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PARKS & RECREATION OFFICE:

PHONE: (707) 839-9003
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TO: MEMBERS, RECREATION ADVISORY COMMITTEE
FROM: LESLEY FRISBEE, RECREATION DIRECTOR
SUBJECT: STAFF NOTES FOR JULY 16, 2020 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 Recreation Advisory Committee meeting to be held:

Thursday, July 16, 2020
ZOOM Video Conference
Meeting ID: [942 9870 7710](#)

Members:

Chair- John Calkins
Scott Binder-Vice Chair
David Couch-MCSD Board Director (non-voting member)
John Kulstad
Charlie Caldwell
Jeff Dunk
Chad Sefcik
David Coelho
Laura Bridy
Beth Frink
Ben Winker
Joshua Zender

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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Recreation Advisory Committee

MEETING DATE

Thursday, July 16, 2020
6:30 p.m.

Location

ZOOM Video Conference
Meeting ID: **942 9870 7710**

MEETING Agenda

- I. Introductions, Call to Order & Flag Salute
- II. Communications
- III. Public Comment
- IV. Recreation Director Report
- V. "In Memory of..." Installment at Pierson Park
- VI. BMX Proposal for Washington and School Property
- VII. Community Garden
- VIII. "Round Up" for Recreation
- IX. Quimby Funds
- X. Measure B
- XI. Report on Actions of MCSD Board
- XII. Ad Hoc Committee Reports
- XIII. Discuss agenda topics for next meeting
- XIV. Adjournment (Estimated 8:00 pm)

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TO: MEMBERS, RECREATION ADVISORY COMMITTEE

FROM: LESLEY FRISBEE, RECREATION DIRECTOR

SUBJECT: STAFF NOTES FOR JULY 16, 2020 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

The summer childcare program continues to serve 19-24 kids per week. The program will continue to run through August 14th.

The McKinleyville Union School District will be contracting with MCSD Parks & Recreation to provide staff for the Extended Learning After School Program for the 2020-21 school year.

Northern Humboldt Employment Services and the Sheriff Work Alternative Program resumed working this month bringing valuable labor back to our open space maintenance program. The Park maintenance crew continues to maintain OSMZ's, parks and facilities. The Hiller Sports Site parking lot received a new seal coating this month, and the Humboldt County Dept. of Public Health will be painting a Bicycle Skills Course at the parking lot. See **Attachment 1** for the course design.

The California Dept. of Parks & Recreation released information for the Per Capita Program funding as well as the application guide for the final round of Prop 68 funding. The Per Capita Program funding is a non-competitive application for funding for capital outlay projects for up to \$177, 952. All eligible projects will be funded. The final round of Prop 68 funding totals \$395,302,155. Applications may request no less than \$200,000 and no more than \$8,500,00. Prop 68 Grant applications are due December 14, 2020 and award announcements are anticipated by summer of 2021. Prop 68 funded projects must be completed by March 2025.

As of the writing of these notes the County Public Health Dept. did not have an estimated date or timeline for re-opening picnic areas, playgrounds and community centers.

Action: Information

AGENDA ITEM V – In Memory of George Wheeler at Pierson Park

Committee member Chad Sefcik requested the idea of raising funds to purchase and place a park element at Pierson Park in memory of George Wheeler. At the June MCSD Board meeting one of the Directors suggested considering broadening the scope of a memorial to include other MCSD Board members who have passed.

Action: Recommendation of Request to Board of Directors

AGENDA ITEM VI – BMX Proposal Washington and School Property

Plan for presentation to MCSD Board for the request of a “Right of Entry” agreement for the purpose of developing BMX at the property.

Action: Discussion/Recommendation

AGENDA ITEM VII – Community Garden

Currently 17 out of 23 plots are rented. Ben Winker to report on recent conversations with community members and garden users.

Action: Discussion

AGENDA ITEM VIII – “Round Up” for Recreation

As of May the Round Up for Rec program had raised \$1,319.22. The Round Up program is only available to customers who pay their water sewer bill via cash/check or credit card use at the office. Online bill payments are not capable of contributing to the Round Up fund for Parks and Recreation.

Action: Information

AGENDA ITEM IX – Quimby Funds Report

Currently there is \$44,372.72 in MCSD’s Coastal Quimby fund account and \$135,070.77 in MCSD’s Inland Quimby fund account.

Action: Information

AGENDA ITEM X – Measure B Status Report

An excerpt from the 2020-21 Measure B Engineer’s Report providing the history of Measure B and summarizing the eligible expenses for use of Measure B can be reviewed in **Attachment 2**. **Attachment 3** is a schedule of the Debt service payment schedule for the Teen Center which is paid out of Measure B. The Teen Center debt will be paid off in 2029. Measure B is scheduled to sunset in 2032.

The complete 2020-21 Measure B Engineer’s Report is available on the MCSD website at: <https://www.mckinleyvillecsd.com/files/d73fc7580/A+Final+Board+Packet+April+1%2C+2020.pdf>

Action: Information

AGENDA ITEM XI – Report on Actions of MCSD Board

There were no actions of the MCSD Board of Directors pertaining to Parks & Recreation at the July 1, 2020 Board meeting.

AGENDA ITEM XII – Ad Hoc Committee Reports

Hewitt Ranch (John Kulstad)

Skate Park (Charlie Caldwell)

Property at School Road and Washington Ave (Chad Sefcik)

Riverfront property (Jeff Dunk)

Fischer Ranch Estuary Project (Johnny Calkins)

BMX Bike Track (Charlie Caldwell)

Action: Information

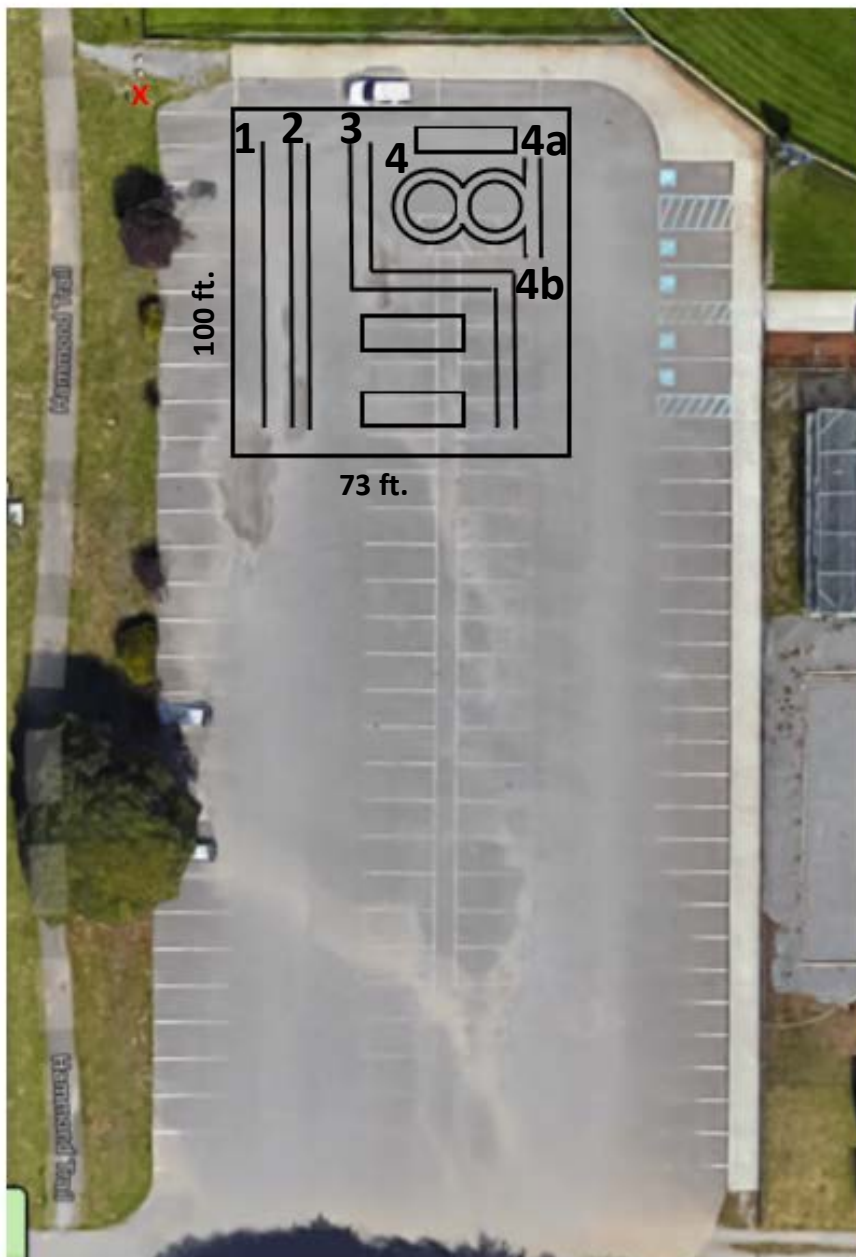
AGENDA ITEM XIII – Discuss Agenda Topics for Next Meeting

AGENDA ITEM XIV – Adjournment

Hiller Park Parking Lot Northwest Area

Proposed for installation of basic skills course stations

Hiller Park site:



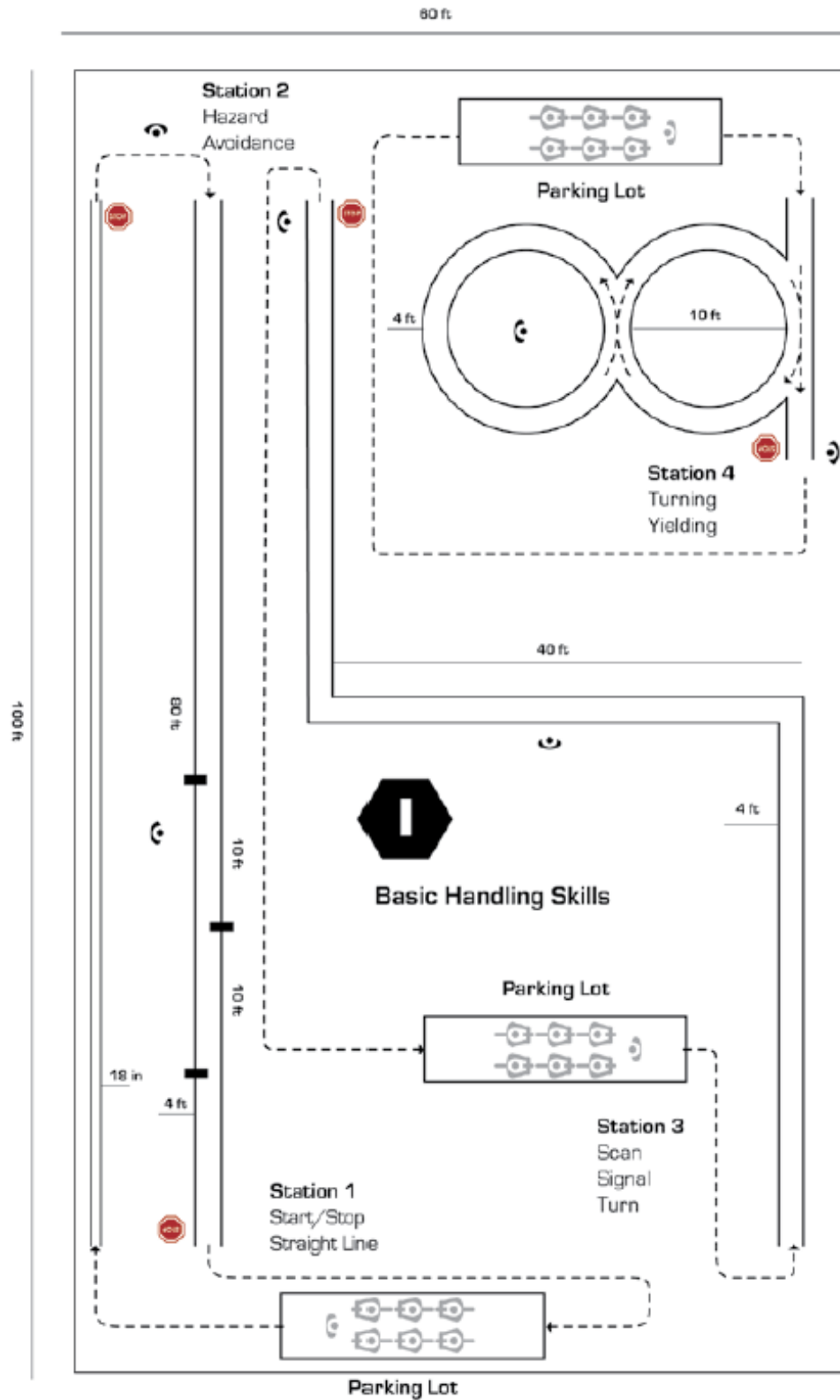
Details

1. Two lines, 2 feet apart
 2. Two lines, 4 feet apart
 3. Two lines, 4 feet apart
 4. "Figure 8" shape. Lines are 2 feet apart
 - 4a. Write the word "OUT"
 - 4b. Write the word "IN"
- *See skills course sketch for specific measurements

X = proposed site for interpretive signage

Hiller Park Parking Lot (to be installed in the Northwest Area of parking lot)

Hiller Park Basic Skills Course Sketch:



I. Introduction

The McKinleyville Community Services District (hereafter referred to as “CSD”), in the County of Humboldt, was established on April 14, 1970, pursuant to the Community Services District Law (California Government Code Section 61000 et seq.) (“CSD Law”), to provide water and sewer services. The services of the CSD were expanded in 1972 to include street lighting, again in 1985 to include parks and recreation, and then in 1995 to include the construction of the McKinleyville Library. The boundaries of the CSD include approximately 12,140 acres and is bordered by the Mad River to the South, Patrick Creek to the North, the Pacific Ocean to the West, and Lindsey Creek to the East.

In 1991, Measure B was passed by voters, authorizing the CSD to collect annual assessments in order to construct a new community center, to purchase land for sports fields, and to provide for the maintenance and operation of park and recreational facilities. The 1991 Measure B Assessment District was formed to levy and collect annual assessments on the County tax rolls pursuant to the Landscape and Lighting Act of 1972 (California Streets and Highways Code §22500 et seq.) (hereafter referred to as “1972 Act”) for a period of twenty (20) years. With the original Measure B Assessment District and assessments set to expire (sunset) in 2012 (the end of Fiscal Year 2011/2012), the continued operation and maintenance of the park and recreational improvements and facilities provided to the community by the CSD – including the McKinleyville Activity Center, Hiller Sports Complex and Azalea Hall – would have been jeopardized.

Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the

McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

for the purpose of providing and continuing a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation, and rehabilitation of the CSD parks and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers, and facilities, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD. The Board of Directors proposed to form (reestablish) the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities (“District”) for another twenty (20) year period and to levy and collect annual assessments on the County tax rolls to fund, in whole or in part, the improvements including related debt service on bonds that may be issued or loan agreements to finance the authorized improvements.

Pursuant to the requirements of the California Constitution, Article XIID Section 4 and the provisions of the 1972 Act, the Board of Directors called for an Engineer’s Report to be prepared regarding the proposed formation of the District and conducted a property owner protest ballot proceeding for the proposed levy of the new assessments. In conjunction with this ballot proceeding, a noticed public hearing was held on March 16, 2011 to consider public testimonies, comments and written protests regarding the formation of the District and the levy of assessments. Upon conclusion of the public hearing, protest ballots received were opened and

tabulated to determine whether majority protest existed (with ballots weighted based on proportional assessment amounts), and the Board of Directors confirmed the results of that ballot tabulation, with approximately 54.9% of the weighted ballots being in favor of the assessments and 45.1% being opposed. Finding that majority protest did not exist, the Board approved and adopted the formation of the District and order the levy and collection of assessments for Fiscal Year 2011/2012 (first year's annual assessments).

The assessment rate and method of apportionment, established in the Engineer's Report at the time of formation of the District and as described herein, became effective commencing in Fiscal Year 2011/2012 and may be levied annually pursuant to the provisions of the 1972 Act for up to twenty (20) years (through Fiscal Year 2031/2032). The annual assessments each fiscal year are based on the estimated revenues needed to support the ongoing operational and maintenance costs of the Improvements (collectively referred to as "maintenance"); the long term repairs, renovations and rehabilitation costs associated with the improvements, as well as possible acquisitions, expansion or construction of new improvements or facilities including a new Teen/Family Center (collectively referred to as "capital improvements"); and estimated incidental expenses associated with the administration of the assessments and of bonds or loans issued to finance improvements and facilities.

The authorized improvements may include, but are not limited to, operation, maintenance, acquisitions, upgrades and construction of existing and/or new facilities to enhance or expand the McKinleyville CSD parks and recreational system, facilities and activities that will provide special benefits to properties within the District that would otherwise be reduced, postponed or abandoned due to limited funding sources. The improvements and annual District assessments for Fiscal Year 2020/2021 as outlined herein, have been established in accordance with the 1972 Act which may include the issuance of bonds pursuant to the Improvement Bond Act of 1915 (California Streets and Highways Code §8500 et seq.) ("1915 Act") and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID ("California Constitution" or "Article XIID"). This Engineer's Report ("Report") has been prepared in connection with the proposed levy and collection of District assessments for Fiscal Year 2020/2021, pursuant to Chapter 2 Article 1 Sections §22585 and §22586 in accordance with Chapter 1, Article 4 beginning with §22565 of the 1972 Act.

The District includes all lots and parcels of land within the McKinleyville CSD as identified by the Humboldt County Assessor's Office at the time this Report was prepared. The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and a specified Fund Number to identify properties to be assessed on the tax roll for the special benefit assessments described herein.

This Report describes the District and identifies the improvements including any proposed changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2020/2021. The total annual assessments presented herein are based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and have been identified as essentially recreational and conservation objectives which property owners and residents of the CSD have supported.

Revenues generated by the annual assessments are currently being used to fund the annual operation and maintenance of the existing park and recreational improvements within the CSD, a

majority of the annual assessments (both now and in the future) is being utilized and pledged to pay debt service and related costs associated with the issuance of bonds or other loans to finance capital improvement projects for the upgrade or renovation of existing improvements and facilities, or the acquisition and/or construction of new park and recreational improvements or facilities for the special benefit of properties within the District. The allocation of assessment revenue funds amongst the various improvements, services and activities to be provided will be prioritized by the McKinleyville CSD staff based on available assessment revenues generated by the District, the total funding needed for each authorized improvement and projects, the impact each improvement will have on the overall park and recreational system that benefit properties in the District, and the timing of any outside revenues that may become available to offset the cost of such improvements or projects.

This Report pursuant to Chapter 1, Article 4 of the 1972 Act, consists of five (5) parts:

Improvements Authorized by the 1972 Act

The 1972 Act permits assessments proceeds to be spent on the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, all of the following:
 - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
 - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - Compensation payable to the County for collection of assessments;
 - Compensation of any engineer or attorney employed to render services;

- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5; and
 - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
- Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements;
 - Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments; and/or
 - Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

Bond Debt Service
McKinleyville Community Services District
2014 Lease Financing

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
5/1/2015	36,228	3.550%	29,549.96	65,777.96	
11/1/2015	36,229	3.550%	25,430.44	61,659.44	127,437.40
5/1/2016	39,279	3.550%	24,787.38	64,066.38	
11/1/2016	39,281	3.550%	24,090.18	63,371.18	127,437.56
5/1/2017	40,687	3.550%	23,392.94	64,079.94	
11/1/2017	40,687	3.550%	22,670.74	63,357.74	127,437.68
5/1/2018	42,144	3.550%	21,948.55	64,092.55	
11/1/2018	42,144	3.550%	21,200.49	63,344.49	127,437.04
5/1/2019	43,654	3.550%	20,452.44	64,106.44	
11/1/2019	43,654	3.550%	19,677.58	63,331.58	127,438.02
5/1/2020	45,218	3.550%	18,902.72	64,120.72	
11/1/2020	45,217	3.550%	18,100.10	63,317.10	127,437.82
5/1/2021	46,837	3.550%	17,297.50	64,134.50	
11/1/2021	46,837	3.550%	16,466.14	63,303.14	127,437.64
5/1/2022	48,514	3.550%	15,634.79	64,148.79	
11/1/2022	48,515	3.550%	14,773.66	63,288.66	127,437.45
5/1/2023	50,252	3.550%	13,912.52	64,164.52	
11/1/2023	50,252	3.550%	13,020.55	63,272.55	127,437.07
5/1/2024	52,052	3.550%	12,128.58	64,180.58	
11/1/2024	52,052	3.550%	11,204.65	63,256.65	127,437.23
5/1/2025	53,916	3.550%	10,280.73	64,196.73	
11/1/2025	53,917	3.550%	9,323.72	63,240.72	127,437.45
5/1/2026	55,847	3.550%	8,366.69	64,213.69	
11/1/2026	55,848	3.550%	7,375.41	63,223.41	127,437.10
5/1/2027	57,848	3.550%	6,384.11	64,232.11	
11/1/2027	57,848	3.550%	5,357.31	63,205.31	127,437.42
5/1/2028	59,920	3.550%	4,330.50	64,250.50	
11/1/2028	59,920	3.550%	3,266.92	63,186.92	127,437.42
5/1/2029	62,066	3.550%	2,203.34	64,269.34	
11/1/2029	62,066	3.550%	1,101.67	63,167.67	127,437.01
	1,468,929		442,632.31	1,911,561.31	1,911,561.31