

February 19, 2025 Regular Meeting of the Park And Recreation Committee

Time: 6:00 p.m.

Location: MCSD Office Conference Room, 1656 Sutter Road, McKinleyville, California

Or

Teleconference via ZOOM or 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 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

1 Call To Order & Roll Call

2 Pledge of Allegiance

3 Additions or Changes to the Agenda

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.

4 Approval of the Agenda (Action)

5 Public Comment and Written Communications

Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the Park And Recreation Committee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. Comments are limited to 3 minutes. Letters should be used for complex issues.

6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on December 18, 2024 (Action)

Attachment 1 – Draft Minutes from December 18, 2024

7 Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Action)

8 Consider Recommending that the 2 Alternate Members fill the 2 Vacant Voting Member Seats to the MCSD Board of Directors (Action)

9 Nominate & Elect Secretary (Action)

10 McKinleyville Community Forest Report (Information)

11 Parks & Recreation Director Report (Information)

12 Ad Hoc Committee Reports (Information)

13 Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: March 19, 2025
- Next MCSD Board Meeting: March 5, 2025

14 Adjournment (Estimated 7:30 p.m.)

Posted 5:00 p.m. on February 14, 2025

Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection 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.

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, DECEMBER 18, 2024 at 6:00 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 6:03 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick – Chair
Jennifer Ortega - Vice Chair
Charlie Caldwell
Johnny Calkins
John Kulstad
**Patti Stuart (alternate)
**Evan Schwartz (alternate)

Via Zoom:

Heidi Conzelmann – Medical Exclusion
Julie Gianini-Previde – Medical Exclusion
*Scott Binder - MCSD Board Director (non-voting member)

Absent:

Jane Fusek
Dana Merrill
Ciara Torres

Staff in Attendance:

Kirsten Messmer

Members of the Public:

None

The Pledge of Allegiance was led by Phil Heidrick.

b. Approval of Agenda

Motion: It was moved to approve the agenda with the correct the Estimated Adjournment of 7:30pm.

Motion by: Committee Member Caldwell; **Second:** Committee Member Stuart
There were no comments from the Committee or public.

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

Motion Summary: Motion passed.

c. Approval of the November 20, 2024 Meeting Minutes

Motion: It was moved to approve the Meeting Minutes.

Motion by: Committee Member Caldwell; **Second:** Committee Member Stuart
There were no comments from the Committee or public.

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

Motion Summary: Motion passed.

Agenda Item II – Communications

No Communications

Agenda Item III – Public Comment

No Public Comment

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

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe. Committee discussion about next possible steps ensued, Director Messmer suggested bringing this item back at the next meeting so possible actions could be made. This was an informational item. No action was taken.

Agenda Item V – Parks & Recreation Master Plan Update

Parks & Recreation Director Messmer presented the item, giving an update on the need to complete the Master Plan over the next year. This process will include public input meetings, which PARC Committee Members are encouraged to help participate and facilitate these meetings. This was an informational item. No action was taken.

Agenda Item VI – Elect Officers & Renew Terms

Motion: It was moved to appoint Committee Member Caldwell as Chair for 2025.

Motion by: Committee Member Kulstad; **Second:** Committee Member Ortega

There were no comments from the Committee or public.

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

Motion: It was moved to appoint Committee Member Ortega as Vice Chair for 2025.

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

There were no comments from the Committee or public.

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

Committee discussion around the appointment of a secretary ensued. Committee Member Caldwell suggested bringing this back at the next meeting when hopefully the full committee would be present to see if anyone not here is interested.

The following terms ending in January 2025 are Phil Heidrick and John Calkins. Phil Heidrick opted to renew his term. John Calkins has decided not to renew his term. The committee expressed its gratitude for his many years of dedicated service and conveyed that he will be greatly missed.

Agenda Item VII – McKinleyville Community Forest Report

Update on McKinleyville Community Forest Subcommittees from MCF Committee Member Jennifer Ortega and Charlie Caldwell since the full committee did not meet in December. The next meeting is January 21, 2025.

Agenda Item VIII – 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 is full for Session 1. 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 is happening now, so far 225 players have signed up.
- 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 have finished. The next Tot-letics session will be Soccer and will run March 8-April 5, 2025.
- Due to the way the Holidays land there will not be a Breakout camp for Christmas or New Years Week. There will be Breakout for President's Week and Spring Break week.
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – Coastal Grove PTO
 - 267 Middle Schoolers attended.
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - 207 Middle Schoolers attended.
 - 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 summer growth in all our landscaping areas. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. Staff have been making the most out of our turn's use of the shared Flail Mower, tackling multiple areas needed around Hiller Park.

FACILITY RENTALS & USE

November Rentals:

- 12 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 4 Pierson Park Rentals.
- 1 Teen Center Rentals.
- 3 Activity Center rentals and 4 Birthday Party Program Rentals in the Activity Center.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

OTHER UPDATES:

- 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 IX – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – The Skatepark is being used daily, weather permitting. There have been fundraising signs hung strategically to encourage users to donate towards phase 2.

Fischer Ranch Estuary Project (Johnny Calkins) – Heidi Conzelmann will take over reporting on this project. Besides that there was no new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Staff are still waiting on the county permitting corrections. Staff anticipate construction to begin April 2, 2025.

Community Garden (Ciara Torres) – No new information.

Agenda Item X – Discuss Agenda Topics for Next Meeting (January 15, 2025)

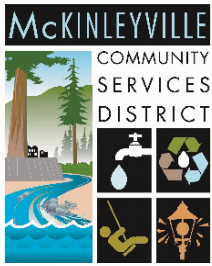
Agenda Items for next meeting:

- Bring back the Appointment of a Secretary.
- Bring back the Tribal Land Acknowledgement statement as an Action item.

Agenda Item XI - ADJOURNMENT

Meeting Adjourned at 7:13 pm

Kirsten Messmer, Parks & Recreation Director



To: Members, Park And Recreation Committee

From: Kirsten Messmer, Parks & Recreation Director

Subject: Staff Notes for February 19, 2025 Meeting

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6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on December 18, 2024 (Action)

Attachment 1 – Draft Minutes from December 18, 2024

7 Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Action)

This item was discussed at the May 15, 2024 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 19, 2024 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. At the December 18, 2024 PARC meeting, it was decided to bring this back as an action item, with the intention of deciding what next steps the committee should take.

“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

8 Consider Recommending that the 2 Alternate Members fill the 2 Vacant Voting Member Seats to the MCSD Board of Directors (Action)

At the December 19 PARC meeting, Phil Heidrick opted to renew his term. At the same meeting John Calkins opted to not renew his term. On January 6, 2025 staff received a resignation letter from Committee Member Julie Giannini Previde. This now leaves the Committee with 2 open Voting Member Seats, as it so happens there are 2 Alternate Members: Patti Stewart and Evan Schwartz.

Action

9 Nominate & Elect Secretary (Action)

At the December 19, 2024 PARC meeting, the committee nominated and appointed Charlie Caldwell as the Chair for 2025 and Jennifer Ortega as the Vice Chair for 2025. Given that not all Committee Members were present at that meeting it was decided to bring back the nomination and appointment of the Secretary at the next meeting.

Action

10 McKinleyville Community Forest Report (Information)

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

Information

11 Parks & Recreation Director Report (Information)

STAFFING UPDATES:

Mason Hooven’s last day with the District as a Recreation Coordinator was January 8, 2024. The Recreation Coordinator Job Announcement and Description was posted on our website and shared on a few job recruitment sites. We received five viable applications and conducted four interviews. We offered the position to Kristin McDonald. We are happy to

announce she has accepted the position. She has been working part-time for the District since June 16, 2000, and we are thrilled to bring her on in this role full time.

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 return after the Youth Basketball Season concludes.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$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. This will return after the Youth Basketball Season concludes.
- Staff are running the Youth Basketball Season now. As usual the Season runs January – March for 3rd-8th Graders. Registration is done. 266 players have signed up.
- Registration is now open for the Pee Wee Basketball League; the league will run April 5 – May 17 and is for TK – 2nd graders.
- 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 next Tot-letics session will be Soccer and will run March 8-April 5, 2025. T-ball will likely be May 24 – June 21.
- Registration is open for Breakout for President's Week and Spring Break week, these weeks will include skating at the Skatepark (weather dependent).
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – Coastal Grove PTO
 - 267 Middle Schoolers attended the first dance!
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - 207 Middle Schoolers attended this dance
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - 175 Middle Schoolers attended this dance
 - 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 Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. 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

December Rentals:

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 1 Pierson Park Rentals.
- 0 Teen Center Rentals.
- 2 Activity Center Rentals.
- 5 Activity Center and 2 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

January Rentals:

- 8 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 0 Pierson Park Rentals.
- 1 Teen Center Rentals.
- 20 Activity Center Rentals.
- 1 Activity Center and 1 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

OTHER UPDATES:

Staff will attend the LWCF Grant Application Workshop Webinar on February 20, 2025. This is a 50% match grant. Staff will bring this back to the PARC Committee for discussion after this Webinar and more information is obtained.

12 Ad Hoc Committee Reports (Information)

13 Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: March 19, 2025
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14 Adjournment (Estimated 7:30 p.m.)

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