

PHYSICAL ADDRESS:

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MAIN OFFICE:

PHONE: (707) 839-3251
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PARKS & RECREATION OFFICE:

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

TO: MEMBERS, RECREATION ADVISORY COMMITTEE

FROM: JASON SEHON, PARKS & RECREATION DIRECTOR

DATE: JANUARY 9, 2015

SUBJECT: MEETING NOTICE FOR THURSDAY, JANUARY 15, 2015

**CC: MCSD BOARD MEMBERS
GREG ORSINI, MCSD
JENS ANDERSEN, MCSD
LESLEY FRISBEE, MCSD
KIRSTEN MESSMER, MCSD
BRAD HAYMAN, MCSD
JACK DURHAM, MAD RIVER UNION
FILE**

Attached, is a copy of the agenda and meeting information for the upcoming Recreation Advisory Committee meeting to be held:

Thursday, January 15, 2015

6:00 pm

MCSD Conference Room (1656 Sutter Road)

Please contact the Parks & Recreation office at 839-9003 if you have any questions and/or if you are unable to attend.

Thank you.

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TO: MEMBERS, RECREATION ADVISORY COMMITTEE
FROM: JASON SEHON, PARKS & RECREATION DIRECTOR
SUBJECT: STAFF NOTES FOR January 15, 2015 MEETING

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

AGENDA ITEM II- Election of Officers

The term for officers of this Committee is four (4) years. Each year at its first meeting, the Committee appoints members whose terms have ended as well as elect a Chairperson and Vice-Chairperson to serve in such capacity.

The following members' terms end January 31, 2015:

Charlie Caldwell
Jim Fritz

Staff recommends the Committee entertain a motion for the appointment of Charles Caldwell and Jim Fritz if they are interested in continuing to serve on the Committee.

Staff also requests the Committee entertain a motion for the appointment of officers and then appoint officers for the 2015 calendar year.

Jeff Dunk is the current Chairperson and John Kulstad is the current Vice-Chairperson.

Action Requested: Elect Officers (Voice Vote)

AGENDA ITEM III- Recognition of Parks & Recreation Employees

At each January Recreation Advisory Committee Meeting, the Parks & Recreation Director recognizes parks and recreation department accomplishments and shows appreciation to its employees. I have asked staff to attend the meeting and I will be acknowledging the following individuals for their exceptional efforts:

Lesley Frisbee, Recreation Supervisor
Jens Andersen, Recreation Coordinator
Kirsten Messmer, Recreation Coordinator

Brad Hayman, Maintenance Supervisor
Mark Maillie, Maintenance Worker
Eric Martin, Maintenance Worker
Joseph Jmaeff, Seasonal Laborer
Part time employees

Staff has prepared a brief PowerPoint Presentation for the meeting.

Action Requested: Informational

AGENDA ITEM IV- Conflict of Interest – Form 700

At the beginning of each calendar year, Committee Members and staff are required to complete the Form 700 - Conflict of Interest. This is an important document and a requirement to serve on the Committee.

Staff would like to request these forms be filled out and returned by the end of January 2015.

Action Requested: Informational

AGENDA ITEM V- Communications *(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):*

Action Requested: None

AGENDA ITEM VI- Discuss Recreation Advisory Committee and its Role within the Community

The Recreation Advisory Committee (RAC) serves in an advisory capacity to the MCSD Board of Directors and District staff in all matters pertaining to public recreation, parks, and their respective facilities. Attachment A includes basic information regarding the RAC.

The RAC has been instrumental in helping with the success of several recreation programs and the construction and progress of several parks and facilities. In the last few years, members of the RAC have assisted with decisions regarding plans for Hiller Park West, successful completion of Hiller Sports Complex, and the replacement of playgrounds at Hiller Park and Pierson Park.

The Committee has also assisted with updating MCSD's Parks & Recreation Master Plan several times and was involved with the successful completion of a new Measure B, which will provide funding for ongoing maintenance of existing and future parks and facilities, as well as providing funding for the construction of a new Teen & Family Center.

As for the future, the RAC will continue to play an important role in decisions regarding McKinleyville Parks & Recreation.

Action Requested: Informational

AGENDA ITEM VII- Update on grants

Staff continues to research grant opportunities on a weekly basis. Recent grants received are as follows:

- \$10,000 from Coast Central Credit Union to help install a playground at Pierson Park
- \$9,000 match from Humboldt Area Foundation for audio and visual equipment for the Teen & Community Center
- \$25,000 match from Land & Water Conservation Fund to fund the construction of a covered picnic area at Pierson Park

Staff continues to work with the Boys & Girls Club of the Redwoods on a grant application for the Teen & Community Center. We have received positive feedback from the grantees.

Action Requested: Informational

AGENDA ITEM VIII- Update on Parks Projects

- Covered picnic pavilion project
- Teen & Community Center
- Hiller Park Loop Trails
- Botanical Garden
- Hiller Park fencing
- Open Space Maintenance Zone maintenance.
- Deep cleaning of Azalea Hall.

Action Requested: Informational

AGENDA ITEM IX- Update on Recreation Programs

- Youth Basketball League
- KidsClub Afterschool program
- Humboldt Hoops 3 on 3 Basketball Tournament
- Hot Shots Competition
- MYLS
- Youth Driven Saturday Nights
- Website upgrade

Action Requested: Informational

AGENDA ITEM X- Teen & Community Center Update

The MCSD Board of Directors met on Wednesday, January 7, 2015 to discuss the outcome of the bid process for the construction of the new teen & community center in McKinleyville.

The bid opening was held in November 2014, three (3) bids were received and the lowest bid in the amount of \$2,114,600 was found to be responsive.

Architect firm LDA Partners has an exceptional track record of coming in at or below their estimates. Their bid estimate was \$1.85 million and MCSD staff was surprised when the low bid came in at more than \$264,000 over the estimated cost to construct the facility.

Management requested the Architect firm analyze the discrepancy between their estimate and the bid results. In summary, they found there was confusion regarding the kitchen equipment; there was a potential lack of Bond capacity for many firms leading to a less competitive bid submittal; and site work was higher than anticipated due to the need to modify or include items that were not currently present on site to meet current codes.

At the January 7, 2014 Board meeting, staff presented several options for the Board to consider on how to proceed. After careful consideration, the Board directed staff to revise the design to reflect a reduced square footage with addition of other cost saving measures also utilizing additive and deductive alternates to give the highest level of flexibility to control final bid costs with a target cost of less than \$1.7 million.

Action Requested: Informational

AGENDA ITEM XI- Review of Board Actions at Previous Board Meetings

December 3, 2014

<u>Items:</u>	<u>Action:</u>
E.1 Presentation of Community Builder Award to Humboldt Area Foundation	Approved
E.3 Consider appointing Stephanie Hartley as a student member of the Recreation Advisory Committee	Approved
E.7 Draft #1 Integrated Pest Management Plan Workshop	Approved

January 7, 2015

<u>Items:</u>	<u>Action:</u>
E.6 Review Recent Teen Center Bid Results, Discuss Alternatives and Consider Recommended Path Forward	Approved
E.7 Consider Approval of Law Enforcement Facility Lease Agreement with County of Humboldt	Approved

Action Requested: Informational

AGENDA ITEM XII- Ad Hoc Committee Reports

Hewitt Ranch (John Kulstad)
Skate Park (Charlie Caldwell)
Teen & Community Center (Jeff Dunk)
Property at School Road and Washington Ave (Jim Fritz)
Riverfront property (Jeff Dunk)
Hiller Park Botanical Garden (Jeff Dunk)
BMX Bike Track (Beth Crone)

Action Requested: None

AGENDA ITEM XIII- Staff Reports

None.

Action Requested: None

AGENDA ITEM XIV- Adjournment (Approximately 7:30 pm)

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Recreation Advisory Committee

MEETING DATE

Thursday, January 15, 2015
6:00 p.m.

Location

MCSD Conference Room
1656 Sutter Road
McKinleyville, CA

MEETING Agenda

- I. Call to Order & Flag Salute
- II. Election of Officers
- III. Recognition of Parks & Recreation Employees
- IV. Conflicte of Interest – Form 700
- V. Communications
- VI. Discuss Recreation Advisory Committee and its Role within the Community
- VII. Update on grants
- VIII. Update on Parks Projects
- IX. Update on Recreation Programs
- X. Teen & Community Center Update
- XI. Review of Board Actions at Previous Board Meetings
- XII. Ad Hoc Committee Reports
- XIII. Staff Reports
- XIV. Adjournment (Estimated 7:30 pm)