

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, DECEMBER 7, 2022 AT 7:00 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:**

The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 p.m.

**A.1 Administer Oath of Office to Appointed Directors and Adopt Resolution 2022-29 Accepting the Appointments of Directors Couch and Mayo in Lieu of Election and the Appointment of Director Biteman**

Board Secretary, April Sousa, gave a brief staff report and the Oath of Office to appointed Board Directors David R. Couch, Dennis Mayo, and James Biteman. The resolution affirming the appointments of the Board Directors was discussed. There was no public comment.

**Motion:** It was moved to adopt Resolution 2022-29 accepting the certification from the Humboldt County Clerk/Registrar of Voters of results of Board appointments for the November 8, 2022 General Election.

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

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

**Motion Summary:** Motion Passed

**A.2 Roll Call:** The following Directors and staff were in attendance in person at Azalea Hall:

David Couch, President  
James Biteman, Director  
Scott Binder, Director  
Dennis Mayo, Director  
Greg Orsini, Director

Pat Kaspari, General Manager  
April Sousa, Board Secretary  
Joseph Blaine, IT Specialist  
James Henry, Operations Director  
Lesley Frisbee, Parks & Recreation Director  
Nicole Alvarado, Finance Director

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

**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 Binder

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

**AGENDA ITEM B. PUBLIC HEARINGS:**

None

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

Director Mayo gave a moment of remembrance for Pearl Harbor Day.

**AGENDA ITEM D. CONSENT CALENDAR:**

- D.1 Consider Approval of the Minutes of the Board of Directors Special, Joint McKinleyville Municipal Advisory Committee on October 26, 2022 and Regular Meeting on November 2, 2022**
- D.2 Consider Approval of October 2022 Treasurer's Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.4 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings**
- D.5 Consider Approval of the Memorandums of Agreement between County of Humboldt and McKinleyville Community Services District for the Provision of Physical Facilities to Serve as Temporary Emergency Public Shelter in the Event of a Disaster**

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

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

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

**E.1 Presentation of the Community Builder Award to the McKinleyville Family Resource Center**

Parks and Recreation Director Lesley Frisbee gave an overview of the item. Members of the Board and public spoke in appreciation of the community support and efforts of the McKinleyville Family Resource Center.

This was an informational item. No action taken.

**E.2 Presentation of Design Concepts for BMX Track and Park by Melton Design Group**

Parks and Recreation Director Frisbee opened this item and introduced Melton Design Group who gave a presentation. The Board of Directors and the public gave comments and asked questions. The schedule for public input was also discussed.

This was an informational item. No action taken.

**E.3 Consider Approval of Resolution 2022-30 Authorizing the General Manager to Sign and File on behalf of MCSD a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Planning, Design, and Construction of Fischer and B Street Lift Station Upgrades**

General Manager Kaspari gave a staff report on this item. The Board offered comments. There was no public comment.

**Motion:** To approve Resolution 2022-30 authorizing the General Manager to sign and file the \$500,000 SRF planning grant application for upgrades to the Fischer and B Street sewer lift stations.

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

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

**Motion Summary:** Motion Passed

**E.4 Discuss and Update Board Officer Rotation Schedule**

Board Secretary Sousa gave the overview of this item. There were general comments given by the Board. There was no public comment.

**Motion:** Update the existing Board Officer Rotation Schedule to fill Chair and Vice Chair positions for 2023 calendar year, appoint the Finance Director as the Board's Treasurer, and ratify the General Manager's selection of the existing Board Secretary to continue their service in that role.

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

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

**Motion Summary:** Motion Passed

## **E.5 Discussion of Active Committee Assignments to be made by the President in January 2023**

Board Secretary Sousa read the staff note for this item. Incoming President Orsini noted that if there are any questions regarding committees or their assignments, or if any Board Director had a particular committee they would be interested in or wanted to change roles in, to contact him prior to the next meeting so he can be prepared for the assignments on January 4, 2023. He also noted that he may want to make some changes to committees that never meet.

This was an informational item. No action taken.

## **AGENDA ITEM F. REPORTS**

### **F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder):** Nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad):** No Report.
- c. **Redwood Region Economic Development Commission (Binder):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Couch):** Did not meet. Will be meeting on December 12, 2022.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report.
- h. **Local Agency Formation Commission (Couch):** No report. It was noted that Director Couch would not be on the LAFCo next year.
- i. **Environmental Matters Committee (Couch):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet. Will not meet until January 10, 2023.

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

Director Mayo gave a brief report from the ACWA Fall Conference and conversations/items of interest that took place there.

### **F.3 STAFF REPORTS**

- a. **Support Services Department (Nicole Alvarado):** Finance Director Alvarado had nothing further to add to her written 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 made a note about the emails received by Board members and staff regarding the Middle School dances, and also reported that tickets for the Middle School dance were almost sold out.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari noted that there is a ribbon cutting ceremony in the planning stage, possibly for next week, for the Mad River Restoration Project, and also reminded everyone that the January Board meeting would start at 6 p.m.

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

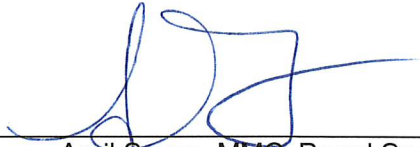
President Couch noted that he attended the McKinleyville Arts Night at the Boys and Girls Club.

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

None

**G. ADJOURNMENT:**

**Meeting Adjourned at 9:18 p.m.**



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April Sousa, MMC, Board Secretary