

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 7, 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	Pat Kaspari, General Manager
Scott Binder, Vice President	April Sousa, Board Secretary
James Biteman, Director	Joey Blaine, Board Secretary
David Couch, Director	James Henry, Operations Director
Dennis Mayo, Director	Lesley Frisbee, Parks & Recreation Director
	Nicole Alvarado, Finance Director
	Norman Schwenn, IT Technician

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

**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 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 Discussion**

General Manager Kaspari commented that there was nothing to report out of the May 3, 2023 closed session discussion.

**AGENDA ITEM B. PUBLIC HEARINGS:**

No public hearing scheduled.

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

Justin Bardez of a local senior pickleball group requested future use of Azalea Hall for pickleball.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on May 3, 2023**

**D.2 Consider Approval of April 2023 Treasurer's Report**

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

**D.4 Consider Adoption of Resolution 2023-10 Amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees**

**D.5 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts between MCSD and the Mad River Youth Soccer League (MRYSL)**

**D.6 Distribution of Annual Board Self Evaluation**

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

**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

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

**E.1 Consider Adoption of Resolution 2023-12 Recognizing, Honoring, and Commending April Sousa for Service as District Board Secretary**

General Manager Kaspari gave an overview of the item and read Resolution 2023-12 into the record. Board members each gave their personal thanks for April's service to MCSD.

Board Secretary Sousa expressed appreciation for her time of employment at MCSD.

**Motion:** It was moved to adopt Resolution 2023-12 recognizing and honoring April Sousa for her years of service to the McKinleyville Community Services District.

**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.2 Incorporation Information Presentation by Humboldt LAFCo Staff and Discussion of Response to Humboldt County Civil Grand Jury Report on Incorporation**

General Manager Kaspari reviewed the item.

Colette Santsche, Executive Director of Humboldt Local Agency Formation Commission (LAFCo), gave a presentation on the LAFCo incorporation process.

The Board asked questions regarding the District's role in the incorporation process.

President Orsini opened the floor for public comment on the LAFCo presentation.

Ryan Stewart, community member, asked where McKinleyville is at in the incorporation process.

John Murray, former Humboldt County Public Works Director, commented on the significance of "revenue neutrality" within the incorporation process.

5<sup>th</sup> District Supervisor Steve Madrone, representing himself, commented on the recent Incorporation Report by Cal Poly Humboldt and the work of the McKinleyville Incorporation Exploration Sub-Committee (MIESC).

Kevin Jenkins, chair of the MIESC, commented on the creation of the MIESC by the MMAC. He directed the community to the MMAC website for minutes and meeting information.

General Manager Kaspari overviewed the Humboldt County Civil Grand Jury (HCCGJ) report, MCSD's invitation to respond to the report, and recommendations by District legal counsel.

President Orsini asked for clarification on the 60-day window of response time. General Manager Kaspari replied the report was made official on May 24, 2023.

The Board asked clarifying questions and President Orsini noted that regardless of incorporation status, MCSD may continue to exist and provide the existing level of service.

GM Kaspari clarified that no MCSD senior staff had been interviewed by the HCCGJ.

**Motion:** To authorize General Manager Kaspari to draft a response letter to be submitted to the Humboldt County Civil Grand Jury after review by legal counsel and President Orsini.

**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.3 Consider Approval of Project Signs for the Baduwa't or Mad River Floodplain and Public Access Project**

General Manager Kaspari reviewed the item.

Director Mayo asked about the naming of the trail. President Orsini recommended he provide his suggestion by following MCSD procedures.

President Orsini requested that the involved tribes are given the opportunity to review any overall Tribal map if it is included in the subsequent signs before final publishing.

There was no public comment.

**Motion:** To approve the two project signs reviewed for the District's new restoration and Public Access Project.

**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 Approve Conveyance of Mad River Restoration Floodplain and Public Access Facilities from CalTrout to MCSD**

General Manager Kaspari reviewed the item.

President Orsini asked clarifying questions on depreciation of the assets.

There was no public comment.

**Motion:** To adopt the conveyance of the facilities located on APN 508-021-006 & 508-021-007 as detailed in the Agreement.

**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 FY2022-23 Budget Review and Potential Amendment**

Finance Director Alvarado reviewed the staff note for this item.

There was no Board or public comment.

**Motion:** To approve the proposed revised budgets for FY2022-23.

**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.6 Consider Approval of FY 2023-24 Proposed Budget and Approve Resolution 2023-11 Establishing Appropriations Limit**

Finance Director Alvarado presented the item.

President Orsini asked clarifying questions regarding the FY2023-24 organizational chart.

Finance Director Alvarado was asked by President Orsini to speak to the drop in water/wastewater sales. She responded that the drop in sales was proportional to a drop in consumption.

There was no public comment.

**Motion:** To approve the FY2023-24 budget and approve Resolution 2023-11 establishing Appropriations limits for FY2023-24.

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

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

**Motion Summary:** Motion Passed

**E.7 Second Reading and Adoption of Ordinance No. 2023-01 Revising the Rules and Regulations: Amending Rules 22.12, 27.07, Regulation 43 and Removing Regulation 47**

Board Secretary Blaine overviewed the item.

There was no Board or public comment.

**Motion:** To conduct a second reading of Ordinance No. 2023-01 Revising the Rules and Regulations: Amending Rules 22.12, 27.07, Regulation 43 and Removing Regulations 47, by title only.

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

**Roll Call:** Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: 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 add from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- 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 noting that the MMAC has finished their review of the McKinleyville Town Center Ordinance.

- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

President Orsini gave a brief report on Board members' recent travel to CSDA Legislative Days.

## F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado gave a brief update on the progress of the transfer of District funds to California CLASS.
- 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 gave a brief update on the Central Ave Mainline Rehabilitation project.

## F.4 PRESIDENT'S REPORT:

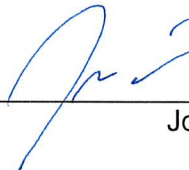
No report.

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

None

## G. ADJOURNMENT:

Meeting Adjourned at 8:24 p.m.

  
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Joey Blaine, Board Secretary