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**PARKS & RECREATION OFFICE:**

PHONE: (707) 839-9003  
FAX: (707) 839-5964

**TO: MEMBERS, PARK AND RECREATION COMMITTEE**  
**FROM: LESLEY FRISBEE, RECREATION DIRECTOR**  
**SUBJECT: STAFF NOTES SEPTEMBER 16, 2021 MEETING**  
**CC: MCSD BOARD MEMBERS**  
**PAT KASPARI**  
**JAMES HENRY**  
**KIRSTEN MESSMER**  
**JENS ANDERSEN**  
**BRAD HAYMAN**  
**JACK DURHAM, MAD RIVER UNION**

Attached, is a copy of the agenda and meeting information for the upcoming Park and Recreation Committee meeting to be held:

**Thursday, September 16, 2021**  
**ZOOM Video Conference**  
Meeting ID: **899 3476 7361**

Members:

Chair- John Calkins  
Charlie Caldwell-Vice Chair  
Scott Binder-MCSD Board Director (non-voting member)  
John Kulstad  
Jeff Dunk  
Laura Bridy  
Ben Winker  
Phil Heidrick

Please contact the Parks & Recreation office at 839-9003 if you have any questions and/or if you are unable to attend.

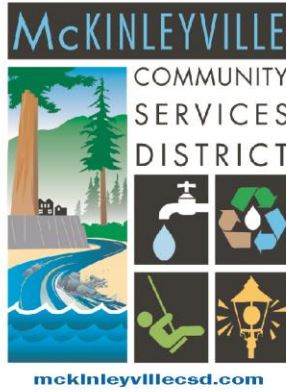
Thank you.

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## Park And Recreation Committee (PARC)

### MEETING DATE

Thursday, September 16, 2021  
6:30 p.m.

### Location

**ZOOM Video Conference**  
Meeting ID: **899 3476 7361**

## MEETING Agenda

- I. Introductions, Call to Order & Flag Salute
- II. Communications
- III. Public Comment
- IV. Recreation Director Report
- V. BMX Track and Park Project
- VI. Park & Rec Development Guidelines
- VII. Intermodal Transportation Committee Report
- VIII. Report on Actions of MCSD Board
- IX. Ad Hoc Committee Reports
- X. Discuss agenda topics for next meeting
- XI. Adjournment (Estimated 8:00 pm)

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**TO: MEMBERS, RECREATION ADVISORY COMMITTEE**

**FROM: LESLEY FRISBEE, RECREATION DIRECTOR**

**SUBJECT: STAFF NOTES FOR SEPTEMBER 16, 2021 MEETING**

**AGENDA ITEM I- Introductions, Call to Order & Flag Salute**

**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 Community Services District.*

**AGENDA ITEM IV – Recreation Director Report**

Recreation Program Updates

Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play. Tot-letics Soccer began on September 11<sup>th</sup>. The program will run through October 2<sup>nd</sup>.

Staff have been working to develop new programs that can be delivered within the safety recommendations for limiting the spread of COVID-19. To that end staff have developed an afternoon 3 on 3 basketball program for youth in 2<sup>nd</sup> through 5<sup>th</sup> grades. This is a new program that will provide youth an opportunity to learn and develop basketball skills in the after-school hours on Tuesdays or Thursdays. If this initial program is successful, staff will roll out additional sport programming for elementary age youth in the after-school hours.

Park & Facility Maintenance Updates

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Redwood mulch continues to be placed along Central. Hiller Sports fields were thatched, several gophers were trapped, and sprinklers repaired. Downed tree limbs were cleared on the Hiller Loop trails. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Community Forest Updates

Staff has submitted comments on the DRAFT Community Forest Framework report to BBW Associates. It is anticipated that BBW Associates will present a final draft to the MCSD Board of Directors at the November 3<sup>rd</sup> Board meeting.

An MOU between Trust for Public Lands and MCSD is going to the MCSD Board for approval on October 6, 2021

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- Staff is preparing to renew the Central Ave. OSMZ through the 218 process. The Central Ave. OSMZ sunsets every 5 years and must go through the renewal process.
- Staff is preparing for an ALL-District Employee Emergency Operations Training to be held in October.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

*Action: Information*

**AGENDA ITEM V – BMX Track & Park Project**

Staff is moving forward with the filing of a “Class-32 Categorical Exemption” for CEQA compliance for the BMX track and park project. Staff will be requesting the MCSD Board to approve the Notice of Exemption filing at the October 6<sup>th</sup> Board meeting.

*Action: Information*

**AGENDA ITEM VI – Park & Recreation Development Guidelines**

Committee to review a final draft of Park & Rec Development Guidelines (**Attachment 1**) and vote to recommend adopting its use as a departmental policy for future development project consideration

*Action: Discussion/Action*

**AGENDA ITEM VII – Intermodal Transportation Committee Report**

Ben Winker to report on work of County Intermodal Transportation Committee.

*Action: Information*

**AGENDA ITEM VIII – Report on Actions of MCSD Board**

No Actions to report

**AGENDA ITEM IX – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell): *Quarterly Report*  
Fischer Ranch Estuary Project (Johnny Calkins)  
BMX Bike Track & Park at School/Washington (Charlie Caldwell)  
Community Garden (Ben Winker)

*Action: Information*

**AGENDA ITEM X – Discuss Agenda Topics for Next Meeting**

*Action: Discussion*

**AGENDA ITEM XI – Adjournment**

## Park & Recreation Development Proposal Guidelines

When considering potential development ideas for parks or programs for proposal to the MCSD Parks & Recreation Dept. and/or MCSD Board of Directors, the following outline of questions when answered will serve to determine the feasibility of the project as well as the possibilities associated with the project.

### Financial Considerations:

- Costs:
  - What are initial development costs to the District?
  - What are all of the actual and potential on-going costs to the District?
    - What is the level of maintenance required once developed?
    - What are actual and potential funding sources?
      - Grants available and feasible?
      - Sponsorships?
  - What are the actual and potential environmental impacts to the development?
  - What other liabilities are or potentially could be part of this development?
  
- Revenues/Gains:
  - What are the real and potential revenue opportunities that come with this development?
  - What are the benefits to investing in this development?
    - Risk vs Reward analysis
      - What are the possible risks vs. the potential rewards?
    - What is the potential Return on Investment?
    - What is the Level of Service potential?
      - How many residents and/or tourists can be served and at what cost?
  - What is the growth/expansion potential?
  - Are there opportunities for mutual benefits or partnering?
  - Sponsorship opportunities?

### Community Impact Considerations:

- Who:
  - Which segment of the community is likely to benefit from the development?
    - Is there broad support from the community for the project?
    - What are the likely and possible benefits?
  - Which segment of the community is likely to experience negative impacts as a result of the development?
    - What are the likely and possible negative impacts?

- What strategies are available to be employed to ensure equitable access and opportunity to benefit from the development?
  - Do these strategies increase cost to the District/community?
- Does the project invite/require/have a pool of volunteers for project implementation?
- Misc:
  - What are the short and/or long term benefits of the development?
  - What factors contribute to the urgency or uniqueness of the proposed development (i.e. Will the opportunity disappear if not acted upon right now? And why?)
- Environment and Seasonality:
  - What are the seasonal impacts to this development?
    - Year-round use opportunity Vs. Seasonal use only
      - What does the development look like during each season?
        - Number of users and/or opportunities for use in each different season?
        - Environmental impact of use during each season?
  - What is the potential for vandalism and/or misuse of the development?
    - Potential costs associated with vandalism and misuse?
  - What are the potential impacts to traffic and/or parking?
  - How is the proposed project location zoned? Does current zoning comply with proposed site use?
  - Impacts from Noise? Lighting?