



**FINANCE COMMITTEE MEETING**  
**CV Starr Community Center**  
**300 S. Lincoln Street**  
**Ft. Bragg, CA 95437**  
**Monday, January 11<sup>th</sup>, 2010**  
**10:30 a.m.**

**FINANCE COMMITTEE MEETING**

**AMENDED AGENDA**

**1.0 CALL TO ORDER**

**Call to Order and Roll Call**

**2.0 APPROVAL AND ADOPTION OF AGENDA, January 11<sup>th</sup>, 2010**

Items to be removed from the agenda or changes to the agenda should be done at this time.

**3.0 PUBLIC PARTICIPATION**

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda. Law (Government Code 54954.3) prohibits the Board from taking action on matters not on the agenda. The board may briefly respond to such public comment by asking questions to clarify the speaker's comments. The total time for public input on each item is limited to 20 minutes (Government Code 54952).

**4.0 CORRESPONDENCE, WRITTEN AND ORAL**

**5.0 CONSENT CALENDAR**

*These items are considered routine in nature and will be approved with one motion.*  
None

**6.0 DISCUSSION/ACTION**

**6.1 Cash Flow Projection**

**6.2 Review of Outstanding Payables**

### **6.3 Regional Park and Golf Course Financing Options**

### **6.4 Donations From Fort Bragg Travelers Committee**

### **7.0 Items for next Agenda**

- 1.
- 2.
- 3.
- 4.

### **8.0 ADJOURNMENT**

#### **NOTICE TO THE PUBLIC**

**All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a Recreation District public meeting. Such a request should be made to David Yeomans, Board Chairperson, 300 S. Lincoln St., and Ft. Bragg no later than seven days prior to the meeting.**

*PLEASE NOTE:* District agendas are posted at least 72 hours in advance of regular meetings on the window at the District Office, CV Starr Community Center, 300 S. Lincoln Street, Ft. Bragg, California. District agendas are emailed to the Ft. Bragg Advocate and Mendocino Beacon at least 72 hours in advance of regular meetings.



**FINANCE COMMITTEE MEETING**  
**CV Starr Community Center**  
**300 S. Lincoln Street**  
**Ft. Bragg, CA 95437**  
**Monday, January 4<sup>th</sup>, 2010**  
**10:00 a.m.**

**Meeting Minutes**

The meeting began at 10:05AM with the following items discussed:

**1.0. CALL TO ORDER**

Call to Order and Roll Call – Yeomans, Sipila – both present

**2.0 APPROVAL AND ADOPTION OF AGENDA, January 4<sup>th</sup>, 2010**

- 6.4 to be combined in 6.1, strike 6.4.
- Yeomans moved to approve as modified, Sipila seconded the motion, all in favor 2-0.

**3.0 PUBLIC PARTICIPATION**

- No public comment.

**4.0 CORRESPONDENCE, WRITTEN AND ORAL**

- No correspondences.

**5.0 CONSENT CALENDAR**

- No action.

**6.0 DISCUSSION/ACTION**

**6.1 Report-Rick Mc Gill- Revised 2009-10 Financial Planning**

- Current need to identify cash flow of District on a bi-monthly format.
- Timeline for annual budget based on a 6-month basis.
- Capitol budget to be addressed.
- Construction budget resolutions need to be finalized.
- Dredging and golf course issues should be addressed as soon as possible.
- Three category areas identified: Operations, Starr Center and Golf Course.

- Yeomans to follow-up on expected gift of \$93,000 as identified on projected budget.
- Pine requested information on timeline of Proposition A1 funds.
- Gordon presented December financial information.
- McGill suggested finding another source of revenue rather than relying on expected gifts for meeting payroll.
- Yeomans stated the state funds should be received prior to the first of February.
- Group discussed the states process and timeline for check distribution.
- McGill suggested contacted PGE to discuss bill payment options.
- Projected cash flow figures identified on hand-out and discussed.
- McGill identified operating short falls and the month of “April” as an area of financial concern.
- Itell stated the site revenue needs to increase.
- Role of Morris and Starr Foundation discussed.
- February 5 suggested as due date for quantifying construction cost.
- Thomas inquired about process of determining figures and “confidence level” figures are complete.
- Group thanked McGill for his work, direction and supervision.

## **6.2 Labor Attorney**

- Itell stated a volunteer job description is needed. Volunteers cannot replace an existing job or position.
- Itell stated California is not an “at-will” state and staff has a “right to work”, role of volunteers needs to be identified in advance.
- Itell suggested following a volunteer application process including a background check.

## **6.3 Overtime Report**

- Thomas inquired about existing staff performing overtime without pay.
- Itell suggested a process and procedure of permitting overtime is needed.
- Itell requested a meeting be scheduled with key staff regarding staff schedules and overtime approval process, meeting to include Mendocino staff.
- Itell stated some Districts operate using “core staff” and implementing volunteers to assist.

## **7.0 Items for next Agenda**

1. Cash flow projection (Pine)
2. Consolidate outstanding bills, bank deposits (Gordon and Pine)

## **8.0 ADJOURNMENT – The meeting was adjourned at 11:29AM.**



**SPECIAL BOARD OF DIRECTORS MEETING**  
**CV Starr Community Center**  
**300 S. Lincoln Street**  
**Ft. Bragg, CA 95437**  
**Monday, January 4th, 2010**  
**11:30 a.m.**

**SPECIAL BOARD OF DIRECTORS MEETING**

### **Meeting Minutes**

**The meeting began at 11:35AM with the following items discussed:**

**1.0. CALL TO ORDER**

**Call to Order and Roll Call – Yeomans, Sipila, McColley, Yanez – All present**

**2.0 APPROVAL AND ADOPTION OF AGENDA JANUARY 4<sup>TH</sup>, 2010**

- Item 7.4 added – Marketing Committee report
- Yeomans moved to accept agenda with additions noted, Sipila seconded the motion, all in favor 5-0.

**3.0 APPROVAL AND ADOPTION OF MINUTES**

**Finance Meeting of December 21, 2009**

- Ivankay's name misspelled.

**Special Board Meeting of December 21, 2009**

- McColley moved to accept minutes with correction, Yanez seconded the motion, all in favor 5-0.

**4.0. PUBLIC PARTICIPATION**

- No public participation.

**5.0 CORRESPONDENCE, WRITTEN AND ORAL**

- Yeomans requested that staff do not open mail and all mail be forwarded to the addressee.
- Krebs letter of resignation dated January 4, 2010, distributed and discussed.

Yeomans stated the application process of filling this board seat.

## **6.0 CONSENT CALENDAR**

- No consent.

## **7.0 DISCUSSION/ACTION**

### **7.1 Review and Approval of District Administrator hiring documents, job description.**

- Administrator to be hired to fit the needs of the District.
- Special publication needed to advertise position.
- McColley moved to accept the District Administrator job description, Yanez seconded the motion, all in favor 5-0.

### **7.2 Regional Park & Golf Course Financing Options**

- E-mail dated January 3, 2010 regarding "dredge material relocation" distributed.
- Hurst suggested the Harbor District become directly involved in the finance process.
- Recommends negotiations and process start this week regarding land use.
- Yeomans suggested the district establish a 20-year master plan for land development.
- Yeomans addressed the need to identify costs associated with managing the location of spoils and other associated costs.
- Land use options and negotiation information discussed.
- Sipila, Hurst and Thomas to represent district in future negotiations and talks.
- 20-30 acres located on northern end of property identified as likely location for spoil location.

### **7.3 Marketing Committee Report**

- Report from Bruce Lewis distributed identifying paid advertising options.
- Free advertising information identified.
- Role and working relationship of "Friends" discussed.
- Requisition and "wish list" process to be identified and implemented by "the Friends."
- Itell suggested marketing should target direct revenue opportunities and promoting the entire center.
- Website information needs to be updated and staff identified to implement.

### **7.4 Finance Committee Report**

- Yeomans discussed the finance meeting report and Rick McGill's process of identifying cost figures.
- Role of volunteers discussed.
- Overtime issues discussed, as well as, additional training needed for staff.
- Three financial category areas identified as operations, Starr Center and golf course.

## **8.0 Items for next Agenda**

1. Full (special board) meeting to be moved to 8AM, through the end of February. No special board meeting during weeks when regular board meeting is held.
2. Finance meeting to be moved to 10:30AM through the end of February.
3. Report from finance.
4. Report from marketing.
5. Regional Park finance options.
6. Revised committee assignments
7. Signature approval changes.

**9.0 ADJOURNMENT** – The meeting was adjourned at 1:15PM.



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**CV Starr Community Center**  
**300 S. Lincoln Street**  
**Ft. Bragg, CA 95437**  
**Monday, January 11<sup>th</sup>, 2010**  
**8:00 a.m.**

**SPECIAL BOARD MEETING**

**AMENDED AGENDA**

- 1.0. CALL TO ORDER**  
Call to Order and Roll Call
- 2.0 APPROVAL AND ADOPTION OF AGENDA, January 11<sup>th</sup>, 2010**  
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- 3.0 APPROVAL AND ADOPTION OF MINUTES**  
Finance Committee Meeting January 4<sup>th</sup>, 2010  
Special Board Meeting January 4<sup>th</sup>, 2010
- 4.0 PUBLIC PARTICIPATION**  
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- 5.0 CORRESPONDENCE, WRITTEN AND ORAL**
- 6.0 CONSENT CALENDAR**  
*These items are considered routine in nature and will be approved with one motion.*  
None

## **7.0 DISCUSSION/ACTION**

**7.1 Regional Park and Golf Course Financing Options**

**7.2 Marketing Committee Report**

**7.3 Finance Committee Report**

**7.4 Revised Board Committee Assignments**

**7.5 Changes in Approved Check Signers**

## **8.0 Items for next Agenda**

- 1.
- 2.
- 3.
- 4.

## **9.0 ADJOURNMENT**

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**Closed Personnel Session-C.V. Starr Community Center**

**CLOSED SESSION – PERSONNEL MATTERS- (California Government Code Section 54957)**

1/6/2010

Outstanding Capital Expenses

City of FB	\$	8,906.89
City of FB	\$	8,906.89
Tri B	\$	9,565.93
Advent	\$	6,143.32
Advent	\$	3,480.76
Advantage Fitness	\$	230.95
Advantage Fitness	\$	778.17
Advantage Fitness	\$	1,979.61

**TOTAL \$ 39,992.52**

Capital Expenses paid by gen'l fund

Sages Computer	\$	1,060.28
Buy A Safe	\$	563.74
City of FB	\$	8,906.89
City of FB	\$	8,906.89
City of FB	\$	8,906.89
<b>TOTAL</b>	<b>\$</b>	<b>28,344.69</b>