

**AV Community Service District  
Parks and Recreation Department  
Agenda**

Join Zoom Meeting  
<https://us02web.zoom.us/j/2452639282>

Meeting ID: 245 263 9282  
Wednesday Nov 30, 2022  
2:15pm

**Meeting called to order at pm**

**Committee Members:** Kathleen McKenna – CSD Rep, Donna Pierson-Pugh - Secretary, Star White - member, Elizabeth Summers– member, Elizabeth Jensen – Chair,

**Attending:**

**Approve minutes for Wednesday, October 26, 2022 MSA**

**Reports**

1. **Budget Report –**
2. **CSD Board Meeting report –**
3. **Teen Center Report –** The teens are going to have a fundraiser on 12/3 Unity Club Bazaar snack bar.
4. **Wellness Coalition –**
5. **Community Park Report:**
  - CALTRANS Beautify California update –
  - Per Capita Update –
  - Purchase Plan- meeting next Weds. 11/2 in the park
    - Skate Park - [avskatepark.org](http://avskatepark.org) –
  - Bike Park

**Old Activities/Business**

1. Review activities/post-event forms
2. New updates on Maintenance Plan for the park- see form below
3. Improving communication in the Valley

**New Activities/Business**

1. AV Parks and Rec representative for the AVV Non Profit Org. volunteer recruitment

**Meeting adjourned: pm**

**Items for next meeting:**

**Next Meeting:** December 28, 2022?? 2:15 in-person meeting at the firehouse and on Zoom <https://us02web.zoom.us/j/2452639282> for those who RSVP

**AV Community Service District  
Parks and Recreation Department**

Minutes

Wednesday Oct 26, 2022 2:15pm

**Meeting called to order at 2:19 pm**

**Committee Members:** Kathleen McKenna – CSD Rep, Donna Pierson-Pugh - Secretary, Star White - member, Elizabeth Summers– member, Elizabeth Jensen – Chair,

**Attending:** DPP on Zoom, Kathleen, Star, Elizabeth, Noor and students

**Approve minutes for** Wednesday, September 28, 2022 MSA 3/0/0

**Reports**

6. **Budget Report** – Concerns over the final \$320,000 but Kevin approved a \$16,000 reimbursement.

7. **CSD Board Meeting report** –

8. **Teen Center Report** – The teens are going to Santa Cruz to Pie Ranch, work and make a pie, go to the Boardwalk, and visit UCSC. The request to CFMC to extend the expenditure of the remaining \$7,000 until 12/31/22 and use \$1000 for a blow-up screen and projector to provide community movies as a student/community strengthening and fundraiser activity was approved. PTAV may be interested but will lend the TC the popcorn.

9. **Wellness Coalition** – Clinic’s Harvest Festival on Oct 20 was really successful. The folks From Blue Zone said it’s the most successful community event they have seen in the county in the last year. Andres and Kathleen hadn’t heard about it.

10. **Community Park Report:** bids on the fencing, hog wire is climbable, 8’ panel \$122, \$2,000 for the perpendicular fence, does have to be prevailing wage and registered contractor. CA Dept of Labor has a website on registered contractors. Next meetings: Weds 2:15 in the park for spend down and prep Nov. AVUSD Board mtg, Star is taking care of the damaged arbor this week.

- CALTRANS Beautify California update – AVUSD board is wanting to get assurance of receiving the grant before committing to transferring the property.
- Per Capita Update – EJ will work on getting quote on the park elements. DPP will check PC plan
- Purchase Plan- meeting next Weds. 11/2 in the park
  - Skate Park - [avskatepark.org](http://avskatepark.org) – Community meeting had 20 attendees who were very positive and have joined the team. People in the community who have offered to help in many ways– from Willits, and experienced with grant writing and skatepark. School board meeting 11/8 is the next step and wear green to show your support for the skate park.
- Bike Park

**Old Activities/Business**

4. Review activities/post-event forms: N/A

**New Activities/Business**

2. Update Maintenance Plan for the park- see form below – Check with Noor. Make a sign requesting that they contact us before leaving toys in the park. Volunteers to review status of the park, check garbage and report issues.

**Meeting adjourned: 3:15 pm**

**Items for next meeting:** Improve communication in Valley – AVES yellow folder

**Next Meeting:** November 30, 2022 2:15 in-person meeting at the firehouse and on Zoom <https://us02web.zoom.us/j/2452639282> for those who RSVP

## Park Maintenance

The recommended maintenance procedure according to AAA State of Play is as follows: Playground grounds and equipment should be inspected regularly for health and safety hazards. Carefully check for trash, broken glass, and other hazardous items and debris. Other problems to check for include vandalism or other signs of inappropriate use of the playground area. Maintenance inspections are usually done monthly, quarterly, or bi-annually, depending on how much they are used, to ensure the playground equipment is safe. The AV Community Park will have a maintenance person inspect the playground equipment monthly and be on call from Village volunteers/CSD Parks and Rec Committee Members who are checking the park several times a week for garbage and any damages. The monthly maintenance follows the district's guidelines for the school playgrounds. There is no hard and fast rule for how often you should have your playground inspected, but the more often you can do it, the better. Using volunteers from the community to do the several checks during the week keeps the community involved and feeling connected to the park along with making sure problems are addressed in a timely fashion. The volunteers are recruited from the AV Village and the Village Coordinator oversees the volunteers' schedules, it is recorded through the Village website and is easy to monitor. There are currently three volunteers helping with this park check.

Sueño Latino has funds designated for the park which will be set aside as a reserve account for maintenance needs.

Young families have donated out-grown toys, including small trikes and Big Wheels. While the toddlers enjoy these, they are often not of a quality that can hold up to the wear and tear of park use, so there will be a sign requesting that contributions be okayed by the Parks and Rec Committee before being left in the park.

Our several weekly check-ins of the playground equipment and grounds include checking for and addressing::

### Equipment Check-in

- Broken or missing equipment
- Secure anchors, barriers, & panels
- Loose or missing bolts and/or clamps
- Heavily worn moving parts, swing parts
- Cracked and/or broken plastic parts
- Rusted, worn, or corroded metals

### Equipment Check-in

- Broken glass, trash and other debris
- Problems with surfacing
- User modification such as rope swings
- Vandalized, broken and defaced property
- Tripping hazards like exposed tree roots

If safety hazards are seen during your inspection, report and record the problems as quickly as possible to reduce the possibility of injury.

# Monthly Playground Maintenance Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather: \_\_\_\_\_

|             |                                | Satisfactory | Not Applicable | Attention Required | Required Action | Date Completed |
|-------------|--------------------------------|--------------|----------------|--------------------|-----------------|----------------|
| Surfacing   | Surface Contamination          |              |                |                    |                 |                |
|             | Surface Compaction             |              |                |                    |                 |                |
|             | Surface Depth                  |              |                |                    |                 |                |
|             | Surfacing Material Containment |              |                |                    |                 |                |
|             | Pooling Water                  |              |                |                    |                 |                |
|             | Protective Surfacing Zone      |              |                |                    |                 |                |
|             | Exposed Footings               |              |                |                    |                 |                |
| Performance | Entanglement Hazards           |              |                |                    |                 |                |
|             | Head/Neck Entrapment Hazards   |              |                |                    |                 |                |
|             | Looping Hazards                |              |                |                    |                 |                |
|             | Protrusion Hazards             |              |                |                    |                 |                |
|             | Sharp Points/Edges             |              |                |                    |                 |                |
|             | Pooling Water                  |              |                |                    |                 |                |
| Maintenance | Tilting/Frost Heave            |              |                |                    |                 |                |
|             | Chain Wear                     |              |                |                    |                 |                |
|             | Tangled Chains                 |              |                |                    |                 |                |
|             | Cracked/Worn Swing Seats       |              |                |                    |                 |                |
|             | Bearings Wear                  |              |                |                    |                 |                |
|             | Lubrication                    |              |                |                    |                 |                |
|             | Loose/Worn/Missing Fasteners   |              |                |                    |                 |                |
|             | Wood Splinters/Cracking        |              |                |                    |                 |                |
|             | Broken/Damaged/Missing Parts   |              |                |                    |                 |                |
|             | Finish/Paint/Rust              |              |                |                    |                 |                |

**Repairs and improvements completed in the Park in the last two years:**

- CSD and AVUSD insurance inspections were completed
- A formal playground inspection was completed by John Haverman, certified inspector from MCOE on the park and recommendations for repairs/modifications and elimination of play elements were made 4/29/21
- The wooden climbing and slide structure had beams replaced and repaired

- The tetherball was set up and the balls and rope have been replaced twice
- The boat was repaired following the recommendations of the Park Inspector
- The arbor at the south-west part of the park was repaired
- The child-sized picnic table was repaired
- The park was mowed three times in each of the last two years unlike the once a year mowing done previously
- The garbage has been picked up and containers emptied weekly or more as needed
- The AV Village has volunteers that sign up and record digitally the check-ins
- A safe off-road parking area for young families with ADA parking constructed.

### Park Maintenance Budget

| Activity  | Frequency  | Budgeted Cost  |
|---|--|--|
| Mowing  | 3 – 4 times annually<br>April, May, June, August,  | \$200 x 3 = \$600  |
| Maintenance on equipment<br>(based on recommendations and previous years) | Check monthly Feb–Nov.1 hr<br>Repairs as needed - ~ 5 hrs a year + materials<br>Volunteers report when there are repairs in the park.  | 1 hr x 10 months x \$40 = \$400<br>5 hours x \$40 = \$200<br>Materials ~\$500<br>Total \$1,100 |
| Garbage   | Biweekly (Oct.-March)<br>Twice weekly (April – Sept.)<br>30 min x 54 weeks<br>Volunteer-checks: garbage pick up and notifications of needed repairs to the maintenance person. | \$10 hr x 54 = \$540   |
| Port-a-Potty servicing  | 2 times a month  | \$40 x 24 = \$960  |
|   | <b>Total</b>   | <b>\$3,550</b>   |