



REGULAR BOARD OF DIRECTORS MEETING
C. V. Starr Community Center
300 S Lincoln St
Fort Bragg CA, 95437
Wednesday, April 22, 2020
5:30 P.M.

MINUTES

PLEASE TAKE NOTICE

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-25-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE IN THE REGULAR MCRPD BOARD OF DIRECTORS MEETING SCHEDULED FOR APRIL 22, 2020

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

- Join Zoom Meeting <https://zoom.us/j/98488218890>
- Meeting ID: 984 8821 8890
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction

1.0. CALL TO ORDER

- Meeting called to order at 5:32pm

2.0 ROLL CALL

- Board members present: Leslie Bates, Kirk Marshall, Bob Bushansky, John Huff, Barbara Burkey

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

- None.

4.0 STAFF REPORTS:

- 4.1 02-2020 CVSCC Performance Measures Report
 - Carly Wells gave the report.
- 4.2 03-2020 CVSCC Performance Measures Report
 - Carly Wells gave the report. She notified the Board of Directors that all memberships have been canceled and credits have been put on all member accounts. Staff has been brainstorming different methods for when the Center can open again to comply with social distancing and other mandates that may be effect at that time. Huff recommended to check in with other districts to see how they are handling the pandemic, Wells agreed.
- 4.3 02-2020 Maintenance Services Report
 - Dan Keyes gave the report.
- 4.4 03-2020 Maintenance Services Report
 - Dan Keyes gave the report.

5.0 OTHER REPORTS:

5.1 California Recreation Alliance

- Huff reported that they have been doing a couple private classes for individuals that fall into the essential worker category. Huff has received two separate phone calls from individuals that live nearby the property that vehicles have been going out to the property at night, making bonfires, and making ruts in the ground. Places have been identified where access is being gained and measures will have been taken to remedy that.

5.2 Friends of MCRPD

- Nothing to report.

5.3 South Coast

- Leslie Bates reported RCRC held their Mardi Gras Dinner Fundraiser. They also found out that they did not receive the grant that they applied for, so spirits of the group have been dampened. When they go to reapply for the Grant, they may ask MCRPD for support once the time comes again.

5.4 MECCA

- Nothing to report.

5.5 Mendocino Coast Botanical Gardens

- Bates reported that the Gardens have been applying for assistant during the COVID-19 crisis but have not received any yet. They are trying to figure out how to keep the place running without

5.6 Ad Hoc Facility Review Committee

- Nothing to report.

5.7 Regional Park Committee

- Keyes reported that cameras have been obtained with the Cal-Recycle Grant for better means to monitor and secure the property. The grant has been extended from June 30, 2020 to December 31, 2020

5.8 Finance Committee

- Bushansky reported that the financial reports in the packet are not relevant due to the pandemic. An updated projection and next year's budget will be submitted in the next Regular Board of Directors meeting.

5.9 Board of Directors

- None.

Each DISCUSSION/ACTION item consists of the following steps to be carried out by the Board Chair in the subsequent order. 1) Announces agenda item by number and states the subject. 2) Staff and advisory committee reports. 3) Receive Board questions and requests for clarification 3) Receive public comments. 4) Motion and second from the Board. 5) Moderates a discussion of the item until a final motion is ready for a vote or other disposition

6.0 DISCUSSION/ACTION

6.1 Proposed FY2019-2020 MCRPD Mid-Year Budget Adjustments

- The finance committee recommends rejecting the Midyear Budget and with staff being directed to provide new projections with the COVID-19 factor, along with the new FY2020-2021 budget.
- A motion was made to reject the midyear budget report and have staff
- M/S/C: Bushansky/Burkey/Unanimous

6.2 Proposed Pay Range for the Position of Custodian

- Dan Keyes gave an overview of the item.
- Bates recommended that the change in pay scale for Custodian be accepted.

- A motion was made to approve the proposed pay range for Custodian.
 - M/S/C: Bushansky/Bates/Unanimous
- 6.3 Proposed Job Description: Finance Officer
- Dan Keyes gave an overview of the item.
 - The Personnel Committee recommends the approval of the job description of Finance Officer effective July 1, 2020.
 - Bushansky brought up the concern about being able to afford the change, and that it should not be voted on tonight. He would like to approve the job description, and have
 - Marshall replied that he fears that the current Business Coordinator may no longer work
 - A motion was made to approve the proposed job description of Finance Officer with an effective date of July 21, 2020
 - M/S/C: Bushansky/Huff/Unanimous

3.0 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

3.1 Approval of minutes for board meetings and standing committees: 02-19-2020 Finance Committee Meeting Minutes, 02-19-2020 Regular MCRPD Board of Directors Meeting Minutes, 02-28-2020 Regional Park Committee Minutes, 04-22-2020 Special Board of Directors Meeting Minutes

3.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD income statement, January 2020; CVSCC income statement, January 2020; MCRPD check register, January 2020; CVSCC check register, January 2020, MCRPD income statement, February 2020; CVSCC income statement, February 2020; MCRPD check register, February 2020; CVSCC check register, February 2020

- A motion was made to approve all items on the consent calendar with a title change of the 04-22-2020 Special Board of Directors to 04-06-2020 Special Board of Directors Meeting Minutes
- M/S/C: Bushansky/Burkey/Unanimous

The Board went into closed session at 6:21pm

4.0 CLOSED SESSION

4.1 PUBLIC EMPLOYMENT (pursuant to Government Code 54957)

Title: Public Employee Discipline/Dismissal/Release

- Direction was given to staff.

5.0 ADJOURNMENT

- Meeting adjourned at 6:45pm