

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, NOVEMBER 4, 2020 6:30/7:00 P.M.

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 890 2034 8505 (<https://zoom.us/j/89020348505>) 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 6:30 p.m. with the following Directors and staff in attendance:

Mary Burke, President	Pat Kaspari, General Manager
Dennis Mayo, Vice President	April Sousa, Board Secretary
John Corbett, Director	Russ Gans, District Attorney
David Couch, Director	Joseph Blaine, Tech Support
Shel Barsanti, Director	

A.2 Public Comment and Written Communications

There was no public comment on the Closed Session items.

A.3 Closed Session

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)

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

Parties with Whom Negotiating: April & Justin Sousa

Property: Home located at 1300 Anderson Road, located on District property at Pialorsi Ranch, McKinleyville, Humboldt County, CA

Under Negotiation: Rental lease/price and terms of payment

Regular Session

AGENDA ITEM A. CALL TO ORDER:

A.1 Report out of Closed Session

There was no reportable action.

A.2 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
Dennis Mayo, Vice President	Colleen Trask, Finance Director
John Corbett, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Recreation Director
Shel Barsanti, Director	April Sousa, Board Secretary
	Joseph Blaine, Tech Support

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

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:

President Burke gave an overview of how the public could participate with the new zoom webinar format.

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

AGENDA ITEM D. CONSENT CALENDAR:

Items D.4: Approve Conveyance of Sewer and Water Facilities Related to Valadao and Schirmann Lime Avenue Subdivision and D.8: Review 2019 Annual Water Loss Audit Report were pulled from the Consent Calendar

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 7, 2020**
- D.2 Consider Approval of September 2020 Treasurer's Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.5 Consider Approval to Declare 2001 Ford F-250 Truck Surplus**
- D.6 Consider Approval of the Amendment to Existing Right of Entry and Design Agreement between Humboldt Skatepark Collective and McKinleyville Community Services District Extending the Agreement for an Additional 12 Months**
- D.7 Consider Approval of McKinleyville Community Services District Personal Wireless Services Facilities (Cellular Towers) Policy**

Motion: It was moved to approve Consent Calendar items except D.4 and D.8

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

- D.4: Approve Conveyance of Sewer and Water Facilities Related to Valadao and Schirmann Lime Avenue Subdivision**

Director Corbett asked clarifying questions regarding the conveyance.

Motion: It was moved to approve Consent Calendar item D.4.

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

- D.8: Review 2019 Annual Water Loss Audit Report were pulled from the Consent Calendar**

The Directors asked for clarification of the score and its significance.

Consent Calendar item D.8 was informational only; no action taken.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Consider Approval of Submittal of North Coast Resource Partnership Grant Application for Community Forest Technical Assistance submitted October 15, 2020**

Recreation Director Lesley Frisbee gave an overview of the grant and application process. The language that was presented in the grant was discussed.

Motion: Approve the submittal of the North Coast Resource Partnership Grant application.

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

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

E.2 Consider Approval of Submittal of Cal OES Power Resiliency Allocation to Special District Program Grant Application

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

Motion: Approve of the submittal of the Cal OES Power Resiliency Allocation to Special Districts Program grant application

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

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

Motion Summary: Motion Passed

E.3 Consider Approval of Submittal of Hazard Mitigation Grant Notice of Interest Applications for 1) Mad River Waterline Crossing; 2) Forest and Forest Fire Management Plans and Implementation for the Community Forest, Hewitt Preserve & Hiller Park Areas; 3) McCluski Redwood Tank Replacement; and 4) Fire Hydrant Improvements Projects

General Manager Kaspari gave the overview of this item. The Board and public were given an opportunity to comment and ask clarifying questions.

Motion: Approve the submittal of Notice of Interest (NOIs) for the Hazard Mitigation Grants for the listed projects.

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

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

Motion Summary: Motion Passed

E.4 Consider Debt Management and Capital Financing Policy Manual Updates to Include Language Outlining the Procedures for the District to Accept or Approve Grants for Review and Approval and Board Information Requirements

Director Barsanti, member of the Audit Committee, gave an overview of the item. It was noted that the Board agenda items previous to this item were examples of grants that had quick turnaround times. The approval process of such grants was discussed. There was not public comment on this item.

Motion: Approve the Revised Debt Management & Capital Financing Manual which added Section 7. Grant Procurement and Approval Policy statement.

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

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

Motion Summary: Motion Passed

E.5 Consider Adoption Resolution No. 2020-23 for Review and Applicable Amendments of MCSD Policies and Procedures Related to Governance, Ethics and Board Conduct

Board Secretary Sousa gave an overview of the item and presented the suggested revisions to the Board. Director Corbett asked for the addition of the non-discrimination language to be present in the first section of the document in addition to the other places in which it was currently found. The public was given an opportunity to give comments.

Motion: Adopt Resolution 2020-23 approving the presented MCSD Board of Directors Policy Manual Related to Policies and Procedures on Governance, Ethics, and Board conduct, with discussed amendments.

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 Initiate Process for General Manager's 6-Month Performance Evaluation

Board Secretary Sousa presented the information for this item. Board President Burke appointed herself to the task of compiling the evaluations and agreed the presented timeline was acceptable.

E.7 Consider Approval of Resolution No. 2020-24 Changing the Name of the Recreation Advisory Committee in the MCS D Rules and Regulations to "Park and Recreation Committee" (PARC)

Recreation Director Frisbee presented this item for Board consideration. The public and Board were given an opportunity to ask questions and give comments.

Motion: Approve Resolution 2020-24 renaming the Recreation Advisory Committee the "Park and Recreation Committee (PARC)"

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

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

Motion Summary: Motion Passed

E.8 Consider Approval of Additions of General Public Members to the Community Forest Committee

After a presentation of the item by Recreation Director Frisbee, the Board gave comments regarding forest management and tribal input. There was no public comment given on this item.

Motion: Approve adding a seat for a member of the general public to sit on the Community Forest Committee.

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.9 Consider Providing Direction to Staff and/or Audit Committee to Research and Develop Recommendations to Address Potential CalPERS Unfunded Liability

Director Corbett presented this item to the Board. A letter to CalPERS was suggested. Finance Director Colleen M.R. Trask gave some clarifying information regarding CalPERS unfunded liability. The public did not comment on this item.

Motion: Direct Staff and the Audit Committee to take action as outlined in Director Corbett's memo.

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

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):** Did not attend last meeting.
- b. **Area Fund (John Kulstad/Barsanti):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Director Mayo reported on items regarding air services and flights to Denver and LA.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet.
- e. **Audit (Corbett/Barsanti):** Nothing further to report.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.

- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Gave an overview and mentioned the summary in the General Manager's report.
- h. **Local Agency Formation Commission (Couch):** Reported on Cal LAFCo meeting, since the local Humboldt LAFCo did not meet.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Burke/Corbett):** Nothing further to report.
- k. **Ad Hoc Latent Powers Committee (Corbett/Couch):** Director Corbett gave a summary of the first meeting and the tasks each member of the committee was responsible for.

F.2 LEGISLATIVE AND REGULATORY REPORTS

None

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, mentioned changes to the State Controllers 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, had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted COVID reimbursement information and a recent True North Organizing meeting.

F.3.2 PRESIDENT'S REPORT: President Burke had nothing to report.

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 9:11 p.m.



April Sousa, CMC, Board Secretary