MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 5, 2026 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

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:

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

Pat Kaspari, General Manager
Joey Blaine, Board Secretary
Jess Elm, Environmental Programs Coordinator
James Henry, Operations Director
Samantha Howard, Finance Director
Kirsten Messmer, Parks & Recreation Director

A.2 Pledge of Allegiance

The Pledge of Allegiance was led by Operations Director Henry.

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 scheduled closed session.

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Public Hearing and Consideration of Adoption of Resolution 2026-27 for Delinquent Service Charge Collection and Liens

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

Finance Director Howard presented the item.

Directors asked clarifying questions.

There was no public comment.

President Mayo closed the public hearing at 6:05 p.m.

Motion: It was moved to adopt Resolution 2026-27.
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:
Motion Summary: Motion passed.

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 Regular Meeting on July 1, 2026

D.2 Consider Approval of June 30, 2026, DRAFT Treasurer's Report

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

D.4 Consider Approval of the Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and Local School Parent Teacher Organizations (PTO) for the Collaborative Provision of Dances for Middle School Youth

D.5 Consider Award of Library and Sheriff's Substation ADA Compliance Construction to Hooven & Co., Inc.

D.6 Consider Adoption of a Notice of Exemption for the Seismic Retrofit of the Existing McCluski Redwood Tanks Project

Director Orsini requested to pull item D.5 from the Consent Calendar.

Motion: It was moved to approve the Consent Calendar sans item D.5.
Motion by: Director Biteman **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.5 Consider Award of Library and Sheriff's Substation ADA Compliance Construction to Hooven & Co., Inc.

General Manager Kaspari presented the item.

Directors held a robust discussion and asked clarifying questions of staff regarding spreading the funding of the project across one or two fiscal years.

General Manager Kaspari informed the Board that completing the project within a single fiscal year would require using Measure B funds, which would in turn delay efforts to pay down the Parks and Recreation Department's deficit.

There was no public comment

Motion: It was moved to authorize the General Manager to execute a contract with Hooven & Co., Inc and approve a budget modification of $200,000 to construct the necessary sidewalk and entryway improvement work at the McKinleyville Library and Sheriff's Substation to conform to ADA requirements within FY26-27.
Motion by: Director Orsini **Second:** Director Biteman
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 Regional Housing Need Assessment (RHNA) Presentation by John Ford, Director of Humboldt County Building and Planning

General Manager Kaspari presented the item.

Director Ford and Michael Holtermann, Assistant Planner, gave a presentation to the Board providing an update on the County's General Plan Housing Element.

Directors asked clarifying questions.

There was no public comment.

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

E.2 Consider Adoption of Resolution 2026-28 Amending Appendix B: Facility & Park Rental Fee Schedule

Parks and Recreation Director Messmer presented the item.

Directors commented, discussed, and asked clarifying questions of staff.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-28.
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.

E.3 Consider the Regular Board Meeting Dates, Time, and Location for the 2027 Calendar Year

Board Secretary Blaine presented the item.

There was no public comment.

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

E.4 Consider Approval of the Senior Center Management Services and Usage Agreement Between McKinleyville Community Services District (MCSD) and the McKinleyville Senior Center (MSC)

Parks and Recreation Director Messmer presented the item.

Directors asked clarifying questions of staff and held a robust discussion.

There was no public comment.

Motion: It was moved to approve the Senior Center Management Services and Usage Agreement for a term of one year and authorize the Board President to execute the Agreement.
Motion by: Director Biteman **Second:** Director Binder
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: Orsini Absent: None
Motion Summary: Motion passed.

E.5 Consider First Reading of Ordinance 2026-05 Adding to the District's Rules and Regulations Regulation 49 – Operation of the McKinleyville BMX Track & Park

Parks and Recreation Director Messmer presented the item.

Directors discussed and asked clarifying questions.

There was no public comment

Motion: It was moved to approve the first reading of Ordinance 2026-05 by title only.
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.

E.6 Consider First Reading of Ordinance 2026-06 Amending the District's Rules and Regulations Rules 14.02 and 28.26 to Reference Appendix A: Current Special Fee Schedule

Board Secretary Blaine presented the item.

Directors discussed and asked clarifying questions.

There was no public comment.

Motion: It was moved to approve the first reading of Ordinance 2026-06 by title only.
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.

E.7 Review and Discuss Annual Board Self-Evaluation

Board Secretary Blaine presented the item.

Directors discussed the responses to the annual self-evaluation.

The Board directed staff to schedule a special meeting in early 2027 to facilitate Board planning and development workshop. It was noted that this would be a Brown Act, compliant noticed meeting that is open to the public.

There was no public comment.

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

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

a. Standing Committees

1. Parks and Recreation Committee (Binder/Biteman) Director Binder had nothing to add to Parks and Recreation Director Messmer's written report.

2. Audit and Finance Committee (Orsini/Biteman) Did not meet.

3. Employee Negotiations Committee (Couch/Mayo) Did not meet.

4. McKinleyville Community Forest Committee (Orsini/Biteman) Did not meet.

b. Ad-Hoc Committees

1. Cyber Security Governance Ad-Hoc Committee (Binder/Orsini) Did not meet.

c. Board Liaisons

1. McKinleyville Area Fund (John Kulstad/Binder) Did not meet.

2. Redwood Region Economic Development Commission (Biteman/Mayo) Did not meet.

3. McKinleyville Municipal Advisory Committee (Binder/Orsini) Director Binder provided a summary of the July 22, 2026 meeting.

4. McKinleyville Senior Center (Binder/Couch) Director Binder gave a report on the ongoing activities of the Senior Center.

4. Humboldt Local Agency Formation Commission (LAFCo) (Couch) Director Couch gave a brief summary of the July 15, 2026 meeting.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave an update on SB 1187 which would remove agenda translation requirements for eligible legislative bodies that were signed into law last year as part of SB 707. It was noted that the District is not an eligible legislative body, so the requirements did not apply.

F.3 STAFF REPORTS

a. **Finance and Administration Department:** Finance Director Howard had nothing further to add to her 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 had nothing further to add to her written report.

d. **General Manager (Patrick Kaspari):** General Manager Kaspari reminded the Board that the filing deadline for the November election is August 7, 2026 and that the ribbon cutting for the BMX Track and Park is being held on August 22, 2026.

F.4 PRESIDENT'S REPORT

President Mayo had nothing further to add.

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

Director Orsini inquired of staff about the planning of the MMAC/MCSD joint meeting.

Director Couch reported on a positive experience with the Humboldt County Office of Elections.

G. Meeting Adjourned at 8:29 p.m.

Joseph Blaine, CMC, Board Secretary