



REGULAR BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, August 16, 2023
5:30 P.M.

AGENDA

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 done 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 a total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussion or taking action 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 Administrative Report (Carly Wells)
- 4.2 Maintenance Report (Paul Kelley)
- 4.3 CVSCC Performance Report (Carly Wells)
- 4.4 Recreation Services Report (Kim Ramey)

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 Ad Hoc Grants Committee
- 5.8 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. 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 Adopt the FY 2023-2024 Final MCRPD Budget
- 6.2 Create an Ad Hoc committee for the transition of the C. V. Starr Community Center operations.

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 board meetings and standing committees: 07-18-2023 personnel committee meeting, 07-09-2023 regular board meeting, 07-31-2023 personnel committee meeting, 08-02-2023 special board meeting, 08-08-2023 special board meeting

- 8.0 **ADJOURNMENT** – Next MCRPD Regular Board of Directors Meeting will be held on September 20, 2023, at 5:30pm; at the Coast Life Support District, Bill Platt training room, 38901 Ocean Dr, Gualala, CA, 95455

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 Carly Wells, Interim District Administrator, 300 South Lincoln St., Fort Bragg, CA 95437.

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at mendocoastrec.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings.

Administration and Guest Services Report

Submitted by Carly Wells, Administrative Services Supervisor

August 2023

A few big changes happened in July/early August. The dissolving of the CVSCC operating agreement began at a special board meeting on August 2nd. There is going to be a lot of work to do to ensure a smooth transition. MCRPD will need to select ad hoc committee members for this project that have the time and dedication to spend working out all the details.

Another big change is that this will be my last MCRPD board report. After almost 16 years I have decided to redirect my career. I have enjoyed my employment the last several years and am thankful for all the opportunities that the MCRPD has given me.

July was another busy month attendance wise at the C. V. Starr Community Center. The pools were very full during the swim/slide/splash times. Fitness classes have also been very full. We hosted seven swim parties.

August 7th, we opened registration for fall programs. As usual swim lessons filled first. The rest of the programs have been a little slower in filling up. I would guess that this is because families are getting ready to go back to school and still working out their schedules. Gymnastics registration opened on the 8th. Classes are not full as of this report, but I expect they will be full. We added a few extra classes and so far, we have 81 sign ups.

C.V. STARR COMMUNITY CENTER
MAINTENANCE REPORT
August 10, 2023

SUBMITTED BY Paul Kelley

Domestic boiler project: a contractor has been picked for this project; multiple items are starting to show up at the center that are for this project. We are housing the equipment until the installation crew arrive. One item the center will be unable to store is the hot water storage tank, it will be brought to the center when the project begins.

Gate project: security gate project, this is a gate that will be installed on the east side of the building to secure the parking lot when the center is closed. We are constantly having cars driving into the east parking lot at night at a high rate of speed and doing 360 degree turns which result in shooting rocks and dirt all over the sidewalk and hitting the center. On one occasion two different vehicles did this type of activity in the same night, it is apparent to us that it has become a problem. As of today, August 2, 2023, we have received two quotes.

Paint project: Well, the maintenance department has started a new project and it's going surprisingly well and fast. What is this project, you may ask yourself; it's painting the Starr center. This new color gives the center a cleaner and slightly more modern look. The existing protective coating of the exterior siding of the center has worked wonderfully for almost 14 years but now needs to be reapplied. The existing color is a three-part process and is impossible to recreate so the decision was made to replace it with a single color, a color that can be purchased locally and applied easily if any part of the siding is damaged.

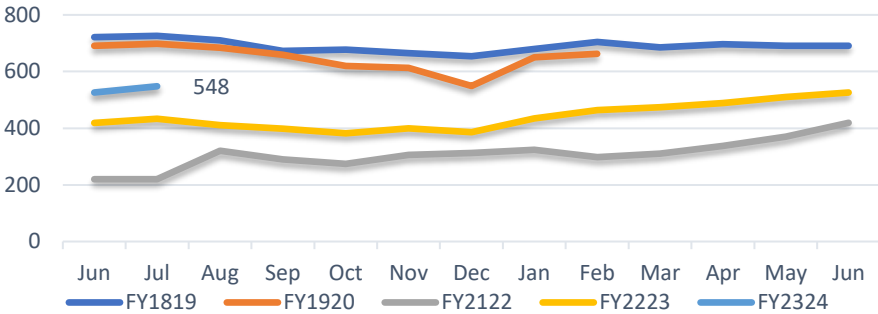
Pool related projects; We are working closely with the pool equipment repair company that will be starting our UV replacement project very soon. When the pool company is here at the center working on the UV (ultraviolet) project, they will simultaneously be working on the backwash project, our backwash equipment is now completely discontinued and needs to be replaced.

Winter preparation: Maintenance department is starting to prep for winter. We have already started replacing belts, greasing bearings, replacing filters for rooftop air handling units and in the next couple weeks we will have all our boilers cleaned because of the extra usage and wear and tear put on them through the colder winter months.

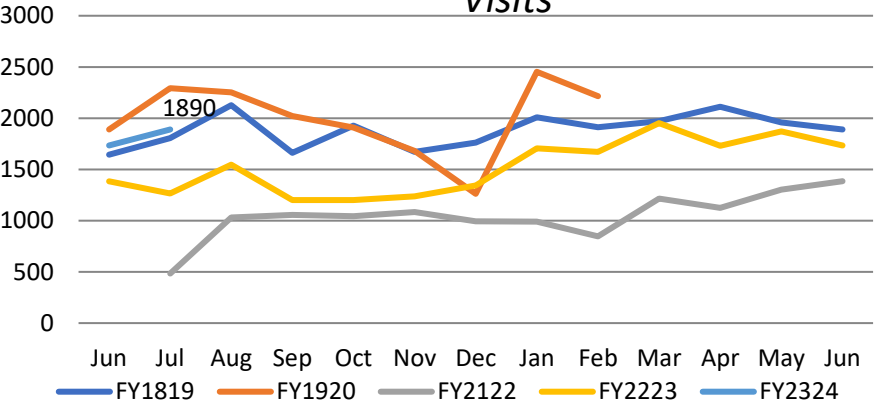
Paul Kelley
Maintenance Supervisor

C. V. Starr Community Center
Mendocino Coast Recreation and Park District
707-964-9446 .104

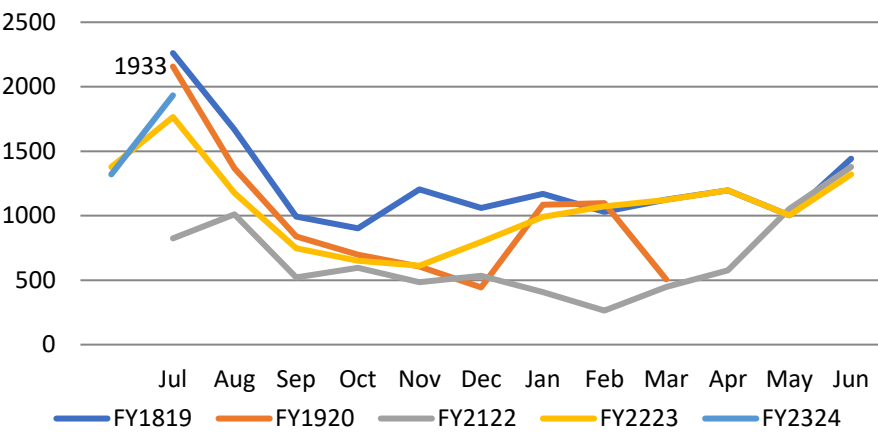
Active Memberships (not including Punch Pass Style or Silver Sneakers/ Renew Active)



Silver Sneakers, Prime and Renew Active Visits



Day Passes Sold



Recreation Services Report
July 2023
Submitted by Kimberly Ramey, Recreation Supervisor

Enrichment:

July was a busy month with Archery both in Fort Bragg and the South Coast. Attendance was full for both classes. We offered a CPR class with five students total. Swimming lessons continue to fill up. Gymnastics is doing great as well. I also had the opportunity to teach a coaches safety class. We brought back our Kid's Night Out program which had 10 participants. Skate night was extremely busy on First Friday! We offered a couple private skate parties to the summer school program as well.

Fitness: Fitness classes are doing well, and we will be looking at classes that have lower attendance to analyze what programs we can substitute that will have the most benefit to the community. We had 36 Personal Training sessions in total for July.

Aquatics:

Aquatics has been especially busy this summer as a whole. Most days we needed to put two Lifeguards on Guard for the Leisure pool. Our staff did great with the high patron load. I am happy to state that we were able to run Swim Slide Splash every day this summer even with the staffing struggles. I am teaching a Lifeguard class as I write this report and will offer a second class in September. I am hopeful that we will get the staffing needed to continue normal operations into the fall. In closing, I would like to thank the board for all of the volunteer work they have contributed over the years, and I wish MCRPD a successful and bright future with the new operating changes. It has been quite the journey over the years, and I am hopeful for both entities going forward.

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.1 FY 2023-2024 MCRPD Final Budget.

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

- Proof of Publication: FY 2023-2024 Budget Review and Approval
- FY 2023-2024 MCRPD Final Budget Report

EXPLANATION:

As per code, the FY 2023-2024 MCRPD Preliminary Budget was publicized on June 22, 2023 and made available for review and comment by the public for a thirty day period. A copy of the preliminary budget was placed on the District's website and hard copies was made available for pick-up and review at the front desk of the CV Starr Center. No additional comments were received during the thirty day public review period. At this time there is anticipation that there will need to be changes to the budget. The changes can be addressed at the mid- year budget review.

FISCAL IMPACT:

Please refer to the attached FY 2023-2024 MCRPD Final Budget Report.

ALTERNATIVES:

1. No alternatives have been proposed.

RECOMMENDED ACTION:

Carry a motion to approve the FY 2023-2024 MCRPD Final Budget as presented.

MOTION:

(This motion language is provided only as sample language for the recommended action. It is the sole determination of the individual members of the board as to whether this language is used.)

I **move** to approve the FY 2023-2024 MCRPD Final Budget as presented.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: _____

Abstained: _____

Fort Bragg Advocate-News

690 S. Main Street
Fort Bragg, California 95437
707-964-5642

2114448

MENDOCINO COAST RECREATION AND PARKS
DISTRICT
300 S. LINCOLN STREET
FORT BRAGG, CA 95437

PROOF OF PUBLICATION (2015.5 C.C.P.)

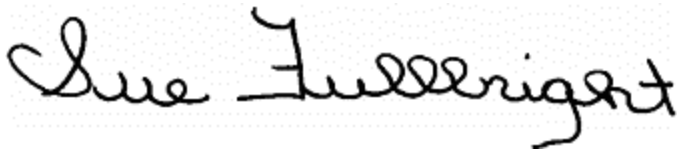
STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the Office Clerk of the Fort Bragg Advocate-News, a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California under the date of May 9, 1952 - Case Number 9151, that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been printed in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates:

06/22/2023, 06/29/2023

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Fort Bragg, California,
June 30th, 2023



Sue Fullbright, LEGAL CLERK

Legal No. **0006759581**

A23-102
NOTICE. IS
HEREBY GIVEN
that the Board
of Directors of
the Mendocino
Coast Recrea-
tion and Park
District will
adopt their final
budget at a reg-
ular meeting of
the Board to be
held on Wed-
nesday, August
16, 2023, at 5:30
p.m. The Board
of Directors will
adopt the Fiscal
Year 2023-2024
Final Budget in
accordance
with Section
5788.1 of the
Public Resour-
ces Code of the
State of Califor-
nia, as follows:
That the
Mendocino
Coast Recrea-
tion and Park
District has
adopted a pre-
liminary budget
and said budget
is available at
the District Of-
fice between
the hours of
10:00 a.m. and
5:00 p.m., Mon-
day through
Thursday, at
300 S. Lincoln
St., Fort Bragg,
CA, and on the
MCRPD web-
site: www.mendococoastrec.org
for inspection
by interested
taxpayers. That
on Wednesday,
August 16, 2023,
at 5:30 p.m. at
the regular
meeting of the
Board, held at
the C. V. Starr
Community
Center at 300 S.
Lincoln St in
Fort Bragg CA
95437, the
Board of Direc-
tors of the
Mendocino
Coast Recrea-
tion and Park
District will

hold a Public Hearing regarding the adoption of the 2023-2024 final budget. Any taxpayer may appear and be heard regarding increase, decrease or omission of any item in the budget or for the inclusion of additional items. Carly Wells Interim MCRPD District Administrator
Publish: 6/22, 29/2023

Advertising Order Confirmation



Fort Bragg
Advocate-News



06/13/23 12:21:17PM

Page 1

<u>Ad Order Number</u> 0006759581	<u>Customer</u> MENDOCINO COAST RECREATION AND PARKS DISTR	<u>Payor Customer</u> MENDOCINO COAST RECREATION AND PARKS I	<u>PO Number</u>
<u>Sales Representative</u> Audrey Taylor	<u>Customer Account</u> 2114448	<u>Payor Account</u> 2114448	<u>Ordered By</u>
<u>Order Taker</u> Susan Fullbright	<u>Customer Address</u> 300 S. LINCOLN STREET FORT BRAGG, CA 95437	<u>Payor Address</u> 300 S. LINCOLN STREET FORT BRAGG, CA 95437	<u>Customer Fax</u>
<u>Order Source</u> Select Source	<u>Customer Phone</u> 707-964-9446	<u>Payor Phone</u> 707-964-9446	<u>Customer EMail</u>
<u>Current Queue</u> Ready	<u>Invoice Text</u>		
<u>Tear Sheets</u> 0	<u>Affidavits</u> 0	<u>Blind Box</u> _____	<u>Materials</u> _____
		<u>Promo Type</u> _____	<u>Special Pricing</u> _____

Advertising Order Confirmation



Fort Bragg
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Page 2

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Advertising Order Confirmation



A23-102

NOTICE. IS
HEREBY GIVEN
that the Board
of Directors of
the Mendocino
Coast Recreation
and Park
District will
adopt their final
budget at a regular
meeting of
the Board to be
held on Wednesday,
August 16, 2023,
at 5:30 p.m. The
Board of Directors
will adopt the Fiscal
Year 2023-2024
Final Budget in
accordance with
Section 5788.1 of
the Public Resources
Code of the State
of California, as
follows:
That the
Mendocino
Coast Recreation
and Park District
has adopted a
preliminary budget
and said budget
is available at
the District Office
between the hours
of 10:00 a.m. and
5:00 p.m., Monday
through Thursday,
at 300 S. Lincoln
St., Fort Bragg,
CA, and on the
MCRPD website:
www.mendococoastrec.org
for inspection
by interested
taxpayers. That
on Wednesday,
August 16, 2023,
at 5:30 p.m. at
the regular meeting
of the Board, held
at the C. V. Starr
Community Center
at 300 S.

Advertising Order Confirmation



Fort Bragg
Advocate-News




06/13/23 12:21:17PM
Page 4

Center at 500 S. Lincoln St in Fort Bragg CA 95437, the Board of Directors of the Mendocino Coast Recreation and Park District will hold a Public Hearing regarding the adoption of the 2023-2024 final budget. Any taxpayer may appear and be heard regarding increase, decrease or omission of any item in the budget or for the inclusion of additional items. Carly Wells Interim MCRPD District Administrator
Publish: 6/22, 29/2023

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
Fort Bragg Advocate	Legals CLS NC	General Legal NC - 1076~	06/22/23, 06/29/23	2

Order Charges:	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
	227.34	0.00	227.34	0.00	\$227.34

Please note: If you pay by bank card, your card statement will show "CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.

A group of people are kayaking on a river. There are two yellow kayakers on the left and two more on the right. They are wearing life jackets and hats. The river is surrounded by dense green forest. The water is calm and reflects the surrounding trees.

ANNUAL BUDGET REPORT FY2023-2024

MENDOCINO COAST RECREATION AND PARK DISTRICT

www.mendocoastrec.org

300 S Lincoln Street, Fort Bragg, CA 95437

The Mendocino Coast Recreation and Park District FY2023-2024 Annual Budget Report is prepared for the Mendocino Coast Recreation & Park District Board of Directors in accordance with the District's bylaws.

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.



Mendocino Coast Recreation and Park District
Board of Directors and Term Expires:

Barbara Burkey, Board Chair - December 2026
Kylie Felicich, Board Secretary - December 2026
Angela Dominguez, Board Member - December 2024
John Huff, Board Member - December 2024

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DISTRICT HISTORY AND MAP

History

The Mendocino Coast Recreation and Park District (MCRPD) was formed in 1973 with the original boundaries encompassing 20 square miles around Fort Bragg. MCRPD is a public agency existing under and pursuant to the Constitution and laws of the State of California, with an elected five-member Board of Directors.

In 1982 the District was expanded to include the area served by Mendocino Unified School District (MUSD). In 1989, residents of the Point Arena area requested that MCRPD initiate proceedings to incorporate the Point Arena School District into MCRPD, and annexation of the South Coast followed. Most recently, in 2008, the MCRPD annexed the remainder of the Fort Bragg Unified School District to include the village of Westport.

District Boundary Map



BUDGET SUMMARY

Description	FY 19/20	FY 20/21	FY 21/22	FY22/23		FY23/24		Variance	Variance
	Audited Results	Audited Results	Audited Results	Adopted Budget	Proposed Budget				
Operating Revenue									favorable (unfavorable)
Enrichment	70,835	-	21,465	11,498	42,030	73%		30,532	
Youth Sports	7,473	225	8,112	12,601	12,655	0%		54	
Special Events	14,918	-	10,224	22,177	21,286	-4%		(891)	
Adult Sports	2,695	-	11,260	11,705	11,270	-4%		(435)	
Drop In	32,744	-	8,846	12,995	17,188	24%		4,192	
Miscellaneous	12,074	16,618	18,856	37,587	-			(37,587)	
Total Operating Revenue	140,739	16,843	78,763	108,563	104,429	-4%		29,801	
Other Revenue									
Donations	100,000	-	-	-	-			-	
Cal Recycle Grant		22,001							
Property Tax	310,362	298,229	324,328	324,328	340,545	5%		16,216	
Total Other Revenue	410,362	320,230	324,328	324,328	340,545	5%		16,216	
Total Revenues	551,101	337,073	403,091	432,892	444,973	3%		12,081	
Operating Expense									
Wages and Benefits	261,771	178,128	324,975	345,922	318,431	-9%		(27,491)	
Programs	32,145	977	3,725	4,680	1,500	-212%		(3,180)	
Sports	3,720	-	8,200	26,160	12,950	-102%		(13,210)	
Marketing	1,337	655	2,300	3,000	1,500	-100%		(1,500)	
Operations	66,128	88,351	71,928	82,070	128,966	36%		46,896	
Events	175	1,032	7,782	8,041	8,350	4%		309	
Miscellaneous	736	19,883	9,330	9,853	11,000	10%		1,147	
Total Operating Expense	366,012	289,026	428,239	479,725	482,697	1%		2,972	
Other Expenses									
Planning Grant Repayment	-	76,627	-	-	-			-	
Loan Principal Payments	-	22,001	-	-	-			-	
Interest	-	-	-	-	-			-	
Area Funding Grant	2,500	2,500	2,500	2,500	5,000	50%		2,500	
Total Other Expenses	2,500	101,128	2,500	2,500	5,000	50%		2,500	
Total Expenses	368,512	390,154	430,739	482,225	487,697	1%		5,472	
Net Revenue/(Expense)	182,589	(53,081)	(27,648)	(49,333)	(42,723)	-15%		6,610	

Special Items

Write-Off Accounts Payable

Description	FY 19/20	FY 20/21	FY 21/22	FY22/23		FY23/24		Variance
	Audited Results	Audited Results	Audited Results	Adopted Budget	Proposed Budget			
Beginning Avail. Net Assets	455,125	637,714	584,633	556,985	507,652			(49,333)
Net Revenue/(Expense)	182,589	(53,081)	(27,648)	(49,333)	(42,723)			6,610
Available Net Assets	637,714	584,633	556,985	507,652	464,929			(42,723)
Restricted Net Assets	100,000	100,000	100,000	100,000	100,000			-
Unrestricted Net Assets	537,714	484,633	456,985	407,652	364,929			(42,723)
Available Net Assets	637,714	584,633	556,985	507,652	464,929			(42,723)

REVENUES

Operating revenue is generated from collecting fees and sponsorships through enrichment programs, youth sports, special events, adult sports, and other miscellaneous sources. Operating Revenue is anticipated to be \$104,429 for the year.

Enrichment

Enrichment includes programs and classes such as Gymnastics, Archery Clinics, Kayaking and South Coast Swim Lessons. Enrichment revenue is projected to be \$42,030. The large increase is due to the return of the popular gymnastics program.

Youth Sports

Youth Sports revenue consists of Hoopstars! and Coast Youth Basketball. Expected revenue for youth sports is \$12,655.

Special Events

The District holds a variety of events throughout the year such as the C & J Ales Men's Softball Tournament every summer and our big fundraiser event is the Annual Aquathon & Silent Auction that raises funds to support the second grade learn to swim program. Special Events revenue is projected to be \$21,286.

Adult Sports

Adult Sports include Men's Basketball League, Men's League Softball and Co-Ed League Softball. Revenue is projected to be \$11,270.

Drop In

Drop-in programs and classes offered include Adult Drop-in Volleyball, as well as the popular Family Skate Night. Drop-in revenue is expected to come in at \$17,188.

Miscellaneous

Miscellaneous revenues previously included funds collected such as the administrative fees from the KUDOS and ASSETS program. We do not expect miscellaneous revenue this year as MCRPD is not going to be involved with the KUDOS and ASSETS programs.

Property Tax

The District collects property tax to support recreation and park activities. A tax sharing agreement allocates 45% of the property tax and 100% of Redevelopment Agency Pass-Through funds to the City of Fort Bragg to support C.V. Starr Community Center and Fort Bragg recreation. The remaining 55% of collected property tax supports the District's general fund. The estimated tax revenue for FY2022-2023 is \$340,545.

EXPENSES

Expenses are any costs associated with providing day to day District programs and services including wages and benefits. Operating Expenses are projected to be \$487,697.

Wages and Benefits

Wages and benefits account for the monetary compensation paid to employees, healthcare benefits, workers compensation insurance, state unemployment insurance, state employment training tax, federal insurance contribution act tax (FICA), and federal Medicare tax. The projected FY2023-2024 wages and benefits are \$318,431.

Programs

Program expenses include supplies for Skate Night, Volleyball, Archery, and any other enrichment programs offered. Program expenses are expected to be \$1,500. The decrease is due purchases made in FY22/23 that will last through FY23/24.

Sports

Sports expenses include the costs in administering the Basketball Programs, and Co-Ed and Men's Softball. Sports expenses are expected to be \$12,950. The large decrease is because we are changing the format of how programs are ran.

Marketing

Outreach expenses include promotional supplies, banners, brochure costs and advertisements. The expected marketing costs are \$1,500.

Operations

Operation account for uniforms, facility rentals, office supplies, IT equipment & services, resources and subscriptions, bank fees, utilities, communications, postage and shipping, professional services, insurance, licenses and permits, dues and memberships, training, travel, recruitment, and medical supplies. Operation expenses are anticipated to be \$128,966.

Events

Event expenses this year include supplies for the C & J Ales Memorial Softball Tournament, Drive-Thru Trick-or-Treat, South Coast Halloween Carnival and Winter Wonders events. Expenses are expected to be \$8,350.

Miscellaneous

Miscellaneous expenses include property tax administration Fees, LAFCO, and the Mendocino County property tax administration. Total miscellaneous expenses are projected to be \$11,000.

Recreation Services Grant

The MCRPD Recreation Services Grant offers a systematic approach to selecting and offering financial assistance to groups and entities within the District that require some financial

assistance to execute their own recreation programming. The maximum grant amount to be rewarded is usually \$2,500. Staff noticed that the grant was not published for applicants to apply during the FY2022-2023 so the FY2023-2024 will roll those allotted funds over and offer \$5,000.

Available Net Assets

With the new midyear projections, the District is anticipating ending the FY2023-2024 with \$464,929 in net assets.

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.2 Create an Ad Hoc C. V. Starr Community Center Transition Committee

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

None

EXPLANATION:

As a result of the special board meeting on August 2nd 2023 the C. V. Starr Community Center Operating agreement with the City of Fort Bragg has begun the process of dissolving. This process can take up to six months. Plans on how operations will work for both entities will need to be discussed.

FISCAL IMPACT:

As a volunteer based ad hoc committee there are none.

ALTERNATIVES:

None.

RECOMMENDED ACTION:

Carry a motion to approve the creation of an Ad Hoc C. V. Starr Community Center Transition and appoint two MCRPD Board of Directors to serve on this committee.

MOTION:

(This motion language is provided only as sample language for the recommended action. It is the sole determination of the individual members of the board as to whether this language is used.)

I **move** to approve the development of an Ad Hoc C. V. Starr Community Center Transition Committee and appoint _____ and _____ from the MCRPD Board of Directors to serve on this committee.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: _____

Abstained: _____

AGENDA ITEM SUMMARY

AGENDA ITEM:

7.0 Consent Calendar

PREPARED BY:

Carly Wells, Administrative Services Supervisor

ATTACHMENT(S):

- 07-18-2023 Personnel Committee Meeting Minutes.
- 07-19-2023 Regular MCRPD Board of Directors Meeting Minutes
- 07-31-2023 Personnel Committee Meeting Minutes.
- 08-02-2023 Special Board Meeting Minutes.
- 08-08-2023 Special Board Meeting Minutes.

EXPLANATION:

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 board meeting and standing committees: 07-18-2023 Personnel Committee Meeting Minutes; 07-19-2023 Regular MCRPD Board of Directors Meeting Minutes; 07-31-2023 Personnel Committee Meeting Minutes; 08-02-2023 Special Board Meeting Minutes; 08-08-2023 Special Board Meeting Minutes.

FISCAL IMPACT:

None

ALTERNATIVES:

None

RECOMMENDED ACTION:

Carry a motion to approve all items included on the August 16, 2023, consent calendar.

MOTION:

(This motion language is provided only as sample language for the recommended action. It is the sole determination of the individual members of the board as to whether this language is used.)

I **move** to approve all items included on August 16, 2023, consent calendar.

Motion made by (Board Member): _____

Second made by (Board Member): _____

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: _____

Abstained: _____



REGULAR BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, July 19, 2023
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at 5:30pm
- Board members present: Burkey/Dominguez/Felicich/Huff/Shpak

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was approved with the amended change to add the ADHOC committee grant report at agenda item 5.9.
- M/S/C: Huff/Felicich/Unanimous
- Yeyes: All
- Neyes: None

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- City Manager, Cindy Ducey, had reported to the board that the financial team of the City of Fort Bragg are conducting a deep dive in regard to CVSCC finances and had asked the board to refrain from raising employees' salaries and benefits. Ducey said this investigation should take two months.
- Felicich asked Ducey when the city plans on having a discussion for raising fees. Ducey replied once the finance committee meets, they will let Wells know. Ducey also mentioned that fees have not been raised since 2012 and every year that it is delayed, it is harder to push forward.
- Burkey asked that the board be given the big picture after the city's finance committee has met. Wooden said that the CVSCC would be out of funds by year 24/25, especially with the capital improvements that need to be made. Ducey suggested that the CVSCC should apply for grants under the city's umbrella and to reach out to the Starr Foundation.

4.0 STAFF REPORTS:

4.1 Administrative Report (Carly Wells)

- Wells added that she had met with Kirk Andre from CAPRI and had received minimal feedback and overall MCRPD did very well during the inspection.

4.2 Maintenance Report (Paul Kelley)

- Kelley was absent

4.3 CVSCC Performance Report (Carly Wells)

- Huff jumped back to the Administrative Report and asked if Danielle had been contacted. Wells said she had reached out, but the contact information she received was not current.

- Felicich asked Wells about the status of the gymnastics for cheerleading. Wells responded that the class is very well-attended and a new class has been added for the upcoming session.

4.4 Recreation Services Report (Kim Ramey)

- Ramey added that her meeting with CalOSHA was very happy with their inspection.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- Treasurer, Sherry Lyons, reported that the Friends of MCRPD have been very excited about the number of scholarships that had been submitted to the organization. In total, they had received 21 scholarship applications and had provided one grant. Lyons further reported that discussion and approval of applicants have been made faster with the usage of email for communication amongst the board.
- Burkey asked Lyons how the organization spreads the word of their entity. Lyons responded that they visit schools, CVSCC staff has signs at the facility, but media usage is not as available.
- Shpak asked if their scholarships are advertised on the District's website. Wells replied that it is advertised for enrichment programs. Other locations were mentioned for the Friends of MCRPD to make an appearance such as the Senior Center, Food Bank and that Fort Bragg Unified can also help advertise.
- Lyons mentioned that they would like to watch their finances, and Rodriguez added that they would also like to give away scholarships to help the community.

5.2 South Coast

- The RCRC banquet was well attended and over \$4k was raised for the community center.

5.3 MECCA

- Nothing to report, the Board had decided to remove MECCA from the agenda until a meeting had occurred as MECCA has not met since 2019.

5.4 Mendocino Coast Botanical Gardens

- Burkey announced that Winesong will be coming soon with plans to sell 600 tickets at \$500 each. There will tastings, an auction, and more information that can be found on their website. The MCBG plans to have an Art in the Gardens event to thank donors, and they had received a gift from the Getty museum. There will be a retreat for the board members on September 10th.

5.5 Personnel Committee

- Report will be given during the 6.1 discussion item.

5.6 District Services Committee

- Nothing to report.

5.7 Finance Committee

- Nothing to report.

5.8 Board of Directors

- Nothing to report. Shpak mentioned that he will be absent for the next board meeting in August and that he is available to help MCRPD with the South Coast Archery class if needed.

5.9 ADHOC Committee

- An attempt was made to receive grants from the Division of Boats and Waterways for paddle boards and a new trailer to haul equipment. The grant had elapsed for the fall of 2023, a new attempt will be made when the grant re-opens.

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. 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 Special Maintenance Project Per Diem Worker Job Description

- Wells explained the reason behind adding on the special maintenance project per diem worker and how it has been reviewed and discussed for several months.
- Shpak pointed out that the job description did not state that it was only for special circumstances and worried that employees would take advantage of this. Wells responded that any work done under the job position is pre-approval only.
- Felicich commented that the personnel committee held a meeting the day prior and Huff had asked that this job description be in parody to COFB and CA State Law. Wooden answered that this job description is only for CVSCC/MCRPD employees and that it is on pay with the COFB.
- Burkey asked how many employees would qualify to become per diem. Wells said that it would depend on the project at hand and which employees are qualified to handle the project.
- Burkey asked what the salary would be based on. Wooden said that it would be determined by the city as the salary would be based on the jobs and the bids.
- Lyons commented that she was not away that the position was for in-house employees only. Burkey replied that the language is in there.
- Shpak requested a bar to be placed in the job description as well for approving authorization and rate.
- It was decided that staff further review the job description and reconvene at a later time.

6.2 MCRPD Employee Handbook

- Well commented that the employee handbook has been in the works for a long time and that most of the updates that were made were for legal labor laws.
- Burkey asked about exit interviews and employee evaluations. CVSCC staff answered that exit interviews are usually requested by full-time employees, and evaluations are done every six months for full-time employees and annual for part-time employees.
- Burkey raised her concerns about the cellphone policy. Both Ramey and Wells explained their department's current cellphone policy.
- A motion was made to adopt the MCRPD Employee Handbook with the change of language for the District's drivers as requested by CAPRI.
- M/S/C: Huff/Dominguez/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

6.3 Nomination and Election of Board Officers

- A motion was made to nominate Barbara Burkey as chair of the MCRPD Board.
- M/S/C: Burkey/Shpak/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

- A motion was made to nominate Kylie Felicich as vice chair of the MCRPD Board.
- M/S/C: Burkey/Huff/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

- A motion was made to nominate David Shpak as secretary of the MCRPD Board.
- M/S/C: Dominguez/Huff/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

6.4 Board Member Standing Committee Assignments & MCRPD

- A motion was made to elect Barbara Burkey to the finance committee.
- M/S/C: Felicich/Shpak
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was made to elect John Huff to the district services committee.
- M/S/C: Shpak/Felicich/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was made to elect Angela Dominguez to the district services committee.
- M/S/C: Shpak/Felicich/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was made to elect Barbara Burkey to the personnel committee.
- M/S/C: Huff/Shpak/Unanimous

- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None
- A motion was made to elect Angela Dominguez to the personnel committee.
- M/S/C: Huff/Shpak/Unanimous
- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

6.5 Board Member Committee Assignments

- A motion was made to elect David Shpak to the South Coast committee.
- M/S/C: Huff/Felicich/Unanimous
- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was not made to elect a member to the MECCA committee as the committee has not met since 2019.

- A motion was made to elect Kylie Felicich to the Mendocino Coast Botanical Gardens committee.
- M/S/C: Burkey/Dominguez/Unanimous
- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

6.6 Possible compensation for bilingual employee program

- Burkey stated that although having bilingual employees is important, MCRPD's budget had just been approved and that there is not any money available for further raises.
- Wooden said that the COFB has three employees that receive a bilingual incentive pay and are available for translations.
- Huff suggested bringing this agenda item back in October after the COFB's financial team completes their financial investigation of the CVSCC.
- Burkey asked if an employee's ability to be bilingual was factored in when deciding the rate of pay. Wells replied that it was.
- Shpak asked if there was a policy in place and suggested writing a policy for October, after being told that there was not a policy.
- Wooden commented that the COFB has a bilingual employee program because there are only three qualified employees in professional positions. Wooden further commented that the clinic, Safeway, and other service industries do not offer a bilingual employee program and that there is a lot of technology to help with translations.
- Felicich asked if COFB employees undergo an examination before qualifying for the program. Wooden replied yes.
- Shpak commented with the services and clientele of the District, they should be given a change to think it through.
- Huff said that having bilingual lifeguards is important as they would have the potential to communicate with patrons in the event of an emergency.

- Rodriguez presented a letter that he had prepared for the board meeting requesting the board to consider a proposal to adopt a change in the current rules or by-laws. Rodriguez went on to explain the bilingual incentive pay program adopted by the COFB and believes MCRPD should adopt that same type of program. He has met with administrative staff in the past who had told him an employee's ability to be bilingual is considered during the hiring process, but said it needs to be codified in writing and adopted. He also said that the bilingual employees of MCRPD are essential staff as they provide a service to the community which brings in more customers and more income. Rodriguez, being part of the Latino Coalition, has heard of the difficulties families face in the community and that considering this program for employees will bring an opportunity to make things better and open more doors in the community. He explained that there are already bilingual employees at the CVSCC, so there is no need to make personnel changes or hire more staff.
- Huff responded saying that the board supports the program but will need to revisit this item in October.
- It was decided to revisit the bilingual employee program in October of 2023.

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 board meetings and standing committees: 06-21-2023 Finance Committee Meeting; 06-21-2023 Regular Board Meeting Minutes

- A motion was made to approve the minutes as presented.
- M/S/C: Felicich/Huff/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

8.0 PUBLIC PARTICIPATION-CLOSED SESSION ITEMS

- None

9.0 CLOSED SESSION

- The meeting was adjourned to closed session at 6:58pm
- The meeting re-opened at 8:04pm
- The board reported that they will be looking into hiring a bookkeeper.

10.0 ADJOURNMENT –

- Meeting adjourned at closed session at 8:05pm.



PERSONNEL COMMITTEE MEETING

C. V. Starr Community Center

300 S. Lincoln St

Fort Bragg, CA. 95437

Tuesday, July 18, 2023

4:30 P.M.

MINUTES

1.0. CALL TO ORDER

- Meeting called to order 4:30PM
- Board members present: John Huff, Kylie Felicich
- Staff present: Carly Wells

2.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None

3.0 INFORMATION/DISCUSSION

3.1 Special Maintenance Project Per Diem Worker Job Description

- The job description was reviewed.

3.2 MCRPD Employee Handbook

- The handbook was reviewed.

4.0 ADJOURNMENT

- Meeting adjourned at 5:00pm

NOTICE TO THE PUBLIC

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Carly Wells, Interim District Administrator, 300 South Lincoln St., Fort Bragg, CA 95437.

PLEASE NOTE: At least 48 hours in advance of standing committee meetings, agendas are posted at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at mendocoastrec.org; and emailed to individuals upon request and to the Fort Bragg Advocate and Mendocino Beacon.



PERSONNEL COMMITTEE MEETING

C. V. Starr Community Center

300 S. Lincoln St

Fort Bragg, CA. 95437

Monday, July 31, 2023

11:00 A.M.

AGENDA

1.0. CALL TO ORDER

- Meeting called to order 11:09AM
- Board members present: Barbara Burkey, Angela Dominguez
- Staff present: Carly Wells

2.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- Cally Dim from the Community Center of Mendocino asked about getting on a MCRPD meeting agenda. She was referred to come back to the Regular Meeting in August and make a formal request.
- Bob Rodriguez asked what the most profitable program was. Response from former District Administrator, Moneque Wooden was that there isn't one.

3.0 INFORMATION/DISCUSSION

3.1 Discussion of vacant positions.

- There are two job descriptions that are currently vacant: The District Administrator is currently vacant and the person filling in recently gave notice that they will be leaving the District. The Administrative Services Supervisor position will also be vacant.
- There was discussion about merging a few job descriptions to create one that would cover the duties needed in order for the District to continue.
- Wooden reminded the committee that there is also a need for the CVSCC operating agreement to be reviewed, as it is written it needs a District Administrator.
- There was discussion about the need to hire a bookkeeper.
- Direction was given to staff to set up two special board meetings.

4.0 ADJOURNMENT

- The meeting was adjourned at 12:10PM.



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, August 2nd, 2023
2:00 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at: 2:01PM
- Board members present: Angela Dominguez, Kylie Felicich, Barbara Burkey
- Board members absent: John Huff, Dave Shpak

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was adopted as presented.
- M/S/C: Felicich/ Dominguez
- Yayas: Dominguez, Felicich, Burkey
- Nayas:
- Absent: Huff, Shpak

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None.

4.0 DISCUSSION/ACTION

4.1 CVSCC Operating Agreement

- Burkey stated that with personnel changes within the Mendocino Coast Recreation and Park District that there will no longer be a District Administrator. A District Administrator is a key part of the CVSCC Operating Agreement.
- Dennis Miller, a member of the public, spoke in favor of the MCRPD relinquishing the C. V. Starr Community Center back to the City of Fort Bragg.
- Gail Lauinger, a member of the public, seconded Millers comments.
- There were several voices from the public third, fourth, etc.
- Burkey read a motion to move to have the Mendocino Coast Recreation & Park District work with the City of Fort Bragg to dissolve the current operating agreement, Dated September 1, 2022. In the next few months, MCRPD shall work with the City of Fort Bragg, to ensure a smooth transition while working towards complete independence of each other.
- Dominguez agreed to the motion and Felicich seconded it.
- Staff member Kim Ramey spoke about the C. V. Starr Center stating that it is her passion. She also likes the MCRPD programs but just does not have the time to give to them.

- Staff member Paul Kelly stated that he also enjoys MCRPD programs, but it takes his time away from the C. V. Starr Community Center and the C. V. Starr Community Center needs all of his time and more.
- Isaac Whippy from City of Fort Bragg spoke about how the City has been looking into the C. V. Starr Community Center operations and is already taken over the financial aspect of the Center. He believes that the City will do a good job with the C. V. Starr Community Center and is ready to take it over if the MCRPD Board decides to dissolve the operating agreement.
- Bob Rodriguez, a member of the public, asked when will this happen.
- Peggy Ducey from City of Fort Bragg reviewed how the operating agreement worked. She stated that the process to dissolve the agreement will happen over time and can take up to six months.
- There was discussion about the Silver Sneakers contract that the C. V. Starr Community Center has.
- Tessie Branscomb, a member of the public, gave a history of the relationship between the City of Fort Bragg and the Mendocino Coast Recreation and Park District.
- Discussion of how the interim process might look occurred. There will be many conversations in the future. The City of Fort Bragg is committed to assist in the transition.
- A vote on the motion took place.
- M/S/C: Dominguez/ Felicich
- Yeyes: Dominguez, Felicich, Burkey
- Nayas:
- Absent: Huff, Shpak

5.0 ADJOURNMENT –

- Meeting was adjourned at: 2:30PM



SPECIAL BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Tuesday, August 8th, 2023
4:00 P.M.

Minutes

1.0 CALL TO ORDER

Call to order and roll call

- The meeting was called to order at 4:00pm
- Board members present: Kylie Felicich, Barbara Burkey, John Huff
- Board members absent: Angela Dominguez, Dave Shpak

2.0 APPROVAL AND ADOPTION OF AGENDA

- There agenda was adopted as presented.

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None.

4.0 DISCUSSION/ACTION

4.1 Review Job Description, MCRPD District Supervisor.

- The job description was reviewed.
- There was a motion to adopt the job description and post it immediately.
- M/S/C Huff/Felicich
- Yeyes: Felicich, Burkey, Huff
- Absent: Dominguez, Shpak

4.2 Discuss the need to hire an independent bookkeeper.

- Discussion of the immediate need of a bookkeeper or accountant was discussed.
- Huff mentioned that we need to do a request for proposal.
- Staff reminded the board that they do not have a staff person available to write a request for proposal.
- There was discussion about asking CAPRI to assist with the request for proposal project.
- There was a motion to have the board chair reach out to CAPRI to get the ball rolling on getting a bookkeeper/accountant/develop and RFP
- M/S/C Huff/Felicich
- Yeyes: Felicich, Burkey, Huff
- Absent: Dominguez, Shpak

5.0 ADJOURNMENT –

- The meeting was adjourned at 4:25pm