



Mendocino Coast Recreation & Park District

100 N Harbor Dr. | Fort Bragg, CA 95437

Phone: (707) 409-0760

Email: info@mcrpd.us

Web: mendoc coastrec.org

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 @ 5:30PM@ various locations designated in advance by the Board. Meeting locations are listed on agendas and MCRPD's Website.

AGENDA
Regular Board of Directors Meeting
Wednesday, March 19, 2025, at 5:30PM
Location:
MCRPD District Office
100 N Main St. 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, page 1-2
- 4.2 District Recreation Supervisor Report Jennifer Saunders, page 3-4
- 4.3 District Business Manager Jamie Campione, page 5-6

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

6.0 DISCUSSION / ACTION

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

- 6.1 Discuss & Review CSDA accounting Agreement, **page 7-16**
- 6.2 LAFCO Special District Election Ballot, **page 17**
- 6.3 Bower Park Renovation Project: discuss County Planning Commission hearing of a proposed Coastal Development Permit on May 1, 2025, and authorize Chair Shpak to offer comments on behalf of the District and Board of Directors. A copy of the Planning Commission staff report can be obtained via the Internet at this address:
<https://www.mendocinocounty.gov/home/showpublisheddocument/70537/638787452816947498>
- 6.4 Summer Family Kayaking: create Ad Hoc committee with board member and staff 6.5 Discuss and approve staff recommendations for MCRPD High School Scholarships, **page 18**
- 6.6 Review Mendocino Coast Botanical Gardens annual report, **page 19**
- 6.7 Discuss Senate Bill 315 (Quimby Act) and review opposition letter, **page 20-21**

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 up under DISCUSSION/ACTION

- 7.1 Approval of Regular Board Meeting Minutes 3/19/2025, **page 22-25**

8.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on May 21, 2025, Elk Community Center

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 St. Fort Bragg, CA 95437 and at mendocoastrec.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 at this [Internet address: https://www.mendocoastrec.org/2024-11-20-board-meeting](https://www.mendocoastrec.org/2024-11-20-board-meeting)



Kylie Felicich – General Manager

Staff Report -April 2025

CPRS (California Park and Recreation Society): Last month, I attended the CPRS Conference in Sacramento. I was able to meet up with CAPRI and attend an open house at California Bank of Commerce. Overall, this was a valuable trip and opportunity to strengthen knowledge and relationships. Next year, we plan to send the Recreation Supervisor to the CPRS in Long Beach.

CSDA: While in Sacramento, I was able to meet with Rick Wood and to update QuickBooks from the recent audit adjustments. CSDA has offered to take on our accounting services for approximately half the rate of the current accounting firm. This is an excellent opportunity to continue to lower our professional services costs. This is an agenda item for this board meeting.

District Vehicle: MCRPD purchased a 2025 Honda Pilot through tax-exempt government financing through Umpqua/FinPac. This vehicle is much needed for daily use across our District. This vehicle will be used to tow the District's trailer for Kayaking and many other programs.

Budget: We begin the budgeting process for FY'25/26 on April 21 with Rick Wood. We will be taking a rough draft to the finance committee in early May. The board will receive a budget draft at the May 21 meeting. I will be attending this meeting remotely as I will be at CARPD conference that week.

CAPRI: Forecasting for staffing and payroll was submitted to CAPRI last week. They will use this data to calculate our workers' comp insurance rates, etc...We do not expect rates to change significantly from the previous fiscal year.

Partnerships: Being a vendor for The Regional Center and Lakeview Charter Schools continues to be an excellent source of programming revenue. We have 6 new people receiving funding from the Regional Center for MCRPD Programs. We are forecasting \$10K in programming income this school year from Lakeview. Families really appreciate that they can use vouchers from both organizations to fund their recreational activities. We have some growing pains with scheduling and transportation with

Flockworks. We are looking forward to having all these bumps worked out for the 25/26 school year. Working with them is a very positive experience and we appreciate their willingness to try new things and explore different programming. Due to scheduling challenges, we are down to only one KUDOS gymnastics class on WED for the last session this school year. We do hope to return to 3 classes in the Fall. Being that gymnastics is our most impacted program and our constant goal to increase instructors, this has not impacted our gymnastics program.

Field Trips: MCRPD funded Point Arena Elementary's Second Grade Swim program to C.V. Starr this month. We had 30 students attend swimming lessons! We would like to thank C.V. Starr for this amazing opportunity and Friends of MCRPD for funding their bus transportation. Three Rivers Charter School (TRCS) will have First Graders attending a gymnastics field trip twice in April. We are working on TRCS coming for gymnastics through their ELOP summer school program. MCRPD is hosting a Disc Golf Clinic for TRCS at Mendocino College and Manchester school this month.



Jennifer Saunders-Recreation Supervisor

Staff Report -April 2025

This month, we were invited to participate in a Career Day at Fort Bragg Middle School. We created a simple PowerPoint presentation and spoke with students about potential career paths in recreation, including roles such as General Manager and Recreation Leader. It was a powerful opportunity to share encouraging information and hear directly from the students about the types of programs they'd like to see in our community. We received a lot of positive feedback and suggestions, which was very exciting.

In addition to career insights, we introduced students to basic graphic design elements and distributed flyers promoting upcoming programs such as flag football, gymnastics, martial arts, and dance.

On the South Coast, we've been collaborating with Recreation Leader Monica Oropeza to develop a new "Color Run" event in Point Arena. This 2.2-mile fun run is designed to encourage community wellness and get people out and active. We've also partnered with RCRC to provide food at the finish line. Our hope is to make this a signature annual spring event in Point Arena.

We've been enhancing our marketing efforts as well. New, vibrant stickers were created for Skate Night and the upcoming Fringe Festival in Point Arena. We also designed a unified staff shirt logo to help foster team spirit and increase positive public recognition of MCRPD programs and services.

A major initiative this month has been the launch of our first-ever scholarship program for high school seniors within the MCRPD district. We developed a unique and encouraging application process and were thrilled to receive responses from all three local high schools. We're excited to support graduating seniors as they take their next steps into adulthood.

Our first Indoor Pickleball session concluded earlier this month with great success. As we move into spring, we're shifting our focus back to the outdoor courts and exploring opportunities for future tournaments and possible league play.

Unfortunately, our efforts to launch a Spring Coed Soccer program for both youth and adults had to be canceled due to low registration numbers. In response, we're shifting our focus to "smaller wins" by organizing clinics and tournaments, which may be more viable options during challenging economic times.

As of the writing of this report, we are furiously trying to close on three co-ed softball teams. It has been challenging to form teams and complete signups. We pushed the deadline and opening day out in the hopes we can complete this process. In the event we cannot field 3 full teams by the deadline of 4/11, we will be canceling the season. Should this happen we get a co-ed tournament on the books to continue adult softball in any way we can. Our sense is people are so busy and unable to commit.



Jamie Campione – Business Manager

Gymnastics: Spring Session 2 opened for registration on Friday, April 4th at 7:00 AM, and we received over 95 registrations within the first week. Summer Camp registration has also opened, with 25 participants signed up so far. Rhythmic Gymnastics remains strong, and students will be participating in a recital at Cotton Auditorium on June 14–15 alongside several local dance groups.

We are also developing a new offering: *Toddler Gymnastics Party Packages*. With local families constantly seeking creative birthday and celebration options, this will be a great addition to our services in the new space.

MCRPD Studios: Our martial arts instructors continue to seek ways to improve and expand their programs. Martial Arts will continue through the summer, and we are discussing the possibility of hosting special guest instructors for workshops or demonstrations to raise awareness and increase participation.

We have launched a monthly membership option, making classes more affordable for those attending more than three times a week.

Due to popular demand, Isabel's dance class is back for another session!

In our fitness programs, we've scaled back to the most popular classes based on attendance. However, we remain open to experimenting with new formats and class styles to better meet community interests.

Kudos After School Programs:

Flockworks is finding their rhythm in this partnership. Transportation remains a challenge when coordinating activities across multiple sites. Despite the hurdles, this collaboration has been a strong and creative addition for the District.

For the final session of the school year, we are excited to offer:

- Gymnastics for 1st and 2nd graders,
- Friday afternoon roller skating sessions for middle schoolers, and
- Basketball and soccer programs for Dana Gray Elementary students.

These engaging, active options continue to help us meet our mission of promoting youth development through play and recreation.

Other Activities & Events: Following the overwhelming success of our Father-Daughter/Family Dance, we are planning another dance event this summer. This time, it's an *80's-themed "Farewell to Summer" party*. It will include a kids' dance, a teen session, and a late-night portion for adults. We are actively seeking sponsors and fundraising opportunities to support this exciting event.

Kayaking Program: Progress is underway! With the recent addition of a District vehicle, we are closer to launching guided kayaking trips for the community. More details will be shared soon as we finalize logistics and programming.

Outreach & Promotion: Our promotional bus is currently stationed in Fort Bragg for the month of April. Starting in May, we will be using marketing funds to run advertisements in local movie theaters to further increase community awareness and program participation.

AGREEMENT FOR ACCOUNTING & FINANCIAL SERVICES
BETWEEN
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)
And
MENDOCINO COAST RECREATION & PARK DISTRICT (MCRPD)

THIS AGREEMENT (“Agreement”) is made and entered into this 21st day of April 2025 (the “Effective Date”), by and between the MCRPD, a political subdivision of the State of California, hereinafter referred to as “District,” and California Special Districts Association, a California non-profit corporation, hereinafter referred to as “CSDA.”

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

- A. District desires to engage the professional services of CSDA to perform such professional services as specified in Section 1 and in the attached Exhibit A, incorporated herein by this reference.
- B. CSDA agrees to provide such services to District in accordance with the terms and conditions of this Agreement and represents and warrants to District that CSDA possesses the necessary, skills, qualifications, and personnel to provide such services for the benefit of District.
- C. The performance of such professional services by CSDA has been determined by District to be in the public interest because District has determined it requires limited-duration accounting and financial consulting services to support essential District operations.

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, District and CSDA agree as follows:

1. Scope of Work.

District engages the services of CSDA as an independent contractor to perform the work and render the services described in “Scope of Services” which is attached hereto as Exhibit A (hereinafter referred to as the “Work”). The Work is not intended to replace services normally provided by licensed professionals, including, but not limited to attorneys or auditors, but rather to provide assistance and general guidance to the District regarding accounting and financial operations and best practices.

In no circumstance shall the Work provided by CSDA to District include direct supervision or supervisory authority of District employees, agents, or contractors, nor shall District have direct supervision or supervisory authority of individuals assigned by CSDA to complete the Work, subject to the terms of this Agreement. CSDA shall have sole discretion, power and authority to select and assign any CSDA employees, or to engage any subcontractors as provided for herein, for the purposes of carrying out the Work provided for in this Agreement.

2. **Payment.**

A. In consideration for the services to be performed by CSDA, District agrees to pay CSDA as specified in Exhibit A. District must maintain CSDA membership in good standing to receive services under this agreement. Failure to maintain membership in good standing may cause termination of the Agreement, pursuant to Section 3B.

CSDA shall not be compensated for any services rendered nor reimbursed for any expenses incurred in excess of those authorized in this Agreement unless agreed to and approved in advance by the District in writing.

Payment of compensation shall be paid by District within thirty (30) business days after receipt of a monthly invoice from CSDA for the Work performed in accordance with this Agreement, which shall specifically describe the details of the Work performed for which compensation is requested and itemize the time expended by CSDA in providing such work. The monthly invoice shall generally describe the tasks and services performed, the time spent performing such services, the hourly rate charged in excess of any retainer or flat fee, and the identity of individuals performing services on behalf of CSDA pursuant to the Agreement for the benefit of District. The monthly invoice shall also include a detailed itemization of expenses incurred for which reimbursement is requested.

If the Work is satisfactorily completed and the monthly invoice is accurately computed, then District shall pay the invoice within thirty (30) days of its receipt. There shall be no compensation for extra or additional work or services by CSDA other than those expressly described in Exhibit A hereof, unless approved in advance in writing by the District. If payment of any monthly invoice is not received by CSDA within 30 days of its receipt, CSDA shall cease to perform services on behalf of District specified in Exhibit A until such payment has been received and the District is current on payment of all past due invoices to CSDA.

B. CSDA shall provide notice to District as soon as reasonably practicable upon gaining knowledge of a condition, event or series of events that may affect the scope or cost of the Work to be provided pursuant to this Agreement. All proposed changes, modifications, deletions or requests for additional services shall be provided in writing for review and approval by the District. In the event the District orders services added, deleted or modified, the Scope of Services provided in Exhibit A shall be amended to specify the services added, deleted or modified, and specify any adjustment to compensation. Any amendment to the Scope of Services shall be signed by both the District and CSDA as an Amendment to this Agreement, for such amended Scope of

Agreement for Accounting & Financial Services
Between CSDA & MCRPD

Services to be binding on the parties. CSDA shall only be compensated for services performed in accordance with the Scope of Services and any agreement regarding modified compensation executed by both parties to this Agreement.

3. Term.

A. This Agreement shall take effect on the above date and shall continue in effect for a period of three (3) years, or until completion of performance of the services specified in Exhibit A, or until terminated as provided below, whichever occurs first.

B. This Agreement may be terminated without cause by either party upon 30 days written notice to the other party.

C. In the event of Agreement termination, District shall pay to CSDA as full payment for all services performed in accordance with this Agreement and all expenses incurred under this Agreement, those amounts specified in a final invoice prepared by CSDA pursuant to the provisions of Section 2 hereof providing a detailed itemization of time spent performing services and expenses incurred for which reimbursement is requested through the date of notification of termination of this Agreement. District shall provide payment for the final invoice within thirty (30) days of receipt of the invoice.

4. Sub-consultants.

CSDA may employ other consultants necessary in connection with the performance of the Work, and CSDA may request an amendment to the Work and Scope of Services as provided in Section 2B for the purpose of engaging other consultants. The services of such consultants shall be coordinated and paid for by CSDA.

5. Ownership of Documents.

All documents prepared by CSDA under this Agreement shall be the exclusive property of District. By this Agreement, CSDA transfers all of its right, title and interest in such documents to District. All confidential information that is communicated to CSDA by the District in connection with performing the above-mentioned accounting and financial services shall be held by CSDA in full trust and confidence for the District's benefit. CSDA will not communicate or permit anyone else to communicate any of the District's information that is acquired while performing the accounting and financial services during or after the fulfilling of this Accounting and Financial Services Agreement.

6. Indemnification of CSDA

District hereby agrees to defend, indemnify, save and hold harmless CSDA, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, attorneys, heirs, successors, and assigns, and each of them, from and against any and all claims, actions,

demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever, which may arise by reason of: (i) any and all claims arising from or related to this Agreement by the District or any of its officers, directors, employees, or agents arising out of the performance of their respective obligations; or (ii) the District's actual or alleged breach of any of the covenants, representations and warranties made in this Agreement. This indemnity shall require the payment of defense and indemnification costs and expenses as they occur. District shall promptly notify CSDA upon receipt of any claim or legal action referenced in this Section. The provisions of this Section shall survive any termination or expiration of this Agreement.

7. Independent Contractor.

The parties hereto agree that at all times during the term of this Agreement: CSDA, CSDA's employees, sub-consultants and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of District. CSDA shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Work required by this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by CSDA, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of CSDA. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by CSDA, and District shall have no right or authority over such persons or the terms of their employment or contract.

Neither CSDA nor any third persons employed by or contracted by CSDA to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from District should CSDA or any of its employees, agents or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither CSDA nor any third persons or contractors employed by CSDA shall be entitled to any other benefits payable to employees of District. District hereby agrees to defend and hold CSDA harmless from any and all claims that may be made against District based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between District and that third party by reason of this Agreement.

8. Insurance.

A. Workers' Compensation. If CSDA employs any person to perform work in connection with this Agreement, CSDA will procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance will not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work under this Agreement by any such third party, CSDA will deliver to the District a Certificate of Insurance which will stipulate that thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits will be given to the District.

B. Commercial General and Automobile Liability Insurance. CSDA will also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CSDA and the District for liability arising out of the operations and activities of CSDA and any subcontractors. CSDA will also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which will include coverage for all vehicles, whether or not owned by CSDA, on or off the District's premises, used by or on behalf of CSDA in the performance of work under this Agreement. The policies will be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CSDA's activities, the District, and its Directors, officers, employees and agents. The Insurer(s) will stipulate that its policy(ies) is Primary Insurance and that it will be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the District.

Inclusion of the District as an additional insured will not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CSDA. The policy will protect CSDA and the District in the same manner as though a separate policy had been issued to each, but nothing in said policy will operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

Prior to commencement of work hereunder, CSDA will deliver to the District a Certificate of Insurance which will indicate compliance with the insurance requirements of this paragraph and will stipulate that thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits will be given to the District.

8. Representative of District.

The General Manager of District, or his or her designated representative, shall represent District in all matters pertaining to the services to be rendered under this Agreement, except where and if approval specifically is required by District's Board of Directors. All requirements pertaining to services to be rendered under this Agreement shall be submitted to the General Manager of the District. CSDA shall consult with the General Manager on all matters relative to this Agreement and District shall cooperate with CSDA in all matters relative to this Agreement in such a manner as will result in the performance of the Work without delay.

9. Entire Agreement.

This writing and the documents incorporated herein by reference as Exhibit A represents the sole, entire, exclusive and integrated contract between the parties concerning the Work and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained

in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

10. Successors and Assignment.

This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, CSDA may only subcontract, assign or transfer this Agreement or any part of it subject to the terms of this Agreement.

11. No Waiver of Rights.

Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to CSDA shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default. The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of utilizing any remedy provided by law.

12. Severability.

If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

13. Attorney's Fees.

In the event any arbitration, litigation or other action or proceeding of any nature between District and CSDA becomes necessary to enforce or interpret all or any portion of this Agreement, or in the event of any alleged breach by either party of any of the terms hereof, it is mutually agreed that the prevailing party will be entitled to an award of reasonable attorney's fees, costs and expenses from the other party. The prevailing party will be entitled to an award of attorney's fees in an amount sufficient to compensate the prevailing party for all attorney's fees incurred in good faith.

14. Governing Law.

This Agreement will be governed by and construed in accordance with the laws of the State of California. Any disputes under this Agreement may be brought in the state courts and the Federal courts located in Sacramento County, California, and the Parties hereby consent to the personal jurisdiction and venue of these courts.

15. **Notice.**

Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first-class U.S. mail addressed as follows:

District: MENDOCINO COAST RECREATION & PARK DISTRICT
Attn.: Kylie Felicich, General Manager
P.O. Box 532
Fort Bragg, CA 95437

CSDA: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
Attn.: Neil McCormick, CEO
1112 I Street Ste. 200
Sacramento, CA 95814

Any party may change its address by notifying the other party of the change in the manner provided above.

IN WITNESS WHEREOF, the parties hereto have caused duplicate originals of this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

MENDOCINO COAST RECREATION & PARK DISTRICT

By: _____
Kylie Felicich
General Manager

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

By: _____
Neil McCormick
Chief Executive Officer

EXHIBIT A
Scope of Work, and Payment for Services Rendered

SCOPE OF SERVICES:

Under the terms and conditions stated in the Agreement, the accounting and financial services provided by California Special Districts Association (CSDA) shall include, but are not limited to:

- Present financial information to staff, committees, and Board Members as needed; monthly Board meeting attendance requested
- Onsite and remote guidance and training of accounting staff
- Review financial information
- Review/revise/assist appropriate accounting procedures/policies
- Assist with development/review/presentation of annual budgets
- Record basic accrual and deferral accounting transactions and reconciliation
- Prepare financial reports and other financial information as needed
- OPEB calculation, forecast and instruction
- GASB compliance and instruction
- CEBRT account management and guidance
- UAL compliance and instruction
- Meet with staff, committees, and Board Members as needed
- Assist accounting and finance-related outside parties in gathering information needed to perform their duties, such as the audit firm
- Review audit findings for suggested accounting improvements.
- Banking and investment options and implementation.
- Review, update/modify, and present financial information to staff, committees, and Board Members as needed
- Review existing depreciation schedule and connect this to existing capital improvement reserve budget
- GAAP compliance and instruction
- Review internal financial transaction processing, and recommend potential efficiencies
- Review internal controls and duty segregation in all finance operations, and recommend potential efficiencies
- Review finance department staffing and work schedules, and recommend potential efficiencies

In addition to the above stated accounting services, CSDA, using their discretion may also provide additional accounting and financial services for the District if the District requests and CSDA agrees with such request.

PAYMENT FOR SERVICES RENDERED

For the services to be performed by CSDA, the District hereby agrees to compensate CSDA \$125 an hour, not including travel and other expenses subject to the terms of the Agreement, not to exceed \$1,250 per month without prior approval.

In addition to the fees specified above, the District will also reimburse CSDA for any incidental costs and expenses CSDA may incur while performing services for the District as stated in this Agreement. Costs and expenses will be agreed to in advance and then billed to the District on a monthly basis and will be due and payable within 30 days of the notice receipt.

PROVISION OF SCOPE OF WORK

The District agrees that it will provide CSDA true and complete information upon request from CSDA that is vital for CSDA to perform the above-mentioned services in a timely manner.

The District hereby represents and warrants that it will be fully compliant with the applicable laws in its use of CSDA’s Services. The District also acknowledges that the performance of this Agreement does not conflict with any existing obligations of the District. And this Agreement is a valid obligation of CSDA. The District represents that it legally authorized to contract with CSDA for accounting and financial services to the District.

CSDA hereby represents and warrants that it will be compliant with all applicable laws in performing the above-mentioned services. CSDA also acknowledges that the performance of this Agreement does not conflict with any other outstanding obligations of CSDA and that this Agreement is a valid contractual obligation of CSDA enforceable in accordance with its terms. CSDA represents that it possesses all the necessary skills to perform all of the tasks outlined in the Scope of Work.



2025 ELECTION BALLOT

Mark selection directly onto the ballot, voting for no more than one (1) candidate for the indicated seat.

Special District <i>Alternate</i> Member	
Please Vote for One (1)	
<input type="checkbox"/> Adam Gaska – Redwood Valley County Water District <input type="checkbox"/> Dave Shpak – Mendocino Coast Recreation and Park District	
Certification of Ballot	
_____	_____
District Board Chair or Designee	District Manager/Clerk/Secretary of the Board
_____	_____
District	Date

Ballots must be returned to Mendocino LAFCo at 200 South School Street, Ukiah, CA, 95482, or by email to eo@mendolafco.org, on or before **April 30, 2025, 12:00 p.m.**

The Mendocino Coast Recreation & Park District (MCRPD) is proud to share **staff recommendations for the 2025 scholarship recipients**. This scholarship opportunity was made available to graduating seniors from Fort Bragg Unified School District, Mendocino School District, and Point Arena School District as part of MCRPD’s ongoing commitment to supporting local youth in their pursuit of higher education. Three scholarships awarded. Each recipient receives \$500.

Congratulations to Our Recommended Scholarship Recipients!

- **Gisele Mejia-Fuentes** – Point Arena High School - 36
- **Abel Garven** – Mendocino High School – Score 49
- **Orion Hicks** – Fort Bragg High School - 52

MCRPD Scholarship/Program Scoring Rubric (Total: 20 Points - Reviewed by 3 staff)

Criteria	Description	Points
1. MCRPD Participation	Evaluate how actively the applicant has participated in MCRPD programs (e.g., classes, leagues, volunteering).	1 = Minimal participation 2 = Occasional participation 3 = Moderate participation 4 = Consistent participation 5 = Extensive and impactful participation
2. Future Plans for Sports Education & Career	Assess the applicant's goals related to sports, education, and potential career paths in their application.	1 = No clear plan 2 = Vague/general goals 3 = Somewhat defined goals 4 = Clear and focused plan 5 = Strong and inspiring plan
3. Criteria for School in California	Check if the applicant has indicated plans to attend or is attending a school in California.	1 = Not attending 2 = Unclear 3 = Possibly attending 4 = Likely attending 5 = Clearly indicated and committed
4. Residency in District Boundary	Determine if the applicant resides within the MCRPD district boundary.	5 = Yes 0 = No

A Year at the Gardens

The year 2024 was busy for the Mendocino Coast Botanical Gardens (MCBG), with over 88,000 visitors. Of those, 2,961 came from within the Mendocino Coast Recreation and Parks District footprint. An additional 619 visitors were admitted under the Museums for All program, which provides for discounted admission for those presenting an EBT or WIC card. (Over 1,400 museums and gardens throughout the U.S. participate in the Museums for All program.) We're proud that the Gardens was recently touted in *Sunset* and *Forbes* as well as numerous other publications.

The Gardens has 135 active volunteers that pull weeds, deadhead roses, mulch garden beds and help with mailings, among many other tasks. The Gardens has 3,402 memberships with 5,219 members. Many are family memberships, thus the higher number of members. Members are responsible for electing the members of the Gardens' board, as well as deciding whether proposed bylaws amendments are approved. MCBG members also sit on a number of board committees.

The Gardens has 25 full-year employees led by our Executive Director, Molly Barker, including horticulturists (aka gardeners), guest services staff in the store and maintenance and nursery staff, as well as staff in Rhodys café and the administration office. Rhodys café also has several part-year, part-time staff.

Each year the Gardens hosts about 60 artists in a two-day event dubbed Art in the Gardens. AIG is attended by art lovers far and wide who browse numerous displays of art available for purchase while being treated to music from local bands. In the winter, the Gardens are transformed into a holiday wonderland during the Festival of Lights. Last year almost 1,800 children visited the Festival of Lights. Of those, 144 redeemed tickets donated to local nonprofits. We are fortunate to have a number of generous sponsors for both Art in the Gardens and the Festival of Lights.

The MCBG board is a busy board of twelve members, with eight active committees, including the Education Committee, which has organized numerous educational programs and activities. One of those is the SPROUTS program that offers a series of self-guided learning opportunities for K-6 children. Sprouts activities include handouts and sometimes tools to help children learn about a variety of topics including birdwatching, whale watching, getting to know trees, and more. Other programs include workshops to learn how to care for Dahlias and Rhododendrons and summer pruning of fruit trees, as well as nature walks, mushroom walks, birdwatching and many more.

The Gardens has an annual budget of about \$2.2 million, with a payroll of \$1.3 million.



Mendocino Coast Recreation and Park District
PO Box 532, Fort Bragg, CA 95437
Phone: (707) 409-0760
Website: mendocoastrec.org

April 9, 2025

The Honorable Timothy S. Grayson
California State Senate
1021 O Street, Room 7250
Sacramento, CA 95814

RE: Senate Bill 315 (Quimby Act) – Notice of Opposition
Position: OPPOSE (As Amended March 17, 2025)

Dear Senator Grayson:

On behalf of the Mendocino Coast Recreation and Park District (MCRPD), we respectfully express our strong opposition to Senate Bill 315, which proposes significant limitations on the Quimby Act. This bill threatens to severely hinder the development and sustainability of local parks across California—including those in rural and underserved regions like ours.

The Quimby Act has been an essential tool for ensuring that parkland and recreational spaces grow alongside our communities. SB 315’s proposed restrictions—including the 25% cap on land dedication and the prohibition of Quimby fees for developments within one-half mile of an existing park—undermine this foundational mechanism. In areas such as ours, where park infrastructure is vital to health, safety, youth development, and community cohesion, these changes could have devastating consequences.

We are particularly concerned with the bill’s one-size-fits-all approach. Many communities already struggle with park inequity, and this bill would exacerbate that challenge by limiting resources precisely where they are most needed. Furthermore, the vague definitions within SB 315—especially around what qualifies as a “park”—leave room for misinterpretation and open the door to unintended consequences.

While we support smart growth and recognize the urgent need for affordable housing, we also believe that development should not come at the cost of green space, community well-being, and public health. Parks are not optional amenities—they are critical infrastructure.

For these reasons, MCRPD joins the California Association of Recreation and Park Districts and many others in opposing SB 315. We urge you to consider the long-term impact this bill would have on our ability to serve our communities, promote equity, and preserve the quality of life for future generations.

Please do not hesitate to contact us at [insert contact email/phone] if you would like to discuss our position further.

Sincerely,

Kylie Felicich, General Manager
Mendocino Coast Recreation and Park District

Mendocino Coast Recreation and Park District

AGENDA MINUTES

Special Board Meeting

Wednesday, March 19th, 2025, at 5:31 p.m.

Location:

MCRPD Studios

579 S. Franklin St. Fort Bragg, CA 95437

&

St Paul's Community Center

40 School St. Point Arena, CA 95468

1.0 CALL TO ORDER

Call to order and roll call at 5:31 p.m.

Board: Dave Shpak, Craig Comen, Dana Vogeles, Zach Hayward

Absent: Angela Dominguez (excused)

Staff: Kylie Felicich on Zoom, Jamie Campione & Monica Cabral Oropeza

2.0 APPROVAL AND ADOPTION OF AGENDA

All approve agenda as is.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

4.0 STAFF REPORTS

4.1 District Manager Report Kylie Felicich, page 1-2

4.2 District Recreation Supervisor Report Jennifer Saunders, page 3-4

4.3 District Business Manager Jamie Campione, page 5

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

General Manger Felicich stated that an invoice had been submitted to Friends of MCRRPD for \$10,000 (\$9,500 for equipment & \$500 for Rhythmic gymnastics dance costumes) All the funds have been spent that were allocated to gymnastics equipment from the donation.

5.2 South Coast

Director Hayward reported no new updates on the Bower Park project but mentioned that the Bower Park Committee is continuing to work with the County. Board Chair Shpak added that a Coastal Development Permit for the Bower Park project is currently in process and is expected to go before the County Planning

Commission in May. If approved, construction is anticipated to begin in June or July. RCRC has received a use permit to build a pavilion at Ocean Ridge Park, which is currently in the early planning stages.

Staff member Monica Cabral provided updates on upcoming projects and events: A Color Run is scheduled to take place in Point Arena in May.

Open gyms will be starting soon.

Sea Ranch swim registration opens in May.

MCRPD received a \$500 sponsorship for flag football which will begin at the end of June.

Skate night continues to be popular each week.

5.3 Mendocino Coast Botanical Gardens - See agenda item 6.2

5.4 Personnel Committee - No meeting

5.5 District Services Committee – No meeting

5.6 Finance Committee – No meeting

5.7 Board of Directors

6.0 DISCUSSION / ACTION

6.1 Adult Co-ed Softball discussion on budget and registration fees

General Manager Felicich addressed public concerns regarding the cost of the Adult Co-ed Softball program. A detailed cost breakdown (attached spreadsheet) was presented to illustrate the program's expenses. GM Felicich noted that the league has faced ongoing challenges in recent seasons, including behavioral issues, which have placed the league on probation. It was emphasized that registration fees have not increased in several years, despite the program operating at a financial loss. To improve transparency and accountability, the District will implement cost accounting worksheets for all programs moving forward, allowing for detailed responses to public inquiries.

6.2 Board discussion and action for Mendocino Coast Botanical Gardens price Increase.

General Manager Felicich informed the Board that, per the lease agreement with the Mendocino Coast Botanical Gardens (MCBG), any proposed price increase must be brought before MCRPD for approval. Director Comen voiced support for maintaining a military discount. Following discussion, Chair Shpak made a motion to approve the price increase, with the recommendation that MCBG strongly consider retaining the military discount as a gesture of community support.

Director Comen seconded the motion. The Board voted unanimously in favor.

6.3 Board discussion for CAPRI Audit

General Manager Felicich reported that the District received an “Excellent” rating on the recent CAPRI audit. A few outstanding items remain, primarily related to landlord responsibilities. Each facility is required to develop an accessibility document, and both locations are actively working on this. The District expects all items to be completed and up to date prior to the next audit.

6.4 Board discussion and authorization for District van purchase with a 20% down payment & finance up to \$35,000

The Board discussed the purchase of a new or used District van, with the option to finance up to \$35,000 and make a 20% down payment. Following discussion, Director Comen made a motion to authorize the District to spend up to \$55,000 on the vehicle. Director Hayward seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

6.5 Board discussion and action regarding transfer of ownership of the recreational softball equipment to Manchester School

General Manager Felicich explained that the District had attempted to launch a girls' softball program in partnership with Manchester School. However, due to various barriers, the attempt was not successful. Even if fiscally infeasible for the District, the Manchester School District wants to encourage girls softball locally and asked the District to transfer ownership of the softball equipment. Staff reported that the equipment transfer would allow continued use by the community in alignment with the District's mission to support community-based recreation. The Board agreed with the staff assessment and recommendation for transfer. Chair Shpak motioned to approve the transfer; Director Hayward seconded. A roll call vote was taken, and the motion was unanimously approved.

6.6 Nominate Kylie Felicich as a 2026-2028 CSDA Board candidate

Chair Shpak expressed strong support for the nomination, stating that Kylie Felicich would be an outstanding candidate and that the CSDA Board could not find a better representative. He noted that this opportunity offers a valuable way to grow professionally, expand one's network, and better serve the District. Director Hayward made a motion to approve and nominate General Manager Kylie Felicich to the CSDA Board of Directors. The motion was seconded by Director Vogele. The motion passed unanimously.

7.0 CONSENT CALENDAR

7.1 Approval of Regular Board Meeting Minutes 1/15/25

- 7.2 Approval of Special Board Meeting Minutes 1/30/25
- 7.3 Approval of Personnel Committee Minutes 1/27/25
- 7.4 Approval of Finance Committee Meeting Minutes 3/6/25
- 7.5 Approval of Special Meeting Minutes 3/6/25

No Questions or comments. Director Comen motioned to approve all minutes as is. Director Vogele seconded the motion. The motion passed unanimously.

8.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on April 16th, 2025, Westport Community Center

The tentative meeting location is the Westport Community Center. Please check the MCRPD website and meeting notice for confirmation.

Adjourn at 7:11p.m. Director Vogele Motions, Director Comen seconded the motion. The motion passed unanimously.