

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, JULY 7, 2021 - 7:00 P.M.
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA
and

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 858 4010 5980 (<https://us02web.zoom.us/j/85840105980>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with the following Directors and staff in attendance in person at Azalea Hall:

Dennis Mayo, President	Pat Kaspari, General Manager
David Couch, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Colleen Trask, Finance Director
Joellen Clark-Peterson, Director	Lesley Frisbee, Parks & Recreation Director (via zoom)
	James Henry, Operations Director

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

A.3 Additions to the Agenda: There were no Additions to the Agenda.

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda as delivered.

Motion by: Director Orsini ; **Second:** Director Clark-Peterson

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS: None

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Tom Boyer congratulated MCSD on the water quality reports that came out recently. He mentioned a report found in the Times-Standard regarding water quality of Clam Beach and Strawberry Creek.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 2, 2021

D.2 Consider Approval of May 2021 Treasurer's Report

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

D.4 Consider Approval of Contract Amendment for GHD to Provide Construction Management Services for Microgrid Construction

D.6 Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School

Director Orsini asked to pull item D.5. Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)

Motion: It was moved to approve the Consent Calendar items D.1-D.4 and D.6.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Clark- Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

D.5 Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)

Director Orsini asked if there were any substantive changes from last year's MOU. General Manager Kaspari noted that there were no changes except for the dates found within this year's MOU. There was no other comments from the Board or the public.

Motion: It was moved to approve Consent Calendar Item D.5.

Motion by: Director Orsini; **Second:** Director Clark-Peterson

Roll Call: Ayes: Binder, Clark- Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Second Reading and Adoption of Ordinance No. 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations

Board Secretary Sousa gave an overview of this item. There were no comments from the Board or the public.

Motion: Approve the second reading and adoption of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations, by title only.

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

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.2 Consider First Reading of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof

Operations Direct Henry reviewed the staff report for the Board and MCSD GIS specialist and staff member, Brian Anspach, gave a presentation on the requirements found in this ordinance. President Mayo asked the difference between summer and winter use. Operations Director Henry noted that they would have this at the next meeting. Director Clark-Peterson asked if McKinleyville had implemented any of these steps locally, and also asked who declares a water emergency.

Motion: Amend Stage 5 to remove the portion stating "except for designated drought resistant landscaping approved by the District" from the fourth bullet of the stage.

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

Roll Call: Ayes: Binder, Clark- Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

Motion: Approve the first reading of Ordinance 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof, by title only.

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

Roll Call: Ayes: Binder, Clark- Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.3 Consider Appointment of Philip Heidrick for Vacant Position on the Park and Recreation Committee (PARC)

Recreation Director Frisbee reviewed this item for the Board. Phil Heidrick was available at the meeting to answer questions.

Motion: Appoint Philip Heidrick to the vacant Position on the Park and Recreation Committee (PARC).

Motion by: Director Clark-Peterson; **Second:** Director Binder

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.4 Reserve Policy – Calculations and Funding

Finance Director Trask gave a summary of this item. Director Orsini asked clarifying questions regarding the numbers provided in the table. Director Clark-Peterson commended staff on the state of the reserves.

This item was information only; no action taken.

E.5 Consider Attendance to the California Special District's Association (CSDA) 2021 Annual Conference August 30-September 2, 2021, in Monterey, California

Board Secretary Sousa gave an overview of this item. President Mayo gave some background on past Conferences. Director Binder raised interest regarding the Special District Leadership Academy (SDLA) Governance Modules and the opportunity to take all 4 of them at a different conference, not just the first one at the CSDA Annual Conference. Director Orsini stated that attending conference as well as the SDLA modules are very important. Would recommend all Board Directors attend.

Motion: Approve the attendance of all interested Board directors to the CSDA 2021 Annual Conference August 30-September 2, 2021, in Monterey, California

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

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Director Binder had nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson gave a short report that discussed the broadband update.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Director Binder gave a short report regarding the most recent meeting.
- e. **Audit (Orsini/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Did not meet.
- h. **Local Agency Formation Commission (Couch):** Did not meet.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** General Manager Kaspari gave a short report of the latest meeting.

- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

There were no Legislative and regulatory reports.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, highlighted information on the lock status for those who have not paid their water bill.
- 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 added information regarding a Board and Staff get together and asked if there were any other ideas that the other Board Directors had to let him or the Board Secretary know. Director Orsini commented on the microgrid and other projects mentioned by General Manager Kaspari, and asked how the cost savings would be noted in the future.

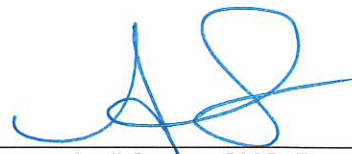
F.3.2 PRESIDENT'S REPORT: President Mayo gave a report on the microgrid tour at the Airport that took place on July 7, 2021.

President Mayo asked Supervisor Madrone if he would like to make a comment at this time. Supervisor Madrone commended staff and the Board on the hybrid meeting as well as the landscaping work on Central Avenue.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

G. ADJOURNMENT:

Meeting Adjourned at 8:23 P.M.



April Sousa, CMC, Board Secretary