

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, FEBRUARY 4, 2026 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 – Passing of Gavel – Outgoing President Comments: 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, Director	Pat Kaspari, General Manager
James Biteman, Director	Joey Blaine, Board Secretary
David Couch, Vice President	Kirsten Messmer, Parks & Recreation Director
Dennis Mayo, President	James Henry, Operations Director
Greg Orsini, Director	Lesley Frisbee, Human Resources Director

Director Biteman gave outgoing comments in regards to his tenure as Board President.

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Board Secretary Blaine.

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 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.

A.5 Closed Session Discussion

There was no closed session scheduled.

AGENDA ITEM B. PUBLIC HEARINGS:

There were no public hearings scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on December 3, 2025 and Special Meeting on December 10, 2025

D.2 Consider Approval of DRAFT November 20, 2025 Treasurer’s Report and December 31, 2025 Treasurer’s Report

- D.3 Compliance With State Double Check Valve (DCV) Law**
- D.4 Review of the 2025 Integrated Pest Management Plan Annual Report**
- D.5 Consider Adoption of Resolution 2026-01 Adopting the Relevant Portions of the Humboldt County Operational Area Hazard Mitigation Plan 2025**
- D.6 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts with Fee Increases, between MCSD and the Following Youth Sport Organizations: McKinleyville Little League; and Humboldt Fastpitch Softball**
- D.7 Consider Attendance at the Association of California Water Agencies (ACWA) 2026 Spring Conference & Expo in Sacramento, CA on May 5-7, 2026**
- D.8 Consider Attendance at the 2025 CSDA Special District Legislative Days in Sacramento, April 7-8, 2026**
- D.9 Consider Attendance at the Association of California Water Agencies (ACWA) 2026 Legislative Symposium in Sacramento, CA on February 11, 2026**
- D.10 Approve Conveyance of Water and Sewer Facilities Related to Midtown Court Subdivision**

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 Presentation of Community Builder Award to Six Rivers Brewery

Human Resources Director Frisbee presented the item

Directors and Staff commented and gave commendations for Six Rivers Brewery's contributions to the McKinleyville community.

Six Rivers Brewery owner, Talia Nachshon Clare, accepted the award and offered thanks for her business being selected for the award.

This was an informational item. No action was taken.

E.2 MCSD Employee of the Year Presentation to Seth Meynell

Human Resources Director Frisbee presented the item.

Directors and Staff congratulated and commended Mr. Meynell on his receipt of the award and service to the District.

Mr. Meynell thanked Directors and staff for his selection as Employee of the year.

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

E.3 Consider Adoption of Resolution 2026-02 in Memoriam of Former MCSD Director John Corbett

Board Secretary Blaine presented the item.

Directors and Staff expressed their condolences and thanks for Director Corbett's service to the community.

Director discussion ensued regarding a proper memorial for Director Corbett.

Motion: It was moved to approve the installation of a memorial plaque dedicated to Director Corbett's memory next to his mother's plaque on a bench at the District's Baduwat Estuary Overlook and to direct staff to explore establishing a John Corbett Memorial Grove in the McKinleyville Community Forest.

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.4 Consider Approval of FY24-25 Audited Financial Statements and Management Report

Finance Director Howard presented the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY24-25 Audited Financial Statements.

Board members asked clarifying questions.

There was no public comment.

Motion: It was moved to approve the FY24-25 Audited Financial Statements per the recommendation of the Audit and Finance Committee.

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.5 Consider Approval of the Redwood Empire Endurance Riders (REER) Memorandum of Understanding (MOU) to the McKinleyville Community Services District (MCSD) Board of Directors

Operations Director Henry presented the item.

Director Biteman commented in support of the MOU and commended staff on engaging a variety of user groups for input on the development of the Community Forest.

Motion: It was moved to authorize the General Manager execute the MOU with REER.

Motion by: Director Couch **Second:** Director Binder

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 Discuss and Consider Committee Assignments and Appointments by the Board President for the 2026 Calendar Year and Consider Adoption of Resolution 2026-03 Revising Board Policy Manual Appendix A-Board Direction for Committee Assignments

Board Secretary Blaine presented the item.

Director discussion ensued.

President Mayo elected to maintain the same appointments as the previous year, with one exception: Director Biteman will now serve as the primary liaison to the Redwood Region Economic Development Commission, and President Mayo will serve as the alternate.

Director Orsini recommended amending description of MMAC in Appendix A, removing a specific dollar amount assigned to in-kind services provided by MCSD.

Motion: It was moved to adopt Resolution 2026-03 approving revisions to Appendix A-Board Direction for Committee Assignments of the Board Policy Manual with the Director Orsini's proposed edits.

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.

Director Biteman departed at 8:00 p.m.

E.7 Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2026-27

Finance Director Howard presented the item.

Directors asked clarifying questions

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

E.8 Discuss Purchase of Motor Control Center and Variable Frequency Drives for Fischer Lift Station Seismic Upgrade Project

General Manager Kaspari presented the item.

Directors asked clarifying questions and discussion ensued.

Motion: It was moved to authorize staff to proceed with a 10% deposit for the Motor Control Center and Variable Frequency Drives, and to direct staff to work with the District's lobbyists to contact the appropriate Federal offices for updates on pending FEMA Hazard Mitigation Grant funding for District projects.

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

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.9 Consider Purchase of McCluski Tanks

General Manager Kaspari presented the item.

Directors asked clarifying questions.

Motion: It was moved to approve the payment of up to \$15,000 to California Aquastore for preparation of the design drawings for the McCluski Tanks.

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

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 the Parks and Recreation Director Messmer's report.
- b. **McKinleyville Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Biteman):** Director Mayo gave a brief report of the January meeting.
- d. **McKinleyville Senior Center Board Liaison (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Director Orsini gave a brief report of the January 26th meeting of the committee.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini):** Director Binder gave a brief report of the January MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave an update on legislative matters pertaining to the District.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer reported that there is a vacancy on the McKinleyville Community Forest Committee and applications will be solicited for the seat to be filled.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari informed the Board that Senator Adam Schiff's staff will be visiting the District in coordination with North Coast Resource Partnership. He also updated the Board on the January CSDA Humboldt Area Chapter meeting where Planning

and Building Director John Ford gave a talk on the upcoming Regional House Needs Assessment (RHNA) numbers and that Director Ford hopes to present at a future MCSD Board of Directors meeting.


F.4 PRESIDENT'S REPORT

President Mayo acknowledged 5th District Supervisor Steve Madrone's presence on Zoom and invited him to comment. Supervisor Madrone had nothing further to add.

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

Director Couch mentioned there may be a gap in the fence delineating the sewer irrigation field at the Baduwat Estuary. Board asked staff to verify the integrity of the fence.

G. Meeting Adjourned at 9:00 p.m.



Joseph Blaine, CMC, Board Secretary