

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 3, 2020 AT 6:30/7:00 P.M.

TELECONFERENCE Via ZOOM & TELEPHONE:

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

Closed Session Meeting

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The closed session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:33 pm with the following Directors and staff in attendance:

Mary Burke, President
Shel Barsanti, Director
John Corbett, Director
David Couch, Director
Dennis Mayo, Director

Gregory Orsini, General Manager
April Sousa, Board Secretary

A.2 Public Comment and Written Communications: No public comment

A.3 Closed Session Discussion

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini

A.4 Report Out of Closed Session

There was nothing to report from Closed Session.

Regular Meeting

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 7:02 pm with the following Directors and staff in attendance:

Mary Burke, President
Shel Barsanti, Director
John Corbett, Director
David Couch, Director
Dennis Mayo, Director

Gregory Orsini, General Manager
Pat Kaspari, General Manager
Colleen Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
April Sousa, Board Secretary
Russell Gans, District Legal Counsel

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

After the Pledge, President Burke asked for a moment of silence and reflection.

A.3 Additions to the Agenda: There were no additions to the agenda.

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

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

There were no public comment.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

There were no public hearings.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was a total of 32 distinct logins on the zoom call (Board members, Staff, and Public).

Barbara Georgianna, resident of Humboldt County and McKinleyville resident for 16 years, member of the McKinleyville Municipal Advisory Committee, the Church of the Joyful Healer, and True North Organizing Network, commented on concerns of the unhoused during the shelter in place mandate. Asked for MCSD support in setting up an emergency solution while a long-term solution can be created.

Sheri Woo, Humboldt Bay Municipal Water District (HBMWD), read a letter appreciating the team spirit shared with MCSD and HBMWD and happy to continue this relationship with the new General Manager, who is the former HBMWD District Engineer.

Terry Supahan, Executive Director of True North Organizing Network, commented on the interest and high concern for those who are unhoused and cannot shelter in place safely. Asked MCSD to work with True North and the County to address the needs of the houseless in the area.

Michelle Wylar – longtime resident of McKinleyville in the Cochran neighborhood, voiced her opposition of a cell phone tower in the area. Asked MCSD to choose locations not around residential areas.

Tony Giraud, McKinleyville resident for 18 years and member of the Church of the Joyful Healer and the McKinleyville Cluster from True North Organizing Network, expressed concerned about the unhoused community during shelter in place. Noted that Eureka and Arcata had solutions and asked MCSD to consider a place for emergency shelter.

Rick Ellis, lifelong resident of McKinleyville and member of the Church of the Joyful Healer, True North Organizing Network, and AHHA (Affordable Homeless Housing Alternatives), shared his story of experiencing homelessness and advocacy for the unhoused. He expressed the need for immediate emergency housing in McKinleyville.

Nancy Correll, McKinleyville resident and representative of the McKinleyville Land Trust, echoed comments about the unhoused. She stated that those who are unhoused are staying in inappropriate places because there is no place for them to stay.

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on May 6, 2020
- D.2 Consider Approval of April 2020 Treasurer's Report
- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Consider Approval of 2019 Consumer Confidence Report (CCR)
- D.5 Consider Adoption of Resolution 2020-10 Amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees
- D.6 Approve Conveyance of Water and Sewer Facilities Related to Frito Lay Project

Motion: It was moved to approve Consent Calendar.

Motion by: Director Corbett; **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:

The item order for this agenda was changed at the meeting to accommodate staff and public in attendance. The order in which it appears in these minutes are the order each item was discussed.

E.5 Approve Resolution 2020-12 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property Located in McKinleyville, CA (APN 508-091-037, 508-081-034, 508-031-001, and 506-341-017)

General Manager Orsini gave an overview of the item. Director Couch asked for a geographical description for those on the call to understand the location of the property. It was noted this land will be used for reclamation of water by the District. Russell Gans, District Counsel, gave clarification of the process. There was no public comment.

Motion: authorizing the Board President to execute a Certificate of Acceptance, and record the Grant Deed to the Pialorsi real property located in/ near McKinleyville, CA (i.e., Assessor Parcel Nos. 508-091-037, 508-081-034, 508-031-001 and 506-341-017)) from Pialorsi Trust (Seller) to MCSD (Buyer), and complete the real property purchase transaction with a scheduled closing on June 5, 2020.

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.8 Authorize Letter to be Sent on Behalf of MCSD Board of Directors to Humboldt LAFCo and the Board of Supervisors

General Manager Orsini and Director Corbett gave overviews of the agenda item and process. Supervisor Steve Madrone, 5th District, was present on the call and read a letter of apology to the Board regarding the LAFCo item. President Burke noted that MCSD is not required to dissolve with incorporation. The Board discussed the presented draft letter to LAFCo. Director Mayo submitted additional language to be considered for the letter. An additional statement, "McKinleyville Community Services District is consistently honored as a District of Distinction in the State of California for its excellence in financial stewardship and infrastructures, political outreach, cutting edge community representation and transparency, especially water delivery and wastewater" was agreed for insertion at the end of the letter. There was no other public comment.

Motion: Approve the sending of the draft letter with the addition of the additional statement from Director Mayo, not including the last sentence.

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

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

Motion Summary: Motion Passed

E.1 Consider Approval of FY2020-21 Proposed Budget and Appropriations Limit

Finance Director Colleen M.R. Trask gave an overview of the item. Director Corbett noted that he had questions but was experiencing mic issues and would ask staff later. It was also noted that the budget had been reviewed in parts prior to this meeting. General Manager Orsini gave an overview of changes to the Parks budget due to COVID-19. There was no public comment.

Motion: Approve the budget presented by staff with the analysis.

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.2 Distribution of Annual Board Self-Evaluation

Board Secretary April Sousa gave an overview of the Self-Evaluation of the Board and the process. The board had the opportunity to ask clarifying questions. The Evaluation will be due back to the Board Secretary on July 15, and the analysis will be available for the August 5 board meeting. This was an information only item. No public comment. No action taken.

E.3 Discuss and Decide on District Preferences for November 3, 2020 Election

Board Secretary Sousa gave an overview of the item. Clarifying questions on the preferences were discussed, most specifically the difference between resolving a tie by lot or by runoff. There was no other public comment.

Motion: Approve the preferences that Candidates pay for the cost of a candidate statement and limit to 200 words.

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

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

Motion Summary: Motion Passed

Motion: Motion to approve the preference to resolve a tie by lot.

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

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

Motion Summary: Motion Passed

E.4 Consider Approval of Professional Services Agreement with Kennedy/Jenks to Perform Engineering Services for the 4.5 MG Water Reservoir Project

General Manager Orsini gave an overview of the project. Director Mayo expressed concern regarding funding, which was clarified and resolved. There was no public comment.

Motion: Authorize the Board President to execute the Professional Services Agreement with Kennedy/Jenks (K/J) to perform Engineering services for the 4.5 MG Water Reservoir Project, and declare the General Manger as Designated Representative of MCSD, not to exceed \$1,329,297 with a 10% (\$132,929) contingency, totaling \$1,462,226.

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

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

Motion Summary: Motion Passed

E.6 Consider Approval of Proposal of Fedak & Brown to provide Audit Services for FY2019-20, FY2020-21, and FY2021-22

Finance Director Trask gave an overview of the process. Director Corbet, member of the Audit Committee, commented positively on the protocol of reviewing for new auditors every three (3) year. Director Corbett also noted a clarifying statement that the Board is required to review the audit services and make an independent decision but can accept staff recommendation.

Motion: Declare Fedak & Brown, LLP most qualified and authorize the General manager to execute a Professional Services Agreement based on the proposal submitted by Fedak & Brown, LLP, not to exceed \$75,619 for auditing FY2019-20, FY2020-21, and FY2021-22, with the potential to extend the existing contract for two optional years.

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

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

Motion Summary: Motion Passed

E.7 Consider adopting Resolutions 2020- 13 Initiating the Formation of Street Light Zone # 102, Resolution 2020- 14 Initiating the Formation of Street Light Zone # 103, and Resolution 2020- 15 Initiating the Formation of Street Light Zone # 104

This item was reviewed by General Manager Orsini. There were no comments.

Motion: Approve Resolutions 2020- 13 Initiating the Formation of Street Light Zone # 102, Resolution 2020-14 Initiating the Formation of Street Light Zone # 103, and Resolution 2020- 15 Initiating the Formation of Street Light Zone # 104

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

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Mayo):** Met via Zoom and discussed the BMX track. Director Mayo suggested the RAC could discuss honoring past board members who have passed away.
- b. **Area Fund (John Kulstad/Barsanti):** The grant disbursement letter was provided to the Board Members with their packet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Nothing to report.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet but mentioned the memoir class and fundraising taking place independently for this class.
- e. **Audit (Corbett/Barsanti):** Nothing further to report.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Met twice via Zoom. New officers were elected.
- h. **Local Agency Formation Commission (Couch):** Nothing to report. Director Couch was unable to attend meeting.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

California Special Districts Association (CSDA) legislative information brief was provided to Directors in the Board packet. General Manager Orsini gave a report and overview of this action brief. He also gave an update on the COVID-19 relief for Special Districts.

Director Mayo comments on the works of Garamundi with regards to Special District financial help and believes a letter of thanks should be sent.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask highlighted the reopening of the District's front office plan and made clarifying remarks on the Treasurer's report.
- 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 reported that the summer childcare program started.

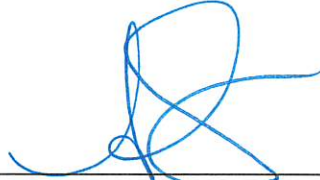
- d. **General Manager (Greg Orsini):** General Manager Orsini gave a briefing on recent meetings regarding the houseless in McKinleyville. He met with True North Organizing Network and Supervisor Madrone. He noted that True North is looking for emergency shelter in place situation and Supervisor Madrone was looking towards a long-term plan.

F.3.2 PRESIDENT’S REPORT: President Burke had no report.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: Directors Corbet mentioned that the President could have a study session. President Burke agreed with this idea as an option for the Board to become more educated and familiar with local houseless issues.

G. ADJOURNMENT:

Meeting Adjourned at 9:49 p.m.



April Sousa, CMC, Board Secretary