



Mendocino Coast Recreation & Park District

100 N Harbor Dr. | Fort Bragg, CA 95437

Phone: (707) 409-0760

Email: info@mcrpd.us

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BOARD OF DIRECTORS

Dave Shpak
Chair

Angela Dominguez
Vice Chair

Craig Comen
Secretary

Zach Hayward
Director

Dana Vogele
Director

MISSION

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

REGULAR MEETINGS

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

AGENDA
Regular Board of Directors Meeting
Wednesday, March 19, 2025, at 5:30PM
Location 1:
MCRPD Studios
579 S. Franklin St. Fort Bragg, CA 95437
Location 2:
St Paul's Community Center
40 School St. Point Area, CA 95468

1.0 CALL TO ORDER

Call to order and roll call.

2.0 APPROVAL AND ADOPTION OF AGENDA

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

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

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

4.0 STAFF REPORTS:

- 4.1 District Manager Report Kylie Felicich, **page 1**
- 4.2 District Recreation Supervisor Report Jennifer Saunders, **page 2-3**
- 4.3 District Business Manager Jamie Campione, **page 4**

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

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

6.0 DISCUSSION / ACTION

- 6.1 Adult Co-ed Softball discussion on budget and registration fees, **page 5**
- 6.2 Board discussion and action for Mendocino Coast Botanical Gardens price Increase, **page 6**
- 6.3 Board discussion for CAPRI Audit, **page 7-45**
- 6.4 Board discussion and authorization for District vehicle purchase with a 20% down payment & finance up to \$45,000
- 6.5 Board discussion and action regarding transfer of ownership of the recreational softball equipment to Manchester School, **page 46**
- 6.6 Nominate Kylie Felicich as a 2026-2028 CSDA Board candidate, **page 47-48**

7.0 CONSENT CALENDAR

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

- 7.1 Approval of Regular Board Meeting Minutes 1/15/25, **page 49-52**
- 7.2 Approval of Special Board Meeting Minutes 1/30/25, **page 53-54**
- 7.3 Approval of Personnel Committee Minutes 1/27/25, **page 55-56**
- 7.4 Approval of Finance Committee Meeting Minutes 3/6/25, **page 57-58**
- 7.5 Approval of Special Meeting Minutes 3/6/25, **page 59-60**

8.0 ADJOURNMENT

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

NOTICE TO THE PUBLIC

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

PLEASE NOTE: District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 100 N Main St. Fort Bragg, CA 95437 and at mendocoastrec.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings. Written public comments can be submitted to the District prior to the meeting by emailing board-admin@mcrpd.us. Written comments received by email prior to 3 P.M. on the day of the meeting and any other supplemental materials will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this [LINK](#)



Kylie Felicich – General Manager

Accounting: On the heels of an excellent financial audit, I will now meet with Rick Wood to implement all the financial adjustments. Rick is much less expensive and much more efficient than the accounting firm. We have moved some accounting operations back in-house to lower the rate of our accountant bill. While the accountant is doing an excellent job and had some huge obstacles with messy past accounting, we cannot afford to keep these high costs. Between Rick and taking some things back in-house, we will get this down to a reasonable fee.

Funding: Junior NFL is our partner for Flag Football. Their non-profit has granted funding to several families for partial registration scholarships. We are advising all of our families to apply and get help with the program. We think Flag Football is the next big thing. While it is very expensive to program, we want the most professional experience we can get and will contract REOA officials. It is exciting to get funding from a non-coastal source.

Signage and updates at 100 N. Main Street: We ordered thick vinyl banner material for the building. It is going to look amazing. The material cost is inexpensive, and we can change it according to season or need. We are partnering with the City of Fort Bragg for our large sign on Main Street. The sign will help direct visitors and tourists to the downtown shopping area. We were thrilled that The City wanted to work on this with us. This is the final thing for our moving expenses and we are truly settled in. We had some inexpensive mulch put in the flower beds and purchased signage to help keep people out of the parking lot.

Sacramento: I will be at the California Special District Association and California Park and Recreation Society next week in Sacramento. I was able to combine two necessary business trips into one. I will be attending the MCRPD meeting remotely.

The City of Fort Bragg: We truly appreciate our City Partner. We will be attending their City Council Meeting on Monday, March 24 where they will formally acknowledge the transfer of \$100K in funding to C.V. Starr. We came out to support their turf soccer field projects which were approved, and we are anxious for the construction of those modern and safe fields. We continue to work on some Old Gym improvements.

Outreach: We will have a booth at the Fringe Fest in Point Arena in April. We are attending the Career fair at Fort Bragg Middle School and presenting at an upcoming Rotary Club luncheon.



Jennifer Saunders-Recreation Supervisor

Staff Report -March 2025

Basketball:

2024/25 Season ending & Inaugural MCRPD Basketball Tournament

On March 1st, 2025, the CYBL's regular season ended, and we hosted our first ever post season basketball tournament for the teams in the league. In one day, teams from the 1st grade to 8th grade played within 4 different divisions in a single elimination bracket tourney with a championship game at the end of each bracket. We made the tourney special by doing pre-game announcements of players as well as a mini-hype award ceremony post-game. The coaches, teams, and players were very excited about the tournament throughout, and we had so much positive feedback. The basketball tourney ran from 8am-8pm with ease. I was particularly pleased with the way I captured young teens to participate in this program. I had two high school teens who coached teams and were amazing mentors to the younger generations. We had 5 scorekeepers on rotation at the score table who were high school basketball players and not only did they do an excellent job of scorekeeping, but they also participated in distinguishing all-star selections every week, and the younger kids thrived on their intent to motivate the players and come to the gym excited and happy to be there. I think these younger kids have a "fan base" now, which can be very exciting for the young players, looking up to a high school player can have so many positive benefits in an athletic career. To conclude, this season was the smoothest season yet with little to no complications, complaints, or injuries. The JR. NBA uniforms were a complete hit, the parents were happy, and the athletes were stoked every day to be there. Another excellent highlight was adding the 1st/2nd graders into the league. The excitement surrounding these kids was infectious. Giving this opportunity to these kids and the families creates more excitement for the game, allows them to be prepared for the next division, and promotes early health both physically and mentally. We are excited not only for next season but also for building our other programs like flag football which will be built quite similarly for similar success.

We are increasing our focus on the central-district with sports in Mendocino. Indoor pickleball at MHS has been gaining ground especially with the wet and windy weather. Each Sunday we are gaining new players for training sessions and new players for “open gym” style pickleball. More recently, Mendocino Fire personnel have been joining in on the fun and with this we hope to possibly develop a “Firefighter” Pickleball Tournament. It has been nice giving the Mendocino residents an activity within their village and they have shown much appreciation for this added activity. We have been developing ideas for ping pong. We are looking to possibly have ping-pong in either the old recreation gym and/or the MHS gym with either a one-night session or a two-night session of ping-pong on different nights of the week. This will be a great activity for adults.

A very exciting night happened for MCRPD on March 9th 2025! We brought back the “Father-Daughter-Family Dance”. We held this dance at the Fort Bragg City Town Hall. We had so many families show up and dance their socks off! We again, incorporated our teens into the program as they were the DJ’s for the evening. These two young ladies connected so positively with the young kids by playing special requested music and teaching dance songs out on the dance floor. The families were very excited that we brought back this dance and gave families a safe and positive outlet. We hope to have another dance for our middle school age and high school community soon.

We have been working on designing our MCRPD shirt for about 6 months. We have found the one! We would like to get each program identified to the public and families during our programs by wearing these shirts. We have worked with a local person for design and product, and we are pleased with the quality and results. The order has been placed and we think our staff and board will be pleased.

Looking Forward: We have opened registration for a few more programs. For our youth, 5v5 soccer, and flag football (early registration for June program-will have NFL jerseys) for our adults, 7v7 soccer, and flag football, and finally, we have opened our regular program of Adult Coed Softball.



Jamie Campione – Business Manager

Gymnastics: Spring Session 1 kicked off on Monday, March 17, with over 120 kids enrolled! Demand for gymnastics remains high, and we are actively recruiting new instructors to expand our program. The response to our new facility and equipment has been overwhelmingly positive—everyone loves the upgraded space! The Flockworks/Kudos gymnastics continue to be a very exciting program. After Spring Break, first and second graders from Redwood Elementary will be coming to take gymnastics after school. The first-grade class from Three Rivers Charter Schools will come next month on a field trip to gymnastics. We would like to thank Friends of MCRPD for their continued administration of private scholarship funding and the \$9,500 in gymnastics expenses. The last \$500 for equipment will be submitted for Rhythmic Gymnastics next month.

MCRPD Studios: Our youth martial arts programs have settled into a consistent rhythm, with all classes at full capacity. Taekwondo students are preparing for an exciting belt testing and promotion session on Saturday, March 22. The adult martial arts classes continue to grow, attracting new participants each month. We've received requests for a more affordable monthly membership option for those training 3-4 times per week, as they use up a punch card in just two weeks. We are actively working on solutions to make training more accessible for all.

A new youth dance class kicked off this month and it is a huge hit! We plan to add more of these kinds of classes to the front room.

Our fitness programs are finding their stride—it's a process of trial and refinement as we adjust to meet the diverse needs, interests, and schedules of our community.

Roller Skating: Friday Night Roller Skating remains a community favorite, consistently drawing 40-50 skaters. Always looking for improvements we are making upgrades, including better lighting and stronger skate trainers. Our staff loves working with families and seeing the joy skating brings to everyone! The consistent and hard-working staff at Skate Night deserve major kudos for making the program so fun and successful. We had a special "face paint" night on Valentine's Day. For a small additional fee, kids got their face paint and loved it.

Father-Daughter / Family Dance: After a brief hiatus, the dance returned with a bang! With over 50 attendees, the event was a huge success. Thanks to our generous sponsors, we covered decorations and planning costs, and our event planner delivered a spectacular "**Spring in Paris**" theme. Guests dressed to impress, kids requested their favorite songs, and local dads danced the night away! We have two more in the works.

Outreach & Promotion: We're ramping up our outreach efforts! New signage for our new location is in progress, fresh flyers are rolling out, and our Facebook videos are reaching a wider audience. Stay tuned for more exciting updates!

2024/2025 MCRPD CO-ED SOFTBALL COMPARISON

EXPENSES	2024	2025	NOTES
Officials (Payroll)	\$3,450	\$3,087	2025: REOA providing two umpires and one scorekeeper
Chalk-Rossi's	\$305	\$305	
Equipment	\$866.75	\$850	
Trophies	\$350.00	0	No Trophies in 2025
Championship Shirts	\$0.00	\$400	Championship shirts for #1 team in 2025
Field Prep (Ben Feinberg)	\$386.25	\$0	Teams will have rotations for field prep.
Field Prep materials & equipment		\$800	
Portable Toilets	\$400	\$500	
Uniforms	\$3,761	\$0	Teams will take care of their own shirts in 2025
REOA	\$268		
TOTAL EXPENSES	\$9,787	\$5,942	

REVENUE	2024	2025	
Registration	\$3,547.88	\$4,500	Raising to \$75/ player for 2025 (Estimate 60 players)
Sponsorships	\$2,250	\$2,500	Raising to \$500/per team for 2025 (Estimate 5 Teams)
TOTAL REVENUE	\$5,797.88	\$7,000	

NET LOSS in 2024 **\$3,989.12**

These costs do not include the following operational costs that are born by the District:

Administrative costs

Insurance

Large equipment costs (Fencing, lawn tractor, etc...)

Operational costs



MENDOCINO COAST BOTANICAL GARDENS

Proposed Changes in MCBG Admission Fees

The Mendocino coast Botanical Gardens is proposing the following changes to admissions fees and charges, effective April 1, 2025:

- Increase the admission fee for adults from \$20 to \$23. (Note: residents of the Mendocino Coast Recreation and Park District pay a \$10 admissions fee, which will not change.)
- Increase the admission fee for seniors from \$17 to \$18
- Remove military discount and instead offer several days a year free admission for military



1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

February 6, 2025

Kylie Felicich
Mendocino Coast Recreation and Park District
401 North Harbor Drive
Fort Bragg, CA 95437

VIA EMAIL ONLY

Dear Kylie Felicich:

Thank you for the time devoted to the Cycle XIX District Visit on January 13, 2025.

As you know, CAPRI is a risk-sharing pool, which means that the effective risk management and loss prevention efforts of every member district have a direct impact on the results of the entire pool. The District Visitation Program is one of the many resources that CAPRI provides its members to enhance those efforts.

The enclosed report contains evaluations and recommendations which are the result of a survey of select facilities and our review of District administration and operations. In accordance with CAPRI guidelines, we ask that the District respond in writing to any recommendations within 45 days of this letter.

If you have any questions about the enclosed visitation report, please call our office.

Sincerely,

Kirk Andre

Safety Analyst



California Association for
Park & Recreation Indemnity

CAPRI

DISTRICT VISIT --- REPORT

Cycle XIX



Visit Conducted On:
January 13, 2025

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EXECUTIVE SUMMARY

This report is merely a summary of CAPRI’s survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI’s review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff, and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

If the District scores 90-100%, they will receive an “Excellent” score and receive the CAPRI Ted Winslow Safety Award. Districts that score an 80-89% will receive a “Very Good.” Districts that score 70-79% will receive a “Good.” Districts that score 69% or lower will receive a “Needs Improvement.”

The criteria below reflect the points under each category. If a certain category does not apply to the District, such as a pool, then that category will not be assessed and will not impact the District’s final percentage score.

PREPARED FOR:

Kylie Felicich
Mendocino Coast Recreation and Park District
401 North Harbor Drive
Fort Bragg, CA 95437

STAFF INTERVIEWED:

Kylie Felicich, District Manager
Jamie Campione, Business Manager
Jennifer Saunders, Recreation Supervisor

SITES VISITED:

District Office
Mendocino Friendship Park
MCRPD Studios
Gymnastics Building
Old Rec Gym
Redwood Elementary School
Fort Bragg Middle School

SURVEYED BY:

Kirk Andre, Safety Analyst

VISIT OVERVIEW

The District Visitation Program emphasizes risk management, loss prevention, and employment practices and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform “surprise” visits. An appointment is made at least three weeks before a visit takes place unless agreed upon by the District.

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the State about how they reduce losses and manage risk.

The District Visit consisted of reviewing documentation pertaining to the categories in this report and conducting a walk-through survey of your sites. The Safety Analyst has a list of all the parks and facilities for each District and chooses the sites to walk through. The report reflects the sites visited in this report.

OBSERVATIONS, RECOMMENDATIONS, & SCORING

I. ADMINISTRATIVE & CONTRACT MANAGEMENT PRACTICES

A. Follow Up Items

From the previous visit, if CAPRI had any recommendations that they have been addressed by the District. If there were no recommendations, it will be noted.

***Observation:** The District complied with the recommendations from the previous visit.*

The District updated their COVID Prevention Program.

The District completed a PPE assessment through a written certification process under CCR 3380.

The District no longer operates the CV Starr Community Center and therefore the recommendation to contact the City that owns the center for a self-assessment and transition plan is not applicable.

The District is in the process of moving their studio from the Local Motion Studio building so a self-assessment and transition plan for that building is not applicable.

Follow-Up Items Scoring:

1. 1 Complied with recommendations from prior visitations.
If no recommendation, then this criteria is fulfilled. (1 pt.)

Points Received 1/1

B. Participant Agreement, Waiver, & Release Forms

Waiver and Release forms must be used for all District-conducted or sponsored programs and activities. Each form should contain CAPRI-approved language and use an appropriate type-face. Additionally, the form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Signed forms should be retained for a period of no less than three years and possibly longer if the program or activity involves minors.

***Observation:** The District utilizes Waiver and Release Forms for all District-Conducted or sponsored programs and activities. The forms contain CAPRI-approved language. The forms accurately describe the name of the activity, along with the time frame of the activity. Signed forms are retained for an appropriate period of time.*

***Recommendations:** There are no recommendations.*

Participant Agreement, Waiver, and Release Form Scoring:

1. 3 CAPRI-approved language on all forms for all activities where registration is required. (3 pts.)
2. 1 Form accurately describes name and timeframe of activity. (1 pt.)
3. 1 Retention of waivers. (1 pt.)

Points Received 5/5

C. Facility Use Agreements

Facility Use Agreements are contracts between the District and the facility user which are intended to address, among other things, the allocation of risk prior to the use. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as “hold-harmless” language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should also obtain a certificate of insurance evidencing sufficient coverage as well as additional insured endorsement naming the District as an additional insured on the facility users’ liability insurance policy. All of these documents should be kept on file and the District should have a system to maintain and access the facility use agreements and insurance documentation when necessary.

Observation: *At this time the District does not have any facilities that they rent out. The District will utilize Facility Use Agreements containing CAPRI-approved indemnification language and require renters to provide certificates of liability insurance and the proper endorsements.*

Recommendations: *There are no recommendations.*

Facility Use Agreement Scoring:

1. N/A District’s Facility Use Agreement contains CAPRI-approved indemnification language. (3 pts.)
2. N/A District has insurance requirements addressing minimum limits and an additional insured endorsement. (3 pts.)
3. N/A When required, District retains a copy of the certificate of insurance and additional insured endorsement. The District has a system to maintain and access the facility use agreements. (3 pts.)

Points Received N/A

D. Injury & Illness Prevention Program

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis in order to keep employees safe. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices.

Observation: *The District maintains an Injury and Illness Prevention Program. The District should have evidence of annual review. The District has a person responsible for implementing the program. The IIPP contains a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District has an active training program and a system in place to ensure employee compliance with safe and healthy work practices. The District has a policy in place for reporting hazards without fear of reprisal. The District has a Covid Prevention Plan.*

Recommendations:

The District should have evidence of annual review of the IIPP.

IIPP Implementation Scoring:

1. 1 The District has an IIPP and a person responsible for implementing program is identified. (1 pt.)
2. 0 Evidence of annual IIPP review. (1 pt.)
3. 1 Established system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. (1 pt.)
4. 1 The District has an active safety and training program. (1 pt.)
5. 1 The District has a policy for reporting worksite hazards without fear of reprisal. (1 pt.)

Points Received 4/5

E. Cybersecurity Practices

In the face of sophisticated new threats, the use of appropriate cybersecurity practices has become increasingly important. Having a secure server is key since it is the heart of an organization's IT infrastructure. Employees should utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software should always be updated. Employees should avoid use of public WIFI while doing District business and instead connect via a private network or VPN. The District only has active and necessary accounts in use.

***Observation:** The District has a cybersecurity policy to facilitate their practices. Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software are always updated. Employees avoid use of public WIFI while doing District business and connect via a private network or VPN. The District only has active and necessary accounts in use.*

***Recommendations:** There are no recommendations.*

Cybersecurity Practices Scoring:

1. 1 Cybersecurity policy is in place to facilitate their practices. (1 pt.)
2. 1 Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. (1 pt.)
3. 1 Employees use a private network or VPN while doing business work outside of the office. (1 pt.)

Points Received 3/3

II. HUMAN RESOURCES

A. Job Descriptions

The use of job descriptions affords both the District and its employees a clear understanding of how each job fits into the organization's structure and contributes to the District achieving its mission. Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions should also specifically identify the essential functions of the position.

Observation: *The District has a current list of job descriptions for all full-time and regular part-time positions. The job descriptions clearly identify the essential functions of each position, including the physical requirements of the job.*

Recommendations: *There are no recommendations.*

Job Descriptions Scoring:

1. 1 Clear, current job descriptions exist for all full-time and regular part-time positions. (1 pt.)
2. 1 Job descriptions clearly identify the essential functions necessary to perform for the job. (1 pt.)

Points Received 2/2

B. Screening and Review

CAPRI Member Districts have many programs and operations which involve our youth. Public Resources Code section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. As such, CAPRI requires the conduct of a preemployment, criminal background check through the State Department of Justice for all employees and volunteers. At the same time, all Districts should comply with the California's Fair Chance Act which generally prohibits inquiries about criminal convictions before making a job offer to a prospective candidate.

Observation: *The District complies with PRC 5164 in that they require all employees and volunteers with direct control or supervision of children to undergo a fingerprint background check. The District maintains a record of the employees who have been fingerprinted and has a system in place to verify that a background check was completed.*

Recommendations: *There are no recommendations.*

Screening and Review Scoring:

1. 2 District complies with PRC 5164 and retains appropriate documentation evidencing fingerprinting & background screening have been completed.
(2 pts.)

Points Received 2/2

C. Post-Conditional Offer Preemployment Functional Capacity Examinations

All new, full-time hires are required to be given a post-conditional offer, pre-placement functional capacity exam. Functional capacity exams are used to determine if applicant can fulfill the physical demands required by the essential tasks of the position. The exams are not conducted until all other background checks have been completed. Candidates should be informed that the offer of employment is conditional, based on a satisfactory functional capacity examination. Results of those examinations need to be kept in a separate, confidential file, other than the employees' personnel files.

***Observation:** The District requires post-conditional offer, preemployment functional capacity examinations for all new, full-time positions. CAPRI requires Districts to have new, full-time candidates undergo a physical abilities evaluation and the resulting determinations are job-related and consistent with business necessity. The candidates for a position are informed that the offer of employment is conditional upon completion of a satisfactory functional capacity exam. The District does not send a candidate for the exam until all other background checks have been completed. The District maintains the results of the examination in a secure location separate from the employees' personnel files.*

***Recommendations:** There are no recommendations.*

Post-Conditional Offer Preemployment Functional Capacity Examination Scoring:

1. 1 Post-Conditional Offer Preemployment Functional Capacity Examinations are required for all full-time positions. (1 pt.)
2. 1 Candidates are informed the offer is conditional, based upon satisfactory exam. (1 pt.)
3. 1 Functional Capacity Examinations is not initiated until all background checks have been completed. (1 pt.)
4. 1 Results of examination are maintained in a manner that protects the employee's privacy. (1 pt.)

Points Received 4/4

D. Employee Training Practices

The California Fair Employment and Housing Act makes specified employment practices unlawful, including the harassment of an employee directly by the employer or indirectly by agents of the employer with the employer's knowledge. In 2018, California's Senate Bill 1343 amended Government Code section 12950 *et seq.* to require an employer who employs five (5) or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees once every 2 years. This training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Furthermore, for seasonal and temporary employees, the training should be completed within thirty (30) days after the hire date or within 100 hours worked, whichever occurs first. Districts should retain documentation of their supervisors' and employees' training.

Observation: *The District should comply with California Senate Bill 1343. The District utilizes Vector Solutions and CAPRI webinars and trainings.*

Recommendations:

The District should comply with California Senate Bill 1343.

Employee Training Practices Scoring:

1. 1 Non-Supervisor. (1 pt.)
2. 0 Supervisor. (1 pt.)
3. 1 Vector Solutions/CAPRI Webinars/Trainings within the District. (1 pt.)

Points Received 2/3

E. Employee Driving Record Management

CAPRI requires that members annually verify the driving record of anyone who operates a District vehicle or utilizes their personal vehicle for District business. Motor vehicle reports (MVRs) and vehicle proof of insurance must be current for all such employees. The District should have the means to deal with a driver who loses their license or whose driving record becomes unacceptable. Written policies for dealing with employees whose driving record becomes unacceptable should be established.

***Observation:** The District's MVRs are current, and the District verifies employees' proof of insurance if they drive their personal vehicle for District business. The District has established written policies for dealing with employees whose driving records become unacceptable and the written policies are communicated to the employee. The District maintains a copy of the employees' valid copy of their California Drivers' License if the employee drives for District business.*

***Recommendations:** There are no recommendations.*

Employee Driving Record Management Scoring:

1. 1 Maintains employee's current personal auto insurance who drive their personal vehicle for District business. (1 pt.)

2. 1 District has written procedures for unacceptable MVRs or loss of license. Policy is communicated. (1 pt.)

3. 1 Maintains valid copy of California Driver's License on file if employee drives for District Business. (1 pt.)

Points Received 3/3

F. Employee Handbook & Employment Counsel

Employment laws, particularly those on the state and local level, are in constant flux, requiring consistent review of policies to ensure notice requirements are being met and laws are accurately reflected. District should have Employment Counsel or use CAPRI's free Labor Law/Employment Services. The District should also utilize an Employee Handbook/Manual and review on an annual basis.

***Observation:** The District uses local employment counsel. The Employee Handbook is reviewed and updated on an annual basis.*

***Recommendations:** There are no recommendations.*

Legal/Employment Scoring:

1. 1 District has Employment Counsel or uses CAPRI's Labor Law/Employment Services. (1 pt.)
2. 2 District has an Employee Handbook that is reviewed/updated on an annual basis. (2 pts.)

Points Received 3/3

G. Volunteers

Volunteers are often an important resource for every District. Volunteers should complete an application prior to being accepted to volunteer. The District should utilize CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are to be supervised by District personnel and receive appropriate health and safety training for the jobs they are performing. Management should maintain a log identifying all volunteers.

***Observation:** The District has volunteers complete an application prior to being accepted. The District requires CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate training for the type of service they are performing. The District has a current log of all volunteers.*

***Recommendations:** There are no recommendations.*

Volunteers Scoring:

1. 1 District requires CAPRI-approved Waiver and Release forms for each volunteer. (1 pt.)
2. 1 Volunteers complete an application prior to being accepted. (1 pt.)
3. 1 District Personnel supervise how, when, and where volunteer services are performed. (1 pt.)
4. 1 Management maintains a log of all volunteers. (1 pt.)

Points Received 4/4

H. CAPRI Member Portal

CAPRI has a member portal for all your needs. This website you are using is designed to continue to provide our Districts with pertinent information. The District should have access to the portal and be familiar with navigating the website. The District understands the reporting procedures if a liability or property claim is presented. The portal addresses member services as well as other coverages offered through CAPRI. The newest coverage is the CAPRI Employee Assistance Program (EAP). The portal also has resources the District should use such as forms, manuals, and templates.

***Observation:** The District has access to the CAPRI Member Portal and is familiar with navigating the website. The District understands the reporting procedures for a liability or property claim. The District uses CAPRI resources such as forms, manuals, and templates. The District is familiar with the CAPRI Employee Assistance Program (EAP).*

***Recommendations:** There are no recommendations.*

CAPRI Member Portal Scoring:

1. 1 District has access to the CAPRI Member Portal and is familiar with navigating the website. (1 pt.)
2. 1 District understands reporting procedures for liability or property claim. (1 pt.)
3. 1 District uses CAPRI resources such as forms, manuals, and templates. (1 pt.)
4. 1 District is familiar with the CAPRI Employee Assistance Program. (1 pt.)

Points Received 4/4

III. PARKS, PLAYGROUNDS, & FACILITY MANAGEMENT

A. Safety Committee

Of all the loss prevention tools available to an employer, few have greater demonstrable, positive results than a Safety Committee. District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within thirty (30) days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

***Observation:** The District had two Safety Committee Meetings in 2024. The Safety Committee should continue to meet at least quarterly and provides CAPRI the minutes of the meeting within 30 days of the meeting date. Membership within the Committee is representative of the District's operations. The Committee does a very good job discussing a wide range of topics, including safety and training issues. Facility inspection reports are reviewed by the Committee on a regular basis. The Committee conducts a post-loss analysis of patron and employee accidents. The minutes reflect, in detail, discussions of the agenda items.*

Recommendations:

The Safety Committee should meet at least quarterly and provide CAPRI the minutes of the meeting within 30 days of the meeting date.

District Safety Committee Scoring:

1. 1 Meetings are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date. (3 pts.)
2. 1 Membership representative of operations. (1 pt.)
3. 1 Facilities inspections reviewed by the committee on a regular basis. (1 pt.)
4. 1 Post-loss analysis of patron and employee accidents/near misses if applicable. (1 pt.)
5. 1 Evidence of follow-through on items discussed at meetings. (1 pt.)
6. 1 Minutes accurately reflect discussions of agenda items. (1 pt.)

Points Received 6/8

B. Park and Facility Maintenance Practices

Facility maintenance, repairs, and upgrades will allow your District to continue everyday operations. The District should have a comprehensive maintenance plan and checklist for each facility. Buildings should be inspected regularly to help prevent deferred maintenance. The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Inspection forms need to be signed and dated.

Parking lots and sidewalks should be maintained to prevent tripping hazards. Outside lighting should be checked for ample lighting. Ballfields, courts, skateparks, etc. should be inspected on a regular basis and are free and clear of hazards. Signage should be readable and properly displayed. Picnic tables, benches, and shade structures are in good order and have no broken pieces that could cause injury.

Observation: *The District does not own any facilities, but they do have equipment pertaining to gymnastics, roller skates, fitness, etc. that should be inspected on a regular basis. The District should establish walk-through inspection forms for each facility they lease and have regular inspections prior to the use of the facility to make sure there are no hazards.*

Recommendations:

Inspections of equipment pertaining to gymnastics, roller skating, fitness, etc. should be done on a regular basis and documented.

The District should establish walk-through inspection forms for each facility they lease and have regular inspections prior to the use of the facility to make sure there are no hazards.

Park and Facility Maintenance Practices-Continued

Inspection Program and Repair Practices Scoring:

1. N/A The District has a comprehensive maintenance plan and checklist for each facility. (1 pt)
2. N/A Buildings inspected regularly to help prevent deferred maintenance. (1 pt)
3. N/A Parking lots and sidewalks are inspected to prevent tripping hazards and are in good condition. (1 pt)
4. N/A Outside lighting is checked for ample lighting. (1 pt)
5. N/A Ballfields, courts, skateparks, etc. are inspected on a regular basis and free and clear of hazards. (1 pt)
6. N/A Picnic tables, benches, and shade structures are in good order and have no broken pieces that could cause injury. (1 pt)
7. 1 Signage is readable and properly displayed. (1 pt)
8. 0 Regularly scheduled inspection system. (1 pt)
9. N/A Inspection forms are site and use specific. (1 pt)
10. N/A All repairs are documented and signed off. (1 pt)

Points Received 1/2

C. Playgrounds

Our Playgrounds and the surface beneath them are essential for kids to play on at our parks. A comprehensive maintenance program should be developed for each playground to help prevent deferred maintenance. Districts should follow the manufacturer's maintenance instructions and recommended inspection schedules. If manufacturer's recommendations are not available, a maintenance schedule should be developed based on actual or anticipated playground use. The District does high-frequency inspections and low-frequency inspections. Repairs should be documented and fixed as soon as possible. Repairs and replacement of equipment should be completed following the manufacturer's instructions. Records of all maintenance inspections and repairs should be retained. Manufacturer's maintenance instructions and any checklist should be used and retained. The inspector should sign and date the inspection and repair forms. When inspection and repairs warrant closure of play equipment, the District takes action to secure the playground. Signs and labels posted in the playground area or on the equipment should give some guidance to supervisors as to the age appropriateness of the equipment. Playgrounds should be accessible.

Our parks should comply with:

- Consumer Products Safety Commission (CPSC) Guidelines
- Public Playground Safety Handbook
- American Society of Testing and Materials (ATSM) Standards

Observation: *The District does not have playgrounds.*

Recommendations: *There are no recommendations.*

Playgrounds -Continued

Playgrounds Scoring:

1. N/A The District has a comprehensive maintenance program developed for each playground to help prevent deferred maintenance.
2. N/A Playgrounds have sufficient surface material for the play equipment. (1 pt.)
3. N/A Play equipment does not have any loose, incorrect, or missing parts. (1 pt.)
4. N/A There are no trip hazards such as concrete anchors, rocks, roots, etc. (1 pt.)
5. N/A Low frequency and high frequency inspections are done. (1 pt.)
6. N/A Maintains all documentation pertaining to the playground. (1 pt.)
7. N/A Manufacturer's maintenance instructions and recommended inspection schedules are followed. (1 pt.)
8. N/A Repairs and replacement of equipment are completed following the manufacturer's instructions. (1 pt.)
9. N/A All inspections and repairs are signed and dated by the inspector. (1 pt.)
10. N/A Playgrounds are accessible. (1 pt.)

Points Received N/A

D. Life Safety

The safety of District Staff and its patrons is a paramount concern for every District. There are a number of actions Districts should take to serve this goal. Safety Data Sheets (SDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged, and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. The District should complete a PPE assessment conducted through a written certification process under CCR 3380. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

***Observation:** The District does not use anything at this time that requires SDS. The District's fire extinguishers are charged and properly tagged. The building "EXIT" lights are fully functioning and do not contain any burned-out bulbs. Fire exits are clearly identified and free of obstacles. The District completed a PPE assessment through a written certification process under CCR 3380. The District conducts emergency drills at least annually. The District has Emergency Action Plans for all their facilities.*

***Recommendations:** There are no recommendations.*

Life Safety -Continued

Life Safety Scoring:

1. N/A SDS are current and readily available at the appropriate job sites. (1 pt.)
2. 1 Fire extinguishers currently tagged/certified. (1 pt.)
3. 1 First Aid kits stocked and readily available under California Regulation Title 8, Section 3400. (1 pt.)
4. 1 Emergency exit lights are in working order and fire exits are clearly identified. (1 pt.)
5. 1 District completed a PPE assessment through a written certification process under CCR 3380. (1 pt.)
6. 1 Emergency evacuation plans developed and are properly displayed. (1 pt.)
7. 1 Safety drills are conducted at least annually. (1 pt.)
8. 1 District has an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221. (1 pt.)

Points Received 7/7

E. Americans with Disabilities Act (“ADA”) Implementation

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good faith interactive discussion when the need for reasonable accommodations is indicated. The District should have a grievance policy and procedures in place. The District’s website should be ADA accessible. The District should do ADA upgrades based upon their self-assessment and transition plan.

Observation: *The District Manager is the Coordinator for ADA and Section 504. The Coordinator verifies the District’s website is ADA accessible. The District should contact the owners of the facilities they lease for their self-assessment and transition plan of their sites and facilities. They are continuing to improve accessibility as they renovate and upgrade their parks and facilities. The District has established procedures for entering into a good faith, interactive discussion as soon as the need for reasonable accommodations are indicated. The District has grievance policy and procedures in place. The District leases/rents the facilities they use and so ADA upgrades are not applicable.*

Recommendations:

The District should contact the owners of the facilities they lease for their self-assessment and transition plans.

ADA Implementation Scoring:

1. 1 District has a Coordinator for ADA and Section 504. (1 pt.)
2. 1 Coordinator verifies District’s website is ADA accessible. (1 pt.)
3. 0 Self-Assessment and Transition Plan in place. (3 pts.)
4. 1 Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated. (1 pt.)
5. 1 Grievance Policy and Procedures in place. (1 pt.)
6. N/A District has evidence of completion of an ADA upgrade completed within the last 24 months. (1 pt.)

Points Received 4/7

F. Pool Safety Practices & Maintenance

The District's pools should be adequately staffed for the number of pool users. District Lifeguards should have received appropriate training and are properly certified. Pool facilities should be well maintained and in good condition. Pool pump rooms should be clean, neat, and well maintained. Water clarity should be maintained at appropriate levels. There should be an appropriate and fully stocked First Aid Kit and AED. The pool should have an operational ADA lift readily available.

Observation: *The District uses Ohlson Recreation Center Pool at Sea Ranch for swim lessons. All lifeguards receive appropriate training and are properly certified with ongoing training. The pool facilities are well maintained and in good condition. Water clarity and PH balance are at appropriate levels. There are appropriate and fully stocked First Aid Kits and AED. The pool has an operational ADA lift readily available.*

Recommendations: *There are no recommendations.*

District Pools Scoring:

1. 3 Pool(s) are adequately staffed for the number of pool users. (3 pts.)
2. 1 Lifeguards have received appropriate training and are properly certified. (1 pt.)
3. 1 Pool facility is well-maintained and in good condition. (1 pt.)
4. 1 Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day. (1 pt.)
5. 1 Pool has appropriate and fully stocked First Aid Kit and AED. (1 pt.)
6. 1 Pool has operational ADA lift on deck or near. (1 pt.)

Points Received 8/8

SITES VISITED

District Office

The District Office is located at 401 North Harbor Drive in Fort Bragg. The District has rented at this location and is moving downtown Fort Bragg into the Gymnastics Building.

Site Photos:



Mendocino Friendship Park

This park is located at 998 School Street in Mendocino. The District has an all-inclusive kickball game designed for everyone to enjoy.

Site Photos:



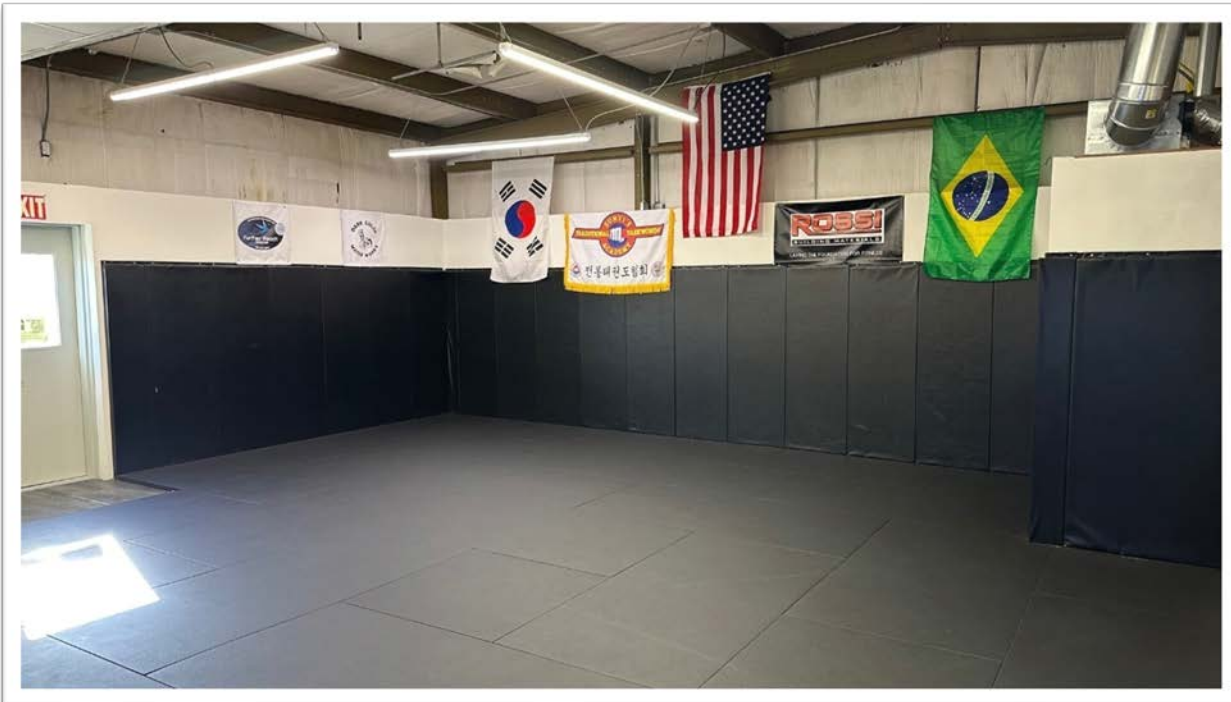
SITES VISITED

MCRPD Studios

This building is located at 579 S. Franklin Street in Fort Bragg. The District offers a variety of classes from barre fitness, ballet, dance fitness, rhythmic gymnastics, and martial arts. The martial arts programs do not permit full-contact sparring or live fighting and is focused on developing skills, techniques, and fitness through controlled drills, forms, and noncontact practice.

Site Photos:



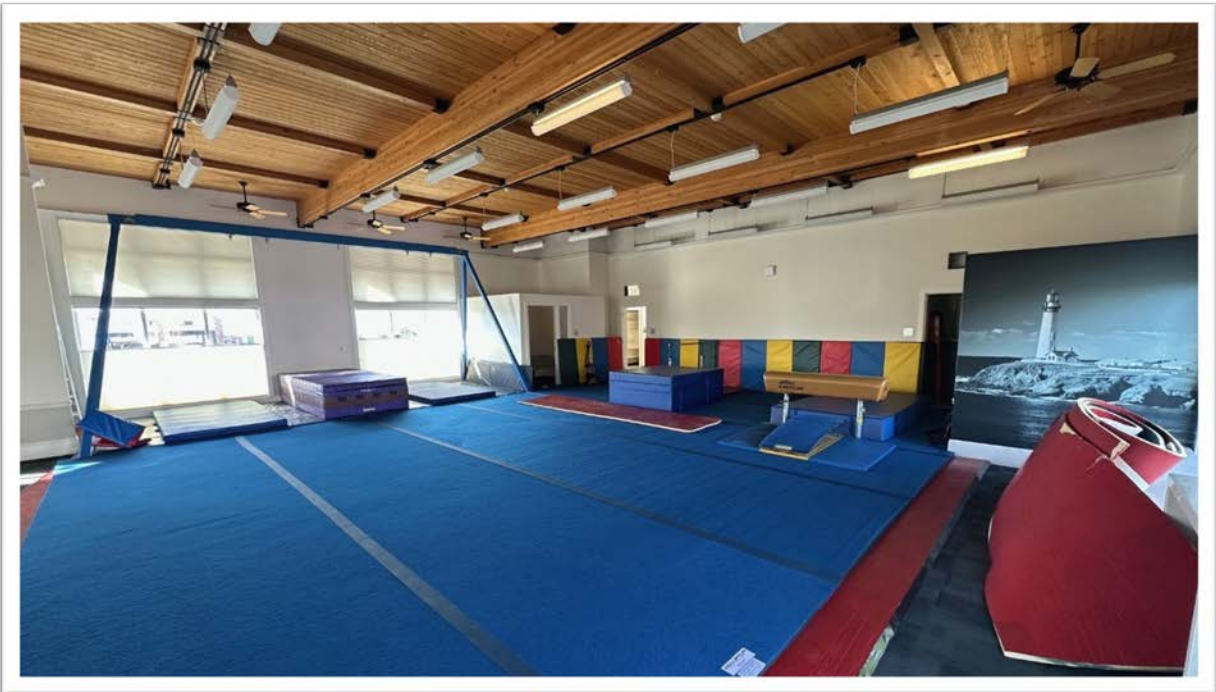


SITES VISITED

Gymnastics Building

The building is located at 100 N. Main Street in Fort Bragg. The District is in the process of setting up their gymnastic equipment as well as preparing to move their District Office into this building.

Site Photos:



SITES VISITED

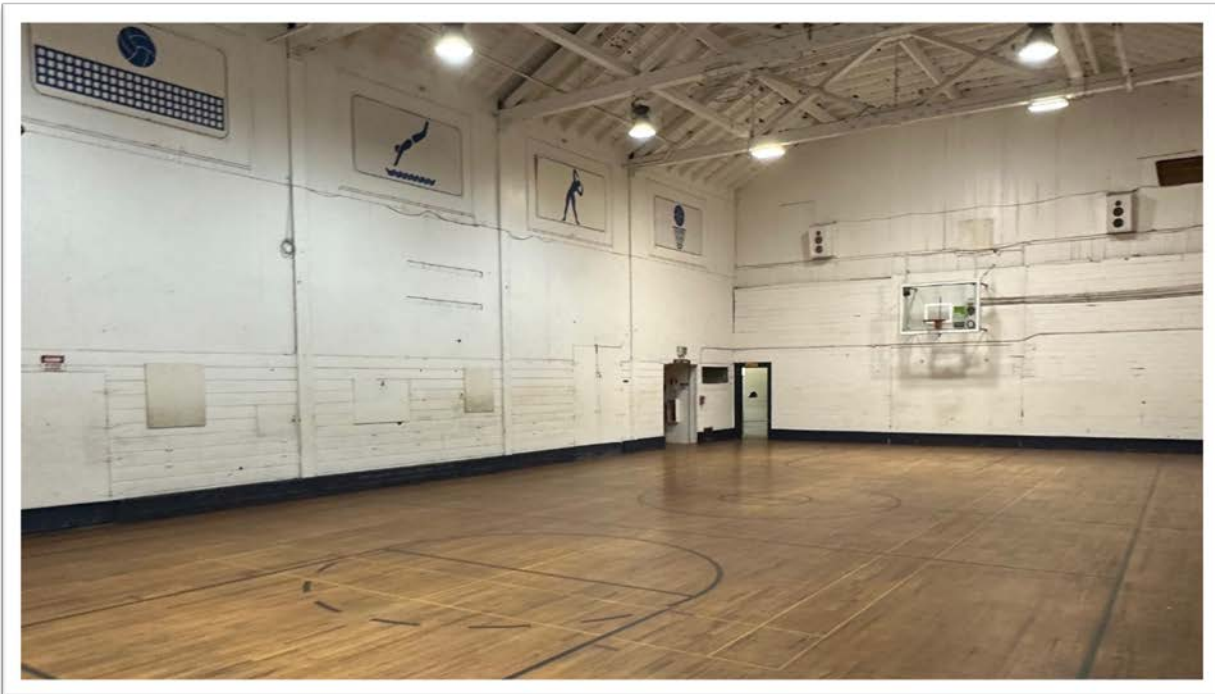


SITES VISITED

Old Rec Gym

The gym is located at 213 E. Laurel Street in Fort Bragg in the City Hall Building. The District uses the basketball court for skate night and their basketball programs.

Site Photos:



SITES VISITED

Redwood Elementary School

The District uses the school's field for co-ed flag football. The program runs in July through August and is from 1st grade to 8th grade.

Site Photos:



Fort Bragg Middle School

The District uses the school's tennis and pickleball courts for their clinics. The District also uses Bainbridge Park for pickleball.

Site Photos:



SITES VISITED

CONCLUSION & SCORING

<i>Follow-Up Items:</i>	<i>1 of 1</i>
<i>Participant Agreement, Waiver, & Release Forms:</i>	<i>5 of 5</i>
<i>Facility Use Agreements:</i>	<i>N/A</i>
<i>Injury & Illness Prevention Program:</i>	<i>4 of 5</i>
<i>Cybersecurity Practices:</i>	<i>3 of 3</i>
<i>Job Descriptions:</i>	<i>2 of 2</i>
<i>Screening and Review:</i>	<i>2 of 2</i>
<i>Post-Conditional Offer Preemployment Functional Capacity Examinations:</i>	<i>4 of 4</i>
<i>Employee Training Practices:</i>	<i>2 of 3</i>
<i>Employee Driving Record Management:</i>	<i>3 of 3</i>
<i>Employee Handbook & Employment Counsel:</i>	<i>3 of 3</i>
<i>Volunteers:</i>	<i>4 of 4</i>
<i>CAPRI Member Portal</i>	<i>4 of 4</i>
<i>Safety Committee:</i>	<i>6 of 8</i>
<i>Parks and Facility Maintenance:</i>	<i>1 of 2</i>
<i>Playgrounds:</i>	<i>N/A</i>
<i>Life Safety</i>	<i>7 of 7</i>
<i>Americans with Disabilities Act (“ADA”)</i>	<i>4 of 7</i>
<i>Pool Safety Practices & Maintenance</i>	<i>8 of 8</i>
<i>Bonus Point: Attended Webinar (How to Score 100% at your next District Visit)</i>	<i>+1</i>

Total Score:	64 of 71
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Congratulations! Your District scored 90% and earned a rating of Excellent.

There were six recommendations made during this visit.

- 1. The District should have evidence of annual review of the IIPP.*
- 2. The District should comply with California Senate Bill 1343.*
- 3. The Safety Committee should meet at least quarterly and provide CAPRI the minutes of the meeting within 30 days of the meeting date.*
- 4. Inspections of equipment pertaining to gymnastics, roller skating, fitness, etc. should be done on a regular basis and documented.*
- 5. The District should establish walk-through inspection forms for each facility they lease and have regular inspections prior to the use of the facility to make sure there are no hazards.*
- 6. The District should contact the owners of the facilities they lease for their self-assessment and transition plans.*

Sincerely,

Kirk Andre, Safety Analyst



Mendocino Coast Recreation and Park District – Response to page 35 of the CAPRI Audit

1. The District should have evidence of annual review of the IIPP (Injury and illness prevention plan).

Update: The IIPP training is scheduled annually for May.

2. The District should comply with California Senate Bill 1343 (Anti-Harassment training).

Update: The District is now in compliance as one Supervisor has to complete the two-hour training for supervisors (They had completed the employee training)

3. The Safety Committee should meet at least quarterly and provide CAPRI the minutes of the meeting within 30 days of the meeting date.

Update: The Committee met twice in 2024. The committee met in January and is scheduled for April 21, July 21 and October 20, 2025.

4. Inspections of equipment pertaining to gymnastics, roller skating, fitness, etc. should be done on a regular basis and documented.

Update: Roller skate equipment and Gymnastics equipment are inspected and documented once per month.

5. The District should establish walk-through inspection forms for each facility they lease and have regular inspections prior to the use of the facility to make sure there are no hazards.

Update: Walk Throughs were completed

6. The District should contact the owners of the facilities they lease for their self-assessment and transition plans.

Update: The Landlords are working to complete this requirement and we are following up regularly.



Manchester Union Elementary School District

19550 S. Hwy 1, P.O. Box 98 Manchester, CA 95459
Stephanie Herrera, Superintendent/Principal

707-882-2374 (phone) 707-282-0333 (fax)
Denise Mendoza, Executive Assistant

March 10, 2025

Dear MCRPD Board of Directors,

We would like to request the transfer of ownership of the girls' recreational softball equipment from MCRPD to Manchester School.

Thank you for your support in programming and making youth activities accessible to all students.

Please let us know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a long, horizontal, slightly wavy line that extends to the right.

Stephanie Herrera
Superintendent/Principal



**California Special
Districts Association**

Districts Stronger Together

DATE: February 10, 2025

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

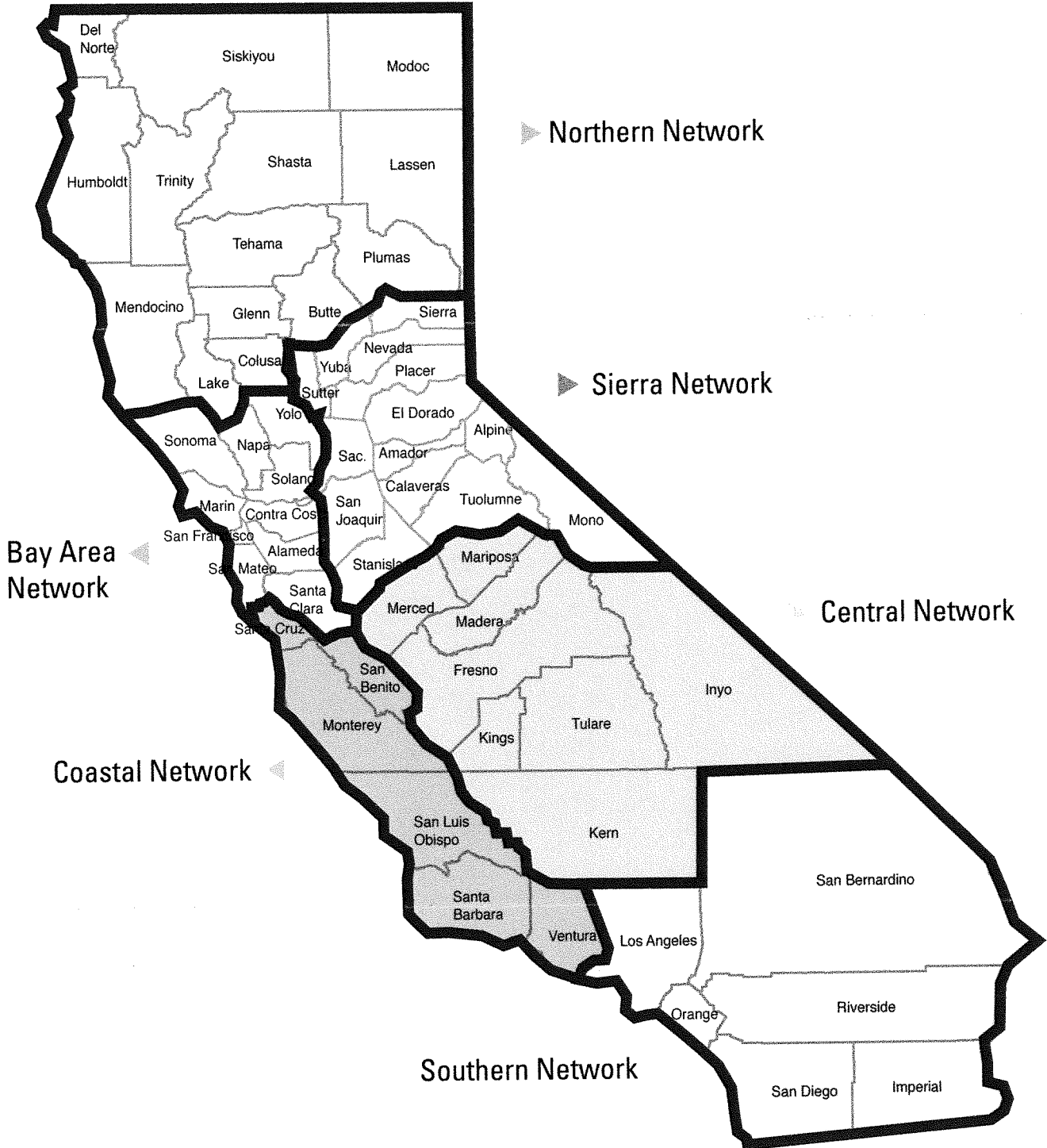
Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



California Special Districts Association

DISTRICT NETWORKS



Mendocino Coast Recreation and Park District

AGENDA MINUTES

Regular Board of Directors Meeting

Wednesday, January 15, 2025, at 5:30 p.m.

Location:

Mendocino Coast Botanical Gardens:

Meeting Room (Use Staff Entrance)

18220 N Highway 1 Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and roll call at 5:30 p.m.

Board: Dave Shpak, Zach Hayward, Craig Comen, Angela Dominguez.

Staff: Kylie Felicich & Jennifer Saunders.

Public: Many in attendance.

2.0 APPROVAL AND ADOPTION OF AGENDA

Shpak asks to move Item 6.1 after public participation & 6.7 to come after 6.3. Dominguez motioned, Comen seconds, all vote yes.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

Dennis Miller – Does not want MCRPD to purchase a building and deprive the City of Fort Bragg property tax revenue. Comments made about City sales tax and 45% of District property tax revenue going to C.V. Starr Community Center.

Bob Rodriguez - Ping Pong is a great activity for all ages, offering many benefits. Bob asks MCRPD to offer Ping Pong.

6.1 2024 MCRPD District Service Awards, page 9 & 10

River Saunders, John Heister, and Tim Anderson were presented with their service awards, accolades, and gratitude.

4.0 STAFF REPORTS

4.1 District Manager Report Kylie Felicich, page 1-2

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

4.3 District Business Manager Jamie Campione, page 5-6

4.4 Staff reports presented and discussed.

5.0 OTHER REPORTS

5.1 Friends of MCRPD

Shari Lyons, Treasurer, expressed enthusiasm for a private donation that was mutually obtained and the great benefits for gymnastics. Felicich expressed gratitude for the work done and management of the donation.

5.2 South Coast

Zach Hayward updated Bower Park: County updated designs to include two playgrounds.

Felicich thanked C.V Starr staff for accommodating Point Arena 2nd Grade Swim program.

5.3 Personnel Committee – No Meeting

5.4 District Services Committee – No Meeting

5.5 Finance Committee – No Meeting

5.6 Board of Directors - No Meeting

6.0 DISCUSSION / ACTION

6.1 2024 MCRPD District Service Awards, pages 9 & 10 (*Item conducted after public comment - see above.*)

6.2 Nomination & election of Board Officers: Chair, Vice Chair, & Secretary, page 11

Chairperson: Dave Shpak – Nominated by Dominguez, Comen seconds.

Vice Chairperson: Angela Dominguez – Nominated by Shpak, Hayward seconds

Secretary: Craig Comen – Nominated by Shpak, Dominguez seconds

All vote yes.

6.3 Interview Candidates & Consider making an appointment to fill the MCRPD Board of Directors Vacancy, page 12

Dominguez made positive remarks after serving on school board with Dana Voge. Felicich expressed prolific use of MCRPD programming. Vogele expressed admiration for MCRPD and staff, and eagerness to contribute to continuing success.

Dominguez motions, Comen seconds, all vote yes.

6.7 Consider Board Member Committee Assignments: Finance, Personnel, and District Services, page 16 (*Agenda item 6.7 conducted after 6.3 - see above.*)

Finance Committee: Dave Shpak, Craig Comen

Personal Committee: Angela Dominguez, Dana Voge

District Services Committee: Craig Comen, Zach Hayward, Jeff Totsch

Bower Park Ad Hoc Committee: Dave Shpak, Zach Hayward

Dominguez motions, Hayward seconds, all vote yes.

6.4 \$100,000 transfer to City of Fort Bragg/ C.V. Starr for Aquatics, page 13

Felicich stated that legal counsel described this transfer as a “gift” under

law. The previous Board directed the General Manager to work with the City Manager on transferring these reserved funds for use at C.V Starr. The new MCRPD Board would like the transfer of \$100,000 to the City of Fort Bragg to be acknowledged during a public meeting of the City Council.

Dennis Miller concurred with the fund transfer.

Bill Hayes asked about the specific intent of the private trust donation.

Felicich responded “for the aquatics center” and that more specific intent could not be assumed.

Bob Rodriguez concurred with the transfer, thanked MCRPD, and expressed hope that the transfer will be allocated to the Second Grade Swim program.

Hayward motioned for a transfer of \$100,000 as described in the agenda, to be acknowledged at a City of Fort Bragg City Council meeting. Comen seconds. All vote yes.

- 6.5 Discuss & consider allowing an increase of \$5000-\$8000 in insurance for the addition of a tumble track for gymnastics studio, page 14

Felicich explained that the tumble track would be purchased with money provided by a private donor. Tumble track is considered in risk management to be a trampoline and is excluded from insurance provided by CAPRI. CAPRI will facilitate a 3rd party insurance policy. The additional cost of insurance can be covered with a nominal increase in gymnastics class fees.

Kassie Hayes, MCRPD Gymnastics Program Leader, described how a tumble track works and would improve the program and student opportunities tremendously.

Dana Vogeles gave accolades to Hayes and the gymnastics program.

Hayward motions, Dominguez seconds, all vote yes.

- 6.6 Consider High School Scholarship Program, page 15

Felicich stated that this program is funded by \$1,500 that was already approved in the 24/25 MCRPD Budget.

Saunders explained the importance of this scholarship for kids who had matriculated through MCRPD programing and worked for the District as teenagers.

Shpak stated that it would be a good idea to consider expanding the program to offer a scholarship within each of the coastal high school districts.

Bill Hayes expressed concern about with the legality of MCRPD using public funds for individual scholarships. Felicich responded that legal counsel was aware of this program, yet would have counsel affirm application and procedure.

- 6.8 Review and discuss MOU with LAFCO

Shpak explained LAFCo and why MCRPD wants an MSR. In 2024 the MCRPD Board authorized staff to coordinate with LAFCo and authorized a cost-share

budget for an MSR. Shpak reported that he and Felicich attended a LAFCo Executive Board meeting to propose an MSR in 2025, for which the Executive Board concurred. The MSR proposed by MCRPD will be considered by the full LAFCo on February 3, 2025.

Dennis Miller asked that MCRPD please work with the City of Fort Bragg. Staff assured him they are.

Felicich noted the draft MOU in this board meeting packet was received at the very last minute and added just before the deadline. Shpak has been working on a revised draft to go back to LAFCo.

Kim Ramey asked for a copy of the draft MOU. Shpak agreed and described the draft as an administrative work in process. A marked-up paper copy was given to Ramey and staff will email a copy to the City Manager.

Tessie Branscomb recounted the history of LAFCo forming the MCRPD, motivated by local desire for a public swimming pool.

7.0 CONSENT CALENDAR

7.1 Approval of Regular Board Meeting Minutes 12/18/24, page 17-18

Shpak requested to amend minutes to add a note that Zach Hayward had been sworn in prior to start of that meeting, adding that Barbara Burkey's resignation was effective on 12/31/24, and correcting a couple spelling errors.

Comen motions; Hayward seconds; Shpak, Comen, Hayward vote yes; Dominguez recused with explanation that she was not on the Board at the time of the meeting.

7.2 Approval of Finance Committee Meeting Minutes 12/18/24, page 19.

Shpak attested the minutes were correct.

8.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on March 19th, 2025, St Paul's Community Center – 40 School St. Point Arena, CA 95468

*Motion to adjourn Dominguez motions, Hayward seconds, all vote yes.
Meeting adjourned at 7:32 p.m.*

Mendocino Coast Recreation and Park District

AGENDA MINUTES

**Special Board of Directors Meeting
Thursday, January 30, 2025, at 4:00 p.m.**

Location1:

MCRPD Studios:

57 S. Franklin St. Fort Bragg, CA 95437

Location 2:

Coast Life Support District

38901 Ocean Dr. Gualala, Ca 95445

1.0 CALL TO ORDER

Call to order and roll call at 4:10 p.m.

Board: Dave Shpak, Zach Hayward, Dana Vogele.

Staff: Kylie Felicich. Jamie Campione & Monica Oropeza

Public: None

2.0 APPROVAL AND ADOPTION OF AGENDA

No changes proposed – all in favor of agenda as is. NOTE – Production error, disregard the first MOU for FBUSD/MCRPD and Flockworks MOU

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

No public present

4.0 DISCUSSION / ACTION

- 4.1 Review and approve LAFCO MOU for MCRPD Municipal Services Review
District General Manager, Kylie Felicich reviewed previous conversations with LAFCo. The LAFCo board will vote on this February 3rd. Draft has been reviewed by staff, LAFCo, and MCRPD Board of Directors. Target date of 9 months for completion of review. Hayward motions to approve MOU for LAFCo MSR. Shpak seconds, all vote yes.
- 4.2 Discuss and appoint an MCRPD Board Director to the Mendocino Coast Botanical Gardens Board
District General Manager, Kylie Felicich described the former MCRPD Board of Directors involvement on MCBG board. The lease between MCBG & MCRPD states that position must be filled by MCRPD Board of Director and it cannot be staff. Felicich stated that Angela Dominguez has offered to be the liaison, and that staff can cover when Dominguez cannot be there. Shpak stated that he can cover too. Hayward motioned to appoint Director Dominguez as representative of MCRPD for MCBG. Shpak seconds. All vote yes.
- 4.3 Consider and approve MOU with Flockworks and Fort Bragg Unified School District

(References include existing FBUSD/MCRPD MOU and FBUSD/Flockworks MOU
General Manager, Kylie Felicich stated that this MOU was approved by legal and voted on by MCRPD Board back in December. CAPRI weighed in that this agreement should be a 3-part agreement and include Fort Bragg Unified School District. The new agreement now includes FBUSD, more thorough transportation, and insurance coverage. Shpak motions to approve updated MOU, Hayward seconds. All vote yes.

5.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on March 19th, 2025,
St Paul's Community Center – 40 School St. Point Arena, CA 95468

Motion to adjourn Shpak motions, Hayward seconds, all vote yes.

Meeting adjourned at 4:33 p.m.

Mendocino Coast Recreation and Park District

AGENDA MINUTES

Personnel Committee Meeting

579 S. Franklin St. Fort Bragg, CA 95437

MCRPD Studios Front Room

Monday, January 27th, 11:00AM

1.0 CALL TO ORDER

Call to order and rollcall at 11:05 a.m.

Board: Dana Vogele, Angela Dominguez

Staff: Jamie Campione & Kylie Felicich

2.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

No public present

3.0 DISCUSSION / ACTION

3.1 Review updates and modifications for employee handbook

General Manager Kylie Felicich provided an update on the Employee Handbook, confirming it is now aligned with current California employment laws. Key updates include:

Equal Employment Opportunity – Now fully up to date.

Leave of Absence – Expanded protections for women, families, and emergency medical situations.

Time Off Policies – Updates on jury duty, bereavement, victims of crime, and military leave.

Electronics & social media – Clarifications on confidentiality, appropriate messaging tone, and maintaining a hostile-free work environment. Computers are not to be used for personal communication. Code of Conduct reinforced.

Performance & Personal Conduct – Felicich conducts biannual reviews for full-time staff (Jamie & Jennifer). Staff retention discussed. The board reviewed Kylie in September. Currently, no formal evaluations for part-time staff.

Safety Policy – Significant updates due to recent California laws. Security cameras from the old office are being moved to the new facility. Exterior lighting and alarm systems are being enhanced.

Smoking & Substance Abuse – Updated per state regulations.

Employment at Will – Employers must document and take all necessary steps to support employee success. A six-month probation period has been added.

Personnel Files – Stored in a secure location with restricted access. Confidentiality emphasized.

Employee Privacy – Only dates of employment and pay may be disclosed. No other information will be shared.

The handbook updates are comprehensive. The next meeting is scheduled for March to finalize changes before submission to the board for approval

3.2 Discuss recent staffing

Basketball Staffing – Fully staffed due to timekeeping and scorekeeping positions filled by teenagers.

Skate Night Staffing – A teenager assists with skate night alongside two adults. No teenager is ever left working alone.

Fitness Instructors – Several new instructors have been hired, with pay structured to make 1–3-hour weekly shifts worthwhile.

Martial Arts Instructors – Raises approved due to high demand and consistently full classes.

Gymnastics Staffing – Two new teachers are in training as backups for Kassie.

Waivers & Safety – Emphasis on the importance of waivers and ongoing efforts to mitigate injury risks.

Administrative Support – Currently training an administrative assistant who will eventually help cover office hours.

4.0 ADJOURNMENT

Next MCRPD Regular Board of Directors Meeting will be held on March 19th, 2025, St Paul's Community Center – 40 School St. Point Arena, CA 95468

Meeting adjourned at 11:38 a.m.

Mendocino Coast Recreation and Park District

AGENDA MINUTES

Finance Committee Meeting

Thursday, March 6th, 2025, at 3:00 p.m.

Location:

MCRPD Studios

579 S. Franklin St. Fort Bragg, CA 95437

1.0 CALL TO ORDER

Call to order and roll call at 3:10 p.m.

Board: Dave Shpak, Craig Comen

Staff: Kylie Felicich & Jamie Campione.

Rick Wood on Zoom

Public: None

2.0 APPROVAL AND ADOPTION OF AGENDA

All approve agenda as is.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

4.0 DISCUSSION / ACTION

4.1 Review 2023/2024 Audit JJACPA

General Manager Felicich reported that the audit was clean and reflected a positive financial position for the District.

Rick Wood addressed questions from Dave Shpak regarding the 2023 change in net position, which increased to \$1.6 million. He explained that the liability from the HWY 20 property was removed from the balance sheet. Since this was not classified as an expense, this will be the last year the property appears in the audit, and there will be no future comparisons.

Rick Wood also provided an overview of GASB 87 standards and the complexities of the related accounting requirements.

Additionally, he noted that the District's net positive position of \$170,110 is strong for a small district. He emphasized that MCRPD is actively investing in

programming and remains dependent on tax revenue for funding. The District is also reserving funds to support future growth.

- 4.2 Review Accounting services, invoices and discuss alternatives to decrease professional services.

General Manager Felicich stated that the District is reducing its use of legal services, opting to consult only when necessary. Additionally, staff is handling more accounting tasks in-house..

5.0 ADJOURNMENT – 3:53 p.m.

Mendocino Coast Recreation and Park District

AGENDA MINUTES

Special Board Meeting

Thursday, March 6th, 2025, at 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 at 4:04 p.m.

Board: Dave Shpak, Craig Comen, Dana Vogele

Absent: Zach Hayward, Angele Dominguez

Staff: Kylie Felicich & Jamie Campione

Rick Wood & Brett Jones on Zoom

Public: None

2.0 APPROVAL AND ADOPTION OF AGENDA

All approve agenda as is.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

4.0 DISCUSSION / ACTION

4.1 Review and consider Audit JJACPA 2023-2024

General Manager Felicich reported that Brett Jones from JJACPA conducted the audit in January. The District successfully answered all questions and provided the necessary supporting documents. The audit was completed on time, with a clean report reflecting a positive financial position.

The District's net positive position of \$170,110 is strong for a small district; however, it remains a modest amount given the large area the District serves. The next audit is scheduled for October 2025.

Dave Shpak noted that page 17 provides a summary of the year's activities and emphasized that property tax revenue is essential for the District's financial stability—common for a Recreation & Park District.

Regarding the land asset listed on page 16, Brett Jones explained that it represents the Mendocino Coast Botanical Gardens and is recorded at historical value, not appraisal value.

The long-term debt listed in the audit pertains to the District's building leases.

Brett Jones stated that MCRPD is in a good financial position, which will become more evident in 2025 when a more consistent year-to-year comparison can be made.

Dave Shpak motioned to accept Audit. Craig Comen seconds, all approve

- 4.2 Discuss and consider nominating Director Dana Vogele to the District Services Committee.

Dana is thanked for stepping up. Criag Comen nominates Dana Vogele to the District Services Committee. Dave Shpak seconds, all approve

- 4.3 Discuss and Consider General Manager nomination of MCRPD Board Member to LAFCo

Dave Shpak stated that LAFCo needs coastal representation.

General Manager Felicich stated how lucky we are to have someone like Shpak in our community to step up for this Board and other local government agencies. Craig Comen motions to approve Dave Shpak's nomination, to LAFCo Board of Directors, Dana Vogele seconds, all 3 approve.

5.0 ADJOURNMENT – 3:44 p.m.