

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD) HELD ON WEDNESDAY, SEPTEMBER 4, 2024 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 (Director David Couch was absent):

Scott Binder, President

James Biteman, Vice President

Dennis Mayo, Director

Greg Orsini, Director

Pat Kaspari, General Manager (GM)

Joey Blaine, Board Secretary

Kirsten Messmer, Parks & Recreation Director

James Henry, Operations Director

Samantha Howard, Finance Director

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

**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 Orsini

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**A.5 Closed Session Discussion**

There was no closed session scheduled.

**AGENDA ITEM B. PUBLIC HEARINGS:**

There was no public hearing scheduled.

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

Board Secretary Blaine called attention to the written communication received by Tom Boyer dated August 17, 2024 and noted that it was available for review in the meeting packet received by the Directors and posted on the District's website.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 7, 2024**

**D.2 Consider Approval of July 2024 Draft Treasurer's Report**

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

**D.4 Consider Approval to Declare the Hiller Park Mobile Home Surplus**

**D.5 Update Regarding General Election November 5, 2024**

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

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

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

**E.1 Provide Staff Direction Concerning Pursuit of Next Steps for Providing Big Lagoon CSD with Operational & Maintenance Assistance**

GM Kaspari presented the item.

Board discussion ensued.

Richard Maier, Staff Accountant and representative for Big Lagoon CSD, gave brief comments and entertained questions from the Board.

There was no comment from the public.

The Board directed staff to look into any potential liability risks associated with moving forward and tabled the item for further consideration at the October 2, 2024 regular meeting.

**E.2 Consideration of James Elliot (32371 Alipaz LLC) Water Leak Adjustment Appeal**

GM Kaspari overviewed the item.

Board members asked clarifying questions.

Mr. Elliot briefly described the process of locating and repairing the leak.

After further Board discussion and exchange, Mr. Elliot elected to withdraw his appeal and accept the \$750.00 adjustment already offered according to the MCSD Water Leak Adjustment Policy.

There was no public comment.

**E.3 Second Reading of Ordinance 2024-02 Amending Regulation 24- Use of the Public Sewers to Address Mobile Food Trucks**

GM Kaspari presented the staff report for the item.

Board members asked clarifying questions.

**Motion:** It was moved to approve the second reading of and adopt Ordinance 2024-02 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.4 Second Reading of Ordinance 2024-03 Amending Regulation 21- Connection Charges to Address Accessory Dwelling Units (ADU) Sewer Connection Fees**

Board Secretary Blaine presented the item.

**Motion:** It was moved to approve the second reading of and adopt Ordinance 2024-03 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.5 Second Reading of Ordinance 2024-04 Amending Regulation 5-Application for Regular Water Service to Address Accessory Dwelling Units (ADU) Water Connection Fees**

Board Secretary Blaine summarized the item.

**Motion:** It was moved to approve the second reading of and adopt Ordinance 2024-04 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.6 Review and Discuss Annual Board Self-Evaluation**

Board Secretary Blaine overviewed the item.

The Board tabled this item until the October 2, 2024 in an effort to allow all five Directors to be present for the discussion of the evaluation responses.

There was no public comment.

**E.7 Consider Attendance at the Association of California Water Agencies (ACWA) 2024 Fall Conference & Exhibition in Palm Desert, CA on December 3-5, 2024**

Board Secretary Blaine presented the item.

**Motion:** It moved to authorize interested Board Members to attend the ACWA 2024 Fall Conference & Exhibition in Palm Desert, CA on December 3-5, 2024.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Director Messmer's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (RREDC) (Biteman/Mayo):** Director Biteman gave a report out of the August meeting of RREDC.

- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update 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 (MMAC) (Orsini/Binder):** Director Orsini gave a report out of the August meeting of MMAC.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Directors Biteman and Orsini gave a report out of the August meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

### F.3 STAFF REPORTS

- a. **Finance and Administration Department (Samantha Howard):** Finance Director Howard had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** GM Kaspari congratulated Director Orsini on his re-election to the California Special Districts Association (CSDA) board as well as Director Couch on his appointment as an alternate on the Humboldt Local Agency Formation Commission. He also gave an update on the progress of the 4.5 MG Tank Project and the upcoming construction observation days for the Board being scheduled by Board Secretary Blaine. Lastly, he informed the Board of a letter of opposition to SB 937 sent to Assemblymember Wood and Senator McGuire in lockstep with CSDA.

### F.4 PRESIDENT'S REPORT:

President Binder gave a brief update on committees and legislative webinars he attended in August.

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

None.

### G. ADJOURNMENT:

Meeting Adjourned at 8:29 p.m.

  
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Joseph Blaine, Board Secretary