

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JULY 6, 2022 AT 6:30/7:00 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

SPECIAL MEETING AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The special session of the Board of Directors of McKinleyville Community Services District convened at 6:32 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

David Couch, President

Joellen Clark-Peterson, Vice President

Scott Binder, Director

Dennis Mayo, Director

Greg Orsini, Director

Pat Kaspari, General Manager

April Sousa, Board Secretary

Joseph Blaine, IT Specialist

A.2 PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

None

A.3 CLOSED SESSION DISCUSSION:

The Board entered into Closed session at 6:33 p.m. to discuss the following items:

Conference with Legal Counsel -- Anticipated Litigation (Government Code § 54956.9(d)(2)) Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) case, injury claimant: Jeremy Blake Nolen

REGULAR MEETING AGENDA ITEM A. CALL TO ORDER:

A.1 Report Out of Closed Session

General Manager Kaspari reported the following motion and results from the Closed Session:

Motion: To reject the monetary claim by Jeremy Blake Nolen.

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

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

Motion Summary: Motion Passed

A.2 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

Joellen Clark-Peterson, Vice President

Scott Binder, Director

Dennis Mayo, Director

Greg Orsini, Director

Pat Kaspari, General Manager

April Sousa, Board Secretary

Joseph Blaine, IT Specialist

Nicole Alvarado, Finance Director

Lesley Frisbee, Parks & Recreation Director

James Henry, Operations Director

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by President Couch.

A.4 Additions to the Agenda: None

A.5 Approval of the Agenda:

Motion: It was moved to approve the agenda as stated.

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

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:

None

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 1, 2022

D.2 Consider Approval of May 2022 Treasurer's Report

D.3 Election Information for Gubernatorial Election November 8, 2022

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 Distribution of the Annual Board Self-Evaluation

D.6 Consider Attendance to the California Special Districts Association (CSDA) 2022 Annual Conference, August 22-25, 2022 in Palm Desert, CA

D.7 Approve Conveyance of Water, Sewer, and Street Lights Facilities Related to Imeson/Avelar Subdivision

Motion: It was moved to approve the Consent Calendar.

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

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 Consider Adoption of Resolution 2022-22 Delegating Authority to the General Manager to Give Notice of Any Hearing to Adopt a Resolution of Necessity (Action)

General Manager Kaspari gave an overview of the item and an update noting that the owner of the property for the 4.5 Million Gallon Tank has signed the purchase agreement.

Legal Counsel recommended moving forward with the resolution. The Board offered support for this recommendation.

Motion: To approve the Resolution 2022-22 delegating authority to the General Manager to give notice of any hearing to adopt a Resolution of Necessity.

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.2 Consider Adoption of Resolution 2022-21 Authorizing the District to Enter Into the Joint Powers Agreement Relating to California CLASS and Invest in California CLASS and Related Matters

General Manager Kaspari reviewed the staff note. Members from CSDA (California Special Districts

Association) and CalCLASS (California Cooperative Liquid Assets Securities System) were present to give backup information and answer questions from the Board. President Couch asked clarifying questions regarding the role of the Audit and Finance Committee.

Motion: To approve Resolution 2022-21 entering into the Joint Powers Agreement relating to California CLASS and related matters.

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.3 Consider Adjustment of Existing Utility Easement across APN 508-360-019 from 25-ft Width to 20-ft Width

General Manager Kaspari gave the overview of this item. Director Orsini asked about the origination of the easement and noted that MCSD may not have the authority. General Manager Kaspari will review the ownership of the easement prior to finalizing the quitclaim and grant deed.

Motion: To direct the General Manager to sign the quitclaim deed for the 25 foot easement across APN 508-360-019 and direct him to record the quitclaim and grant deed with the County Recorder's office, so long as the easement does belong to MCSD.

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

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

Motion Summary: Motion Passed

E.4 Approve Unified Field Services Corporation as the Successful Bidder Related to Bids Received for the Cochran Tank 1A Painting Request for Proposals (RFP), including Budget Amendment to Fiscal Year 2022/2023 and Authorize the General Manager to Execute Construction Contract

General Manager Kaspari reviewed the staff note for this item. Director Orsini asked the timeframe from the last painting of the tank (20 years) and how long the new coating would last (35 years).

Motion: To award the bid for preparation and painting to Unified Field Services Corporation for the sum of \$469,903.00; to award the contract for coating inspection to Bay Area Coating Consultants, Inc. for the sum of \$38,434.40; and to authorize the General Manager to sign both contracts and all other necessary documents to allow the work to proceed.

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

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

Motion Summary: Motion Passed

E.5 Consider Approval of 2022 Strategic Plan Update for McKinleyville Community Service District

Recreation Director Lesley Frisbee reviewed the item for the board. Director Orsini commented and asked clarifying questions regarding the changes made. A general note of appreciation was given to the staff for working with the Board to update the Strategic Plan.

Motion: To approve the 2022 update of the Strategic Plan for McKinleyville Community Services District.

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

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):** Nothing to report, did not meet.

- b. **Area Fund (John Kulstad/Clark-Peterson):** No report
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Binder gave a brief report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Clark-Peterson):** Director Binder gave a detailed report on the activities of the Senior Center and workings of the Board.
- e. **Audit and Finance (Orsini/Couch):** Did not meet. Director Orsini noted he had an initial interview with the auditors.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Binder gave a brief report, which included updates on public safety in the McKinleyville Area.
- h. **Local Agency Formation Commission (Couch):** Did not meet.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo mentioned a PG&E webinar on wildfire safety July 19th at 5:30 p.m. that Directors may be interested in.

F.3 STAFF REPORTS

- a. **Support Services Department (Nicole Alvarado/Colleen M.R. Trask):** Finance Director Alvarado reminded the Board about the upcoming Audit and Finance Committee meeting and the items to be discussed at that meeting, which will then come back to the full Board at a later date. Director Mayo expressed concern regarding inflation and asked Finance Director Alvarado about how that is affecting the District.
- 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 had nothing further to add to her written report
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted annual cost savings thanks to staff due diligence, highlighted the upcoming election process, and gave an update on the microgrid, office remodel, as well as reminded directors of the upcoming ACWA Region 1 meeting and tour.

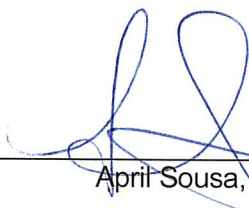
F.4 PRESIDENT'S REPORT: President Couch had nothing to report.

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

Director Orsini noted that the 3-year Strategic Plan for CSDA will be approved at the Annual Meeting in August.

G. ADJOURNMENT:

Meeting Adjourned at 8:01p.m.



 April Sousa, MMC, Board Secretary