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SPECIAL & REGULAR BOARD OF DIRECTORS MEETING
Mendocino Coast Recreation and Park District
Manchester Elementary School (Rm 4)
19550 S Highway 1, Manchester, CA 95459

Wednesday, June 19th, 2024

4:30 P.M. SPECIAL MEETING

5:30 P.M. REGULAR MEETING

MINUTES

4:30 P.M. SPECIAL MEETING AGENDA

MINUTES

1.0 CALL TO ORDER – 4:30PM

Call to order and roll call - Barbara Burkery, Dave Shpak, Angela Dominguez, Kylie Felicich, Jamie Campione, John Huff- Late, ABSENT CRAIG COMEN, Stephanie Hurara joins.

2.0 Tour of Manchester School: starting at Classroom 4 and continuing at various locations at the property

- Stephanie gives us the history and transformation of the Manchester Elementary School, which is no dual language, fixing the harm from the past, building trust with community, recruited teacher from Chili, Updated the lunch program, now offering culinary classes, and garden instruction. Now have a before and after school program and a summer program
- Adjourn – 5:25PM

5:30 P.M. REGULAR MEETING AGENDA

1.0 CALL TO ORDER

Call to order and roll call - 5:30PM – Barbara Burkey, John Huff, Angela Dominguez, Dave Shpak, Absent Craig Comen – Public & staff: Kylie Felicich, Jamie Campione, Rick Wood, and Brett Jones Via Zoom

2.0 APPROVAL AND ADOPTION OF AGENDA

Items to be removed from or changes to the agenda should be done at this time – Move to approve Andela Dominguez, All in favor

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). – No public Comments

4.0 STAFF REPORTS:

4.1 District Manager Report Kylie Felicich – Hard working committed staff, Cheer Clinic happening next

- week, Rossi is our studio floor sponsor, Nizz is done in August,
- 4.2 District Recreation Supervisor Report Jennifer Saunders
 - 4.3 District Recreation Coordinator Nizz Badgett / Monica Cabral Oropeza
 - 4.4 District Administrators Jamie Campione & Holly Ugulano

5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD – Focus on Gymnastics, Hoopstars, Youth basketball & Martial Arts.
- 5.2 South Coast – Great BBQ w/ RCRC winning trust with Sea Ranch, Parade on the 4th of July
- 5.3 Mendocino Coast Botanical Gardens – All good- Nothing to report
- 5.4 Personnel Committee – Everything to report is included in packet
- 5.5 District Services Committee – In packet
- 5.6 Finance Committee
- 5.7 Board of Directors

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

6.0 DISCUSSION / ACTION

- 6.1 Review & consider 22/23 Audit – Brett Jones reports no concerns. DS notices error in formula that Brett will amend. District has paid all debts and walked away with no profit from the sale of the HWY 20 property. Kylie will amend MDMA & final draft
- 6.2 Review & consider MCRPD Budget – DS notices formula error that will be amended in the budget summary. It is noted that marketing is rolled up into operations expenses. Staff will make updates. – DS moves to adopt w/ 2 changes per capita and formal change, AD seconds – all in favor.
- 6.3 Review & consider job title & salary schedule- District Manager is a step one with no change, BB thinks the schedule and all the rates are competitive. All across the board there was a 4% increase. Non exempt went up one step to stay in compliance with the state of CA. DS says make sure job descriptions allow for provisions to hire at higher rates for special guests. – Approve salary schedule based on pulling out the rec official. DS moves to adopt, JH seconds – all in favor.
- 6.4 Introduction to South Coast Rec Coordinator Monica Cabral Oropeza – Monica make introduction of herself and notes that she is very involved in south coast sports and community. She also started her own youth basketball league. She is organizing a kids night out and already has 8 sponsors.
- 6.5 Consider adoption of **Resolution No. 24-04** authorizing an agreement with Umpqua Bank for District participation in a Purchasing Card program with an authorized credit limit of \$30,000 rather than the \$10,000 limit previously approved by the Board. – JH motions, AD seconds, - All in favor
- 6.6 Consider adoption of **Resolution No. 24-03** authorizing the pass-through of the District’s \$177,952 Per Capita State Grant Fund Allocation under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the County of Mendocino for its use as part of its Bower Park Restoration project. County will handle all renovations and manage project. Ds moves to adopt with update on amount of funds to be sent to County. 177,952
- 6.7 Consider MCRPD Logo re-branding – BB is in favor that we need an updated look. – board unanimously approves logo re design project.
- 6.8 November 2024 election – positions have been posted online 2- 2 year terms and 2 4year terms.
- 6.9 District Services Grant – Staff recommendations & board vote – District Manager will send letter to those not selected and those that have been selected

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 minutes for Regular Board Meeting Minutes 04/17/24
 - 7.2 Approval of minutes for Regular Board Meeting Minutes 05/15/24
 - 7.3 Approval of minutes for Finance Committee Meeting Minutes 05/15/24
 - 7.4 Approval of minutes for Personnel Committee Meeting Minutes 06/12/24
- AD motions to approve DS, seconds, JH abstains.

8.0 ADJOURNMENT- 7: 19PM

Next MCRPD Regular Board of Directors Meeting will be held on August 21st, 2024, MCRPD District Office – 401 N Harbor Dr, Fort Bragg CA 95437

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, 401 North Harbor Drive, Fort Bragg, CA 95437 707-409-2760

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 401 North Harbor Drive 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 pm 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 [LINK](#)