



**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 4TH, 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.