

# March 19, 2025 Regular Meeting of the Park And Recreation Committee

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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 February 19, 2024 (Action)**

Attachment 1 – Draft Minutes from February 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
- Attachment 8.2 – 06-01515 Map – Hiller
- Attachment 8.3 – 06-01732 Map – Pierson

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

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

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

## **12 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)

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

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

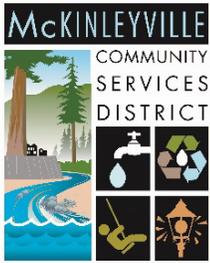
## **14 Adjournment (Estimated 7:30 p.m.)**

**Posted 5:00 p.m. on March 14, 2025**

*Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If*

*you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.*

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

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

**Subject: Staff Notes for March 19, 2025 Meeting**

## **Agenda**

### **1 Call To Order & Roll Call**

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Attachment 1 – Draft Minutes from February 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 committee members time to propose alternate statements for consideration. The statement below is one option provided by committee member Jane Fusek. This item was pulled from the June 19, 2024 PARC meeting to seek Tribal Approval. Staff contacted Michelle Vassel, the Tribal administrator for the Wiyot Tribe. Tribal Administrator Vassel has added the Tribal Land Acknowledgement below to their next Cultural Committee

agenda for review and suggestions. At this point Staff 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. If awarded a grant the Parks & Recreation Department would need to fully fund 100% of the project, and then submit for reimbursement of 50% of the project cost. This grant can be used for Acquisition Projects OR Development Projects. Attachment 8.1 is a summary of the LWCF Grant. Attachments 8.2 and 8.3 are maps that show what is already accounted for as acreage in the LWCF Boundary Area Map of Record. The Grant Application Deadline is August 5, 2025.

Attachment 8.1 – Land and Water Conservation Fund Grant Summary

Attachment 8.2 – 06-01515 Map – Hiller

Attachment 8.3 – 06-01732 Map – Pierson

*Information*

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

The Parks & Recreation Master Plan is updated every five years, the last update was in 2019. Given the Staff transitions that took place in 2024, it was decided to push the update to 2025. This process will involve staff time actually updating the plan with current information, public outreach and surveys, and support from the PARC Committee Members as well.

*Information*

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

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

*Information*

## 11 Parks & Recreation Director Report (Information)

### STAFFING UPDATES:

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.

**12 Ad Hoc Committee Reports (Information)**

**13 Committee Member Announcements and Future Agenda Items**

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

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

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**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)  
HELD ON WEDNESDAY, FEBRUARY 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  
Heidi Conzelmann  
Jane Fusek  
Phil Heidrick  
Dana Merrill  
Ciara Torres  
\*\*Patti Stuart (alternate)  
\*Scott Binder - MCSD Board Director (non-voting member)

Via Zoom:

Absent:  
John Kulstad  
\*\*Evan Schwartz (alternate)

Staff in Attendance:  
Kirsten Messmer

Members of the Public:  
Karen Brooks - 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 Heidrick; **Second:** Committee Member Torres.

There were no comments from the Committee or public.

**Roll Call:** Ayes: Caldwell, Conzelmann, Fusek, Heidrick, Merrill, Ortega, Stuart, Torres Nays:

None Absent: Kulstad, Schwartz

**Motion Summary:** Motion passed.

**Agenda Item 5 – Public Comment**

Karen Brooks made a Public Comment in opposition of allowing e-bikes in the MCF.

**Agenda Item 6 - Approval of the December 18, 2024 Meeting Minutes**

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

**Motion by:** Committee Member Stuart; **Second:** Committee Member Heidrick.

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

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

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe. Committee discussion about next possible steps ensued 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 Torres; **Second:** Committee Member Merrill.

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

### **Agenda Item 8 – Consider Recommending that the 2 Alternate Members fill the 2 Vacant Voting Member Seats to the MCSD Board of Directors**

**Motion:** It was moved to fill the 2 vacant Voting Member Seats with Alternate Members Stuart & Schwartz.

**Motion by:** Committee Member Ortega; **Second:** Committee Member Conzelmann.

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

### **Agenda Item 9 – Nominate & Elect Secretary**

**Motion:** It was moved to approve to appoint Member Torres as Secretary for 2025.

**Motion by:** Committee Member Conzelmann; **Second:** Committee Member Merrill.

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

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

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

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

#### **STAFFING UPDATES:**

Mason Hooven's last day with the District as a Recreation Coordinator was January 8, 2024. The Recreation Coordinator Job Announcement and Description was posted on our website and shared on a few job recruitment sites. We received five viable applications and conducted four interviews. We offered the position to Kristin McDonald. We are happy to announce she has accepted the position. She has been working part-time for the District since June 16, 2000, and we are thrilled to bring her on in this role full time.

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

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- 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.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be Soccer and will run March 8-April 5, 2025. T-ball will likely be May 24 – June 21.
- Registration is open for Breakout for President's Week and Spring Break week, these weeks will include skating at the Skatepark (weather dependent).
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
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## **FACILITY RENTALS & USE**

### December Rentals:

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

### January Rentals:

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

## **OTHER UPDATES:**

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

## **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.

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.

Community Garden (Ciara Torres) – No new information.

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

- Next Committee Meeting: March 19, 2025
- Next MCSD Board Meeting: March 5, 2025
- Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures
- Update from staff on the LWCF 50% Matching Grant possibility.

## **Agenda Item 14 - Adjournment Meeting Adjourned at 7:06 pm**

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Kirsten Messmer, Parks & Recreation Director

## 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:**

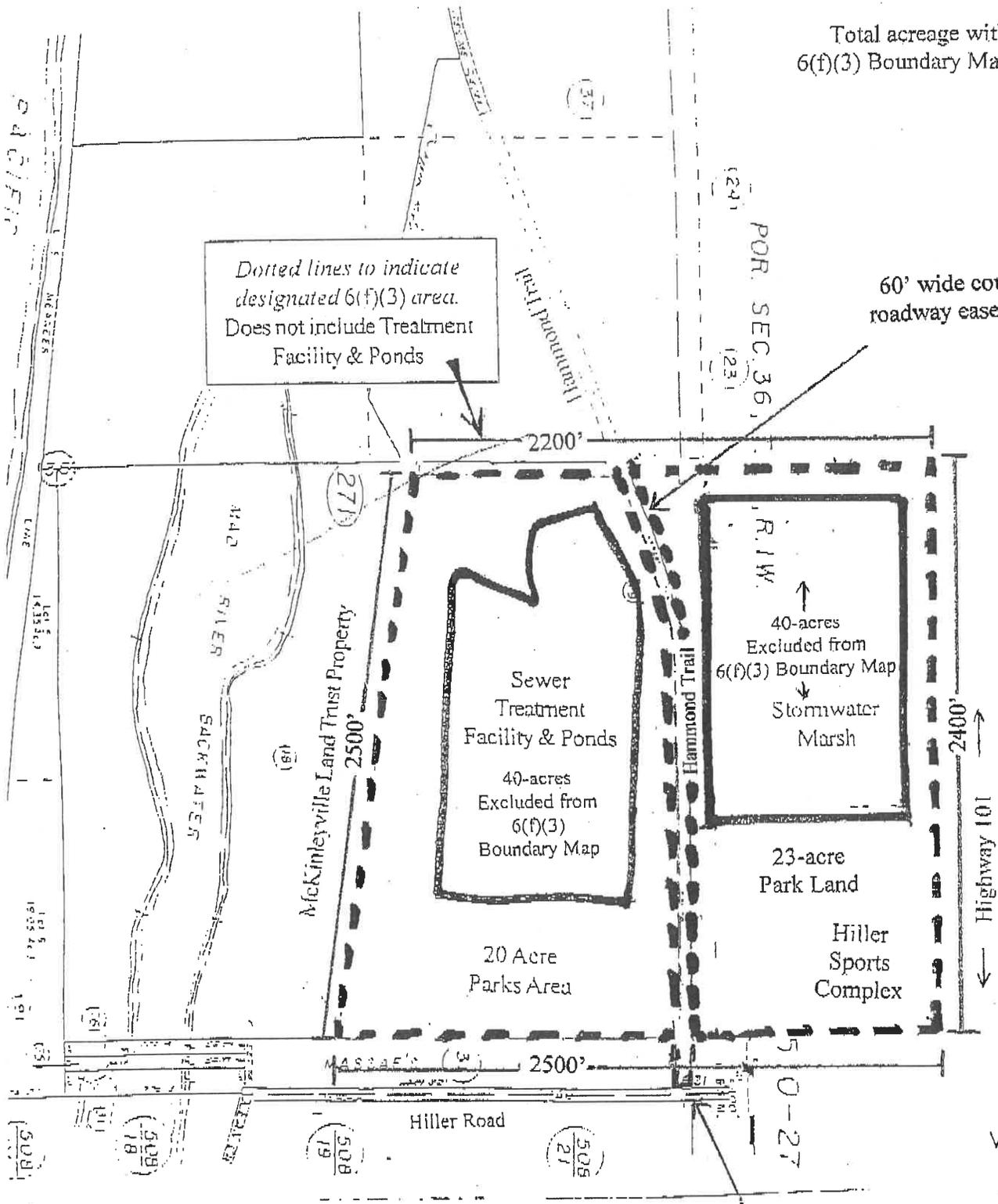
- **Align with SCORP Priorities:** Ensure the project addresses one or more SCORP priorities, as projects meeting multiple priorities are more competitive.
- **Provide Comprehensive Data:** Use current and relevant data to support claims related to unmet needs, community demographics, and area deficiencies.
- **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.

# HILLER PARK DEVELOPMENT PROJECT 6(f)(3) Boundary Map

Accepted by  
NPS 1/22/08  
Date of Map prep: 12-17-07

Total acreage within  
6(f)(3) Boundary Map = 43

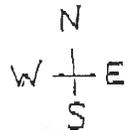


\* Not to Scale

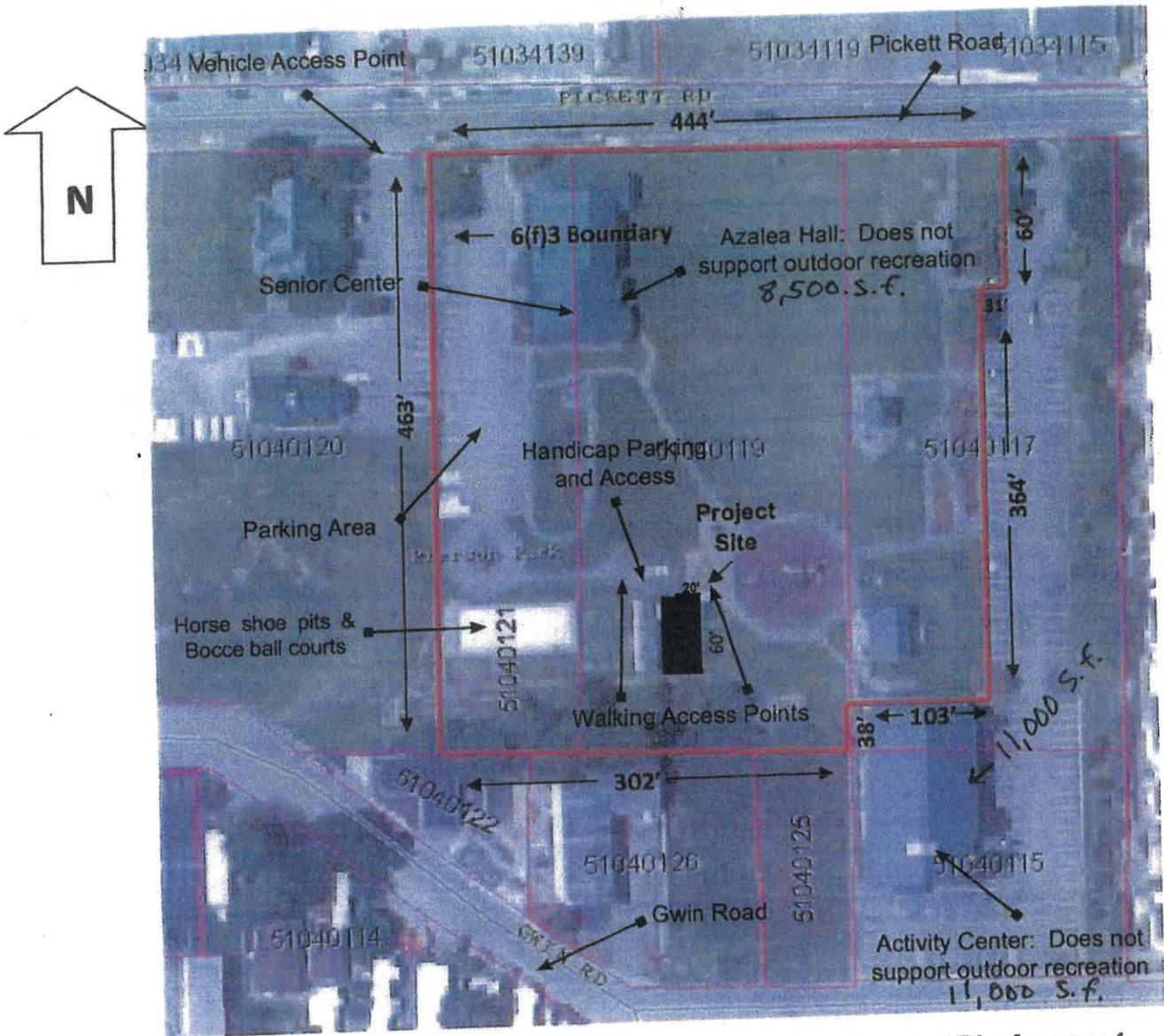
*Jessica A. Marbury*  
Signature of Individual  
Authorized in Resolution

Park access point

12/19/07  
Date



**Section 6(f)3 Boundary Map  
Pierson Park**



**New Covered Picnic area at  
Pierson Park**

Norman Shopay  
Signature of Individual  
Authorized in Resolution

10/25/2011  
Date of Map Preparation

Oct 31, 2011  
Date Signed

4.26 LEWIS Sec. 6(f)(3)  
Boundary Map  
PROJECT # 06-01732  
PROJECT NAME Pierson Park  
covered picnic area  
DATE 7/6/12  
SIGNATURE Barbara Baker