



October 21, 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 of Directors for Approval of PARC Applicants Steve Thomas & Calli Coleman (Action)

- Attachment 8.1 – PARC Application – Steve Thomas (Redacted)
- Attachment 8.2 – PARC Application – Calli Coleman (Redacted)

9 Consider Recommendation to the MCSD Board to Approve the Changes to Regulation 40 via Ordinance – Recreation And Parks Advisory Committee (Action)

- Attachment 9.1 – Draft Regulation 40 – Draft Recreation And Parks Advisory Committee

10 Consider Recommendation to the MCSD Board to Approve the Changes to Regulation 43 via Ordinance – Operation of Hiller Park & Sports Site (Action)

- Attachment 10.1 – Draft Regulation 43 – Operation of Hiller Park & Sports Site

11 Consider Recommendation to the MCSD Board to Approve Resolution 2026-31 Authorizing Resolution for Round 5 of the Statewide Park Development and Community Revitalization Program (SPP) for Pierson Park Renovation Grant Application (Action)

- Attachment 11.1 – Resolution 2026-31 Authorizing Resolution for Round 5 of the Statewide Park Development and Community Revitalization Program (SPP) for Pierson Park Renovation Grant Application

12 McKinleyville Community Forest Report (Information)

13 Parks & Recreation Director Report (Information)

14 Ad Hoc Committee Assignments and Reports (Action)

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

15 Committee Member Announcements and Future Agenda Items

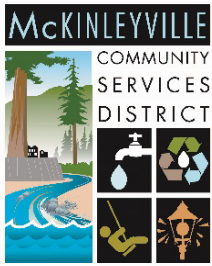
- Next Committee Meeting: January 20, 2027
- Next MCSD Board Meeting: November 4, 2026
- Pierson Park Community Engagement Workshop: November 7, 2026 at 10:00am at McKinleyville Teen Center

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

Posted 5:00 p.m. on October 16, 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 October 21, 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

**There will be no Meeting Minutes prepared for the July 15, 2026 PARC Meeting due to lack of quorum.*

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 of Directors for Approval of PARC Applicants Steve Thomas & Calli Coleman (Action)

Attachment 8.1 – PARC Application – Steve Thomas (Redacted)

Attachment 8.2 – PARC Application – Calli Coleman (Redacted)

Action

9 Consider Recommendation to the MCSD Board to Approve the Changes to Regulation 40 via Ordinance – Recreation And Parks Advisory Committee (Action)

Attachment 9.1 – Draft Regulation 40 – Draft Recreation And Parks Advisory Committee

Action

10 Consider Recommendation to the MCSD Board to Approve the Changes to Regulation 43 via Ordinance – Operation of Hiller Park & Sports Site (Action)

Attachment 10.1 – Draft Regulation 43 – Operation of Hiller Sports Site

Action

11 Consider Recommendation to the MCSD Board to Approve Resolution 2026-31 Authorizing Resolution for Round 5 of the Statewide Park Development and Community Revitalization Program (SPP) for Pierson Park Renovation Grant Application (Action)

Staff is preparing an application for Round 5 of the California State Parks Statewide Park Development and Community Revitalization Program (SPP), a competitive grant program that provides funding for the creation of new parks and improvements to existing parks and recreational opportunities in underserved communities. The District is exploring a project focused on renovations and improvements to Pierson Park.

The grant application has a relatively quick turnaround, with a submission deadline of December 17, 2026. Between now and then, staff will need to conduct several community engagement sessions to gather input on potential park improvements and recreational features. The first community engagement workshop is scheduled for Thursday, October 15, at 5:30 p.m. at Azalea Hall, with a second workshop scheduled for Saturday, November 7, at 10:00 a.m. at the McKinleyville Teen & Community Center. Community input will be an important component of the application process and will help staff identify project priorities. Many of the potential improvements being considered were also identified as highly desirable through the community survey conducted as part of the 2025 McKinleyville Parks & Recreation Master Plan Update.

MCSD has previously applied for this grant funding for Pierson Park and is familiar with the highly competitive nature of the program. Based on the grant's scoring criteria, projects focused primarily on renovating existing park facilities are generally less competitive than projects that create entirely new parks or significantly expand recreational opportunities in underserved areas. While staff recognizes that the proposed Pierson Park project may not be among the most competitive applications based on the program's scoring rubric, the potential funding opportunity is significant and worth pursuing.

Although there is no guarantee of funding, MCSD cannot secure these resources without submitting an application. Staff believes it is important to continue pursuing opportunities to improve existing recreational facilities and expand recreational opportunities for the McKinleyville community. With that in mind, staff intends to move forward with preparing and submitting an application by the December 17 deadline, recognizing both the competitive challenges and the potential long-term benefits to Pierson Park and the community.

Attachment 11.1 – Resolution 2026-31 Authorizing Resolution for Round 5 of the Statewide Park Development and Community Revitalization Program (SPP) for Pierson Park Renovation Grant Application

Action

12 McKinleyville Community Forest Report (Information)

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

Information

13 Parks & Recreation Director Report (Information)

RECREATION PROGRAM UPDATES:

- Drop-in Pickleball switched back to its school year schedule: Monday, Wednesday and Friday mornings 9am-12pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball's next session is October 7 – 28. The classes are on Wednesdays from 6-8pm. The class fee is \$50 for residents and \$55 for non-residents. The session has 10 out of 12 spots filled.
- 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 took place Sundays from August 2 – October 4, there were 13 teams in the league this season.
- Playgroup re-opened from their summer break August 20, it takes place on Thursday mornings from 10:30am-12:30pm.
- The Youth Basketball League registration opened October 1, the league is for 3rd – 9th graders and will begin in January. Games will be on Saturdays with one weeknight practice per week. The registration fee is \$85 for residents and \$90 for non-residents.
- Registration for the Pee Wee Basketball League will open in January, this league is for TK -to 2nd graders.
- The Tot-letics: Basketball sessions are October 24 to November 21 on Saturday mornings. The registration fee is \$85 for McKinleyville residents and \$90 for non-residents. The next session will be Soccer dates to be determined in Spring of 2027.
- We are partnering with MUSD this summer for After-school Leader ELP Summer Programing Staffing.
- We are hosting two Middle School Dances this school year, October 24 and December 11. Tickets go on sale 3 weeks before each dance and are \$12 pre-sale, tickets increase to \$15 the week of the dance.

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.

FACILITY RENTALS & USE

July - September Rentals:

- 18 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 28 Pierson Park Rentals.
- 1 Hiller Park Picnic Area Rentals.
- 5 Teen Center Rentals.
- 8 Activity Center Rentals.
- 2 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.

14 Ad Hoc Committee Assignments and Reports (Action)

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

15 Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: January 20, 2027
- Next MCSD Board Meeting: November 4, 2026
- Pierson Park Community Engagement Workshop: November 7, 2026 at 10:00am at McKinleyville Teen Center

16 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:
Areea 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



McKinleyville Community Services District Parks and Recreation Committee (PARC) Application

Name Steve Saint Thomas Date 8/6/26

Home Phone [REDACTED] Cell Phone [REDACTED]

Mailing Address [REDACTED]

Permanent Address McKinleyville

Email Address [REDACTED]

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee?
(You may attach a resume or additional page if necessary).

As a certified permaculturist since 2013, I have been involved in promoting sustainability, including public food system assessment and design. I am currently developing a permaculture homestead on our property in McKinleyville.

Can you commit to 2 hours of volunteer time at quarterly meetings? ☒ YES ☐ NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

I believe McKinleyville has great promise to be sustainable and there are many ways the MCSD can contribute to that promise. The Community Garden is one way that I am investing in now.



1656 SUTTER ROAD
MCKINLEYVILLE, CA 95519



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



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PO BOX 2037
MCKINLEYVILLE, CA 95519



Welcome

Thank you for your interest in becoming a member of the McKinleyville Community Forest Committee.

District Mission Statement

McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community.

Park And Recreation Committee (PARC)

The McKinleyville Park And Recreation Committee (PARC) is an "advisory committee" serving to provide recommendations regarding parks and recreation services and developments to the MCSD Board of Directors. Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Park And Recreation Committee. The PARC seeks members who bring skills and knowledge applicable to the provision of municipal parks and recreation services and programs. Committee members serve a 4-year term with no limit to term renewals and are expected to attend an average of 2 hours of meetings quarterly.

How to Apply

Interested applicants must submit a complete McKinleyville Parks And Recreation Committee Application to the District Office. Upon receipt of your Application and Resume (resume optional), we will review it and contact you to let you know when the MCSD will be discussing and voting on your appointment to the committee. Questions can be directed to the Parks & Recreation Director at (707) 839-9003.

In Person

1656 Sutter Road
McKinleyville, CA 95519

By Mail

PO Box 2037
McKinleyville, CA 95519

Email

kirsten@mckinleyvillecsd.com



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MCKINLEYVILLE, CA 95519



McKinleyville Community Services District Parks and Recreation Committee (PARC) Application

Name Calli R. Coleman, MBA Date 08/18/2026

Home Phone _____ Cell Phone _____

Mailing Address _____

Permanent Address _____

Email Address _____

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee?
(You may attach a resume or additional page if necessary).

Please see attached document.

Can you commit to 2 hours of volunteer time at quarterly meetings? ☒ YES ☐ NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

Please see attached document.



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**Additional Information for the
Application for Appointment to the Parks & Recreation Committee**

1. What knowledge, skills and experience will you bring to the Parks & Recreation Committee?

My background combines financial management, recreation operations, and community service. Earlier in my career, I spent six years as Business Manager for Hodge Management, a U.S. Forest Service concessionaire, overseeing the business operations of 23 recreation sites, including 17 campgrounds and six day-use areas and boat ramps. My responsibilities included reservations and fee management, accounting and reconciliations, vendor coordination, maintenance oversight, guest relations, and ensuring facilities were clean, safe, and welcoming.

I currently serve as Director of Fiscal Services for the Humboldt County Office of Education and have 14 years of public accounting experience, including audits for nonprofit and grant-funded organizations. While earning my MBA, I completed a minor in Nonprofit Leadership and Management. My work includes budgeting, financial management, internal controls, reporting, and public-sector administration, and I have also served in nonprofit board and treasurer roles.

I am an avid hiker, a HikerBabes Community Ambassador for the Humboldt area, and a U.S. Air Force veteran. I would bring both practical recreation experience and a strong understanding of financial and organizational stewardship.

2. Please describe why you want to participate as a member of the Parks & Recreation Committee.

I live in McKinleyville and intend to make Humboldt County my long-term home. Although I grew up nearby in Big Bar, I have longstanding ties to Humboldt County—my mother was raised in Eureka. I would like to become more involved in the community where I now live.

Outdoor recreation has been an important part of my life for many years. I am an avid hiker and sports fan, and I have firsthand experience with the work required to operate and maintain recreation facilities. I am particularly interested in providing safe, well-maintained places for children and families to play, be active, and enjoy the outdoors.

Serving on the Parks & Recreation Committee would allow me to put my professional experience and personal interests to work for the community where I live.

Thank you for your consideration.



Calli R. Coleman, MBA

ARTICLE IV - PARKS AND RECREATION

REGULATION 40 - RECREATION AND PARKS ADVISORY COMMITTEE

Rule 40.01. MEMBERSHIP - the McKinleyville Community Services District Parks and Recreation Committee shall consist of ~~twelve~~~~eleven~~ (12~~1~~) members and two (2) alternate members who shall serve without compensation ~~and are~~ selected as follows:

- (a) One (1) non-voting member shall be a member of the District Board.
- (b) The remaining ~~eleven~~ (1~~0~~) members will be regular voting members. Of the ~~eleven~~ (1~~0~~) regular voting members, one (1) will be a member of the McKinleyville Area Fund— Board of Directors nominated by the McKinleyville Area Fund Board of Directors ~~and one (1) will be the Parks & Recreation Director or a staff member designated by the Director.~~
- (c) When possible two (2) of the ~~eleven~~ (1~~0~~) regular voting members shall be High School students, nominated by the McKinleyville High School Principal.
- (d) The two (2) alternate members will not become voting members unless a regular voting member is absent. In the event that both alternates are present when only one regular member is absent, the alternates will decide upon which of the two (2) will fill the absent chair by a mutually agreed upon method. In the event the alternates cannot determine a method of decision, the committee chair will choose an appropriate decision-making method.
- (e) All members of the Parks and Recreation Committee will represent to the extent possible various recreational and outdoor interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. Recommendations for appointment may be made by the then current members of the committee.
- (f) Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Parks and Recreation Committee.

Rule 40.02. 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 40.03. MEMBER QUALIFICATIONS - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. ~~The Parks & Recreation Director, or the Director's designee, shall serve as an ex officio voting member and shall not be subject~~

~~to the residency requirements of this rule.~~ No members of the Parks and Recreation Committee shall be a family member or related to a full-time MCSD employee.

Commented [KM1]: Do we want to strike this? It is not in the MCFC or subcommittee R&R. Or perhaps change to "related to a current MCSD Board of Directors"

Rule 40.04. 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.
- (b) Appointment of the McKinleyville Area Fund member and non-student community members shall be for a term of four (4) years. The term for student members shall be up to 4 years, limited by their High School graduation date.
- (c) Terms of the other non-Board of Director committee members shall be staggered so that no more than two (2) terms shall expire in any given year.
- (d) The annual expiration date of appointment shall be January 31st.

Rule 40.05. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 40.06. ABSENCES - ~~Appointed members are expected to attend all regular meetings. If an appointed member is absent from two (2) consecutive regular meetings or from more than fifty percent (50%) of the regular meetings held during any twelve (12) month period, without prior notice or good cause, the Parks & Recreation Director may recommend to the Board of Directors that the position be declared vacant. The Board of Directors may declare the position vacant and proceed to fill the vacancy by appointment. if any member of the Committee is absent without prior notification to the Recreation Director for three (3) regular consecutive meetings, the 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.~~

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Rule 40.07. ELECTION OF OFFICERS - the Committee shall, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers. No member shall hold the same office for more than two (2) consecutive years.

Rule 40.08. OFFICERS - the Committee shall elect a Chairperson and Vice-Chairperson from among its members. ~~The Committee shall elect a Secretary from among its members to complete meeting minutes.~~

Rule 40.09. MEETINGS - the Committee shall hold regularly scheduled meetings in the ~~Board of Directors Chambers~~ 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 40.10. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 40.11. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 40.12. 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 **Board** Secretary.

Rule 40.13. POWERS AND DUTIES - the Parks and Recreation 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 public recreation, parks, open spaces, natural resources and their respective facilities;
- (b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for recreation and parks purposes;
- (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 open space, recreation, resource management, and parks purposes;
- (d) To recommend to the Board of Directors a comprehensive recreation, park, and open space management services program for the inhabitants of the District, to promote and stimulate public interest therein, and to solicit to the fullest extent the cooperation of school authorities and other public and private agencies interested therein;
- (e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's recreation services and parks and their respective facilities;
- (f) To recommend to the Board of Directors and District staff policies for the acquisition, development and improvement of recreation, parks and open space areas; and
- (g) To perform such other duties relating to recreation and park matters as may be prescribed by the Board of Directors.

REGULATION 43 - OPERATION OF HILLER PARK & SPORTS SITE

Rule 43.01. PICNIC AREA USE - the picnic area and playground is defined as the ~~area of the~~ fenced in area of the park east of the perimeter of the Botanical Garden. Individuals or organizations desiring organized use of any portion of the picnic area in Hiller Park for the purpose of holding organized functions, may do so by reserving the space through the completion of a Park Reservation Form and paying the associated fees.

Rule 43.02. PETS - the designated off leash area is defined as the area west of the split rail fence, south of the wastewater treatment plant, and east of the fork in the trails that head west to the bluffs and north around the treatment plant. Horses are prohibited in the picnic area.

Rule 43.03. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment, ~~designated~~ and in portable barbecues designed for the containment of fires.

Rule 43.04. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless an explicit written permission and a use agreement for overnight use are first obtained from the District.

Rule 43.05. HILLER SPORTS SITE - The Hiller Sports Site is defined as the designated athletic complex within Hiller Park consisting of four (4) baseball/softball fields, four (4) soccer/turf fields, ~~a~~ batting cages, restrooms, a concession stand, and associated grounds and facilities.

The Hiller Sports Site is available for recreational and athletic activities during posted operating hours, subject to scheduled league activities, maintenance closures, weather conditions, or when reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Use of athletic fields and associated facilities shall be subject to all posted rules, regulations, and District policies.

Patrons of the Hiller Sports Site shall:

- a) Be courteous and respectful to other users, spectators, District staff, and authorized league representatives.
- b) Use athletic fields and facilities only for their intended recreational purposes unless otherwise authorized by the District.
- c) Not enter or use fields or facilities that are closed, reserved, or otherwise posted as unavailable.

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- d) Not operate motorized vehicles, including motorcycles, electric bicycles, or recreational vehicles, on athletic fields or other areas not designated for vehicle use, except for authorized maintenance or emergency purposes.
- e) Dogs and other animals are prohibited within the entire Hiller Sports Site.
- f) Not bring glass containers onto athletic playing fields.
- g) Not consume alcohol within Hiller Sports Site.
- g) Not smoke or vape within the Hiller Sports Site.
- h) Not damage, remove, or alter field equipment, fencing, irrigation systems, goals, bases, or other District property.
- i) Not conduct activities that may damage playing surfaces or create unsafe conditions for other users.
- j) Properly dispose of trash and other waste in designated receptacles.
- k) Report hazardous conditions or damaged facilities to the MCSD Parks & Recreation Department at (707) 839-9003.
- l) Obey all posted signage, field closures, and directions issued by authorized District personnel.

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Rule 43.06. ATHLETIC FIELD CLOSURES - The District may close any athletic field or associated facility due to wet weather, saturated or unsafe playing surfaces, maintenance, repairs, scheduled events, or other operational needs.

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Patrons shall not enter or use any field or facility that is closed or posted as unavailable. Field closures shall remain in effect until lifted by authorized District personnel.

The District reserves the right to restrict or suspend activities that may cause damage to athletic fields, turf, irrigation systems, or other facilities, or that may create unsafe conditions.

Rule 43.07. YOUTH SPORTS LEAGUE PRIORITY USE AND MAINTENANCE - The District maintains contracts with various nonprofit youth sports organizations for the scheduled use of designated athletic fields and associated facilities at the Hiller Sports Site.

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Pursuant to these contracts, authorized youth sports leagues shall have priority use of their designated fields during their respective contracted seasons for scheduled practices, games, tournaments, field preparation, and other approved league activities.

During scheduled league use, designated fields and associated facilities may be unavailable for general public use or other organized activities.

Authorized leagues shall be responsible for field preparation, routine maintenance, cleanup, and other duties as specifically identified in their respective contracts with the District.

Priority use shall be limited to the fields, facilities, dates, times, and activities authorized under each contract and shall not constitute exclusive use of the Hiller Sports Site outside of those provisions.

The District retains authority over all athletic fields and facilities, including scheduling, maintenance, closures, repairs, and the approval of other recreational uses. The District reserves the right to close or restrict use of any field or facility due to unsafe conditions, maintenance requirements, or other operational needs, regardless of scheduled league activities.

Rule 43.08. BATTING CAGES - The batting cages ~~are~~ defined as the designated enclosed batting practice facility located within the Hiller Sports Site.

Use of the batting cages is subject to District authorization, scheduled league activities, and any applicable reservations or use agreements.

Patrons of the batting cages shall:

- a) Use the facility only for its intended batting and athletic training purposes.
- b) Follow all posted safety rules and instructions.
- c) Keep spectators and individuals not actively participating in batting activities outside of designated batting areas.
- d) Not climb on, alter, or damage fencing, netting, equipment, or other facility components.
- e) Not use the batting cages when unsafe conditions exist or when the facility is closed.
- f) Ensure that minors are appropriately supervised during use of the facility.

Rule 43.09. RESTROOMS AND CONCESSION FACILITIES - Restrooms and the concession stand located within the Hiller Sports Site are District facilities and shall be operated and maintained in accordance with District policies and any applicable contracts or use agreements.

Restroom availability may be limited based on scheduled activities, staffing, maintenance, seasonal operations, or other operational needs.

Use or operation of the concession stand shall require prior District authorization and shall be subject to all applicable permits, health regulations, contractual requirements, and District policies.

Unauthorized access to or use of concession facilities, storage areas, utility rooms, and other restricted areas is prohibited.

Rule 43.10. ORGANIZED USES AND FIELD RESERVATIONS - Individuals or organizations desiring organized use of athletic fields or other designated facilities within the Hiller Sports Site shall obtain the appropriate District reservation or use permit and pay

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all applicable fees, unless otherwise authorized through an existing contract or written agreement with the District.

Organized use includes, but is not limited to, scheduled practices, games, tournaments, clinics, camps, and other group activities requiring reserved or exclusive use of a field or facility.

Reservations and permits are subject to field availability, existing youth sports league contracts, maintenance schedules, and District approval.

Casual recreational use of athletic fields may be permitted on a first-come, first-served basis when fields are open, not reserved, and not otherwise restricted by the District. Such use shall not interfere with authorized activities or result in damage to athletic fields or facilities.

The District reserves the right to deny, modify, suspend, or revoke use authorization when necessary to protect public safety, preserve District facilities, or ensure compliance with District regulations and applicable agreements.



California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) Board of Directors of

(B) the McKinleyville Community Services District Approving the Application for (C) Statewide Park Development and Community Revitalization Program (SPP).

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) Statewide Park Development and Community Revitalization Program (SPP) Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (E) Board of Directors hereby: Approves the filing of an application for the (F) Pierson Park Renovation; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) the General Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H) _____ day of (I) _____, (J) _____.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) 2026-31 was duly adopted by the (L) Board of Directors following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

(N) Clerk's Printed Name

(O) Clerk's Signature