

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

Scott Binder,
James Biteman, President
David Couch, Director
Dennis Mayo, Vice President
Greg Orsini, Director

Pat Kaspari, General Manager
Joey Blaine, Board Secretary
Kirsten Messmer, Parks & Recreation Director
James Henry, Operations Director
Lesley Frisbee, Human Resources Director

Director Mayo and Director Binder attended remotely via Zoom with just cause under AB 2449

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director Orsini.

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 Couch

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.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of Draft Minutes of the Board of Directors Special Meeting on October 22, 2025, Special Meeting on October 29, 2025, Regular Meeting on November 5, 2025, and Special Meeting on November 10, 2025

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

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

Board Secretary Blaine requested to pull item D.1.

Motion: It was moved to approve the Consent Calendar sans item D.1

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

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.

D.1 Consider Approval of Draft Minutes of the Board of Directors Special Meeting on October 22, 2025, Special Meeting on October 29, 2025, Regular Meeting on November 5, 2025, and Special Meeting on November 10, 2025

Board Secretary Blaine presented the item and noted the following corrections were necessary for the minutes:

- The proper labeling of Director Biteman as President and Director Mayo as Vice President on the October 29, 2025 minutes.
- The record of action on Item 2, Approval of the Agenda, on the November 10, 2025 minutes. The correct record was that the item was approved by motion by Director Binder and seconded by Director Mayo.

Motion: It was moved to approve the draft minutes of the Board of Directors Special Meeting on October 22, 2025, Special Meeting on October 29, 2025, Regular Meeting on November 5, 2025, and Special Meeting on November 10, 2025 as amended.

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

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 the California Forest Improvement Program (CFIP) Forest Management Plan (FMP)

Parks and Recreation Director Messmer presented the item.

Directors commented and discussed.

There was no public comment.

Motion: It was moved to approve the CFIP FMP for submittal to CalFIRE

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

There were no comments from the Board or Public.

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

Motion Summary: Motion passed.

E.2 Discuss and Consider Approval of Resolution 2025-20 Adopting the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Highway Sewer Crossing Project

General Manager Kaspari provided an overview of the item.

There was no public comment.

Motion: It was moved to adopt Resolution 2025-20 and the Mitigation Monitoring Reporting Program and direct the General manager to file the Notice of Determination with the County within five days.

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

There were no comments from the Board or Public.

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

Motion Summary: Motion passed.

E.3 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 authorize the General Manager to execute a Professional Services Agreement with Kennedy Jenks in the amount of \$1,241,519 to perform engineering and permitting services for the Mad River Crossing Watermain Retrofit Project.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Consider Approve of Contract with Tyler Technologies and Britt Global Industries LLC

Finance Director Howard presented the item.

Directors commented and discussed.

There was no public comment.

Motion: It was moved to approve the General Manager to execute a 3-year contract with Tyler Technologies for \$305,325 for new Financial and Accounting Software and to execute an 18-month contract with Britt Global Industries LLC for \$5,000 for data extraction.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.5 Consider Appointment of Areaa Yassan to the Vacant Voting Seat on the Park and Recreation Committee (PARC)

Parks and Recreation Director Messmer presented the item.

Directors commented and discussed.

There was no public comment.

Motion: It was moved to appoint Areaa Yassan to the Parks and Recreation Committee as voting member for a term of four years.

Motion by: Director Couch; **Second:** Director Orsini
There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.5 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee

Parks and Recreation Director Messmer presented the item.

Directors commented and discussed.

There was no public comment.

Motion: It was moved accept the McKinleyville Community Forest Committee's recommendation of the following appointments to the Trails, Infrastructure, Clean Up and Security Subcommittee for a term of one year:

- Voting Members
 - Nancy Morelli
 - Kenneth Burton
 - Charlie Caldwell
 - Justin Brown
 - Phil Heidrick

- Alternate Members
 - Shaun Fyfe
 - Patrick Courtney

Motion by: Director Orsini; **Second:** Director Couch
There were no comments from the Board or public.

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

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 to 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):** Did note 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):** Did not meet.
- 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

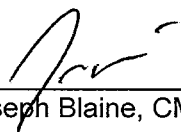
- a. **Finance and Administration Department:** Finance Director Howard had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer reported that staff is still awaiting guidance on the Congressionally Directed Spending procured for McKinleyville Community Forest by Congressman Huffman.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave a reminder of the December 10, 2025 Board Planning Session.

F.4 PRESIDENT'S REPORT

President Biteman had nothing further to add.

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

G. Meeting Adjourned at 7:04 p.m.



Joseph Blaine, CMC, Board Secretary