

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

**Note:** *Directors Binder and Mayo attended remotely via Zoom under the just-cause provision of G.C. 54953 from the 2026 ACWA Spring Conference in Sacramento, CA.*

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

**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 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.

**A.5 Closed Session Discussion**

There was no closed session scheduled.

**AGENDA ITEM B. PUBLIC HEARINGS:**

**B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2026/2027) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**

**Consider Adopting Resolution 2026-16 Amending and/or Approving the Final Engineer's Annual Levy Report for the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities For Fiscal Year 2026/2027**



**Consider Adopting Resolution 2026-17 Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District - Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2026/2027**

Finance Director Howard presented the item.

Vice President Couch opened the public hearing at 6:04 p.m.

There was no public comment or testimony.

Vice President Couch closed the public hearing at 6:10.

**Motion:** It was moved to adopt Resolution 2026-16 and Resolution 2026-17.

**Motion by:** Director Orsini **Second:** Director Biteman

There were no comments from the Board or public.

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

**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 April 1, 2026
- D.2 Consider Approval of March 31, 2026 Treasurer's Report
- D.3 Compliance With State Double Check Valve (DCV) Law
- D.4 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts Between MCSD and the Mad River Youth Soccer League (MRYSL)
- D.5 Consider Approval of the 2025 Consumer Confidence Report (CCR)
- D.6 Consider Adoption of Proclamation: May 3 through May 9, 2026 Professional Municipal Clerks Week
- D.7 Consider Approval of Agreement Between McKinleyville Union School District (MUSD) and the McKinleyville Community Services District (MCSD) for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at McKinleyville Union School District Schools
- D.8 Consider Adoption of a Notice of Exemption as required for the Financial Assistance Application from the State Water Resources Control Board for the Planning and Design of the Fischer, B Street, Kelly, and Letz Lift Station Upgrades including associated Force Mains, an Alternative Disinfection Study for the Wastewater Management Facility, and the Office Seismic Retrofit Projects



**D.9 Consider Supporting Life Plan Humboldt Application for Simpson Family Fund Grant**

Director Orsini requested to pull item D.9.

**Motion:** It was moved to approve the Consent Calendar sans item D.9.

**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.9 Consider Supporting Life Plan Humboldt Application for Simpson Family Fund Grant**

Director Orsini requested to recuse himself from voting on this item citing his role on the Life Plan Humboldt Board and exited the meeting for consideration of the item.

General Manager Kaspari presented the item.

**Motion:** It was to direct the General Manager to authorize Life Plan Humboldt to list McKinleyville Community Services District as a supporter on the application for the Simpson Family Fund Grant.

**Motion by:** Director Biteman; **Second:** Director Mayo

There were no comments from the Board or Public.

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

**Motion Summary:** Motion passed.

Director Orsini re-entered the meeting.

**AGENDA ITEM E. CONTINUED AND NEW BUSINESS:**

**E.1 Consider Adoption of Resolution 2026-18 Recognizing, Honoring, and Thanking Erik Jones for His 23 Years of Service Upon His Retirement**

Human Resources Director Frisbee presented the item and read Resolution 2026-18 into the record.

Directors and Staff commended Mr. Jones on his successful, 23-year career at the District and wished him well in his retirement.

**Motion:** It was moved to adopt Resolution 2026-18.

**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 Water and Wastewater Bond Financing Update**

Finance Director Howard presented the item.

Directors commented and discussed.

Director Orsini commended staff on their work procuring the proposed bond financing.

There was no public comment.



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

**E.10 Consider Approval of the McKinleyville BMX (MCKBMX) Memorandum of Understanding (MOU) to the McKinleyville Community Services District (MCSD) Board of Directors**

Parks and Recreation Director Messmer presented the item.

Directors commented in support of the project and the proposed MOU.

Jason Orlandi, McKinleyville BMX Board President, thanked the Board and Staff for the project coming to fruition.

**Motion:** It was moved to authorize the Board President to execute the MOU with McKinleyville BMX.

**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.

**E.3 Consider Second Reading and Adoption of Ordinance 2026-01 Amending Regulation Community Forest Committee of the McKinleyville Community Services District Rules and Regulations**

Parks and Recreation Director Messmer presented the item.

There was no public comment.

**Motion:** It was moved to approve the second reading and adoption of Ordinance 2026-01.

**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.4 Consider Second Reading and Adoption of Ordinance 2026-02 Amending the District's Rules and Regulations Regarding Collection of Delinquent Charges**

Finance Director Howard presented the item.

There was no public comment.

**Motion:** It was moved to approve the second reading and adoption of Ordinance 2026-02

**Motion by:** Director Orsini **Second:** Director Biteman

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.

**E.5 Consider Support for AB (Assembly Bill) 1866 (Rogers) California Disaster Assistance Act: Minimum Damages Thresholds**

Board Secretary Blaine presented the item.



Directors discussed and asked clarifying questions.

There was no public comment.

**Motion:** It was moved to approve the Board President and General Manager to sign the letter of support for AB 1866.

**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.

#### **E.6 Review Operations Draft Budget for Water, Wastewater, and Streetlight Funds, FY2026-27**

Finance Director Howard presented the item.

Directors discussed and asked clarifying questions.

There was no public comment.

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

#### **E.7 Approval of FY2025-26 Budget Revision**

Finance Director Howard presented the item.

Directors commented and asked clarifying questions.

There was no public comment.

**Motion:** It was moved to approve the FY2026-26 Budget Revision.

**Motion by:** Director Orsini **Second:** Director Mayo

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.

#### **E.8 Discuss and Consider Approval of Resolution 2026-15 Adopting the Amended Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Highway Sewer Crossing Project**

General Manager Kaspari presented the item.

Directors commented and asked clarifying questions.

There was no public comment.

**Motion:** It was moved to adopt Resolution 2026-15

**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.9 Discuss and Decide on District Preferences for the November 3, 2026 Election**

Board Secretary Blaine presented the item.

Directors discussed the pros and cons of different preferences for the November election.

There was no public comment.

**Motion:** It was moved to direct Staff to return the letter from the County Office of Elections with the following selections: require candidates to pay for the costs of the candidates statement, limit the candidate statements to 200 words, and to resolve a tie by lot.

**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.11 Consider First Reading of Ordinance 2026-03 Amending the District's Rules and Regulations Generalizing Specific Fees to Reference Appendix A: Current Special Fee Schedule and Appendix B: Facility & Park Rental Fee Schedule**

Board Secretary Blaine presented the item.

Director Orsini commended staff for the proposed revisions to the Rules and Regulations.

There was no public comment.

**Motion:** It was moved to approve the first reading of Ordinance 2026-03.

**Motion by:** Director Couch; **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.11 Consider First Reading of Ordinance 2026-04 Amending the District's Rules and Regulations Rule 7.07 Cross-Connections**

Operations Director Henry presented the item.

Directors discussed and asked clarifying questions.

Operations Director Henry further expounded on the coming impacts of hardened state requirements for backflow prevention.

There was no public comment.

**Motion:** It was moved to approve the first reading of Ordinance 2026-04.

**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. Standing Committees

1. **Parks and Recreation Committee (Binder/Biteman)** Did not meet.
2. **Audit and Finance Committee (Orsini/Biteman)** Director Orsini gave a report from the April 20 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 April 15, 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 has selected grant awardees and will be announcing them soon.
2. **Redwood Region Economic Development Commission (Biteman/Mayo)** Director Mayo gave a brief report of the April meeting.
3. **McKinleyville Municipal Advisory Committee (Binder/Orsini)** Director Binder gave a brief report of the April 22, 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

Board Secretary Blaine reported on Assembly Bill (AB) 1821 (Pacheco) California Public Records Act: agency response time, and stated intention to bring a draft letter of support to the June 3, 2026 regular meeting.

Humboldt County 5<sup>th</sup> District Supervisor Madrone gave a brief 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 report.



- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer gave an announcement of the Pints for Non-Profits Fundraiser for the BMX Park restrooms on May 14 at Six Rivers Brewery.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to his report.

**F.4 PRESIDENT'S REPORT**

Vice President Couch had nothing further to add.

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

There were no announcements.

**G. Meeting Adjourned at 8:55 p.m.**



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Joseph Blaine, CMC, Board Secretary

