

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, SEPTEMBER 3, 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 the following Directors and Staff in attendance in person at Azalea Hall:

Scott Binder, Director

James Biteman, President

Dennis Mayo, Vice President

Greg Orsini, Director

Pat Kaspari, General Manager

Joey Blaine, Board Secretary

James Henry, Operations Director

Samantha Howard, Finance Director

Kirsten Messmer, Parks and Recreation Director

Lesley Frisbee, Human Resources Director

Director David Couch was absent

A.2 Pledge of Allegiance

The Pledge of Allegiance was led by Director Orsini.

A.3 Additions to the Agenda

General Manager Kaspari confirmed 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: Biteman, Binder, 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 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 Draft Minutes of the Board of Directors Regular Meeting on August 6, 2025

D.2 Consider Approval of Draft July 31, 2025 Treasurer's Report

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

D.4 Consider Approval of Resolution 2025-18 Accepting an Odor Easement for the Meserve Subdivision

Motion: It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Airport Business Park Water Leak Adjustment Appeal

Tyler Blevin, owner of Evergreen Landscapes, joined via Zoom.

Board Secretary Blaine presented the item.

Mr. Blevin expounded on his request for the appeal and explained mitigation measures that had been taken to prevent further leaks of this magnitude.

Directors aired questions and discussed.

There was no public comment.

Motion: It was moved to uphold the General Manager's decision to deny the appeal.

Motion by: Director Binder **Second:** Director Mayo

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.2 Consider Approval of Draft MCSD Investment Policy

Finance Director Howard presented the item.

Directors held a brief discussion.

There was no public comment.

Motion: It was moved to approve the draft MCSD Investment Policy.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.3 Consider Approval of Updates to District Rules & Regulations and Expenditure Control Guidelines to Conform to California Uniform Public Construction Cost Accounting Act and Approval of the First Reading of Ordinance 2025-04

General Manager Kaspari Presented the item.

Director discussed and asked clarifying questions of staff.

There was no public comment.

Motion: It was moved to approve the first reading of Ordinance 2025-04.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Review and Discuss Annual Board Self-Evaluation

Human Resources Director Frisbee presented the item.

Board discussion ensued and Directors thanked staff for the continued work on the goals of the strategic plan.

There was no public comment.

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

E.5 Consider Appointment of Board Members to Cybersecurity Governance Ad Hoc Committee

Board Secretary Blaine presented the item.

President Biteman appointed Director Binder and Director Orsini to the committee as they had previously expressed interest.

This was a Presidential appointment. No Board action was taken.

E.6 Consider Providing Public Comments on the Roshan Ranch Timber Harvest Plan

General Manager Kaspari presented the item.

There was no public comment.

Motion: It was moved to approve authorize District Staff provide initial comments to CAL FIRE on the proposed Roshan Ranch Timber Harvest Plan (THP) and authorize the Staff to submit additional subsequent comments if time is of the essence.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.7 Formation of the McKinleyville Community Forest Fund Fundraising Plan

Parks and Recreation Director Messmer presented the item.

Board discussion ensued.

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

E.8 Consider Attendance at the Association of California Water Agencies (ACWA) 2025 Fall Conference & Expo in San Diego, CA on December 2-4, 2025

Board Secretary Blaine presented the item.

Director Binder and Director Mayo plan on attending.

There was no public comment.

Motion: It was moved to approve interested Board Members to attend the ACWA Fall Conference and Expo.

Motion by: Director Mayo **Second:** Director Binder

There were no comments from the Board or public.

Roll Call: Ayes: Biteman, Binder, 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 attended the August meeting of the Parks and Recreation Committee, but had nothing further to add to 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 Biteman gave a brief report from the August RREDC 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 on the August 5 meeting of the Audit and Finance Committee.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini):** General Manager Kaspari gave a report from the August MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini gave a report from the August MCFC meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Board Secretary Blaine gave an update on SB 707, Amendments to the Brown Act, and SB 827 which would require bi-annual financial training for elected officials and executive staff.

Director Mayo gave updates on pending legislation that may affect the District and upcoming events he will be attending.

Director Orsini gave an update on Proposition 50, the potential remapping of California's legislative districts.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard announced that a new part-time hire will be starting in the front office on September 16 and gave a brief update on the procurement of updated accounting software.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his written report.
- 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 progress of the 4.5 MG Tank project, Humboldt Bay Municipal Water Districts impending leak repair of a transmission line, and the Volunteer Trail Stewards work day in the Community Forest on September 13.

F.4 PRESIDENT'S REPORT

President Biteman, expounded on his report out of the August meeting of the Redwood Region Economic Development Commission and correspondence he had received and responded to from the public.

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

Director Orsini gave a summary of the Director's time at the CSDA Annual Conference.

G. Meeting Adjourned at 8:16 p.m.



Joseph Blaine, CMC, Board Secretary