

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 1, 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	James Henry, Operations Director
Dennis Mayo, President	Samantha Howard, Finance Director
Greg Orsini, Director	Kirsten Messmer, Parks & Recreation 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 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.

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 March 4, 2026

D.2 Consider Approval of February 28, 2026 Treasurer's Report

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

D.4 Consider Adoption of Resolution 2026-10 Authorizing the General Manager to Sign and File on behalf of MCSD a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Planning, Design, and Construction of Fischer, B Street, Kelly, and Letz Lift Station Upgrades including associated Force Mains, an Alternative Disinfection Study and the Office Seismic Retrofit

Director Orsini requested to pull item D.4.

Motion: It was moved to approve the Consent Calendar sans item D.4.

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.

D.4 Consider Adoption of Fixed Asset Policy

GM Kaspari presented the item.

Directors discussed and asked clarifying questions.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-10.

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

President Mayo welcomed Director Ford to the meeting.

Director Ford proceeded with a presentation on RHNA numbers and the County's progress on developing the updated housing element.

Directors commented, asked questions, and held a robust discussion with Director Ford regarding the material presented.

Director Orsini requested the County communicate with GM Kaspari regarding any plans for densification in McKinleyville.

Public comment was given by Evan Schwartz, McKinleyville resident.

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

E.2 Consider Appointment of Christopher Collier for a Voting Member Seat on McKinleyville Community Forest Committee (MCFC)

Parks and Recreation Director Messmer presented the item.

Directors held a brief discussion

The was no public comment.

Motion: It was moved to appoint Christopher Collier as a voting member to the MCFC for a term of two years.

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.3 Consider First Reading of Ordinance 2026-01 Amending Regulation 46 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 first reading of Ordinance 2026-01.

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.4 Consider Adoption of Resolution 2026-14 Supporting Assembly Concurrent Resolution (ACR) No. 161 and Proclaiming April 5-11, 2026 Special Districts Week

Board Secretary Blaine presented the item.

There was no public comment.

Motion: It was moved to approve the first reading of adopt Resolution 2026-14.

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.

E.5 Consider Adopting Resolutions 2026-11 & 2026-12 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2026/2027; Declaring Intention to Levy and Collect the Fiscal Year 2026/2027 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing

Finance Director Howard presented the item.

There was no public comment.

Motion: It was moved to adopt Resolutions 2026-11 and 2026-12

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 Operational Data and Cost Savings for the Microgrid System Installed at the Wastewater Management Facility

General Manager Kaspari overviewed the item and led the Board through a presentation.

Directors engaged in the presentation, discussed and asked clarifying questions.

There was no public comment.

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

E.7 Initiate Process for General Manager's Annual Performance Evaluation

Board Secretary Blaine presented the item.

President Mayo appointed Director Biteman to consolidate the completed evaluations.

There was no public comment.

This item was a Board President appointment. No action was taken.

E.8 Review Parks & General Fund DRAFT Operating Budget, FY2026-27

Finance Director Howard presented the item.

Directors commented and asked clarifying questions.

There was no public comment.

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

E.9 Consider Adoption of Ordinance 2026-02 Amending the District's Rules and Regulations Regarding Collection of Delinquent Water and Sewer Charges

Finance Director Howard presented the item.

Directors commented and asked clarifying questions.

There was no public comment.

Motion: It was moved to approve the first reading of Ordinance 2026-02.

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.10 Consider Adoption of Resolution 2026-13, Adopting the Restated Budgeted FY2025-2026 Appropriation Limits Based On Recalculations Beginning with FY2009-2010

Finance Director Howard presented the item.

Directors commented and asked clarifying questions.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-13.

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.11 Consider Call for Nominations for District Board Members to Serve on Humboldt Local Agency Formation Commission (LAFCo) for the 2026-2030 Term

Board Secretary Blaine presented the item.

Directors commented on Director Couch's previous and ongoing service to Humboldt LAFCo.

There was no public comment.

Motion: It was moved nominated Director Couch for both the regular voting seat and alternate seat on Humboldt LAFCo.

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 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 March 24 and April 1 meetings of the committee.

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

4. McKinleyville Community Forest Committee (Orsini/Biteman) Director Orsini gave a brief report of the March 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 continuing preparation for this years round of funding for projects.

2. Redwood Region Economic Development Commission (Biteman/Mayo) Director Biteman gave a brief report of the March meeting.

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

President Mayo announced that he and Directors Binder, Couch, and Orsini will be attending California Special Districts Association’s Legislative Days event April 7 and 8. Board Secretary Blaine gave a brief summary of planning logistics.

Director Biteman reported that Assemblymember Chris Rogers has introduced AB 1866, the California Disaster Act, and noted that letters of support are being requested.

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 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 had nothing further to add to her written report.
- d. General Manager (Patrick Kaspari):** General Manager Kaspari reported the Board of the Humboldt County Association of Governments (HCOAG) approved a non-voting seat for the District on the Technical Advisory Committee (TAC) and the first meeting attending as such would be on April 2.

F.4 PRESIDENT’S REPORT

President Mayo had nothing further to add.

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

There were no announcements.

G. Meeting Adjourned at 8:51 p.m.



Joseph Blaine, CMC, Board Secretary