

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 3, 2022 AT 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**

**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 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

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

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

**A.3 Additions to the Agenda:** Director Mayo noted the passing of a good friend and also past president of ACWA and Cal LAFCo chair, Jerry Gladbach. He asked if the meeting could be closed in his honor.

General Manager Kaspari noted a change to the agenda. Due to an illness of the presenter, Mary Burke, Item E.2: Update from CalTrout on Status of Mad River Restoration Project needed to be rescheduled for the September Board Meeting.

**A.4 Approval of the Agenda:**

**Motion:** It was moved to approve the agenda with the discussed changes.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

**AGENDA ITEM B. PUBLIC HEARINGS:**

None

**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 Regular Meeting on July 6, 2022**

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

**D.3 Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center**

**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**

**D.5 Biennial Review and Adoption of MCSD Conflict of Interest Code**

**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**

21<sup>st</sup> Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School

**D.7 Consider Approval to Declare 1989 Kohler Generator Surplus**

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

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

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

**E.1 Discuss and Consider Approval of Memorandum of Understanding with Humboldt Bay Municipal Water District (HBMWD) on Preliminary Feasibility Study for Extension of Water Main to Trinidad Rancheria**

General Manager Kaspari gave an overview of the item. Additional edits from HBMWD Legal Counsel were presented at the meeting. Ryan Plotz, Legal Counsel for HBMWD, was present to answer questions at the meeting. John Friedenbach, General Manager of HBMWD, also answered questions as needed.

**Motion:** To approve the Memorandum of Understanding (MOU) with HBMWD to cooperate in the preparation of a Preliminary Feasibility Study for the extension of a HBMWD watermain from the MCSD System to the Trinidad Rancheria and authorize the Board President to sign the MOU.

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

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

**Motion Summary:** Motion Passed

**E.2 Update from CalTrout on Status of Mad River Restoration**

Postponed to the September 2022 Board Meeting.

**E.3 Discuss and Consider Approval of Edits to the District's "Policy for the Naming and Dedication of District Facilities"**

General Manager Kaspari gave the overview of this item. There was no further discussion or comment from the Board or the public.

**Motion:** To approve the edits to the District's policy for the Naming and Dedication of District's Facilities.

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

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

**Motion Summary:** Motion Passed

**E.4 Discuss and Consider Approval of the LDA Contract for Architectural Services for the Office Remodel Project**

General Manager Kaspari reviewed the staff note for this item. Discussion took place regarding the schedule of the project and other construction logistics. The Board also discussed the process needed to keep track of expenditures in order to finance the full project later.

**Motion:** To approve the contract with LDA Designers & Architects for the Office Remodel Project in the amount of \$324,975 with a 10% contingency for a total not to exceed price of \$357,472.50; authorize the General Manager to sign the contract; and direct staff to bring a budget modification for this line item back to the Board at the September Board Meeting.

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

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

**Motion Summary:** Motion Passed

## **E.5 Consider Topics for Joint McKinleyville Municipal Advisory Committee (MMAC) and MCSD Board Meeting in October**

General Manager Kaspari reviewed the topics for discussion at the joint MMAC and MCSD Board meeting scheduled in October, 2022. Time constraints were discussed in order to keep the meeting moving forward. Director Mayo suggested that the MMAC Board Chair and MCSD Board President Couch discuss the agenda ahead of time to clarify parameters and logistics of the meeting.

**Motion:** To recommend to the MMAC the following items for a joint meeting with time constraints to be added to each item:

- The differing roles, nature, and structure of MCSD and MMAC Boards;
- Updates on MCSD projects;
- Utilities capacity issues related to town center and future housing development;
- Bringing the McKinleyville voice to County issues.

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

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

**Motion Summary:** Motion Passed

## **E.6 Consider Adoption of Resolution 2022-24 Ratifying Purchase and Sale Agreement to Acquire Real Property and Provide Direction to the General Manager**

General Manager Kaspari gave the overview of this item. There was no further discussion or comments from the Board or public.

**Motion:** To approve Resolution 2022-24 ratifying the Purchase and Sale Agreement to acquire the real property for the construction of the 4.5 MG water tank, and to direct the General Manager to perform the actions reasonably necessary to meet the purpose and intent of the Purchase Agreement.

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

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

**Motion Summary:** Motion Passed

## **E.7 Review and Discuss Annual Board Self**

Board Secretary April Sousa reviewed the staff note with the Board. The Board briefly reviewed the summary of the Board Self Evaluations.

This was an information only item. No action taken.

## **E.8 Consider the Regular Board Meeting Dates, Time, and Location for the 2023 Calendar Year**

Board Secretary Sousa reviewed the Board Meeting schedule for the 2023 Calendar Year. The Board discussed the proposed dates. Suggestions were made to keep the January date if staff felt logistically this was possible and to move/cancel the July date. This item will come back for approval at the October Board Meeting.

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):** Nothing further to report from Director Frisbee's notes.

- b. **Area Fund (John Kulstad/Clark-Peterson):** No report
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Binder gave a brief report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Clark-Peterson):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Couch):** It was noted that the Audit and Finance committee had met two times since the last Board meeting. One was to discuss a Section 115 trust and the other was to facilitate the kickoff of the annual Audit.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Did not meet
- h. **Local Agency Formation Commission (Couch):** President Couch gave a brief report on the formation of a new fire district.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** It was noted that the committee met two times and had a site walk to review access points with Green Diamond Staff.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo noted information on SB222 and legislative information from his DC trip for ACWA.

## F.3 STAFF REPORTS

- a. **Support Services Department (Nicole Alvarado):** Finance Director Alvarado had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director James Henry noted that they had filled the maintenance positions and would bring the new employees to meet the Board at a future meeting.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted the upcoming election requirements and deadlines.

**F.4 PRESIDENT'S REPORT:** President Couch noted that he and other Board members would be attending the CSDA conference at the end of August.

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

Director Orsini asked Staff if the County contacted MCSD about plans on Central Ave. before beginning road work. Brief comments were made regarding the work that the County was doing on the road.

Director Mayo brought forth remarks on Jerry Gladbach and the Board Meeting closed in his honor.

## G. ADJOURNMENT:

Meeting Adjourned at 8:39 p.m.



April Sousa, MMC, Board Secretary