



# April 16, 2025 Regular Meeting of the Park And Recreation Committee

---

Time: 6:00 p.m.

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

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 826 4834 2851 (<https://us02web.zoom.us/j/82648342851>)

or DIAL IN TOLL FREE: 1-669-900-6833 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

## Agenda

### 1 Call To Order & Roll Call

### 2 Pledge of Allegiance

### 3 Additions or Changes to the Agenda

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

### 4 Approval of the Agenda (Action)

## **5 Public Comment and Written Communications**

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

## **6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on March 19, 2024 (Action)**

- Attachment 1 – Draft Minutes from March 19, 2024

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

## **8 Update on Land & Water Conservation Fund Grant Opportunity (Information)**

- Attachment 8.1 – Land and Water Conservation Fund Grant Summary

## **9 Review the Parks & Recreation Master Plan Update (Information)**

- Attachment 9.1 – Parks & Recreation Master Plan 2025 Update - DRAFT - Chapter 1

## **10 Update on the Botanical Garden (Information)**

## **11 Hiller “Off Leash” Dog Area Discussion (Information)**

## **12 McKinleyville Community Forest Report (Information)**

## **13 Parks & Recreation Director Report (Information)**

## **14 Ad Hoc Committee Reports (Information)**

- Skate Park (Charlie Caldwell)
- Fischer Ranch Estuary Project (Heidi Conzelmann)
- BMX Bike & Park at School/Washington (Charlie Caldwell)
- Community Garden (Ciara Torres)

## **15 Committee Member Announcements and Future Agenda Items**

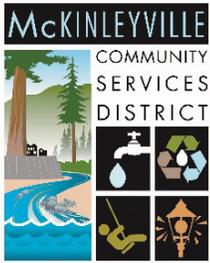
- Next Committee Meeting: April 16, 2025
- Next MCSD Board Meeting: April 2, 2025

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

**Posted 5:00 p.m. on April 11, 2025**

*Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.*

*McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.*



**To: Members, Park And Recreation Committee**

**From: Kirsten Messmer, Parks & Recreation Director**

**Subject: Staff Notes for April 16, 2025 Meeting**

## **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 March 19, 2025 (Action)**

Attachment 1 – Draft Minutes from March 19, 2025

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

This item was discussed at the May 15, 2024, PARC meeting at which one statement was offered and comments made. It was decided to bring the item back in June to give 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 action item to the Committee with the intention of deciding what next steps the committee should take.

*“We acknowledge that the land we are meeting on, and the territorial jurisdiction of the McKinleyville Community Services District (MCSD) is unceded territory of the Wiyot People who continue to live and thrive here today. MCSD will strive to be good stewards of the land and learn from local indigenous peoples. This will be accomplished through developing respectful relationships with the native community that stem from a recognition of their deep understanding.”*

*Action*

## **8 Update on Land & Water Conservation Fund Grant Opportunity (Information)**

The Land & Water Conservation Fund (LWCF) currently has a 50% Match Grant Opportunity. Attachment 8.1 is a summary of the LWCF Grant. The Grant Application Deadline is August 5, 2025. At the March PARC meeting, the committee identified the development of public access to the Hewitt Ranch property as the preferred project for this grant opportunity.

Attachment 8.1 – Land and Water Conservation Fund Grant Summary

*Information*

## **9 Review the Parks & Recreation Master Plan Update (Information)**

The Parks & Recreation Master Plan is updated every five years, with the most recent update completed in 2019. Due to staff transitions in 2024, the decision was made to postpone the next update to 2025. The update process will involve staff revising the plan with current information, conducting public outreach and surveys, and receiving input and support from the PARC Committee.

At this meeting, staff recommends that the PARC Committee review and provide suggested edits to Chapter 1 of the Master Plan in real time.

Attachment 9.1 – Parks & Recreation Master Plan 2025 Update - DRAFT - Chapter 1

*Information*

## **10 Update on the Botanical Garden (Information)**

Update on the Botanical Garden from PARC Committee Member and avid gardener, Jane Fusek.

## **11 Hiller “Off Leash” Dog Area Discussion (Information)**

At the March 19 PARC Committee meeting, public comment was received regarding the "Off Leash" dog area commonly referred to as the Hiller Dog Park. In response to the community feedback, it was decided to bring this item back as an informational discussion.

What has become the unofficial "dog park" in McKinleyville is, in fact, not designated Parks & Recreation property. The open field known as “Hiller Dog Park" is owned by the Sewer Department. Over time, as residents began bringing their dogs to this open space to walk and play, it organically evolved into a popular off-leash destination for dog owners.

There are few public places in McKinleyville where dogs are allowed off-leash, which has contributed to the popularity of this location. As with any shared public space, there have been some incidents over the years. While unfortunate, these incidents are far outweighed by the positive interactions and experiences shared by community members who use the area responsibly.

When the Rules and Regulations for this area were incorporated into The District’s overall Rules and Regulations, there was significant community support for maintaining the space as an unfenced, off-leash area. Public opinion remains divided on how best to manage the site, and finding a balanced solution continues to be a challenge.

This item is presented as information only and is intended to provide background and context for future discussions regarding the management and use of the Hiller "Off Leash" Dog Area.

## **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)**

### **STAFFING UPDATES:**

At the March 5 MCSD Board Meeting, a new position was created and added to the District’s Organization Chart: Environmental Programs Coordinator. This position reports to the Parks and Recreation Director and will take on a variety of tasks, such as the Community Forest and other District owned open spaces, Grant Writing and Administration, CEQA, Public Meeting Administration, etc. We did the 1st round of interviews on March 28 and 30, narrowing down to two candidates. The 2<sup>nd</sup> round of interviews will take place on April 16.

John Trewin's last day as a Parks Maintenance Worker with the District was March 28, 2025. We wish him well in his retirement and hope his days are filled with relaxation and happiness. The position has been posted, we anticipate narrowing down the applicants and holding interviews the week of April 21.

#### **RECREATION PROGRAM UPDATES:**

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings from 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will return this summer with a longer 6-week class!
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are running the Pee Wee Basketball Season now. As usual the Season runs April 5 – May 17 for TK-2<sup>nd</sup> Graders. Registration is done and full with 108 players signed up.
- Sunday Night drop-in Basketball is averaging 10-15 participants per week.
- Playgroup for children who are 0-5 years old and their caregivers runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be T-ball will take place May 24 – June 21. Registration is almost full with 35 out of 40 spots filled.
- Registration is open for Breakout for Spring Break week; these weeks will include skating at the Skatepark (weather dependent).
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 –Coastal Grove PTO
    - 267 Middle Schoolers attended the first dance!
  - Friday, December 6, 2024 – McKinleyville Schools PTO
    - 207 Middle Schoolers attended this dance
  - Friday, February 7, 2025 – Jacoby Creek PTO
    - 177 Middle Schoolers attended this dance
  - Friday, April 18, 2025 – Pacific Union 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 Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs and spent a day doing trail work in the Community Forest. 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**

March Rentals:

- 6 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 3 Pierson Park Rentals.
- 3 Teen Center Rentals.
- 9 Activity Center Rentals.
- 3 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 one regular Vendors renting it for food preparation.

### **14 Ad Hoc Committee Reports (Information)**

### **15 Committee Member Announcements and Future Agenda Items**

- Next Committee Meeting: May 21, 2025
- Next MCSD Board Meeting: May 7, 2025

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

**Posted 5:00 p.m. on April 11, 2025**

*Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.*

*McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.*

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)  
HELD ON WEDNESDAY, MARCH 19, 2025 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 p.m. with following committee members in attendance in person at the MCSD Office:

Charlie Caldwell – Chair  
Jennifer Ortega - Vice Chair  
Jane Fusek  
John Kulstad  
Ciara Torres  
Patti Stuart (pending voting member)  
\*Scott Binder - MCSD Board Director (non-voting member)

Via Zoom:

N/A

Absent:

Dana Merrill (sick)  
Heidi Conzelmann  
Phil Heidrick  
Evan Schwartz (pending voting member)

Staff in Attendance:

Kirsten Messmer

Members of the Public:

Jamie Bellermann -In Person  
Scott Hagerty - 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 additions or changes to the agenda.

**Agenda Item 4 – Approval of Agenda**

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

**Motion by:** Committee Member Jen Ortega; **Second:** Committee Member Patti Stuart.

There were no comments from the Committee or public.

**Roll Call:** Ayes: Caldwell, Fusek, Kulstad, Ortega, Stuart, Torres Nays: None Absent: Merrill, Conzelmann, Heidrick, Schwartz

**Motion Summary:** Motion passed.

**Agenda Item 5 – Public Comment**

**Jamie** - Safety concerns about the dog park. Increase level of people and dogs being bitten. The issue is the walking trails that surround the off-leash dog park. Solutions presented by Jaimie include fencing, better signage, and/or steward program.

**Scott** - 150-200 members joining from Humboldt Bay Pickleball Club to express their support for the second court at Washington Park. The club is raising funds for the second court and hoping to have half the funds secured by April 14th.

**Agenda Item 6 - Approval of the February 19, 2025 Meeting Minutes**

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

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

**Roll Call:** Ayes: Caldwell, Fusek, Kulstad, Ortega, Stuart, Torres Nays: None Absent: Merrill, Conzelmann, Heidrick, Schwartz

**Motion Summary:** Motion passed.

### **Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures**

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 repose and will now reach out to MckMAC to see if they have help with making contract with the tribe. Committee discussion about next possible steps ensued resulting in the following motion.

**Motion:** It was moved to approve to have PARC Chair Caldwell reach out to Twilia Sanchez for guidance on how the MckMAC's Land Acknowledgement was adopted with Tribal approval, as well as to reach out to Michelle Vassel to check in on where the request stands with the tribe. **Motion by:** Committee Member Ciara Torres; **Second:** Committee Member John Kulstad. There were no comments from the Committee or public.

**Roll Call:** Ayes: Caldwell, Fusek, Kulstad, Ortega, Stuart, Torres Nays: None Absent: Merrill, Conzelmann, Heidrick, Schwartz

**Motion Summary:** Motion passed.

### **Agenda Item 8 – Update on Land & Water Conservation Fund Grant Opportunity (Information)**

Parks & Recreation Director Mesmer presented the item, discussion on possible projects ensued. The committee came to the consensus to look into the possibility of creating a parking lot and public access to the Hewitt Ranch property as a project to focus on this grant opportunity. This was an informational item, no action was taken.

### **Agenda Item 9 – Update on the Parks & Recreation Master Plan Update (Information)**

Parks & Recreation Director Mesmer presented the item. This process will be beginning soon, it will be an opportunity for the whole committee to engage with the public beyond just the PARC meeting through additional public meetings and creating and conducting surveys about what the community feels about the current Parks & Recreation opportunities as well as what they would like to see in the future.

This was an informational item, no action was taken.

### **Agenda Item 10 – McKinleyville Community Forest Report**

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

Had a presentation from the Humboldt Area Foundation. They talked about the possibility of making a Non-Profit recommendation of a component agency fund. The choice to be endowed vs expendable or have 80:20 split. Short term would be to be expendable and then eventually endowed.

### **Agenda Item 11 – Parks & Recreation Director Report**

#### **STAFFING UPDATES:**

Kristin McDonald's first full time day with the District as a Recreation Coordinator was February 17, 2025. Her first week was spent running our President's Week Breakout Camp. She has been picking up the office administration tasks quickly and is already providing excellent Customer Service. At the March 5 MCSD Board Meeting, a new position was created and added to the

District's Organization Chart: Environmental Programs Coordinator. This position reports to the Parks and Recreation Director and will take on a variety of tasks, such as the Community Forest and other District owned open spaces, Grant Writing and Administration, CEQA, Public Meeting Administration, etc. We began advertising the position the next day and have received 8 viable Application Packets so far.

### **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 registration is open, the next class is on Thursday evenings from 6- 8pm March 6-27, the class fee is \$50 for residents and \$55 for non-residents.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week. This will return starting March 7 (after the Youth Basketball Season concludes).
- Staff are running the Youth Basketball Season now. As usual the Season runs January – March for 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration is done 266 players have signed up.
- Registration is now open for the Pee Wee Basketball League, the league will run April 5 – May 17 and is for TK – 2<sup>nd</sup> graders. Currently 57 out of 108 spots are full.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be Soccer and will run March 8-April 5, 2025. T-ball will likely be May 24 – June 21.
- Registration is open for Breakout for Spring Break week; these weeks will include skating at the Skatepark (weather dependent).
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 —Coastal Grove PTO
    - 267 Middle Schoolers attended the first dance!
  - Friday, December 6, 2024 – McKinleyville Schools PTO
    - 207 Middle Schoolers attended this dance
  - Friday, February 7, 2025 – Jacoby Creek PTO
    - 177 Middle Schoolers attended this dance
  - Friday, April 18, 2025 – Pacific Union 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 Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

## **FACILITY RENTALS & USE**

February Rentals:

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

### **Agenda Item 12 – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell) – The Skatepark is being used for Skate Camp this week, which is going great. The McKinleyville Skatepark Collective have been meeting monthly to continue to plan for fundraising for Phase 2 of the Skatepark.

A team of 7-8 skaters are taking part in phase 2 with a new web page tied into 3 music in the parks along with an annual contest in August for the need of the 250K for the 2nd phase. Currently selling tiles to businesses for their help with phase 1. Fischer Ranch Estuary Project (Heidi Conzelmann) – No new information. BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Staff are still waiting on the county permitting corrections. Staff anticipate construction to begin April 2, 2025.

Outreach about the track is coming. Plans to get park sanctioned so insurance can cover races.

Community Garden (Ciara Torres) – No new information.

### **Agenda Item 13 – Committee Member Announcements and Future Agenda Items**

- Next Committee Meeting: April 16, 2025
- Next MCSD Board Meeting: April 2, 2025
- Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures
- Update from staff on the LWCF 50% Matching Grant possibility.
- Adding the botanical garden to the next agenda April 4th 1-3 pm workday added.

### **Agenda Item 14 - Adjournment Meeting Adjourned at 7:25 pm**

---

Ciara Torres, PARC Secretary

## Attachment 8.1 - The Land and Water Fund Grant Summary

The Land and Water Conservation Fund (LWCF) provides grants to support the acquisition and development of public outdoor recreation areas and facilities. To apply for an LWCF grant, applicants should follow the guidelines outlined in the LWCF Application Guide. Key points from the guide include:

### Eligibility:

- Eligible applicants include local agencies such as cities, counties, park districts, and special districts authorized to acquire, operate, and maintain public parks and recreation areas.

### Funding Details:

- **Available Funds:** The total amount of funds available varies each application cycle. Applicants should refer to the current LWCF Application Guide for specific figures.
- **Grant Amounts:** The minimum grant request per application is \$250,000, and the maximum is \$5 million.
- **Match Requirements:** LWCF grants require a 50% match from the applicant, meaning the grant can cover up to half of the total project cost. The Parks & Recreation Department would have to put out the full 100%, and would then be reimbursed 50%.

### Eligible Projects:

- Projects must involve the acquisition or development of land for public outdoor recreation. This includes creating new parks, expanding existing ones, or developing recreational facilities.

### Application Process and Timeline:

1. **Review Guidelines:** Applicants should thoroughly review the LWCF Application Guide to understand all requirements and ensure project eligibility.
2. **Prepare Application:** Complete all required components as outlined in the Application Checklist, including the Application Form, Authorizing Resolution, Project Summary, and other necessary documents.
3. **Submission Deadline:** Applications must be submitted online by the specified deadline. Late submissions will not be accepted.
4. **Review Period:** After submission, applications undergo a review process that may take approximately six months.
5. **Post-Selection Requirements:** Selected applicants must complete additional federal requirements, such as compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act, before final approval and funding.

### Important Considerations:

- **Project Timeline:** Projects should be completed within three years from the start date of the grant performance period.
- **Pre-Award Costs:** Certain planning costs incurred up to three years before project approval may be eligible for reimbursement.

- **Compliance:** Applicants must adhere to all federal and state regulations throughout the project, including environmental reviews and public access requirements.

The Land and Water Conservation Fund (LWCF) grant application process utilizes specific project selection criteria to evaluate and rank proposals. Understanding these criteria is essential for applicants aiming to enhance their project's competitiveness.

### **Project Selection Criteria and Point Allocation:**

Applications are assessed based on the following criteria, with a total possible score of 100 points:

#### **1. Unmet Need (20 points):**

- **Acquisition Projects:** Describe the necessity for acquiring new land for public outdoor recreation, emphasizing how the acquisition addresses urgent unmet needs and aligns with Statewide Comprehensive Outdoor Recreation Plan (SCORP) priorities.
- **Development Projects:** Highlight the need for developing new recreational facilities or enhancing existing ones, detailing how the development meets community demands and SCORP priorities.

#### **2. Type of Project (10 points):**

- Specify whether the project involves acquisition, development, or a combination of both, and explain how this aligns with the community's recreational needs.

#### **3. New Acreage Placed Under LWCF Protection (15 points):**

- Indicate the amount of new acreage that will be secured for public outdoor recreation under LWCF protection, emphasizing the project's contribution to expanding protected recreational spaces. Most of Pierson Park and Hiller Sports Site and Hiller Park is already accounted for, so projects there will receive 0 points.

#### **4. Park Deficient or Economically Disadvantaged Area (15 points):**

- Demonstrate that the project site is located in an area lacking sufficient park space or in an economically disadvantaged community, using data to support the claim.

#### **5. Population Served (15 points):**

- Provide details on the demographic characteristics of the population that will benefit from the project, including size, age distribution, and any underserved groups.

#### **6. Public Input (10 points):**

- Describe the public engagement process undertaken, including community meetings, surveys, or workshops, and explain how public input influenced the project's development.

#### **7. Project Readiness (15 points):**

- Outline the project's current status, including planning, design, environmental reviews, and readiness to proceed upon funding approval.

#### **8. Applicant Capacity (Eligibility Requirement):**

- Demonstrate the applicant's ability to manage the project effectively, including experience with similar projects, financial stability, and organizational capacity.

### **Scoring Process:**

Each application starts with zero points and accumulates points based on the responses to the above criteria. Projects addressing multiple SCORP priorities and demonstrating significant community impact are more likely to receive higher scores. Detailed and well-substantiated responses enhance an application's competitiveness.

### **Recommendations for Applicants:**

- **Align with SCORP Priorities:** Ensure the project addresses one or more SCORP priorities, as projects meeting multiple priorities are more competitive.
- **Provide Comprehensive Data:** Use current and relevant data to support claims related to unmet needs, community demographics, and area deficiencies.
- **Engage the Community:** Implement a robust public input process to gather diverse perspectives and demonstrate community support.
- **Demonstrate Readiness:** Highlight completed planning activities, secured permits, and other indicators of project readiness to proceed upon funding.

By thoroughly addressing each selection criterion and providing clear, evidence-based responses, applicants can enhance their chances of securing LWCF grant funding.



# PARKS & RECREATION MASTER PLAN

McKinleyville Community Services District

## Our Mission

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

---

*Updated Month XX, 2025*

---

DRAFT

## Table of Contents

Chapter 1: Introduction .....	4
Introduction .....	4
Purpose of the Plan .....	4
Setting .....	5
Demographics .....	5
Definitions .....	7
.....	9
Chapter 2: Inventory of Existing Opportunities.....	10
Overview.....	10
Parkland Classification .....	10
Recreation Facility Types.....	10
Table of Existing Recreation Facilities .....	11
Existing Recreation Facilities .....	12
Community & Neighborhood Parks.....	12
Outdoor Recreation Facilities.....	13
Indoor Recreation Facilities .....	15
Trails & Open Spaces.....	17
Recreational and Cultural Programs .....	21
Chapter 3: Community Levels of Service .....	23
Overview.....	23
Recreation Facility Levels of Service .....	23
Chapter 4: Planning for the Future .....	26
Overview.....	26
Key Findings from Community Input.....	26
Existing Plans and Projects .....	28
Priorities for Development & Growth .....	28
Challenges.....	29
Goals.....	30

Implementation Strategies ..... 31

Exhibits ..... 32

    Exhibit 1: MCSD District Boundaries ..... 32

    Exhibit 2: Humboldt County Parks Map..... 33

DRAFT

# Chapter 1: Introduction

## Introduction

The McKinleyville Community Services District (MCSD)'s Parks and Recreation Master Plan is intended to be a list of priorities for and strategies by MCSD for providing recreational facilities and programs to the 12,480 acre area inside District's boundaries (See Exhibit 1). The Plan should provide a blueprint of what the District intends to provide in the way of recreation for McKinleyville by the year 2037 with the understanding that the needs of the community and its resources will change over time. Therefore, the plan should be considered a living document and as such it will be updated as required by opportunities and improvements every 5 years.



Chapter One is an introduction to the McKinleyville community and the Master Plan document. It includes demographic information as well as definitions to terms used throughout the Master Plan. Chapter Two describes the recreational opportunities available to McKinleyville in 2025. Chapter Three describes the existing level of service for facilities and opportunities in McKinleyville while also providing a comparison of LOS's in communities with similar populations and population densities across the nation. Chapter Four discuss future planning, challenges, goals and strategies.

## Purpose of the Plan

As stated above, this plan will provide MCSD with a strategy for achieving its highest priority projects. This is a planning tool, (not a strict guideline) for use by the residents of McKinleyville, the MCSD Park And Recreation Committee (PARC), and the MCSD staff and Board of Directors.

For residents, the plan may serve as a catalog of recreational opportunities and as a source of information. For the PARC, the plan will focus development efforts on MCSD's high priority projects. For the MCSD staff and Board of Directors, the plan will serve as the basis for funding decisions and grant applications.

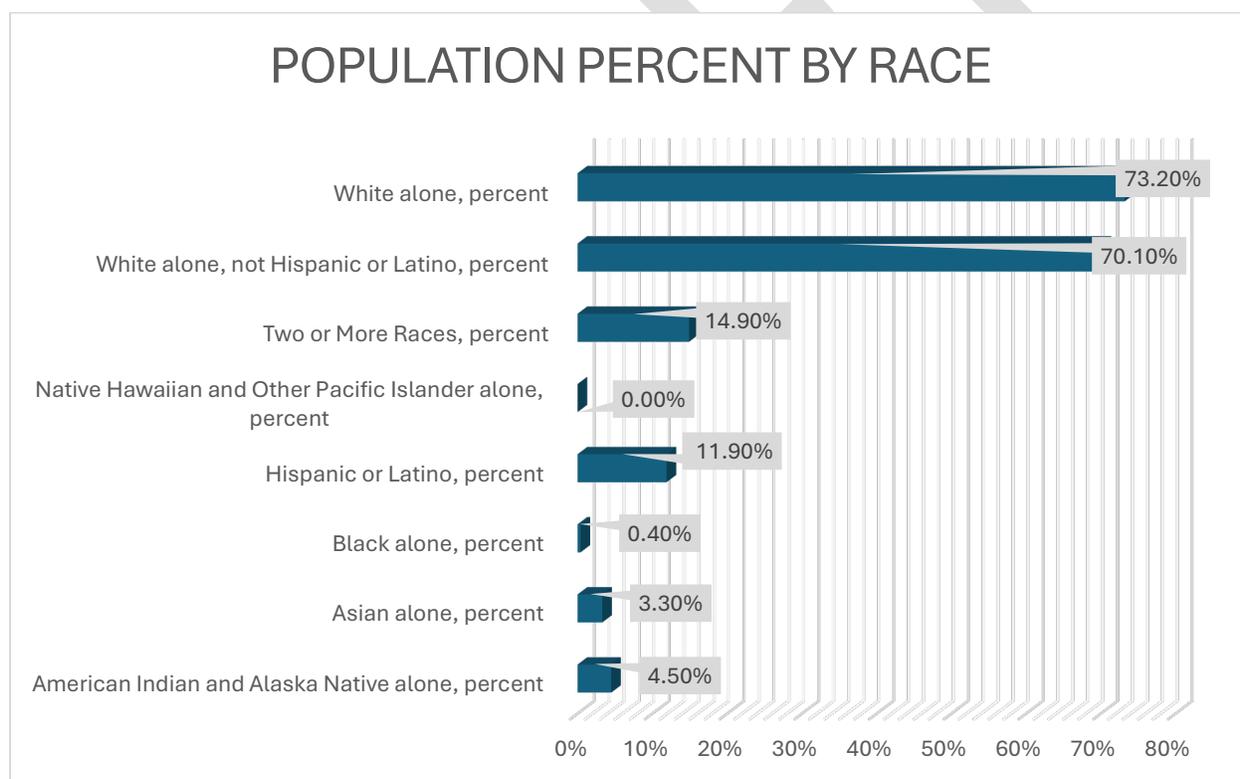
## Setting

McKinleyville is an unincorporated community of approximately 17,347 people. Exhibit 1 illustrates the boundaries of the McKinleyville Community Services District that encompasses 12,480 acres. Most of the housing is located in the 4,000-acre rectangle formed by the Pacific Ocean, the Mad River, the foothills and the airport. Commercial activities are concentrated along Central Avenue from School Road to Murray Road.

Since the 2020 US Census, McKinleyville has grown by 4.22%. According to the MCSD “Urban Water Management Plan” population in McKinleyville should increase to almost 18,147 people by the year 2030.

## Demographics

According to US Census data released in December 2020, McKinleyville has a population of approximately 16,262. The population density was 831 people per square mile.



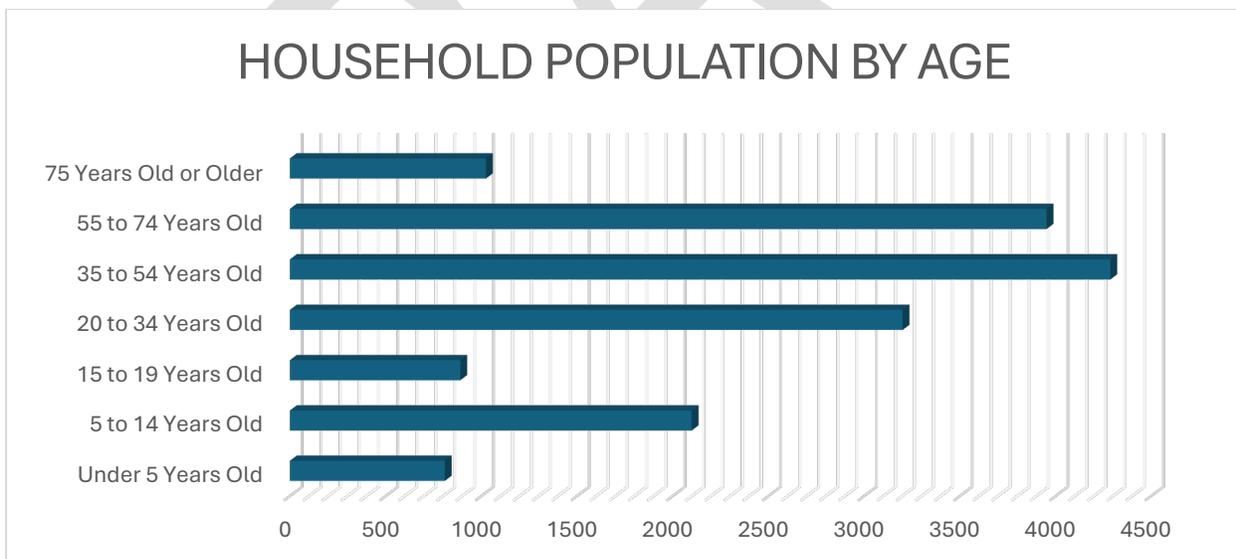
The 2023 American Community Survey by the US Census Bureau reported that there were 6,797 households, of which 1,856 (27.3%) had children under the age of 18 living in them. The average household size was 2.52. There were 3,846 **families** (56.6% of all households); the average family size was 3.29. The household counts in **bold** are what make up the **Total**

**Number of Households.** The “Spousal led families” & “Other family types” total the “Number of Family led homes” and are in *italics*.

HOUSEHOLD DEMOGRAPHICS	POPULATION	% OF POPULATION
Total Population in Households	15,917	97.92%
Non-institutional Group Housing	7	0.04%

HOUSEHOLD DEMOGRAPHICS	NUMBER OF HOUSEHOLDS	% OF HOUSEHOLDS
Number of Family Led Homes	<b>3,846</b>	56.58%
Number of Spousal Led Families	<i>2,844</i>	41.84%
Number of Other Family Types	<i>1,002</i>	14.74%
Number of Single Mother Homes	862	12.68%
Number of Single Father Homes	140	2.06%
Number of Non-family Homes	<b>2,951</b>	43.42%
People Living Alone	2,096	30.84%
<b>Total Number of Households</b>	<b>6,797</b>	

The household population was spread out with 3,798 people under the age of 20; 7,487 people aged 20-54; 3,953 people aged 55-74, and 1024 people age 75 years of age or older. The median age was 43.6 years.



The median household income is \$66,096, while the average household income is higher at \$87,322, indicating some high-income households may be skewing the average. The per capita income is \$35,533.

In terms of income distribution, the largest group falls in the \$50,000 to \$74,999 range, comprising 18.5% of households. A significant portion, 17.0%, earns between \$100,000 and \$149,999, while 15.6% earn between \$35,000 and \$49,999. On the lower end, 14.5% of households earn between \$10,000 and \$24,999, and only 3.3% earn less than \$10,000. At the higher end, 8.0% of households earn more than \$200,000 annually.

HOUSEHOLD INCOME STATISTICS	HOUSEHOLD INCOME
Median Household Income	\$66,096
Average Household Income	\$87,322
Per Capita Household Income	\$35,533

HOUSEHOLD INCOME STATISTICS	% of HOUSEHOLD POPULATION
Income Less than \$10,000	3.3%
Income \$10,000 to \$24,999	14.5%
Income \$25,000 to \$34,999	5.5%
Income \$35,000 to \$49,999	15.6%
Income \$50,000 to \$74,999	18.5%
Income \$75,000 to \$99,999	10.9%
Income \$100,000 to \$149,999	17.0%
Income \$150,000 to \$199,999	6.9%
Income greater than \$200,000	8.0%

## Definitions

Select terms as used in this plan are defined as follows:

**Active Recreation:** Involves organized and structured sports such as soccer, baseball and tennis.

**Bicycle Path:** Describes a bikeway physically separated from motorized vehicular traffic, either within a road right of way or within an independent right of way. Bicycle paths should be distinguished from bicycle lanes or routes which share roadways with motorized vehicles. Bicycle Paths and Lanes are primarily established for non-motorized circulation as compared to recreation purposes. The Bicycle Lanes on the East and West side of Central Avenue from School Road to Railroad Avenue are examples.

**BMX Track:** Describes a purpose-built, off-road course designed for bicycle motocross (BMX) racing. A BMX track typically features a starting gate, a series of jumps, banked turns (berms), and straightaways, providing a competitive and recreational space for riders of varying skill levels.

*Community Forest:* Describes a forested area owned and managed by a local government or community organization to provide various social, environmental, and economic benefits to the local population.

*Community Park:* Describes a recreational area of six plus acres available to the entire District service area.

*Developed Parkland:* land that has been developed for outdoor recreation purposes that is readily accessible to the public.

*Mini Park:* Describes a recreational area of less than two acres serving the area encompassed inside a 1-mile radius.

*Other Park:* Describes a recreational area of between 2 acres and 5 acres.

*Neighborhood Park:* Describes a recreation area of 5 acres serving the area encompassed in a 2-mile radius.

*Playground:* Describes a defined play area intended for use by older children (6-12 years); equipped with active play structures and fall absorbing footing material.

*Preservation Area:* Describes a property that excludes or restricts public use to protect ecological, cultural or natural values.

*Open Space:* Describes undeveloped or reclaimed land preserved for public use for its cultural, ecological, visual, educational, or recreational significance.

*Passive Recreation:* Encompasses such unstructured, relatively quiet activities as picnicking, bird watching, kite flying and walking.

*Perennial Stream:* Describes a stream that flows year-round as compared to an intermittent stream that flows for a portion of the year or an ephemeral stream that only flows during a storm.

*Riparian Habitat:* Describes the plant and wildlife community associated with stream-sides or wetlands.

*Skatepark:* Describes a designated area specifically designed and constructed for skateboarding, rollerblading, and scootering. Skateparks typically include features such as ramps, bowls, rails, and other obstacles to support active recreation and skill development in a controlled environment.

*Tot Lot:* Describes a defined play area intended for use by young children (1-5 years); equipped with play equipment, make believe settings and fall absorbing footing material.

*Trail:* Describes a route that is designated for recreational use for one or more forms of transportation other than motor vehicles. Trails are primarily established for recreational activity as compared to circulation purposes. The nature trail from Parkside Drive to Widow White Creek is an example.

*Undeveloped Land:* Describes a vacant property held in private ownership.

*Useable Open Space:* Describes a dedicated permanent play surface for recreational opportunities and/or informal sports activities.

*Watershed:* Describes a drainage basin, the area of land from which a stream gets its water supply.

