

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, November 1, 2023 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:

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

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

**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 Mayo; **Second:** Director Binder

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.

**AGENDA ITEM B. PUBLIC HEARINGS:**

**B.1 Conduct Public Hearing for the Levy of Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**

**Consider Adopting Resolution 2023-22 Declaring the Results of the Property Owner Protest Ballot Proceeding for the Increased Measure B Assessment and Approving Certain Related Actions**

**Consider Adopting Resolution 2023-23 Approving the Engineer’s Report Regarding the Renewal and Increase of the Measure B Assessment and the Levy and Collection of Assessments Related Thereto Commencing in Fiscal Year 2024/2025**

**Consider Adopting Resolution 2023-24 Ordering the Establishment of Increased Measure B Assessments and the Levy and Collection of Assessments Related**

Parks and Recreation Director Frisbee overviewed the item and gave a presentation on the activities of Parks and Recreation department.

President Orsini opened the public hearing at 6:14 p.m.

Elieen Richards and Tom Marking gave public comment.

President Orsini called for any remaining ballots to be submitted and then closed the public hearing at 6:23 p.m.

President Orsini thanked the community for their ongoing support and postponed the remainder of the item until the counting of ballots was completed.

The item resumed at 8:47 p.m. when the ballot count was completed. It was reported that the ballot measure had passed with a result of 63% in favor and 37% in opposition.

**Motion:** It was moved to adopt Resolution 2023-22.

**Motion by:** Director Couch; **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.

**Motion:** It was moved to adopt Resolution 2023-23.

**Motion by:** Director Binder; **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.

**Motion:** It was moved to adopt Resolution 2023-24.

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

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 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 August 2, 2023 and Special Meeting on October, 4 2023**

**D.2 Consider Approval of September 2023 Treasurer's Report**

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

**D.4 Close County Trust Accounts**

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

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

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 Consider Appointment of Applicants Ciara Torres and Dana Merrill to Vacant Seat on the Park and Recreation Committee (PARC)**

Parks and Recreation Director Frisbee presented the item.

Ciara Torres and Dana Merrill gave brief summaries of their individual backgrounds.

**Motion:** It was moved to appoint Ciara Torres as a full voting member on the PARC.

**Motion by:** Director Binder **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.

**Motion:** It was moved to appoint Dana Merrill as the alternate voting member on the PARC.

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

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.

## **E.2 Consideration of Aultman Water Leak Adjustment.**

General Manager Kaspari overviewed the item.

President Orsini invited Ms. Aultman to speak on her own behalf.

Board discussion ensued.

**Motion:** It was moved to increase the total water leak adjustment from \$585.66 to \$750.00, the maximum allowed by policy.

**Motion by:** Director Binder **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.3 McKinleyville Community Services District Service Line Inventory**

Operations Director Henry presented the item.

District GIS Analyst Sam King gave a presentation on the process and methodology developed by staff to complete the mandated inventory.

General Manager Kaspari commended GIS Analyst King on the methodology developed and the significant cost savings to the District his work created.

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

## **E.4 Consider Proposed Dates of Annual MMAC/MCSD Joint Meeting**

The item was overviewed by Board Secretary Blaine.

The Board briefly discussed the topics and proposed November 8, 2023 date for the meeting.

**Motion:** It was moved to approve November 8, 2023 at 6:00 p.m. at Azalea Hall as the date, time and place for the annual MMAC/MCSD joint meeting.

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

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 Update to Procurement Policy for Conflict of Interest per CalOES Audit**

General Manager Kaspari presented the item.

**Motion:** It was moved to approve the addition of the Conflict of Interest Standard of Conduct to the District's Expenditure Control Policy Manual.

**Motion by:** Director Mayo **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.

## **E.6 Review Draft of 2024-2029 Strategic Plan for McKinleyville Community Services District**

Parks and Recreation Director Frisbee presented the item.

Director Biteman commented that he was pleased with the strategic planning process and staff participation.

Parks and Recreation Director Frisbee noted that the item is a living document that can be revised and updated.

President Orsini requested staff develop a way to track the metrics of goals 2 and 3.

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

## **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):** Director Biteman gave a brief update from the September RREDC meeting.
- 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):** President Orsini gave a brief report on the activities of MMAC.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

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

There were no reports.

### F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado gave an update on upcoming staffing changes in the District front office.
- b. **Operations Department (James Henry):** No further comments.
- c. **Parks & Recreation Department (Lesley Frisbee):** No further comments.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari updated the Board on a recent meeting of the North Coast Resource Partnership, the receipt of a Hazard Mitigation Grant for the Fischer Lift Station Upgrade, the development of the George Wheeler memorial, and the ongoing construction of the 4.5 MG tank.

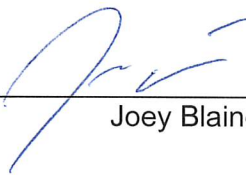
### F.4 PRESIDENT'S REPORT:

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

A brief recess was taken at 8:43 p.m. to allow for the completion of the counting of the ballots pertaining to item B.1.

### G. ADJOURNMENT:

Meeting Adjourned at 9:02 p.m.

  
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Joey Blaine, Board Secretary