

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

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P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

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

TO: MEMBERS, PARK AND RECREATION COMMITTEE
FROM: LESLEY FRISBEE, PARKS & RECREATION DIRECTOR
SUBJECT: STAFF NOTES FEBRUARY 21, 2024 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:

February 21, 2024

Hybrid meeting: in person at 1656 Sutter Rd.
and

ZOOM Video Conference

Meeting ID: **816 9605 4379**

<https://us06web.zoom.us/j/81696054379>

Members:

Chair- Laura Bridy

Phil Heidrick- Vice Chair

*Scott Binder-MCSD Board Director (non-voting member)

Johnny Calkins

Charlie Caldwell

John Kulstad

Heidi Conzelmann

Jane Fusek

Jennifer Ortega

Julie Gianini-Previde

Ciara Torres

**Dana Merrill (alternate)

**Patti Stuart (alternate)

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

Wednesday, February 21, 2024
6:30 p.m.

Location-Hybrid

**MCSD Office Conference Rm.
1656 Sutter Rd., McKinleyville**

**Virtual ZOOM Video Conference
Meeting ID: [816 9605 4379](https://us06web.zoom.us/j/81696054379)**

MEETING Agenda

- I. Introductions, Call to Order & Flag Salute
- II. Communications
- III. Public Comment
- IV. 2024 Form 700's
- V. Botanical Garden Volunteer Recruitment
- VI. Rules & Regulations Revision-Community Forest
- VII. Community Garden Rehab Planning
- VIII. Parks & Recreation Director Report
- IX. Ad Hoc Committee Reports
- X. Discuss agenda topics for next meeting
- XI. Adjournment (Estimated 8:00 pm)

<https://us06web.zoom.us/j/81696054379>

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TO: MEMBERS, RECREATION ADVISORY COMMITTEE

FROM: LESLEY FRISBEE, PARKS & RECREATION DIRECTOR

SUBJECT: STAFF NOTES FOR FEBRUARY 21, 2024 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 – 2024 Form 700’s

Form 700’s distributed to committee members.

AGENDA ITEM V – Botanical Garden Volunteer Recruitment

The Botanical Garden volunteer hours totaled 286.5 hours in 2023. The volunteers were: me, Celeste and Jim Niesen, Marliese Tollner, Callie Almand, Kellie Johnson, David Couch, and Laura Bridy.

Committee member Jane Fusek requested a discussion regarding ways to publicized the botanical garden and encourage more volunteers.

Discussion

AGENDA ITEM VI – Rules & Regulations Revision-Community Forest

With the acquisition of the Community Forest property, MCSD’s rules and regulations need to be updated to add the description of the McKinleyville Community Forest standing committee as well as guidelines for use of the forest by the public. The DRAFT revision/addition is an edit to Rule 46 and an addition of Rule 47 and Rule 48. This can be reviewed in **Attachment 1**

Discussion

AGENDA ITEM VII – Community Garden Rehab Planning

In December Charlie Caldwell presented information regarding needs for rehabilitating the community garden and stated he was in conversations with the Boys & Girls Club staff as well as the Humboldt Skatepark Collective regarding collaborative efforts to rehabilitate the garden.

Committee to discuss next steps.

Discussion

AGENDA ITEM VIII – Parks & Recreation Director Report

Recreation Program Updates

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- March Beginning Pickleball class is almost full. Class will run March 6th to March 27th.
- 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 10-14 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 is running every Thursday from 10:30am-12:30pm.
- The 2024 Youth Basketball League for youth in 3rd thru 9th grades is hosting 26 teams. The league will finish the season on Saturday, March 2nd.
- Registration for the Pee Wee Basketball league for Kindergarten thru 2nd grades is now open.
- Totletics Soccer begins on March 9th. There are only 4 spots left for the program.
- Breakout: Skate Camp February 20-23, 2024 is full. Breakout is a day camp program for youth age 6-11.
- Cooking classes for kids: January hosted a class on Eggs which was a sold out class. March will host a Mexican food class and the class is already full.

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Hiller Sports Site fields are now closed for the winter. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- 12 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in January through February.
- 9 parties were booked through the Party Program at the Activity Center in January through February.

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:

- Staff has been participating in weekly training for a Recreation database software program upgrade.
- 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, 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.

Action: Information

AGENDA ITEM IX – 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)

AGENDA ITEM X – Discuss Agenda Topics for Next Meeting

Action: Discussion

AGENDA ITEM XI – Adjournment

REGULATION 46 – COMMUNITY FOREST COMMITTEE

RULE 46.01. FORMATION OF COMMUNITY FOREST COMMITTEE – the Board of Directors authorizes the formation of a Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of the community forest.

Rule 46.02. MEMBERSHIP - the McKinleyville Community Services District Community Forest Committee shall consist of 11-15 members consisting of:

- (a) Two (2) non-voting members shall be members of the District Board.
- (b) The remaining nine to thirteen (9-13) members will be regular voting members. Of the regular voting members, one (1) will be a member of the Parks and Recreation Committee, one (1) will be the MCSD General Manager, one (1) one will be MCSD's Parks & Recreation Director, one (1) will be MCSD's Operations Director, one (1) will be a MCSD Recreation Coordinator, one (1) will be a member of the McKinleyville Municipal Advisory Committee, at least one (1) will be a Forester, at least one (1) will be a representative from an appropriate natural resource service agency, at least one (1) will be a field expert in forest management, natural resources or biology, At least one (1) will be a member of the public who is a resident of the MCSD and is to be appointed by the MCSD Board of Directors. The remaining open seats up to 15 members may be filled by additional McKinleyville residents, field experts and/or tribal community representatives.
- (c) Any citizen, residing in the service area of the McKinleyville Community Services District, may apply to the District Board for appointment to fill appropriate vacant seats on the Community Forest Committee.

Rule 46.03. 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 46.04. MEMBER QUALIFICATIONS - all members not representing a specific entity or expertise shall be resident elects of the McKinleyville Community Services District.

Rule 46.05. 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 and shall be appointed by the MCSD Board President in January each year.
- (b) Appointment of field experts shall be for a term of two (2) years.
- (c) Terms of the non-Board of Director committee members shall be staggered so that no more than two (2) membership terms shall expire in any given year.
- (d) The annual expiration date of appointment shall be December 31st.

Rule 46.06. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 46.07. ABSENCES - if any member of the Committee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, or 40% of scheduled meetings, the Parks & 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 46.09. OFFICERS - the MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this committee will be appointed by the MCSD Board President annually.

Rule 46.10. MEETINGS - the Committee shall hold regularly scheduled meetings in the Conference Room 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 46.11. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 46.12. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 46.13. 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 46.14. PURPOSE -The committee's purpose is to assist the District in the development, operation and management of the Community Forest. This is a working committee. Members are expected to not only attend regular meetings of the committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the Community Forest in service to the McKinleyville community.

Rule 46.15 POWERS AND DUTIES - the Community Forest 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 the management and operation of the community forest property owned by the District;
- (b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for community forest management and operation;

- (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 management and/or operation of the community forest;
- (d) To recommend to the Board of Directors a comprehensive forest management and operating plan;
- (e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's community forest property;
- (f) To recommend to the Board of Directors and District staff policies for the development and improvement of community forest amenities and attributes in service to the community's needs; and
- (g) To perform research, data gathering and analysis for matters pertaining to the development and management of the Community Forest; and
- (h) To perform duties related to fundraising for the development, operation and maintenance of the Community Forest; and
- (i) To participate in community work efforts related to the development, operation and maintenance of the Community Forest; and
- (j) To perform such other duties relating to community forest matters as may be prescribed by the Board of Directors.

REGULATION 47-COMMUNITY FOREST USE & GUIDELINES

RULE 47.01. DAY USE ONLY-there is to be no camping or overnight use of any portion of the Community Forest property without express written permission from the McKinleyville Community Services District.

RULE 47.02. MOTORIZED AND ELECTRIC VEHICLE USE PROHIBITED-Public recreation use of the Community Forest Property does not include use or operation of any motorized or electric vehicle. Recreational use must be done via pedestrian use, non-motorized/non-electric bicycle or horseback. Operation of non-motorized vehicles within the community forest property must comply with existing Rule 41.04 of these Rules & Regulations

RULE 47.03. AT OWN RISK USE-Recreational Use of the Community Forest Property is at participant's own risk.

RULE 47.04. FIRES PROHIBITED-use of fire is prohibited within the Community Forest property

RULE 47.05. COMMUNITY FOREST USE AND GUIDELINES – the guidelines and regulations for the use, operation, management, budgeting, watershed and environmental protection, forest management planning and practices, trail management and planning, and other uses of the community forest will be established by either existing or new Ordinance and will be consistent with other MCSD Recreation and Park System operations and regulations.

REGULATION 48-ENFORCEMENT

Rule 48.01. VIOLATIONS - any violation of these rules and regulations relating to the use of District facilities located within the recreation and parks system is a misdemeanor, punishable by law.

DRAFT