

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, DECEMBER 6, 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      | Nicole Alvarado, Finance Director              |
| David Couch, Director        | Lesley Frisbee, Parks & Recreation Coordinator |
| Dennis Mayo, Director        | Russ Gans, General Counsel                     |

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

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 November 1, 2023 and Joint MMAC/MCSD Meeting on November 8, 2023**

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

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

**D.4 Approve Conveyance of Phase 1 of McKinleyville Skatepark from Humboldt Skatepark Collective to MCSD**

**D.5 Consider Approval of Resolution 2023-32 Authorizing the General**

**Manager to Sign and File on Behalf of MCSD a Financial Assistance  
Application for the Lead Service Line Inventory**

**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 Adoption of Resolution 2023-26 Recognizing, Honoring, and Commending  
Kirsten Messmer for Ten (10) Years of Service**

Parks and Recreation Director Frisbee presented the item and read Resolution 2023-26 into the record. Board Directors, staff, and attendees commended Kirsten for her accomplishment of 10 years of employment at MCSD.

**Motion:** It was moved to approve Resolution 2023-26

**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.

**E.2 Consider Adoption of Resolution 2023-27 Recognizing, Honoring  
and Thanking David Baldosser for His 26 Years of Service Upon His  
Retirement**

Finance Director Alvarado overviewed the item and read Resolution 2023-27 into the record. Directors, staff, and attendees commended David for his 26 years of service to the District and wished him well in his retirement.

**Motion:** It was moved to adopt resolution 2023-27.

**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.3 Consider Approval of Resolution 2023-28 Approving the Assignment  
and Assumption of Grant Agreement for the Community Forest between  
MCSD, the State of California and Trust for Public Lands**

General Manager Kaspari overviewed the item. District General Counsel Russ Gans gave his comment on the document.

**Motion:** It was moved to adopt Resolution 2023-28 by title only and authorize the Board President sign all necessary related documents.

**Motion by:** Director Mayo **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.4 Consider Approval of Resolution 2023-29 Approving the Donation Agreement  
of McKinleyville Community Forest between MCSD and Trust for Public Lands**

Parks and Recreation Director Frisbee presented the item. General Manager Kaspari noted that President Orsini had asked that “mineral rights” be added to the Donation Agreement. District General Counsel Russ Gans concurred with the addition.

**Motion:** It was moved to adopt Resolution 2023-29 by title only with the addition of “mineral rights” to the Donation Agreement and authorizing the Board President to sign all necessary related documents.

**Motion by:** Director Binder **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.5 Consider Approval of Resolution 2023-30 Approving the Preliminary Title Report for the Community Forest Property**

General Manager Kaspari presented the item. District General Counsel Russ Gans gave brief comment on the item as well.

**Motion:** It was moved to adopt Resolution 2023-30 by title only and authorize the General Manager to sign all necessary related documents.

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

**Motion Summary:** Motion passed.

#### **E.6 Consider Approval of Resolution 2023-31 Approving the Road & Access Easements for the Community Forest**

General Manager Kaspari overviewed the item and highlighted corrections that will be made to the final document. District General Counsel Russ Gans gave brief comment on the item.

**Motion:** It was moved to adopt Resolution 2023-31 by title only and approve the General Manager to sign all necessary documents.

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

**Motion Summary:** Motion passed.

#### **E.7 Provide Staff Direction on Considering Standards for Exemption from Measure B Assessment**

General Manager Kaspari gave a presentation of the item. Board discussion ensued.

This was an information only item. Staff was directed to take no further action at this time..

#### **E.8 Consider Approval of Draft 2024-2029 Strategic Plan for McKinleyville Community Services District**

Parks and Recreation Director Frisbee presented the item.

**Motion:** It was moved to approve the 2024-2029 Strategic Plan

**Motion by:** Director Binder **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.9 Consider Approval of Ordinance 2023-02 Amending Regulation 42, Operation of Pierson Park of the MCSD Rules and Regulations – First Reading**

Parks and Recreation Director Frisbee presented the item. Director Mayo commented that he has been impressed by the large amount of use the skatepark is receiving.

**Motion:** It was moved to approve the first reading of Ordinance 2023-02

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

## **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**

Humboldt County 5<sup>th</sup> District Supervisor Madrone gave a brief update of county activities related to McKinleyville.

Directors Mayo & Binder gave reports of their experiences at the ACWA Fall Conference in Indian Wells, CA.

### **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 the receipt of a Hazard Mitigation Grant for the Fischer Lift Station Upgrade, and the ongoing construction of the 4.5 MG Tank, and David Baldosser's upcoming December 15<sup>th</sup> retirement party.


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

President Orsini thanked staff and the Board for his pleasant experience during his tenure as Board President.

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

**G. ADJOURNMENT:**

Meeting Adjourned at 8:17 p.m.



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Joey Blaine, Board Secretary