

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 4, 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	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 asked that item E.4 be moved to be considered before item E.2.

A.4 Approval of the Agenda

Motion: It was moved to approve the agenda with item E.4 being moved to be considered before item E.2.

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.

A.5 Closed Session Discussion

There was no closed session scheduled.

AGENDA ITEM B. PUBLIC HEARINGS

B.1 Conduct Public Hearing to Present Information Regarding Job Vacancies, Recruitment and Retention Strategies in FY 24/25 in Accordance with Requirements Set Forth in AB 2561

General Manager Kaspari presented the item.

President Biteman opened the public hearing at 6:02 p.m.

Directors discussed and commented on the value of careers at the District.

There was no public comment or testimony.

President Biteman closed the public hearing at 6:31 p.m.

Motion: It was moved to adopt Resolution 2025-11 and Resolution 2025-12.

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.

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 May 7, 2025
- D.2 Consider Approval of April Treasurer's Report
- D.3 Compliance With State Double Check Valve (DCV) Law
- D.4 Consider Approval of the First Amendment to the General Manager's (GM) Contract
- D.5 MOU with MUSD After School
- D.6 Consider Adoption of Resolution 2025-16 Placing in Nomination Dennis Mayo as a Member of the Association of California Water Agencies Region 1 Board Member/Vice Chair
- D.7 Consider Adoption of Resolution 2025-14 and 2025-15 Reaffirming the November 2022 Increase of the Rates the District's Water and Sewer Charges

Staff requested to pull items D.2, D.5, and D.7

Motion: It was moved to approve the Consent Calendar sans items D.2, D.5, and D.7

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

D.2 Consider Approval of April Treasurer's Report

Finance Director Howard presented the item and explained that the Cash Disbursement Report was not included in the packet due to a software error. The report was subsequently provided to the Directors and posted online for public viewing.

Motion: It was moved to approve the April Treasurer's report.

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.

D.5 MOU with MUSD After School

Parks and Recreation Director Messmer presented the item and explained that changes to the contract had been requested to the MOU by McKinleyville Union School District. She reported that Staff recommendation was that the item be tabled until the July 2, 2025 meeting.

Motion: It was moved to table D.5 until the July 2, 2025 meeting.

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.

D.7 Consider Adoption of Resolution 2025-14 and 2025-15 Reaffirming the November 2022 Increase of the Rates the District's Water and Sewer Charges

General Manager Kaspari presented the item and explained that Staff's recommendation should be adjusted to reflect the proper resolution numbers of 2025-14 and 2025-15.

Motion: It was moved to approve Resolutions 2025-14 and 2025-15.

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.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.4 Consider Approval of Contract with Oppenheimer for Certificate of Participation Underwriting Services

General Manager Kaspari presented the item and introduced Rick Brandis, Managing Director of Public Finance Investment Banking with Oppenheimer & Co. Inc., and Jim Fabian, Municipal Advisor with Fieldman, Rolapp & Associates, both of whom participated via Zoom.

Directors discussed and asked clarifying questions of Staff, Mr. Brandis, and Mr. Fabian.

There was no public comment.

Motion: It was moved to approve the General Manager to execute a contract with Oppenheimer & Co. for Certificate of Participation Underwriting Services.

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.1 Introduction of New Staff: Kristin McDonald, Recreation Coordinator; Jess Elm, Environmental Programs Coordinator; and Omar Becerra Cortes, Parks Maintenance Worker

Parks and Recreation Director Messmer presented the item.

Directors commented and welcomed the new Staff.

Ms. McDonald, Ms. Elm, and Mr. Becerra Cortes individually commented on their excitement for their new positions at the District.

There was no further comment from the public.

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

E.2 Consider Second Reading of Ordinance 2025-03 Amending Rule 47.02 of MCSD Rules & Regulations Concerning Use of Electric Bicycles in Community Forest

Board Secretary Blaine presented the item.

There was no public comment.

Motion: It was moved to approve the second reading of Ordinance 2025-03.

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.3 Consider Approval of the FY2025-26 Budget and Approve Resolution 2025-17 Establishing Appropriations Limits for FY2025-26

Finance Director Howard presented the item.

Directors discussed and asked clarifying questions of Staff.

There was no public comment.

Motion: It was moved to approve the FY2025-26 Budget and approve Resolution 2025-17.

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.5 Distribution of Annual Board Self Evaluation.

Board Secretary Blaine presented the item.

Discussion between the Directors ensued.

There was no public comment.

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

E.6 Consider Attendance of the California Special Districts Association (CSDA) 2025 Annual Conference, August 25-28, 2025 in Monterey, CA

Board Secretary Blaine presented the item.

Directors discussed the value of attending conferences in a positive light.

There was no public comment.

Motion: It was moved to authorize interested Board members to attend the 2025 CSDA Annual Conference.

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

Roll Call: Ayes: Binder, Biteman, Couch, 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):** Director Binder gave a brief report out from the May PARC meeting.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Biteman):** Director Mayo gave a brief report out from the May RREDC meeting.
- 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 May MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** President Biteman gave a brief report out of the May 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 and Board Secretary Blaine gave brief updates on pending legislature that may affect the District.

Director Orsini gave a brief report of his and Directors Binder, Couch, and Mayo's attendance of CSDA Legislative Days in May.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard gave a brief update on the recruitment of a 1000-hour part-time junior office assistant position.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his written report.

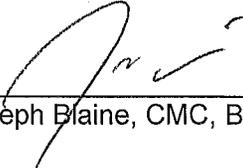
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report..
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave an update on the status of grant funds applied for and the progress of the construction of the 4.5 MG reservoir.

F.4 PRESIDENT'S REPORT

President Biteman shared that there are equestrian groups interested in approaching a District about an MOU for trail maintenance and design in the Community Forest. He was directed to suggest that they reach out to Parks and Recreation Director Messmer.

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

G. Meeting Adjourned at 8:43 p.m.



Joseph Blaine, CMC, Board Secretary