



BOARD OF DIRECTORS

Dave Shpak
Chair

Angela Dominguez
Vice Chair

Craig Comen
Secretary

Zach Hayward
Director

Dana Vogeles
Director

MISSION

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

REGULAR MEETINGS

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

AGENDA

Regular Board of Directors Meeting

Wednesday, May 20th, 2026

4:00 P.M.

Location

MCRPD Studios

579 S. Franklin St Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and roll call.

2.0 APPROVAL AND ADOPTION OF AGENDA

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

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

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

4.0 STAFF REPORTS

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

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

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

5.0 OTHER REPORTS

5.1 Friends of MCRPD

5.2 South Coast

5.3 Mendocino Coast Botanical Gardens

5.4 Personnel Committee

5.5 District Services Committee

5.6 Finance Committee

5.7 Board of Directors

5.8 Capital Building Project Ad Hoc Committee

6.0 DISCUSSION / ACTION

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

- 6.1 Ad Hoc Committee Update and Recommendation Regarding Potential Capital Building Project(s) and Facility Planning **(Page 9)**
- 6.2 Discussion of Fiscal Impacts and Potential Solutions Related to the City of Fort Bragg Old Recreation Gym Fee Increases **(Page 10)**
- 6.3 Review, Discussion, and Approval of Updated Mendocino Coast Recreation and Park District Bylaws **(Page 11-19)**
- 6.4 Discussion and Consideration of Appointing the Mendocino Coast Recreation and Park District General Manager as Board Liaison to the Mendocino Coast Botanical Gardens Board of Directors **(Page 20)**

7.0 CONSENT CALENDAR

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

- 7.1 Approval of Closed Session Board Meeting Minutes 4/7/2026 **(Page 21)**
- 7.2 Approval of Regular Board Meeting Minutes 3/18/2026 **(Page 22-28)**
- 7.3 Approval of Capital Building Ad Hoc Committee Meeting Minutes 5/12/2026 **(Page 29-31)**

8.0 ADJOURNMENT

The next MCRPD Regular Board of Directors Meeting will be held on June 17, 2026, at the Mendocino Coast Botanical Gardens Farmhouse 18050 Ocean Dr. Fort Bragg, CA 95437.

NOTICE TO THE PUBLIC

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

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 100 N Main Street, Fort Bragg, CA 95437 and at 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 here: [Board Meeting - Mendocino Coast Recreation and Park District](#)



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

April went fast and now it is almost June. One thing we can guarantee around here is we never get bored. We celebrated Jamie Campione’s two-year anniversary with MCRPD on March 24. I made a homecooked meal and we enjoyed a sit-down lunch at the office. (If we eat, it is on our feet and on the run).

Coast Youth Basketball Gymnasium Usage

The need for more gymnasium space is constantly a topic of conversation in our community. We compiled our gymnasium usage for the 2026 Coast Youth Basketball season (**January 5 through March 7, 2026**).

Mendocino K-8 Gymnasium: **34 Hours (Friday and Sunday Nights 5:30 to 8:00 P.M.)**

Fort Bragg High School Gymnasium (For all games:) **93 hours (Saturdays 8:00 A.M. to 6:30 P.M.)**

Dana Gray multi-Purpose Room: **180 Hours (Monday through Friday 6:00 P.M. to 9:00 P.M.)**

City of Fort Bragg “Old Rec” Gymnasium: **304 Hours (Monday through Friday and Sundays 3:30 P.M. to 9:30P.M.)**

The lack of available gymnasium space greatly impacts all our indoor recreation programs. It causes great inconvenience to families who must practice late on school nights and on Sundays. This is only one example of one sport and one season. These issues are also an enormous obstacle for volleyball, futsal, cheerleading and for sports when it’s raining.

Staff CPR Training

MCRPD staff are going through re-certification for CPR. This is required every twenty-four months. This is an expensive requirement as we must pay minimum wages (\$16.90 per hour) for the on-line and in-person course work.

Mendocino

Jennifer Saunders, Jamie Campione and Dave Shpak met with Mendocino Unified School District’s Superintendent Jason Morse and the Facilities Committee. MUSD has been an incredible partner to the District. There are many opportunities to continue expanding programs in the Central Coast thanks to MUSD.

LAFCo MSR Update

LAFCo is required to conduct Municipal Service Reviews (MSR) for special districts every five years by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The previous MSR was conducted in 2008. The 2026 MSR will be the last deferred governmental compliance requirement that MCRPD has undertaken during the administrative transition that began in 2023.

Chair Dave Shpak and General Manager Kylie Felicich attended the LAFCo Executive Meeting on April 20 and the Regular Commission Meeting on May 4. The Commission approved the Mendocino Coast Recreation and Park District's request to expand the scope of analysis for its Municipal Service Review to incorporate available property tax allocation summaries, as provided by the County Auditor-Controller's Office, including a breakdown by school district where feasible; and (2) Direct staff to complete and schedule the Draft Municipal Service Review and Sphere of Influence Report for a Public Workshop. This information and details of this are forthcoming and I expect to report at the regular MCRPD Board meeting in June.

Work on the draft MCRPD MSR is in progress. The Commission has set June 1, 2026 as the target for a public workshop on the draft MSR.

South Coast

MCRPD would like to thank the City of Point Arena for generously inviting the District to attend Kno'Qoti Native Wellness Cultural Awareness Training. Chair Dave Shpak attended the training on behalf of the District. The General Manager hopes to attend the next training.

The Redwood Coast Recreation Center reports progress on their summer swimming lessons at the Sea Ranch pool. We are grateful to RCRC for taking the lead in providing this life-saving and fun training for South Coast kids.

The Mendocino County General Services Department reports substantial progress on the Bower Community Park renovation project. Paving for ADA-accessible walkways and demolition of old concrete in the basketball and tennis courts have been completed.

Mendocino Coast Botanical Gardens

Caltrans has suspended the fish habitat project at Stanley Creek (Formerly Digger Creek) due to withdrawal of federal funding. Working on a right-of-way transaction with Caltrans and the Gardens was a positive experience and we hope the project will advance in the future. Currently, the Gardens and the District are working on some important administrative items together. The Board of Directors of the Garden held their annual elections, and Liz O'Hara is returning as the president again this year. Congratulations, Liz!

Community Partner Outreach

Staff have met with many community partners throughout the District over the last month. Flockworks, Fort Bragg Rotary, Fort Bragg Unified School District, Mendocino Unified School District, The Skunk Train, Gloriana Studios, Fort Bragg Chamber of Commerce and the Fort Bragg Police Department. The executive meeting with the City of Fort Bragg was postponed by the City. Meetings will continue with Central and South Coast partners and the Mendocino Coast Children's Fund. It is always a valuable experience to meet and discuss ideas, concerns and goals.

General Manager in June

Jennifer Saunders will be the acting General Manager from June 15 to July 1. General Manager Felicich is grateful that the Board has allowed her to save vacation time to travel with Mendocino Sister Cities Association to Japan with twenty-five children from Mendocino.



Jennifer Saunders – Recreation Supervisor Staff Report – March–April 2026

Overview

The months of March and April 2026 continued to showcase positive momentum, growing participation, and expanding recreational opportunities throughout Mendocino Coast Recreation & Park District. From youth intramural partnerships and growing pickleball enthusiasm to softball league preparation and tournament planning, MCRPD continues to strengthen community connections through diverse recreational programming. Staff remained focused on creating fun, inclusive, and engaging experiences for participants of all ages while continuing to build strong community partnerships and future opportunities.

Ping Pong / Table Tennis

Our Ping Pong/Open Table Tennis program continues to maintain consistent participation and positive community engagement. This recreational offering has become a welcoming and enjoyable activity for individuals of all ages and skill levels. The program continues to provide a relaxed and social environment that encourages physical activity, friendly competition, and community connection. Continued attendance reflects the importance of maintaining accessible drop-in recreational programming within the district.

Flockworks After-School Intramurals & Youth Pickleball

MCRPD continued its partnership efforts with Flockworks through our After-School Intramurals Program. This collaboration continues to provide youth with meaningful recreational opportunities, mentorship, and physical activity in a positive after-school environment.

One of the biggest highlights of this program cycle was the introduction of Pickleball to participating students. The response from youth was outstanding, and the excitement surrounding the sport quickly grew throughout the sessions. Coach Julie did a tremendous job introducing the game and igniting enthusiasm among participants. Her energy, encouragement, and teaching style created a welcoming environment where students became engaged and passionate about learning the fundamentals of pickleball.

Due to the overwhelming positivity and excitement surrounding the program, MCRPD will now be offering an Open Pickleball Clinic on May 25th, 2026. Staff are hopeful this clinic will continue building momentum for youth pickleball development while creating additional community participation opportunities in one of the fastest-growing sports nationwide.

Mendocino Coast Flag Football

Excitement continues to build for the upcoming 2026 Mendocino Coast Flag Football season. Registration numbers have already reached approximately 40 participants across multiple age divisions, with athletes signing up from communities ranging from Point Arena to Fort Bragg.

The continued regional growth and enthusiasm surrounding the program has been extremely encouraging for staff and families alike. MCRPD is also developing another outstanding coaching staff dedicated to creating a positive, organized, and developmental experience for participating youth athletes.

A major focus for the upcoming season will be the official assessment day, where coaches and staff will evaluate players and work collaboratively to build balanced and competitive teams across all divisions. The assessment process continues to be an important part of establishing fairness, player development, and overall league organization.

Flag football continues to grow into one of MCRPD's most exciting youth sports opportunities by emphasizing teamwork, athletic development, sportsmanship, and community participation in a fun and safe environment.

WOW Women's Pickleball League

This spring also marked the launch and continued success of the "WOW" Program, a women's-only Wednesday pickleball league. The program has quickly become a very popular and positive recreational outlet for women throughout the community.

WOW has created a welcoming and supportive atmosphere where women of varying skill levels can come together to compete, socialize, exercise, and simply enjoy the game in a fun environment. Participation and enthusiasm have continued to grow each week, and the league has become another exciting addition to MCRPD's expanding pickleball programming.

Firefighter Pickleball Tournament

MCRPD is also actively preparing for the June 27th Firefighter Pickleball Tournament. Staff are hopeful for a tremendous turnout from both firefighters and community members throughout the region. The tournament will welcome firefighters from all companies while also encouraging participation from the public.

This special event is intended not only to honor firefighters and recognize their dedication and service to the community, but also to serve as a fundraiser supporting scholarships for MCRPD programming. Staff are excited about the community-building opportunities this event can provide while combining recreation, appreciation, and fundraising into one positive experience.

Coed & Men's Softball League Update

Staff made efforts this spring to relaunch the MCRPD Coed Softball League for the 2026 season. We were very disappointed last year when we had to cancel for low participation. This year, although there was community interest and continued outreach efforts, the District ultimately did not receive enough team registrations to successfully operate the league. Adult MCRPD programs overall have lower attendance. We believe this is due to economic conditions that require many people to work multiple jobs.

The 2026 MCRPD Men's Softball League has generated enthusiasm within the community but could be a smaller season than in past years. Four teams have partially registered for the upcoming summer season. If the registrations can be completed, we will adjust the season for a smaller league. Staff are hoping to continue growing participation while providing another fun and competitive softball experience at Pavioni Field.

Closing

March and April 2026 reflected continued growth, creativity, and community involvement throughout MCRPD programming. From the success of youth intramurals and expanding pickleball opportunities to league development and tournament preparation, MCRPD continues to create meaningful recreational experiences for the Mendocino Coast community.

The Recreation Department remains committed to strengthening partnerships, increasing participation opportunities, and continuing to build programs that positively impact youth, adults, and families throughout the district.



Jamie Campione – Business Manager
Staff Report – May 2026

Gymnastics

Gymnastics remains one of MCRPD's highest-demand programs and continues to serve families across the coast with strong participation levels. The current spring session is underway, and the Summer 2026 schedule has recently been finalized.

MCRPD is excited to announce the return of Aerial Silks classes after a short hiatus this summer along with our regular summer offerings. In addition, staff are currently planning a Summer Intermediate/Advanced Gymnastics Workshop in July.

Three Rivers Charter School will also be partnering with MCRPD this summer by incorporating gymnastics sessions into their summer field trip programming.

The Baby & Me program continues to be well received, providing a supportive environment for infants and caregivers to explore movement together while serving as an important introduction to the gymnastics pathway.

MCRPD recently held a special celebration on **May 15 honoring Kassie Hayes and celebrating 40 years of MCRPD Gymnastics on the Mendocino Coast**. The event recognized Kassie's decades of dedication, mentorship, and impact on generations of local youth and families through gymnastics and recreation programming.

Flockworks/KUDOS Partnership

As the school year comes to a close, students participating in the KUDOS/Flockworks partnership have enjoyed a variety of spring recreation activities through MCRPD programming. Participants wrapped up a successful season of springtime pickleball with Julie, and with the return of Master Chanel, Wednesday Taekwondo classes are back underway and continuing to see strong engagement. Students are also finishing out the spring season with wiffleball and other recreational sports activities.

Staff are currently working on summer planning efforts for Camp Flockworks, including scheduling, staffing coordination, and activity development. MCRPD is excited to help introduce several new recreational opportunities for youth participating in this summer's Camp Flockworks programs and looks forward to continuing to expand enrichment and active play opportunities through the partnership.

MCRPD Studios – Dance, Martial Arts, Boxing & Rentals

Dance Programs

Ballroom/ partner dance programming with Wade continues to be a solid recreational offering for the community. The next Social Dance will take place on **May 30 at the Caspar Community Center** and will feature dance lessons with Wade along with live music from the Bob Ayers Big Band.

Ballroom/partner dance will go to **the Manchester Grange on September 26!** We are excited to bring the dance partner dance to the South Coast!

Martial Arts & Boxing

Adult Brazilian Jiu-Jitsu participation continues to grow steadily, with more than a dozen participants attending class last Monday evening.

Master Channel has returned from his international travels and has resumed regularly scheduled Taekwondo and Seibukan Jujutsu classes. Participation remains consistent across martial arts offerings, and the District continues to see strong community interest in these programs.

Unfortunately, MCRPD has temporarily placed boxing classes on hold while the new instructor works through scheduling conflicts. In the meantime, staff are exploring the possibility of offering a Saturday Boxing Open Gym to allow participants to continue practicing independently and maintain programming momentum until regular instruction resumes.

MCRPD Studios continues to function as a vibrant multi-use community recreation space supporting martial arts, dance, and youth activities, with independent rentals throughout the week.

Isabel is back with an exciting new Youth Flag Dancing Class! This 6-week program will give participants the opportunity to build coordination, confidence, and performance skills while preparing for a special performance in the Mendocino 4th of July Parade representing MCRPD. In addition to the Flag Dancing group, participants from several MCRPD programs—including Martial Arts and Gymnastics—will also be invited to join the parade celebration and represent the District in this fun community event.

Skate Night & Party Rentals

Friday Night Skate at the Old Rec Gym continues “rocking and rolling” with strong attendance and enthusiastic community participation. The program remains a popular recreation option for youth and families on the coast and continues to provide a safe and active indoor activity opportunity.

The Mendocino K-8 will be rolling into the Old Rec Gym for a field trip skate party on May 22.

SOUTH COAST

South Coast Skate Night participation has also continued to grow, with improved attendance and a more consistent program schedule in **Point Arena**. Staff are currently working toward establishing two regularly scheduled Wednesday Skate Nights each month in the South Coast region with dedicated MCRPD staffing support. The District is excited to continue expanding recreation opportunities and community events for South Coast families and youth.

Ahoy, Point Arena

We have limited space for **Ahoy, Point Arena Summer Theatre Camp** at the Arena Theater in Point Arena. Families are encouraged to sign up as soon as possible. As a reminder, we have scholarships through Friends of MCRPD.

RCRC BBQ - Horseshoe Tourney

We are looking forward to a tentative barbeque and horseshoe tournament at RCRC at Ocean Ridge Park in Gualala on July 25!

Mendocino Coast Recreation & Park District

Capital Building Project Ad Hoc Committee Recommendation

To: MCRPD Board of Directors

Date: May 2026

Background

The MCRPD Capital Building Project Ad Hoc Committee and District staff toured and evaluated the property located at 490 S. Main St. as a potential future recreation facility opportunity for the District.

Staff and the Committee reviewed potential operational impacts, financial feasibility, facility needs, and possible funding opportunities associated with the property.

Findings

Following additional research and analysis, staff determined that acquisition, ownership, and operation of a facility of this size is not financially or operationally feasible for the District at this time.

Key considerations included:

- Long-term operational and maintenance costs
- Staffing and facility management requirements
- Utility, insurance, and improvement expenses
- Lack of currently available funding opportunities to support the project

Staff also noted that grant opportunities and future funding timelines for projects of this scale remain uncertain.

Recommendation

The Capital Building Project Ad Hoc Committee recommends that the MCRPD Board of Directors:

- Acknowledge the findings of the Committee and staff analysis;
- Pause further pursuit of the 490 S. Main St. project at this time; and
- Continue exploring future recreation facility opportunities, partnerships, and smaller-scale capital projects that align with the District's operational and financial capacity.

City of Fort Bragg Fee Schedule Update – Old Recreation Gym

Location: 213 E. Laurel St., Fort Bragg, CA

Background

MCRPD currently utilizes the Old Recreation Gym at 213 E. Laurel Street for various community programs and activities. The City fee charged to MCRPD for facility use during Fiscal Year 2025-2026 is a flat rate of \$25 per day.

FY 2025–2026 Facility Costs

During Fiscal Year 2025–2026, MCRPD incurred the following facility costs for use of the Old Recreation Gym:

- Total Fees Paid in FY 2025–2026: \$2,765
- July 2025 – March 2026: \$25/day usage rate
- April – May 2026: No charge due to City scheduling/coordination issue compensation

City of Fort Bragg Fee Update

The City of Fort Bragg has announced an update to its facility rental fee schedule, effective April 20, 2026.

The updated rates are as follows:

- Basic Use Fee (per hour): \$35
- Daily Use Fee (up to 12 hours): \$170
- Non-Profit Rate (per 4 hours): \$80
- Deposit: To be determined

The fee rates assigned by the City to the District are the Basic Use Fee and Daily Use Fee.

Estimated Future Fiscal Impact

Based on MCRPD's FY 2025–2026 usage levels, estimated annual gym rental fees could increase from \$2,765 to approximately \$11,000 annually — an increase of roughly 298%. However, on higher-use dates where MCRPD utilizes the facility for 5 hours or more, the City's \$170 flat Daily Use Fee may provide some cost savings compared to the hourly rate structure.

The magnitude of this cost increase above FY 2025–2026 will substantially increase the participant fees for MCRPD programming at the Old Recreation Gym.

Next Steps

- Determine impacts on program budgets and participant prices.
- Negotiate with the City to stabilize use rates and anticipate rate increases over time.
- Evaluate alternatives for lower-cost facilities.

Adopted: March 19, 1974, Resolution 74-02
Revised: February 19, 2014, Resolution 14-02
Revised: September 20, 2017, Resolution 17-07
Revised: October 20, 2021, Resolution 21-06
Revised: June 21, 2023, Resolution 23-01
Revised: May 20, 2026, Resolution 26-01

MENDOCINO COAST RECREATION AND PARK DISTRICT BYLAWS

FOR THE REGULATION, EXCEPT AS OTHERWISE PROVIDED BY STATUTE, OF THE MENDOCINO COAST RECREATION AND PARK DISTRICT, COUNTY OF MENDOCINO, STATE OF CALIFORNIA

ARTICLE I – NAME

The name of this organization shall be the Mendocino Coast Recreation and Park District. The District is a political subdivision of the State of California which is established under the provisions of the Public Resource Code (Sections 5780 et. seq.). This District is in Mendocino County of the State of California.

ARTICLE II – MISSION AND PURPOSE

The mission and general purposes of the Mendocino Coast Recreation and Park District shall be:

- A. To provide opportunities on the Mendocino Coast that promote physical and mental well-being for everyone, through active play, recreational programs, and community enrichment.
- B. To acquire or operate needed recreation and park facilities; to develop needed facilities; and to preserve and conserve open space.
- C. To work and coordinate with other agencies to support a healthy community and natural environment by developing, providing, and maintaining high quality recreation services and facilities, and preserving and conserving open space and public access to nature.

ARTICLE III – MEETINGS

Section 1 – Meetings

In general, meetings of the Board of Directors shall be open and public, in conformity with applicable state law and these bylaws.

Section 2 – Regular Meetings

Regular meetings of the Board of Directors shall be held on the third Wednesday of each month at 4:00pm. Meetings may be held at various, publicly accessible locations within the District. Date and time for regular meetings of the District Board of Directors will be determined for the upcoming calendar year at the regularly scheduled December Board meeting. Locations will be included on the posted meeting agendas. Agendas will be posted at the MCRPD District office and on the MCRPD website. Variations to the approved date, time and/or meeting venue for any regular meeting will be approved by Board action at a meeting prior to the scheduled regular meeting in which a change is made.

Section 3 – Adjournment; Adjourned Meetings

The Board of Directors may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum of members (Section 7) may adjourn. If all members are absent from any regular meeting, the Board Clerk, District General Manager, or Secretary of the Board of Directors may declare the meeting adjourned to a stated time and place, and she/he/they shall cause written notice of the adjournment to be given in the same manner as provided in California Government Code Section 54596, for special

meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular meeting was held, within twenty-four (24) hours after the time of the adjournment.

Section 4 – Continuance

Any hearing being held or noticed or ordered to be held by the Board of Directors, at any meeting may by order or notice of continuance be continued or re-continued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth in Section 3 for the adjournment of meetings; provided that if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

Section 5 – Special Meetings

A special meeting may be called at any time by the General Manager, Chairperson of the Board of Directors, or by a majority of the members of the Board. An email notice will be sent to each member of the Board and to each local radio station, newspaper, and any person requesting notice in writing. An agenda shall be posted at the MCRPD administrative office and on the MCRPD website. The email and posted agenda shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

Section 6 – Closed Sessions

The Board of Directors may conduct a closed session during a regular or special meeting to consider the appointment, employment or dismissal of a public officer or employee or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Directors may exclude from any closed session meeting, during the examination of witness, any or all other witnesses in the matter being investigated by the Board. The Board may conduct a closed session for any other issue permitted under California law. (See Government Code Section 54954.5.)

Section 7 – Quorum

A majority of the number of Directors will be necessary to constitute a quorum for the transaction of business, except to adjourn. Every act or decision done or made by the majority of the Board of Directors shall be regarded as the act of the Board of Directors, unless a greater number is required by law.

Section 8 – Meeting Business

The order of business at regular, continued, or special meetings shall be established by the Chairperson of the Board. Any matter proposed for the agenda by a Director of the Board to the Chairperson shall be placed on a future agenda prior to the posting of the agenda, or by Board action prior to the approval of the agenda at any meeting, except for Special Board Meetings.

Section 9 – Parliamentary Procedures and Rules

Meetings shall be governed by Rosenberg’s Rules of Order, Revised, where not in conflict with these bylaws. Notwithstanding any rule of parliamentary procedure, any officer of the Board of Directors shall have an equal power with any member of said Board and may take part in the discussion and vote thereon.

ARTICLE IV – OFFICERS

Section 1 – Officers

The officers of the Board of Directors shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2 – Chairperson

It shall be the duty of the Chairperson to preside at all meetings of the Board of Directors, appoint committees, call special meetings when they may be deemed advisable, execute all documents and papers on the behalf of the Board of Directors, and act as Liaison Officer between the public and the Board when the circumstances warrant. When the Chairperson is acting as Liaison Officer for the Board, the Chairperson shall conduct the directives, if any, of the Board.

Section 3 – Vice-Chairperson

In the absence or disability of the Chairperson, the Vice-Chairperson shall have all the Chairperson's duties. The Vice-Chairperson may call special meetings of the Board should the Chairperson refuse to do so.

Section 4 – Secretary

The Secretary shall keep, or cause to be kept, full and complete records of proceedings of the Board of Directors and of its meetings and give, or cause to be given, notice of all regular and special meetings of the Board of Directors as required by these bylaws; and may attest all documents and sign all warrants on behalf of the District.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – Board of Directors

- A. The Board of Directors shall consist of five elected Directors. Each Director shall serve a four-year term and shall be elected by the eligible voting residents of the District.
- B. Two of the Board members' terms shall run concurrently. Terms of the remaining three Board members will be offset from the two concurrent terms by two years and those three Board member terms shall run concurrently. Election of the Board members shall comply with the provisions of the California Election Code and Public Resources Code pertaining to Recreation and Park Districts.
- C. In the event there is a vacancy on the Board and that term of office has not expired, then the vacancy shall be filled by appointment by the remaining members of the Board for the balance of the unexpired term.

ARTICLE VI – POWERS AND DUTIES OF THE DISTRICT

The District Board shall establish rules for its proceedings.

- A. The Board of Directors is the legislative body of the District and shall determine all questions of policy.
- B. The Board of Directors may:
 1. Organize, promote, and conduct programs of recreation activities.
 2. Establish systems of recreation and recreation facilities, including parks and trails; and
 3. Acquire, construct, improve, maintain, and operate recreation facilities within or beyond the territorial limits of the District.
- C. The Board of Directors may cooperate with any city, county, district, state or any subdivision thereof, or federal agency, and may enter into agreements or contracts with each other, and may do any and all things necessary or convenient to aid and cooperate in conducting the purposes of the District.
- D. The Board of Directors and the governing bodies of any city, county, or school district having jurisdiction over any of the same territory or over contiguous territories may jointly establish a system or systems of recreation or parks and may jointly do any act which either is authorized to do under California law.

- E. The District Board shall have and exercise all rights and powers expressed or implied necessary to conduct the purposes and intent of the Public Resources Code, including but not limited to the power:
 - 1. To sue and be sued;
 - 2. To take and acquire real or personal property of every kind or any interest therein, within and without the district, by grant, purchase, gift, devise, or lease, and to hold, manage, occupy, dispose of, convey and encumber the same for the benefit of the District.
 - 3. To exercise the right of eminent domain, except that such right shall be exercised only within the territory of the District after approval for such exercise has been granted by resolution of the District Board.
 - 4. To appoint and employ and pay persons who are necessary and adequately trained, to maintain and operate the property, improvements, and facilities under its control and to operate programs of public recreation. The Board may employ personnel at the pleasure of the Board or by contract, and may establish a merit system, retirement privileges, and provide other employment practices either directly or through contractual arrangement with the state or other public agency or private organization.
 - 5. To employ counsel.
 - 6. To enter into and perform all necessary contracts.
 - 7. To borrow money, give security thereof, purchase on contract and do and perform any and all acts and things necessary or proper to conduct the provisions of the California Public Resources Code pertaining to recreation and park districts.
- F. The District Board may lease or rent private vehicles or equipment owned by District employees, or others, and reimburse them for use of same within budgetary limitations.
- G. The District Board may enter into group hospital service contracts with hospitals, hospital districts, and non-profit corporations formed under Section [9201] of the Corporations Code for hospital service, or into contracts for group disability insurance for insurers, for the members of the District Board, and the employees relating to injuries or illnesses suffered by such persons, either in the performance of duty or at other times; and for such purpose the recreation and park district is construed to be a district within the meaning and effect of Section 10270.5 and 11512.2 of the Insurance Code and other laws related thereto. In addition to compensation insurance required by law, the District Board may insure its members and employees against accidental death and injury in the performance of their duties.
- H. The District Board may authorize the attendance of its members and employees at professional or vocational meetings, and may authorize payment for reasonable expenses therefore, including transportation to and from such meetings.
- I. The District Board shall direct a record to be kept of all its acts, and of all money received and disbursed by it. The books shall be open to public inspection. An annual audit of District financial statements, records, and Board of Director actions will be conducted in accordance with the Governmental Accounting Standards Board requirements.
- J. A majority vote of the members of the District Board is required for each action taken, except as otherwise required by law, and the vote shall be recorded.
- K. The Board of Directors may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the property, improvements, and facilities under its management or belonging to the District.

ARTICLE VII – COMMITTEES

Section 1 – Standing Committees

Board member assignments to the following standing committees shall be voted upon by the Board of Directors at the January meeting each year to serve on an annual basis.

- A. Finance
- B. Human Resources
- C. District Services

Committee membership will consist of no more than two Board members. Residents of the District may be appointed to a committee if deemed necessary by the Board of Directors. The District General Manager shall be ex-officio member to these committees.

All standing committees established under this section shall comply with the applicable requirements of the Brown Act, including public notice, access, and participation requirements.

Section 2 – Special Committees

The Chairperson of the Board of Directors may establish special committees as deemed necessary to conduct the objectives and goals of the District. A special committee shall consist of no more than two Board members. The Chairperson may appoint Board members to serve on such committees and may also appoint residents of the District to participate as advisory members when appropriate. Board members shall serve as voting members of the special committee. District staff may be assigned to support the special committee and shall serve in an ex-officio, non-voting capacity.

All special committees established under this section shall comply with the applicable requirements of the Brown Act, including public notice, access, and participation requirements, unless the special committee qualifies for an exemption under applicable law.

Section 3 – Functions of Committees

All business requiring further study shall be referred to the proper committee for report and recommendations to the Board as a whole for action. Action recommended by a committee shall not be considered as binding or representing the Board of Directors' position on the matter in question.

Under no circumstances is a committee or any member of that committee to take any action or make any statement binding the Board of Directors as a whole unless delegated authority to do so by prior vote of the Board.

Section 4 – Committee Duties

Shall include, but not be limited to:

- A. Finance.
 - To study and make recommendations concerning the following:
 1. Maintenance and operation.
 2. Employee compensation.
 3. Capital outlay.
 4. Interest and redemption for indebtedness.
 5. Restricted reserve for capital outlay.
 6. Restricted reserve for contingencies.
 7. Unallocated general reserve.

B. Human Resources

To study and make recommendations concerning the following:

1. Revisions to and/or adoption of employee annual salary increases, leaves of absences, holidays, benefits, and overtime compensation, as denoted in the employee handbook.
2. Periodic review and revisions to Employee Handbook.
3. Job descriptions.
4. The creation or elimination of any job position.
5. A periodic review of independent contractors and new contractors, as needed.

C. District Services

To study and make recommendations concerning the following:

1. Recreation, park, or other facility programs as a whole or in particular.
2. Fees and charges schedule for special events, recreational programming, instructional classes, facility rentals, or other activities which may involve a fee or charge to offset District costs.
3. Policies for use of parks, facilities, activities, and recreation programs.
4. Policy for conducting programs which may be classified as an educational class.
5. Policy for co-sponsorship or co-operation of recreation programs or facilities with other agencies or groups.
6. Periodic review and revisions to the District By-Laws.

ARTICLE VIII – DISTRICT EMPLOYEES

Section 1 – General Manager

The Board of Directors shall hire a General Manager. The General Manager shall be the chief executive officer and chief manager of the District. The General Manager shall also be the Clerk of the Board and shall perform all the duties imposed by law upon the Clerk. The General Manager shall, under the direction of the Board of Directors, be responsible for the overall administration of the District. The General Manager may employ staff to implement functions of the District and shall also have the authority to terminate employees if necessary.

The General Manager shall, under direction of the Board of Directors,

- A. Organize the District recreation and park programs, headquarters, facilities, and employees.
- B. Study and recommend actions regarding property acquisition and development.
- C. Update and implement the District Master Plan.
- D. Prepare reports on accomplishments and needs.
- E. Prepare necessary Board meeting materials.
- F. Conduct any and all directives and policies established by the Board of Directors.

The General Manager and the Business Manager shall prepare and administer the District budget; maintain a complete financial record for the District, including an appropriate set of record books required under State and County law, rules and regulations applicable to California special districts, and have an annual audit performed.

In absence or incapacity of the General Manager, the Board may designate an Interim or Temporary General Manager or temporarily delegate the responsibilities, powers, and duties of the General Manager to the District Recreation Manager or District Business Manager.

Section 2 – Other District Employees

There shall be such other subordinate employees and consultants as established by the District's budget and personnel policies. The General Manager shall establish and promulgate the duties and rules regulating all other employees and

consultants of the District, subject to the approval of the Board of Directors.

ARTICLE IX – DISTRICT FINANCES

Section 1 – Annual Budget

The General Manager and Business Manager shall submit a preliminary draft budget to all relevant District committees no later than May 30 of each year for the ensuing fiscal year. Any Committee recommendations shall be submitted to the Finance Committee for consideration during review of the draft budget. The Finance Committee shall recommend to the Board of Directors action on a draft budget before or during the regularly scheduled June Board of Directors Meeting for the ensuing fiscal year. On or before July 1 of each year, the Board of Directors shall publish a notice, at least once, stating: (1) that the draft annual budget has been adopted and is available for inspection at the District Office, (2) that on a specified date, not less than one month after publication of the notice, the District Board shall meet for the purpose of adopting the final annual budget, and that any taxpayer may appear and be heard regarding the items in the budget. The District Board shall report the final budget to the supervising authority after the budget hearing, but no later than August 10.

Section 2 – Procedures for District Disbursements and Accounts

A. Payroll

The General Manager shall examine and approve the monthly payroll. Employees will be paid bi-weekly. The General Manager will confer with the Finance Committee on substantial changes in personnel-related costs and expenditure forecasts.

B. All Other Expenditures

The General Manager may present any other obligations of the District to the Finance Committee or request approval by the Board of Directors at a regular meeting. Such approval shall be evidenced by the certification of the Chairperson or acting Chairperson of the Board and the Secretary of the Board. After such approval, such claims shall be paid. All non-payroll expenditures will comply with the provisions and requirements of the following Sections 3, 4, 5, 6, and 7. Public Contract Code 22000-22045 governs District expenditures.

Section 3 – Expenditures up to \$5,000.

The General Manager may purchase materials or supplies or award any contract with a sum not exceeding \$5,000 without the approval of the Board of Directors, providing such expenditures are within budgetary limitations.

Section 4 – Expenditures in Excess of \$5,000 up to and including \$25,000.

The General Manager may purchase materials or supplies or award any contract for a sum more than \$5,000 and not exceeding \$25,000 without the approval of the Board of Directors. The District shall attempt to obtain three (3) firm quotes for such materials, supplies, or contract prior to making such expenditure. Public Contract Code 22000-22045 governs District expenditures.

Section 5 – Expenditures of \$25,001 - \$60,000. – Public Contract Code 22032

Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of the District by force account, by negotiated contract, or by purchase order. To the extent permitted by law, the District may give preference to local businesses. When the expenditures will exceed the sum of twenty-five-thousand dollars (\$25,000) and the District elects to solicit bids, the contract shall be awarded to the least-cost responsive and responsible bidder. All such contracts shall be awarded by action of the District Board of Directors.

Section 6 – Expenditures of \$60,001 - \$200,000 – Public Contract Code 22032

Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in this article. Informal bids shall be based on at least three (3) bids or quotes. Bids can be solicited by written request, publication, and/or posting on the District website at least ten (10) calendar days before bids are due. To the extent permitted by law, the District may give preference to local businesses. When the expenditures will exceed the sum of sixty-thousand dollars (\$60,000), the contract shall be awarded to the least-cost responsive and responsible bidder. All such contracts shall be awarded by action of the District Board of Directors.

Section 7 – Expenditures over \$200,001 – Public Contract Code 22032

Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure. The formal bid process includes: a notice inviting formal bids, formal bid opening by the General Manager, review by the District Board of Directors, and award by the District Board or rejection of all bids.

Before any formal bid process begins, MCRPD Board of Director’s will engage a professional consultant to develop a feasibility study and strategic plan prior to the initiation of the formal bid process. The MCRPD Board of Directors will document and publish the report for public review and comment at least 60 days prior to the award of contract.

Grant-funded activities may have more stringent bid requirements. The MCRPD Board of Directors will seek independent professional guidance for any capital project expenditure more than \$200,000 to ensure that all grants and the award of grant-related contracts comply with applicable codes, regulations, and guidelines.

The General Manager shall present the bid opening records for acceptance or rejection to the Board of Directors at a regular or special meeting. The District Board may (1) reject all bids/quotes and direct solicitation of new bids/quotes, (2) may elect to purchase the materials or supplies in the open market by a four-fifths supermajority vote, or (3) choose to construct the building, structure, or improvements by force account. The Board of Directors may waive formal bid procedures to purchase from another public agency or purchase through another public agency, by using the formally accepted bids of that public agency.

Section 8 – Rejection of Bids

In all instances where informal or formal bids are requested, the District shall reserve the right to reject any and all bids.

Section 9 – Financial Reports

An account record of budget expenditures shall be kept and a statement showing the state of the budget funds shall be presented quarterly to the Board of Directors by the District General Manager and/or Business Manager.

Section 10 – Receipts Other Than Taxes

Receipts other than taxes shall be deposited in the credit of the District and a quarterly report made to the Board of Directors by the Business Manager.

Section 11– Fiscal Year

The fiscal year of the District shall begin July 1 and end June 30.

Section 13 – Leases, Contracts, Etc.

All leases, contracts, and the like entered by the Board and receiving Board approval shall be signed by the Chairperson or otherwise delegated by the Board of Directors, unless otherwise required by law, at a duly convened Board of Directors’ meeting.

Section 14 – Special Services and Materials

Notwithstanding the provisions of Section 6 and 7 of this Article, or any other provisions of these bylaws, the Board of Directors may negotiate a contract to purchase without the necessity of resorting to bids, whether formal or informal, with any person or firm, for the furnishing to the District of specialized equipment, specialized services, or specialized advice in financial, economic, accounting, engineering, legal, recreational, construction or maintenance, or administrative matters, or any other special service determined by the Board of Directors. Such persons or firms or agencies must be particularly trained and demonstrably experienced and competent to perform the special services required or furnish the unique or unusual equipment or supplies not procurable from competitive procedure. The determination of the Board of Directors regarding the special services, specialized equipment or supplies, or advice required and the Board decision to negotiate a contract or authorize purchases therefore shall be conclusive.

Section 15– Surplus Property

By resolution, the Board of Directors may declare property owned by the District as surplus if it is not required for District purposes, if it should be disposed of for the purpose of replacement, or because it is unsatisfactory or not suitable for District uses. The Board of Directors may order the sale or leasing of any District-owned property.

ARTICLE X – AMENDMENTS

These bylaws may be amended or modified by the Board of Directors by resolution adopted and approved by simple majority vote of the members of the Board of Directors, provided notice of the intent to amend these bylaws and the proposed amendment(s) has been communicated to each Director in accordance with the written notice required for regular meetings.



PO Box 532, Fort Bragg, CA 95437
707-409-0760
info@mcrpd.us

To: Jaime Jensen, Mendocino Coast Botanical Gardens, Executive Director

May 20, 2026

Dear Ms. Jensen,

The purposes of this letter are to (1) report Mendocino Coast Recreation and Park District (District) Board of Directors delegation of Ms. Kylie Felicich, District General Manager, as District Liaison to the Mendocino Coast Botanical Gardens Corporation (Gardens) Board of Directors and (2) request the Gardens Board of Directors accept the District Liaison in lieu of District Board membership of the Gardens Board of Directors.

Section 27 of the lease between the District and the Gardens, effective on October 1, 2026, for 25 years, stipulates "A board member from the Mendocino Coast Recreation and Park District shall be a voting member of the Board of Directors of the Mendocino Coast Botanical Gardens Corporation throughout the term of this lease and any renewals." Section 27 further specifies that "Any request for written consent required under this Lease shall be granted or denied within thirty days of the request or the request shall be deemed approved."

At present and foreseeable within the service terms of the current District Board of Directors, there are no District Board members who can continuously fulfill the role of District Liaison to the Gardens Board of Directors. The District Board of Directors acknowledges the effective communications and collaboration facilitated by Ms. Felicich and Ms. Jaime Jensen, Gardens Executive Director. Considering the importance of continuity for meaningful, efficient, timely, and consistent coordination between the District and Gardens, the District Board has determined that delegating the District Liaison role to the General Manager will support the effective communication between the two Boards that is intended by the property lease.

The District Board of Directors appreciates the Gardens Board of Directors consideration of this request.

Respectfully,

Dave Shpak

MCRPD Board of Directors, Chair

CC Liz O'Hara, Mendocino Coast Botanical Gardens, President

**Mendocino Coast Recreation and Park District
Closed Session Board Meeting**

MINUTES

Tuesday, April 7th, 2026, at 4:00P.M.

Location:

MCRPD District Office

100 N Main St. Fort Bragg, CA 95437

1.0 CALL TO ORDER – 4:01 P.M.

Call to order and roll call.

Board of Directors - Dave Shpak, Craig Comen, Dana Vogele, and Angela Dominguez

Absent – Zachary Hayward

Staff – Kylie Felicich, Jamie Campione & Jennifer Saunders

2.0 CLOSED SESSION

2.1 Open session identification of closed session items

2.2 Receive any public comment about closed session item

2.3 CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to

Gov. Code § 54956.8(b)

Property: 120 W. Fir Street, Fort Bragg, CA 95437

District negotiator: Kylie Felicich, General Manager

Negotiating parties: Mendocino Coast Recreation & Park District and Mendocino County (Property owner)

Under negotiation: price and terms of payment for potential District purchase of the Property

2.4 **Report Out**

Director Shpak stated MCRPD decided to cease pursuit of purchase of property at 120 W. Fir St. in Fort Bragg, CA

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

No public in attendance

4.0 ADJOURNMENT

Director Dominguez motioned to adjourn, and Director Vogele seconded. Motion carried unanimously. Meeting Adjourned at 5:09 P.M.

Mendocino Coast Recreation and Park District

Regular Board Meeting

SUMARY 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

Mendocino Coast Recreation and Park District
Capital Building Project AD HOC Committee Meeting
MINUTES
MCRPS Studios
579 S. Franklin St. Fort Bragg, CA 95437
Tuesday, May 12, 2026
8:30AM

1.0 CALL TO ORDER

Call to order and roll call at 8:30 A.M.

Board: Craig Comen, Angela Dominguez

Staff: Kylie Felicich, Jennifer Saunders, Jamie Campione, Cara Skinner

Public: Many members of the community

2.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

3.0 INFORMATION & DISCUSSION

3.1 Capital Building Project – 490 S. Main St., Fort Bragg, CA 95437

Discussion and consideration of project planning and development

A. Review potential grant funding opportunities

B. Overview of infrastructure requirements, including applicable California and local building codes and regulations

General Manager Felicich provided background information regarding the potential capital building project at 490 S. Main Street, formerly the Rite Aid building. She explained that as the District has continued to grow and expand programming throughout the coast, the concept of a centralized recreation facility to house current and future activities became increasingly appealing.

General Manager Felicich stated that a District employee had been acquainted with the property owner, which led to an introduction, a facility tour, and preliminary discussions regarding the possibilities for the space. Following the tour, District staff thanked the owner and explained that the District was not in a financial position to lease the facility at the current asking price. Approximately one week later, the representing realtor contacted the District indicating that the owner would consider offering the District a first right to purchase opportunity and lead time to secure funding.

Staff discussed the potential community benefit of repurposing a prominent vacant building into a recreation and community resource. District staff evaluated the possibility of relocating current MCRPD facilities into the building, as well as consolidating

programs currently operating in rental facilities and school sites throughout the District. Following additional research and analysis, staff determined that ownership and management of a facility of that size is not financially or operationally feasible for the District at this time. Staff also noted that there are currently not funding opportunities available to support such a project. The timeline for the grant windows is not certain at this time. General Manager Felicich also noted that this idea has been brought forward by community members on numerous occasions and was recently discussed during an MCRPD presentation to the Rotary Club the previous week.

General Manager Felicich also clarified information that had circulated publicly regarding the project renderings. She explained that a rendering labeled "GYM" referred to a gymnasium facility, not a fitness or workout gym. Recreation Supervisor Jennifer Saunders further explained that the District's vision for a gymnasium would include a multi-purpose recreation space capable of supporting basketball, futsal, volleyball, roller skating, and other youth and family recreation programs. She emphasized the community need for safe and accessible recreational spaces that keep youth and families active and engaged.

Staff member Cara Skinner shared comments regarding her experience working weekly Skate Night events. She stated that families and youth in the community continue to express interest in additional recreational opportunities and expanded programming space.

Director Comen expressed his support for MCRPD's continued growth and the vision of expanding recreational opportunities for the community. Director Dominguez echoed his support and noted that she has been actively researching potential grant funding opportunities; however, there are currently no available grant programs that align with or support this project at this time.

The recommendation from staff was that the District is not presently in a position, financially or organizationally, to move forward with the opportunity.

General Manager Felicich opened the item for public comment and reminded attendees that each speaker would be allotted three minutes.

Several community members provided comments expressing both concerns and support regarding the proposed project. Some speakers voiced concern about the potential duplication of recreational services within a small community and questioned whether a facility of this scale would be sustainable in a town of approximately 7,000 residents. Others expressed concern that a new recreation facility could negatively impact existing organizations and small businesses.

Additional community members spoke in support of expanding recreational opportunities for local youth and families, emphasizing the importance of engaging the community directly to better understand local recreation needs and interests.

Suggestions were also made regarding the possibility of partnerships with the City of Fort Bragg and other local organizations to support future recreation efforts collaboratively. Some community members also expressed concern regarding the future stability and continued operation of the local pool facility.

The discussion returned to the committee who will make the recommendation to the board to discontinue the pursuit of this property.

Vice-Chair Dominguez moved to the next item as the public left the meeting except for three people.

3.2 Open Space Project

Discussion and consideration of potential sites and project scope

A. 14000 Prairie Way Property

General Manager Felicich provided an overview of the District's ongoing efforts to identify potential properties for future open space and recreational use. She explained that in late 2025, the District explored the possibility of acquiring a thirteen-acre parcel in Gualala for an open-space park project. MCRPD had been working with a corporate partner regarding the potential purchase; however, the property was ultimately sold to a private party before any action could be taken by the District.

General Manager Felicich stated that staff has continued to pursue additional opportunities and has been in discussions with Mendocino County regarding potential surplus properties. Through those conversations, a parcel located at 14000 Prairie Way in Caspar was identified as a possible project site.

Felicich noted that the partnering corporation is expected to confirm by Friday, May 15, whether it intends to move forward with the property purchase. If the project proceeds, the item will be brought before the MCRPD Board of Directors for consideration at the May 20 board meeting.

4.0 ADJOURNMENT

Vice Chair Dominquez adjourned the meeting at 9:40 P.M.