

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 5, 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:

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|----------------------------------|---|
| Greg Orsini, President | Pat Kaspari, General Manager |
| Scott Binder, Vice President | April Sousa, Board Secretary |
| James Biteman, Director | James Henry, Operations Director |
| David Couch, Director (via zoom) | Lesley Frisbee, Parks & Recreation Director |
| Dennis Mayo, Director | Nicole Alvarado, Finance Director |
| | Joey Blaine, IT Specialist |
| | Norman Schwenn, IT Trainee |

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

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 Biteman; **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.5 Closed Session

None

AGENDA ITEM B. PUBLIC HEARINGS:

None

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

None

AGENDA ITEM D. CONSENT CALENDAR:

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

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

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

- D.4 Consider Authorizing the General Manager to Sign on to a Coalition in Opposition, Sponsored by the Association of California Water Agencies (ACWA), Opposing AB 460, AB 1337 and SB 389**
- D.5 Consider Support and Vote for J. Bruce Rupp to Serve on the ACWA/JPIA Executive Committee**

Motion: It was moved to approve the Consent Calendar.

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 E. CONTINUED AND NEW BUSINESS:

E.1 Consideration of Hunt Water Leak Adjustment Appeal

General Manager Kaspari reviewed the agenda item. Customer Dean Hunt was present to give testimony and answer questions. The difference between agriculture leaks and residential leaks was discussed. It was noted that there were no extra costs outside of the wholesale water costs for this particular water use, due to the location of the account/meter.

Motion: To adjust the total bill for this account to only charge the total of the wholesale water use: \$1056.69.

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.2 Consider Approval of the First Addendum to the Right of Entry, Design, and Construction Agreement between the Humboldt Skate Park Collective and McKinleyville Community Services District

Park and Recreation Director Lesley Frisbee gave a review of this item. Charlie Caldwell, president of the Humboldt Skate Park Collective, and other members of the collective were present to give information and answer questions.

Motion: To approve the First Addendum to the Right of Entry, Design and Construction Agreement between the Humboldt Skate Park Collective (HSPC) and 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.3 Review Parks and General Fund DRAFT Operating Budget, FY 2023-24

Finance Director Nicole Alvarado presented this item and highlighted the Fixed Costs section of the report. President Orsini asked clarifying questions regarding the Fixed Costs and asked for the COLA number to be included in this section in the future. Comments of appreciation to Parks and Recreation Director Frisbee were given regarding the budget numbers.

This was an information only item. No action taken.

E.4 Review 2019-2024 MCSD Strategic Plan

General Manager Kaspari reviewed the staff report for this item and reminded the Board of the upcoming Strategic Planning Workshop. Park and Recreation Director Frisbee gave more information

on the upcoming workshop. It was asked if the agenda for the workshop could be posted sent to the Board on Thursday to give Board members more time to consider each item.

This was an information only item. No action taken.

E.5 Initiate Process for General Manager's Performance Evaluation

Board Secretary Sousa reviewed the item, highlighting the suggested schedule. President Orsini asked if there was a Board member interested in consolidating the evaluations. Director Couch offered to consolidate the evaluations. The staff evaluation process was discussed. It was noted that the Board Secretary would consolidate the Staff 360 Evaluations and provide the Board with one evaluation from Staff. The schedule was set per staff recommendation.

This item was for Board direction. There was no public comment. No action taken.

E.6 Consider Adopting Resolutions 2023-04 & 2023-05 Initiating Proceedings for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2023/2024; Declaring Intention to Levy and Collect the Fiscal Year 2023/2024 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing

Park and Recreation Director Frisbee presented this item. Time was given for clarifying questions. There was no public comment.

Motion: To approve Resolution 2023-04 and 2023-05.

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

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

Motion Summary: Motion Passed

E.7 Implementation of Eureka Payments Cash Discount Program for Credit Card Customers

Finance Director Alvarado reviewed the item and gave information as to why this was coming before the Board. Clarifying questions were discussed as to the changes proposed and the fees that would not be changed.

Motion: To approve the implementation of the Eureka Payments Cash Discount Program

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

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

Motion Summary: Motion Did Not Pass

E.8 Consider Attendance at the 2023 Association of California Water Authorities (ACWA) Spring Conference and Exhibition in Monterey, CA

Board Secretary Sousa gave an overview of the item, highlighting the fiscal analysis and the need to officially approve those who were interested in attending due to costs exceeding the current Board travel budget. Directors Binder, Couch, and Mayo requested to attend. It was noted that a budget modification would be brought back at a future agenda for approval. It was requested that the Board Travel Budget be increased as it has not had an increase when inflation has caused other costs to increase.

Motion: To authorize Directors Binder, Couch, and Mayo to attend the 2023 ACWA Spring Conference and Exhibition in Monterey, CA.

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.9 Status Update for Construction of the Central Avenue Water & Sewer Main Rehabilitation Project

General Manager Kaspari gave an overview of the project and the schedule. A discussion took place regarding public communication of the schedule and the project. Suggestions were made as to how best to get the information out, and it was noted that the MCSD website would be the major point of information to direct the public to.

This was an information only item. No action taken.

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 in person and noted that there was a presentation from CoreHub, which is connected to Humboldt Area Foundation.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center and noted that the Senior Center won the Chamber award for Non-Profit of the Year.
- e. **Audit and Finance (Orsini/Biteman):** President Orsini gave a brief report on the reserves and that a recommendation would be coming back to the Board in May. It was mentioned that the committee notes were a part of Director Alvarado's staff report and Director Biteman noted a discussion on the presentation of the Treasurer's report.
- 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 Town Center Ordinance.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave a brief report from his most recent ACWA Conference in Washington DC.

President Orsini noted that the Board authorized the General Manager to send letters in regard to AB460, AB1337 and SB389 and made comments regarding this legislation. He asked for the opinion from the Board to allow the General Manager to use his autonomy to take action on certain legislation based upon CSDA and ACWA recommendation.

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado noted the simplified presentation of the Treasurer's report, and that next month would be the end of a quarter, so the full Treasurer's report would be presented.

- 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 commented on recent public letters received via email and phone call regarding the off-leash area of Hiller Park, commonly referred to as the Dog Park.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari reminded the Board of the Special meetings on April 10 and April 12.

F.4 PRESIDENT'S REPORT:

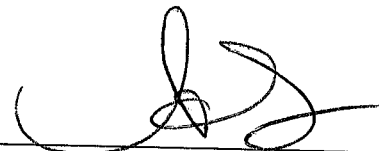
President Orsini had no further report.

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

President Orsini asked if the Board wanted to see the Dog Park issue on the next agenda. Director Couch mentioned that this has been discussed in the past. The Board decided it didn't need to be on the agenda unless the issue could not be resolved by Staff. The Board asked to receive a copy of the letter received by staff in order to be better informed.

G. ADJOURNMENT:

Meeting Adjourned at 8:31 p.m.



April Sousa, MMC, Board Secretary