari noted that there was a typographical error to the title of the staff note for this item.

**Motion:** To approve the Amendment to the County Lease for Library Facilities at 1606 Pickett Road and authorize the Board President to sign the lease upon Humboldt County Board of Supervisor approval.

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

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

**Motion Summary:** Motion Passed

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

The items below are in order in which they took place.

**E.1 Consider Approval of the Master Plan Design for the BMX Track and Park Project at School Road and Washington Ave.**

Parks and Recreation Director Frisbee gave an overview of the item. Patrick Farrar and Michael McIntire of Melton Design Group conducted a PowerPoint presentation of the BMX Track and Park Project Master Plan design. Director Biteman asked clarifying questions regarding the decision of a half versus full basketball court. President Orsini suggested a minimization of turf and inclusion of drought tolerant plants and landscaping. Parks and Recreation Director Frisbee commented that the use of drought tolerant plants was a requirement of grant funding received for the project.

**Motion:** To approve the Master Plan Design for the BMX Track and Park Project at School Rd. and Washington Ave.

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

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

**Motion Summary:** Motion Passed

**E.2 Consider and Possible Approval of Contract with Kennedy Jenks to Provide Engineering Design and Environmental Services for the McCluski Tank Replacement Project**

General Manager Kaspari reviewed the item. President Orsini suggested looking at the potential monetary value of the leftover redwood from the tanks being demolished. Member of the public, Manuel Fonseca, asked clarifying questions regarding the decision of constructing bolted steel versus welded tanks. General Manager Kaspari noted that Kennedy Jenks will be evaluating the best option available as part of the design contract.

**Motion:** To find Kennedy Jenks the most qualified respondent and authorize the General Manager to execute a contract and associated documents with Kennedy Jenks to provide Phase 1 engineering design, environmental and permitting assistance for the McCluski Tanks Replacement Project in the amount of \$212,894 with a 10% contingency of \$21,289 for a total of \$234,183.

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

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

**Motion Summary:** Motion Passed

**E.6 Consider Adoption of Resolution 2023-09 Placing in Nomination Dennis Mayo as a Member of the Association of California Water Agencies Region 1 Board Member**

Board Secretary April Sousa reviewed the item. There was no public comment.

**Motion:** To adopt Resolution 2023-09 nominating Director Mayo to be considered by the Associated California Water Agencies (ACWA) Region 1 Nominating Committee for an ACWA Region 1 Board position.

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

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

**Motion Summary:** Motion Passed

**7:00 P.M. – The Public Hearing referenced in Item B. was time set. The Board shifted to Item B to conduct the public hearing at the approved set time.**

**E.3 Review and Discuss the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)**

Parks and Recreation Director Frisbee gave an overview of the item.

Charlie Caldwell of the Humboldt Skatepark Collective conducted a PowerPoint presentation. Comments of appreciation were given to Mr. Caldwell for the ongoing work on the project.

This was an information only item. No action taken.

**E.4 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY 2023-24**

Finance Director Nicole Alvarado presented this item.

This was an information only item. No action taken.

## **E.5 Transfer of Funds to California CLASS Account**

Finance Director Alvarado reviewed the staff note for this item. Members of the Finance and Audit Committee commented on the process. There was no public comment.

**Motion:** Direct Staff to initiate funds transfers to California Class.

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

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

**Motion Summary:** Motion Passed

## **E.7 First Reading of Ordinance No. 2023-01 Revising the Rules and Regulations: Amending Rules 22.12, 27.07, Regulation 43 and Removing Regulation 47**

General Manager Kaspari gave a summary of the item. President Orsini commended staff on the work done on the drafted revisions. There was no public comment.

**Motion:** To conduct a first reading of Ordinance No. 2023-01 Revising the Rules and Regulations: Amending Rules 22.12, 27.07, Regulation 43 and Removing Regulations 47, by title only.

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

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

**Motion Summary:** Motion Did Not Pass

## **AGENDA ITEM F. REPORTS**

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

- a. **Parks and Recreation Committee (Binder/Biteman):** Nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** No Report. The Board commented that Mr. Kulstad used to come to the Board to give a brief report on this.
- 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 and thanked staff for a smooth process during the Azalea Hall remodel.
- 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 that included ongoing talks of the Town Center Ordinance for the County.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

None

### **F.3 STAFF REPORTS**

- a. **Finance and Administration 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 briefly reported that the Parks and Recreation Department had received a McKinleyville Area Fund grant for a new Conex Box at the Hiller Sports Site.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to his report.

#### **F.4 PRESIDENT'S REPORT:**

It was noted that County Board Supervisor Steve Madrone was attending the meeting virtually and President Orsini gave him a moment to speak.

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

The Board took a brief recess at 8:07 p.m.

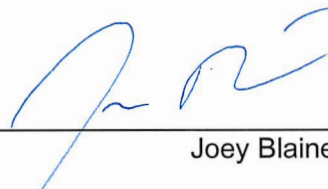
#### **F.6 CLOSED SESSION DISCUSSION**

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Patrick Kaspari

**Closed Session began at: 8:12 p.m.**

#### **G. ADJOURNMENT:**

**Meeting Adjourned at 9:03 p.m.**



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Joey Blaine, Board Secretary