

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JANUARY 5, 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
Joellen Clark-Peterson, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Colleen Trask, Finance Director
Dennis Mayo, Director	Lesley Frisbee, Parks & Recreation Director
	James Henry, Operations Director

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

**A.3 Additions to the Agenda:** There were no additions to the agenda.

**A.4 Approval of the Agenda:**

**Motion:** It was moved to approve the agenda as delivered.

**Motion by:** Director Mayo; **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

**A.5 Closed Session Discussion**

None.

**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 December 1, 2021**

**D.2 Consider Approval of November 2021 Treasurer's Report**

**D.3 Final Review of LAFCo 2021 Municipal Services Review (MSR)**

**D.4 Reaffirm Resolution 2021-27 for Virtual meetings**

**D.5 Review 2021 integrated Pest Management Plan Annual Report**

Director Orsini Asked to pull Item D.3 from the Consent Calendar.

**Motion:** It was moved to approve the remaining Consent Calendar items (D.1, D.2, D.4, D.5).

**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

### **D.3 Final Review of LAFCo 2021 Municipal Services Review (MSR)**

General Manager Kaspari gave a brief overview of the item. Director Orsini expressed his concern that the updated section regarding out of agency service connections did not reflect all of his comments and needed to be further revised. The item was tabled to be brought back at a future meeting after Staff, Directors Orsini and Couch, and LAFCo, has had sufficient time to review the out of agency service agreement mentioned by Director Orsini and revise the section in question.

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

### **E.1 Update on Certificates of Participation Sale and Final Pricing for Series 2021A & B COPs**

General Manager Kaspari gave a brief overview of this item and asked Municipal Advisor, James Fabian, and underwriter, Rick Brandis, to give a follow-up presentation and answer question. This was an information only item. No action taken.

### **E.2 Presentation of the Community Builder Award to Charlie Caldwell**

Recreation Director Frisbee gave a short presentation of the Community Builder Award to Charlie Caldwell. The Board, Staff, and public provided comments of congratulations and praise to Mr. Caldwell. This was an informational only item. No action taken.

### **E.3 MCSD Employee of the Year Presentation to Joseph Blaine**

General Manager Kaspari gave a brief presentation of the Employee of the Year award to Joseph Blaine. The Board, Staff, and public provided comments of congratulations and praise to Mr. Blaine. This was an informational only item. No action taken.

### **E.4 Approve FY20-21 Audited Financial Statements**

Finance Director Trask introduced the Auditor, Chris Brown from Fedak & Brown, LLP, who gave a presentation to the Board on the Audited Financial Statements. The Board was given an opportunity to ask clarifying questions.

**Motion:** Approve the FY 2020-21 Audited Financial Statements.

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

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

**Motion Summary:** Motion Passed

### **E.5 Consider Approval Policy Revision to Accommodate State Water Resources Control Board Reimbursement for Unpaid Water Bills Upon the End of the Governor's Non-lock Order & the Resumption of Regular Non-payment Lock Process**

Finance Director Trask gave a brief overview of this item and provided an update on the State monies received to assist those who have been unable to pay their bills from March 2020-June 2021. The time frame of extended amortization was discussed as well as the possibility of utilizing property tax liens.

**Motion:** Allow extended amortization times and additional notifications for customers of State Water Board's list as the District reinstates the normal locking process for non-payment.

**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.6 Discuss Strategic Plan Review Process and Timeline and Consider Possible Board Retreat**

General Manager Kaspari began the discussion with the Board of a possible Board retreat. Facilitation and topics were discussed. A date was not agreed upon, but late spring was suggested. The Board asked if

Recreation Director Frisbee would be willing to facilitate, which she agreed to. Direction was given to Staff to review the Strategic Plan to present to the Board of Directors prior to the retreat, and the topics could come from that discussion. This was an information only item. No action taken.

#### **E.7 Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2022 Calendar Year**

Board Secretary Sousa read the staff report to begin this discussion. President Couch asked for input from the Board on Committee Assignments. It was noted that Director Binder has been fulfilling the primary role for the Senior Center Liaison, and that the roles should be switched so that Director Clark-Peterson was secondary/alternate. Director Mayo stated he was happy to fill a position on the Environmental Matters Committee, specifically regarding groundwater issues, if the need arises. The status of the Ad Hoc Community Forest Committee was discussed but was decided to continue as Ad Hoc for now. The status of the Ad Hoc Latent Powers Committee was discussed and was decided to disband after the last item had been reviewed by the committee, which was planned for the next Board meeting after Legal Counsel had the opportunity to review. The Audit Committee was discussed and a change in the name and duties of the committee was suggested. Staff was directed to bring this back for approval at a future Board meeting. It was also mentioned that the Senior Center Liaison description may need updating. Staff will review with the Senior Center Bylaws. President Couch did not change any appointments with the exception of the clarified Senior Center Liaison roles.

#### **E.8 Consider Approval of Professional Services Agreement with Willdan Financial to Perform the Annual Measure B Renewal as well as an Assessment Study**

General Manager Kaspari gave an overview of this item. It was clarified that the draft agreement was for a Measure B Assessment and not a Water/Wastewater Analysis.

**Motion:** Authorize the General Manager to execute the Professional Services Agreement with Willdan Financial to provide services to perform the Measure B Renewal for 2022 and an Assessment Study for an amount not to exceed \$46,620.

**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):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Did not meet.
- e. **Audit (Orsini/Couch):** Had nothing further to add to the report given at the meeting.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief overview of the most recent meeting.
- h. **Local Agency Formation Commission (Couch):** President Couch reported on the most recent meeting of LAFCo.

- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Directors Orsini and Mayo both gave a report on the most recent meetings.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo mentioned a few items that are coming up from ACWA (Association of California Water Agencies) and Director Orsini mentioned his work on the Legislative Committee for CSDA (California Special Districts Association).

## F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask 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. The Board asked questions regarding the facilities and how they are holding up to the weather.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to his written report.
- e. .

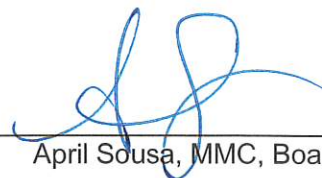
**F.4 PRESIDENT'S REPORT:** Nothing to report.

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

Director Orsini mentioned an upcoming meeting for his work on the CSDA Board. Director Mayo noted there would be a regional meeting for ACWA in February that he would be attending.

## G. ADJOURNMENT:

**Meeting Adjourned at 9:36 p.m.**



April Sousa, MMC, Board Secretary