

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT HELD ON TUESDAY, MARCH 18, 2025 at 6:00 P.M.  
IN PERSON AT DISTRICT OFFICE CONFERENCE ROOM – 1656 SUTTER 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.**

**1 Call to Order and Roll Call:** The meeting was called to order at 2:00 p.m. with following Directors and Staff in attendance in person at District Conference Room:

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

Pat Kaspari, General Manager  
Joey Blaine, Board Secretary  
Samantha Howard, Finance Director  
Kirsten Messmer, Parks and Recreation Director

**2 Pledge of Allegiance**

The Pledge of Allegiance was led by Director Mayo.

**3 Additions to the Agenda**

General Manager Kaspari confirmed there were no additions to the agenda.

**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.

**5 Public Comment and Written Communications**

There was no public comment.

**6 Consider Approval of FY23-24 Audited Financial Statements**

Finance Director Howard introduced the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY23-34 Audited Financial Statements.

Board members asked clarifying questions.

The was no public comment.

**Motion:** It was moved to approve the FY23-24 Audited Financial Statements per the recommendation of the Audit and Finance Committee.

**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.

## 7 Consider Approval of FY23-24 Single Audit

Finance Director Howard presented the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY23-34 Single Audit.

Board members asked clarifying questions.

There was no public comment.

**Motion:** It was moved to approve the FY23-24 Audited Single Audit per the recommendation of the Audit and Finance Committee.

**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.

## 8 Consider Approval of FY21-22 Single Audit Revision

Finance Director Howard reviewed the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY21-22 Single Audit Revision.

There was no public comment.

**Motion:** It was moved to approve the FY21-22 Single Audit Revision per the recommendation of the Audit and Finance Committee.

**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.

## 9 ADJOURNMENT:

**Meeting Adjourned at 3:08 p.m.**

  
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Joseph Blaine, Board Secretary