



Mission statement of McKinleyville Community Services District:
"McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
PARK AND RECREATION COMMITTEE (PARC) WILL BE HELD
WEDNESDAY, AUGUST 21, 2024 AT 6:30pm**

**LOCATION: MCSD Conference Room
1656 Sutter Road
McKinleyville, California**

Or

**TELECONFERENCE Via ZOOM & TELEPHONE:
Use ZOOM MEETING ID: 826 4834 2851 (<https://us02web.zoom.us/j/82648342851>) or
DIAL IN TOLL FREE: 1-669-900-6833 (No Password Required!)**

To participate in person, please come to the MCSD Conference Room.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

AGENDA
6:30 p.m.

- I. a. Introductions, Call to Order & Flag Salute
b. Approval of Agenda
c. Approval of June 19, 2024 Meeting Minutes
- II. Communications
- III. Public Comment
- IV. Add Tribal Land Acknowledgement to PARC Procedures (Action)
- V. Botanical Garden Update (Information)
- VI. McKinleyville Community Forest Report (Information)
- VII. Parks & Recreation Director Report (Information)
- VIII. Ad Hoc Committee Reports (Information)
- IX. Discuss agenda topics for next meeting
- X. Adjournment (Estimated 8:00 pm)

Posted 5:00 pm on August 16, 2024

Pursuant to California Government Code Section 54957.5, this agenda and complete packet are available for public inspection on the web at <https://mckinleyvillecsd.specialdistrict.org/parks-and-recreation-committee-parc-meetings> or upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.



TO: MEMBERS, PARK AND RECREATION COMMITTEE

FROM: KIRSTEN MESSMER, PARKS & RECREATION DIRECTOR

SUBJECT: STAFF NOTES FOR AUGUST 21, 2024 MEETING

AGENDA ITEM I-

- a. Introductions, Call to Order & Flag Salute**
- b. Approval of Agenda - Action**
- c. Approval of June 19, 2024 Meeting Minutes - Action**

AGENDA ITEM II - Communications

Staff or members may communicate any pertinent information not already scheduled to be discussed on the agenda.

AGENDA ITEM III - Public Comment

Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville CSD Park And Recreation Committee.

AGENDA ITEM IV – Tribal Land Acknowledgement to PARC Procedures

This item discussed at the May 15th PARC meeting at which one statement was offered and comments made. It was decided to bring the item back in June to give committee members time to propose alternate statements for consideration. The statement below is one option provided by committee member Jane Fusek. This item was pulled from the June 19th PARC meeting to seek Tribal Approval. Staff contacted Michelle Vassel, the Tribal administrator for the Wiyot Tribe. Michelle has added the Tribal Land Acknowledgement below to their next Cultural Committee agenda for review and suggestions. The next Cultural Committee Meeting has not occurred yet.

“We acknowledge that the land we are meeting on, and the territorial jurisdiction of the McKinleyville Community Services District (MCSD) is unceded territory of the Wiyot People who continue to live and thrive here today. MCSD will strive to be good stewards of the land and learn from local indigenous peoples. This will be accomplished through developing respectful relationships with the native community that stem from a recognition of their deep understanding.”

Action

AGENDA ITEM V – Botanical Garden Update

Update from Jane Fusek on April's volunteer workday and other activities at the Botanical Garden

Discussion

AGENDA ITEM VI – McKinleyville Community Forest Report

Update on McKinleyville Community Forest from MCF Committee Member Jennifer Ortega.

Information

AGENDA ITEM VII – Parks & Recreation Director Report

Recreation Program Updates

- Drop-in Pickleball in June was on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center, Pickleball Drop-In has in July and August around our Summer Day Camps and will return to its normal schedule the first week of school on August 26. Drop in is \$4 per person.
- Beginning Pickleball class finished on May 14th. This class is very popular. This summer the pickleball instructor hosted several "Pickleball 101" single day workshops rather than a 6-week running class. Each workshop was 3 hours and provided all the basic instruction needed for beginners.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- The Summer Basketball Program began June 25 and has 11 participants on the 3rd-4th grade Tuesday evenings and 11 participants on the 5th-6th grade Thursday evenings. It will finish up on August 8th.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old ran every Thursday from 10:30am-12:30pm through the end of June, it will resume after summer on Thursday, September 5th.
- The Tot-letics Soccer (Aug. 31-Sept. 28) and Basketball (Oct. 26-Nov. 23) will return this fall after summer, registration is now open and 35 of the 80 spots have been filled so far. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Specialty Half-day Summer Camps are ongoing. This summer we have Tot-Camp, Cooking Camp, Skate Camp and Basketball Camp.
- The next Cooking Basics Class for Kids will focus on Bread and Soup, registration is open now. The class will be in the Teen Center Kitchen on Saturday, September 7th.
- Registration had been ongoing for the Adult Wood Bat Softball League throughout the summer. By the close of registration, we had 8 teams registered. Games will take place on Sundays from August 4 through October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – Blue Lake PTO
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO

- o Friday, April 18, 2025 – Pacific Union PTO

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. It is summer and everything is continuing to grow. The Maintenance crew is working hard to take care of landscaping, but things are growing faster than they can get to them. We have been down a full-time maintenance worker since July 12th, which led to suspending Saturday maintenance work as we get new staff trained and ready to manage SWAP crews on Saturdays. We anticipate being fully staffed for the Saturday SWAP crews on Saturday, September 7. We've budgeted for additional staffing beginning in July, and that Seasonal Maintenance Worker began on Monday, July 22. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- 14 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in June through July.
- 2 parties were booked through the Party Program at the Activity Center in June through July.
- 16 Pierson Park Rentals, 1 Hiller Park Picnic Area Rental and 2 Hiller Sports Site Field Rentals for a week long youth camp in June through July.

Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The Parks & Recreation Director position was filled on July 1st by Kirsten Messmer, leaving her previous position of Recreation Coordinator open. That position was posted and over 10 viable applicants applied before the posting deadline of July 19. Four interviews were conducted the week of July 22. We are happy to report that Mason Hooven was offered the position and he accepted. His tentative start date is August 16, 2024.
- The new recreation database software went live on May 1st.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

Information

AGENDA ITEM VIII – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell)
Fischer Ranch Estuary Project (Johnny Calkins)
BMX Bike Track & Park at School/Washington (Charlie Caldwell)
Community Garden (Charlie Caldwell)

Information

AGENDA ITEM IX – Discuss Agenda Topics for Next Meeting

Discussion

AGENDA ITEM X – Adjournment

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, JUNE 19, 2024 at 6:30 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Members Present: Johnny Calkins, Phil Heidrick, Jane Fusek, Heidi Conzelmann, Scott Binder, Charlie Caldwell, Ciara Torres, Patti Stuart, Julie Giannini-Previde
Members Absent: John Kulstad, Dana Merrill

Meeting Notes:

Communications:

Staff gave an update on the Park & Rec Director search

Charlie Caldwell reminded the committee that Music in the Park starts June 20th.

Staff invited committee members to the Fischer Ranch estuary workday on Sat. June 22nd.

Public Comment:

None

Tribal Land Acknowledgement to PARC Procedures

The following statement was discussed:

“We acknowledge that the land we are meeting on, and the territorial jurisdiction of the McKinleyville Community Services District (MCSD) is unceded territory of the Wiyot People who continue to live and thrive here today. MCSD will strive to be good stewards of the land and learn from local indigenous peoples. This will be accomplished through developing respectful relationships with the native community that stem from a recognition of their deep understanding of this place.”

Member Julie Giannini-Previde moved to table voting for this item until the statement can be reviewed by tribal members. Jane Fusek seconded the motion.

Botanical Garden:

Jane Fusek gave an update on the maintenance at the Botanical Garden. Each of the last two volunteer work days have brought new community members into the garden. Lots of positive feedback from the public. The next volunteer work day will be Sunday, July 21st.

July Meeting:

Julie Giannini-Previde moved to cancel the July Meeting; Heidi Conzelmann seconded. The committee voted unanimously to cancel the July PARC meeting.

Community Garden Rehab Planning

Charlie met a community member recently who seemed very interested in getting involved with the garden. Charlie is waiting to hear back from this person.

Dept. Director Report:

Recreation Program Updates

- *Drop-in Pickleball summer schedule is Monday, Wednesday and Friday mornings 9:00am to 11:30pm at the McKinleyville Activity Center. Drop in is \$4 per person. There are some cancelled dates throughout the summer due to summer day camp programming needing to use the Activity Center space. Cancellation dates are: July 8, 10, 15, 17, 22, 24 and August 5, 7, 12, 14, 19, 21.*

- *Beginning Pickleball workshops are one time 3-hour workshops. Six workshops are scheduled for the summer on June 5, 12, 19, 26 and August 7, 14, 21, & 28.*
- *Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*
- *Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*
 - *The Martial Arts classes are averaging 5-8 people per class.*
- *Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.*
- *Sunday Night drop-in Basketball is averaging 8-10 participants per week.*
- *Playgroup for children 0-5 years old will run through June and then take a break resuming again at the end of August.*
- *Summer basketball for youth in grades 3rd through 8th begins June 25th.*
- *The Totletics T-ball program that starts on May 25th. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program is full.*
- *Summer day camp programs kick off June 17 with the first of two cooking camps. Tot camp and Skate camps begin July 8th. Basketball camp will be held the week of July 29th.*

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. We are currently accepting applications for a seasonal park maintenance worker. This position is seasonal, with the potential to become full time permanent in 2025. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- *10 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in June through July.*
- *3 parties were booked through the Party Program, June through July*
- *18 Pierson Park Rentals June through July*

Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- *Interviews for a new Parks & Recreation Director began June 13th and continue through June 20th.*
- *Staff preparing for the first McK. Community Forest Committee meeting to be held on July 16th 5:30 at Azalea Hall*

- *Staff is awaiting the signed construction contract from F. Loduca Co. for the construction of the BMX Track and Park. It is anticipated that construction will begin sometime in July.*
- *Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.*
- *Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.*

AdHoc Committee Reports:

- Skate Park—The Humboldt Skatepark Collective is planning fundraising opportunities for spring and summer. It is estimated that Phase 2, adding another 5,000-6,000 sq. ft. to the park will cost \$250,000.
- Fisher Ranch Estuary project— volunteer workdays coming up
- BMX— staff gave update construction contract
- Community Garden—see agenda item note

Agenda Items for next meeting:

- Botanical Garden update
- Addition of Tribal Land Acknowledgement to PARC meeting protocols
- Vote on whether or not to hold meeting in July

Next meeting will be Wednesday, August 21, 2024

Adjournment:

- Adjourned: approximately 7:04 pm

Kirsten Messmer, Parks & Recreation Director