



BOARD OF DIRECTORS

Dave Shpak
Chair

Angela Dominguez
Vice Chair

Craig Comen
Secretary

Zach Hayward
Director

Dana Vogele
Director

MISSION

The mission of MCRPD is to provide opportunities on the Mendocino Coast that promote physical and mental well-being for everyone through active play, community enrichment, programs, and events.

REGULAR MEETINGS

Third Wednesday of every month at 4:00 P.M., at location(s) designated in advance by the Board. Please see meeting agendas of visit mendocoastrec.org for meeting location(s).

AGENDA

Regular Board of Directors Meeting

Wednesday, June 17th, 2026

4:00 P.M.

Location

Mendocino Coast Botanical Gardens Farmhouse

18050 Ocean Dr. Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and roll call.

2.0 APPROVAL AND ADOPTION OF AGENDA

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

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

4.0 STAFF REPORTS

4.1 District Manager Report Kylie Felicich (Pages 1-2)

4.2 District Recreation Supervisor Report Jennifer Saunders (Pages 3-5)

4.3 District Business Manager Jamie Campione (Pages 6-8)

5.0 OTHER REPORTS

5.1 Friends of MCRPD

5.2 South Coast

5.3 Mendocino Coast Botanical Gardens

5.4 Personnel Committee

5.5 District Services Committee

5.6 Finance Committee

5.7 Board of Directors

5.8 Capital Building Project Ad Hoc Committee

6.0 DISCUSSION / ACTION

Each Discussion/Action item consists of the following steps to be carried out by the Board Chair in the this order: 1) Announce agenda item by number and states the subject; 2) Receive staff and advisory committee reports; 3) Solicit Board member questions and requests for clarification; 4) Receive public comments (limit of 3 minutes per person per item); 5) Call for motion and second from Board members; 6) Moderate a discussion of the item until a final motion is ready for a vote or other disposition; and 7) Call for Board member vote. Please refer to the District's Bylaws and Rosenberg's Rules of Order for more information.

- 6.1 Progress update on the Municipal Services Review (MSR) **(Pages 9-22)**
- 6.2 Review, Discuss, and Consider Approval of the Mendocino Coast Recreation and Park District Fiscal Year 2026–2027 Budget **(See Supplemental Packet)**
- 6.3 Review and Discuss Interwest Group Quotation for to prepare a Statewide Park Program grant application to fund capital improvements at Bower Community Park **(Pages 23 -25)**
- 6.4 Review, Discuss, and consider approval of transferring \$60,000 from Capital Projects Reserve Fund to the General Operation Fund to accommodate short-term cash flow requirements.
- 6.5 Review, Discuss and Adopt District Boundary Policy in compliance with CAPRI requirement **(Pages 26 – 28)**

7.0 CONSENT CALENDAR

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken under DISCUSSION/ACTION.

- 7.1 Approval of Regular Board Meeting Minutes 5/20/2026 **(Pages 29-33)**

8.0 ADJOURNMENT

The next MCRPD Regular Board of Directors Meeting will be held on August 19, 2026, at the MCRPD Studios, 579 S. Franklin St. Fort Bragg CA 95437

NOTICE TO THE PUBLIC

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, MCRPD, 100 N Main St. Fort Bragg, CA 95437 707-409-0760.

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 100 N Main Street, Fort Bragg, CA 95437 and at mendoc Coast Recreation and Park District.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings. Written public comments can be submitted to the District prior to the meeting by emailing board-admin@mcrpd.us. Written comments received by email prior to 3 P.M. on the day of the meeting and any other supplemental materials will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review here: [Board Meeting - Mendocino Coast Recreation and Park District](#)



**Kylie Felicich – General Manager
Staff Report – June 2026**

One of the most important roles of executive management is to respond to changes in the community that can affect program attendance and participation. Canceling men’s league softball was a very difficult decision. While we do not in any way enjoy canceling programming, we must respond to the direction that programs sometimes take. From there, we assess and regroup to move in the direction that can more greatly capture public engagement. We have grown to know and admire many of the managers and players in this league over the last three years. We want to thank them for their cooperation and understanding. Our efforts were stretched as far as possible and we are sorry the season did not work out.

LAFCo MSR Update

The LAFCo Board held the public workshop for MCRPD’s MSR on Monday, June 1 in Ukiah. Members of the LAFCo Board discussed the MSR and public input and directed staff to complete the MSR and present for final consideration on July 6, 2026.

South Coast

MCRPD is working with the County of Mendocino to be co-applicants for State Parks Grant SPP-5 funding for projects at **Bower Park**. Initial ideas would be to construct some of the features that were not possible in the current phase. Community meetings will be scheduled to understand priorities and needs. Initial ideas are dog park, landscaping, tree planting, irrigation, benches tables and drainage.

Ahoy, Point Arena: A Pirate Play is approaching! We have kids signed up and will continue to market the program to get a few more families involved!

MCRPD will be presenting to the **Coastal Seniors on July 14 in Point Arena**.

We are very pleased that we will have flag football teams from the Point Arena and Gualala in our program at Mendocino High!

Mendocino Coast Botanical Gardens

Jaime Jensen and Kylie Felicich meet monthly and truly enjoy their working relationship. Jaime Jensen, Liz O’Hara, Kylie Felicich and Dave Shpak met earlier in June to discuss and understand the Gardens future fundraising and Capital projects. MCRPD is very pleased with the ideas and progress of the Gardens staff and board. Jaime and Kylie met with the Coastal Conservancy to introduce Jaime and discuss future needs and ideas for the Mendocino Coast Botanical Gardens.

California State Parks

Staff met with State Parks to discuss mutual projects and possible grant ideas for the Central part of the District. It was an excellent meeting and introduction to their staff. MCRPD will be adding Mendocino State Parks into the discussions and hope to collaborate on projects in the 2027-2028 Fiscal Year.

Caspar Community Center Board Meeting

We attended the Caspar Community Board meeting on June 5. We provided the board with an update on MCRPD, including possible open-space opportunities in Caspar. The board is a very well-organized non-profit. MCRPD thanked them for allowing the use of their lovely facility for social dance events. MCRPD is hoping to increase the usage of the facility with other ballroom dancing classes. We are very pleased for the Caspar Community Center to be such a great coastal partner.

Notice of Elections

MCRPD Board seats will be open for candidates in the November 2026 election. The filing period for candidates is July 7 to August 7, 2026.

CARPD Conference

Attending the annual CARPD conference is informative and valuable for this District. The pertinent training sessions, refreshers and general manager round tables are of high quality and truly beneficial. Connecting with various vendors is also an important networking process that allows us to grow and expand our involvement with many business partners.

Coastal Conservancy Visit

The Coastal Conservancy will visit Fort Bragg in September. They will hold their board meeting on September 17 at 9:00 at Town Hall in Fort Bragg. They will have a site tour on September 16, 2026



Jennifer Saunders – Recreation Supervisor

Staff Report – June 2026

Overview

June has been a busy and productive month for Mendocino Coast Recreation & Park District programs. Staff continued developing and implementing youth and adult recreation opportunities while strengthening community partnerships and volunteer involvement. Significant efforts were focused on youth sports programming, pickleball expansion, and league development. While one major adult sports program was ultimately unable to move forward, staff remain proud of the extensive work invested and the many successful programs currently serving our community.

Men's Softball League

A significant portion of staff time during the past several months has been dedicated to the planning and development of a 2026 MCRPD Men's Softball League. More than 120 staff hours were invested in league administration, team recruitment, sponsorship development, facility coordination, scheduling, communication with managers, and overall program organization.

Despite strong interest from local players and sponsors, the league was ultimately unable to move forward due to a lack of available game officials. Staff worked extensively with the Redwood Empire Officials Association (REOA) to secure paid umpires for the season. After careful consideration, REOA declined the assignment, citing the extensive year-round officiating commitments their members have maintained across multiple sports and leagues. The organization expressed that many officials needed a well-deserved break from officiating responsibilities.

Following this development, staff explored alternative solutions, including self-officiated games utilizing league participants. After discussions with managers and players, it became apparent that this approach would place an unfair burden on participants. In many situations, the same individuals would be expected to both play and officiate on the same evening. This would significantly increase time commitments, create scheduling challenges for families, and potentially reduce the enjoyment and recreational nature of the league.

While staff are disappointed that the league will not operate this season, every reasonable effort was made to provide this recreational opportunity. We appreciate the support of our team managers, sponsors, and players throughout the planning process and remain committed to exploring future opportunities to bring adult softball back to the Mendocino Coast.

Flag Football

Registration and preparation for the 2026 Mendocino Coast Flag Football season have exceeded expectations. The program currently boasts over 74 participants from throughout the Mendocino Coast, including youth from Point Arena, Mendocino, and Fort Bragg.

The league is supported by 10 outstanding volunteer coaches who have generously committed their time and energy to mentoring local youth athletes. This season features three divisions with three teams competing in each division (divisions are: Kindergarten-2nd grade, 3-5th grade, and 6th-8th grade). Games are scheduled to begin on June 28th at Mendocino High School.

One particularly exciting development is the participation of a girls' team within the 6th–8th grade division. These athletes will compete alongside the boys and represent a positive step forward in expanding athletic opportunities for girls throughout the district.

Staff have worked closely with community partners and Mendocino High School to prepare the fields and create a welcoming game-day atmosphere for participants and families. Enthusiasm surrounding the program continues to grow, and we anticipate another highly successful season. We are also in partnership again with the Jr NFL and the athletes will have the privilege of wearing actual NFL uniforms!

Pickleball Development

MCRPD continues to expand youth pickleball opportunities through new partnerships and programming initiatives. Staff are currently working with Coach Julie Lanzarin to develop a youth pickleball program at the beautiful Mendocino Cove Resort courts.

In addition, our partnership with Flockworks has allowed MCRPD to introduce pickleball to new participants through after-school programming. The goal is to expose more youth athletes to the sport while building a foundation for future participation. Early feedback has been extremely positive, and we are excited about the continued growth potential of youth pickleball on the Mendocino Coast.

Firefighters Pickleball Tournament

On June 27th, MCRPD will host its inaugural Firefighters Pickleball Tournament at Mendocino Cove Resort. This special event combines recreation, community appreciation, and fundraising into one exciting tournament.

The tournament was created to recognize and honor the dedication, sacrifice, and service of local firefighters and fire stations throughout Mendocino County. At the same time, proceeds generated from the event will help establish and support future scholarship opportunities for MCRPD participants, ensuring that recreation programs remain accessible to local youth and families.

Staff are grateful for the support of Mendocino Cove Resort, Coach Julie Lanzarin, participating firefighters, and community members who have helped bring this event to life. We believe this tournament has tremendous potential to become a meaningful annual tradition that celebrates first responders while supporting youth recreation throughout our district.

Closing

June demonstrated both the opportunities and challenges that come with providing quality recreation programming to our community. While the Men's Softball League was ultimately unable to move forward despite substantial staff efforts, the continued growth of Flag Football, expansion of youth pickleball opportunities, and development of the Firefighters Pickleball Tournament highlight the strong momentum of MCRPD programs.

Staff remain committed to creating positive recreational experiences, strengthening community partnerships, and expanding opportunities for residents of all ages throughout the Mendocino Coast.



Jamie Campione – Business Manager
Staff Report – June 2026

Summer Programming Update

As we transition into summer, MCRPD is embracing the season's flexible schedules and increased recreation opportunities for families across the coast. With vacations, camps, and changing routines underway, staff are focusing on providing programs that allow participants to stay active while accommodating summer travel plans.

Gymnastics

Summer registration is ongoing, and to better accommodate family travel schedules, MCRPD is now offering **drop-in gymnastics classes** throughout the summer. This flexible option allows participants to continue progressing in the program while balancing summer vacations and activities.

MCRPD is excited to welcome **Rinah Garza-Hillman** as a new Aerial Silks instructor. Silks classes are once again available alongside our traditional gymnastics' offerings, providing exciting opportunities for both new and returning students.

Three Rivers Charter School will once again partner with MCRPD by incorporating gymnastics into their summer field trip programming later this month and through July.

The Baby & Me program continues to provide a welcoming environment for infants and caregivers while serving as an important introduction to movement and future gymnastics participation.

Flockworks/KUDOS Partnership

As the school year concludes, students participating in the KUDOS/Flockworks partnership have wrapped up a successful spring season of recreational programming. Participants enjoyed pickleball, Taekwondo, basketball, wiffleball, and a variety of other enrichment activities throughout the school year.

Staff are now in full swing with Camp Flockworks summer programming, including activity planning, staffing coordination, and the development of new recreational activities. MCRPD looks forward to continuing its partnership and expanding active play and enrichment opportunities throughout the summer months.

MCRPD Studios – Martial Arts, Dance, Fitness & Rentals

Martial Arts

The MCRPD Studios have been hopping as we move into summer. Adult Brazilian Jiu-Jitsu continues to maintain strong participation, while youth and adult martial arts offerings remain active and continue to attract new students every month.

The District continues to see growing interest in martial arts programming, which has become one of the cornerstone offerings at the Studios.

Dance Programs

Dance with Wade is currently on a short summer hiatus but will return at the end of June with a series of Summer Salsa classes. The session will culminate in a community Salsa Potluck Dance at MCRPD Studios on **July 31**, providing an opportunity for participants to practice their new skills and celebrate together.

MCRPD also successfully hosted its Spring Social Dance on May 30 at the Caspar Community Center. Approximately 75 dancers attended the event and enjoyed an evening of live music performed by the 18-piece Bob Ayers Big Band.

Isabel's Youth Flag Dancing Class is now two weeks into its six-week session and has been met with tremendous enthusiasm from participants. Students are learning coordination, confidence, and performance skills while preparing for a special performance during the Mendocino Fourth of July Parade.

MCRPD anticipates participation in the parade from several program groups, including Flag Dancing, Martial Arts, and Gymnastics, creating a strong community presence for the District during the holiday celebration.

Skate Night & Community Recreation

Friday Night Skate at the Old Recreation Gym continues to be a popular summer tradition, providing a safe and active indoor recreation opportunity for youth and families. Weekly skate nights will continue throughout the summer, with the exception of **July 3**.

South Coast Skate Nights in Point Arena continue to be a beloved activity. The District is now offering skate nights twice per month on rotating Wednesdays and remains committed to expanding recreation opportunities for South Coast youth and families.

South Coast Programming

Interest continues to grow in South Coast recreation programming. Staff are currently preparing for additional community events, including a Horseshoe Tournament and Barbecue in partnership with RCRC at Ocean Ridge Park in Gualala.

The Ahoy, Point Arena Summer Theatre Camp at the Arena Theater is also approaching. Families are encouraged to register soon as song lists are being sent out for practice. Scholarships remain available through Friends of MCRPD.

Upcoming Events & Dates to Remember

- **Weekly Friday Night Skate** – Fort Bragg Old Recreation Gym (all summer, except July 3)
- **Point Arena Skate Nights** – Two rotating Wednesdays each month
- **Manchester Community Dance** – South Coast programming continues
- **Firefighter Pickleball Tournament** – June 27
- **Mendocino Fourth of July Parade** – Featuring MCRPD Flag Dancing, Martial Arts, Gymnastics, and more
- **RCRC BBQ & Horseshoe Tournament** – Tentatively scheduled for July 25
- **Summer Salsa Potluck Dance** – July 31 at MCRPD Studios
- **C.J. Ales Memorial Softball Tournament** – August 15–16

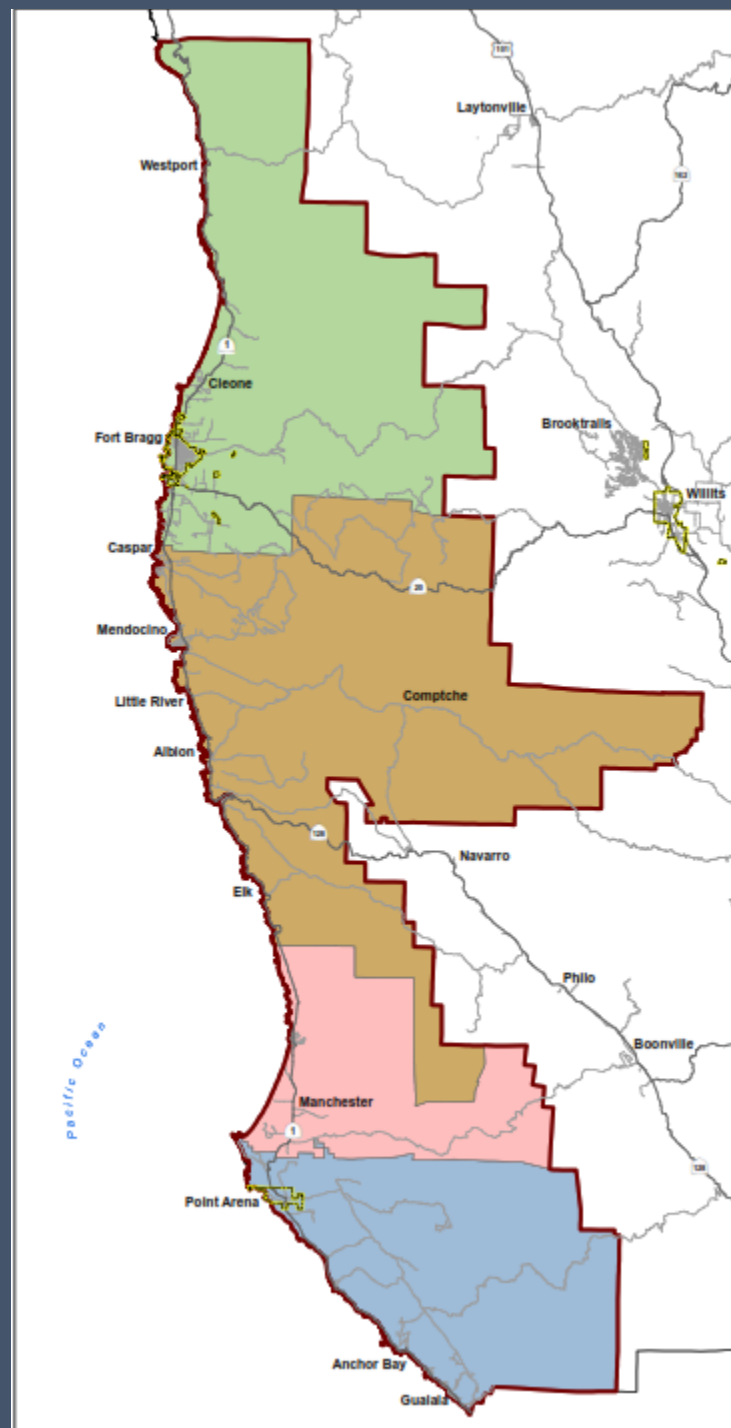
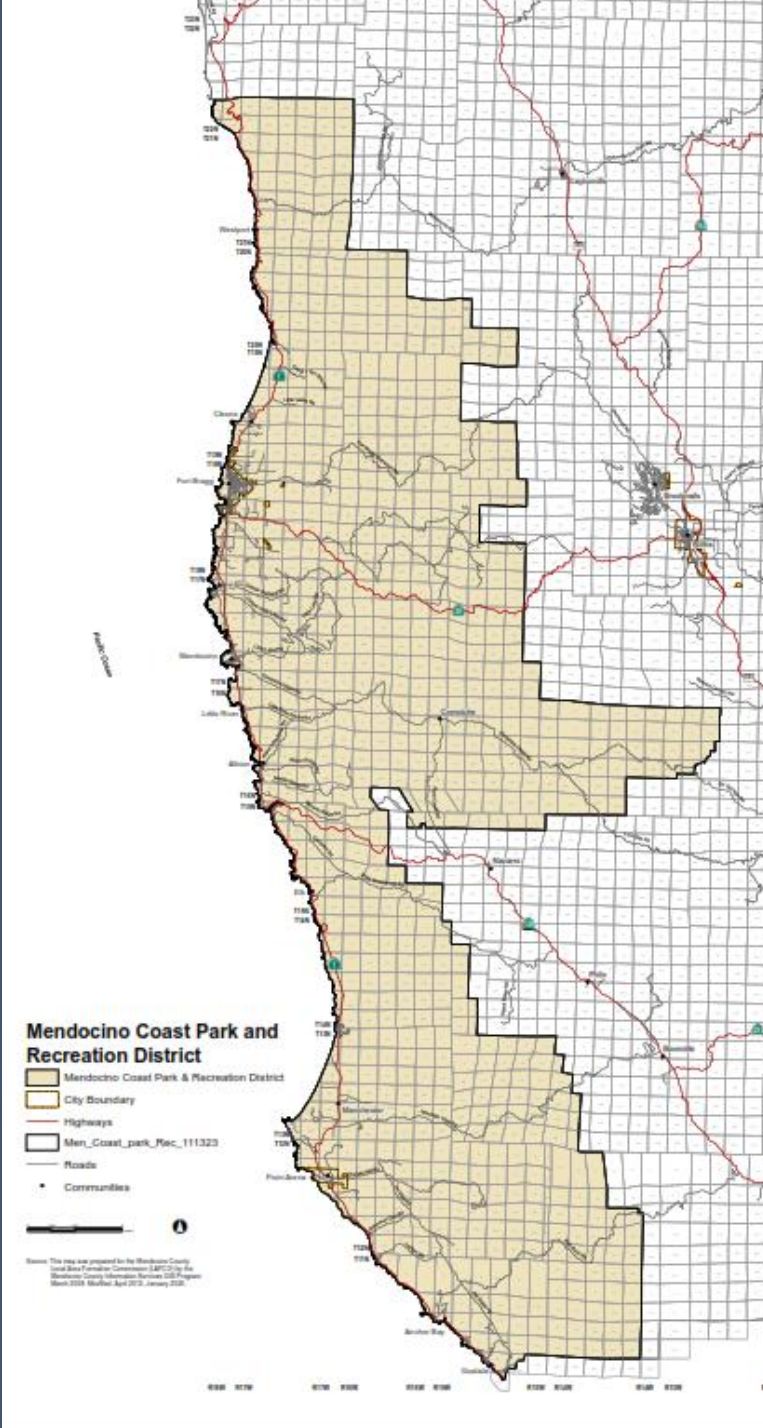
ITEM 6A - WORKSHOP MENDOCINO COAST RECREATION AND PARK DISTRICT

Municipal Service Review and Sphere of Influence Update

June 1, 2026

DISTRICT PROFILE

- Formed in 1972 to provide recreation services to the Fort Bragg area
- Annexations in 1982, 1989, and 2008 – school districts along the coast
- 77 miles of coastline – Westport to Gualala
- Recreation Services



OTHER RECREATION SERVICE PROVIDERS

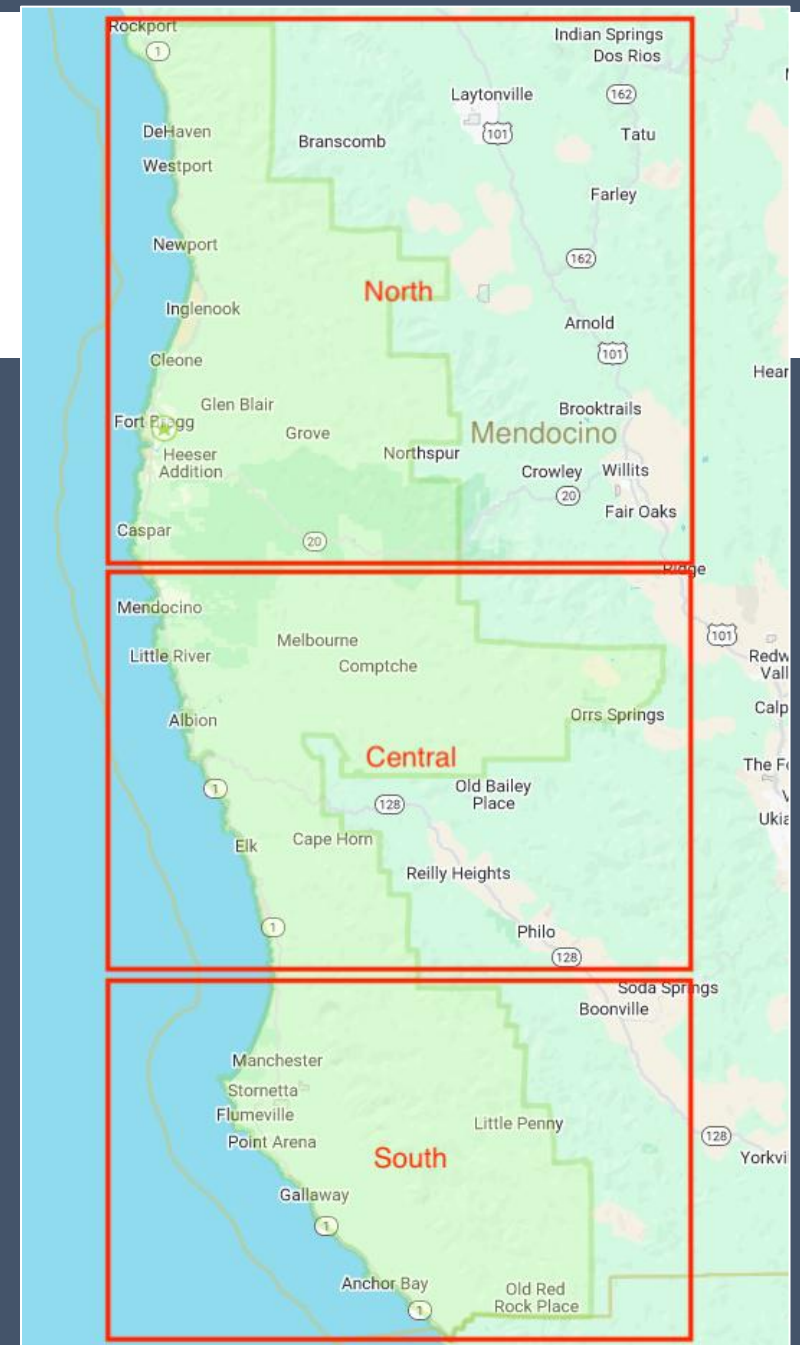
- Bureau of Land Management – Point Arena - Stornetta Unit of the California Coast National Monument
- CAL FIRE Jackson Demonstration State Forest
- California State Parks – 17 parks
- County of Mendocino – Bower Park (Gualala)
- City of Fort Bragg – Parks and Recreation Department
- City of Point Arena – Public Works Department

MUNICIPAL SERVICE REVIEW (MSR)

- Study of a local agency's governance and operations
- Provides an inventory and analysis of agency services:
 - Governance and accountability
 - Fiscal health and responsibilities
 - Operations
 - Anticipated growth
 - Service capacity
- Second MSR for the District

MSR SERVICE REGIONS

- North – Westport, Cleone, Fort Bragg, Caspar
- Central – Mendocino, Little River, Albion, Elk, Irish Beach, Comptche
- South – Manchester, Point Arena, Anchor Bay, Gualala



GOVERNANCE AND ACCOUNTABILITY

- 5-member board of directors, elected at-large
- General Manager
 - 3 FT staff
 - 25-54 PT and seasonal staff
- Updated Bylaws and policies
- Recent website upgrade increased transparency and accountability
- **RECOMMENDATION:** Consider forming election divisions to improve geographic representation and strengthen accountability

FISCAL HEALTH AND RESPONSIBILITIES

- Two Grand Jury reports in 2017 and 2021 regarding the District's financial condition
- Large financial obligations were resolved
 - Sale of Hwy 20 property
 - Transfer of the C.V. Starr Aquatic Center to the City of Fort Bragg
- Focus on recreation programming – enterprise-level cost recovery
- New financial policies adopted and implemented in recent years
- Financial audits, budgets, and reports posted on website

OPERATIONS

- C.V. Starr Aquatic Center
 - District developed Center with grants between 2002-2008, opened in 2009
 - City of Fort Bragg assumed ownership and management in 2012; agreement to allocate 45 percent of tax revenue to the City to support operations and recreation
 - Full operational transition from the District to the City completed in 2024-25
- District transitioned from facility-based to programming-based services
 - Partnerships, agreements, leased facilities

ANTICIPATED GROWTH

- Approximately 30,000 residents
- County growth projected at approximately 1.6 percent through 2045
- Seasonal fluctuations – tourists and vacation home use
- Influx from Northern Sonoma County

SERVICE CAPACITY

- Transition to program-based service delivery model
- Partnerships, shared-use agreements, leased facilities
- Service levels are highest in the North service region
- Service levels lower in Central and South service regions due to travel distances, smaller population centers, and limited local facilities
- With transition of C.V. Starr Center to Fort Bragg, more focus on expanding programming to the Central and South region
- RECOMMENDATION - Strategic/master plan developed with community input to improve equitable service delivery and distribution

SPHERE OF INFLUENCE

- Plan for the probably future boundary and service area of an agency as adopted by the Commission
- SOI last updated in 2008 – coterminous
- No proposed changes to the SOI

PUBLIC WORKSHOP

- Conduct the Workshop to review, discuss, and provide direction to staff on the Draft MSR/SOI study and welcome public comment
- No formal action will be taken on the Draft MSR/SOI study today
- Commission will schedule a public hearing for formal consideration of the study

ACKNOWLEDGEMENTS

Mendocino Coast Recreation and Park District

Kylie Felicich, General Manager

David Shpak, Board Chair

June 12, 2026

Kylie Felicich – General Manager
Mendocino Coast Recreation and Park District
100 N Main St
Fort Bragg, CA 95437



RE: Proposal for Grant Writing Services for the Statewide Park Development and Community Revitalization Program

Dear Ms. Felicich,

We are pleased to present this proposal for grant writing services for the District’s application for the Statewide Park Development and Community Revitalization Program (SPP). This program provides grant funding to create new parks and new recreation opportunities in critically underserved communities across California.

Grant applications will be evaluated based on responses to the following selection criteria:

1. Critical lack of Park Space
2. Significant Poverty
3. Climate Vulnerable Populations
4. Type of Project
5. Community-based Planning
6. Employment or Volunteer Opportunities
7. Partnerships or Committed Funding
8. Environmental Design
9. Public Use Fees and Hours of Operation
10. Community Challenges, Project Benefits, and readiness

We anticipate the scope of services to include:

GRANT WRITING SERVICES

- Meetings
- Information & data collection
- Application preparation
- Final review and submittal of application package
- Pre- and post-submittal communications with MCRPD and funding agency

FEE ESTIMATE

The services described herein will be billed at the following rates. Line items highlighted in orange are anticipated to be completed by the project design consultants.

ESTIMATED SCHEDULE OF FEES - GRANT APPLICATION

<i>Statewide Park Development and Community Revitalization Program (SPP)</i>		Grant Writer	
	Hourly Rate	\$160	
TASK	HOURS	TOTAL	
1.0 Application Preparation			
1.1 Meetings	8	\$1,280	
1.2 Information Collection	8	\$1,280	
3.0 Application			
3.1 Application Form	1	\$160	
3.2 Project Selection Criteria		\$0	
3.2.1 Critical Lack of Park Space	0.5	\$80	
3.2.2 Significant Poverty	0.5	\$80	
3.2.3 Climate Vulnerable Populations	0.5	\$80	
3.2.4 Type of Project	0.5	\$80	
3.2.5 Community-Based Planning	10	\$1,600	
3.2.6 Employment or Volunteer Opportunities	6	\$960	
3.2.7 Partnerships or Committed Funding	6	\$960	
3.2.8 Environmental Design	8	\$1,280	
3.2.9 Public Use Fees and Hours of Operation	4	\$640	
3.2.10 Community Challenges, Project Benefits and Readiness	16	\$2,560	
3.3 Community FactFinder Report & Certification Form	4	\$640	
3.4 Authorizing Resolution Form	3	\$480	
3.5 Grant Scope/Cost Estimate Form			
3.6 Indirect Cost Rate Form	-	-	
3.7 Budget Narrative	4	\$640	
3.8 Funding Sources Form	2	\$320	
3.9 Project Timeline Form			
3.10 Applicant Capacity			
3.11 Project Site Status	1	\$160	
3.12 Concept Level Site Plan			
3.13 Photos and Copyright License Agreement	4	\$640	
3.14 Project Location Map	6	\$960	
3.15 Conservation Corps Consultation Review	4	\$640	
4.0 Final Review and Submittal			
4.1 Final Review and Application Submittal	8	\$1,280	
4.2 Granting Agency Communications	8	\$1,280	
TOTAL NTE BILLABLE HOURS/COST:		113	\$18,080.00

We appreciate the opportunity to continue serving the Mendocino Coast Recreation and Park District. Should you have any questions, please do not hesitate to contact Helen Maggitti at hmaggitti@interwestgrp.com / 619.972.7885 or Mark Riffey at mriffey@interwestgrp.com / 916.742.2454. If this proposal is acceptable, please sign where noted for a Notice to Proceed.

Sincerely,



Bill Evans
Senior Director of Professional Services
wevans@interwestgrp.com

Mendocino Coast Recreation & Park District

Accepted By: _____



Mendocino Coast Recreation and Park District

Boundary Policy

Boundaries Defined

This policy is intended as a guide to Park and Recreation Staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees and volunteers and to specify boundaries between minors and staff. The term “Boundaries” is defined as acceptable professional behavior by employees and volunteers while interacting with minors. Trespassing beyond the Boundaries of a minor and employee/volunteer relationship is deemed an abuse of power and a betrayal of public trust.

Scope

This policy applies to all staff members, volunteers, contractors, and anyone else working directly with minors.

General Principles

This policy should clearly define the boundaries, so everyone understands the expectations and the consequences of not obeying them.

Staff shall respect the individual rights of minors and act in their best interest.

Minors shall not be discriminated against regardless of their race, ethnicity, gender, sexual orientation, religion, socioeconomic status, or disability.

The District shall have zero tolerance for harassment or abuse.

Unacceptable and Acceptable Behavior

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a minor or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and minors but to prevent relationships that could lead to, or may be perceived as, misconduct.

Unacceptable Behavior

The following is an illustrative list of unacceptable behavior, which includes but is not limited to:

- Remarks about the physical attributes or physiological development of anyone.
- Excessive attention toward a particular minor.

- Sending e-mails, text messages, instant messages, social media messages, or letters to minors if the content is not about park and recreation activities and not in accordance with applicable District policies or in violation of the District’s Social Media and/or Technology Policy.
- Communicating with minors or parents/guardians in violation of the District’s Social Media Policy.
- Engaging in inappropriate and/or unprofessional communications.
- Using profanity with or to a minor.
- Involving minors in non-District related issues, including, but not limited to, the employee’s employment issues.
- Working while unfit for service, including the inability to appropriately instruct or associate with minors.
- Being alone with a minor.

Acceptable Behavior

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- E-mails, text messages, phone conversations, and other communications to and with minors must be professional and pertain to District activities.
- Keeping reasonable space between the employee and the minor.
- Stopping and correcting minors if minors cross the employee’s own personal boundaries.
- Keeping parents and District supervisors informed when a significant issue develops regarding a minor.
- Seeking advice from senior staff (such as administrators, managers, or Human Resources) if an employee finds themselves in a difficult situation related to Boundaries.
- Involving an employee’s supervisor if conflict arises with a minor.
- Informing Human Resources or the Superintendent/District Manager about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of minors and/or coworkers.
- Asking another staff member to be present if an employee will be alone with any minor.
- Giving minors praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high fives, and handshakes.
- Keeping professional conduct a high priority during all moments of minor contact.
- Discuss only program-related issues and keep communications within program hours.

Transportation

Staff shall not transport minors in private vehicles.

Staff shall not be alone in a District vehicle with a minor.

Staff should inform a supervisor and/or another responsible adult of the details of any trip involving minors, including the time, location, and purpose.

Reporting Violations

When any employee reasonably suspects or believes that another staff member may have violated the items specified in this policy, they must immediately report the matter to Human Resources or District Manager. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect minors, the suspected employee, any witnesses, and the District as a whole. Employees must also report to the administration any awareness of, or concern about, minor behavior that crosses boundaries or any situation in which a minor appears to be at risk for sexual abuse.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any mandated reporter who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. Employees are required to report such incidents to an administrator and Human Resources. Reporting such incidents to an administrator and Human Resources does not relieve the employee of responsibility to also immediately report such incidents to the appropriate child protective agency by telephone and to send a written report thereof within thirty-six (36) hours. However, employees may work cooperatively to report the incidents and to file one written report. Employees who have any questions about these reporting requirements should contact Human Resources.

The District will provide training every two years on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

Investigating

The District Manager will promptly investigate any allegations.

Violations

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

Effective Date: June 17, 2026

Mendocino Coast Recreation and Park District

SUMMARY MINUTES

Regular Board of Directors Meeting

Wednesday, May 20th, 2026

4:00 P.M.

Location:

MCRPD Studios

579 S. Franklin St. Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and rollcall at 4:00 P.M.

Board: Dave Shpak, Dana Vogele, Angela Dominguez

Absent - Zach Hayward & Craig Comen

Staff: Kylie Felicich, Jamie Campione & Jennifer Saunders

Public: Kim Ramey

2.0 APPROVAL AND ADOPTION OF AGENDA

Director Vogele motioned to approve agenda as is. Director Dominguez seconded. Motioned carried.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

Kim Ramey questioned the time change from 5:30Pm to 4:00PM. Director Shpak explained the Board cannot make comments on non-agenda items and that General Manager Felicich would follow up to answer her question to.

4.0 STAFF REPORTS

4.1 District Manager Report Kylie Felicich

General Manager Felicich reported that the District is preparing for a busy summer season, particularly on the South Coast. Additional updates and program details will be included in next month's Staff Report.

4.2 District Recreation Supervisor Report Jennifer Saunders

Saunders reported that the Men's League season will begin soon, while the current pickleball season is wrapping up. She also noted that a pickleball tournament is planned for June, and staff are working on organizing additional league play opportunities.

4.3 District Business Manager Jamie Campione

Campione reported that the District is wrapping up the school year with the Flockworks after-school programs and preparing for summer programming. She also noted that the Summer Gymnastics schedule has been posted, with

registration opening on May 29.

5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD
General Manager Felicich stated that The Friends of MCRPD regularly meet at District facilities. The District is helping them raise funds for scholarships with our upcoming Pickleball tournament.
- 5.2 South Coast
Director Shpak referred to information in the thorough General Manager report, including progress on Bower Park renovations.
- 5.3 Mendocino Coast Botanical Gardens
Director Shpak deferred discussion to the upcoming action item in the agenda.
- 5.4 Personnel Committee
No meeting. General Manager Felicich reported progress on the Employee Handbook update and continuing compliance with state laws.
- 5.5 District Services Committee – No meeting
- 5.6 Finance Committee – Meeting canceled due to lack of quorum.
- 5.7 Board of Directors
Director Shpak commented that the celebration honoring Kassie was very sweet and well attended. He also asked Board Members to share any upcoming out-of-town dates with General Manager Felicich to assist with scheduling and meeting coordination.
- 5.8 Capital Building Ad Hoc Committee – On agenda.

6.0 DISCUSSION / ACTION

- 6.1 Ad Hoc Committee Update and Recommendation Regarding Potential Capital Building Project(s) and Facility Planning
Director Dominguez reported that, during the Ad Hoc Committee meeting, several community members expressed concerns regarding the proposed project concept. She stated that staff's recommendations and analysis were clear regarding the financial and operational challenges associated with 490 S. Main St.
Director Shpak summarized the concept, explaining that the potential acquisition of a large commercial building in Fort Bragg could functionally accommodate many of the District's current programs and activities. However, based on preliminary operational and maintenance estimates, including a projected increase of at least 30% in District operating costs, the project was determined to be financially infeasible at this time. Director Shpak emphasized that no funding sources had been secured and that the effort was appropriate exploration and research due diligence.
General Manager Felicich provided background on the project's inception, noting that the idea originated through a connection between a District employee and the property owner, which led to preliminary discussions and research into the feasibility of the site. General Manager Felicich stated that maintaining

community and professional relationships is important and that the discussion helped encourage broader community consideration about the future use of the building and what may best serve the community long term.

Director Shpak opened the item for public comment. Kim Ramey stated that, given the size of the building, many community members expressed concerns regarding duplication of services and the long-term feasibility of the project. Director Vogele motioned to accept the Committee recommendation. Director Shpak seconded the motion.

Roll Call Vote:

- *Director Shpak — Yes*
- *Director Dominguez — Yes*
- *Director Vogele — Yes*
- *Director Comen — Absent*
- *Director Hayward — Absent*

6.2 Discussion of Fiscal Impacts and Potential Solutions Related to the City of Fort Bragg Old Recreation Gym Fee Increases.

General Manager Felicich stated that the purpose of this agenda item was to discuss potential solutions related to the recent City of Fort Bragg Old Recreation Gym fee increases. While the District understands that a reasonable fee increase may be necessary, the proposed increases significantly impact on several long-standing MCRPD programs, particularly Skate Night and the Coast Youth Basketball League (CYBL). Felicich also noted that Ping Pong programming, which had temporarily relocated to Mendocino, has since returned to Fort Bragg. General Manager Felicich reported that discussions regarding the facility fee structure are expected to continue at the executive level with the City of Fort Bragg. In the meantime, MCRPD will implement some program fee adjustments to help offset increased operational costs. Beginning June 1, Skate Night admission will increase to \$12 from the previous \$8–\$10 range. In addition, a \$30 registration increase for participants in the Coast Youth Basketball League is anticipated later this year.

Felicich further stated that the District continues to actively explore additional facility opportunities throughout the region. Even prior to the fee increases, gym space availability had become a growing concern due to increased program demand. Some basketball teams are currently practicing as late as 8:30 PM on school nights due to limited facility access. MCRPD remains the largest user of gymnasium space on the Mendocino Coast.

Director Shpak inquired about the status of the adjustable basketball hoop project being researched for Mendocino High School. Recreation Supervisor Jen Saunders responded that the existing hoops at Mendocino High School are older than initially anticipated, and updated cost estimates are currently being prepared. Saunders added that staff hope to expand use of Mendocino gym facilities during the upcoming basketball season and emphasized that the District does not want to limit the continued growth of the Coast Youth Basketball League.

Director Shpak summarized the discussion, noting that Skate Night admission fees will increase beginning June 1 and that, if members of the public express concerns, staff should clarify that the increase is directly related to higher facility

rental costs implemented by the City of Fort Bragg rather than a discretionary increase by MCRPD.

Director Shpak opened the item for public comment. No public comments were received.

Director Shpak requested that staff provide an updated report on the matter at the next Board meeting.

6.3 Review, Discussion, and Approval of Updated Mendocino Coast Recreation and Park District Bylaws

Director Shpak stated that the bylaw revision process has been underway for approximately one year, noting that the District has experienced significant organizational growth and operational activity during that time. He explained that the updates do not include major policy changes, but instead primarily consist of clarifications, scheduling and frequency updates, terminology revisions, and general housekeeping edits. One notable update includes changing the term "Personnel" to "Human Resources."

Director Shpak further stated that the revised bylaws have been reviewed by General Counsel and updated to reflect current policies and procedures adopted by the District over the past two years, including compliance with the Brown Act. He added that the revisions clearly define the District's mission, as well as the roles and responsibilities of Board Members, staff, and committees.

Director Shpak opened the item for public comment. No public comments were received.

Director Vogele moved to approve the updated MCRPD Bylaws. Director Dominguez seconded the motion.

Roll Call Vote:

- *Director Shpak — Yes*
- *Director Dominguez — Yes*
- *Director Vogele — Yes*
- *Director Comen — Absent*
- *Director Hayward — Absent*

6.4 Discussion and Consideration of Appointing the Mendocino Coast Recreation and Park District General Manager as Board Liaison to the Mendocino Coast Botanical Gardens Board of Directors

Director Shpak explained that the Board Liaison position is required under the agreement between the two organizations. He stated that it would be more appropriate for the position to be filled by a staff member, rather than a Board Member, to provide consistent communication, reliable representation, and ongoing operational support. Director Shpak noted that both organizations currently have a significant amount of activity and coordination underway, making regular staff-level involvement beneficial.

Director Shpak opened the item for public comment. No public comments were received.

Director Dominguez moved to approve the appointment of the MCRPD General Manager as the Mendocino Coast Botanical Gardens Board Liaison. Director Vogele seconded the motion. Motion carried.

Director Shpak noted that a signed letter confirming the appointment would be

sent to the Mendocino Coast Botanical Gardens.

7.0 CONSENT CALENDAR

- 7.1 Approval of Closed Session Board Meeting Minutes 4/7/2026
- 7.2 Approval of Regular Board Meeting Minutes 3/18/2026
- 7.3 Approval of Capital Building Ad Hoc Committee Meeting Minutes 5/12/2026

No Questions or comments on the Consent Agenda.

*Director Shpak opened the item for public comment. No public comments
Director Vogeles motioned to approve all minutes as is. Director Dominguez
seconded the motion.*

Roll Call Vote:

- *Director Shpak — Yes*
- *Director Dominguez — Yes*
- *Director Vogeles — Yes*
- *Director Comen — Absent*
- *Director Hayward — Absent*

8.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on June 17th at the Mendocino Coast Botanical Gardens Farmhouse.

Director Vogeles moved adjournment, Director Dominguez seconded the motion. The motion passed unanimously.

Adjourn at 5:06 P.M.