

AUG 08 2024

HUMBOLDT COUNTY
ELECTIONS

2024 Local Agency Biennial Notice

Name of Agency: McKinleyville Community Services District

Mailing Address: 1656 Sutter Road McKinleyville, CA 95519

Contact Person: Joey Blaine Phone No. (707) 839-3251 ext 110

Email: jblaine@mcsl.com Alternate Email: N/A

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) Revise general provisions per legal counsel.

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 5, 2024** to:

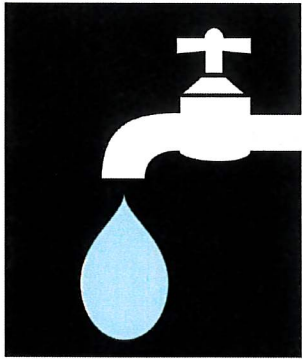
Humboldt County Office of Elections
Attn: Wojciech Czyz
2426 6th Street, Eureka, CA 95501

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

McKINLEYVILLE



COMMUNITY SERVICES DISTRICT



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

CONFLICT OF INTEREST CODE FOR THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard model conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the McKinleyville Community Services District (the "District").

Individuals holding designated positions must file statements of economic interest with the District which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) Upon receipt of statements of the Board of Directors and General Manager, the agency shall make and retain copies and forward the originals to the Fair Political Practices Commission. Statements of all other individuals holding designated positions will be retained by the agency.

APPENDICES

APPENDIX A

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Recreations Director	1, 2, 3
Finance Director	1, 2, 3
Operations Director	1, 2, 3
Legal Counsel	1, 2, 3
Engineer (contract)*	1, 2, 3
Consultant*	1, 2, 3
New Position*	1, 2, 3
Recreation Advisory Committee Members	1, 2, 3
Standing Committee Members	1, 2, 3

* *Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations: The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code Section 81008.)

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments are deemed to be "statutory filers" within the meaning of Government Code Section 87200 because they must file statement of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District's conflict of interest code. The District's statutory filers are as follows:

Members of the Board of Directors
General Manager

An individual holding one of the above--listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

APPENDIX B

General Provisions

When a designated employee is required to disclose investments, sources of income (including any loans) and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts of \$50.00 or more must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District. Property that is the principal residence of the designated employee, need not be disclosed.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated below.

Disclosure Categories

Category 1: All investments and business positions in business entities, and all sources of income (including loans and gifts).

Category 2: All interests in real property.

Category 3: Investments and business positions in business entities and income from sources that, within the past two years, have contracted with the District to provide services, supplies, materials, machinery or equipment.

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 5, 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 (Director Biteman arrived at 7:05 p.m. for Item E.2):

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Mayo, and Orsini Nays: None Absent: Biteman and Couch

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 May 1, 2024

D.2 Consider Approval of April 2024 Treasurer's Report

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

D.4 Election Information for General Election November 5, 2024

D.5 Distribution of Annual Board Self Evaluation

D.6 Consider Approval of MOU between MCSD and MUSD for Provision of After School Leaders for the MUSD Extended Learning Program for the 2024-25 School Year

Director Orsini requested to pull items D.4 and D.5

Motion: It was moved to approve the Consent Calendar sans items D.4 and D.5

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Mayo, and Orsini Nays: None Absent: Biteman and Couch

Motion Summary: Motion passed.

D.4 Election Information for General Election November 5, 2024

Board Secretary Blaine presented the item.

The Board briefly discussed the elections process, length of candidate statements and asked clarifying questions regarding the Office of Elections rate structure.

Motion: It was moved to approve the following preferences for the November 5, 2024 election: 200 word max for candidate statements, tie breaker by lot, and report that there have been no changes to the District boundary.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Mayo, and Orsini Nays: None Absent: Biteman and Couch

Motion Summary: Motion passed.

D.5 Distribution of Annual Board Self Evaluation

Board Secretary Blaine presented the item.

Director Orsini noted he would be absent for the August meeting and suggested the evaluation to be reviewed at the September meeting.

Motion: To move according to staff recommendation with the modification that the evaluation will be reviewed at the September meeting.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Mayo, and Orsini Nays: None Absent: Biteman and Couch

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Adoption of Resolution 2024-15 Recognizing, Honoring, and Thanking Diane Sloane for Her 29 Years of Service Upon Her Retirement

General Manager Kaspari overviewed the item.

The Board, staff, and public commended Mrs. Sloane on her successful, 29 year career at the District.

Mrs. Sloane gave a reflective commentary on her time with the district.

Motion: It was moved to adopt Resolution 2024-15.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Mayo, and Orsini Nays: None Absent: Biteman and Couch

Motion Summary: Motion passed.

E.2 Consider Appointment of Applicants to the McKinleyville Community Forest Committee

Parks and Recreation Director Frisbee overviewed the item.

Board discussion ensued.

Public comments were given by Brian Dorman, Kevin Creed, and Chris Collier.

Director Biteman arrived at 7:05 p.m.

Motion: To approve the appointments to the McKinleyville Community Forest Committee.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Mayo, and Orsini Nays: None Absent: Couch

Motion Summary: Motion passed.

E.3 Consider Award of Construction Contract 2024-07 to Frank Loduca Co. for the McKinleyville BMX Track and Park Construction Project

General Manager Kaspari presented the item. He noted that the staff note contained a clerical error and that the 10% contingency properly calculates to \$191,467, therefore bringing the contract total \$2,106,138.

Motion: To find Frank Loduca Co. the lowest priced, most responsive, and responsible bidder and authorize the General Manager to execute a contract and associated documents to complete the BMX Track and Park Construction Project in the amount of \$1,914,671 with a 10% contingency of \$191,467 for a total of \$2,106,138.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Mayo, and Orsini Nays: None Absent: Couch

Motion Summary: Motion passed.

E.4 Consider Approval of FY 2024-25 Proposed Budget and Approve Resolution 2024-16 Establishing Appropriations Limit (Action)

Finance Director Howard overviewed the item.

The Board expressed thanks for a well-prepared budget and asked clarifying questions.

Motion: To approve the FY2024-25 budget and approve the adoption of Resolution 2024-16 establishing Appropriations Limits for FY2024-25.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Mayo, and Orsini Nays: None Absent: Couch

Motion Summary: Motion passed.

E.5 Consider Attendance to the California Special Districts Association (CSDA) 2024 Annual Conference, September 9-12, 2024, in Indian Wells, CA

Board Secretary Blaine presented the item.

Board discussion ensued.

Motion: To authorize interested Board Members to attend the 2024 CSDA conference in Indian Wells, CA.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Mayo, and Orsini Nays: None Absent: Couch

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 Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the ongoing 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 out of the May meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Directors Orsini and Mayo gave a brief report of the May meeting of the committee.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

The Directors that attended the ACWA Spring Conference (Binder and Mayo) and CSDA Legislative Days (Binder, Mayo, and Orsini) in Sacramento, CA during May gave a brief report of their experiences.

F.3 STAFF REPORTS

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

Finance Director Howard gave a brief update on the status of the Single Audit and the preliminary request for the Annual Audit.

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 Frisbee had nothing further to add to her written report.

d. General Manager (Patrick Kaspari):

General Manager Kaspari gave updates on the 4.5 MG Tank Project, the final steps in the completion of the Microgrid Project, and a potential visit from Congressman Huffman later in June.

F.4 PRESIDENT'S REPORT:

President Binder gave a brief report from Pony Express Days as well as further comment on his attendance of the ACWA Spring Conference and CSDA Legislative Days.

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

G. ADJOURNMENT:

Meeting Adjourned at 8:07 p.m.

Joseph Blaine, Board Secretary

Board of Directors
 Scott Binder, President
 James Biteman, Vice President
 David Couch, Director
 Dennis Mayo, Director
 Gregory P. Orsini, Director

General Manager
 Patrick Kaspari

Human Resources Manager
 Diane Sloane

**Board Secretary/
 Admin. Assistant**
 Joey Blaine

**Finance Director
 Board Treasurer**
 Samantha Howard

Operations Director
 James Henry

GIS Analyst
 Sam King

**Parks &
 Recreation
 Director**
 Lesley Frisbee

Lead Person
 Erik Jones

Office Assistant
 P/T: Vacant

Accounting Tech
 P/T: Vacant

Finance Supervisor
 Eava Young

SR Finance Specialist
 Vacant

Finance Specialist
 Norman Schwenn
 Laurel Weston
 Benjamin Arroyo

Utility Worker I/II
 Chris Jones
 Jordan Johnson
 Drew Small
 P. Kyle Stone
 Seth Meynell
 Chris Reed
 Bill McBroom

Utility Maintenance
 Dylan Weir
 Ryan De Smet
 Wiley Robles

Maintenance Supervisor
 Brad Hayman

Maintenance Worker I
 Cecil Lawrence
 Blake Stewart
 John Trewin

Seasonal Workers (2)

Recreation Coordinator
 Jens Andersen
 Kirsten Messmer

Program Director
 (6) part-time

Program Coordinator
 (5) part-time

**Rec. Leader/
 After School
 Leader**
 (27) part-time



August 8, 2024

Humboldt County Office of Elections
Attn: Wojciech Czyz
2426 6th Street
Eureka, CA 95501

RECEIVED

AUG 08 2024

HUMBOLDT COUNTY
ELECTIONS

Dear Mr. Czyz;

Enclosed is our amended Conflict of Interest Code. Per District legal counsel, several adjustments have been made to the General Provisions: including any loans as sources of income, adding a \$50.00 minimum threshold to gifts, and noting that a property that is the principal residence of the designated employee need not be disclosed.

Also enclosed are the District's most recent organizational chart and the approved minutes from the June 5, 2024 Regular Board of Directors meeting.

Our current Board President is Scott Binder.

Sincerely,

Joey Blaine

Board Secretary/Administrative Assistant



1656 SUTTER ROAD
MCKINLEYVILLE, CA 95519



PHONE: 707-839-3251
FAX: 707-839-8456



mckinleyvillecsd.ca.gov



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