

Mendocino Coast Recreation and Park District
Regular Board Meeting
SUMMARY MINUTES

Wednesday, March 18th, 2026, 4:00 P.M.

Location:

MCRPD District Office
100 N Main St. Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and roll call at 4:07 P.M.

Board: Dave Shpak, Dana Vogele, Craig Comen, Angela Dominguez

Absent - Zach Hayward

Staff: Kylie Felicich, Jamie Campione & Jennifer Saunders

On Zoom – Rick Wood from CSDA, and Brett Jones from JJA CPA

2.0 APPROVAL AND ADOPTION OF AGENDA

Angela Dominguez motioned to approve agenda as is. Dana Vogele seconded. All approve agenda as is.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

Public - Julie Lazarin

No comments

4.0 STAFF REPORTS

4.1 District Manager Report Kylie Felicich, page 1-2

General Manager Felicich summarized her report and noted that during her absence first in April and later in June, Jennifer Saunders and Jamie Campione will manage and coverage responsibilities. She also provided a fiscal comparison between the current year and the same period last year, noting an approximate reduction of \$37,800 in expenses.

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

District Recreation Supervisor Saunders recapped the success of the Coast Youth Basketball League season. She also reported that MCRPD will discontinue Drop-In Futsal and Volleyball programs in Fort Bragg due to low attendance and will instead focus efforts on league-based and youth sports programming.

4.3 District Business Manager Jamie Campione, page 5

District Business Manager Campione reported that fee increases for some MCRPD programs and rentals in the new fiscal year. She also noted that the current boxing instructor has stepped away from the program, and MCRPD is actively seeking a replacement instructor.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

Business Manager Jamie Campione stated that Friends of MCRPD regularly hold their meetings in MCRPD facilities. We have streamlined scholarship application process with Friends of MCRPD making the process much easier.

5.2 South Coast

General Manager Felicich stated that Bower Park updates are included in her staff report. Felicich also stated MCRPD will no longer run South Coast Swim lessons and that RCRC is taking over this program.

5.3 Mendocino Coast Botanical Gardens

General Manger Felicich stated that the Gardens is working on capital projects and looking into building grants for future restoration projects.

5.4 Personnel Committee

Director Dominguez noted that the committee reviewed updated laws regarding employment and wages.

5.5 District Services Committee – No meeting

5.6 Finance Committee – No meeting

5.7 Board of Directors

Director Vogeles commented on how wonderful Coast Youth Basketball has been for her family and the entire community.

Director Shpak commented that the Digger Creek fish passage project and associated right of way purchase proposed by Caltrans were consistent with the MCRPD conservation easement.

6.0 DISCUSSION / ACTION

6.1 Julie Lazarin – Employee Spotlight

General Manager Felicich shared that this was the first time the District formally recognized a staff member through Employee Spotlight. She highlighted Julie Lazarin's contributions to MCRPD's growth, noting that Julie first became involved through pickleball programming and later expanded offerings to include ping pong and badminton, helping introduce new participants and community members to District programs.

District Recreation Supervisor Saunders stated that she first met Julie while attending pickleball herself, and that relationship eventually grew into Julie becoming an important part of the MCRPD team. Saunders added that Julie has been a positive addition to the District and now also teaches pickleball through MCRPD's partnership with Flockworks as part of their afterschool program.

6.2 Discuss and Review JJA CPA Audit 24/25 Fiscal Year.

General Manager Felicich informed the Board that the transfer of the \$100,000 designated for the Aquatics Center to the City of Fort Bragg, along with lease-related adjustments, impacted the District's financial statements due to governmental accounting requirements. She noted that despite these adjustments, the District continues to build and strengthen its assets as operations and programming expand.

Brett Jones of JJA CPA reviewed the purpose of the audit process, explaining that audits are intended to evaluate financial practices and identify any concerning trends or issues. Mr. Jones stated that there were no negative financial trends identified within the audit findings.

General Manager Felicich emphasized that staff take both their responsibilities and District finances seriously. Director Shpak commented that the District has "gotten its house in order," noting that current metrics demonstrate significant improvement, while recognizing that continued work remains necessary. He further stated that expanded programming naturally results in increased expenditures, and that the District will continue working toward stronger cost recovery through program-generated revenue, while facilities and staffing costs will continue to be supported through property tax revenue.

Rick Wood of CSDA stated that it has been an honor to work with MCRPD and noted the significant progress the District has made. He shared that when he first began working with the District, it was not operating at its current level of organization and stability. Mr. Wood added that multiple audits had been completed over the past year to bring the District current, and that the District successfully closed out Fiscal Year 2025/2026 on time. He stated that the District is moving in the right direction and demonstrating the standards expected of a public agency.

Director Shpak called for a motion to approve the audit. Director Dominguez made the motion, and Director Vogele seconded. Roll call vote: Director Shpak – yes; Director Dominguez – yes; Director Vogele – yes; Director Comen – yes. Motion carried unanimously.

6.3 Discuss and Approve Procurement Policy

Policy 2135.2 was updated and renumbered to Policy 2135.3. Solicitation language within the policy was revised, and all monetary amounts were updated to align with current CSDA standard recommendations. Director Comen made a motion to approve the policy with all proposed updates.

Director Vogele seconded the motion. Motion carried unanimously.

6.4 Discuss details for prospective building which includes creating an Ad-Hoc Committee and directing staff on County negotiation and initial RFP

The Board discussed a potential building opportunity involving surplus property being offered by the County. Board members expressed concern regarding the listed price of the property, noting that comparable properties in the area appeared significantly lower, with one nearby comparable property listed at approximately \$599,999. The Board acknowledged that the asking price could ultimately become a deciding factor in whether to pursue the opportunity further.

The Board discussed the importance of proceeding cautiously and deliberately, emphasizing that District funds should only be expended in ways that directly support the District's long-term goals and mission. At the same time, the Board agreed that the District should continue exploring viable opportunities as they arise, given the limited availability of suitable properties within the region.

Director Comen questioned whether the property would adequately meet the District's growing operational and programmatic needs. The Board discussed the many factors that would need to be evaluated before moving forward with any property acquisition, including zoning requirements, building and safety codes, financial impacts, infrastructure needs, and long-term feasibility.

General Manager Felicich noted that grant opportunities may be available in the 95437 zip code and stated that acquiring a permanent facility or property could eventually help reduce or eliminate the District's reliance on commercial lease agreements.

Director Shpak opened discussion regarding the creation of an Ad-Hoc Capital Building Project Committee to further evaluate this and other future property opportunities. Director Comen and Director Dominguez volunteered to serve on the committee.

Chair Shpak then called for a motion to approve:

- 1. Continued exploration of the project for a period not to exceed six months; and*
- 2. Creation of the Ad-Hoc Capital Building Project Committee consisting of Director Angela Dominguez, Director Craig Comen, and Jennifer Saunders.*

Director Vogele made the motion, and Director Domingues seconded.

Roll call vote: Director Shpak – yes; Director Dominguez – yes; Director Vogele – yes; Director Comen – yes. Motion carried unanimously.

6.5 Discuss and Approve Board Grant Development Support

General Manager Felicich stated that Director Dominguez brings valuable experience, strong community relationships, and skills that could benefit the District's grant development efforts. Director Dominguez shared that she has already begun communicating with a USDA grant representative to gather additional information regarding potential grant opportunities available to the District.

The Board discussed the importance of utilizing Board member involvement and expertise to support future grant research, partnerships, and funding opportunities. Following discussion, the Board agreed that, at her discretion, Director Dominguez may represent the District in preliminary grant research and related grant development discussions and opportunities.

Dominguez and Felicich were authorized to represent the District in research and pursuit of grant opportunities.

Director Comen motioned, Director Vogeles seconded the motion. Motion carried unanimously.

6.6 California Class Re-balance

General Manager Felicich recommended reallocating budgeted funds to better align with the District's current operational priorities. She explained that less funding is presently needed within the Vehicles and Technology budget categories, while additional funding would be more appropriately utilized within the Special Projects category.

Chair Shpak expressed appreciation for the staff's foresight and proactive financial planning and called for a motion to approve the proposed reserve adjustments. Director Comen made the motion to approve, and Director Vogeles seconded the motion. The motion passed unanimously.

6.7 Board to review and approve updated minimum wages and pay adjustments.

General Manager Felicich explained that recent increases to California minimum wage requirements and minimum exempt salary thresholds required updates to the District's compensation structure. She stated that the District is working to remain compliant with current labor standards and employment regulations.

Staff presented updates to District job descriptions, position titles, and the salary schedule to reflect current operational needs and regulatory requirements.

Chair Shpak called for a motion to approve the proposed updates. Director Dominguez made the motion to approve, and Director Vogele seconded the motion. Motion carried unanimously.

7.0 CONSENT CALENDAR

7.1 Approval of Regular Board Meeting Minutes 1/21/26

7.2 Approval of Special Board Meeting Minutes 2/2/26

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

8.0 ADJOURNMENT

Director Dominguez motioned to adjourn, Director Vogele seconded and the meeting adjourned at 5:52 P.M.

Next MCRPD Regular Board of Directors Meeting will be held on April 15th at MCRPD District Office. 100 N Main St. Fort Bragg, CA 95437