

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 5 2020 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

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 6:37 pm with the following Directors and staff in attendance:

Mary Burke, President	Pat Kaspari, General Manager
Shel Barsanti, Director	Russell Gans, Legal Counsel
John Corbett, Director	April Sousa, Board Secretary
David Couch, Director	
Dennis Mayo, Vice President	

A.3 Closed Session Discussion

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)

Agency Negotiators: Pat Kaspari, General Manager, Russell Gans, Legal Counsel

Parties with Whom Negotiating: Michael & Cheryl Malin

Property: Manufactured home located at 795 Hiller Road, caretaker home located on District property at Hiller Park, McKinleyville, Humboldt County, CA

Under Negotiation: Purchase Agreement (Price and Terms of Payment) and future site lease terms.

A.4 Report Out of Closed Session

Report out of closed session took place when the Board reconvened for the regular open session meeting at 7 p.m. No reportable action was taken during closed session. Instruction was given to negotiators to continue negotiating the agreement.

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	Pat Kaspari, General Manager
Shel Barsanti, Director	Colleen Trask, Finance Director
John Corbett, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Recreation Director
Dennis Mayo, Vice President	April Sousa, Board Secretary
	Russell Gans, Legal Counsel

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

A.3 Additions to the Agenda: General Manager Kaspari brought forward an item to consider for addition to the agenda: Authorization to Execute Documents for the SGIP (Self Generation Incentive Program)/TESLA Battery Program for the Ramey and Fischer Pump Stations. General Manager Kaspari noted that this item came to the Board Tuesday evening, less than 24 hours prior to the meeting. The need to add this item to the agenda and to take action was cited due to the timing of the program and because the item came to the attention of MCSD after the agenda was posted. The Board and public were given opportunities to ask clarifying questions of the process of adding this item.

Motion: It was moved to add the additional action item to Consider Authorization to Execute Documents for the SGIP/TESLA Battery Program for the Ramey and Fischer Pump Stations.

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

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

Motion Summary: Motion Passed

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda with the additional item.

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

There was 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 were 17 distinct logins for this meeting, including staff and Board. Director Corbett spoke during public comment on the following items: Clarifying the Board's Authority, work on the Homeless Site issue in McKinleyville and possibly get an advisory vote on the issue, information on if MCSD is subsidizing police and library services and clarifying MCSD authority for reclamation. Director Corbett noted that none of these had anticipated additional tax revenue needs.

AGENDA ITEM D. CONSENT CALENDAR:

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

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

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

D.4 Consider Deactivation of Streetlight Located in the Sunset Ridge Streetlight Zone #14

Motion: It was moved to approve Consent Calendar.

Motion by: Director Corbett; **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

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Adoption of Resolution 2020-19 Recognizing, Honoring and Commending Jennifer Olsen for Serving McKinleyville Community Services District for 10 Continuous Years.

Finance Director Colleen M.R. Trask gave an overview of the item and read the resolution. The Board, staff, and public spoke highly of Ms. Olsen.

Motion: Adoption of Resolution 2020-19 Recognizing, Honoring and Commending Jennifer Olsen for Serving McKinleyville Community Services District for 10 Continuous Years.

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.2 Biennial Review and Adoption of MCSD Conflict of Interest Code

Board Secretary Sousa gave an overview of the item and the changes presented. Legal Counsel was present to give reasoning for changes provided. There were no other comments from public or the Board.

Motion: Adoption of Resolution 2020-20 adopting the MCSD Conflict of Interest Code with Amendments

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

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

Motion Summary: Motion Passed

E.3 Consider the Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year

Board Secretary Sousa gave an overview of the item outlining the proposed 2021 Board Calendar. There were no other comments from the public or the Board. This was an information only item; no action taken.

E.4 Review and Discuss Annual Board Self-Evaluation

Board Secretary Sousa gave the overview for the Board Self-Evaluation. Comments by the Board were given regarding how to get more information from the evaluation through revising the questions. The public commented that it was helpful for full names to be available for all participants on the zoom meetings and for more zoom training to possibly take place. It was noted that the public could not be compelled to write their full name, but that staff and the Board could do so.

E.5 Initiate Process for General Manager's 3-Month Performance Evaluation

Board Secretary Sousa laid out the process for the General Manager's 3-month Evaluation as set forth through the GM contract and policy. Proposed dates for completion were presented. President Burke asked Director Couch to compile the evaluations and affirmed the timeline for completion. This was an informational item; no other comments were received from the public or the Board and no action taken.

E.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 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School

Parks and Recreation Director Lesley Frisbee provided information for this item. It was noted that the agreement was the same as years past with the exception of the start date. The Board and public were able to ask clarifying questions.

Motion: Authorize the Board President to execute the agreement between McKinleyville Union School District and the McKinleyville Community Services District

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

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

Motion Summary: Motion Passed

E.7 Consider Adoption of Resolution 2020-21 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property located in McKinleyville, CA (APN 514-084-046) the Morgan Subdivision Open Space Zone #24

After a brief overview on this item from General Manager Kaspari, the Board discussed the revenue and costs of Open Space Zones and the purpose behind them. Clarifying questions were raised on the current amount assessed for Open Space Zone Maintenance, and if this was enough to recuperate costs to maintain them. Re-evaluation of Open Space Zone Assessments was suggested, and the Board directed the General Manager to return with a report in three (3) months.

Motion: Adopt Resolution 2020-21 Authorizing the Acceptance and Recordation of Grant Deed to Real Property for APN 511-084-046 corresponding to the Morgan Subdivision Open Space Zone #24

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

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

Motion Summary: Motion Passed

E.8 Review and Discuss Operations Reserve Policy

Finance Director Trask outlined the suggested revisions to the Operations Reserve Policy. Clarifying questions regarding investments, OPEB (Other Post Employment Benefits) Liabilities, Health Insurance, and how the reserve policy is presented in the budget, were discussed. There were no other comments from the public. This item was informational only; no action taken.

E.9 Authorization to Execute Documents for the SGIP (Self Generation Incentive Program)/TESLA Battery Program for the Ramey and Fischer Pump Stations

General Manager Kaspari gave information regarding the SGIP program and recent discussions with TESLA. It was noted that TESLA would do the grant funding process. The risk to the District was briefly discussed.

Motion: Authorize the General Manager to execute documents for the SGIP/TESLA Battery Program for the Ramey and Fischer Pump Stations, upon his and District's Legal Counsel's review and approval of the contract documents.

Motion by: Couch; **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):** Met, no quorum.
- b. **Area Fund (John Kulstad/Barsanti):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Received funds from the Federal CARES Act to assist with recovery due to the Corona Virus shut down.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet.
- e. **Audit (Corbett/Barsanti):** Met with Auditors – preliminary meeting.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Reports from the County Sheriff and Fire District were given as well as a presentation regarding the Airport. A member of the public, Tom Boyer, commented on the Airport presentation.
- h. **Local Agency Formation Commission (Couch):** Brief local report, nothing to report with CaLAFCo.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo noted that he was unable to get logged in for the ACWA (Association of California Water Authority) Conference and asked that staff pursue a refund for the conference fees.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask highlighted the county tax allocation was not complete in time for the report.
- b. **Operations Department (James Henry):** Operations Director, James Henry had nothing further to add to his written report. President Burke gave a quick comment regarding DCV Testing and moving valves above ground.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee had nothing further to add to her written report.

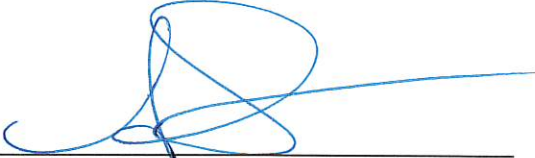
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted meetings regarding the unhoused in McKinleyville, Cell Tower update and Community Forest information. Comments from the Board were made regarding “2x2” discussions.

F.3.2 PRESIDENT’S REPORT: President Burke formalized an AdHoc committee consisting of Directors Corbett and herself regarding the Community Forest. After President Burke’s brief report, she asked Supervisor Madrone, who was on the call, if he would like to speak, which he gave general comments to the Board.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: Director Mayo gave brief reports on the “2x2” that had been conducted. Director Couch reminded the Board and the Public on the election and noted that in the past, the League of Women Voters has put on a candidate forum in the past for the public to meet the candidates and asked staff to reach out to them to see what their plans are for this year.

G. ADJOURNMENT:

Meeting Adjourned at 9:22 p.m.



April Sousa, CMC, Board Secretary