

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, OCTOBER 1, 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 the 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 Couch.

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 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: 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 or written communication.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on September 3, 2025

D.2 Consider Approval of DRAFT August 31, 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 Binder **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

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Regular Board Meeting Dates, Time, and Location for the 2026 Calendar Year

Board Secretary Blaine presented the item.

Motion: It was moved to approve the 2026 Regular Board Meeting Calendar.

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.2 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 Second Reading of Ordinance 2025-24

General Manager Kaspari presented the item.

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

Motion by: Director Binder **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.3 Consider Submittal of Comment Letter on the McKinleyville Town Center Ordinance to the Humboldt County Board of Supervisors

General Manager Kaspari presented the item.

Directors discussed, spoke in support of, and thanked staff for drafting the letter.

There was no public comment.

Motion: It was moved to approve the submission of the letter to the County of Humboldt prior to the public comment deadline for the Humboldt County Board of Supervisors meeting where the adoption of the ordinance will be considered.

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.4 Consider Adoption of Resolution 2025-19 Proclaiming October 4 – October 12, 2025 California Water Professionals Appreciation Week

Board Secretary Blaine presented the item.

The Directors spoke in support of District staff and thanked them for their excellence in day to day operations of the District.

There was no public comment.

Motion: It was moved to adopt Resolution 2025-19.

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: 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. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Biteman):** Did not meet.
- 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 September MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini a brief report out of the September 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 had nothing further to add to her written report.

- 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 in October there will not be a Mountain Bike Tribal Trail Alliance workday, but there will be a Volunteer Trail Stewards workday on the third Saturday in October with information and flyers being distributed when available.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave an update on 4.5 MG Reservoir project, a positive report of the BMX Fundraiser with Rotary, and the Mad River Undercrossing Project Request for Qualifications.

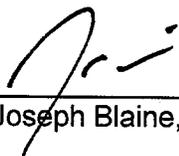
F.4 PRESIDENT'S REPORT

President Biteman had nothing further to add.

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

Director Orsini clarified the date and time of the October 22 MMAC-MCSD Joint Meeting.

G. Meeting Adjourned at 7:05 p.m.



Joseph Blaine, CMC, Board Secretary