

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

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

**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 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.

**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 April 3, 2024**

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

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

**D.4 Consider Approval of Hiller Sports Complex Facility Use Agreement Contract Between MCSD and Mad River Youth Soccer League (MRYSL)**

**D.5 Consider Approval of 2023 Consumer Confidence Report (CCR)**

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

**Motion by:** Director Orsini **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.

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

##### **E.1 Consider Adoption of Resolution 2024-09 Supporting Assembly Concurrent Resolution (ACR) No. 163 and Proclaiming May 19- May 25, 2024 Special Districts Week (Action)**

Board Secretary Blaine presented the item.

**Motion:** It was moved to approve the adoption of Resolution 2024-09

**Motion by:** Director Biteman **Second:** Director Orsini

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 2024-11 Recognizing, Honoring and Commending Lesley Frisbee for Twenty (20) Years of Service (Action)**

General Manager Kaspari presented the item and read Resolution 2024-11 into the record.

The Board, Staff, and the Public commended Parks and Recreation Director Frisbee for her career milestone of 20 years of service.

Parks and Recreation Director Frisbee gave reflective comments on her 20-year career at the District.

**Motion:** It was moved to approve the adoption of Resolution 2024-11

**Motion by:** Director Orsini **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.

##### **E.3 Consider Adoption of Resolution 2024-10 Recognizing, Honoring and Commending Christopher Jones for Twenty (20) Years of Service (Action)**

Operations Director Henry presented the item and read Resolution 2024-10 into the record.

The Board, Staff, and the Public commended Mr. Jones for his career milestone of 20 years of service.

Mr. Jones gave reflective comments on his 20-year career at the District.

**Motion:** It was moved to approve the adoption of Resolution 2024-10

**Motion by:** Director Orsini **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.

##### **E.4 Consider Approval of Ordinance 2024-02 Amending Regulation 47 Pertaining to the Use Guidelines of the McKinleyville Community Forest – First Reading (Action)**

Parks and Recreation Director Frisbee presented the item.

Board discussion ensued and members of the Board asked clarifying questions of staff.

Kevin Creed, Lyle Johnson, and Shaun Fyfe gave public comment in support of the Ordinance.

**Motion:** It was moved to approve the first reading of Ordinance 2024-02

**Motion by:** Director Couch; **Second:** None

**Motion Summary:** Motion failed.

**E.5 Consider Adoption of Resolution 2024-12 Designating Samantha Howard as the MCSD Board Treasurer and Adding Her as an Authorized Agent for Umpqua Bank and Other Agencies, Banks or Financial Institutions As May Be Required (Action)**

General Manager Kaspari presented the item.

**Motion:** It was moved to approve the adoption of Resolution 2024-12

**Motion by:** Director Orsini **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 Humboldt Local Agency Formation Commission (LAFCo) Official Ballot Selection (Action)**

Board Secretary Blaine overviewed the item.

**Motion:** It was moved to vote for MCSD Director David Couch as candidate for the regular special district member of Humboldt LAFCo.

**Motion by:** Director Couch **Second:** Director Orsini

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.7 FY 2023-24 General Fund and Measure B Budget Review & Potential Amendment (Action)**

Finance Director Howard presented the item.

Board Members thanked staff for their efforts and asked clarifying questions.

**Motion:** It was moved to approve the proposed revised budgets for FY2023-24

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

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.8 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2024-25 (Information)**

Finance Director Howard presented the item.

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

**E.9 Consider Approval of Resolution 2024-13 to Pursue Grant Funding from the Urban & Community Forestry Grant Program of the California Department of Forestry and Fire Protection**

General Manager Kaspari presented the item.

The Board briefly discussed the funding needs of the Community Forest.

**Motion:** It was moved to approve the adoption of Resolution 2024-13

**Motion by:** Director Orsini **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.10 Consider Adoption of Resolution 2024-14 Nominating Gregory Orsini to the CSDA Board of Directors, Seat A: Northern Network**

The item was presented by Board Secretary Blaine.

**Motion:** It was moved to approve the adoption of Resolution 2024-14

**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.

**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 Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Director Binder gave a brief report.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman was unable to attend the April meeting.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the 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 regarding the April MMAC meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Directors Mayo and Orsini gave brief reports from the April 9, 2024 committee meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

**F.2 LEGISLATIVE AND REGULATORY REPORTS**

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

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

Finance Director Howard gave a report on a recent conversation with the Commercial Relationship Manager with Umpqua Bank that resulted in a significant increase in interest revenue and cost savings for the District.

Interim Finance Director Trask commended Parks and Recreation Director Frisbee for her significant work on the May budget revise.

#### **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 Director Frisbee had nothing further to add to her written report.

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

General Manager Kaspari gave a reminder of the construction observation day opportunity for Board Members at the 4.5 MG tank site as well as an update on the Microgrid project.

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

President Binder gave a brief report out of the Special District Resilience Summit he attended, the monthly 2x2 meeting with the County, McKinleyville Municipal Advisory Committee, and the District, and the accomplishments of the April McKinleyville Trash Bash event.

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

### **F.6 CLOSED SESSION DISCUSSION**

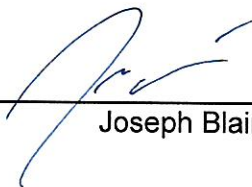
#### **a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Patrick Kaspari**

The Board adjourned to closed session at 8:53 p.m.

There was nothing to report out of closed session.

### **G. ADJOURNMENT:**

**Meeting Adjourned at 9:30 p.m.**

  
\_\_\_\_\_  
Joseph Blaine, Board Secretary