

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 2, 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	Pat Kaspari, General Manager
Scott Binder, Director	Joey Blaine, Board Secretary
David Couch, Director	James Henry, Operations Director
Dennis Mayo, Vice President	Samantha Howard, Finance Director
Greg Orsini, 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

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 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.

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 Minutes of the Board of Directors Regular Meeting on March 5, 2025 and Special Meeting on March 18, 2025

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

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

- D.4 Consider Designation of Director Dennis Mayo Authorized Voting Representative for the 2025 Association of California Water Agencies (ACWA) Election for President, Vice-President, and Region Board Members**
- D.5 Consider Approval of Professional Services Agreement with GHD Inc. to Perform the Feasibility Analysis for the Letz Avenue Sewer Force Main Rehabilitation Project**
- D.6 Consider Adoption of Resolution 2025-09 Granting Continuous Authorization to the Finance Director and General Manager to Transfer Funds from the Humboldt County Treasury to Other Accounts Held by the District**

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 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

- D.1 Consider Approval of Minutes of the Board of Directors Regular Meeting on March 5, 2025 and Special Meeting on March 18, 2025**

Board Secretary Blaine presented the item and pointed out that in the March 5, 2025 Regular Meeting minutes, under F.1 Active Committee Reports, g. McKinleyville Municipal Advisory Committee, it was Director Binder who gave the report out of the February MMAC meeting, not Director Orsini.

Motion: It was moved to approve the March 5, 2025 Regular Meeting minutes as amended and March 18, 2025 Special Meeting minutes.

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

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Consider Adoption of Resolution 2025-08 Recognizing, Honoring and Commending Jens Andersen for Twenty (20) Years of Service**

Parks and Recreation Director Messmer presented the item.

The Board and staff commended Mr. Andersen on his 20 years of service to the District.

Mr. Andersen gave thanks to the Board and gave comments reflecting on his career at the District.

Motion: It was moved to approve and adopt Resolution 2025-08.

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

- E.2 Consider Appointments of Alternate Seat Applicants, Patti Stuart & Evan Schwartz to Voting Seats on the Park and Recreation Committee (PARC)**

Parks and Recreation Director Messmer presented the item.

Motion: It was moved to appoint Patti Stuart and Evan Schwartz to the Parks and Recreation Committee as voting members for a term of four years.

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: None

Motion Summary: Motion passed

E.3 Initiate Process for General Manager's Annual Performance Evaluation

Board Secretary Blaine presented the item.

President Biteman appointed Director Orsini to consolidate all Board Member evaluations.

Motion: It was moved to approve the evaluation schedule as suggested by staff.

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.

E.4 Consider Adopting Resolutions 2025-06 & 2025-07 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2025/2026; Declaring Intention to Levy and Collect the Fiscal Year 2025/2026 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing

Finance Director Howard presented the item.

Motion: It was moved to approve and adopt Resolution 2025-06 and Resolution 2025-07.

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.

E.5 Review Parks & General Fund DRAFT Operating Budget, FY2025-26

Finance Director Howard presented the item.

Board members briefly discussed the material presented.

There was no public comment.

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

E.6 Consider First Reading of Ordinance 2025-02 Revising Article IV, Regulation 46 of the MCSD Rules and Regulations to add Description of McKinleyville Community Forest Subcommittees

Board Secretary Blaine presented the item.

Board members gave brief comments.

Motion: It was moved to approve the first reading Ordinance 2025-02 by title only.

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.7 Consider Purchase Offer for 899 Murray Road (Assessor's Parcel Number 511-401-039-000)

General Manager Kaspari reviewed the item.

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

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder gave a brief report out for the March meeting.
- b. **Area Fund (John Kulstad/Binder):** Director Binder gave a brief report out of the Area Fund meeting.
- c. **Redwood Region Economic Development Commission (Mayo/Biteman):** Director Mayo gave a brief report out of the March meeting.
- d. **McKinleyville Senior Center Board Liason (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 of the March 12 Audit and Finance Committee meeting.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini):** Director Binder gave report out of the March MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini gave a brief report out of the March committee meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave a report on upcoming legislation with potential to affect Special Districts.

Humboldt County 5th District Supervisor Madrone gave an update from the County.

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 had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to his written report.

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT:

Meeting Adjourned at 7:49 p.m.



Joseph Blaine, CMC, Board Secretary