



**Mission statement of McKinleyville Community Services District:**  
"McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
PARK AND RECREATION COMMITTEE (PARC) WILL BE HELD  
WEDNESDAY, NOVEMBER 20, 2024 AT 6:00pm**

**LOCATION: MCSD Conference Room  
1656 Sutter Road  
McKinleyville, California**

Or

**TELECONFERENCE Via ZOOM & 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 in person, please come to the MCSD Conference Room.

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**

**6:00 p.m. (Start Time Changed!)**

- I. a. Introductions, Call to Order & Flag Salute  
b. Approval of Agenda  
c. Approval of October 16, 2024 Meeting Minutes
- II. Communications
- III. Public Comment
- IV. Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)
- V. Review and Consider Evan Schwartz's Application for the Open Alternate Committee Member Seat (Action)
- VI. Plant Markers for the Botanical Garden (Information)
- VII. McKinleyville Community Forest Report (Information)
- VIII. Parks & Recreation Director Report (Information)
- IX. Ad Hoc Committee Reports (Information)
- X. Discuss agenda topics for next meeting
- XI. Adjournment (Estimated 8:00 pm)

## **Posted 5:00 pm on November 15, 2024**

Pursuant to California Government Code Section 54957.5, this agenda and complete packet are available for public inspection on the web at <https://mckinleyvillecsd.specialdistrict.org/parks-and-recreation-committee-parc-meetings> or 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 NOVEMBER 20, 2024 MEETING**

**AGENDA ITEM I-**

- a. Introductions, Call to Order & Flag Salute**
- b. Approval of Agenda - Action**
- c. Approval of October 16, 2024 Meeting Minutes - Action**

**AGENDA ITEM II - Communications**

*Staff or members may communicate any pertinent information not already scheduled to be discussed on the agenda.*

**AGENDA ITEM III - Public Comment**

*Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville CSD Park And Recreation Committee.*

**AGENDA ITEM IV – Possible Addition of Tribal Land Acknowledgement to PARC Procedures**

This item was discussed at the May 15th 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<sup>th</sup> 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.

*“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*

## **AGENDA ITEM V – Review and Consider Evan Schwartz’s Application for the Open Alternate Committee Member Seat**

Review and consider Evan Schwartz's Application for the open alternate Committee Member seat.

Attachment V.1 - PARC Application - Evan Schwartz\_Redacted

*Action*

## **AGENDA ITEM VI – McKinleyville Community Forest Report**

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

*Information*

## **AGENDA ITEM VII – Plant Markers for the Botanical Garden**

Update on plant markers for the Botanical Garden from Committee Member Jane Fusek.

*Information*

## **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 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration is happening now, so far 119 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 are currently running and have filled 34 spots out of 40. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp.
- 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 Adult Wood Bat Softball League has finished up for the year with the Humdingers taking home the Championship trophy.
- 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
  - 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**

October Rentals:

- 5 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 4 Pierson Park Rentals.
- 4 Teen Center Rentals.
- 4 Activity Center rentals and 2 Birthday Party Program Rentals in the Activity Center.
- The Teen Center Kitchen has one regular Vendor 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.

*Information*

#### **AGENDA ITEM IX – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell)

Fischer Ranch Estuary Project (Johnny Calkins)

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

Community Garden (Charlie Caldwell)

*Information*

**AGENDA ITEM X – Discuss Agenda Topics for Next Meeting**

*Discussion*

**AGENDA ITEM XI – Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)  
HELD ON WEDNESDAY, OCTOBER 16, 2024 at 6:30 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 6:39 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick  
Johnny Calkins  
Jane Fusek  
Julie Gianini-Previde  
Dana Merrill  
\*\*Patti Stuart (alternate)

**Absent:**

Charlie Caldwell  
Heidi Conzelmann  
John Kulstad - Sick  
Jennifer Ortega - Vice Chair  
Ciara Torres – Parent/Teacher Conf.  
\*Scott Binder - MCSD Board Director (non-voting member)

**Staff in Attendance:**

Kirsten Messmer

**Members of the Public:**

Evan Schwartz

The Pledge of Allegiance was led by Phil Heidrick.

**b. Approval of Agenda**

**Motion:** It was moved to approve the agenda.

**Motion by:** Committee Member Gianini-Previde; **Second:** Committee Member Stuart

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

**c. Approval of the September 18, 2024 Meeting Minutes**

**Motion:** It was moved to approve the September 18 Meeting Minutes.

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

There were no comments from the Committee or public.

**Roll Call:** Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, 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. This was an informational item. No action was taken.

### Agenda Item V – Review and Consider Potential Adjustment to Meeting Time

Given the last two meetings barely had a quorum, the committee discussed if changing the time of the meeting would help with member attendance.

**Motion:** It was moved to change the start time of our meetings from 6:30pm to 6:00pm beginning with the November 20, 2024 PARC Meeting.

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

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

**Motion Summary:** Motion passed.

### Agenda Item VI – McKinleyville Community Forest Report

McKinleyville Community Forest PARC Appointee member Ortega was absent, so Director Messmer gave an update on the last MCFC Meeting. The subcommittee for the Forest Management Plan/Funding/Budget (FMPFB) at the time of the meeting has had no members of the public apply to be on the subcommittee. The Trails Plan/Infrastructure/Clean Ups/Security (TICS) subcommittee had 7 public members apply for 5 open seats. The committee ranked the applicants prior to the meeting. There was a motion to recommend to the MCSD Board of Directors to appoint the 5 highest ranking applicants, it was seconded and passed. There was also a presentation on the MCF's Interactive Map by Sam King, MCSD's GIS Analyst. No action was taken. The last item was to consider recommending that the MCSD Board of Directors Apply for the CAL FIRE Forest Health Grant. It was motioned, seconded and passed.

### Agenda Item VII – 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 will open October 1<sup>st</sup>. 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 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration opened October 1<sup>st</sup>.
- 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 are currently accepting Registration, and have filled 25/40 spots so far (Oct. 26-Nov. 23). This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration opened October 1<sup>st</sup>.
- The next Cooking Basics Class for Kids has not been scheduled yet, but will likely be after the holidays. But there will be more classes in this ongoing series. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League had 8 teams. The Humdingers took home the 2024 Woodbat Softball Champions title and trophy after winning the final tournament game on October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 – ~~Blue Lake PTO~~ (now Coastal Grove PTO)
  - Friday, December 6, 2024 – McKinleyville Schools PTO
  - 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 growth in all our landscaping areas. We are fully staffed again for the Saturday SWAP crews which started back up on Saturday, September 7. 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

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in September.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in September.

#### Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

#### Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The open Recreation Coordinator was filled by Mason Hooven who began on August 16, 2024. He is currently being onboarded and is learning quickly.
- The new recreation database software went live on May 1<sup>st</sup>.
- 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 VIII – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell) – No new information.

Fischer Ranch Estuary Project (Johnny Calkins) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – No new information.

Community Garden (Charlie Caldwell) – No new information.

**Agenda Item IX – Discuss Agenda Topics for Next Meeting**

Agenda Items for next meeting:

- The Tribal Land Acknowledgement to PARC Procedures agenda item will remain on the Agenda until it can be addressed.
- Review adjustment to the PARC meeting time start time from 6:30pm to 6:00pm to improve member attendance and participation.
- PARC Alternate Application from Evan Schwartz.
- Update on flail mower.
- Parks & Recreation Master Plan Update in 2025 Information

**Agenda Item X - ADJOURNMENT**

**Meeting Adjourned at 7:08 p.m.**

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Kirsten Messmer, Parks & Recreation Director



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

Name Evan Schwartz Date 10/14/2024

Home Phone \_\_\_\_\_ Cell Phone [REDACTED]

Mailing Address [REDACTED] McKinleyville, CA 95519

Permanent Address [REDACTED] McKinleyville, CA 95519

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).

I enjoy our local trails and getting outdoors with my 3 children. In my youth, I raced ABA sanctioned BMX and am familiar with the BMX racing scene. I've coached baseball, played club soccer, and am pretty good at getting along with everyone.  
I have a business degree with an emphasis in marketing, 15 or so years experience as a business owner, and my skill set is largely based around identifying and solving problems while staying under budget. I am a team player and I am great at facilitating cooperative problem solving. Where others see problems, I see solutions.

Can you commit to 2-4 hours of volunteer time per month?  YES  NO

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

I would really like to serve my community. This position seems like a fun way to gain civic experience. I genuinely enjoy helping identify problems and finding solutions. I love living here and would be excited to participate in helping the community grow in a positive direction.  
I have lived in Humboldt for 20 years and I'm ready to give my time to the community.