

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

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

David Couch, President	Pat Kaspari, General Manager (via zoom)
Joellen Clark-Peterson, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Dennis Mayo, Director	Nicole Alvarado, Finance Director
Greg Orsini, Director	James Henry, Operations Director
	Lesley Frisbee, Parks & Recreation 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 with the discussed changes.

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

There were no comments from the Board or public.

**Roll Call:** Ayes: Binder, Clark-Peterson, 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:**

Charlie Caldwell and Martin Fusek from the Humboldt Skate Collective gave an update on the McKinleyville Skate Park and noted a forthcoming Memorandum of Understanding (MOU) to be presented to the Board in the near future so they can break ground on the project soon.

**AGENDA ITEM D. CONSENT CALENDAR:**

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 3, 2022**
- D.2 Consider Approval of July 2022 Treasurer's Report**
- D.3 Consider Adoption of Resolution 2022-26 Amending the Rules and Regulations Rule 5.04: Water Installation Charges and Rule 21.02c: Sewer Connection Charges**
- 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 Attendance to the Association of California Water Agencies (ACWA) 2022 Fall Conference & Exhibition in Indian Wells, CA on November 29-December 1, 2022**
- D.6 Consider Approval of the First Amendment to the 2022-2023 MUSD Agreement with MCSD for the 21<sup>st</sup> Century Community Learning Center After School Program**

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

**Motion by:** Director Mayo; **Second:** Director Clark-Peterson

There were no comments from the Board or public.

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

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

### **E.1 Water and Sewer Rate Evaluation and Proposition 218 Notice of Public**

General Manager Kaspari gave an overview of the item. Chris Fisher from Willdan Financial gave a presentation to the board of the rate study and proposition 218 process.

**Motion:** To authorize staff to set the 218 Public Hearing Date for the November 2, 2022 regular Board Meeting, and initiate the Proposition 218 majority protest notice and mailings concerning adjusting water and sewer charges in accordance with the Willdan Comprehensive Utility Rate Study.

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

### **E.2 Update from CalTrout on Status of Mad River Restoration**

Mary Burke from CalTrout gave an overview of the project and a status update of where the project is now. The Board and the public were given an opportunity to ask questions.

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

### **E.3 Consider Approval of Change Order 1 to Repair Rafters for the Cochran Tank 1A as Part of the Tank Painting Project**

Operations Director, James Henry, reviewed the staff report with the Board outlining the importance of the change order.

**Motion:** To approve Change Order 1 to Unified Field Services Corporation for the installation of a new support halo and 30 rafters at Tank 1A for the sum of \$204,548.58 and authorize the General Manager to sign the Change Order to allow the work to proceed.

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

### **E.4 Discuss and Consider Approval of a Contract with Melton Design Group, Inc. for the Design of the BMX Track and Park and Authorizing the General Manager to Sign the Contract**

Recreation Director, Lesley Frisbee, gave an overview of the item. Clarifying questions were asked regarding the differences in costs.

**Motion:** To find Melton Design Group Design most qualified and approve the contract with Melton Design Group, Inc. for the design of the BMX Track & Park project in the amount of \$375,986 and a 10% contingency in the amount of \$37,600, and authorize the General Manager to sign the contract

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

### **E.5 Consider Approval of Water and Wastewater Capital Improvement Plan Modification**

Finance Director, Nicole Alvarado, gave the overview of this item. There were no comments from the Board or the Public.

**Motion:** To approve the modification to the FY2022/23 CIP for the office remodel design

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

**E.6 Consider Approval of Resolution 2022-25 Declaring its Official Intent to Reimburse itself with the Proceeds of a Tax-Exempt Financing for Expenditures**

Finance Director Alvarado reviewed the staff note for this item with the Board.

**Motion:** To approve Resolution 2022-25 declaring its official intent to reimburse itself with the proceeds of a tax-exempt finance for expenditures

**Motion by:** Director Mayo; **Second:** Director Clark-Peterson

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

**E.7 Election Update and Consider Approval of Appointment Recommendation Process**

Board Secretary April Sousa reviewed the staff note with the Board. Director Orsini asked staff to review with legal counsel other options, but was supportive of the plan laid out.

**Motion:** To approve the parameters and schedule for acceptance and review of letters of interest from applicants and appointment of the recommended candidate to the Humboldt County Elections office for approval by the Humboldt County Board of Supervisors and direct staff to reach out to legal counsel.

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Did not meet.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson gave a brief report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Clark-Peterson):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Couch):** Director Orsini gave a brief report on recent meetings.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini and General Manager Kaspari gave a brief report on the last meeting, which included information on the incorporation of McKinleyville.
- h. **Local Agency Formation Commission (Couch):** President Couch noted there was not a meeting, but he did report on conversations with someone from LAFCo in person at the CSDA conference.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Staff reported on the most recent meetings.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo noted information on SB222. Director Orsini made note of the ballot initiative that would modify the proposition 218 processes, but that it did not meet the deadline to be on the 2022 ballot and would most likely be on the 2024 ballot.

## 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 noted that the totletics program was now full.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted that the solar array was up and running and would be a part of the CSDA legislative tour in October. He also mentioned the change of time for the upcoming October Board meeting and the joint Board meeting with the McKinleyville Municipal Advisory Committee on October 26<sup>th</sup>.

**F.4 PRESIDENT'S REPORT:** President Couch gave a brief report on his attendance at the CSDA Conference. President Couch offered time for County Supervisor Madrone to speak.

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

None

## G. ADJOURNMENT:

Meeting Adjourned at 9:41 p.m.



April Sousa, MMC, Board Secretary