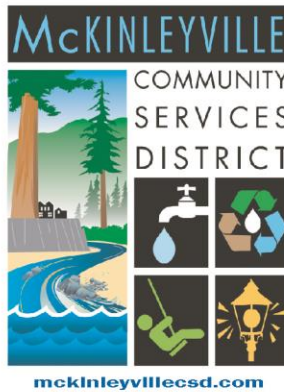


PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

PHONE: (707) 839-9003
FAX: (707) 839-5964

TO: MEMBERS, RECREATION ADVISORY COMMITTEE

FROM: LESLEY FRISBEE, RECREATION DIRECTOR

SUBJECT: STAFF NOTES FOR MAY 20, 2021 MEETING

AGENDA ITEM I- Introductions, Call to Order & Flag Salute

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 Community Services District.

AGENDA ITEM IV – Recreation Director Report

Recreation Program Updates

The Recreational Afternoon Program is running smoothly currently serving 18 elementary school children per day. Totletics, tee-ball will begin June 5th and has a full roster of toddlers.

We are currently hiring Leaders for our Summer Day Camp Program as well as the MUSD Expanded Learning Program that will offer support and assistance during the school day to students participating in distance learning classes.

Staff hosted a third virtual Paint Night class on April 24th. The class had 7 participants, The next class will be on Thursday, May 27, 2021. Classes will be held virtually until it is deemed safe to host classes in person again.

Park & Facility Maintenance Updates

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. The Parks Dept. purchased a used truck from the Operations Dept. to replace one in the parks fleet. The one being replaced is currently for sale via a closed bid process. The bid opening is scheduled for May 27th at 2:00pm. The advertisement for the truck sale can be reviewed in **Attachment 1**.

Humboldt State Student Capstone Project

The HSU Ecology students completed their capstone project providing recommendations and invasive plant species monitoring strategies for both the Hewitt Ranch Property and the North Bank River Property. The report can be reviewed in **Attachment 2**.

Other updates:

- Staff attended Board meetings for board service on both the McKinleyville Chamber of Commerce Board of Directors, McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide administrative support to the Support Services Dept.

Action: Information

AGENDA ITEM V – BMX Track & Park Project

Staff submitted the Statewide Park Development (Prop 68) grant application for the development of a BMX track and Park on March 9th. Grant award notifications are anticipated in June.

The BMX community has been meeting monthly, working on fundraising and planning. McKinleyville BMX has a tentative fundraiser date of July 10th.

Action: Information

AGENDA ITEM VI – Community Forest

Staff continues planning and preparing for the acquisition of a Community Forest.

Staff met with staff of Green Diamond Resource Co. and Trust for Public Lands on May 3rd. Access points were discussed again as well as the grant agreement between Trust for Public Lands and the State Natural Resource Agency. MCSD staff requested an MOU between TPL and MCSD be drafted to clearly delineate the responsibilities of each agency in terms of meeting the grant agreement requirements before and after the transfer of the property.

Staff met with Hank Seeman from the County of Humboldt and Mark Andre to learn from their experience in the acquisition and development of a community forest. Staff gained valuable insight into necessary and immediate actions such as, applying for the required General Plan Conformance Review. Given that the General Plan Conformance review can take 6 months to a year to complete, staff is postponing the process to develop the formal Community Forest Committee until the fall.

Action: Information

AGENDA ITEM VII – Considerations and Process for Park & Recreation Development

At the April meeting committee member John Kulstad requested this topic be added to the May agenda in order to begin the discussion toward developing a process and standard of criteria to be considered and vetted for all new park and recreation developments.

Action: Discussion

AGENDA ITEM VIII – Disc Golf Course Discussion of Possible Locations

Committee member John Kulstad requested to discuss this topic.

Action: Discussion

AGENDA ITEM IX – Report on Actions of MCSD Board

May 5, 2021 MCSD Board Actions

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2021/2022) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

Consider Adopting Resolution 2021-12; Approving the Annual Engineer's Report; Fiscal Year 2021/2022; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith

Consider Adopting Resolution 2021-13; Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2021/2022

General Manager Kaspari introduces the item and Michael Medve from Willdan elaborated on the item giving history on Measure B and the required tasks within this item.

The public hearing was opened at 7:10 p.m. There was no comment from the public or the Board. The public hearing was closed.

Motion: *It was moved to approve Resolution 2021-12 Approving the Annual Engineer's Report; Fiscal Year 2021/2022; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith.*

Motion by: *Director Orsini; **Second:** Director Binder*

Roll Call: Ayes: *Binder, Couch, Orsini, and Mayo* Nays: *None* Absent: *Clark-Peterson*

Motion Summary: *Motion Passed*

Motion: *It was moved to approve Resolution 2021-13 Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2021/2022*

Motion by: *Director Orsini; **Second:** Director Binder*

Roll Call: Ayes: *Binder, Couch, Orsini, and Mayo* Nays: *None* Absent: *Clark-Peterson*

Motion Summary: *Motion Passed*

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on April 7, 2021

D.2 Consider Approval of March 2021 Treasurer's Report

D.3 Compliance with State Double Check Valve (DCV) Law

D.4 Consider Approval of Recreation Program Fees for 2021-22 Recreation Programs

D.5 Consider Authorization to Send Letter of Support of AB1311 – Recycling: Beverage Containers

D.6 Review the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)

Motion: It was moved to approve the Consent Calendar items.

Motion by: Director Couch; Second: Director Orsini

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson

Motion Summary: Motion Passed

E.4 FY2020-21 Parks/General Fund Budget Review and Potential Amendment

Finance Director Trask gave a summary of this item. It was noted that when the original budget was created, no one expected the COVID-19 pandemic to continue for as long as it has. President Mayo asked some clarifying questions regarding percentage lost from not being able to do private contractor classes and if there were other issues not COVID-19 related. Finance Director Trask noted that once the Recreation Department programs are able to run again, then impact of non-COVID items will be able to be seen.

Director Orsini commended staff for the work that was done with shifting and cutting back so that the damage financially was mitigated as best as possible.

There was no public comment.

Motion: *Approve the proposed revised Parks/General Fund Budget for Fiscal Year 2020-21*

Motion by: *Director Couch ; **Second:** Director Orsini*

Roll Call: *Ayes: Binder, Couch, Orsini, and Mayo Nays: None Absent: Clark-Peterson*

Motion Summary: *Motion Passed*

Action: Information

AGENDA ITEM X – Ad Hoc Committee Reports

Hewitt Ranch (John Kulstad)

Skate Park (Charlie Caldwell)

Property at School Road and Washington Ave (Chad Sefcik)

Riverfront property (Jeff Dunk)

Fischer Ranch Estuary Project (Johnny Calkins)

BMX Bike Track (Charlie Caldwell)

Action: Information

AGENDA ITEM XI – Discuss Agenda Topics for Next Meeting

Action: Discussion

AGENDA ITEM XII – Adjournment