

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 5, 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 (Director Biteman arrived at 7:05 p.m. for Item E.2):

Scott Binder, President	Pat Kaspari, General Manager
James Biteman, Vice President	Joey Blaine, Board Secretary
Dennis Mayo, Director	Lesley Frisbee, Parks & Recreation Director
Greg Orsini, Director	James Henry, Operations Director
	Samantha Howard, Finance Director
	Colleen Trask, Interim Finance 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 Mayo

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**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 May 1, 2024**

**D.2 Consider Approval of April 2024 Treasurer's Report**

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

**D.4 Election Information for General Election November 5, 2024**

**D.5 Distribution of Annual Board Self Evaluation**

**D.6 Consider Approval of MOU between MCSD and MUSD for Provision of After School Leaders for the MUSD Extended Learning Program for the 2024-25 School Year**

Director Orsini requested to pull items D.4 and D.5

**Motion:** It was moved to approve the Consent Calendar sans items D.4 and D.5

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**D.4 Election Information for General Election November 5, 2024**

Board Secretary Blaine presented the item.

The Board briefly discussed the elections process, length of candidate statements and asked clarifying questions regarding the Office of Elections rate structure.

**Motion:** It was moved to approve the following preferences for the November 5, 2024 election: 200 word max for candidate statements, tie breaker by lot, and report that there have been no changes to the District boundary.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**D.5 Distribution of Annual Board Self Evaluation**

Board Secretary Blaine presented the item.

Director Orsini noted he would be absent for the August meeting and suggested the evaluation to be reviewed at the September meeting.

**Motion:** To move according to staff recommendation with the modification that the evaluation will be reviewed at the September meeting.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM E. CONTINUED AND NEW BUSINESS:**

**E.1 Consider Adoption of Resolution 2024-15 Recognizing, Honoring, and Thanking Diane Sloane for Her 29 Years of Service Upon Her Retirement**

General Manager Kaspari overviewed the item.

The Board, staff, and public commended Mrs. Sloane on her successful, 29 year career at the District.

Mrs. Sloane gave a reflective commentary on her time with the district.

**Motion:** It was moved to adopt Resolution 2024-15.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

## **E.2 Consider Appointment of Applicants to the McKinleyville Community Forest Committee**

Parks and Recreation Director Frisbee overviewed the item.

Board discussion ensued.

Public comments were given by Brian Dorman, Kevin Creed, and Chris Collier.

Director Biteman arrived at 7:05 p.m.

**Motion:** To approve the appointments to the McKinleyville Community Forest Committee.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

## **E.3 Consider Award of Construction Contract 2024-07 to Frank Loduca Co. for the McKinleyville BMX Track and Park Construction Project**

General Manager Kaspari presented the item. He noted that the staff note contained a clerical error and that the 10% contingency properly calculates to \$191,467, therefore bringing the contract total \$2,106,138.

**Motion:** To find Frank Loduca Co. the lowest priced, most responsive, and responsible bidder and authorize the General Manager to execute a contract and associated documents to complete the BMX Track and Park Construction Project in the amount of \$1,914,671 with a 10% contingency of \$191,467 for a total of \$2,106,138.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

## **E.4 Consider Approval of FY 2024-25 Proposed Budget and Approve Resolution 2024-16 Establishing Appropriations Limit (Action)**

Finance Director Howard overviewed the item.

The Board expressed thanks for a well-prepared budget and asked clarifying questions.

**Motion:** To approve the FY2024-25 budget and approve the adoption of Resolution 2024-16 establishing Appropriations Limits for FY2024-25.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.5 Consider Attendance to the California Special Districts Association (CSDA) 2024 Annual Conference, September 9-12, 2024, in Indian Wells, CA**

Board Secretary Blaine presented the item.

Board discussion ensued.

**Motion:** To authorize interested Board Members to attend the 2024 CSDA conference in Indian Wells, CA.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Frisbee's 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 update on the ongoing activities of the McKinleyville 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):** Director Orsini gave a brief report out of the May meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Directors Orsini and Mayo gave a brief report of the May meeting of the committee.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

**F.2 LEGISLATIVE AND REGULATORY REPORTS**

The Directors that attended the ACWA Spring Conference (Binder and Mayo) and CSDA Legislative Days (Binder, Mayo, and Orsini) in Sacramento, CA during May gave a brief report of their experiences.

**F.3 STAFF REPORTS**

- a. **Finance and Administration Department (Samantha Howard/Colleen M.R. Trask):**

Finance Director Howard gave a brief update on the status of the Single Audit and the preliminary request for the Annual Audit.

**b. Operations Department (James Henry):**

Operations Director Henry had nothing further to add to his written report.

**c. Parks & Recreation Department (Lesley Frisbee):**

Parks and Recreation Frisbee had nothing further to add to her written report.

**d. General Manager (Patrick Kaspari):**

General Manager Kaspari gave updates on the 4.5 MG Tank Project, the final steps in the completion of the Microgrid Project, and a potential visit from Congressman Huffman later in June.

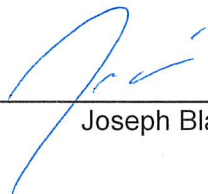
**F.4 PRESIDENT'S REPORT:**

President Binder gave a brief report from Pony Express Days as well as further comment on his attendance of the ACWA Spring Conference and CSDA Legislative Days.

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

**G. ADJOURNMENT:**

Meeting Adjourned at 8:07 p.m.



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Joseph Blaine, Board Secretary