

FINANCE COMMITTEE MEETING
CV Starr Community Center
300 S. Lincoln Street
Ft. Bragg, CA 95437
Monday, November 30, 2009
9:00 a.m.

AGENDA

1.0. CALL TO ORDER

Call to Order and Roll Call

2.0 APPROVAL AND ADOPTION OF AGENDA, NOVEMBER 30, 2009

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

7.0 Discussion/Action

7.1 Current Cash Flow

7.2 Health Insurance Options

Comparison of health plans

7.3 Finance Committee working Template

8.0 Items for next Agenda

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

9.0 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.

MCRPD Projected Cash Flow through December 2009

Savings Account as of 11/23	\$13,875.76
Mendo Cash on Hand	\$608.00
FB Cash on Hand	<u>\$12,587.30</u>

*All auction & Aquathon money is deposited in gen'l fund acct

TOTAL **\$27,071.06**

Projected Revenues

Fort Bragg projected income Dec 2009 **\$**

(
Mendocino projected income Dec 2009 \$16,000
(ASP program sign-ups)
Edward Jones Transfer/NP \$32,729.57
Edward Jones Transfer/Gen'l \$25.99
October K4K/Assets \$29,051.17
½ November K4K/Assets \$24,751.83
½ November K4K/Assets \$13,000.00
(Only 1 week)
Marcia Clark Donation \$91,000.00

TOTAL REVENUES **\$206,558.56**

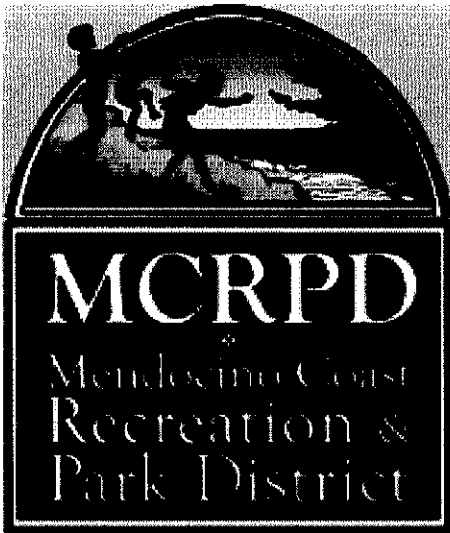
Projected Expenses

12/1 Payroll \$53,000
(Mendo included)
12/15 Payroll \$50,000
12/31 Payroll \$45,000
(Mendo Included)
December Claims \$40,000

TOTAL EXPENSES **\$188,000**

Projected Savings Account Balance on December 31, 2009 **\$45,629.62***

***Balance does not include December revenue for Fort Bragg.**



SPECIAL BOARD OF DIRECTORS MEETING

**CV Starr Community Center
300 S. Lincoln Street
Ft. Bragg, CA 95437
Monday, November 30, 2009
10:30 a.m.**

AGENDA

**Closed Session-Conference with Real Property Negotiators-
Discuss sale or exchange of Real Property-
Regional Park & Golf Course Property-Highway 20-
(California Government Code Section 54956.8)**

At C.V. Starr Center-300 S. Lincoln Street, Ft. Bragg, Ca 95437

- 1.0. CALL TO ORDER**
Call to Order and Roll Call
- 2.0 APPROVAL AND ADOPTION OF AGENDA, November 30, 2009**
Items to be removed from the agenda or changes to the agenda should be done at this time.
- 3.0 APPROVAL AND ADOPTION OF MINUTES**
Regular Board Meeting of November 18, 2009
- 4.0. 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).
- 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

INFORMATION/DISCUSSION

7.0 Information/Discussion

- 7.1 Continued presentation of comparison of facilities
- 7.2 Report from Finance Committee
- 7.3 Revised Committee Assignments

8.0DISCUSSION/ACTION

9.0 Discussion/Action

10.0 Report from Acquisition and Development Committee

- 10.1 Swim Team lane use policy
- 10.2 Fee schedule –C.V. Starr Center

11.0 Items for next Agenda

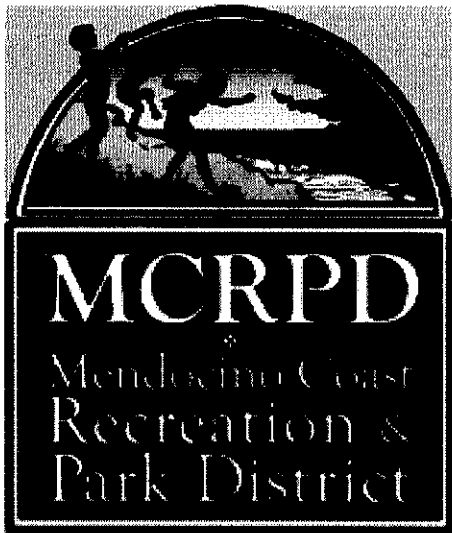
- 1.
- 2.
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12.0 ADJOURNMENT

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REGULAR BOARD OF DIRECTORS MEETING

Mendocino Community Center

Community Room

998 School Street

Mendocino, CA 95460

November 18th, 2009

5:30 p.m.

MINUTES

**3:00 p.m. Closed Personnel Session and property negotiation-
C.V. Starr Center**

5:00 p.m. Closed Personnel Session-Mendocino Community Center
CLOSED SESSION – PERSONNEL MATTERS- (California Government Code Section 54957)

5:30 p.m. Regular Board Meeting- Mendocino Community Center

The meeting began at 5:50PM with the following items discussed

Yeomans reported no action taken in Closed Session meetings.

1.0. CALL TO ORDER

Call to Order and Roll Call

- Yeomans, Yanez, Sipila, McColley, Krebs – all present

2.0 APPROVAL AND ADOPTION OF AGENDA, November 18th, 2009

- McColley moved to accept agenda, Yanez approved, all in favor 5-0

3.0 APPROVAL AND ADOPTION OF MINUTES

Finance Committee Meeting of November 13th, 2009

Special Board Meeting of November 13th, 2009

- 2.0, 3.0 - Vote on special board meeting should reflect 5 members present, vote should read 5-0, not 2-0
- Roll call misspelled in section 3.0
- Harbor Lite misspelled in section 8.0
- Yanez moved to accept agenda minutes, Krebs second the motion, all in favor 5-0

4.0. PUBLIC PARTICIPATION

- King inquired about Hospital contract
- Rodriquez inquired about swim team facility use confirmation and community communication process.
- Tuesday, November 24, 9am – meeting on swim team use and other facility topics
- Dan Garcia spoke on swim team report and swim meet scheduled for December 5, 2009
- Susan Larkin thanked the board for “stepping it up.” Larkin also spoke about an accident that occurred yesterday at the center.
- Johanna Jensen announced a “dog program” to be held at the dog park on December 5, 2009.

5.0 CORRESPONDENCE, WRITTEN AND ORAL

- Yeomans announced no correspondences to report.

6.0 CONSENT CALENDAR

These items are considered routine in nature and will be approved with one motion.

6.1 Regular Claims

- Wolfe noted rent from Mendocino listed in incorrect location on page 6 of 6
- Sipila moved to accept regular claims, Yanez second the motion, all in favor 5-0

6.2 Pool Claims

INFORMATION/DISCUSSION

7.0 Information/Discussion

7.1 Presentation of Comparison of 3 Community Centers to C.V. Starr Center

- DeArmas identified similar communities in size and population, as well, financial status
- Recommendations for success identified
- Itell indicated more information is needed to support any conclusions

7.2 Marketing Committee- Johanna Jensen, Cesar Yanez and Melissa Ivankay

- Johanna Jensen identified marketing strategy, communication process and personnel in place.
- Short and long term goals of committee identified.
- Information and approval process for marketing from board requested.
- Ivankay identified need to represent all programs offered by the District.

7.4 Discussion of Administrator hiring process

- Yeomans identified the interim team.

- 8.0 Reports**
Kudos-Rebecca Rodseth
Maintenance-Keith Oglesby
Recreation Center Supervisor-Greg Fallon
Mendocino Community Center-Peg Brown-Levy
Aquatics-Tessie Branscomb

9.0 DISCUSSION/ACTION

10.0 Discussion/Action

10.1 Financial Statement for October 2009

Approve financial statement for October 2009

- Yeomans identified residual accounts that have been closed and/or reallocated.
- Gordon acknowledged for achievements in providing finance records and information.
- King asked questions on balance sheet information.
- Item tabled.

10.2 Recommendations from Finance Committee

- Review of goals and expectations of District and staff identified. Pine to assist in analysis.
- Additional funds identified.
- Revised committee list clarified.
- 4 paid holidays identified for reduction.
- Krebs moved to accept reduction of paid holidays, McColley second the motion, all in favor 5-0.

10.3 Recommendations from Personnel Committee

- No recommendations

11.0 Items for next Agenda

1. Resolution for construction completion.
2. Changes in regular board meeting, finance meeting special board meeting dates, days and times identified.
3. Board planning session announced.
4. Physical therapy contract
5. October financials

12.0 ADJOURNMENT – meeting adjourned at 7:30PM.

MCRPD FINANCE COMMITTEE WORKING TEMPLATE

1. Available Cash Report - Source and Amount
2. Projected Cash Flow - 30, 60, 90 days
3. Available Credit - Source, Amount and Timing
4. Short term Cash Strategies
 - A. Income Sources
 - B. Expense Reductions
5. Mid-Term Working Capital Strategy (Six to Eighteen Months Out)
6. Long Term Working Capital Fix

The cash problem is broken into three "time" components: i.e. Immediate, 6 to 18 months and Permanent. What is critical is to focus the committee's and BOD's attention on the immediate problem - Short Term Cash Flow. And, be willing to discuss some ugly subjects.

At the last meeting you mentioned "curtailment of all purchases". I'd add for discussion:

1. No Payment of Overtime (Instituted 11-09)
2. _____% Reduction of Payroll
3. All Department Heads Charged with Reducing Expenses _15_____%. (Instituted 11-09)
4. Impact of Closing Center or Portion Thereof:
 - A. _____ Hours each day
 - B. _____ Days each Week
 - C. Temporary Closing of Center for a month or more
5. Not Hiring Interim or Exec. Director for _____ Months
6. Possible change in Health Insurance benefit, co pay structure
7. An alternate solution to % reduction in salaries; institute a set # of furlough days per month.
- 8.



300 South Lincoln Street
Fort Bragg, CA 95437
707-964-9446
fax 707-964-1813

November 18, 2009

Recommendations and Activities of Board Management Team

Finance Committee:

Finance committee has met on two occasions in the past month. We will continue to meet weekly on Mondays at 10:00 starting Nov. 30. We have reviewed the year to date as well as the September and October financials. We have enacted or are recommending the following:

1. We enacted a spending policy that reinforced the existing requisition process. All spending must be pre-approved (Bob Krebs)
2. We enacted a goal of 15% reduction in expenses for this fiscal year. All managers have been challenged with the goal of reducing the expenses of their facilities, employees and programs by 15%. Beth is working on quantifying this for the district so we can all know what to expect from the success of this effort.
3. We are recommending reduction of the paid holidays identified in the personnel handbook. We suggest elimination of 4 holidays (Flex day, Day after Thanksgiving, Day before Christmas and Veterans Day.) This reduction is recommended as a cost savings measure and will have a slight impact on district costs. More importantly, the number of paid holidays could be perceived as excessive. Most employers offer paid holidays in the 8-9 days per. year range. This change will take the district from 12 to 8.
4. Other cost saving measures are being enacted through the efforts of Jon and Bob in evaluating scheduling and by all of our individual managers in the context of efficiency and scheduling. An example is the recording of the numbers of patrons and staff every half hour in both pools. This data will continue to be collected and will provide us with a very useful tool for scheduling pool time and staffing levels. All of the individual managers (Peg, Greg, Tessie, Keith and Cindy) have embraced the effort to staff at minimum functional levels.
5. We have identified approximately \$50,000 in residual investment accounts that have been liquidated and made available to the general fund.
6. Both the Prop. 1A and the State Park reimbursable funds have been successfully applied for and those applications have been received and acknowledged as complete. We have a confirmation of the payout of the Prop. 1A monies and have a final inspection date from the State on Dec. 8. The funds from the state will follow in 4-6 weeks.
7. The larger of the expected private donations will occur on Dec. 9 with a photo opportunity at the Leisure Pool with Susan Larkin's exercise class.
8. It is recommended that the existing committee structure of the district be utilized to its potential in accomplishing the wide variety of tasks ahead of us. Attached is the revised committee list.
9. We enacted a policy in which no overtime will be authorized.
10. Cesar is acting as the lead contact for the conclusion of construction. A document signed by the board chair has been forwarded to Cesar and the Contractor authorizing this action.

Committees and Committee Assignments-2009

Acquisition and Development

Jon and Harold

Personnel

Bob and Jon

Finance

Harold and David

District Services

Cesar and David

Mendocino Ad Hoc

Jon and Bob

Committees above the line are treated as standing committees and as such have noticed, public meetings.

Botanical Gardens

David

MECCA

Jon

District Master Plan Committee

inactive

Ad Hoc Committees:

Regional Park and Golf Course

Jon and Harold

Aquatics Center Construction

Bob and (Cesar is contact point)

Friends of MCRPD

Cesar and Jon

Marketing, Publicity, Fundraising

Cesar and Harold

Temporary Administrator

David