

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MAY 5, 2021 6:15/7:00 P.M.
TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 837 8195 5401 (<https://zoom.us/j/83781955401>) 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 6:15 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Pat Kaspari, General Manager
David Couch, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Russ Gans, Legal Counsel

A.2 Public Comment and Written Communications: There was no public comment.

A.3 Closed Session

The Board entered into closed session to discuss the following items:

a. CONFERENCE WITH LEGAL COUNSEL— Liability Claim (Gov. Code Section 54956.9(d)(2)); Claimant: L. Altman (Refund Claim)

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Patrick Kaspari

REGULAR SESSION

AGENDA ITEM A. CALL TO ORDER:

A.1 Report out from Closed Session

General Manager Kaspari reported out of closed session the following: Closed Session Item A.3.a, by motion made by Director Couch and seconded by Director Orsini, Directors Binder, Couch, Orsini, and President Mayo, voted in favor to approve a proposed Release Agreement executed by the claimant, Lori Altman, authorizing a partial fee refund to claimant, a copy of which will be available upon inquiry following execution on behalf of the Board.

A.2 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with the following Directors and staff in attendance:

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

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by Director Couch.

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

Motion: It was moved to approve the Agenda as delivered.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

- B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2021/2022) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

Consider Adopting Resolution 2021-12; Approving the Annual Engineer's Report; Fiscal Year 2021/2022; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith

Consider Adopting Resolution 2021-13; Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2021/2022

General Manager Kaspari introduces the item and Michael Medve from Willdan elaborated on the item giving history on Measure B and the required tasks within this item.

The public hearing was opened at 7:10 p.m. There was no comment from the public or the Board. The public hearing was closed.

Motion: It was moved to approve Resolution 2021-12 Approving the Annual Engineer's Report; Fiscal Year 2021/2022; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith.

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

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

Motion Summary: Motion Passed

Motion: It was moved to approve Resolution 2021-13 Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2021/2022

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

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

Motion Summary: Motion Passed

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There were no public comments or written communications.

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on April 7, 2021
- D.2 Consider Approval of March 2021 Treasurer's Report
- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Consider Approval of Recreation Program Fees for 2021-22 Recreation Programs

- D.5 Consider Authorization to Send Letter of Support of AB1311 – Recycling: Beverage Containers**
- D.6 Review the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)**

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

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Resolution 2021-14 Supporting Assembly Concurrent Resolution No. 17 and Proclaiming May 16-22 to be Special Districts Week

Board Secretary Sousa introduced this item. President Mayo would like to use this as an opportunity to promote Special Districts and MCSD to the community. Director Orsini talked about the history of this legislation and 5th District Supervisor Madrone stated he would take to the Board of Supervisors at the next meeting.

Motion: It was moved to approve Resolution 2021-14 Supporting Assembly Concurrent Resolution No. 17 and Proclaiming May 16-22 to be Special Districts Week.

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

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

Motion Summary: Motion Passed

E.2 Review and Begin Discussion of Post-COVID Board Meeting Venue and Alternatives

General Manager Kaspari introduced the item and gave a summary of the staff report.

President Mayo expressed his view on in person verses virtual meeting. He asked the other Directors to express their viewpoints.

Directors Couch, and Binder expressed a desire to go back to in person meetings. Director Orsini noted the logistics that would take place to do a hybrid meeting. He also stated he is open to meeting in person again when it is practical.

General Manager Kaspari noted that senior staff are willing to do what the Board would like to do in this area and will be fully vaccinated soon. He also mentioned that to set up a hybrid meeting will cost around \$5,000-\$10,000.

President Mayo noted that we have learned that virtual meeting options have been a benefit and will be a benefit in the future.

President Mayo asked Supervisor Madrone to comment on what the Board of Supervisors were going to be doing in the near future. Supervisor Madrone stated that they have a target for starting in person/hybrid meetings in June.

This was an informational only item; no action taken.

E.3 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2021-22

Finance Director Trask gave an overview of the Operation Draft Budget for Water, Wastewater, and Streetlights funds for Fiscal Year 2021-22.

Director Orsini asked clarifying questions and gave concerns regarding the availability of surplus money to fund capital projects.

Director Couch agreed with Director Orsini. Director Binder had no comments. There was no public comment.

This was an informational only item; no action taken.

E.4 FY2020-21 Parks/General Fund Budget Review and Potential Amendment

Finance Director Trask gave a summary of this item. It was noted that when the original budget was created, no one expected the COVID-19 pandemic to continue for as long as it has. President Mayo asked some clarifying questions regarding percentage lost from not being able to do private contractor classes and if there were other issues not COVID-19 related. Finance Director Trask noted that once the Recreation Department programs are able to run again, then impact of non-COVID items will be able to be seen.

Director Orsini commended staff for the work that was done with shifting and cutting back so that the damage financially was mitigated as best as possible.

There was no public comment.

Motion: Approve the proposed revised Parks/General Fund Budget for Fiscal Year 2020-21

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

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

Motion Summary: Motion Passed

E.5 Consideration of Resolution 2021-15 Designating the General Manager as the Authorized Agent to Execute a Lease with the State Lands Commission and Sign other Documents as Necessary to Successfully Implement the Mad River Floodplain and Public Access Enhancement Project

General Manager Kaspari reviewed the item for the Board. There was no comments from the Board or public.

Motion: Approve Resolution 2021-15 Designating the General Manager as the Authorized Agent to Execute a Lease with the State Lands Commission and Sign other Documents as Necessary to Successfully Implement the Mad River Floodplain and Public Access Enhancement Project

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

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

Motion Summary: Motion Passe

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Reported that the committee meeting met and asked to have Recreation Director Frisbee give any comments. There were none besides the notes that were a part of her director's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson was not present to give a report. Director Binder was not at the meeting.

- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Nothing to report
- e. **Audit (Orsini/Couch):** Nothing to report
- f. **Employee Negotiations (Couch/Mayo):** Nothing to report.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Binder attended and gave a report.
- h. **Local Agency Formation Commission (Couch):** Director Couch reported that he did not have a Humboldt LAFCo meeting, but did have a CalLAFCo meeting.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** President Mayo asked Director Orsini to report on the Community Forest Committee who gave a brief report and then deferred to General Manager Kaspari who completed the report.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Nothing to report; it was noted that next month would have something on Library Powers.

F.2 LEGISLATIVE AND REGULATORY REPORTS

None

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, had nothing further to add to her report, but did give an update on the total customers on the lock list. Director Orsini noted a conversation with Assemblyman Wood regarding the issue of unpaid water bills.
- 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 the report.

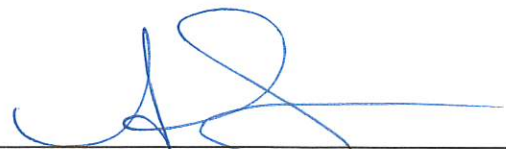
F.3.2 PRESIDENT'S REPORT: Had nothing to report.

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

None.

G. ADJOURNMENT:

Meeting Adjourned at 8:05 p.m.



April Sousa, CMC, Board Secretary