

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JANUARY 10, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA
and
TELECONFERENCE Via ZOOM & TELEPHONE:
ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and
TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The meeting was called to order at 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall:

Scott Binder, President	Pat Kaspari, General Manager
Jim Biteman, Vice President	Joey Blaine, Board Secretary
David Couch, Director	Nicole Alvarado, Finance Director
Dennis Mayo, Director	Lesley Frisbee, Parks & Recreation Coordinator
Greg Orsini, Director	

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

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

A.5 Closed Session Discussion

There was no closed session scheduled.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on December 6, 2023

D.2 Consider Approval of November 2023 Treasurer's Report

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

D.4 Consider Approval of Contract with GHD Inc to Assist With Completion of State Revolving Fund Clean Water Grant Applications for Various Wastewater Projects

Motion: It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Presentation of Community Builder Award to Jesse Miles, Executive Director of the McKinleyville Chamber of Commerce (Information)

The item was presented by Parks and Recreation Director Frisbee.

The Board, Staff, and members of the public commended Jesse Miles for her achievement.

This was an information only item. No action was taken.

E.2 MCSD Employee of the Year Presentation to Kirsten Messmer (Information)

The item was presented by General Manager Kaspari.

The Board, Staff, and members of the public commended Kirsten for her achievement.

This was an information only item. No action was taken.

E.3 Consider Approval of Fiscal Year 22-23 Audited Financial Statements (Action)

Finance Director Alvarado presented the item.

Christopher Brown of C.J. Brown and Company, CPAs gave a presentation of the 2023 Audit.

Director Biteman and Director Orsini gave comments from the Finance and Audit committee. Director Orsini gave recommendation from the Finance and Audit Committee to approve the FY 22-23 Audited Financial Statements.

Further Board discussion ensued.

General Manager Kaspari highlighted the importance of Measure B passing in light of the information provided in the Audited Financial Statements.

Motion: It was moved to approve the FY 22-23 Audited Financial Statements.

Motion by: Director Orsini **Second:** Director Mayo

There was no comment from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.4 Consider Approval of Resolution 2024-01 Approving the Acceptance of the Lands of the Community Forest From Trust for Public Land (Action)

GM Kaspari overviewed the item.

Motion: It was moved to approve Resolution 2024-01 and authorize the Board President to sign any necessary documents.

Motion by: Director Biteman **Second:** Director Orsini

There was no comment from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.5 Consider Approval of Certificate of Acceptance for Community Forest Property as Conveyed by the Grant Deed from Green Diamond Resource Co. (Action)

GM Kaspari overviewed the item.

Motion: It was moved to approve the Certificate of Acceptance for the Community Forest Property and authorize the Board President to sign any necessary documents.

Motion by: Director Couch **Second:** Director Biteman

There was no comment from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.6 Consider Approval of Resolution 2024-02 Approving the MCSD Board President as the Authorized Signatory for All Documents Related to the Acquisition of the Lands of the Community Forest From Trust for Public Land (Action)

GM Kaspari presented the item

Motion: It was moved to approve Resolution 2024-02.

Motion by: Director Couch **Second:** Director Biteman

There was no comment from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

Motion Summary: Motion passed.

E.7 Consider Approval of Ordinance 2023-02 Amending Regulation 42, Operation of Pierson Park of the MCSD Rules and Regulations – Second Reading (Action)

Parks and Recreation Director Frisbee presented the item.

Motion: It was moved to approve Ordinance 2023-02 by title only.

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

There was no comment from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.8 Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2024 Calendar Year (Action)

Board Secretary Blaine presented the item.

After a brief board discussion, President Binder made the following appointments:

- a. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)

- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- d. McKinleyville Senior Center Board Liaison (Binder/Couch)
- e. Audit and Finance Committee (Orsini/Biteman)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)
- i. HBMWD Muni Water Task Force (Couch/ Mayo)

E.9 Consider Approval of Resolution 2024-03 Executing a Certificate of Acceptance for the Quit Claim Deed to Allow Access Across a One Foot Non-Access Easement on APN 509-021-054 (Action)

General Manager Kaspari presented the item.

Motion: To approve Resolution 2024-03.

Motion by: Director Orsini **Second:** Director Mayo

There was no comment from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing to report further than that in Parks and Recreation Director Frisbee’s staff report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Did not meet.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo reported he would be attending Senator McGuire’s induction as Speaker.

Director Mayo further reported information on the Governor’s EV executive order. GM Kaspari highlighted staff’s continued work on planning for compliance.

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** No further comments.

b. Operations Department (James Henry): No further comments.

c. Parks & Recreation Department (Lesley Frisbee):

Director Frisbee gave a brief report on the Clean California Mattress Disposal event held at Pierson Park on January 6, 2024. The event was able to help 101 customers get rid of 163 mattresses, box springs, and futons.

d. General Manager (Patrick Kaspari):

GM Kaspari gave a brief update on the 4.5 MG tank project and gave the Board a reminder of the State of McKinleyville event occurring January 17, 2024.

F.4 PRESIDENT'S REPORT:

F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

G. ADJOURNMENT:

Meeting Adjourned at 8:17 p.m.

Joseph Blaine, Board Secretary