



Mendocino Coast Recreation and Park District

MEETING SUMMARY MINUTES

**Special & Regular Board of Directors Meeting
Wednesday, November 19th, 2025, 5PM / 5:30PM**

Location:

**Mendocino High School
Hospitality Room**

10700 Ford St. Mendocino, CA 95460

SPECIAL MEETING

Tour of Mendocino High School Sport Court

Board: Dave Shpak, Dana Vogele, Craig Comen

Absent: Zach Hayward, Angela Dominguez

Staff: Kylie Felicich, Jennifer Saunders, and Jamie Campione

REGULAR MEETING

1. CALL TO ORDER

Call to order and roll call at 5:30PM

Board: Dave Shpak, Dana Vogele, Craig Comen.

Absent: Zach Hayward, Angela Dominguez

Staff: Kylie Felicich, Jennifer Saunders, and Jamie Campione

2. APPROVAL AND ADOPTION OF AGENDA

*Director Shpak motioned to move agenda item 6.7 to follow item 6.4 (minutes follow actual meeting order). Director Comen seconded. **Motion carried unanimously.***

3. PUBLIC PARTICIPATION, NON-AGENDA ITEMS

None

4. STAFF REPORTS

4.1. District Manager Report Kylie Felicich

General Manager Felicich reported that both LAFCo and Mendocino County are unable to assist the District in obtaining data related to the Teeter allocation. The District may need to hire a consultant to complete the analysis. Staff also expressed concerns regarding potential overlap between District programs and the City of Fort Bragg. The Board noted that the City may establish its own

recreation department.

4.2. District Recreation Supervisor Report Jennifer Saunders

4.3. District Business Manager Jamie Campione

Brief summaries given by both Jennifer and Jamie

5. OTHER REPORTS

5.1. Friends of MCRPD

New board members have joined. Friends of MCRPD and the District are actively working together on a funding request from a private donor.

5.2. South Coast

Bower Park construction has finally started. Park has been closed for one month.

5.3. Mendocino Coast Botanical Gardens

See Agenda notes for item 6.5.

5.4. Personnel Committee

No meeting.

5.5. District Services Committee

No meeting.

5.6. Finance Committee

See Agenda notes for item 6.7.

5.7. Board of Directors

Director Shpak encourages other board members to attend conferences for training, and staff states there is no meeting in December.

6. DISCUSSION / ACTION

6.1. Approve 2026 Board Meeting calendar dates and regular meeting time change to 4:00PM

*After discussion Director Comen motions to approve the 2026 calendar and new meeting time with August 19th being held at Little River Inn. Director Vogeles seconded the motion. **Motion carried unanimously.***

- 6.2. Discussion and possible action regarding the nomination of volunteers for recognition under the District Services Award

*After discussion Director Vogele motions to approve nominees. Director Comen seconded the motion. **Motion carried unanimously.***

- 6.3. Review of recent legislative updates to the Brown Act (Senate Bill 707) and implications for District operations and compliance.

No action required.

- 6.4. Discussion regarding a potential partnership opportunity to acquire a property in Gualala for passive recreation and habitat conservation, funded by a conservation buyer. Authorization for General Manager to put down a \$5,000 deposit to hold property for conservation buyer diligence.

General Manager Felicich credited Director Shpak for initiating the opportunity. The parcel borders Ocean Ridge Park and Bower Park and would be designated for passive recreation. The Mendocino Land Trust connected the District with a private corporation seeking to mitigate land-use impacts; the company would purchase the parcel and transfer it to the District via quitclaim deed. The property is currently in escrow with another buyer, but the District will act if the opportunity becomes available.

Director Shpak noted the value of building relationships even if the project does not proceed.

Director Vogele moved to authorize a \$5,000 District-funded deposit should the opportunity arise. Director Comen seconded.

Roll Call Vote: Yes – Shpak, Vogele, Comen. **Motion carried.**

- 6.5. Fiscal year 2025/2026 Quarter 1 Statement of Activity review and update

General Manager Felicich reported that several accounting errors occurred in the prior fiscal year, including incorrect fiscal-year postings. The District has since upgraded systems to improve accuracy in financial coding and tracking. The first quarter of the current fiscal year shows positive progress.

- 6.6. 1.5 Review and discuss Right of Way Contract with Caltrans at District Owned Easement on Highway 1. Decide on request to give Chair Shpak authority to sign contract when updates are made.

General Manager Felicich provided a summary of the project. Director Shpak explained that the federally funded project will address fish-passage improvements and highway repairs. The Mendocino Coast Botanical Gardens, as adjacent property owners, also hold water rights and a conservation easement exists on the site.

Director Comen moved to authorize Director Shpak to sign the contract once updates are finalized. Director Vogele seconded.

Roll Call Vote: Yes – Comen, Vogele, Shpak. **Motion carried.**

- 6.7. Approval to move \$2,500 from kayak sales to California Class Capital Restricted Fund.

Director Vogele motioned to approve, Director Comen seconded. All in favor.
Motion Carried.

7. 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 Regular Board of Directors Meeting Minutes from October 15, 2025

Director Comen motioned to approve minutes, Director Vogele seconded.
Motion Carried.

8. ADJOURNMENT

The next MCRPD Regular Board of Directors Meeting will be held on January 21, 2026, MCRPD Studios, 579 S. Franklin St. Fort Bragg, CA 95437

*Director Comen motioned to adjourn. Director Vogele seconded. **Motion Carried.***

Adjournment at 7:04PM