

July 15, 2026 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: 837 9302 5901 (<https://us02web.zoom.us/j/83793025901>)

or DIAL IN TOLL FREE: 1-888-788-0099 (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 April 15, 2026 (Action)

- Attachment 6.1 – Draft Minutes from April 15, 2026

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

8 Consider Recommendation to the MCSD Board to Approve the Draft Regulation 49 – Operation of McKinleyville BMX Track and Park (Action)

- Attachment 8.1 – Draft Regulation 49 – Operation of McKinleyville BMX Track and Park

9 BMX Track & Park Update (Information)

- Attachment 9.1 – Rainbow-Pollinator Mural Concept
- Attachment 9.2 – Bear Statue Concept & Progress
- Attachment 9.3 – BMX Track & Park Grand Opening Celebration Flyer

10 McKinleyville Community Forest Report (Information)

11 Parks & Recreation Director Report (Information)

12 Ad Hoc Committee Assignments and Reports (Action)

- Skate Park (Charlie Caldwell)
- BMX Bike & Park at School/Washington (Charlie Caldwell)

13 Committee Member Announcements and Future Agenda Items

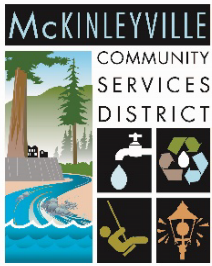
- Next Committee Meeting: October 21, 2026
- Next MCSD Board Meeting: August 5, 2026
- BMX Track & Park Grand Opening Celebration: August 22, 2026 11am-1pm
- Hiller Sports Site Rules & Regulations

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

Posted 5:00 p.m. on July 10, 2026

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.



To: Members, Park And Recreation Committee

From: Kirsten Messmer, Parks & Recreation Director

Subject: Staff Notes for July 15, 2026 Meeting

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4 Approval of the Agenda (Action)

5 Public Comment and Written Communications

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6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on April 15, 2026 (Action)

Attachment 6.1 – Draft Minutes from April 15, 2026

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

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 the 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 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 has not heard back from Tribal Administrator Vassel. At the February 19, 2025, PARC meeting, it was decided that PARC Committee Chair Caldwell will reach out to Tribal Administrator Vassel on behalf of the PARC Committee, as well as, reach out to Twila Sanchez, who worked on the McKMAC's Tribal Land Acknowledgement. The item is being brought back as an informational item until the Chair hears 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

8 Consider Recommendation to the MCSD Board to Approve the Draft Regulation 49 – Operation of McKinleyville BMX Track and Park (Action)

Consider recommendation for approval of Regulation 49 – Operation of McKinleyville BMX Track & Park to the MCSD Board of Directors. This regulation would be added to our MCSD Rules & Regulations for operation of the new BMX Track & Park.

Attachment 8.1 – Draft Regulation 49 – Operation of McKinleyville BMX Track and Park

Action

9 BMX Track & Park Update (Information)

Update on the New BMX Track & Park from Parks & Recreation Director Kirsten Messmer, including the Arts in California Parks Grant and Grand Opening Celebration information.

Attachment 9.1 – Rainbow-Pollinator Mural Concept

Attachment 9.2 – Bear Statue Concept & Progress

Attachment 9.3 – BMX Track & Park Grand Opening Celebration Flyer

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)

RECREATION PROGRAM UPDATES:

- Drop-in Pickleball switched to its summer schedule: Wednesday evenings 6-8pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball's next session is July 12 – August 2. The classes are typically on Sundays from 1:30-3:30pm. The class fee is \$50 for residents and \$55 for non-residents. The March session was full.
- 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 is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- The Adult Wood Bat Softball League registration opened June 1st. The Leagues will play on Sundays from August 2 – October 4.
- Playgroup will not happen during summer due to Summer Camps, it will resume after summer, tentative re-open August 20.
- The Summer Basketball Program registration is also now open, Co-ed 3rd-4th will play on Tuesdays, with co-ed 5th-6th graders playing on Thursdays from 6-8pm.
- The Tot-letics: T-Ball session ran May 23 through June 20. The registration fee is \$80 for McKinleyville residents and \$85 for non-residents. The next session will be Soccer and will be on Saturdays Sept. 5 – Oct. 3, 2026.
- We are partnering with MUSD this summer for After-school Leader ELP Summer Programing Staffing.
- Summer Camp Registration is open, we will be partnering with MUSD again this summer, they will cover 50 spots for MUSD 4th-6th graders. There is also 3 weeks of Skate Camp in July.

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. Fully in swing in the sunny spring/summer season, staff have been busy trying to keep up on all the growth that happens at all of our spaces during this time. With limited staff and hours in the day, we are prioritizing areas as best we can and appreciate the community's patience as we work to keep up. Staff continue to perform daily and weekly routine maintenance on facilities and vehicles, and monthly inspections were completed across all facilities and

open spaces. We currently have one full-time staff out on disability. We hired a Parks Seasonal Position, Lance Barton begin work on May1st.

FACILITY RENTALS & USE

April - June Rentals:

- 38 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 24 Pierson Park Rentals.
- 0 Hiller Park Picnic Area Rentals.
- 1 Teen Center Rentals.
- 14 Activity Center Rentals.
- 5 Activity Center and 3 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.

12 Ad Hoc Committee Assignments and Reports (Action)

- Skate Park (Charlie Caldwell)
- BMX Bike & Park at School/Washington (Charlie Caldwell)

13 Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: October 21, 2026
- Next MCSD Board Meeting: August 5, 2026
- BMX Track & Park Grand Opening Celebration: August 22, 2026 11am-1pm
- Hiller Sports Site Rules & Regulations

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

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, APRIL 15, 2026 at 6:00 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item 1 – Call To Order & Roll Call

The meeting was called to order at 6:00 pm. with following committee members in attendance in person at the MCSD Office:

Charlie Caldwell – Chair
Amy Scott – Vice Chair
Heidi Conzelmann
John Kulstad
Phil Heidrick
Dana Merrill
Jennifer Ortega
Patti Stuart
Ciara Torres
*Scott Binder - MCSD Board Director (non-voting member)

Absent:
Areaa Yassan

Staff in Attendance:
Kirsten Messmer

Members of the Public: Jane Fusek, Steve Thomas, Jason Orlandi (Zoom)

Agenda Item 2 – Pledge of Allegiance

The Pledge of Allegiance was led by Charlie Caldwell.

Agenda Item 3 – Additions or Changes to the Agenda

There were no changes to the agenda. There was an addition to the Agenda: Item #15 - Community Garden Update as an informational item to take place after Item #8.

Agenda Item 4 – Approval of Agenda

Motion: It was moved to approve the agenda, with adding Item #15 - Community Garden Update to take place after Item #8.

Motion by: Committee Member Stuart; **Second:** Committee Member Kulstad _____

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart Nays: None Absent: Yassan

Motion Summary: Motion passed.

Agenda Item 5 – Public Comment

There was no Public Comment.

Agenda Item 6 - Approval of the January 21, 2026 Meeting Minutes

Motion: It was moved to approve the January 21, 2026 Meeting Minutes.

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

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart, Nays: None Absent: Yassan

Motion Summary: Motion passed.

Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)

PARC Committee Chair Caldwell presented the item, giving an update on it's current status; which is that Charlie reached out to tribe with no response. Committee discussion ensued. The committee would like to keep this on the agenda until a response is received.

This was an informational item, no action was taken.

Agenda Item 8 – Hiller Park Botanical Garden Update (Information)

Jane Fusek gave an update on the Hiller Park Botanical Garden and upcoming workdays.

Agenda Item 15 – Pierson Park Community Garden Update (Information)

Steve Thomas gave an update on the Pierson Park Community Garden.

Agenda Item 9 – Consider Recommendation of the MCSD and McKinleyville BMX Memorandum of Understanding (MOU) (Action)

Parks & Recreation Director Messmer presented the item. Committee discussion about the MOU took place. Jason Orlandi, McKBMX President, spoke to the importance of the MOU and answered committee questions.

Motion: It was moved to recommend that the MCSD Board approve the MCSD and McKinleyville BMX Memorandum of Understanding.

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

Roll Call: Ayes: Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart Nays: None Abstain: Caldwell Absent: Yassan

Motion Summary: Motion passed.

Agenda Item 10 – Consider Recommendation to the MCSD Board to Approve Changes to Regulation 45 via Ordinance (Action)

Parks & Recreation Director Messmer presented the item. Committee discussion about the changes to Regulation 45 took place.

Motion: It was moved to recommend that the MCSD Board approve the changes to Regulation 45 via ordinance.

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

Roll Call: Ayes: Caldwell, Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart Nays: None Absent: Yassan

Motion Summary: Motion passed.

Agenda Item 11 – McKinleyville Community Forest Report

Update on McKinleyville Community Forest Subcommittees from MCF Committee Member Jennifer Ortega.

**Agenda Item 12 – Parks & Recreation Director Report
RECREATION PROGRAM UPDATES:**

- Drop-in Pickleball is back to 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.
- Youth Drop-In Pickleball will now be available once a month on the 4th Sunday of each month from 3-5pm. Drop-in is \$5 per participant.
- Beginning Pickleball's next session is TBD. The classes are typically on Tuesdays from 6-8pm. The class fee is \$50 for residents and \$55 for non-residents. The March session was full.
- 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 is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. This drop in started back up on March 6 after taking a pause during the Youth Basketball season.
- The Pee Wee Basketball League's registration will open January 1st, the league will run from April 4 to May 16, 2026. The league is for youth in TK – 2nd grades. Registration fees are \$85 for McKinleyville residents and \$90 for non-residents.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Every Thursday from 10:30am to 12:30pm, the Activity Center hosts a playgroup for children ages 0–5 and their guardians. Starting February 15 we are testing out a Sunday playgroup session from 9:30-11:30am.
- The Tot-letics: Soccer session will be run March 7 through April 4th, registration will open February 2, 2026. The Tot-letics: T-Ball session will be run May 23 through June 20, registration will open April 6, 2026. The registration fee is \$80 for McKinleyville residents and \$85 for non-residents.
- We are partnering with MUSD this school year for After-school Leader Staffing.
- President's Week and Spring Break Weeks Breakout sessions will be Feb. 17-20 and April 13-17, 2026 and will be Skate and Scoot focused. Registration is open now, the weekly fee is \$185 for residents and \$190 for non-residents.
- We are partnering with some local PTO's again to host 4 Middle School Dances this school year. The Dance dates are October 24 (sold out at just over 300 tickets sold), December 5 (187 tickets sold), February 13 (163 tickets sold) and April 10.

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. As we move into the sunny spring season, staff have been busy trying to keep up on all the growth that happens at all of our spaces during this time. With limited staff and hours in the day, we are prioritizing areas as best we can and appreciate the community's patience as we work to keep up. Staff continue to perform daily and weekly routine maintenance on facilities and vehicles, and monthly inspections were completed across all facilities and open spaces. Staff also spent time painting the six new concrete picnic tables we purchased for Pierson Park.

FACILITY RENTALS & USE

March Rentals:

- 10 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 3 Pierson Park Rentals.
- 0 Hiller Park Picnic Area Rentals.
- 0 Teen Center Rentals.
- 7 Activity Center Rentals.
- 3 Activity Center and 0 Teen Center Birthday Party Program Rentals.

- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has one regular Vendors renting it for food preparation.

Agenda Item 13 – Ad Hoc Assignments & Committee Reports (Action)

Skate Park (Charlie Caldwell) – Charlie Caldwell reported out that they are actively fundraising for Phase 2 of the Skate Park. Fundraising is ongoing for Phase 2, about \$75,000 has been raised so far, Phase 2 is projected to cost \$250,000.

BMX Bike & Park at School/Washington (Charlie Caldwell) – Charlie Caldwell reported out that MCSD and MCKBMX have found consensus on the MOU and are now going through the steps to get both parties to be able to sign it. MCKBMX is planning to have a State Qualifying Race in 2026. MCSD is hosting a Pints for Non-profits night at Six Rivers Brewery on May 13 to help fundraise for the construction of the Park Restrooms and Concession building. Construction is ongoing.

Agenda Item 14 – Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: July 15, 2026
- Next MCSD Board Meeting: May 6, 2026

Agenda Item 15 - Adjournment Meeting Adjourned at 7:26 pm

Kirsten Messmer, PARC Secretary

REGULATION 49 - OPERATION OF MCKINLEYVILLE BMX TRACK & PARK

Rule 49.01. BMX TRACK - The BMX Track is defined as the fenced bicycle racing track and all associated riding features located within the BMX Track enclosure.

The BMX Track is unsupervised and open to the public for bicycling and BMX riding during posted operating hours, except during scheduled events, maintenance closures, or when reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit. Use of the BMX Track is considered a Hazardous Recreational Activity. Falls are likely to occur and can result in serious injury, paralysis, or death. All participants knowingly accept responsibility for their actions and the risks associated with engaging in this hazardous recreational activity. The District will not be liable for injuries incurred by persons participating in any such hazardous recreational activities.

Patrons of the BMX track shall:

- a) Be required to wear a properly fitted helmet at all times while riding.
- b) Be courteous to all users and patrons of the park.
- c) Not bring food or glass containers into the BMX Track enclosure.
- d) Not consume alcohol on the BMX Track.
- e) Not smoke or vape within the BMX Track enclosure.
- f) Not use the BMX Track if hazardous conditions exist.
- g) Report hazardous conditions to the MCSD Parks & Recreation Department at (707) 839-9003.
- h) Use only non-motorized bicycles designed for BMX or similar riding activities on the track.
- i) Not operate motorized or electric bicycles, motorcycles, scooters, or any other motorized vehicles on the BMX Track.
- j) Keep all spectators behind designated fencing or viewing areas.
- k) Dogs and other animals are prohibited within the BMX Track enclosure.
- l) Use the BMX Track only during posted hours and obey all posted signage and closures.

Rule 49.02. TRACK CLOSURES – The District may close the BMX Track or other park facilities due to maintenance, wet weather, unsafe conditions, organized events, or other operational needs. Patrons shall not enter any area that is closed or posted as unavailable.

Rule 49.03. MCKINLEYVILLE BMX PRIORITY USE AND MAINTENANCE – The District has entered into a Memorandum of Understanding (MOU) with McKinleyville BMX for the operation and maintenance of the BMX Track. Pursuant to the MOU, McKinleyville BMX shall have priority use of the BMX Track for scheduled practices, races, clinics, maintenance activities, and other authorized BMX programming. During these scheduled times, the BMX Track may be closed to general public use.

As provided in the MOU, McKinleyville BMX shall be responsible for the routine maintenance of the BMX Track and associated riding features in accordance with the terms and conditions of the agreement. The District reserves the right to close the BMX Track for maintenance, repairs, unsafe conditions, or other operational needs.

Rule 49.04. PICKLEBALL COURT - The pickleball court is defined as the fenced pickleball facility located within the park.

The pickleball court is open to the public on a first-come, first-served basis unless reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Patrons of the pickleball court shall:

- a) Use the court only for pickleball activities.
- b) Be courteous and share the court with other users.
- c) Not climb on or damage fencing or equipment.
- d) Not bring glass containers onto the court.
- e) Not consume alcohol on the court.
- f) Not smoke or vape within the court enclosure.

Rule 49.05. PLAYGROUND STRUCTURES - The playground structures is defined as the children's playground structures and associated play area within the park.

The playground is open to the public during park hours on a first-come, first-served basis. Users shall follow all posted age recommendations and playground safety signage.

Rule 49.06. BASKETBALL COURT - The basketball court is defined as the half-court basketball facility located within the park.

The basketball court is open to the public on a first-come, first-served basis unless reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Rule 49.07. OVERNIGHT USE PROHIBITED - There is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

Rule 49.08. FIRES - Fires are prohibited within the park except as specifically authorized by the District through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Rule 49.09. PETS - Pets shall be under the immediate control of their owners and on a leash not exceeding six (6) feet at all times while within the park. Owners shall immediately remove and properly dispose of pet waste. Horses are not allowed.

Dogs and other animals are prohibited within the fenced BMX Track enclosure.

Rule 49.10. ORGANIZED USES - Individuals or organizations desiring organized use of the BMX Track, pickleball court, basketball court, or other designated areas of the park may do so only by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit, as applicable.

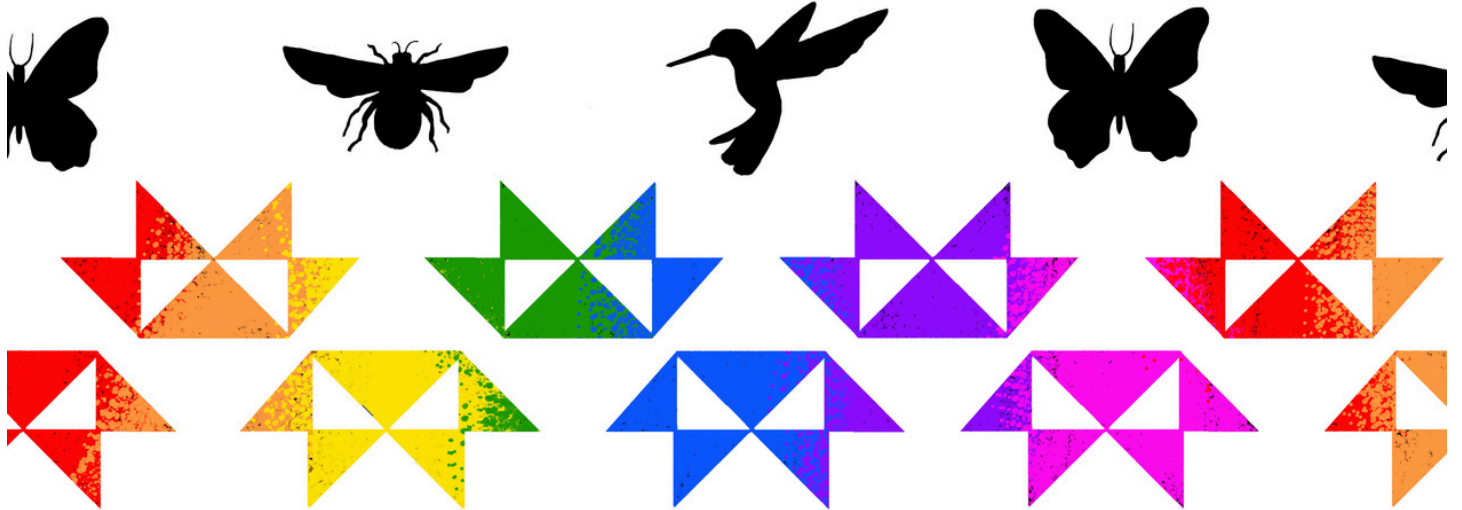
Butterfly Design/Pollinator Inlay on Planters/Retaining Walls

Survey Results: Beads and Native Design = Mosaic (or paint [Stippling])

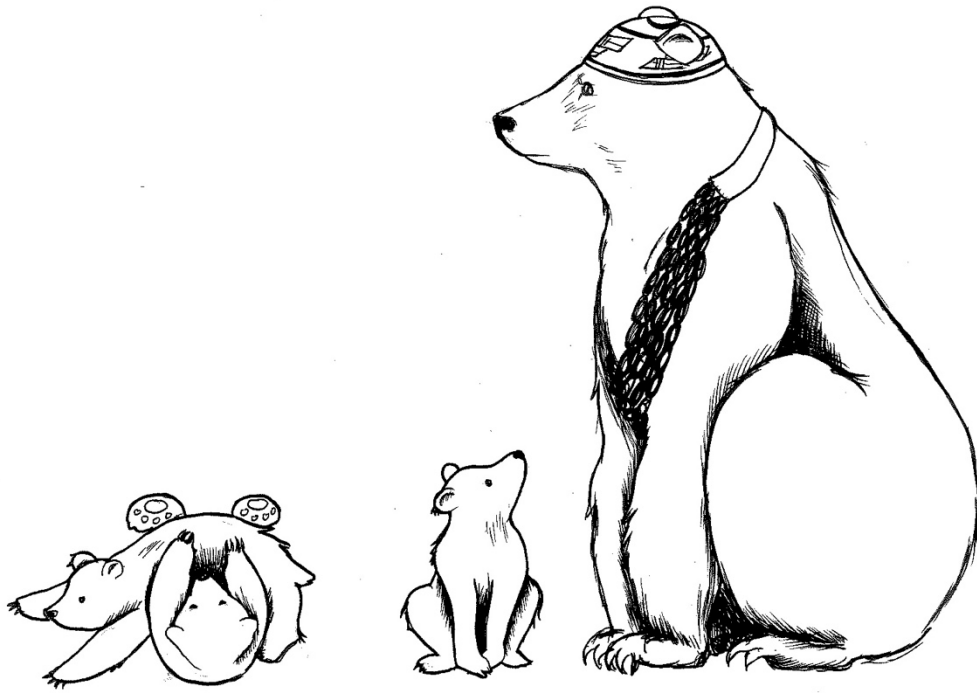
No walls for murals - painting planters?

Butterfly design in fun colors to attract pollinators plus silhouettes of local pollinators (local plants in landscaping?)

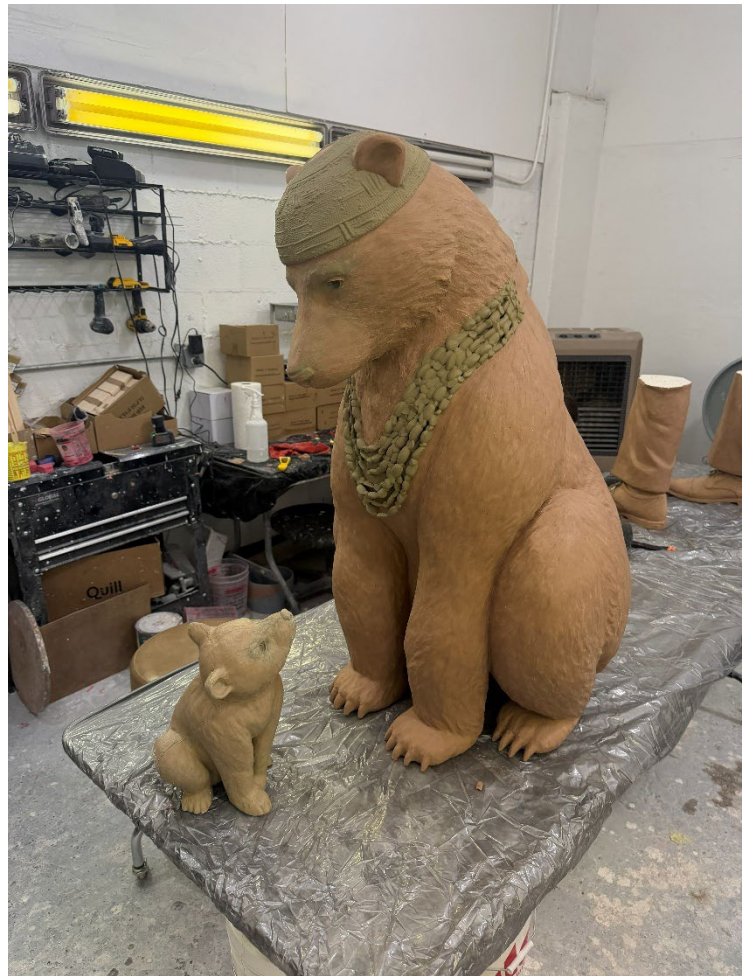
Can go on Planters or Landscape Retaining walls



Concept Created by Artist Melitta Rojas-Jackson



Momma Bear & Cub Statues are being created by Big Statues

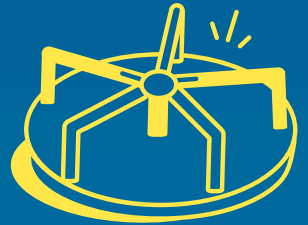




McKinleyville BMX Track & Park Grand Opening Celebration



Bring your bike, your helmet, your family, and your friends as we celebrate this exciting new addition to our community!



August 22, 2026
11am-1pm



1315 School Road
McKinleyville, CA 95519

