

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, OCTOBER 7, 2020 7:00 P.M.

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) and TOLL FREE: 1-888-788-0099

Regular Session

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:

Mary Burke, President

Dennis Mayo, Vice President

John Corbett, Director (@7:12 p.m.)

David Couch, Director

Shel Barsanti, Director

Pat Kaspari, General Manager

Colleen Trask, Finance Director

James Henry, Operations Director

Lesley Frisbee, Recreation Director

April Sousa, Board Secretary

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by President Burke.

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

AGENDA ITEM B. PUBLIC HEARINGS: There were no Public Hearings.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment on items not on the agenda.

AGENDA ITEM D. CONSENT CALENDAR:

Item D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on September 2, 2020 was pulled from the agenda by staff.

D.2 Consider Approval of July 2020 Draft Treasurer's Report

Motion: It was moved to approve Consent Calendar item D.2.

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

There were no comments from the Board or public.

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on September 2, 2020

Board Secretary Sousa pointed out one typographical error that was missed in the initial review.

Motion: It was moved to approve Consent Calendar item D.1 with changes.

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

There were no comments from the Board or public.

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Review and Discuss the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)

Recreation Director Lesley Frisbee introduced Charlie Caldwell from the Humboldt Skatepark Collective who gave a presentation. The Board and public were given an opportunity to comment and ask questions. This was an informational only item; no action taken.

E.2 Consider of Hay Lease for Fischer and Pialorsi Properties with Andy Titus

General Manager Kaspari gave an overview of the item. The Board and public were given an opportunity to comment on the item.

Motion: Authorize the General Manager to enter into a lease agreement with David Collenberg, Lost Cost Hay, for hay production on the Fischer and Pialorsi properties.

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

Roll Call: Ayes: Barsanti and Mayo Nays: Couch and Burke Abstain: Corbett Absent: None

Motion Summary: Motion did not pass.

Motion: Authorize the General Manager to enter into a lease agreement with Andy Titus, Fern Vallee Farms, for hay production on the Fischer and Pialorsi properties.

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

Roll Call: Ayes: Barsanti, Corbett, Couch, and Burke Nays: None Abstain: Mayo Absent: None

Motion Summary: Motion passed

E.3 Consider Approval of 2019-2024 Strategic Plan Revisions

Board Secretary Sousa gave an overview of the revisions to the 2019-2024 Strategic Plan. The Board and public were given an opportunity to make comments and ask questions. Changes of dates within the document were reviewed. Director Corbett asked for the addition of Police Services to the Mission statement, and asked staff to review both places the mission statement is provided in the document for consistency.

Motion: Approve the revisions to the 2019-2024 Strategic Plan with changes.

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

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

E.4 Review Proposed District Rules and Procedures for Personal Wireless Service Facilities (Cell Towers)

General Manager Kaspari reviewed this item, and the procedures were discussed. Beth Frink, McKinleyville resident, gave feedback on the format and concerns regarding principally permitted zoning. The Board commented, gave feedback, and directed staff to incorporate feedback into the final draft to be brought back at a future meeting.

This was an informational only item; no action taken.

E.5 Consider Approval of Modification of Parks & Recreation CIP Budget to Appropriate Funds for the Replacement of Aging Toro Mower at Hiller Sports Site

Recreation Director Lesley Frisbee gave an overview of this item. The Board and public were given an opportunity to comment on this item.

Motion: Approve the modification of the Parks & Recreation CIP Budget for the replacement of the aging Toro mower at the Hiller Sports Site.

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

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

E.6 Review Virtual Meeting Regulations to be Inserted into the Board Policy Manual

Board Secretary Sousa presented the information for this item. The Board and public were given the opportunity to give feedback, comments, and ask questions on the regulations presented. Staff was directed to insert these regulations within the body of the Board Policy Manual as well as create a new section specifically for virtual meetings within the manual.

This item was information only; no action taken. These regulations will be presented as part of a comprehensive review of the Board Policy Manual in November.

E.7 Approve the Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year

The calendar of Board meeting dates, time, and location was presented by Board Secretary Sousa and reviewed by the Board. There was no public comment.

Motion: Approve the 2021 Schedule of Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year.

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

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

E.8 Consider Special Board Meeting to Tour Proposed Community Forest Trail Heads and Property

General Manager Kaspari discussed this item with the Board. Direction was given to find a time for a special meeting and have some visuals available as well. Invitation was extended to the Recreation Advisory Committee.

This was an informational only item; no action taken. Board Secretary Sousa will create a doodle poll to ascertain the best possible date for a special meeting, which will be posted to the public in accordance with the Brown Act prior to the meeting.

E.9 Consider Director Corbett's Proposal to Establish Committee to Clarify District's Authority with regards to Library and Law Enforcement, Community Forest Operation, Support for the McKinleyville Municipal Advisory Committee, Reclamation, and Homelessness

General Manager Kaspari gave an overview of this item. Director Corbett expanded on the overview. It was suggested that former General Manager Greg Orsini be a part of the committee due to his historical and institutional knowledge. Mr. Orsini agreed to be a part of the committee. The Board and public were given an opportunity to comment further on the item.

President Burke appointed Directors Couch and Corbett to this ad hoc committee and asked for this committee to be added to the committee list under Agenda item F.1.

E.10 Consider the Audit Committee's Proposal to Amend the Debt Management & Capital Financing Policy Manual to Include Language Outlining the Procedures for the District to Accept or Approve Grants

General Manager Kaspari gave an initial overview of the item with an expanded overview given by the Audit Committee (Corbett/Barsanti), which clarified the reasons for the policy changes and additions.

Motion: Direct staff to make revisions to the Debt Management and Capital Financing Manual adding Section 7: Grant Procurement and Approval Policy Statement and bring back to the next Board meeting for final approval.

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

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

E.11 Consider Audit Committee's Proposal to Increase Transparency with a Monthly Listing of Both Types of Current MCSD Grants Awarded: 1) MCSD Grants, Where the District Receives and

Administers the Monies and Contract, and 2) Nonprofit Grants Where a Nonprofit Applies for the Grant, Receives, and Manages the Monies for an MCSD Project

Directors Barsanti and Corbett from the Audit Committee gave a review of this item and described the sample listing report for staff to utilize. General Board consensus on this item was agreed upon and staff direction was given to incorporate a similar listing in the monthly treasurer's report.

E.12 Consider Approval of a Proposal and Rental Agreement with Justin and April Sousa for the Rental, Repair, and Caretaker Position for the Pjalorsi House and Property and Budgeting for Necessary Repairs

General Manager Kaspari reviewed with the Board this item. Director Mayo commented on the need for a caretaker on the property as soon as possible. The Board asked clarifying questions about the proposal and budget for the repairs. The public was given an opportunity to comment.

Motion: Authorize the General Manager to negotiate the final rental agreement for the rental, repair, and caretaker position for the Pjalorsi house and property and expenditure of up to \$50,000 in repair costs for roofing and miscellaneous repairs of the Pjalorsi house and property for Fiscal Year 2020/21.

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

Roll Call: Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Mayo):** No quorum.
- b. **Area Fund (John Kulstad/Barsanti):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Director Mayo reported on items from the last meeting.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet.
- e. **Audit (Corbett/Barsanti):** Nothing further to report.
- f. **Employee Negotiations (Couch/Corbett):** Reported on a short meeting with staff regarding rental contract.
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Reported on meeting from September 30, 2020.
- h. **Local Agency Formation Commission (Couch):** Reported on a local meeting, did not meet with CalLAFCo.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Burke/Corbett):** Nothing further to report.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo reported on some ongoing water issues that he has been working with the Association of California Water Agencies (ACWA) but did not go into detail due to it's politicized nature.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, mentioned the "on-site" Audit review happening remotely and also noted the tax allocation from the County had posted, but the interest was still unposted. She also mentioned due to needed reporting for FEMA reimbursements due to COVID-19, the Revised Reserve Policy will be provided to the Board in December, and not November as originally planned.
- 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 had nothing further to add to his written report.

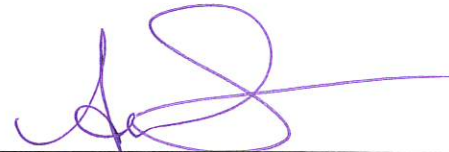
F.3.2 PRESIDENT'S REPORT: President Burke had nothing to report and asked Supervisor Steve Madrone to report on County updates. He gave a brief summary of the Town Center Ordinance and news about a speed table being installed on Hiller near the Hammond Trail. Director Mayo asked clarifying questions of the location of the speed table.

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

There was no Board Member Comments, Announcements, Reports or Agenda Item Requests.

G. ADJOURNMENT:

Meeting Adjourned at 10:11 p.m.



April Sousa, CMC, Board Secretary