

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, FEBRUARY 7, 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:

Scott Binder, President	Pat Kaspari, General Manager
James Biteman, Vice President	Joey Blaine, Board Secretary
David Couch, Director	Colleen M.R. Trask, Interim Finance Director
Dennis Mayo, Director	Lesley Frisbee, Parks & Recreation Coordinator
Greg Orsini, Director	James Henry, Operations 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 Orsini; **Second:** Director Mayo

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 scheduled.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on January 10, 2023

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

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

D.4 Review and Approve the Amendments to the County Leases for the Sheriff's Facilities

**D.5 Review of 2023 Integrated Pest Management Plan Annual Report
Attachment 1 – IPM Treatment Tracking Forms**

D.6 Update of Authorized Signers at Umpqua Bank and/or Other Agencies, Banks or Credit Card Companies As May Be Required

General Manager Kaspari requested that items D.1 and D.2 to be pulled.

Motion: It was moved to approve the Consent Calendar sans Items D.1 and D.2

Motion by: Director Mayo; **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.

Regarding D.1, General Manager Kaspari noted that the listing of Directors and staff in attendance in the minutes in item D.1 need updated to reflect the change in officers made in January 2024.

Motion: It was moved to approve the January 10, 2024 minutes as amended.

Motion by: Director Orsini; **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.

Regarding D.2, General Manager Kaspari explained that the December 2023 Treasurer's report was unavailable due to unforeseen circumstances and item D.2 will be postponed until the March 6, 2024 Board meeting.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Appointment of Applicant, Patti Stuart to Vacant Alternate Seat on the Park and Recreation Committee (PARC) (Action)

Parks and Recreation Director Frisbee presented the item.

Mrs. Stuart gave a brief biography of herself and what brought her to McKinleyville.

Board members thanked Ms. Stuart for her desire to participate in the committee.

Motion: It was moved to appoint Patti Stuart to the vacant alternate seat on the PARC committee.

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

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.2 Consider Approval of Resolution 2024-04 Initiating the Formation of Washington Terrace Street Light Zone # 105

General Manager Kaspari presented the item.

Motion: It was moved to approve Resolution 2024-04.

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.

E.3 Consider Approval of Resolution 2024-05 Initiating the Formation of Washington Terrace Subdivision Open Space Maintenance Zone (OSMZ) #28 and Resolution 2024-06 Executing a Certificate Acceptance of the Quitclaim Deed for Open Space Maintenance Zone (OSMZ) #28

General Manager Kaspari presented the item.

Director Orsini asked clarifying questions regarding the areas proposed to be maintained.

Motion: It was moved to approve Resolution 2024-05 and Resolution 2024-06 and authorize the Board President to sign any necessary documents.

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

There was no comment from the Board or public.

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

Motion Summary: Motion passed.

E.4 Review Information for the Draft Capital Improvement Plan for the Parks and General Fund, FY 2024-25 (Information)

Parks and Recreation Director Frisbee overviewed the item.

Director Biteman asked clarifying questions on the prioritization of items within the plan and the funding sources for those items.

President Binder asked if any community members have inquired about exemptions from the Measure B assessment. Ms. Frisbee replied that they have not.

Director Orsini asked how a situation where expenses exceed the budget would be handled. Ms. Frisbee replied that the plan would be adjusted to fit within budget.

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

E.5 Consider Attendance at the Association of California Water Agencies (ACWA) 2024 Spring Conference & Expo in Sacramento, CA on May 7-9, 2024

Board Secretary Blaine presented the item.

Motion: It was moved to approve interested Directors to attend.

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

There was no comment 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 Attendance at the 2024 Special District Legislative Days in Sacramento, CA May 21-22, 2024

Board Secretary Blaine presented the item.

Motion: It was moved to approve interested Directors to attend.

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

There was no comment from the Board or public.

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

Motion Summary: Motion passed.

Director Couch departed the meeting at 6:47 p.m.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing to report further than that in Parks and Recreation Director Frisbee's staff report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief update from the January meeting of the RREDC.
- 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.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Parks and Recreation Frisbee gave a brief update on the acquisition of the McKinleyville Community Forest and plans moving forward.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet. Director Mayo informed the board that he and Director Couch would be attending the upcoming February 12, 2024 meeting being held by Humboldt Bay Municipal Water District regarding Instream Flow Dedication.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo updated the Board his February activities will include attending Senator McGuire's swearing-in as speaker pro-tem. He will also be attending the ACWA DC Conference and meeting with several dignitaries while there.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** General Manager Kaspari gave a brief update on the Finance Director search and introduced Colleen Trask as Interim Finance Director.
- b. **Operations Department (James Henry):** No further comments
- c. **Parks & Recreation Department (Lesley Frisbee):** No further comments.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave brief updates on the 4.5 Million Gallon Tank Project and the implementation of agenda management software for future meetings.

F.4 PRESIDENT'S REPORT:

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

Director Orsini gave a brief update on the activities of California CLASS.

**G. ADJOURNMENT:
Meeting Adjourned at 7:50 p.m.**

Joseph Blaine, Board Secretary