

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 1, 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
Scott Binder, Vice President
James Biteman, Director
David Couch, Director
Dennis Mayo, Director (via zoom)

Pat Kaspari, General Manager
April Sousa, Board Secretary
James Henry, Operations Director
Lesley Frisbee, Parks & Recreation Director
Nicole Alvarado, Finance Director
Joseph Blaine, IT Specialist
Norman Schwenn, IT Trainee

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

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 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

None

AGENDA ITEM B. PUBLIC HEARINGS:

None

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 1, 2023

D.2 Consider Approval of January 2023 Treasurer's Report

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

D.4 Consider Approval Resolution 2023-03 Revising the Board Policy Manual Amending Virtual Meeting requirements as stated in Rule 5-1A and Rule 12, and Amending Appendix A: Board Direction for Committee Assignments

- D.5 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts, with Fee Increases, between MCSD and the Following Youth Sport Organizations: Mad River Girls Fastpitch Softball (Humboldt ASA); and McKinleyville Little League
- D.6 2022 Wastewater Management Facility Annual Report to the North Coast Regional Water Quality Control Board (NCRWQCM)
- D.7 Approval of MOU Between MCSD and McKinleyville Union School District PTO for the Provision of Middle School Dances

Motion: It was moved to approve the Consent Calendar.

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:

- E.1 Consider and Possible Approval of Contract with Pacific Legacy for Extended Phase 1 Cultural Resource Survey of Southern Sewer Crossing Site

General Manager Kaspari reviewed the agenda item. Clarifying questions were asked about why CalPoly Humboldt was disqualified and why Pacific Legacy, while more expensive, was more qualified than the other applicants.

Motion: To determine Pacific Legacy as the most qualified consultant and to authorize the General Manager to execute a contract and associated documents with Pacific Legacy to perform the required extended Phase 1 Cultural Resource Survey in the amount of \$111,505.85 with a 10% contingency of \$11,150.

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

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

Motion Summary: Motion Passed

- E.2 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY 2023-24

Finance Director Alvarado gave the overview for this item. Director Binder asked for more information regarding the sludge disposal costs. President Orsini asked questions related to the District's biosolid engineering costs.

This is information only item; no action taken.

- E.3 Consider Attendance at the 2023 Special District Legislative Days in Sacramento, May 16 and 17, 2023

Board Secretary Sousa gave the staff report for this item. Director Binder asked Finance Director Alvarado the status of the current Board travel spending level. It was stated that currently 74% had been used.

Directors Binder, Couch, Mayo and Orsini expressed interest in attending.

Motion: To authorize interested Board Directors to attend the 2023 Special District Legislative Days in Sacramento on May 16 and 17, 2023.

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

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

Motion Summary: Motion Passed

E.4 Consider Authorizing the General Manager to Sign on to a Coalition in Support of Association of California Water Agencies (ACWA) Sponsored State Bill (SB) 23 (Caballero)

General Manager Kaspari gave an overview of this item. Director Biteman asked for examples of how SB23 would impact MCSD projects. General Manager Kaspari stated it would help with streamlining the permitting process. Director Mayo gave further information of support on the legislative bill.

Motion: To authorize the General Manager to sign on to a coalition in support of ACWA Sponsored SB 23 (Caballero).

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 Authorizing the General Manager to Send a Letter of Support for Assembly Bill (AB) 334

General Manager Kaspari gave an overview of the item. The Board asked for real life scenarios of how this has impacted the District. General Manager Kaspari noted that there have already been impacts to District projects.

Motion: To authorize the General Manager to send a letter of support for Assembly Bill (AB) 334.

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

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

- a. **Parks and Recreation Committee (Binder/Biteman):** Nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** No Report.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman noted that he attended the meeting remotely and that he lost connection part way through. Before losing connection there was a report about the audit and a report from Cal Poly about their capital development plan.
- 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 that included a discussion of the "Q" overlay for the Town Center Ordinance and General Manager Kaspari noted there was also discussion regarding AB 2449.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Director Orsini noted that a policy is in the works to bring an item to the Board at a later date to make this a standing committee.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo stated he would make a full report of his current ACWA trip at the next Board meeting
President Orsini recognized Board Supervisor Madrone, who offered to send support letters for SB23
and AB334.

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado noted a small correction in the Treasurer's report that affected the remaining months noted in the 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 that he just received word that the Hewitt Tank Project grant had been approved. He also reminded the Board of the Special meetings on April 10 and April 12.

F.4 PRESIDENT'S REPORT:

President Orsini stated that Humboldt Bay Municipal Water District has asked for a member to be placed on the Water Task Force. He appointed Director Mayo to this.

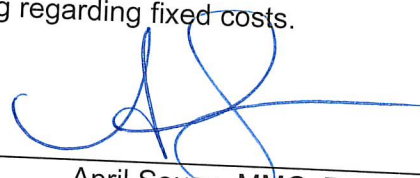
F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Couch announced that he was retiring on Friday from the City of Arcata.

President Orsini asked staff for information at the next meeting regarding fixed costs.

G. ADJOURNMENT:

Meeting Adjourned at 6:59 p.m.



April Sousa, MMC, Board Secretary