

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 4, 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**

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	Pat Kaspari, General Manager
James Biteman, Director	Joey Blaine, Board Secretary
David Couch, Vice President	Kirsten Messmer, Parks & Recreation Director
Dennis Mayo, President	James Henry, Operations Director
Greg Orsini, Director	Samantha Howard, Finance Director

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Mayo.

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 Couch; **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.

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 Regular Meeting on February 4, 2026

D.2 Consider Approval of January 31, 2026 Treasurer's Report

- D.3 Compliance With State Double Check Valve (DCV) Law
- D.4 Consider Approval to Declare 2002 and 2004 Utility Trucks Surplus
- D.5 2025 Wastewater Management Facility Annual Report for the North Coast Regional Water Quality Control Board (NCRWQCB)
- D.6 Review and Approve the Amendments to the County Lease for the Law Enforcement Facilities
- D.7 Review and Approve the Amendments to the County Lease for Library Facilities
- D.8 Consider Adoption of Resolution 2026-04 Authorizing the Approval of Redwood Region Economic Development Commission's (RREDC) Revised Joint Powers Agreement (JPA)
- D.9 Consider Adoption of Fixed Asset Policy
- D.10 Review Operational Data and Cost Savings for the Microgrid System Installed at the Wastewater Management Facility

Director Orsini requested to pull item D.9.

D.9 Consider Adoption of Fixed Asset Policy

Finance Director Howard presented the item.

Director Orsini thanked staff for the development of the policy. He requested that, procedurally, new policies be included as Continued and New Business (E items) in the future.

Director Biteman asked about the origin of the \$5,000 value threshold for fixed assets. Finance Director Howard confirmed \$5,000 is a standard amount.

Director Binder noted the policy would create significant savings in staff time.

Motion: It was moved to approve the Fixed Asset Policy.

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.

Motion: It was moved to approve the Consent Calendar and table item D.10 to be brought back as a discussion item at the April 1, 2026 regular meeting.

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 FY24-25 Single Audit Report

Finance Director Howard presented the item.

Directors commented positively on the outcome of the single audit.

Motion: It was moved to approve the FY24-25 Single Audit Report.

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.

E.2 Consider Adoption of Resolutions 2026-07, 2026-08 and 2026-09 Recognizing, Honoring, and Commending Chris Reed, Blake Stewart, and Drew Small for Milestone Years of Service

Parks and Recreation Director Messmer presented the item.

Directors and Staff congratulated and commended Chris Reed, Blake Stewart, and Drew Small on their longevity with the District.

Parks and Recreation Director read Resolution 2026-08 into the record.

Operations Director Henry read Resolutions 2026-07 and 2026-09 into the record.

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

E.3 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY2026-27

Finance Director Howard presented the item.

Directors commented and asked clarifying questions

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

E.4 Report of Special District Leadership Foundation (SDLF) District of Distinction Award Levels and Requirements

Board Secretary Blaine presented the item.

Directors discussed and asked clarifying questions.

Director Biteman expressed interest in completing the SDLF Special District Leadership Academy.

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

E.5 Consider Joining the ACWA (Association of California Water Agencies) Coalitions Supporting ACWA-Sponsored Senate Bill 1153 and/or Assembly Bill 2180

Board Secretary Blaine presented the item.

A robust Board discussion ensued.

Motion: It was moved to sign on to join the ACWA coalition supporting SB 1153.

Motion by: Director Orsini **Second:** Director Binder

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

Motion: It was moved to sign on to join the ACWA coalition supporting AB 2180.

Motion by: Director Couch **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.

E.6 Approval of Resolution 2026-05 Directing Staff to Proceed with the Planning for the Issuance of Obligations to Finance Funding the District Office Remodel, McCluski Tank Replacement, Highway Sewer Undercrossings, Sewer Lift Station Upgrades, and other Water and Wastewater System Improvements

Finance Director Howard presented the item.

Directors discussed and asked clarifying questions.

Directors Orsini and Biteman requested staff to ensure continued involvement of the Audit and Finance Committee in the funding discussions and process.

Motion: It was moved to adopt Resolution 2026-05.

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.

E.7 Approval of Resolution 2026-06 Declaring the District's Official Intent to Reimburse Itself with Proceeds of a Tax-Exempt Financing for Water Projects

Finance Director Howard presented the item.

Directors asked clarifying questions

Motion: It was moved to adopt Resolution 2026-06.

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.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

a. Standing Committees

1. **Parks and Recreation Committee (Binder/Biteman)** Did not meet.
2. **Audit and Finance Committee (Orsini/Biteman)** Director Orsini gave a brief report of the February 24, 2026 meeting.
3. **Employee Negotiations Committee (Couch/Mayo)** Did not meet.
4. **McKinleyville Community Forest Committee (Orsini/Biteman)** Director Orsini gave a brief report of the February 17, 2026 meeting.

b. Ad-Hoc Committees

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

c. Board Liasons

1. **McKinleyville Area Fund (John Kulstad/Binder)** Director Binder reported that the McKinleyville Area Fund is preparing for this years round of funding for projects.
2. **Redwood Region Economic Development Commission (Biteman/Mayo)** Did not meet.
3. **McKinleyville Municipal Advisory Committee (Binder/Orsini)** Director Binder gave a brief report of the February 25, 2026 meeting.
4. **McKinleyville Senior Center (Binder/Couch)** Director Binder gave a report on the ongoing activities of the Senior Center.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave an update on his trip to the 2026 ACWA DC Conference.

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

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard reported that the District will be receiving a \$1.7 million reimbursement by way of the Inflation Reduction Act for the Wastewater Management Facility Microgrid.
- 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 the District has been nominated for Non-Profit of the year by the McKinleyville Chamber of Commerce and that Director Orsini and his wife, Christie, are this year's recipients of the Chamber's Azalea award.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari reminded the Board of the Humboldt County Association of Governments (HCOAG) Technical Advisory Committee (TAC) meeting on March 5

where the District will be considered for a seat on the committee. Further, he informed them that the consideration would go to the HCOAG Board on March 19.


F.4 PRESIDENT'S REPORT

President Mayo asked for Board feedback on the process of Board meetings.

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

Director Orsini reminded the Board of former Director Corbett's upcoming memorial service. He also added that he had been selected as a participant for a focus group of the Cal Poly Humboldt McKinleyville Economic Development study.

G. Meeting Adjourned at 8:45 p.m.



Joseph Blaine, CMC, Board Secretary