



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, OCTOBER 16, 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 September 18, 2024 Meeting Minutes
- II. Communications
- III. Public Comment
- IV. Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)
- V. Review and Consider Potential Adjustment to Meeting Time (Action)
- VI. McKinleyville Community Forest Report (Information)
- VII. Parks & Recreation Director Report (Information)
- VIII. Ad Hoc Committee Reports (Information)
- IV. Discuss agenda topics for next meeting
- X. Adjournment (Estimated 8:00 pm)

Posted 5:00 pm on October 9, 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 OCTOBER 16, 2024 MEETING

AGENDA ITEM I-

- a. Introductions, Call to Order & Flag Salute**
- b. Approval of Agenda - Action**
- c. Approval of September 18, 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 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures

This item was 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. Tribal Administrator Vassel has added the Tribal Land Acknowledgement below to their next Cultural Committee agenda for review and suggestions. At this point Staff is still waiting to hear back from Tribal Administrator Vassel.

“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.”

Information

AGENDA ITEM V – Review and Consider Potential Adjustment to Meeting Time

Review and consider potential adjustment to meeting time to improve member attendance and participation.

Action

AGENDA ITEM VI – McKinleyville Community Forest Report

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

Information

AGENDA ITEM VII – Parks & Recreation Director Report

Recreation Program Updates

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration will open October 1st. The Class Fee is \$40 for residents and \$45 for non-residents.
- 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 is 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.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3rd-8th Graders. Registration opened October 1st.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 25/40 spots so far (Oct. 26-Nov. 23). This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration opened October 1st.
- The next Cooking Basics Class for Kids has not been scheduled yet, but will likely be after the holidays. But there will be more classes in this ongoing series. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League had 8 teams. The Humdingers took home the 2024 Woodbat Softball Champions title and trophy after winning the final tournament game on 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~~ (now Coastal Grove PTO)
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO

- 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 Avenue and Open Space Zone landscaping. The Maintenance crew is working hard to catch up on the growth in all our landscaping areas. We are fully staffed again for the Saturday SWAP crews which started back up on Saturday, September 7. 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

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in August.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in August.

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 open Recreation Coordinator was filled by Mason Hooven who began on August 16, 2024. He is currently being onboarded and is learning quickly.
- 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, SEPTEMBER 18, 2024 at 6:30 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item I –

a. Introductions, Call To Order, & Flag Salute

The meeting was called to order at 6:35 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick
*Scott Binder-MCSD Board Director (non-voting member)
Charlie Caldwell
Heidi Conzelmann
Dana Merrill
Ciara Torres
**Patti Stuart (alternate)

Absent:

Jennifer Ortega - Vice Chair
Johnny Calkins – Traveling
John Kulstad
Jane Fusek
Julie Gianini-Previde

Staff in Attendance:

Kirsten Messmer
Joseph Blaine

The Pledge of Allegiance was led by Phil Heidrick.

The committee did quick introductions.

b. Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Committee Member Caldwell; **Second:** Committee Member Conzelmann

There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Caldwell, Conzelmann, Merrill, Torres, Stuart Nays: None Absent: Ortega, Calkins, Kulstad, Fusek, Gianini-Previde

Motion Summary: Motion passed.

c. Approval of the August 21, 2024 Meeting Minutes

Motion: It was moved to approve the June 19 Meeting Minutes.

Motion by: Committee Member Caldwell; **Second:** Committee Member Torres

There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Caldwell, Conzelmann, Merrill, Torres, Stuart Nays: None Absent: Ortega, Calkins, Kulstad, Fusek, Gianini-Previde

Motion Summary: Motion passed.

Agenda Item II – Brown Act Information & Hybrid Meeting Compliance Information & Etiquette

MCSD Board Secretary Joseph Blaine provided a presentation to the committee on the Brown Act and hybrid meeting compliance, aimed at informing the committee about necessary changes to ensure PARC meetings align with the District's public meeting standards and comply with the Brown Act.

Agenda Item III – Communications

No Communications

Agenda Item IV – Public Comment

No Public Comment

Agenda Item V – Possible Addition of Tribal Land Acknowledgement to PARC Procedures

Parks & Recreation Director Mesmer presented the item, giving an update on its current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe. This was an informational item. No action was taken.

Agenda Item VI – McKinleyville Community Forest Report

McKinleyville Community Forest member Messmer filled in for member Ortega to give an update on the last MCFC Meeting. The established subcommittees for the MCFC are the Forest Management Plan/Funding/Budget (FMPFB) subcommittee and the Trails Plan/Infrastructure/Clean Ups/Security (TICS) subcommittee. The committee did vote and approve on regular meeting dates for the Subcommittees as follows: FMPFB subcommittee will meet on the 1st Tuesday of the Month at 4:30pm in the MCSD Office Conference Room and the TICS subcommittee will meet on the 4th Tuesday at 5:00pm in the MCSD Office Conference Room. These subcommittees will have seats available for members of the public to apply to fill in addition to the MCF Committee members who are on them. Seven public applicants have applied to be on the TICS Subcommittee, there are only 5 seats. At this time no one from the public has applied to be on the FMPFB subcommittee. The MCFC will review the seven applications and recommend up to five to be appointed by the MCSD Board of Directors at the October 15 MCFC meeting. This was an informational item. No action was taken.

Agenda Item VII – Parks & Recreation Director Report

Recreation Program Updates

- *Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.*
- *Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration will open October 1st. The Class Fee is \$40 for residents and \$45 for non-residents.*
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- The Tot-letics Soccer Fall Sessions are in progress and both sessions are full (Aug. 31-Sept. 28). The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 19/40 spots so far (Oct. 26-Nov. 23). This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration will open October 1st.
- The last Cooking Basics Class for Kids focused on Bread and Soup and it had 7/8 spots filled. The next class menu has not been finalized yet. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League has 8 teams registered and playing. 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
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No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The open Recreation Coordinator was filled by Mason Hooven who began on August 16, 2024. He is currently being onboarded and is learning quickly.
- 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.

Agenda Item VIII – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – Gave a brief update that the skatepark is being skated on everyday, even rainy days! Also, informed the committee it is about time to add a sealer coat to the surface of the Skatepark, which will be an ongoing annual maintenance task.

Fischer Ranch Estuary Project (Johnny Calkins) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Let the committee know that the construction should be starting back up in the next week or so.

Community Garden (Charlie Caldwell) – No new information

Agenda Item IX – Discuss Agenda Topics for Next Meeting

Agenda Items for next meeting:

- The Tribal Land Acknowledgement to PARC Procedures agenda item will remain on the Agenda until it can be addressed.
- Review and consider potential adjustments to meeting times to improve member attendance and participation.

Agenda Item X - ADJOURNMENT
Meeting Adjourned at 7:22 p.m.

Kirsten Messmer, Parks & Recreation Director

contribution (\$4,100); the interest earned during FY1996-97 (\$507); and the FY97-98 contribution (\$4,100).

Each year in the period FY1998-99 through FY2004-05, MCSD shall deposit an additional \$6,300 to the balance (\$4,100 for phase 1 and \$2,200 for phase 2) into the WCRF. Additionally, the Board shall annually apportion the interest earned on the balance in the WCRF to the Fund.

Each year in the period FY2005-06 through 2007-08, MCSD shall deposit an additional \$2,200 to the balance into the WCRF. Additionally, the Board shall annually apportion the interest earned on the balance in the WCRF to the Fund.

The District shall annually reconcile the balance in the fund and submit a report to the State Water Resources Control Board every five years (i.e. FY2000-2001; FY2005-2006; FY2010-2011; and FY2015-2016) for the term of the phase 1 and phase 2 Project loans. At the end of the phase 1 loan term, the District Board may reallocate any phase 1 funds in the Fund to any sewer department purpose. Starting in FY2016-17, the District shall annually reconcile the balance in the fund and submit a report to the State Water Resources Control Board in FY2020-2021 for the term of the phase 2 Project Loan. At the end of the phase 2 loan term, the District Board may reallocate any phase 2 funds in the Fund to any sewer department purpose.

Rule 31.02. WITHDRAWAL OF WCRF MONIES - the Board may use money from the WCRF prior to the end of the loan term to pay for the cost of planning, design and construction of capital improvements to the wastewater treatment works subject to adoption of an ordinance committing the District to repayment of any amounts expended from the WCRF at a minimum annual rate of ten (10) percent of the expended amount in addition to the payment described above in Rule 31.01.

ARTICLE IV - PARKS AND RECREATION

REGULATION 40 - RECREATION AND PARKS ADVISORY COMMITTEE

Rule 40.01. MEMBERSHIP - the McKinleyville Community Services District Parks and Recreation Committee shall consist of eleven (11) members and two (2) alternate members who shall serve without compensation selected as follows:

- (a) One (1) non-voting member shall be a member of the District Board.
- (b) The remaining ten (10) members will be regular voting members. Of the ten (10) regular voting members, one (1) will be a member of the McKinleyville Area Fund Board of Directors nominated by the McKinleyville Area Fund Board of Directors.
- (c) When possible two (2) of the ten (10) regular voting members shall be High School students, nominated by the McKinleyville High School Principal.
- (d) The two (2) alternate members will not become voting members unless a regular voting member is absent. In the event that both alternates are present when only one regular member is absent, the alternates will decide upon which of the two (2) will fill the absent chair by a mutually agreed upon method. In the event the

alternates cannot determine a method of decision, the committee chair will choose an appropriate decision-making method.

- (e) All members of the Parks and Recreation Committee will represent to the extent possible various recreational and outdoor interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. Recommendations for appointment may be made by the then current members of the committee.
- (f) Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Parks and Recreation Committee.

Rule 40.02. APPOINTMENT - the committee members shall be appointed as follows:

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.
- (b) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.

Rule 40.03. MEMBER QUALIFICATIONS - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. No members of the Parks and Recreation Committee shall be a family member or related to a full-time MCSD employee.

Rule 40.04. TERMS OF OFFICE -the committee members shall serve terms as follows:

- (a) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member.
- (b) Appointment of the McKinleyville Area Fund member and non-student community members shall be for a term of four (4) years. The term for student members shall be up to 4 years, limited by their High School graduation date.
- (c) Terms of the other non-Board of Director committee members shall be staggered so that no more than two (2) terms shall expire in any given year.
- (d) The annual expiration date of appointment shall be January 31st.

Rule 40.05. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 40.06. ABSENCES - if any member of the Committee is absent without prior notification to the Recreation Director for three (3) regular consecutive meetings, the Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 40.07. ELECTION OF OFFICERS - the Committee shall, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers. No member shall hold the same office for more than two (2) consecutive years.

Rule 40.08. OFFICERS - the Committee shall elect a Chairperson and Vice-Chairperson from among its members.

Rule 40.09. MEETINGS - the Committee shall hold regularly scheduled meetings in the Board of Directors Chambers of the District Office, or at such other place within the District as may be designated by the Committee and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 40.10. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 40.11. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 40.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Secretary.

Rule 40.13. POWERS AND DUTIES - the Parks and Recreation Committee shall have the following powers and duties:

- (a) To serve in an advisory capacity to the Board of Directors and District Staff in all matters pertaining to public recreation, parks, open spaces, natural resources and their respective facilities;
- (b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for recreation and parks purposes;
- (c) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for open space, recreation, resource management, and parks purposes;
- (d) To recommend to the Board of Directors a comprehensive recreation, park, and open space management services program for the inhabitants of the District, to promote and stimulate public interest therein, and to solicit to the fullest extent the cooperation of school authorities and other public and private agencies interested therein;
- (e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's recreation services and parks and their respective facilities;
- (f) To recommend to the Board of Directors and District staff policies for the acquisition, development and improvement of recreation, parks and open space areas; and
- (g) To perform such other duties relating to recreation and park matters as may be prescribed by the Board of Directors.