

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, FEBRUARY 1, 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:

Scott Binder, Vice President  
James Biteman, Director  
David Couch, Director  
Dennis Mayo, Director

Pat Kaspari, General Manager  
April Sousa, Board Secretary  
James Henry, Operations Director  
Lesley Frisbee, Parks & Recreation Director  
Joseph Blaine, IT Specialist  
Norman Schwenn, IT Trainee

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

**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 Couch

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

**A.5 Closed Session**

None

**AGENDA ITEM B. PUBLIC HEARINGS:**

None

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

Operations Director Henry introduced new staff member, Sam King, GIS Analyst.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on January 4, 2023**

**D.2 Consider Approval of December 2022 Treasurer's Report**

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

**D.4 Consider Approval of Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and the McKinleyville Chamber of Commerce (Chamber) for Beautification and Decoration within the County Right of Way Along**

Central Ave. in McKinleyville, CA

- D.5 Review and Approve the Amendment to the County Lease for Sheriff's Facilities
- D.6 Consider Resolution 2023-02 Concurring Resolution in Nomination to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) for J. Bruce Rupp

**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, and Mayo Nays: None Absent: Orsini

**Motion Summary:** Motion Passed

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

- E.1 Consider Approval of Memorandum of Understanding between the Wiyot Tribe, Humboldt County, and McKinleyville Community Services District for a Cooperative Government-to-Government Relationship regarding a McKinleyville Regenerative and Transformative Community Project

General Manager Kaspari reviewed the agenda item. Elaine Weinreb, a member of the public, commented that there was a need for affordable housing. She asked if property for housing purchased by the Tribe would be placed into trust. Director Mayo mentioned a clause that speaks to the generality of title issues.

**Motion:** To authorize the Board President to execute the MOU between the Wiyot Tribe, Humboldt County, and McKinleyville Community Services District to cooperatively implement a TCC grant to create a planning process for affordable housing that lowers greenhouse gas emissions and creates neighborhoods that reduce automobile usage.

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

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

**Motion Summary:** Motion Passed

- E.2 Establish Section 115 Trust for Other Post-Employment Benefits (OPEB)

General Manager Kaspari gave a presentation on what a Section 115 Trust is and the recommendations of the Audit and Finance Committee. Director Biteman, member Audit and Finance Committee, provided positive comments for establishing the Trust as well as commented on the risk that is possible. Vice President Binder commented on the risk and asked questions of General Manager Kaspari regarding the District's catastrophic reserve fund.

**Motion:** To establish a Section 115 Trust with CalPERS California Employers Retiree Benefit Trust Program (CERBT) setting a funding target of 60% of the actuarial determined liability; approve an initial transfer of \$2.5 million; authorize staff to fund the Trust annually in an amount equal to the "Pay-As-You-Go" amount with additional contributions to be determined during the annual budget process; authorize the Finance Director and General Manager to invest funds in the Trust utilizing Strategy 3 – more conservative; and authorize the Finance Director and General Manager to execute the necessary agreements, certifications and other related documents to establish the Trust.

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

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

**Motion Summary:** Motion Passed

- E.3 Review Information for the Draft Capital Improvement Plan for the Parks and General Fund, FY 2023-24

Parks and Recreation Director Frisbee reviewed this item. There were no comments from the Board or the public.

This is information only item; no action taken.

#### **E.4 Central Avenue Water and Sewer Mainline Rehabilitation Project, Award of Construction Contract to GR Sundberg, Inc.**

General Manager Kaspari gave an overview of this item. There were no questions or comments from the Board or the public. General Manager Kaspari noted that there would be an intentional effort to notify the public of the start of this project and the impacts on Central Ave.

**Motion:** To authorize the General Manager to execute a contract and associated documents with GR Sundberg Inc. in the amount of \$2,532,275 with a 10% contingency of \$253,228.

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

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

**Motion Summary:** Motion Passed

### **AGENDA ITEM F. REPORTS**

#### **F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Biteman):** Nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** No Report.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** No Report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center, which included information on the updated website.
- e. **Audit and Finance (Orsini/Biteman):** Met on January 17<sup>th</sup>. Nothing further to report from the item E.2 discussion.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** No report
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** No report

#### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

Director Mayo gave an update on items he is involved with through his ACWA committees.

#### **F.3 STAFF REPORTS**

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado was not present to give an oral report.
- b. **Operations Department (James Henry):** Operations Director James Henry gave a brief report regarding the closed session issue from the January Board Meeting and a resolution to that issue.
- 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 had nothing further to add to his written report.

**F.4 PRESIDENT'S REPORT:**

Vice President Binder thanked everyone for their patience with his first time leading the meeting.

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

Director Biteman noted that the extra contributions for the Section 115 Trust will be coming back to the Board annually.

**G. ADJOURNMENT:**

**Meeting Adjourned at 7:01 p.m.**



\_\_\_\_\_  
April Sousa, MMC, Board Secretary