



# February 4, 2026 Regular Meeting of the McKinleyville Community Services District Board of Directors

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Time: 6:00 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>)

or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, February 3, 2026

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, February 4, 2026 in a supplemental packet that will also be posted on the website for public viewing.

## **Agenda**

### **A. Call to order**

- 1 Roll Call – Passing of Gavel – Outgoing President Comments**
- 2 Pledge of Allegiance**

### **3 Additions or Changes to the Agenda**

*Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.*

### **4 Approval of the Agenda**

### **5 Closed Session Discussion**

*At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.*

There is no closed session scheduled.

### **B. Public Hearings**

*These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.*

There is no public hearing scheduled.

### **C. Public Comment and Written Communications**

*Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. Comments are limited to 3 minutes. Letters should be used for complex issues.*

### **D. Consent Calendar**

*Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.*

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

Attachment 1 – Draft Minutes from December 3, 2025

Attachment 2 – Draft Minutes from December 10, 2025

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

Attachment 1 – December 31, 2025 Treasurer’s Report

Attachment 2 – Draft November 30, 2025 Treasurer's Report

**3 Compliance With State Double Check Valve (DCV) Law**

**4 Review of the 2025 Integrated Pest Management Plan Annual Report**

Attachment 1 – IPM Treatment Tracking Forms

**5 Consider Adoption of Resolution 2026-01 Adopting the Relevant Portions of the Humboldt County Operational Area Hazard Mitigation Plan 2025**

Attachment 1 – Resolution 2026-01

Attachment 2 – Cover and Table of Contents of Volume 1 of the Humboldt County Operational Area Hazard Mitigation Plan 2025

Attachment 3 – Cover, Table of Contents and Chapter 12, the MCSD Annex of Volume 2 of the Humboldt County Operational Area Hazard Mitigation Plan 2025

**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**

Attachment 1 – HSC Agreement between MCSD and McKinleyville Little League

Attachment 1a – Supplemental Maintenance Agreement between McKinleyville Little League and MCSD

Attachment 2 – HSC Agreement between MCSD and Mad River Girls Fastpitch Softball (Humboldt ASA)

**7 Consider Attendance at the Association of California Water Agencies (ACWA) 2026 Spring Conference & Expo in Sacramento, CA on May 5-7, 2026**

**8 Consider Attendance at the 2025 CSDA Special District Legislative Days in Sacramento, April 7-8, 2026**

**9 Consider Attendance at the Association of California Water Agencies (ACWA) 2026 Legislative Symposium in Sacramento, CA on February 11, 2026**

**10 Approve Conveyance of Water and Sewer Facilities Related to Midtown Court Subdivision**

Attachment 1 – Agreement for Conveyance and Acceptance of Midtown Court Subdivision System

**E. Continued and New Business**

**1 Presentation of Community Builder Award to Six Rivers Brewery**

**2 MCSD Employee of the Year Presentation to Seth Meynell**

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

Attachment 1 – Resolution 2026-02

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

Attachment 1 – DRAFT FY24-25 Audited Financial Statements

Attachment 2 – DRAFT FY24-25 Management Letter

Attachment 3 – 2025 Auditor Presentation

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

Attachment 1 – REER MOU

**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**

Attachment 1 – Board Policy Manual Appendix A-Board Direction for Committee Assignments

Attachment 2 –Appendix A of the Board Policy Manual – Board Direction for Committee Assignments in Track Changes

Attachment 3 – Resolution 2026-03 with Exhibit A, Board Policy Manual Appendix A-Board Direction for Committee Assignments

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

Attachment 1 – Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2027 – 2037 for the Parks and General Fund

Attachment 2 – Draft Capital Improvement Plan Narrative for Fiscal Year 2026-27

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

Attachment 1 – Customer Quote from Campton Electric

**9 Consider Purchase of McCluski Tanks**

Attachment 1 – Crawford Geotech Scope and Fee

Attachment 1 – California Aquastore Proposal

**F. Reports**

*No specific action is required on these items, but the Board may discuss any particular item as required.*

**1 Active Committee Reports**

- a. **Parks and Recreation Committee (Binder/Biteman)**
- b. **McKinleyville Area Fund (John Kulstad/Binder)**
- c. **Redwood Region Economic Development Commission (Mayo/Biteman)**
- d. **McKinleyville Senior Center Board Liaison (Binder/Couch)**
- e. **Audit and Finance Committee (Orsini/Biteman)**
- f. **Employee Negotiations (Couch/Mayo)**
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini)**
- h. **McKinleyville Community Forest Committee (Orsini/Biteman)**

- i. **HBMWD Muni Water Task Force (Couch/Mayo)**

## **2 Legislative and Regulatory Reports**

## **3 Staff Reports**

- a. **Finance & Administration Department (Samantha Howard)**
- b. **Operations Department (James Henry)**
- c. **Parks & Recreation Department (Kirsten Messmer)**

Attachment 1 – McKinleyville Community Forest Committee Approved Meeting Minutes from November 18, 2025

Attachment 2 – Parks and Recreation Committee Approved Meeting Minutes from November 19, 2025

Attachment 3 – Parks and Recreation Committee Approved Meeting Minutes from December 17, 2025

- d. **General Manager (Pat Kaspari)**

Attachment 1 – WWMF Monthly Self-Monitoring Report

## **4. President’s Report**

## **5. Board Member Comments, Announcements, Reports and Agenda Item Requests**

## **G. Adjournment**

# **Posted 5:00 p.m. on January 30, 2026**

*Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. A complete packet is also available for viewing at the McKinleyville Library at 1606 Pickett Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.*

*McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a*

*disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.*