



SPECIAL BOARD OF DIRECTORS MEETING

CV Starr Community Center

300 S. Lincoln Street

Ft. Bragg, CA 95437

Thursday, March 4th, 2010

8:30 a.m.

AGENDA

1.0. CALL TO ORDER

Call to Order and Roll Call

2.0 APPROVAL AND ADOPTION OF AGENDA, March 4th, 2010

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

Special Board Meeting February 5th, 2010

Special Board Meeting February 8th, 2010

Regular Board Meeting February 10th 2010

Finance Committee Meeting February 15th, 2010

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.

7.0 DISCUSSION/ACTION

7.1 Pool Claims

Approval of Claims Subject to Receipt of Funds for Payment

7.2 Recommendation from Finance Committee

Ongoing Review and Recommendations for Operating Efficiencies in Aquatics Program- Jerry Thomas

7.3 Report From Regional Park and Golf Course Committee

7.4 Amendments to Weight Watchers MOU

7.5 Prop 84 Grant- Application Submitted
Update reported by Beth Pine

8.0 Closed Session-C.V. Starr Community Center
LABOR NEGOTIATIONS-Jim Hurst, District Administrator
(California Government Code Section 54957.6)

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, Jim Hurst, District Administrator, 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, and Mendocino Community Center Bulletin Board, 998 School Street, California. District agendas are emailed to the Ft. Bragg Advocate and Mendocino Beacon at least 72 hours in advance of regular meetings.

SPECIAL BOARD OF DIRECTOR'S MEETING

Planning Workshop for the Community Park Project

February 5, 2010

Minutes

The Special Board of Director's Meeting was called to order at 6:30 P.M. The meeting was held at the C.V. Starr Community Center.

Board members present included; David Yeomans, Cesar Yanez, Harold Sipila and Bob Krebs. Jon McColley was absent.

Board Chair Yeomans welcomed the participants to the planning workshop, introduced himself and other Board members. He also introduced long-time Regional Park and Golf Course Project Manger, Jim Hurst, and employee Beth Pine, who is writing the prop 84 grant proposal.

Jim Hurst spoke about the history of the Project, the process of completing the EIR and the acquisition of the property.

Beth Pine spoke about the Prop 84 grant, the source of the funds for the grant and the amount of money being requested for the project (the maximum amount of \$5,000,000). Beth also talked about the budget for the development of the park. She encouraged participants to complete a survey regarding the park development for those who had not already done so.

Participants were invited to break into small planning groups and design a park of their own. They were encouraged to include features they desired, in the location they desired for the project, and then tally the costs to complete. They were invited to use their own ideas or the photos of features provided, which had the cost of each feature written on the back of the photos.

Following completion of their park design, participants were encouraged to share their ideas and the reasons for their choices.

Chairman Yeomans tabled the meeting until the following day, to be continued at the Bethel Baptist church, Saturday February 6th at 1:00 pm. The continuation of the meeting will include discussion regarding the environmental aspects, safety, and aesthetics of the Park Project. There will also be continued discussion regarding the design and location of features.

The meeting was adjourned at 8:20 pm.
Respectfully Submitted

Beth Pine
Acting Secretary to the Board

SPECIAL BOARD OF DIRECTOR'S MEETING

Planning Workshop for the Community Park Project

February 6, 2010

Minutes

The Special Board of Director's Meeting was called to order at 1:00 P.M. The meeting was held at the Bethel Baptist Church.

Board members present included; Cesar Yanez and Harold Sipila. David Yeomans, Jon McColley and Bob Krebs were absent.

Beth Pine reviewed the planning process of the day prior, and encouraged the participants to review the proposed designs and continue to provide input regarding the type and placement of features. She encouraged participants to complete a survey about the park development if they hadn't already done so. There was some discussion regarding the features and locations and the reasons the groups had chosen to locate the features in certain areas. A representative from the group known as "Fogbusters" was in attendance and expressed the desire of the group to have access to an area to fly remote controlled airplanes.

Jim Hurst spoke about the history of the Project, the process of completing the EIR, the EIR mitigations and the plans for environmentally sensitive construction associated with the property. He also talked about the development the water source for the project.

The group was invited to discuss the challenges and ideas regarding three areas: Safety for the Park, the Environment and Aesthetics.

The participants noted many challenges under the "safety" category, including the transient problem, too many access points into the property, and alcohol and drug use on the property. Ideas for remediation were to

employ a live-in caretaker, fencing, and developing regulations about the hours and use of the park.

There were fewer challenges noted by the participants regarding the environment, but several questions about the specific mitigations supported by the EIR. There was discussion regarding the pygmy forest conservation easement, the water recovery system and bioswales, wetland conservation. Most expressed the desire for use fertilizers that were not chemically based and no use of pesticides.

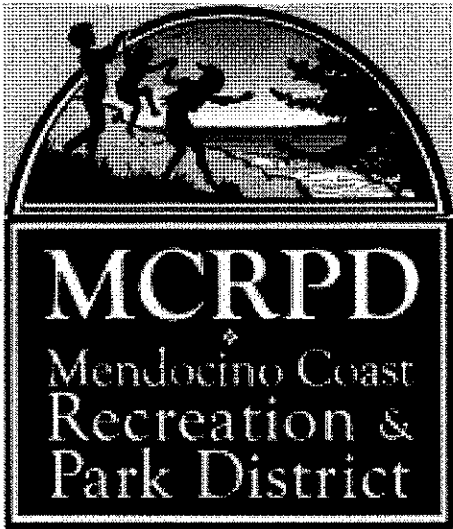
As far as “aesthetics” was concerned, the comments were: to construct features in a manner typical to the area, such as using redwood for benches, etc., design for the ease of maintenance, incorporate children’s art (murals, mosaic, etc.) and multi-cultural art, and partner with the Botanical Gardens for native plant restoration and education and appreciation of native species and wetlands.

The meeting was adjourned at 2:15 pm.

Respectfully Submitted

Beth Pine

Acting Secretary to the Board



FINANCE COMMITTEE MEETING
CV Starr Community Center
300 S. Lincoln Street
Ft. Bragg, CA 95437
Monday, February 8th, 2010 - 9:30AM

FINANCE COMMITTEE MEETING MINUTES

The meeting began at 9:40AM 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, February 8th, 2010

- Yeomans moved to accept the agenda as stated

3.0 PUBLIC PARTICIPATION

- Sally Wells addressed program classes, participation costs and registration process.
- Yeomans suggested Wells to work with staff on accommodating program changes.
- Fallon stated previous suggested rate proposal was \$9 drop-in for Tai-chi, instructor retains \$3 per head, and district retains \$6 per transaction.

4.0 CORRESPONDENCE, WRITTEN AND ORAL

- No correspondences

5.0 CONSENT CALENDAR

- No consent items.

6.0 DISCUSSION/ACTION

6.1 Cash Flow Projection/Budget Update/Financial Review

- Gordon discussed donations recently received.
- Thomas expresses concerns regarding actual and projected revenue figures.
- Pine discussed childcare options.

- Ivankay discussed impact of finance records based on session start dates.
- Other financial trends discussed.
- McGill's "financial tool" for measuring revenue forecast discussed.
- Hurst suggested financial revenue figures include both and projected revenue forecasts.
- Thomas inquired on status of the Hospital Therapy program. Yeomans discussed "hurdles" and negotiations needed to be accomplished.
- Fallon discussed the current arrangement with other physical therapy groups.

6.2 Review of Outstanding Payables

- Yeomans discussed capital expense list and construction settlement claims.
- List forwarded to M.C. Consultants to review for payment.
- Hurst discussed items listed for the City of Fort Bragg.
- Yeomans discussed other items for clarification.
- Thomas requested January financials be available by next week.

6.3 Regional Park and Golf Course Financing Options/Legal Options

- Hurst discussed timeline and expectations for permit fees, contracts, soil samples and operational logistics.
- The Districts relationship with Lawrence and Associates discussed.
- Yeomans discussed letter to sent to the bank on Friday, as well as, conversations held with key representatives.

7.0 Items for next Agenda

1. Meeting changes 8am finance, 9:30 full-board starting next week.
2. January financials
3. Permitting and capital expenses.

8.0 ADJOURNMENT – The meeting was adjourned at 11:10AM.



REGULAR BOARD OF DIRECTORS MEETING
Mendocino Community Center
998 School Street
Corner of School & Pine Streets
Mendocino, CA 95460
Wednesday, February 10th, 2010
5:30 p.m.

MINUTES

- 1.0. Yeomans called meeting to order at 5:31 p.m. -
Roll call-Yeomans, Krebs,Yanez, Sipila & McColley
- 2.0 APPROVAL AND ADOPTION OF AGENDA, February 10th, 2010
Yeomans Under 5.0moved to the end of the Agenda under 8.8-eliminate
- 3.0 APPROVAL AND ADOPTION OF MINUTES
Special Board Meeting February 1st, 2010

Items a & items b need to be reversed.

Last page correct Lin's name correct Yeoman's name

Finance Committee Meeting February 1st, 2010

4.0 PUBLIC PARTICIPATION

Question about punch passes about a family member lending another family member the punch pass.

Fallon will check into it.

Krebs suggested giving Board members a family or individual passes.

Yeomans spoke about the task list for Board members would like to see how they Will be dividing list.

Yanez reported on construction progress and punch list.

Yanez reported on Marketing-March Madness, Abalone diving class, Sunset Magazine, Mendocino Travelers Guide.

4.1 Prop 84 Regional Park Project-Public Comment may be taken at this time.

5.0 CORRESPONDENCE, WRITTEN AND ORAL

5.1 Presentation of 2009 Recreation and Service Award

Yeomans presented Lin Barrett the 2009 Recreation and Service Award
Barrett accepted award

5.2 Interview and Select Candidates for Vacant Board Position

5.3 Seating of New Board Member

Jason Hurst only Candidate

King asked about conflict of interest

Yeomans explained that it was not a conflict of interest

Jason Hurst to be excluded from participating in decisions to do with Jim Hurst.

Jason introduced himself

Yanez asked if Hurst was ready to dedicate his time-yes

Yeomans asked to state qualifications-IT-Personnel

Yeomans asked what committees interest Hurst-Personnel, Operations

McColley asked where Hurst would like to see the District-Hurst would like to see District grow and assist other local organization.

King asked if there was another opponent why is he a better candidate

Krebs would like to appoint Jason Hurst as new board member-Yanez second-all in favor

Yeomans presented Krebs with plaque. Krebs accepted plaque.

6.0 CONSENT CALENDAR

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

7.3 Report from Friends of MCRPD

2 new members-Johanna Jensen, Anne Owings

Also Kelly King

Sandy Todd representative for Skate Park

They will be having an Event on Memorial Day

They will be supporting the Ft. Bragg Swim Team under their 501c3

Jim Hurst will examine the relationship between both swim teams

Sesman stated that the Friends said that they would not support either team

7.4 Marketing Committee

7.5 Botanical Gardens

Yeomans reported that the Garden has a new Executive Director

Looking at next year's Budget they are in same financial situation

Spoke w/Jim Levine on MOU

8.0 DISCUSSION/ACTION

8.1 Contract with Jim Hurst to Serve as Interim Director of Mendocino Coast Recreation and Park District

Yeomans gave Bio on Jim Hurst

Organizational structure

Customer service

Financial stability
Masters Degree
Contract-no length determined
Hurst met with Staff yesterday and shared that we are the Crown Jewel
SCORE program will be unveiled later
Thomas thanked the Board for their dedication
Krebs added that he will continue supporting the District
Krebs moved to accept contract McColley second all agree

8.2 Recommendation from Finance Committee

Reorganizing Budget and Capital Budget
Thanked Pine, Gordon, Thomas, Gill
Will have December's Financials on Friday

8.3 Recommendation from Personnel Committee

Will have job descriptions
Policy & procedure
Hurst would like to see process sped up
He will then meet with Staff to discuss

8.4 S.C.O.R.E. Campaign Report-Jim Hurst

Hurst reported on SCORE Program
Donations of \$1000.00 or more
Last week received \$12,000 donation
Program to launch on the 16th
\$180,000 that was thought to be out there is not there the real amount is \$80,000

8.5 Report From Regional Park and Golf Course Committee-Jim Hurst

Received contract from Sequa and is very complicated
\$45,000 permits
\$20,000
\$30 cubic yard for grading
Hurst does not think that the Harbor District will be able to assist
King asked where the permit money is coming from-
Hurst explained

8.7 Public Meeting Schedule for Regional Park Project

8.8 Board Resolution 10-01 Authorizing Short-Term Bridge Financing

9.0 Items for next Agenda

Board meetings-finance 8:00 a.m- Special Board 9:30 a.m.
Personnel Committee to make recommendations to Administrator
Board meetings dropped to 2 a month

February 28:00 4th 9:30 a.m.
Finance @ 8:00 a.m Monday

10.0 ADJOURNMENT at 7:16 pm

NOTICE TO THE PUBLIC

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FINANCE COMMITTEE MEETING
CV Starr Community Center
300 S. Lincoln Street
Ft. Bragg, CA 95437
Monday, February 15th, 2010
9:30 a.m.

FINANCE COMMITTEE MEETING

MINUTES

1.0. CALL TO ORDER

Call to Order and Roll Call - Yanez and Yeomans both present

2.0 APPROVAL AND ADOPTION OF AGENDA, February 15th, 2010

- Add 6.4 - Starr Gift Closeout
- Yeomans moved to accept agenda with addition, Yanez seconded the motion, both in favor, 2-0.

3.0 PUBLIC PARTICIPATION

- No public participation.

4.0 CORRESPONDENCE, WRITTEN AND ORAL

- "Save the Date" from Women's voters discussed.
- "Meet the elected official's" announcement read.

5.0 CONSENT CALENDAR

- No consent calendar.

6.0 DISCUSSION/ACTION

6.1 January Financials

- Aquatics line item seems out of order and discussed.
- Hurst inquired about entry adjustments process.

- Use and status of the old Recreation Center discussed.
- Wages on page 2 missing information.
- “Other” facility use discussed. Yeomans requested Gordon identify detailed information in this area.
- Household expenses tracking high.
- Yeomans stated Mendocino wage line items need to be reconciled.
- Yeomans stated sports expenses and wages over by \$6,000.
- Overtime process discussed. Yeomans stated no overtime was paid in the recent payroll.
- Employee contribution amounts discussed.
- Advertising revenue forecast discussed.
- Property tax revenue adjustments and Prop 1A funds discussed.
- Hurst discussed Brown Act reimbursement program expectations.
- Administrator salary discussed as it relates to financial forecast.
- Cost of office expenses discussed.
- Hurst inquired about holiday policy and “election of officer” expenses.

6.2 Discussion of Current Audit and Future Audit

- Yeomans discussed audit timeline and expectations of completing audits.
- Pine state drafts set of financials and draft management letter should be received by next week and to be included in the next committee meeting.
- Thomas stated audit expectations need to be completed by August 30.

6.3 Cash Flow

- Thomas noted the timeline and amount of cash needed for payroll.
- Hurst identified operating expenses and income concerns and stated a \$79,000 per month adjustment is needed.
- Thomas request a close session for discussion.
- Hurst requested a Finance Committee Meeting for February 23 and March 2, 2010 at 9AM.
- Special Full Board Meeting stated for March 3 at 2:30PM.
- Yeomans indicated an e-mail will follow regarding the meeting dates.
- Reporting procedures also discussed.
- Budget ledger projections identified and discussed.
- Hurst requested the daily deposit reconciliation information for both community centers.
- Status of direct deposit activity discussed.
- Hurst stated the impact of property tax assessment forecasts should be considered.
- Thomas identified June payroll expectations and costs.
- Drop-in revenue figures also identified and discussed for accuracy.

6.4 Starr Gift Closeout

- Yeomans discussed capital expenses paid and status of the remaining amount of funds available from the Starr Foundation.
- Status of Advent equipment discussed.
- Communication with Jeff Barr discussed.

7.0 Items for next Agenda

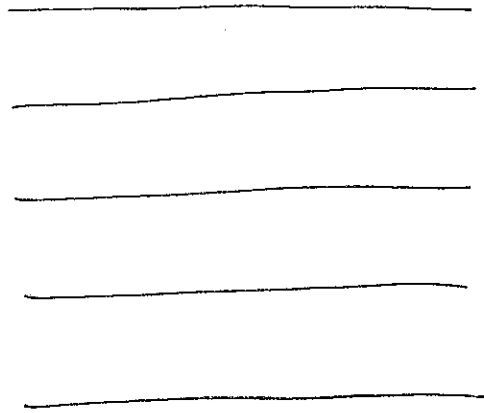
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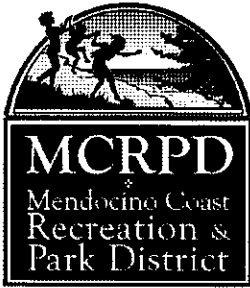
8.0 ADJOURNMENT – Meeting adjourned at 11:12AM.

Mendo Coast Rec & Park District Cash Disbursements Journal For the Period From Mar 4, 2010 to Mar 4, 2010

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/4/10	28599	9200-00 1010-00U	New Pool Construction Exp. CITY OF FORT BRAGG	32,689.73	32,689.73
3/4/10	28600	8240-14 1010-00U	Election Of Officers Mendo Co Clerk-Recorder	14,472.63	14,472.63
3/4/10	28601	9200-00 1010-00U	New Pool Construction Exp. GLASS ARCHITECTS	2,100.00	2,100.00
3/4/10	28602	9200-00 1010-00U	New Pool Construction Exp. GLASS ARCHITECTS	6,126.25	6,126.25
3/4/10	28603	9200-00 1010-00U	New Pool Construction Exp. KNORR SYSTEMS, INC	7,546.00	7,546.00
3/4/10	28604	9200-00 1010-00U	New Pool Construction Exp. ADVANTAGE FITNESS PRODUCTS	3,696.55	3,696.55
3/4/10	28605	9200-00 1010-00U	New Pool Construction Exp. ADVENT COMPLETE OFFICE INTERIORS	6,143.32	6,143.32
Total				72,774.48	72,774.48





300 South Lincoln Street
Fort Bragg, CA 95437
707-964-9446
fax 707-964-1813
www.mendocostrec.org

February 25, 2010

To whom it may concern:

The Environmental Impact Report associated with the project site property and the "Park" project was certified to be in compliance with CEQA requirements, and was adopted by MCRPD Board resolution on February 10, 2006. Subsequently, a Notice of Determination was filed with the County of Mendocino. The MCRPD recently moved the location of their administrative offices due to the completion of the new Starr Community Center and is in the process of transitioning the files from the old offices. Due to the move, we were unable to locate this document prior to the grant deadline. Once this document has been retrieved from the archives, it will be forwarded to the OGALS office.

Thank-you for your understanding and patience.

Sincerely,

Beth Pine

A handwritten signature in black ink that reads "Beth Pine". The signature is written in a cursive style with a horizontal line at the end.

Grant Administrator

Jim Hurst

A handwritten signature in black ink that reads "Jim Hurst". The signature is written in a cursive style with a large, sweeping initial "J".

Interim MCRPD Administrator

Cc: MCRPD Board of Directors

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE
MENDOCINO COAST RECREATION & PARK DISTRICT (MCRPD)
AND WEIGHT WATCHERS/FORT BRAGG CHAPTER (WWFB)**

THIS AGREEMENT is made and entered into this _____ day of January, 2010 by and between the MENDOCINO COAST RECREATION AND PARK DISTRICT, hereinafter referred to as "MCRPD" and the group "Weight Watchers", hereinafter referred to as "WWFB". It is the intent of both parties to enter into an agreement to clarify the duties, responsibilities and requirements of each party in regards to the use of the facilities at the C.V. Starr Community Center.

The MCRPD agrees to the following:

1. Provide a meeting space for WWFB meetings weekly: Tuesday from 4:00p.m-6:30p.m. and Wednesdays from 11:00a.m-1:30p.m. at the C.V. Starr Community Center. Space provided will normally be the conference room, however, conflicts may occur and WWFB will be notified no less than 24 hours of the change in venue for the next scheduled meeting.
2. Provide space for the storage of three supply carts.
3. Tables and assistance in setting up tables.

WWFB agrees to the following:

1. WWFB agrees to provide an insurance policy that will cover the period of the permit and will be for an amount no less than \$2,000,000 per occurrence.
2. The insurance policy shall contain the following special endorsement: WWFB, will defend, indemnify and hold harmless MCRPD, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from WWFB's use of Facility.
2. Pay to MCRPD \$320.00 per month for use of facility.

This MOU shall continue in effect for one year. If either party desires to cancel this MOU, either party may give the other ten (10) days written notice of intention to terminate, at which time this Agreement shall be of no further force and effect. Any amendment of this MOU shall be in writing and approved by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the date hereinabove set forth.

David Yeomans (MCRPD BOD Chair)

Weight Watchers Representative