

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, NOVEMBER 5, 2025 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:

Scott Binder,	Pat Kaspari, General Manager
James Biteman, President	Joey Blaine, Board Secretary
David Couch, Director (Arrived at 6:40 p.m.)	Kirsten Messmer, Parks & Recreation Director
Dennis Mayo, Vice President	James Henry, Operations Director
Greg Orsini, Director	Lesley Frisbee, Human Resources 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, Biteman, Mayo, and Orsini Nays: None Absent: Couch

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:

Public comment was given by Kyle Stone, MCSD Employee, in support of Pat Kaspari, MCSD General Manager.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 1, 2025

D.2 Consider Approval of Draft September 30, 2025 Treasurer's Report

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

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, Biteman, Mayo, and Orsini Nays: None Absent: Couch

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Professional Services Agreement for Kennedy-Jenks for Design, Permitting and Construction Management for the Watermain Mad River Crossing Retrofit Project

General Manager Kaspari presented the item.

Directors commented and discussed.

There was no public comment.

Motion: It was moved to table the item until the December regular meeting when the scope/schedule/fee from Kennedy-Jenks would be available for the Board to review.

Motion by: Director Binder; **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.

E.2 Consider Approval of Parks & Recreation Master Plan 2025 Update

Parks and Recreation Director Messmer presented the item.

Board discussion ensued and clarifying questions were asked.

Director Couch arrived at 6:40 p.m. during discussion of the item.

There was no public comment.

Motion: It was moved to approve the Parks & Recreation Master Plan 2025 Update.

Motion by: Director Mayo; **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.3 Consider Approval of the Mountain Bike Tribal Trail Alliance (MBTTA) Memorandum of Understanding (MOU) with McKinleyville Community Services District

Parks and Recreation Director Messmer Presented the item.

Directors commented and discussed.

There was no public comment.

Motion: It was moved to approve the MBTTA MOU with the understanding that no new trails will be developed until after the Trails Master Plan is completed.

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

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 Dates, Time, and Topics for Board Retreat Special Meeting

Human Resources Director Frisbee presented the item.

Board discussion ensued.

Public comment was given by Tom Boyer, McKinleyville resident.

Motion: It was moved to hold a Board Planning Session special meeting on December 10, 2025 from 8:30 a.m. to 3:00 p.m. with topics including effective communication training, local and legislative matters affecting the District, and a holistic discussion of the McKinleyville Town Center Plan and Central Avenue Road Diet.

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

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 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 update out of the October 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):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini):** Director Binder gave a report out from the October MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini gave a brief report out of the October Community Forest Committee meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Humboldt County 5th District Supervisor Madrone gave an update from the County.

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

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard gave an update on the District's annual audit and the procurement of new accounting software for the District.
- b. **Operations Department (James Henry):** Operations Director Henry gave an update on a site visit from the State Water Resources Control Board on October 29th which resulted in nothing negative to report on only compliments on the operations of the wastewater treatment plant.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave an update on the District office remodel, Arts of McKinleyville Fundraiser for the Boys and Girls Club, Special Board Meeting for Assemblymember Rogers' visit to the Community Forest on November 10, Humboldt Bay Municipal Water District's upcoming Board meeting including an item regarding the mainline extension to Trinidad Rancheria, Mad River Crossing project, Fischer Lift Station Upgrade Project, and Hewitt Tank Upgrade project.

F.4 PRESIDENT'S REPORT

President Biteman had nothing further to add.

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

Director Orsini clarified the succession schedule for Vice President and President of the Board.

Director Binder reminded the Board that he and Director Mayo will be at the ACWA Fall Conference during the December regular meeting.

G. Meeting Adjourned at 8:45 p.m.



Joseph Blaine, CMC, Board Secretary