

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, DECEMBER 1, 2021 – 6:30/7:00 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**

**CLOSED SESSION**

**AGENDA ITEM A. CALL TO ORDER:**

**A.1 Roll Call:** The Closed session of the Board of Directors of McKinleyville Community Services District convened at 6:31 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

Dennis Mayo, President (via zoom)	Pat Kaspari, General Manager
David Couch, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Eava Minton, IT Specialist
Greg Orsini, Director	Russ Gans, Legal Counsel (via zoom)
Joellen Clark-Peterson, Director	

**A.2 Public Comment and Written Communications**

None.

**A.3 Closed Session**

The Board entered into closed session at 6:32 for the following item:

- a. CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9: One Potential Case.  
Claimant: ImageRights/Patricia Baker  
Agency Claimed Against: MCSD

**REGULAR SESSION**

**AGENDA ITEM A. CALL TO ORDER:**

**A.1 Report Out of Closed Session**

There was no reportable action.

**A.2 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

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

**A.3 Pledge of Allegiance:** The Pledge of Allegiance was led by Director Orsini.

**A.4 Additions to the Agenda:** There were no additions to the agenda.

**A.5 Approval of the Agenda:**

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

**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

#### **AGENDA ITEM B. PUBLIC HEARINGS:**

##### **B.1 Public Hearing for Reformation of the Central Avenue Open Space Maintenance Zone No. 6 ("Zone #6")**

General Manager Kaspari reviewed the staff note for the Board and public.

President Mayo opened the Public Hearing at 7:03 p.m.

No votes were cast at the meetings. The votes received prior to the meeting were counted at 33.44 yes/in favor, and 7.21 no/not in favor.

There was no public comment. The Public Hearing was closed.

**Motion:** It was moved to adopt Resolution 2021-33 Confirming and Approving the Levy of Assessments in Connection with the Central Avenue Open Space Maintenance Zone #6.

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

None.

#### **AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors**

**D.2 Consider Approval of October DRAFT 2021 Treasurer's Report**

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

**D.4 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings**

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

**Motion by:** Director Couch; **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 E. CONTINUED AND NEW BUSINESS:**

Items reflect the order in which they appeared before the Board. Director Orsini asked for Item E.2 to come before Item E.1 since the Fulton's were present to discuss this item.

##### **E.2 Consideration of Fulton Water Loss Appeal**

General Manager Kaspari gave a brief overview of this item. President Mayo asked for the Fulton's to come to the mic to speak on the matter. They noted that they are not on the property on a regular basis, they check the property weekly and were out of town during this leak. Director Orsini asked what the total wholesale amount would be for the amount of water. It was noted that the amount was \$1,164.41. Director Orsini proposed to amend the charge to the wholesale amount and work with the Fulton's to ease the burden of the payment.

**Motion:** It was moved to amend the total amount charged to the Fulton's to \$1,164.41.

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

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

**Motion Summary:** Motion Passed

**E.1 Consider Award of Contract to GHD for performance of Central Avenues Sewer and Water Main Replacement Design**

General Manager Kaspari gave an overview of this item. Director Orsini asked for information on an engineer's estimate for the project. General Manager Kaspari gave the parameters the engineers will use for this. Director Couch asked about the completion date for this project.

**Motion:** It was moved to authorize the General Manager to execute the Professional Services Agreement with GHD Inc. to provide services to perform the engineering design, permitting and bid assistance for the Central Avenue Water and Sewer Main Rehabilitation Project, not to exceed \$362,700 with a 10% (\$36,270) contingency totaling \$398,970.

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

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

**Motion Summary:** Motion Passed

**E.3 Consider Appointment of Applicants Heidi Conzelmann and Jane Fusek for the Vacant Seats on the Parks and Recreation Committee (PARC)**

Recreation Director Lesley Frisbee read the staff report for this item. Each applicant introduced themselves to the Board. The Board thanked the applicants for stepping up.

**Motion:** It was moved to appoint Heidi Conzelmann and Jane Fusek to the Parks and Recreation Committee for four (4) year terms as regular voting members.

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

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

**Motion Summary:** Motion Passed

**E.4 Mad River Youth Soccer League's Concerns Regarding the Field Conditions at Hiller Sport Site**

Recreation Director Frisbee introduced this item. President Mayo asked General Manager Kaspari to discuss the community day concept. Jeff Pimentel, a coach for Mad River Youth Soccer League, gave some insight into the issues regarding the field. Other members from the Mad River Youth Soccer League were in attendance and gave comments. It was suggested that this item be referred to the Parks and Recreation Committee for further discussion.

This was an informational only item. No action taken.

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Director Binder was unable to attend due to the Special Meeting of the Board held the same day.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Did not meet. Director Binder noted he was present with RREDC and Fly Humboldt at the inaugural Las Vegas flight for Avelo Air.

- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Did not meet.
- e. **Audit (Orsini/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Nothing to report.
- h. **Local Agency Formation Commission (Couch):** Mentioned that the McKinleyville Municipal Service Review was a part of the last meeting, and it passed with some minor edits. It was asked to bring this back at the January meeting.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

None.

## F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask noted that the Audit Committee may be able to review the draft audit this month and have it on the January Board meeting for the approval.
- 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 report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari added information about the District's Bond Approval Rating of AA- and that the Bond Pricing would be next week.

**F.3.2 PRESIDENT'S REPORT:** Nothing to report. President Mayo asked Supervisor Madrone if he had anything to report. Supervisor Madrone noted his difficulties in signing on to this meeting, but nothing more to report.

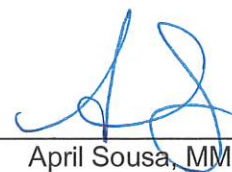
## F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Couch asked members of the Board to let him know about any changes they would like to see for their committee assignments next year.

Director Orsini gave more information on the Districts AA- rating and the significance of this.

## G. ADJOURNMENT:

Meeting Adjourned at 8:13 p.m.



April Sousa, MMC, Board Secretary