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TO: MEMBERS, RECREATION ADVISORY COMMITTEE

FROM: LESLEY FRISBEE, RECREATION DIRECTOR

SUBJECT: STAFF NOTES FOR JANUARY 20, 2022 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—Election of Officers

It is time to nominate and elect committee officers for the 2022 calendar year.

Current Officers:

- Chair—Johnny Calkins
- Vice-Chair—Charlie Caldwell

Action: Vote

AGENDA ITEM V – PARC Member Applications

Jennifer Ortega submitted an application for the PARC on December 28, 2021. Her application can be reviewed in **Attachment 1**.

Staff requests the committee review the application and submit a recommendation to the MCSD Board as to the appointment of the applicant.

Action: Recommendation to the Board

AGENDA ITEM VI – Recreation Director Report

Recreation Program Updates

- Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play.
- Winter Breakout Day Camp in December was successful and served 25 elementary students per day December 20-22, 2021. The next Breakout Day Camp will be February 21-25, 2022.
- Youth Basketball programs for 3rd through 6th grades began on January 15th. There are two programs running concurrently, and afterschool program and a Saturday program.
- Two new Adult classes began this month, Tai Chi on Sundays 11:00-12:00 and Kung Fu on Tuesday and Thursdays 5:30-6:30pm. These are drop-in classes. \$10 per class or bulk classes for \$7.50 per class.

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 have been trimming trees in parks and along Central Ave. Hiller Sports Site continue to be mowed and gophers continue to be trapped. Staff are planning to host volunteer work days in February to fill in holes and distribute grass seed on the sports fields. A new ice machine was installed at Azalea Hall after the original ice machine became unrepairable. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Community Forest Updates

Staff continue preparing for the acquisition of the Community Forest Property. Green Diamond Resource Co. would like to include any access easements in the property transfer title. Staff will be working with HSU Parks & Rec planning students this semester to host a variety of public input processes to gather community input on desired access locations and amenities as well as desired recreational uses to be developed.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- Staff submitted an application for the Prop 68 Per Capita funding for improvement renovations at Azalea Hall based on the departments Capital Maintenance and Inventory plan. The funding will be used to replace the flooring throughout the lobby, Hewitt Room and Kitchen, replace an aged HVAC system, replace the aged kitchen exhaust system, renovate the walls in the Hewitt room, and replace the front doors.
- Staff submitted an application for the construction of the Skatepark through the Rural Recreation and Tourism grant program from the California Dept. of Parks and Recreation. The grant application deadline was January 20, 2022.
- Staff are preparing the Spring/Summer Newsletter and Activity Guide which is scheduled to go out to rate payers February 15-16.
- Staff is preparing a Draft CIP budget for fiscal year 22/23. The draft will be presented to the Board of Directors at the February 2nd Board meeting.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

Action: Information

AGENDA ITEM VII – BMX Track & Park Project

We have been awarded the Statewide Park Development Program funding for the project. Currently we are awaiting the grant contract from the state. Once the contract is in place we can move forward with the RFP process for design and then construction.

Staff met with Mike McIntyre of Action Sports Design and discussed the project. Action Sport Design is BMX USA's chosen design professional for sanctioned tracks. Mr. McIntyre will provide assistance for the RFP once the grant contract is in place.

Action: Information

AGENDA ITEM VIII –HSS Field Use Fee Schedule 2022

Field use fees for Hiller Sports Site have not been adjusted since 2019. Given the cost of living increases and wage increases in the last two years, staff is proposing a 3.33% increase to the field use fees for the 2022 year. The proposed fee schedule can be reviewed in **Attachment 2**.

Action: Recommendation to Board

AGENDA ITEM IX—Intermodal Transportation Committee Report

Ben Winker to report on work of County Intermodal Transportation Committee.

Action: Information

AGENDA ITEM X – Report on Actions of MCSD Board

December 1, 2021

B.1 Public Hearing for Reformation of the Central Avenue Open Space Maintenance Zone No. 6 (“Zone #6”)

General Manager Kaspari reviewed the staff note for the Board and public.

President Mayo opened the Public Hearing at 7:03 p.m.

No votes were cast at the meetings. The votes received prior to the meeting were counted at 33.44 yes/in favor, and 7.21 no/not in favor.

There was no public comment. The Public Hearing was closed.

Motion: It was moved to adopt Resolution 2021-33 Confirming and Approving the Levy of Assessments in Connection with the Central Avenue Open Space Maintenance Zone #6.

Motion by: Director Orsini; **Second:** Director Clark-Peterson

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

E.3 Consider Appointment of Applicants Heidi Conzelmann and Jane Fusek for the Vacant Seats on the Parks and Recreation Committee (PARC)

Recreation Director Lesley Frisbee read the staff report for this item. Each applicant introduced themselves to the Board. The Board thanked the applicants for stepping up.

Motion: It was moved to appoint Heidi Conzelmann and Jane Fusek to the Parks and Recreation Committee for four (4) year terms as regular voting members.

Motion by: Director Couch; **Second:** Director Clark-Peterson

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

Motion Summary: Motion Passed

January 3, 2022

E.2 Presentation of the Community Builder Award to Charlie Caldwell

Recreation Director Frisbee gave a short presentation of the Community Builder Award to Charlie Caldwell. The Board, Staff, and public provided comments of congratulations and praise to Mr. Caldwell. This was an informational only item. No action taken.

E.8 Consider Approval of Professional Services Agreement with Willdan Financial to Perform the Annual Measure B Renewal as well as an Assessment Study

General Manager Kaspari gave an overview of this item. It was clarified that the draft agreement was for a Measure B Assessment and not a Water/Wastewater Analysis.

Motion: Authorize the General Manager to execute the Professional Services Agreement with Willdan Financial to provide services to perform the Measure Be Renewal for 2022 and an Assessment Study for an amount not to exceed \$46,620.

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

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

Motion Summary: Motion Passed

AGENDA ITEM XI – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell): *Quarterly Report*

Fischer Ranch Estuary Project (Johnny Calkins)

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

Community Garden (Ben Winker)

Action: Information

AGENDA ITEM XII – Discuss Agenda Topics for Next Meeting

Action: Discussion

AGENDA ITEM XIII – Adjournment