

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, FEBRUARY 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

NOTE: Items are listed in the order in which they were considered.

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:

James Biteman, President
Scott Binder, Director
David Couch, Director
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

A.2 Pledge of Allegiance

The Pledge of Allegiance was led by Director Mayo.

A.3 Additions to the Agenda

General Manager Kaspari confirmed there were no additions 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, Couch, Mayo and Orsini Nays: None Absent: Mayo

Motion Summary: Motion passed.

AGENDA ITEM B. PUBLIC HEARINGS

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Humboldt Bay Municipal Water District General Manager John Friedenbach and Incoming General Manager Michiko Mares gave public comment to introduce Ms. Mares to the MCSD Board of Directors.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on December 4, 2024 and Special Meeting on December 13, 2024

D.2 Consider Approval of December Draft Treasurer's Report

- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Consider Approval of the First Amendment to the Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of Staff to the 21st Century Community Learning Center After School Programs
- D.5 Consider Approval of Negotiated Three Year Compensation Contract with District Employees
- D.6 Review of the 2024 Integrated Pest Management Plan Annual Report

Motion: It was moved to approve the Consent Calendar.

Motion by: Director Mayo **Second:** Director Couch

There were no comments from the Board or public.

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

Motion Summary: Motion passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Presentation of Community Builder Award to Mad River Rotary

General Manager Kaspari overviewed the item.

President Biteman invited Tim Woodard, President of Mad River Rotary, to say a few words on behalf of Mad River Rotary in acceptance of the award.

Directors congratulated Mr. Woodward and gave commendations for the ongoing work of Mad River Rotary

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

E.2 MCSD Employee of the Year Presentation to Eava Young

Finance Director Howard presented the item.

Directors and Staff congratulated and commended Ms. Young on her receipt of the award and service the District.

Ms. Young gave comment and thanked Directors and staff for her selection as Employee of the Year.

This was an information only item, no action was taken.

E.3 Discuss and Consider Approval of Resolution 2025-01 Establishing a Partnership Between MCSD, Green Diamond, and Humboldt County Resource Conservation District to Implement the Vegetation Treatment Project and Adopt the Finding and Statement of Overriding Considerations for the Project Specific Analysis and Addendum

General Manager Kaspari overviewed the item.

Directors discussed and thanked Staff for their efforts on the project.

Humboldt County 5th District Supervisor Stephen Madrone commended the Board and Staff on the project.

Motion: It was moved to approve and adopt Resolution 2025-01.

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: Mayo

Motion Summary: Motion passed.

E.4 Discuss and Consider Approval of Resolution 2025-02 Adopting a Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Wastewater Recycling Expansion Project, and Approving the Project Based On Approval of Final Construction Funding

General Manager Kaspari reviewed the item.

Directors discussed and asked clarifying questions

Motion: It was moved to approve and adopt Resolution 2025-02.

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: Mayo

Motion Summary: Motion passed.

E.5 Review Operational Data and Cost Savings for the Microgrid System Installed at the Wastewater Management Facility

General Manager Kaspari overviewed the item and gave a presentation to the Directors.

Directors asked clarifying questions.

Humboldt County 5th District Supervisor Stephen Madrone commended the Board and Staff on the project.

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

E.6 Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2025-26

Finance Director Howard presented the item.

Directors discussed and asked clarifying questions.

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

E.7 Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2025 Calendar Year

President Biteman opened up the discussion on committee assignments

Directors discussed and President Biteman appointed the following assignments:

a. Parks and Recreation Committee (Binder/Biteman)

b. 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)

E.8 Consider First Reading of Ordinance 2025-01 Codifying Article IX of the MCSD Rules and Regulations: Administrative Remedies Procedure

Board Secretary Blaine presented the item

Director Orsini commended staff on the development of the ordinance.

Motion: It was moved to approve the first reading of Ordinance 2025-01 by title only.

Motion by: Director Couch **Second:** Director Mayo

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.9 Consider Attendance at the Association of California Water Agencies (ACWA) 2025 Spring Conference and Expo in Monterey, CA on May 13-15, 2025

Board Secretary Blaine reviewed the item.

Directors held a brief discussion.

Motion: It was moved to approve interested Board Members to attend the Association of California Water Agencies (ACWA) 2025 Spring Conference and Expo in Monterey, CA on May 13-15, 2025.

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: Mayo

Motion Summary: Motion passed.

E.10 Consider Attendance at the 2025 CSDA Special District Legislative Days in Sacramento, CA May 20-21, 2025

Board Secretary Blaine reviewed the item.

Directors held a brief discussion.

Motion: It was moved to approve interested Board Members to attend the 2025 CSDA Special District Legislative Days in Sacramento, CA May 20-21, 2025.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.11 Consider Attendance at the Association of California Water Agencies (ACWA) 2025 Legislative Symposium in Sacramento, CA on March 26, 2025

Board Secretary Blaine reviewed the item.

Directors held a brief discussion.

Motion: It was moved to approve interested Board Members to attend the Association of California Water Agencies (ACWA) 2025 Legislative Symposium in Sacramento, CA on March 26, 2025.

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: Mayo

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Did not meet.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Board Liason (Binder/Couch):** President 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 (Orsini/Binder):** Director Orsini gave report out of the January 22, 2025 meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini gave a brief report out of the January 18, 2025 meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Orsini reported on a meeting he and Director Mayo had with Sherriff Honsal regarding support for the McKinleyville Community Forest. He reported that information has been passed on to Parks and Recreation Director Messmer for further exploration.

Director Mayo gave an update on his upcoming plans for his time at the ACWA DC conference later in February.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard gave a brief update on the progress of the Annual Audit and reported that it is on schedule for completion.

- 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 reported that Kristin McDonald has been hired on the for the full-time Recreation Coordinator position.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave an update on the progress of the District's various projects and grants.

F.4 PRESIDENT'S REPORT

President Biteman expressed satisfaction with his first meeting as Board President.

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

Humboldt County 5th District Supervisor Steve Madrone gave a brief report on the County, including the progress on the allocations of Measure O. He reported that a committee is in progress of being created to handle that matter, on which the District will have a seat.

G. ADJOURNMENT:

Meeting Adjourned at 8:54 p.m.



Joseph Blaine, Board Secretary