

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, NOVEMBER 6, 2024 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, President	Pat Kaspari, General Manager
James Biteman, Vice President	Joey Blaine, Board Secretary
David Couch, Director	Kirsten Messmer, Parks & Recreation Director
Dennis Mayo, Director	James Henry, Operations Director
Greg Orsini, Director	Samantha Howard, Finance Director

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by Director Couch.

**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 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:**

There was no public hearing scheduled.

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

There was no public comment or written communications.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the October 2, 2024 Board of Directors Regular Meeting and the October 23, 2024 Special Meeting**

**D.2 Consider Approval of September Draft Treasurer's Report**

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

**D.4 Consider Designation of Director Dennis Mayo as Authorized Voting Representative and Director Scott Binder as the Alternate for the December 4, 2024 Association of California**

## Water Agencies (ACWA) Membership Meeting

### D.5 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee

Director Biteman requested to pull Item D.5.

**Motion:** It was moved to approve Consent Calendar items D.1 through D.4

**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 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security (TICS) Subcommittee

Parks and Recreation Director Messmer presented the item.

The Board engaged in a lively discussion.

Public comment was given by Lesley Frisbee, MCSD ratepayer.

**Motion:** It was moved to accept staff recommendation to appoint Charlie Caldwell, Kenneth Burton, Phil Heidrick, Shaun Fyfe, and Justin Brown to the five public member seats TICS Subcommittee and recommend that the McKinleyville Community Forest Committee consider appointing Nancy Morelli as an alternate public member.

**Motion by:** Director Mayo; **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 Consider Approval of Revised Salary Schedule

General Manager Kaspari reviewed the staff note for the item.

Directors asked clarifying questions of staff.

Director Couch and Director Mayo, who are on the Employee Negotiations committee, gave a report out of their October 18, 2024 meeting with staff and expressed support for the item.

There was no public comment.

**Motion:** It was moved to approve the revised salary schedule for implementation in the 2025/2026 fiscal year.

**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.2 Annual Review and Discussion of 2024-2029 Strategic Plan**

The item was overviewed by Board Secretary Blaine.

Board members asked clarifying questions.

There was no public comment.

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

## **E.3 Consider Adoption of Resolution 2024-24 Initiating the Transfer of Funds from Humboldt County Treasury to Umpqua Bank and California Class**

Finance Director Howard presented the item.

Directors discussed and made comments in support of the transfer of funds.

There was no public comment.

**Motion:** It was moved to adopt Resolution 2024-24.

**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.4 Consider Application for CAL FIRE Forest Health Grant and Designation of the General Manager as the Authorized Agent**

General Manager Kaspari presented the item.

Directors asked clarifying questions and Board discussion took place.

There was no public comment.

**Motion:** It was moved to adopt Resolution 2024-23.

**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.

## **AGENDA ITEM F. REPORTS**

### **F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Biteman):** President Binder was unable to attend the October meeting.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief report from the October meeting.
- d. **McKinleyville Senior Center Board Liason (Binder/Couch):** President Binder gave a brief report on the activities of the Senior Center.

- e. **Audit and Finance (Orsini/Biteman):** Directors Orsini and Biteman gave a report out of the November 1, 2024 meeting.
- f. **Employee Negotiations (Couch/Mayo):** Directors Couch and Mayo had nothing to add to discussion that took place during item E.1.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini had nothing further to add as this month's MMAC meeting was the joint MMAC/MCSD meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini had nothing further to add to discussion that took place during item D.5.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo stated that he will be making efforts to reach out to Senator-Elect Adam Schiff to develop a working relationship.

## F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard reported the auditors will be on site at the District the week of November 18, 2024.
- b. **Operations Department (James Henry):** Operations Director Henry reported the District and several staff were recipients of annual awards from the California Water Environment Agency. Utility Worker Jordan Johnson was awarded Collection System Person of the Year, the District was awarded Collection System of the Year and Safety Plant of the Year, Utility Worker Bill McBroome was awarded Electrical Instrumentation Person of the Year, and Operations Director James Henry received the Quarter Century Award.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer reported that the Parks and Recreation Committee (PARC) meetings would be changing their times from 6:30 p.m. to 6:00 p.m. on the third Wednesday of the month.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari reiterated that Director Mayo and President Binder will attend the ACWA Fall Conference during the December 4, 2024 Board meeting. He requested that the remaining three directors inform staff if they will not be present to ensure a quorum. He also informed the Board that a special meeting may be called in December to facilitate the swearing-in of President Binder and Director Orsini for their new terms of office.

## F.4 PRESIDENT'S REPORT:

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

Director Orsini commended President Binder on his tenure as Board President.

Director Mayo briefly reported on his experience at the ACWA Region 1 Event Tour of the Mt. Tamalpais Watershed.

**G. ADJOURNMENT:**  
**Meeting Adjourned at 8:05 p.m.**



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Joseph Blaine, Board Secretary