

**MINUTES OF THE SPECIAL/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 4, 2020 AT 6:30/7:00 P.M.  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**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 6:30 pm with the following Directors and staff in attendance:

Mary Burke, President	Gregory Orsini, General Manager
Shel Barsanti, Director	April Sousa, Board Secretary
John Corbett, Director (arrive 6:37 p.m.)	Russel Gans, Legal Counsel
David Couch, Director	
Dennis Mayo, Director	

**A.2 Public Comment and Written Communications:** There was no public present for 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. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)  
Agency Negotiators: Greg Orsini, General Manager, Russell Gans, Legal Counsel  
Parties with Whom Negotiating: Michael Malin, Cheryl Malin  
Property: Malin Manufactured Home Unit: 795 Hiller Road, McKinleyville, Humboldt County, CA  
Under Negotiation: Price and terms of payment, manufactured home unit and future site lease terms.

**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 7:09 pm with the following Directors and staff in attendance:

Mary Burke, President	Gregory Orsini, 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, Director	April Sousa, Board Secretary

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

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

**A.4 Approval of the Agenda:** It was noted that the applicant for the Recreation Advisory Committee in item E.5 would not be in attendance. Item E.5 would be postponed.

**Motion:** It was moved to adopt the agenda.

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

There were no additional 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 B. PUBLIC HEARINGS:**

There were no Public Hearings

#### **AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

Director Corbett and Director Mayo commented on their chronic coughs and stated for the public that they were not contagious and if anyone felt uncomfortable, they would dismiss themselves.

Director Corbett asked if there was a District plan for a widespread outbreak in the area.

Director Mayo mentioned a USDA letter regarding grants that he gave to staff for review.

#### **AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 5, 2020

D.2 Consider Approval of January 2020 Treasurer's Report

D.3 Consider Approval of Hiller Sports Complex Facility Use Agreement

- Contracts Between MCSD and the Following Youth Sport Organizations:
- Mad River Girls Fastpitch Softball (Humboldt ASA) and McKinleyville Little League

D.4 Consider Approval of the Facility Use Agreement between MCSD and the McKinleyville Senior Center for the Use of Azalea Hall

**Motion:** It was moved to approve the 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:**

##### **E.1 Consider Adoption of Resolution 2020-02 Recognizing, Honoring, and Commending Diane Sloane for Twenty-five (25) years of service**

Finance Director Colleen M.R.Trask gave an overview of the item and read the proposed resolution. The Board and public gave comments of affirmation to Diane Sloane for her years of service with the District.

**Motion:** Approve Resolution No. 2020-02 Recognizing, Honoring, and Commending Diane Sloane for Twenty-five (25) years of service.

**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.2 Consider Second Reading and Adoption of Ordinance NO. 2020-01 Amending Rules 9.05, 10.01, and 10.03 of MCSD Rules and Regulations**

General Manager Orsini gave an overview of the item. There was no public comment. The Board briefly discussed translations of the policy. The Board asked for it to be translated into Yurok if a volunteer could be located who is willing to do this.

**Motion:** Second Reading and Adoption of Ordinance No. 2020-01 Amending Rules 9.05, 10.01, and 10.03 of MCSD Rules and Regulations by title only.

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

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

**Motion Summary:** Motion Passed

**E.3 Consider Adoption of a Resolution Authorizing the Execution and Delivery by MCSD of an Installment Contract and Authorizing the General Manager to Execute all Necessary Documents and Related Actions and Select Chase as the Winning Proposal for the Real Property Purchase of the Pialorsi Ranch**

Representatives from Brandis Tallman LLC and Kutak Rock LLP gave a presentation on the financing options available for the Board to approve as well as the difference between taxable and tax-exempt options.

The Board asked clarifying questions. There was no other public comment.

**Motion:** Adoption of Resolution 2020.03.1 (Taxable Resolution) authorizing the execution and delivery by MCSD of an installment contract and authorizing the General Manager to execute all documents and related actions; select Chase as the winning proposal for the property purchase and designate Option A (Not Callable).

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

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

**Motion Summary:** Motion Passed

The agreement was signed and handed to the agents at the meeting.

\*\*A 5 minute break took place.\*\*

**E.4 Consider Attendance at the CSDA Special Districts Legislative Days May 19-20, 2020 in Sacramento**

Board Secretary April Sousa gave an overview of the item. The Board discussed who was interested in attending. Directors Burke and Mayo wished to attend.

**Motion:** Authorize all interested Board Members to attend the 2020 California Special Districts Association Legislative Days.

**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.5 Consider Appointment of Kassidy Bertoldi for Vacant Alternate Seat on the Recreation Advisory Committee**

Item postponed until April Board Meeting to see if applicant can attend.

**E.6 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY2020-21**

Finance Director Trask gave an overview of this item and asked for feedback from the Board. Clarifying questions were asked regarding grant funding.

There was no public comment. This was an information item only. No action taken.

**E.7 Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2020 Calendar Year**

President Burke reviewed the presented committees and the Board discussed the necessity for some on the list. The Cornerstone Committee was removed from the list, as it is no longer meeting or necessary. The Water Task Force, AdHoc No Drugs & Toxics Down the Drain and Groundwater Sustainability Committees were removed and combined into one overarching committee that would also deal with Local Limits. This new committee was named the Environmental Matters Committee.

Many appointed Board member appointments remained the same on each committee. Changes included the Redwood Region Economic Development Committee (Mayo Primary, Burke Alternate), McKinleyville Area Fund Committee (Barsanti replaces Burke), and the newly formed committee (Couch/Corbett).

It was also directed to add section F.2 for legislative/regulatory reports, moving staff reports to F.3 and other reports accordingly.

There was no public comment. This item included presidential appointments and direction only, no action by the Board.

### **E.8 Reserve Policy Review for Repair and Replacement Reserves**

Finance Director Trask gave an overview of the item. Clarifying questions and direction given to staff regarding the financial needs of ongoing maintenance for grant funded projects. There was no public comment.

No action taken. This was an informational only item.

### **E.9 Consider Approval of General Manager Contract with Patrick Kaspari for a Five-year Term**

General Manager Orsini gave the overview for this item. President Burke acknowledged the work that went into the process for hiring a new District General Manager.

**Motion:** Authorize the Board President to Execute the Employment Contract with Patrick Kaspari for a Five-year term.

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

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

**Motion Summary:** Motion Passed

### **E.10 Consider Adoption of Resolution No. 2020-04 Designating the General Manager the Authorized Representative for Pursuing Grant Funding for a Recycled Wastewater System Project**

The item was presented by General Manager Orsini. There was no public comment.

**Motion:** Approve Resolution No. 2020-04 designating the General Manager as the authorized representative for pursuing grant funding for a Recycled Wastewater System project.

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

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

**Motion Summary:** Motion Passed

### **E.11 Consider Approval of Professional Services Agreement with GHD to Perform Phase 3b of the Mainline Replacement and Rehabilitation Master Plan**

Operations Director James Henry gave an overview and answered clarifying questions from the Board regarding testing of "crushing strength".

**Motion:** Authorize the General Manager to execute the Professional Services Agreement with GHD to provide services to perform Phase 3b of the Mainline Replacement and Rehabilitation Master Plan, not to exceed \$62,000 with at 10% contingency, totaling \$68,200.

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

**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):** Director Couch commented on the BMX project and concerns raised about the solar project overlap with the Dog Park.
- b. **Area Fund (John Kulstad/Burke):** Did not meet, but a date has been set for a meeting.

- c. **Redwood Region Economic Development Commission (Mayo/Barsanti):** Director Mayo noted that he attended a loan meeting.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Director Barsanti was unable to attend because of not being noticed timely of a special meeting.
- e. **Audit (Corbett/Barsanti):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **Water Task Force (Burke):** Did not meet
- h. **AdHoc No Drugs & Toxics Down the Drain (Burke):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Director Burke gave a report and noted meetings will be more frequent.
- j. **Cornerstone Committee (Couch):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett/Burke):** Did not meet.
- l. **Local Agency Formation Commission (Couch):** Director Couch reported on the impact of AB5 with CalLAFCo.

## F.2 STAFF REPORTS

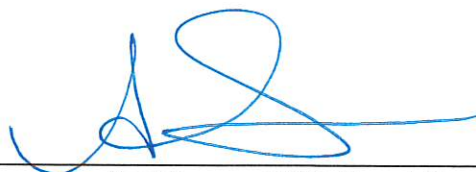
- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask highlighted the process implemented after a counterfeit check received in 2019.
- b. **Operations Department (James Henry):** Operations Director, James Henry had nothing further to report. President Burke asked a clarifying question regarding the pesticide report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee gave an update on Prop 68 grant, noting MCSD project has not been funded. Director Barsanti asked about the impact AB5 will have on independent program facilitators. President Burke asked clarifying questions of absences on the RAC.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing to add to his report. President Burke asked clarifying questions regarding Local Limits.

**F.3.2 PRESIDENT'S REPORT:** President Burke inquired about the feedback from Director Barsanti on the Recreation Department solvency. She also asked the Audit Committee to work with staff on the Replacement Reserve Policy. Director Barsanti stated she would also like to investigate the unfunded liability.

**F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:** Director Corbett gave an update on PG&E power during shut offs and announced his retirement celebration from the Region Water Control Board. Director Mayo gave a brief report on the ACWA Washington DC Conference.

## G. ADJOURNMENT:

**Meeting Adjourned at 10:46 p.m.**



April Sousa, CMC, Board Secretary